

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week I prepared for and attended the Monday night Council meeting. I also finalized packet items for the 2/14 Council meeting. Throughout the week I responded and coordinated with staff on numerous constituent issues provided by councilmembers. I also prepared for and attended the February DLLG Legislative Action Committee meeting. I spent considerable time this week on HR and labor related items. Councilman Suchanec requested information on the previous dynamic parking rate proposal and items related to sidewalks on double frontage residential parcels. I began an effort to prepare a database of likely rental properties that will be compared against our list of properties with active rental permits. I also continued work on a potential property acquisition effort.

The remainder of the week was spent on general administrative tasks.

Human Resources:

HR Administrator Marta Pacheco:

- Completed and submitted the city's EEO-4 Report. A big thank you to Daina Montgomery for her assistance in generating the new excel reports in Munis!
- Scheduled interviews for Digital Records Management Coordinator position. Interviews will take place on Friday, February 11.
- Rescheduled Maintenance IV (Parks) interviews for Monday, February 14, 2022.
- Scheduled interviews for Part-Time Community Center Attendant and Substitute. These are scheduled for Friday, February 25.
- Posted and distributed Part-Time Facilities Maintenance Custodian vacancy. This job posting will remain open until the two vacancies are filled.
- Posted and distributed Lead Lineman in-house to replace employee promoted due to a retirement.
- Prepared and submitted to Safety Committee January's injury report.
- Entered employee work-related injury in PMA for processing.
- Finished updated January personnel roster and distributed.
- With assistance from Denyce, provide Finance with missing/expired employee driver's license information for insurance renewal purpose.
- Completed training for HIPAA Compliance for Managers and Employees.
- Completed a VOE.

CPPO Jeff Martindale's week on the HR side revolved around updating the City's policy for mask use and recruitment. The City aims to update its mask policy where applicable to match the changes outlined through the Governor's ending of the universal indoor mask mandate effective Friday, February 11. There have been no COVID cases among staff so far in February, so no vaxstats sheet is provided this week.

Mr. Martindale additionally sat in on interviews Wednesday and Friday for a Part-Time Recreation Specialist and Digital Records Management Coordinator, respectively. The rest of his week was spent in MUNIS training or working on Purchasing and Facilities items.

CHRO Devan Hardin has spent the majority of this week working on Pension Committee minutes and preparing for the upcoming Pension Committee meeting on February 23. Ms. Hardin and the HR team was scheduled to attend PACE training provided by Tyler Technologies regarding employee evaluations. The

training was cancelled two hours in due to technical difficulties. A second PACE training was scheduled on Thursday afternoon regarding pension calculations. The HR team will participate in one final PACE training on Friday, February 18 regarding Management Self Service as part of the ESS (Employee Self Service) portal.

Ms. Hardin spent the rest of the week answering emails, working on personnel and labor relations matters. She also attended meetings with department directors and employees as requested. The HR team is in the process of completing HIPAA training which will be completed on February 18. Ms. Hardin continues to review employee evaluations as they are completed. The deadline for police employees to apply for the Master Corporal and Sergeant promotional exam is Friday, February 11. The HR team continues working with Newark Police Department on the current recruitment process and is beginning preparations for the upcoming recruitment in May. The department continues to stay busy with recruitment efforts for both internal and external postings.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale held a bid opening on Tuesday for Contract 22-01 (Purchase of One (1) Wire Trailer). There were two bids, one of which was disqualified. He also advertised two other contracts for bid:

- Contract 22-04 (Water Main Replacement)
- RFP 22-01 (Police Officer Recruitment Services)

There are three other contracts nearing completion for advertisement and one with a bid deadline of 3/1 (Purchase of One (1) Wire Tensioner Trailer).

Mr. Martindale and Facilities Maintenance Superintendent Joe Augustine met with JMT to review final specifications for Contract 22-05 (Atrium Entrance Demolition) tied to CIP N2201. This will go out to bid later this month or in March.

With Purchasing Assistant Cathy Trykowski, Mr. Martindale looked into other offerings from vendors for general office supplies to get better pricing and services for City staff.

Purchasing:

In addition to helping Finance with year-end closeout, Purchasing Assistant Cathy Trykowski processed 69 invoices for the week ending 2/4, 35 purchase orders, and 5 change orders. So far this week, she has processed 10 purchase orders and anticipates processing 100 invoices by the end of the week.

