

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday night was the last Council meeting before this year's Council election. We will use the additional time freed up by the break to advance some ongoing initiatives. I spent time this week working on parking related negotiations for Lot 4 with a landowner who is interested in having the City manage their private parking lot. I held a meeting to discuss some economic development ideas we are working on along with potential expansion of the Alfresco Dining series later this spring. We continued working on a number of labor related items, including a schedule change for our water plant operators, beginning preparation for upcoming FOP negotiations, and a handful of smaller issues. We held a pair of meetings this week to discuss EV charging infrastructure and an ongoing EV related effort at UD that would have their vehicle to grid system potentially registered with PJM as a generator, what we believe may be a first at any public power agency. I developed a tracking spreadsheet where we can monitor progress toward the goals in the Newark Sustainability Plan and which will be provided to the CAC once it is fully updated. I also began preparing for a DEMEC bond refunding scheduled for later this year.

Newark had a good week for recognition from our peers and industry partners. On Tuesday I attended an event with Mayor Clifton and several staff members where the City received the 2020 Harris McDowell "Energy Champion" Award from the Delaware Energy Services Coalition. On Wednesday, our Parks and Recreation Department received the Delaware Recreation and Parks Society Outstanding Organization Award for 2020. And finally, on Thursday we received the Mutual Aid Award from Delaware Municipal Electric Company for having provided mutual aid from our Electric Department several times during 2020. These were three great examples of the excellent work being completed by City staff.

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

Human Resources:

The HR team met with the Police Department recruitment team to begin the process for police officer testing. The Police Department will be advertising for new recruits as well as officers already certified in early April with a testing date in May. Applicants who successfully complete the hiring process will be entering the State Police Academy in September. HR continues to work on job postings, interviews and onboarding which keeps us extremely busy. CHRO Hardin continued working on labor relations matters for City Manager Coleman as well as other personnel related items for various departments. City Council unanimously approved an amended resolution for the application to the state pension plan for the FOP membership. The amended resolution has been sent to the State Pension Office. CHRO Hardin will prepare for the Employee Healthcare Committee scheduled for March 30. CHRO Hardin and CPPO Martindale will be working on an updated COVID-19 policy that addresses the vaccine, return to work once employees are vaccinated, as well as masks and use of COVID-19 time.

Along with CHRO Devan Hardin, CPPO Jeff Martindale met with the City's representatives from ICMA-RC, the City's vendor for employee retirement savings. The ICMA-RC reps overviewed the City's plan and policies as well as discussed ways to better engage with City staff. It was agreed that semi-regular lunch time meetings ("Lunch and Learns") with staff would be the best way to achieve this goal once staff returns to the office on a more regular basis.

With the help of HR Administrator Marta Pacheco and the Communications Division, Mr. Martindale also finalized two forms related to the City's recruitment process. The first is a form for applicants that provides information on the City generally as well as the department and division in which the vacancy resides. Coupled with a new form outlining job benefits and biographies for those on the interview panel, this city/department/division form should help answer additional questions for applicants before we begin interviewing. Staff has cut significant time from the introduction portion of interviews in recent months using the benefits/biographies form, and we believe this will further expedite interviews.

The second form noted above is a checklist specifically for staff outlining what steps need to occur between one employee's resignation and the hiring of that employee's replacement. With the increased volume of job postings this year (through March we have about the same number of job postings as we did through all of 2020), some added formality to the recruitment process should also improve hiring efficiency.

Mr. Martindale also hosted interviews with PW&WR for a Part-Time Administrative Professional I, held an exit interview for an employee leaving PW&WR, and onboarding three new full-time hires:

- Joel Ortiz (PW&WR)
- John Cushner (PW&WR)
- Ryan Hultberg (PD)

Chief Purchasing & Personnel Officer:

Outside of the HR-related items above, CPPO Martindale also held two bid openings on Tuesday. Here is the list of all active or planned contract/RFP opening dates:

- 3/23: Contact 21-05 (Parks Signage Replacements) and RFP 21-01 (On-Call Engineering)
- 3/30: Contract 21-04 (Curtis Lane Culvert Replacement)
- 4/6: RFP 21-02 (SCADA Integration)
- 4/20: Contract 21-07 (Police Vehicle Equipment Upfitting)
- 4/27: Contract 21-06 (Street Improvements)
- 5/3: Contract 21-03 (Valve Inspection)

Along with Purchasing Assistant Cathy Trykowski, Mr. Martindale also worked with departments to inform vendors of the City's new EFT requirements for new vendors. Due to delays with the postage service and costs associated with mailing purchase orders and checks, Purchasing is committed to hitting an 80% emailed PO/EFT payment rate by 2024.

