

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We held a regular Council meeting on Monday evening so I spent time Monday preparing for that meeting and Tuesday on follow-up items. Tuesday was the March DEMEC Board meeting which also had an Executive Committee meeting beforehand. This was a packed agenda and I spent several hours preparing on Monday. Tuesday afternoon I attended another meeting of the Energize DE Citizen's Advisory Panel of which I am a member. Energize DE is working to update their strategic plan and we are providing feedback/advice. On Wednesday I tuned in for the March meeting of the Water Infrastructure Advisory Council (WIAC). The WIAC will be the main distribution point for federal funds from ARPA and the Infrastructure and Jobs Act (IJA). Staff is pushing for more funds to be distributed via grants rather than principal forgiveness. We are also asking the state to front-load the 5 years' worth of funding that has to be used specifically to address emerging contaminants in light of the upcoming regulation of perfluorinated compounds like PFAS and PFOA. I also attended a meeting between the NPD, Code Enforcement, and the Newark Landlord Association who we are working with to help address some recurring problem areas of the City.

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

Human Resources:

HR Administrator Marta Pacheco:

- Hired new Part-Time Community Center Attendant and Part-Time Parking Ambassador employees in Munis.
- Prepared termination status form for IT Lead Desktop Support position.
- As requested, completed and provided Devan with police officer applicant demographic information from the last two years for the Diversity and Inclusion Commission.
- Scheduled Round II climbing assessment for the Electric Groundhand position. This assessment will take place on Friday, March 18, in the Maintenance Yard.
- Continue to review and invite police officer applicants to the written exam on Saturday, April 9, as they are received.
- Received and completed several Verifications of Employees.
- Received and process employee injury report with PMA.
- Scheduled PW&WR Summer Internship interviews. These will be held on Tuesday, March 22 and Wednesday, March 23. Distributed interview packet to panel members.
- Prepared promotional letter and status form for Legislative Coordinator/Deputy City Secretary.
- Distributed job posting for IT Lead Desktop Support. Deadline to apply is 4 p.m. on Wednesday, March 23.
- Readvertised the 22-25R Park Maintenance and 22-27R Gardener positions with a higher pay rate which we hope will attract some applicants.

Chief Purchasing & Personnel Officer:

Along with Electric, Mr. Martindale held Electric Groundhand interviews last week, wrapping up on Friday. We are looking to bring in four (4) new hires from this process, which will fill several existing vacancies within the department. He also held Facilities Maintenance Custodian interviews on Monday, where we have two current vacancies with two more coming in the next several months; PW&WR Maintenance I interviews, where we have one vacancy and possibly two more in the next several months; and PW&WR Part-Time Sidewalk Sweeper, where we have only one vacancy.

Ms. Hardin and Ms. Gravell continue to work on putting together a professional development event for managers. 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. Ms. Hardin continues to review employee evaluations from police department as they are completed. The HR team continues working with Newark Police Department on the current recruitment process and is beginning preparations for the upcoming test which will take place on Saturday, April 9. There are approximately 22 applicants invited to take the test. We will also continue to accept applications and test certified officers both in and out of state. Ms. Hardin also continues to work on pension sheets for employees.

The HR Division continues to stay busy with recruitment efforts for both internal and external postings. For perspective, in 2021 the HR team posted 60 jobs over the year. As for 2022, we are just over halfway through March and will post number 37 next. With the number of upcoming retirements and internal promotions, we do not anticipate this slowing down any time soon. Ms. Bradshaw assisted with interviews and onboarded three new employees as well.

Ms. Hardin, Ms. Pacheco and Ms. Gravell participated in the DE Women Leading Government virtual conference on Wednesday, March 16 and Thursday, March 17. The theme was Public Service Superstars: Compassion and Care for Our Communities and Our Workforce! The goal is to better understand ourselves, our communities and our fellow public service superstars so that we can live balanced and fulfilled lives in dedication to public service.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

Solar - The McKees Solar Park expansion is now nearly substantially complete. We are just awaiting STES's installation of the meter, which

will allow us to turn the system online. The Reservoir solar project installation is officially started as well. STES has the initial 4-5 rows of racks installed from this week alone. The total project is anticipated to take 5-6 weeks. Any questions regarding the solar projects can be directed to Mr. Martindale.