Facilities Maintenance:

Superintendent Joe Augustine and the Facilities Maintenance team completed the following:

- Replaced inoperable heat pump in the Street Division's break room with a new high efficiency heat pump.
- Responded to squirrels in Building 2 at the yard. Placed two traps in the building with Animal Control Officer.
- Repaired door lock in the Street Division.
- Replaced two light bulbs in the Code Enforcement Office.
- Rebuilt 2nd floor ladies room toilet.
- Ordered parts for the Parks Department's chemical room exhaust fan.
- Ordered parts for three (3) exhaust fans in Building 2 at the yard.
- Ordered a new heater for the warehouse storage room.
- Assisted Trane in working out the problems in PD cells being too cold.
- Began constructing the wall for the new office in the Planning Department.
- Ordered more janitorial supplies to support all the city employees reporting back to work on 2/14/2022.
- Cleaned the increase dirt and wet floors from the weather.
- Composed an email about the HVAC COVID-19 upgrades for all city employees returning back to work

on 2/14/2022.

Communications:

Chief Communications Officer:

- Largely caught up on outstanding items due to being out of the office last week.
- Assisted Chief Purchasing and Personnel Officer with COVID-related items including change in masking requirements.
- Continued conversations with local churches regarding a future COVID test distribution event.
- Working with PW&WR to push out resources to help residents better understand single stream recycling.
- Helping the Fire Protection Specialist create forms and checklists to be added to the website.
- Working with Mayor and Council on creating InformMe categories for which residents can sign up and receive district-specific information.
- Various purchasing/invoicing tasks to reconcile items from last year.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Completing bank runs and COVID test drop-offs when needed.
- Managing Wellness Committee activities including the Healthy Weight Challenge that began this week.
- Edit copy from various departments,
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Web Content and Graphic Design:

- Added Todd Reese, Fire Protection Specialist, to the City website's employee directory.
- Built the City Lot Permit Parking webpage.
- Cleaned and reformatted Parking webpages.
- Created three (3) bio sheets for HR.
- Created InformMe categories for district newsletters.
- Designed a flyer for City of Newark long-term parking availability.
- Designed a flyer for DPH's low-income water assistance program.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Troubleshoot City Secretary's signNow notifications (still waiting on response).
- Updated Finance Department's Lodging Tax form for 2022.
- Updated photos of the reservoir for City homepage hero graphic.
- Updated the format and information on PW&WR's homepage.
- Updated the Personnel Manual on the City website.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

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

City Manager's Weekly Report

Department:
Alderman's Court

Notable Notes:
Alderman's Court held three court sessions from 2/3/22-2/9/22. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

The court processed 26 PBJ's for traffic violations and 11 Plea by Mails for criminal violations.

Activity or Project:
Payments and Court Sessions

Description:
From 2/3/22-2/9/22 Alderman's Court handled 22 arraignments, 37 trials, 4 capias returns and 3 video hearings. The court collected a total of 310 parking payments of which 270 were paid online and 40 were paid at court. The court also collected criminal/traffic payments of which 133 were paid online and 15 were paid at court for a total of 148 criminal/traffic payments.

Status:	Completed
Expected Completion:	02-09-2022
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on February 7. Bobby was in the office on February 4 for Court.

Renee attended the management staff meeting on February 3.

Staff finalized and posted the February 14 Council agenda and packet on February 7.

Paul and Renee staffed the February 7 Council meeting. Follow up work was completed throughout the week.

Nichol staffed the February 8 Conservation Advisory Commission meeting. The Commission members re-elected Sheila Smith as Chair and Dr. Helga Huntley as co-chair. They also worked on their 2022 goals list and are still working on their annual report.

Tara attended the kickoff meeting for the Energov permitting software project as the Legislative Department representative on February 9.

Renee spent time working on items related to Council, including drafting packet items for the February 14 Council meeting and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into March.

Renee spent time drafting the subdivision agreement for The Mill project located at 500 and 700 Creek View Road and 100 Dean Drive. The rezoning, major subdivision with site plan approval and special use permit are scheduled for public hearing and consideration by Council at the March 14 Council meeting.

Nichol worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. Nominees for the Board of Ethics, Planning Commission and Conservation Advisory Commission are on the February 14 Council agenda for consideration. All positions currently accepting applications are posted here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

The filing deadline for the 2022 City elections passed on February 7 with no contested races for Mayor or Councilmembers in Districts 3, 5 and 6. Per Section 10-19 of City Code, the election has been cancelled and the Election Board will certify the election of the new Mayor and returning Councilmembers on April 14 with the new members being sworn in for their new terms at the Council organization meeting on April 21. Staff began work to cancel all election-related items this week.