Mr. Martindale also continued his research of electric vehicles and anticipates bringing a bid waive recommendation to Council for approval within the next few months.

Finally, Mr. Martindale met with Facilities Maintenance Superintendent Dave Greenplate to overview the Purchase Requisition process in MUNIS. Mr. Greenplate has been inputting his own PRs since earlier in the week, which should streamline the requisition entry process moving forward.

Facilities Maintenance:

The FM team completed the following tasks this week:

- Installed new countertops and sinks in the women's locker room in PD
- Tested a new floor scrubbing machine at the Maintenance Yard training room
- Replaced light bulbs in various locations
- Began making fuel tank probe repairs at FOC
- Completed contractual FOC canopy and gutter repairs
- Began replacement of control system for PD with Seiberlich Trane
- Installed a new washing machine in the Facilities Maintenance room
- Completed normal cleaning and disinfection duties

Communications:

- Attended the ceremony for the City to receive the Energy Champion award
- Participated in the Safety Committee meeting
- Continuing to organize the staff wellness challenge
- Working with TNP, local businesses to create potential designated retail area for future Alfresco events
- Tracking vaccine information, logging how many are still needed for an employee clinic
- Posted a statement for Mayor Clifton on the recent events in Atlanta and Boulder
- Wrote talking points for Mayor Clifton for the Parks and Recreation recognition ceremony

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
- Created April birthday/anniversary newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

Creative Designer/Web Specialist:

- Created an AFSCME 1670 applicant sheet for Maintenance IV interviews

- Created a YouTube playlist for the Review of the Comprehensive Development Plan V Virtual Coffee Break Public Workshops
- Designed “Closed for Walk-In’s” graphic for Friday, March 19
- Edits made to the 2021 Newark Police Department Recruitment Graphics
- Edits made to the City/Department/Division Forms
- Posted revised submission deadlines for the Planning Commission
- Scheduled public meeting for Steering Committee for the Comp Plan Review, on the City Calendar
- Scheduled weekly public meeting notices via InformMe
- Updated City Council Information on the City website
- Updated social gathering data on the COVID-19 webpage
- Updated the Sustainability Plan Tracking spreadsheet

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 3/18/21 to 3/24/21. These sessions included arraignments, trials, and capias returns. Parking Ambassadors continue to handle parking appeals online.

The court received 47 Indoor Social Gathering tickets from incidents over the weekend.

The bailiffs are scheduled for their first firearms requalification of the year on 4/10/21.

Terri participated in a remote manager's meeting on 3/18/21.

Activity or Project:

Payments and Court Sessions

Description:

From 3/18/21 to 3/24/21 Alderman's Court handled 51 arraignments, 34 trials, and 21 capias returns. The court processed 41 Probation Before Judgment sentences this week for traffic violations. Alderman's Court collected a total of 489 parking payments of which 445 were paid online and 44 were paid at court. The court also collected criminal/traffic payments of which 197 were paid online and 31 were paid at court for a total of 228 criminal/traffic payments.

Status: Completed

Expected Completion: 03-24-2021

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on March 22 for Council and Bobby was in the office on March 18 for Court.

Renee and Tara attended the quarterly Delaware Municipal Clerks Association meeting on March 18.

Renee and Nichol staffed the March 18 Board of Adjustment meeting. The Board voted 3-1-1 to approve a 1.2% lot coverage variance for 0 West Park Place. They also discussed potential changes to the agenda and packet process.

Renee attended the University of Delaware Women's Leadership Initiative webinar Let's Do Power Differently on March 19.

Paul and Renee staffed the Council meeting on March 22. Item 2B (March 8 Council minutes) were posted and distributed to Council on March 19. Staff completed follow up throughout the week.

Renee completed the Creating a Culture of Ethics in a Small Community webinar and follow up assessment for credit towards her Master Municipal Clerk certification on March 23.

Tara staffed two bid openings on March 23.

Renee administered the skills assessment for a candidate for the vacant Administrative Professional I position in the Planning and Development Department on March 24.

Renee worked on several Council-related items including scheduling agenda items for future meetings.

Renee spent time reviewing potential projects for the Legislative Department for the American Rescue Plan funds that Newark will be receiving.

Renee worked on 2020 personnel evaluations.

Tara spent time reviewing building permits.

Renee worked with applicants for several Boards and Commissions vacancies. Nichol completed follow up work for recent appointments, including demographic surveys, and resignations.

Tara dedicated time to several union matters.