Tara completed several building permit reviews.

Danielle processed several items for the Recorder of Deeds office.

Renee worked on research items for staff.

Tara spent time on several union items.

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

- * Circulated to staff a February 4 FOIA request for police records pertaining to himself from a member of the public
- * Provided a response and closed a February 7 FOIA request for 100 Liberty Terrace which is outside of City limits from Samer Younes
- * Circulated to staff a February 7 FOIA request for any events/crime/police reports in the last 12 months regarding 1 Easton Court/250 South Main Street #107/100 Christina Mill Drive from Shreya Subramanian

Regarding minutes, staff time was spent on the January 20 Board of Adjustment (Nichol drafted; Tara edited

- complete), January 24 Council (Nichol drafted; Renee edited - complete), January 25 Diversity and Inclusion Commission (Tara drafting), January 31 Election Board (Nichol drafted) and February 7 Council (Nichol drafting) minutes. Several Council executive sessions and the February 8 Conservation Advisory Commission minutes are currently in the queue.

26 discovery requests for upcoming Court cases were fulfilled this week. 88 discovery requests have been filled in 2022. The court calendar for February 24 was received and the 15 related case files were processed for the Deputy City Solicitor.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 56 lien certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates.

Activity or Project:

Digital Records Project

Description:

Renee spent time preparing interview questions for the vacant Digital Records Management Coordinator position. Six applicants have been invited for interviews which will take place February 11.

The scanned document numbers for February 3-9 are below.

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

Activity or Project:

Council Chamber Hybrid Meeting Upgrades

Description:

The installation of the Council Chamber hybrid meeting upgrades have been substantially completed with two outstanding remaining items (configuration of the camera to view public speakers and connectivity of the new system to the hallway speakers) to be resolved. As the system is able to be used for public meetings, an item has been placed on the February 14 Council agenda to discuss the return to in-person Council meetings with hybrid access available.

Status:	Near Completion
Expected Completion:	
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews worked on installing a pole line down McKees Lane to eventually enable the new solar panels being added to the site to have a pad mount transformer as a feed back to the electric system. They also worked on the UD Project X temporary service, disconnected a Verizon service on Elkton Road that was interfering with the DelDOT project down by Stine-Haskell Labs, and continued upgrading photocells for the smart streetlight project.

The electricians worked at Sandy Brae changing a relay and fixing communication issues. They also installed a new water heater at South Well Field and worked at Phillips Substation troubleshooting the nitrogen blanket system on a substation transformer.

Engineering met with contractor about a new primary service that is going to UD's Coastal Engineering Building on Haines Street. They need more power for new equipment and wave tanks. Engineering also worked with the meter technician on reprogramming a smart meter gateway in the field and worked with electricians on substation breakers and relays at Sandy Brae.

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The City's 2021 financial audit began last week. Our auditors from CliftonLarsenAllen will be finishing up their interview work and will be back to conduct their field work on March 21. In addition, the City registered on the US Treasury's website to remain compliant with the directives of the administration of the American Rescue Plan. The City was required to submit the documentation that was provided to the State and budget documentation, along with providing points of contact.

Accounting staff worked on the official year-end closing of 2021 on February 10.

Staff continues working our insurance broker, WillisTowersWatson, as we continue to go through our annual insurance renewal process. We are expecting to have proposals for internal review by the end of February. Renewal date is April 1, 2022.

We are actively testing new credit card swipers for the payment of utility bills. These new units have the “tap to pay” feature and will not require a person to physically touch the credit card machine.

Finance Director has been working with departments on their specific issues regarding supply chain issues and their impact on the City’s budget. Recent issues were three DELL Information Technology projects that impacted network enhancement, updating our virtual environment, and improving data protection. <https://newarkde.gov/DocumentCenter/View/15602/2D>.

The State now has a new program structured to assist customers who are behind on their water and sewer bills. This one is called LIWHAP, or the Low Income Household Water Assistance Program. This program allows low-income households to apply for funding to avoid water and/or sewer disconnection, or to pay balances to catch up on water/sewer bills. The state has a total of \$2.5 million for this program statewide, and the City of Newark has been allocated \$290,000. Applicants complete the application (see link below) and work with their water/sewer companies to coordinate the payment. The state pays the utility company on the applicants’ behalf once approved. Here is a link to the application also: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

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

City Manager's Weekly Report

Department: Information Technology Department
Notable Notes: Applications Team:

Open Support Tickets from Previous Week - 67
Open Project Tickets from Previous Week - 16
Open Tickets with Vendor R&D from Previous Week - 16
Tickets Opened in the Last Week - 38
Tickets Closed in the Last Week - 30
Remaining Open Support Tickets - 71
Remaining Open Project Tickets - 16
Remaining Tickets with Vendor R&D - 20

Infrastructure Team:

Open Support Tickets from Previous Week - 133
Open Project Tickets from Previous Week - 45
Tickets Opened in the Last Week - 78
Tickets Closed in the Last Week - 74
Remaining Open Support Tickets - 135
Remaining Open Project Tickets - 47

1. Testing NetMotion (VPN).
2. Installing the AV equipment in the Council Chamber.
3. Finalizing the equipment and services purchase for the data center refresh (I2201, I2203 and I2204).
4. Configuring new laptops for deployment.
5. Troubleshooting several police cars.
6. Working with Advantech on the conversion to the new badge reader system.
7. Troubleshooting cameras.
8. Troubleshooting Gatekeepers.
9. Reconfiguring the FTR.
10. Imaging laptops for deployment.
11. Workstation patching and maintenance.
12. Server patching and vulnerability remediation.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

Planning & Scoping: 9/13/21 - 10/29/21 (COMPLETED)

- Northstar internal kick-off meeting: 9/27 - 10/1
- Northstar & Newark project kick-off meeting: 10/26

Project Oversight: 10/1/21 - 1/31/22

- Northstar & Newark internal/external weekly status meetings

Process Design: 10/18/21 - 11/12/21 (COMPLETED)

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29
- Northstar & Newark external meeting to complete the required AP checklist: 10/27
- Northstar internal meeting to review AP checklist: 10/25 - 10/29
- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21 (COMPLETED)

- Northstar to configure/validate AP suite: 11/8 - 11/19

Test: 11/15/21 - 12/3/21 (IN PROGRESS)

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/24
- Northstar to provide UAT support: 11/25 - 12/3
- Newark to perform UAT final remediation: 12/6 - 12/10

Operate: 12/13/21 - 12/24/21 (IN PROGRESS)

- Northstar to deploy AP suite: 12/13 - 12/17
- Northstar to provide post go-live support: 12/13 - 12/24
- Northstar internal meeting to discuss project closure: 12/20 - 12/24
- Transition to support: 1/31/22

Promoted 10 of 17 workflows to production, working with vendor on remaining workflows.

Status:	In-Progress
Expected Completion:	01-31-2022
Execution Status:	Behind Schedule

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:

Deputy Director: Attended weekly managers' staff meeting; conducted weekly maintenance meeting and recreation staff meeting; attended Employee Wellness Committee meeting; set up GoToMeeting and attended Memorial Day ceremony and parade meeting; continue to work with sign contractor on additional signs; worked with Shelby to create March events on the city website event calendar and Facebook; worked with Tom, Stew and Joe on updated questions for the Maintenance IV position and submitted to personnel; worked with Jill to update drivers list for insurance report; continue updating Delaware Division of the Arts grant for FY 2023; worked on memo for Council regarding the possibility of the use of the Unicity bus for the Friends of School Hill event on March 6; reached out to state parks regarding summer camp COVID policies and suggested setting up a statewide Zoom call with other recreation agencies to discuss; reached out to Caitlin Olsen at UD regarding the status of our event request and their vaccination requirement policy; reviewed and approved the retention bonus information submitted for the child care staff for the childcare stabilization grant; worked with Shelby to complete the 2022 event calendar and start advertising; updated in Civic Rec and worked with Kathy to link attachments for vendor information; worked with Kathy to create the volunteer survey in Civic Rec and link to all volunteer opportunities; sent Sharon a comparison of the budget appropriations for each event compared to the sound proposal requirements to ensure she was aware of what money was allocated; worked with Shelby and Civic Rec to update the banner on the main page of the registration site; finalized information with Shelby for the vendor packets for 2022 and to send them out

and make live on the website; reviewed information for the Community Garden being sent out to plot holders regarding clean up; continued working on combining end of year reports from recreation staff and parks superintendent; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events and processing permits; continued to process financial assistance paperwork, continued to work with Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues interviewing and hiring new before and after school care staff, met with Site Administrator, made lots of scheduling updates due to new staff and new UD semester beginning, working on out of state background checks for new staff, continues working on stabilization grant, working to get updated quotes, purchase orders completed and items ordered, submitted staff retention bonus; working to get summer camps planned and scheduled, working to determine which Rittenhouse staff will return this year; visited Junior basketball at Newark High and hiring new gym supervisor; working through field use requests for this spring.