Renee 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. 151 affidavits have been returned with ballots mailed out and 90 completed ballots have been returned through March 24. 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. The deadline to register to vote in City elections passed on March 22, so Renee requested the final voter registration list from the Department of Elections for coding. Staff has also begun seeing an increase in phone calls regarding voting and absentee ballots. 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:

- * Notified staff that an administrative estimate was approved for a March 2 FOIA request which was revised on March 11 and again on March 19 pertaining to documents for 1000/3000 Fountainview Circle from Thaddeus Weaver, Esq.

- * Communicated with and received a response from staff for a March 5 FOIA request for copies of applications/site plan for proposed cellular/communication/telecommunication wireless towers submitted between February 5 and March 5 from SBA Communications Corporation

- * Provided documents and closed a March 10 FOIA request for copies of Contract 19-01 from Randolph Brolo
- * Circulated to staff a March 19 FOIA request for all fines issued to Park Place Apartment/Studio Green/Lehigh Flats/Park Place Flats between 2011 to present from Thomas Powers
- * Circulated to staff a March 22 FOIA request for land development plans specifically storm drainage/inlets/manholes/piping pertaining to parcel 18-021.10-144 and 18-021.00-145
- * Circulated to staff a March 23 FOIA request for copies of leases/licenses for cell towers/rooftop antennas/other wireless installation/24 months of associated payment histories pertaining to City owned properties from James Kennedy

Regarding minutes, staff time was spent on the May 26 Council executive session (Renee drafted - complete), June 8 Council executive session (Renee drafting), March 8 Council (Nichol drafted; Renee edited - complete), March 9 Conservation Advisory Commission (Nichol drafting) and March 15 Council (Nichol drafted) minutes. Several sets of Council Executive Session minutes, the January 26 Election Board minutes, the March 18 Board of Adjustment minutes and the March 22 Council minutes are currently in the queue.

20 discovery requests were fulfilled for upcoming Alderman's Court cases. 101 discovery requests have been filled so far for 2021. The court calendar for April 8 was completed with 11 case files compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 124 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha has begun research and creation of an implementation plan for a graduated opening of TCM public portals. While the final implementation will be based on the results of the implementation plan, staff is looking tentatively at a 2022 launch.

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 11-17 are below.

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

Activity or Project:

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Activity or Project:	
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Execution Status:	

City Manager's Weekly Report

Department:
Electric Department

Notable Notes:

Alongside Verizon crews, the line crews worked a scheduled outage on Marrows Road throughout the night into the dawn on Wednesday changing a Verizon pole. The outage affected several businesses including the ice rink and Army Reserve. Extra crews were called in to work with the contractors at the Army Reserve to install pipes and wires into an existing transformer which will feed a new transformer for a new building at the site.

A substation transformer's two circuits tripped off because a differential relay detected an internal fault. The crews switched to get power restored and a contractor was hired to test the transformer the next day. Because nothing was found to be wrong, the differential relay is being replaced with a spare and sent to the factory for analysis and repair.

The electricians worked with engineering at Freemont Road Substation tracing wires and forming a preliminary plan for replacing the old 34kV breaker. They also helped the contractor with testing the Chestnut Hill Road transformer and tested a Benny Street meter after a billing complaint.

Engineering had a conference call with DEMEC, AMP, and a UD demand response representative about the Electric Vehicle to Grid (EV2G) installations at STAR. The EV2G project has been moving along for years and now is applying to PJM as a generator. Technical issues, like metering and energy compensation, must be resolved before this kind of distributed generation is utilized.

Engineering also attended an online conference about predicting transformer failures and worked on the 5G cell tower requests.

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Expected Completion:	
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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 started this week and is expected to be completed April 9th. Auditors have been working virtually throughout the review. Single Audit is also being performed simultaneously. The Single Audit focus for 2020 includes funding received from the CARES Act, and all programs funded through the State Revolving Loan Program. The latter contain water and sewer projects, including the Rodney Stormwater Project.

Staff is monitoring the American Rescue Plan and awaiting guidance from the US Treasury on the proper use of the funds. Internally, the Finance Director is working with the Department Directors to identify needs that can be addressed with these funds, which will be proposed to the City Manager and Council for consideration.

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending 3/19/2021: Call volume was about equal from the previous week (235 vs. 247).