Recreation Supervisor of Community Events: Created and filed contracts and purchase requisitions for contracted instructors; checked the Community Garden and identified plots that needed to be cleaned and sent emails to the plot holders to make them aware of their condition and the need for them to be cleaned; completed the February PSA's and added to the folder; updated the contact list for the Memorial Day Parade meeting and sent out the new meeting schedule to the contacts, prepared for and conducted Memorial Day Parade meeting, got information from Smyrna about their Hometown Heroes banner program; completed and sent the facility request form for the Egg Hunt to White Clay Creek State Park; updated Civic Rec for the vendor information and made it live for registration, Shelby will send the packets out on Monday via Constant Contact.

Coordinator of GWC and Volunteers: Reviewed and submitted timesheets for GWC attendants and No School, Day of Play staff; completed an additional pottery kiln loading/unloading training for GWC attendants; finalized and submitted the 2021 Volunteer Report; sent information to contacts for the upcoming Volunteer/Employment Fair scheduled to take place at the Newark Free Library on March 5, vendors for it currently include Newark Free Library, Paws for People, Special Olympics Delaware, Sexual Assault Response Center, Volunteer Delaware 50+, and Blood Bank of Delmarva; attended weekly staff meeting; attended a Friends of School Hill Events Committee Zoom meeting on February 3; worked with a court ordered Community Service volunteer to begin his service hours the week of 2/7; sent the Deputy Director and administrative staff a volunteer survey to be added to Civic Rec for volunteer opportunities; continued communication with potential summer camp volunteers; continued working on preparation for summer camp programs and Camp GWC. GWC Rentals: The Main Hall was rented on February 4 from 12:30 – 6:30 p.m. for a Sorority Recruitment Practice with an overall attendance of 90; on Saturday from 6:30 – 10:30 p.m. for a gender reveal with an overall attendance of 45; the Main Hall and Rec Room 1 was rented on Sunday from 3 – 7 p.m. for a Cinderella Pageant with an overall attendance of 45; another rental was scheduled for Saturday from 2:30 – 5:30 p.m. but postponed to Sunday, February 13 due to inclement weather; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events. Volunteer Hours: 1 community service volunteer completed hours on February 5 from 9:15 a.m. – 2:45 p.m. and February 6 from 10 a.m. – 3 p.m. for a total of 10.5 hours, he removed 5 bags of trash from the Route 896 area.

Parks Superintendent: started on grant from USTA for resurfacing Phillips Park Tennis Courts, continued on Urban Tree Grant application thru State Forestry, met with arborist contractor to get quotes on upcoming tree work, sat in on two webinars one on Managing Invasive Vines and Bamboo/the other on Climate Change and Urban Trees, along with Deputy Director of Public Works attended meeting with Developer/Landscape Architect/ Engineer concerning Briarcreek North, continued working on upcoming reforestation project and reviewed one proposed landscape plan and commented as needed. Parks Superintendent: started on grant from USTA for resurfacing Phillips Park Tennis Courts, continued on Urban Tree Grant application thru State Forestry, met with arborist contractor to get quotes on upcoming tree work, sat in on two webinars one

on Managing Invasive Vines and Bamboo/the other on Climate Change and Urban Trees, along with Deputy Director of Public Works attended meeting with Developer/Landscape Architect/ Engineer concerning Briarcreek North, continued working on upcoming reforestation project and reviewed one proposed landscape plan and commented as needed.

Parks Supervisor: assigned field staff as needed, continued researching pricing for upcoming truck purchase, coordinated with Public Works to get signs hung at canopy on Pomeroy Trail, started researching trailer prices to replace one existing trailer that underframe is rotted out and coordinated with IT on possible purchase of new printer/copier/scanner for Parks Maintenance Facility at City Yard.

Parks/Horticulture Staff: continue on installations of new park signs, did tree work as assigned, hung sign for Recreation Division on upper island on McDonald's island, did snow/ice control as needed, did trash removal throughout park system, did interior bed maintenance at City Hall, washed out salt box/truck to remove any salt on metal surfaces, sanded/primed/painted black to two metal bike racks for future installation at Preston's Playground and did litter removal at City Hall/traffic islands.

Activity or Project:

Hillside Park Pavilions

Description:

Assembly of the second Hillside Park Pavilion has begun and assembly of the first pavilion near the playground continues. Depending on weather delays, both pavilions should be completed by the first week of March.

Status:	Started
Expected Completion:	03-04-2022
Execution Status:	Behind Schedule

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

- 1364 Marrows Road - CO to be issued soon.

- 122 New London - Final Trim.
- 128 New London - Final Trim.
- 321 Hillside
 - o 400 Building 6 Units - Corrections complete.
 - o 300 Building 10 Units - Corrections complete.
 - o 200 Building 10 Units - Corrections complete.
 - o 100 Building 10 Units - Corrections complete.
 - o 800 Building 10 Units - Corrections complete.
- 18 Country Club (Fairfield Apartments Fire) - Plans received.
- Green Mansion - Footings on hotel continue, foundation walls continue, underground plumbing started.
- Thorn Flats/Lehigh Flats - All building renovations completed; minor corrections needed to close façade permits.
- Newark Charter School - Loop road base course paved parking and site work progressing, Junior High building - rough inspections in progress, some areas approved to close in - permit submitted for concession building.
 - o Commons building completed, TCO issued, final exterior sitework completion and as built-in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior finishes, plumbing, HVAC, and electrical rough in progress. Marketing and sales trailer inspected and approved for use.
- 321 Hillside Road/The Rail Yard - Site work corrections in progress, temporary occupancy for all dwelling units and amenity space. Safety protocols eased due to limited construction activities. Inspections of incomplete site work items and corrections in progress.
- The Grove - Various inspections in Phase E and F. Also investigate HVAC concerns and repair a results letter.
- 5 Hearn Place - Footing inspection.
- 66 E Main - Roof deck inspection.
- 5 Farm House - Kitchen rough plumbing, framing, and wire.
- Martin Honda - Accompanied on final inspections.
- 812 N Country Club - Gas test and final.

Code Enforcement Meetings Attended

- Subdivision signage meeting
- Building construction concerns meeting for 136 East Main Street
- Subdivision Advisory meeting

Code Enforcement Significant Permits Approved this Week

- Reservoir solar panel permit

Code Enforcement Items of Interest

- Martin Honda/Kia/Mazda - Will be submitting plans to demo and rebuild all the "metal shops" behind Honda Sales on Cleveland Avenue. Plans to be submitted in 2-3 months.

Property Maintenance

- Complaints: 23
- Violation Notices: 7
- Violation Citations: 9
- Inspections: 53

Property Maintenance Items of Interest

- Cleveland Avenue row homes multiple trash citations issued. Back of units completely littered.

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Parking staff have returned to a full in-office schedule in anticipation of heavier customer service requirements with the return of University of Delaware students.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Provided justification for T2/Passport charges from January 2022.
- Continued handling residential and municipal permitting for residents. Preparing for incoming students returning for the spring semester and individually scheduling residential permit holders to come in and pick-up permits.
- Continued handling online and in-person parking appeals. Currently under three (3) business days response time on appeals.
- Continued receiving and relaying information regarding COVID-19 policy changes. Distributed KN95 masks to employees and have take-home tests available for employees who start feeling ill.
- Subdivision Advisory meeting for Parking management on February 9th, 2022. Discussion on Comprehensive Plan for State's 5-year review.
- Discussion on Capano/NEWCAP Municipal Lot #1 lease extension.
- Helped facilitate updating employee driver's license records with City Manager's Office.
- Increase in vehicle immobilizations with return of students to campus.
- Worked with Kyle Glazier to update the City website and make necessary changes to permit rules and purchase on the parking webpage.
- Worked with Finance to close old 2021 POs that were still open in the system.
- Continued working with Passport representatives on minor issues/discrepancies found in the new Passport database. Continued discussion on new digital permitting modules with Passport.
- Continued personnel evaluations for full-time employees.