- Customer Calls/answered: 229/235
- Average call time: 4:03
- Longest hold: 5:51
- Payments processed: 6,176
- Pay by phone payments: 263
- Active Customer Connect Accounts: 8,806
- Customers signed up, not on pre-authorized payments: 5,992
- Budget Billing: 305

- Echeck/PAP Customers: 1,455 (includes budget billing)
- Credit Card PAP Customers: 1,359 (includes budget billing)

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

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Activity or Project:

Description:

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

Department:

Information Technology Department

Notable Notes:

Weekly:

Applications Team:

Open Support Tickets from Previous Week - 56

Open Project Tickets from Previous Week - 15

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

Tickets Opened in the Last Two Weeks - 71

Tickets Closed in the Last Two Weeks - 57

Remaining Open Support Tickets - 63

Remaining Open Project Tickets - 20

Remaining Tickets with Vendor R&D - 21

1. GotoMeeting with Paymentus to discuss status of project on 3/11.
2. GotoMeeting with Tyler to discuss status of SaaS migration project on 3/16.
3. Teams meeting with Harris to discuss bill automation project on 3/17.
4. GotoMeeting with Tyler to discuss status of SaaS migration project on 3/23.
5. Teams meeting with Infrastructure to discuss user connectivity to FieldSense on 3/24.
6. Worked extensively with Honeywell to install software on new server and water division technicians tablet.
7. Worked on Munis pension tracking to determine feasibility of module for pension information.
8. Continued working with Honeywell on meter firmware upgrades.

9. Worked with PW&WR and vendor on plotter replacement.
10. Worked on and resolved support tickets for end users.
11. 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 - 98

Open Project Tickets from Previous Week - 32

Tickets Opened in the Last Two Weeks - 177

Tickets Closed in the Last Two Weeks - 165

Remaining Open Support Tickets - 108

Remaining Open Project Tickets - 34

1. Switchport Clean Up.
2. Worked with electric to restore service from six cameras.
3. New user onboarding.
4. Tyler VPN configured and tested.
5. MFA client roll out started.
6. MFA configuration completed.
7. Patching Hyper-V servers.
8. Workstation patching and maintenance.
9. Server patching and vulnerability remediation.
10. Continued WFH support.
11. Worked on and resolved support tickets for end users.
12. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status: Not Started

Expected Completion:

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with the subcontractors for the reservoir restroom project about the site work schedule; worked with DelDOT on the White Clay Creek/Charles Emerson Bridge project information flyer; met with Rich about graffiti removal in several areas in our parks system and City property; met with Paula and the recreation staff about upcoming spring/summer events and activity schedules; met with the parks staff about upcoming Parks and City projects and work orders; met with Tim and Ethan about several park projects; met with Ethan about staging areas for the White Clay Creek/Charles Emerson Bridge project; worked with Paula and Jeff on addendums for park signage contract bid request; Newark Parks and Recreation was awarded the 2020 Outstanding Organization by the Delaware Recreation and Parks Society (DRPS), the recognition was well deserved due to the department's hard work to offer programs, events and activities during the COVID State of Emergency by following all State COVID-19 guidelines. This was no easy task as State regulations and requirements changed on a daily basis. Thank you to the Parks and Recreation staff for all of their hard work and dedication.

Deputy Director: Attended DRPS Awards Committee conference call; met with recreation supervisors regarding summer programs; met with Joe and Sharon to discuss events scheduled for May - August and changes/cancelations for them and sent update to UD staff and NPD regarding changes; sent updated information and paperwork required for background checks for summer camp staff to recreation supervisors to start implementing; worked with Shelby to update Channel 22 information for Jayme and create schedule for daily posting on FB highlighting upcoming spring break and summer camps prior to camp fair; coordinated onboarding of new Wilson Center Attendant with Jeff; conducted weekly staff meeting; worked with Joe and Jeff on addendums for park signage contract bid request; consolidated changes/corrections for camp guide and worked with Shelby on finalizing updates; worked with Melinda and Kathy to complete input of the summer camp information into the online registration software system; worked with Tyler to complete the field use COVID safety plan that we will use with all outside agencies using city fields; worked with Terri Conover regarding community service opportunities for gathering ordinance violations and coordinated with Chrissy to track hours through volunteer system; worked on purchase orders for sports equipment needed for programs and camps; tasked recreation supervisors to update camp FAQ sheet for summer camp guide and review camps in Civic Rec to ensure all information is accurate; continued sending applicant information to recreation staff for summer hires; continued to work with Melinda, Chrissy and Rich regarding the mission group volunteers and work at the Community Garden; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Held tennis instructor interviews and working to get some new instructors hired, new lessons began 3/21; met with other Recreation Supervisors regarding the upcoming camp fair; submitted March enhanced reimbursement application for before/after school care programs, held interview for before care staff; added another Soccer Shots session on Wednesdays as our original Thursday class filled; received notification that we will be receiving

the Delaware Recreation and Parks Society Outstanding Organization Award for 2020; finalized COVID safety plan requirements to be sent to all groups interested in renting fields; finalizing summer camp details and proofed the summer camp guide.