Land Use/Planning

- Deed Transfer Affidavits: 5
- Plan Reviews: 3
- Building Permits Reviewed: 6

Land Use/Planning Items of Interest

- Director of Planning and Development Mary Ellen Gray and Planners Mike Fortner and Josh Solge have been working with The Newark Partnership on a number of economic development initiatives, including renewing Newark's Main Street America participation, Red Tape Tips, the Newark Business Inventory, and an upcoming assessment of the needs and challenges of downtown businesses.
- The city has taken possession of three paratransit style buses leased to it by DART for \$1/year. The new buses are being prepared for Unicity at the yard and will be used to replace the current Unicity green buses as the green buses are phased out of service. While the green buses have served the City faithfully for decades, the new buses provide a significant improvement in the comfort, efficiency and aesthetic appeal of the Unicity service. Additionally, Planning and Development are working with Dave Vispi to obtain a 4th new paratransit style bus to add to the City's public transit fleet.
- The Steering Committee for the Review of the Comprehensive Development Plan V (Plan V) have completed their revised Draft – to be known as the Comprehensive Development Plan V 2.0, (Plan V 2.0) as required by Title 22, Section 702 (e). This section of Delaware Code requires that “at least every 5-years a municipality...review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary...” In 2020, the Planning Commission adopted a “Plan for Planning” that outlined the process for the Comp Plan Review, including establishing a ‘steering committee with a diverse range of stakeholders. The Review involved updating “Plan V’s goals and action items, make amendments and corrections to the existing and future land use maps, and revise tables and charts with the most recent available data.” The Draft of Plan V 2.0 is scheduled to be reviewed by the State agencies at

their Planning Land Use Services meeting on Wednesday, February 23. The Planning Commission will hold a public hearing on the Plan at their regularly scheduled meeting on Tuesday, March 1, and will hold a second public hearing at their April Planning Commission meeting. The DRAFT of Plan V 2.0 is available on the City's website in the link below:
<https://newarkde.gov/854/Comprehensive-Development-Plan-V>.

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:

Administration Division:

- The application process for the position of Police Officer has opened and the NPD will accept applications on a continual basis. Information and access to the application can be found at <https://cityofnewarkdeemployees.munisselfservice.com//EmploymentOpportunities/JobDetail.aspx?req=2022&sreq=19&form=POL&desc=POLICE%20OFFICER>.

Criminal Investigations Division:

- Based on video and witness interviews, Detectives developed Matthew Radecke, 35, of Newark, as a suspect in the attempted robbery that occurred on 1/30/2022 at 815 S. College Avenue. On February 1, 2022, Detectives located Radecke in a parking lot in the 1100 block of South College Avenue. Radecke was taken into custody without incident and was transported to Newark Police headquarters where he was charged with Attempted Robbery First Degree and Possession of a Deadly Weapon During the Commission of a Felony. Radecke appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$50,000 cash bail. Radecke was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

Patrol Division:

- On Saturday, February 5th, 2022, at approximately 2222 hours, officers responded to the 100 block of Madison Drive in reference to a house fire. Upon arrival, Aetna Hose, Hook and Ladder had already forced

entry into the residence and discovered that the fire was contained to the stove. Upon investigation it was learned that the male resident had started cooking but was extremely intoxicated, to the point of passing out, which left the food unattended. The resident was transported to CER for evaluation due to the fire incident and alcohol intoxication.

- On Monday, February 7th, 2022, at approximately 1045 hours, officers responded to the 100 block of Witherspoon Drive in reference to a theft of items from a front porch. Through investigation, the suspect has been identified and warrants for Theft and Breach of Release have been obtained. The case is active pending the arrest of the suspect.

Special Enforcement Division:

- On February 9th, 2022, members of the Special Operations Unit met with Downes Elementary School and West Park Elementary School to discuss collaborating on potential events. On February 10th, the unit met with Parks & Recreation to discuss upcoming events. On Friday, February 11th, the unit will conduct proactive patrols in the student rental areas and business district focusing on order maintenance issues.
- On Friday, February 11th, the Traffic Unit will install speed monitoring devices on Elkton Road in the construction zone to assess vehicle speeds in the area. The unit will focus traffic enforcement activities on New London Road, Paper Mill Road, Capitol Trail, South College Avenue, and West Chestnut Hill Road.

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:

Field crews continue to address day-to-day work items including but not limited to the following:

- Sign repairs and replacement
- Storm sewer outfall maintenance
- Backyard catch basin inspections
- Leroy Hill Park creek undergrowth clearing
- Catch basin repairs
- Water Main break restorations

- Water system connectivity investigations for future main replacements
- Sanitary sewer main flushing
 - Coordination with the Communication Division to develop Recycling Audit Procedure and Communication Plan

Activity or Project:

DelDOT Project Updates

Description:

Delaware Avenue:

DelDOT's contractor continues work in Phase 1 of the project between Chapel Street and Tyre Avenue. They will be closing the entrance at the DART Transit Hub beginning February 10th through February 13th to pour the new concrete road and curb at Farmers Lane. A temporary entrance has been constructed at Municipal Lot #5 and will be utilized for egress by Dart buses and Lot #5 permit holders.