Recreation Supervisor of Community Events: Reviewed Summer Camp Guide draft; working on summer programs; receiving registrations for Hunt@Home (currently over 100); working on summer fitness and adult dance schedules; processing paperwork for new fitness employees and summer camp contractors; began new sessions for fitness and adult dance classes; met with other Recreation Supervisors about Summer Camp Fair; finalized and printed Hunt@Home Tips; posted on Facebook about Hunt@Home.

Coordinator of GWC and Volunteers: Attended a Zoom meeting on March 17 with the Christina River Watershed Clean Up Committee to discuss the month long Virtual Clean Up; attended a conference call with Terrarium Therapy to discuss summer programming; attended weekly staff meeting; attended a summer camp fair planning meeting with Recreation Supervisors; met with the Deputy Director to discuss summer programming; spoke with a Newark K-9 officer about utilizing the George Wilson Center for future K-9 trainings; had a phone conference with the Deputy Director and Newark PD to discuss community engagement program possibilities for Summer - Fall 2021 and sent a follow up message with ideas to Newark PD; reviewed and made corrections for the summer camp guide; continued planning summer programs; continued to work with the Delaware Department of Agriculture to finalize items needed for the Spotted Lantern Fly program scheduled for National Ag Day on Tuesday, March 23; contacted the participant of the School's Out Day programs scheduled for March 25 and March 26 to notify her of the cancelation; continued planning for spring break camp and Camp GWC; continued to work on finalizing staff for Spring Break Camp, Camp GWC and Lifeguards; participated in a Virtual Career Fair with Jobs for Delaware Graduates/William Penn High School on March 17; set up for and monitored a Repass that took place at the George Wilson Center on March 19; met with a new church group that will be renting the George Wilson Center starting March 28; communicated with the newest GWC Attendant that will be starting on March 22; continued updating and finalizing the George Wilson Center Attendant staff schedule; worked with the Deputy Director on scheduling Community Service Orientation dates; provided one orientation on March 19; continued working on a schedule of volunteers assisting with the Hunt@Home Pick Up event scheduled to take place March 24 - March 26; was contacted by Delaware Recreation and Parks Society President to inform us that the Missionary volunteers nominated for the Friends of Recreation Award were chosen to receive the award March 24 at the Blue Ball Barn, informed the coordinator and worked with him to finalize two volunteers to accept the award on behalf of the organization; communicated with the Adopt-a-Park and Trail Volunteers with information on safely volunteering as the weather continues to get nicer; 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. GWC Rentals: The Main Hall was rented on the following dates: March 7 from 2 - 7 p.m. for a Baby Shower with an overall attendance of 20, March 13 from 3 - 7 p.m. for a Painting Birthday Party with an overall attendance of 24, March 14 from 2 - 8 p.m. for a Baby Shower with an overall attendance of 65, March 15 from 8:30 - 5 p.m. for a Lifeline Screening Event with an overall attendance of 25, March 19 from 12:30 - 4 p.m. for a Repass with an overall attendance of 75, March 20 from 3 - 7 p.m. for a 1st Birthday Party with an overall attendance of 55. The Main Hall was utilized for a City of Newark Blood Drive on March 12 from 9 a.m. - 2 p.m. with an overall attendance of 40.

Recreation Specialist: Covered GWC Lifeline screening event; worked with volunteers at the

Community Garden, began laying safety surfacing on areas already raked/weeded and painted and cleaned sports equipment box for the parks; finished entry of summer camps and programs into Civic Rec; attended William Penn virtual employment fair Zoom call with Chrissy; continued assembling Hunt@Home kits, up to 84 registered; reviewed camp guide for edits.

Parks Superintendent along with Parks Supervisor met with returning seasonal employees to discuss upcoming season and address health concerns, along with Recreation Specialist met with Principal and Head Custodian at Downes School to select a site/discuss tree selection for upcoming Arbor Day planting on April 30, met with arborist contractor who did tree pruning/removal at Rodney to get quote for removal of one additional tree due to adjusted location of sidewalk, coordinated with arborist contractor to prune three trees along yellow trail within Redd Park as donation for part of the upcoming Christina River Clean Up effort in Newark, continued attending webinar series thru Penn State in Wood Lots and Forestry Practices week 8 of a 9 week webinar, continued following up on purchase orders with vendors, continued gathering quotes for upcoming 2022 budget requests and attended meeting with Parks Director and representatives of the US Forest Service/University of Delaware concerning forests improvements related to climate change.

Parks Supervisor assigned field staff daily and assisted as needed, coordinated with Recreation Division on volunteers working at Community Garden and at Parks Maintenance Facility doing painting of storage box and straightening up loft area, picked up smart board and library boxes for installation in various park areas.

Parks staff completed mowing of meadow areas, did trash removal throughout park system as needed, assembled library box and applied sealer, did interior bed maintenance at City Hall, dragged/scarified many ballfields, assisted arborist contractor with tree pruning at three sites in Redd Park as part of Christina River Clean Up in Newark and continued on cut backs throughout park system. Volunteers started woodcarpet application at Community Garden site and scrapped/painted metal storage box at Parks Maintenance Facility. Arborist donated entire day of tree work in Redd Park along yellow trail as part of the Christina River Clean Up effort here in Newark.

Activity or Project:

Newark Upcoming Events Update

Description:

Below is an update of upcoming events that we are going to cancel and/or modify due to current State COVID and University of Delaware COVID restrictions.

The Spring Concert Series normally held on the Academy Building Lawn on Thursdays from May - June will not be held this spring. We are hoping to schedule two or three in September/October timeframe. As we get closer to that timeframe we will reach out again to UD to confirm we are able to conduct the concerts on the Academy Building Lawn.

The Memorial Day Ceremony normally held at Memorial Hall and on the Green and the Parade that normally follows the ceremony down Main Street will not be held. We are, however, holding a very small service at the Academy Building Lawn and plan to place wreaths next to the memorial on the lawn. We will be inviting the Mayor, a representative from a Gold Star family and the VFW to assist with the wreath laying. We are not inviting any guests to this ceremony. It will be a very

short event with the main intent being to record it and post the video and pictures to our Facebook event page and then leave the wreaths on the stands at the memorial as they have been done in the past.

Status:	Not Started
Expected Completion:	06-18-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 14

Violations: 10

Inspections: 12

Citations Issued: 18

- Property Maintenance participated in the following:
Property Maintenance Assisting police on two problem properties 51 E Park & 71 New London Rd.
Condemnation of detached garage at 303 W. Main St. Un-Safe Structure.
Helped finalize Rental Inspection Campaign Flyer.
Ordered City contractor clean-up at 227 W. Main St., 43 N. Chapel St. and 275 Peach St.
- 90/92/94/96 E. Cleveland Ave.: Flooring.
- 321 Hillside Rd. (townhomes): 400 building 6 units - framing and HVAC inspections are competed, 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): Final sitework in progress. TCO application pending.
- 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. Exterior walls being installed.
- 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 projected soon.
- 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.
- Brian Daring attended the following meetings:
 - UD Bancroft: Preconstruction meeting for Drake Lab addition.
 - SAC Meeting: 10 and 16 Benny Street, 401 Ogletown – Chick-fil-A, University Commons redevelopment site plan.
 - City of Newark ESCO – update meeting hold.

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 continued alternating work-from-home/in-office schedule to reduce chances of community spread. Have begun the discussion on what return-to-office would look like, based on CDC recommendations.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents.
- Parking Ambassadors continued giving out masks to patrons on-street, over 30 since last week. Parking Ambassadors notifying on-street patrons they should wear a mask even while outside. With an increasing number of walk-ins, we have been giving out more masks in office and reinforcing the “double-masking” with customers and staff.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. Removed a pay station from the end of East Main Street. The pay station has been brought to the office for recalibration, as the unit was giving incorrect zone and rate information after having been out-of-operation. The machine was found to be redundant in this area as there is already a machine in this area. Machine is being prepped for Lot #1 installation.
- Working with PW&WR in gathering information for a shared compactor in Lot #4.
- Subdivision Advisory Committee meeting on March 24th to discuss multiple sketch plans on proposed properties.
- Notified customers and permit holders of Alfresco event and alternative parking areas. Main Street Alfresco was cancelled. Previous prep for the event will now go towards the next Alfresco event on April 14th.
- Worked with Newark Housing Authority to reserve parking on Main Street for a vaccination event.
- Worked with Communication to reserve parking at McKees Solar Park to reserve parking for a ribbon cutting ceremony.
- Parking employees participated in the State of Delaware Workers' Vaccination event. Numerous employees went to Dover for their first vaccination.
- Provided Builders Incorporated with reserved parking rates in Lot #1 as they demo and build out the new CVS to be opened in the Main Street Galleria.
- Responded to multiple residential complaints regarding private tow trucks on City streets.
- Responded to a complaint regarding Passport parking app not allowing length of parking session to be changed. Believe it was a customer error using the quick links provided within the app but provided multiple solutions to fix error.
- Numerous immobilizations on and after the St. Patrick's Day holiday.
- Verification of DELJIS users with Dover state office.
- Work with City Manager's Office regarding counteroffer with Hillcrest Development Group regarding proposed multi-use parking garage.
- Clarification with Finance regarding enforcement and immobilization revenue and how its recorded.