Elkton Road:

PW&WR is working with DelDOT's contractor to finalize the relocation of a 12" water main on the west side of Elkton Road. Final tie-ins and terminations will be completed on Tuesday, February 15th to Wednesday, February 16th. A temporary service disruption is scheduled for the Applebee's, M&T Bank, Home Depot, and The Waverly (formerly known as The Retreat). All customers have been notified of the planned disruption. Outage is scheduled between 11:30 p.m. on Tuesday to 6 a.m. on Wednesday.

Cleveland Avenue:

Project currently inactive.

Safe Routes to School (Casho Mill Road):

DelDOT's contractor has mobilized to Casho Mill Road and has begun working on the ADA curb ramps and traffic islands. This project is anticipated to take approximately 3-4 weeks to complete.

Status:	In-Progress
Expected Completion:	
Execution Status:	Behind Schedule

Activity or Project:

Sanitary Sewer CIPP Lining

Description:

Our contractor is almost complete with the flushing and pre-lining CCTV work associated with our Sanitary Sewer Cured In-place Pipe (CIPP) Lining project. The next phase of the project includes the actual lining of the sanitary mains, which is anticipated to begin on February 28th. Notices will be issued to residents in close proximity to each lining area to inform them of the planned work and the possibility that they may experience a slight odor when the lining is being installed and cured.

Status:	In-Progress
Expected Completion:	03-21-2022
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – February 3-9

Name	# of Documents	# of Pages	Types
Sandy	0	0	Working on document modifications
Fred	77	217	Utility markouts; PWWR contracts
Ana (PT)	25	379	Parks and Recreation activity registrations; Working on document modifications
Violet (PT)	24	201	Current Legislative Department documents
Total	126	797	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925	4,463	-26,462
February	26,037		
March	28,447		
April	29,039		
May	27,920		
June	40,008		
July	55,073		
August	34,755		
September	20,018		
October	14,521		
November	12,738		
December	14,998		
Totals	334,479		

NEWARK POLICE DEPARTMENT

WEEK 01/30/22-02/05/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	1	1
Rape	1	1	1	1	0	0
Unlaw. Sexual Contact	0	1	1	0	0	0
Robbery	3	3	1	0	5	1
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	0	1	1	0	1	1
- Other Robberies	1	2	0	0	3	0
Assault/Aggravated	1	1	0	0	7	3
Burglary	2	6	0	1	3	0
- Commercial Burglaries	0	1	0	0	0	0
- Residential Burglaries	2	4	0	1	3	0
- Other Burglaries	0	1	0	0	0	0
Theft	61	42	10	16	7	2
Theft/Auto	8	4	0	1	0	0
Arson	0	0	0	0	0	0
All Other	0	2	1	2	5	0
TOTAL PART I	76	61	14	21	28	7
<u>PART II OFFENSES</u>						
Other Assaults	22	15	4	4	5	1
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	15	15	3	1	8	0
Weapons	0	2	1	0	21	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	5	2	2	3	1	1
Drugs	7	8	0	13	8	0
Noise/Disorderly Premise	23	18	8	9	6	5
Ordinance Violation	4	0	0	2	0	0
Disorderly Conduct	23	33	11	12	4	2
Trespass	33	27	6	12	3	0
All Other	34	58	11	30	10	4
TOTAL PART II	166	178	46	90	66	15
<u>MISCELLANEOUS:</u>						
Alarm	36	68	11	0	0	0
Animal Control	41	28	7	2	0	0
Recovered Property	12	15	3	0	0	0
Service	3261	2910	655	0	0	0
Suspicious Per/Veh	53	34	4	0	0	0
TOTAL MISC.	3403	3055	680	2	0	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	642	3,969	811	3,571



**Newark Police Department
Weekly Traffic Report**



01/30/22-02/05/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	1044	926	142	266
DUI	14	9	4	2
TOTAL	1058	935	146	268

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	12	13	2	1
Property Damage (Reportable)	72	73	21	14
*Hit & Run	20	18	6	0
*Private Property	21	20	6	6
TOTAL	84	86	23	15

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.