Planning/Land Use

Planning staff met with DART planners at our first monthly meeting to discuss Unicity and how to make it more efficient and increase ridership. It was a very productive and helpful meeting and both parties are working on some follow ups to include tasks related to the Unicity route, future bus purchases, and coordinating with DART's app.

Planner Director Gray in conjunction with Planning Chair Will Hurd will be having an onboarding

meeting next week with the newest Planning Commissioner Jen Wallace who was appointed by City Council on Monday, March 22, 2021.

Planner Mike Fortner prepared for the Steering Committee for the Review of the Comprehensive Development Plan V which is scheduled for Thursday, March 25, 2021 at 7:00 p.m.

- Deed Transfers: 6
- Building Permit Reviews: 15
- Certificate of Occupancy/Certificate of Completion: 0

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- On March 24, 2021, Chief Tiernan and members of the police command staff, held the second department wide virtual meeting. Information was exchanged between members of staff, field officers and civilian staff.

Patrol Division:

- On March 17, 2021, at approximately 2318 hours, Cpl. Vari responded to 227 West Main Street in reference to a disorderly conduct complaint. Upon arrival, officers observed a male, with an open container of alcohol who fled from officers. Upon additional officers arriving on scene, the subject was taken into custody and was issued a criminal summons for resisting arrest, open container of alcohol, and littering. He was released pending a court date at Alderman's Court #40.
- On March 18, 2021, at approximately 0204 hours, Cpl. McKennon observed a black

Chevrolet Impala traveling on the Christina Parkway and could hear a loud scraping noise as the vehicle passed his location. When the front bumper of the Impala was observed hanging off the vehicle, a stop was initiated. During the traffic stop, the passenger of the vehicle, Tony Clark, was found to be wanted for absconding from Home Confinement. When Cpl. McKennon contacted the probation monitoring center, he learned that Clark had cut off his ankle monitor which was the reason for his violation of probation. Clark was taken into custody, arraigned through Justice of the Peace Court #11 and issued \$50,000 cash bail for the violation. He was subsequently turned over to the Howard R. Young Correctional facility.

- On March 19, 2021, at approximately 1825 hours, Newark Police responded to a crash involving an overturned vehicle at the intersection of Library Avenue (SR 72) and East Main Street (SR 273). The investigation at the scene determined that a 2019 Dodge minivan was westbound on Oglestown Road and a 2011 Dodge Nitro was southbound on Capitol Trail (which becomes Library Avenue at the intersection with East Main Street). The two vehicles collided in the intersection of Library Avenue and East Main Street. As a result of the crash, the Dodge minivan overturned in the intersection. Each vehicle was occupied solely by an operator at the time of the crash. Both operators were transported by ambulance to an area hospital for treatment of injuries not believed to be life threatening.

Auxiliary Services Division:

- Background investigations are underway for the vacant Communications Officer I position.

Administration Division:

- Officers from the Administration Unit are beginning to plan for a police officer applicant test to be held later this Spring.

Criminal Investigations Division:

- On March 16, 2021, Victim Services Coordinator Melissa Pennachi participated on a panel presentation to the Advocacy in Domestic Violence Services at the University of Delaware. The class focuses on Domestic Violence Prevention and Police Concentration.
- On March 17, 2021, Terralyn Jackson-Whitehead, 28, of Philadelphia, PA, turned herself in to Newark Police. A warrant for Jackson-Whitehead's arrest was issued in July 2020, following an investigation by detectives into unauthorized charges on the credit card of a disabled adult for whom she was caring. Jackson-Whitehead was charged with three counts each of Felony Theft from a Disabled Adult and Unlawful Use of a Payment Card. She appeared before Justice of the Peace Court #2 by video and was released on her own recognizance.

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:

Holiday Recycling Collection Change - Due to the Good Friday holiday, recycling normally collected on Friday, April 2 will be collected on Thursday, April 1. Recycling normally collected on Thursday, April 1 will be collected on Wednesday, March 31. There will be NO yard waste collection on Wednesday, March 31. Please call Public Works at (302) 366-7000 with any questions.

PW&WR received 11 proposals in response to our Request for Proposals for our Engineering and Project Management Contract. Staff will now review and evaluate the proposals before bringing them to Council for approval. This contract allows for the use of Professional Services on a task order basis at agreed upon rates. Over the years, the consultants hired through this process have been instrumental in numerous projects, including Rodney, Curtis WTP upgrades, and the sanitary sewer evaluation and repair program. A similar contract for SCADA services is also out for bids right now and we expect responses to be submitted over the next two weeks.

PW&WR Management held safety talks with all field divisions to discuss the City of Newark Safety Manual. All employees know how to access the manual and provide feedback on updates or additions.

Spring Leaf Collection will continue until April 2. Residents must call Public Works at (302) 366-7000 to schedule the leaf pickup and all leaves must be raked behind the curb or sidewalk, but not in the roadway.

Activity or Project:

Annual ADA Ramp Program Construction

Description:

Work will begin the week of March 29 on the handicap ramp improvement project. Our contractor, Grassbusters, will begin the work in the College Park (Madison Drive) area and will be removing non-compliant ramps and reinstalling compliant ramps. The attached notice has been handed out to all affected residents in the area.

Status:	Started
Expected Completion:	06-30-2021
Execution Status:	On Track

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

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

Digital Records Project New Documents Created – March 18-24

Name	# of Documents	# of Pages	Types
Samantha	53	639	PWWR property attachments; Working remotely on modifications
Sandy	30	7,071	City Manager 2020 correspondence and weekly reports; Termination records; Timesheets
Fred	209	954	PWWR property attachments
Ana (PT)	7	35	Working remotely on modifications
Danielle	4	38	Current Legislative Department documents
Total	303	8,737	

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 03/14/21-03/20/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	3	0	0	1	0	0
Rape	1	1	0	2	1	0
Unlaw. Sexual Contact	2	1	0	0	0	0
Robbery	3	3	0	7	2	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	1	2	0	0	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	1	0	7	0	0
Assault/Aggravated	2	1	0	2	3	0
Burglary	6	6	1	43	2	0
- Commercial Burglaries	0	0	0	41	0	0
- Residential Burglaries	6	5	1	2	2	0
- Other Burglaries	0	1	0	0	0	0
Theft	96	148	8	68	27	3
Theft/Auto	14	20	0	1	2	0
Arson	0	0	0	0	0	0
All Other	45	2	0	43	10	3
TOTAL PART I	172	182	9	167	47	6
<u>PART II OFFENSES</u>						
Other Assaults	68	42	3	62	6	0
Rec. Stolen Property	0	0	0	1	4	0
Criminal Michief	28	41	4	25	5	1
Weapons	5	0	0	10	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	15	4	18	9	3
Drugs	18	29	4	21	22	0
Noise/Disorderly Premise	130	126	24	41	61	6
Ordinance Violation	0	65	21	0	2	0
Disorderly Conduct	29	80	10	29	26	1
Trespass	62	66	3	19	21	0
All Other	54	78	5	74	47	4
TOTAL PART II	414	542	78	300	203	15
<u>MISCELLANEOUS:</u>						
Alarm	39	80	5	0	0	0
Animal Control	99	83	6	15	2	0
Recovered Property	56	32	6	0	0	0
Service	8055	7279	659	0	0	0
Suspicious Per/Veh	109	99	11	0	0	0
TOTAL MISC.	8358	7573	687	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	640	10,275	870	9,189



**Newark Police Department
Weekly Traffic Report**



03/14/21-03/20/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2280	2571	16	262
DUI	30	31	1	5
TOTAL	2310	2602	17	267

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	57	27	3	6
Property Damage (Reportable)	224	162	8	11
*Hit & Run	55	35	4	3
*Private Property	44	34	2	1
TOTAL	281	189	11	17

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.



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

March 25, 2021

Notice: Residents of College Park

The City of Newark has contracted with Grassbusters Landscaping Co., Inc. to remove and replace curb ramps in College Park as part of the annual ADA Transition Plan Improvements. On **Monday, March 29, 2021** the contractor will begin saw cutting and removing existing curbs, sidewalks and asphalt pavement, followed by the installation of the new curb ramps, **weather permitting**. The curb ramp replacement will be followed by asphalt patching in front of the new curbs.

NO PARKING WILL BE PERMITTED IN THE AREA OF WORK between the hours of 7 a.m. and 5 p.m., Monday thru Friday, until all the work at the intersection is completed. Vehicles that are parked on the street during these working hours will be **towed at the owner's expense** because of the considerable delay and expense this situation can cause the contractor. Owners of towed vehicles must obtain a "Vehicle Release Form" from the Newark Police Dept. at 220 S. Main Street to retrieve their vehicle.

All work will be conducted from the corners of street intersections, driveways will not be affected. **Residents who park in the street near the affected areas are encouraged to park their vehicles on adjacent streets, well away from the work area.**

If you have any questions regarding the proposed work, feel free to call the Department Public Works and Water Resources at (302) 366-7000.

Your patience and cooperation is greatly appreciated!