Purchasing - We held the bid opening for Contract 22-04 (Water Main Restoration – 2022) on Tuesday. There were five bids received. The unofficial bid results can be found at <https://newarkde.gov/bids.aspx?bidID=160>. Next week (3/28), we have a bid opening for Contract 22-05 (Atrium entrance structure demolition) followed by Contract 22-03 (ADA Transition Plan -2021) on 4/4. We are reviewing the sole proposal for RFP 22-01 (Police Recruiting Services), which is currently slated for recommendation on 3/28.

COVID – No additional cases to report on this week.

Facilities Maintenance:

The Facilities Maintenance team completed the following tasks for the week of 3/14:

- Cleaned air purifier filters in IT office.
- Took out 3 key cylinders to get re-key.
- Hung pictures in several offices.
- Replaced communications sign for planning.
- Removed shelf for Renee.
- Fixed metal J bead falling from the ceiling in Terri's office.
- Fixed 2 doors in the court area.
- Replaced water filter.
- Setup Council Chamber.
- Escorted Electricians in PD to clean up their punch list.
- Snaked 1st Floor Janitors closet mop sink.
- Patched holes in MEG's office
- Continued cleaning up shop.
- Completed normal cleaning and disinfection duties.

Purchasing:

Purchasing Assistant Cathy Trykowski processed 75 invoices, 29 purchase orders, and listed 12 items for sale on Municibid for the week ending 3/11. So far this week, she has processed 13 purchase orders and anticipates processing 75 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Supporting Chief Human Resources Officer with organizing the management retreat, identifying speakers and selecting topics for discussion.
- Working with Planning & AECOM to continue promotion of the charrette, completed media outreach and additional social media push.
- Continued stakeholder outreach to gauge interest in 2022 Alfresco; working on new beer garden/picnic idea with DE Growler, Newark PAL and Aetna HHL.
- Working with DeLDOT and Parks Department to reschedule ribbon cutting for the Charles Emerson bridge.
- Participated in TNP's Diversity and Inclusion webinar.
- Participated in multiple UD Women Leading Government "Public Service Superstars" sessions.

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.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Web Content and Graphic Design:

- City Council agendas and minutes webpage has been updated with audio and text minutes.
- Created an HR bio sheet for Mark Neimeister, Jason Winterling, and Denyce Bradshaw.
- Created an Outlook calendar for the Newark Charette.
- Developed the website for Residence Assistance.
- Electrical Engineering web page has been updated.
- Ethan Robinson, Deputy PW&WR Director has been added to the PW&WR homepage.
- Felicia Jones was given access to Parks and Recreation's section of the website, Melinda Bertling was removed.
- George Wilson Center section of the website has been updated with historical information.
- Mobility assistance information has been added to the Unicity webpage.
- Newark Charette schedule has been updated on the zoning webpage and the City calendar.
- Planning and Development's building signage has been updated.
- Police Signnow forms have been updated from Dennis Aniunas to Chris Jones.
- Public meeting notices have been posted via InformMe.
- Refuse section of the website has been redesigned.

- RequestTracker tickets were forwarded to the relevant department.
- Re-sized and printed a document for the Newark Police Department.

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 3/10/22-3/16/22. These sessions included arraignments, trials, capias returns, video hearings, and violation of probation hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual manager's meeting on 3/10/22.

The court processed 38 PBJ's for traffic violations and 7 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 3/10/22-3/16/22 Alderman's Court handled 39 arraignments, 43 trials, 8 capias returns, 2 video hearings and 2 violation of probation hearings. The court also collected a total of 537 parking payments of which 420 were paid online and 117 were paid at court. The court also collected criminal/traffic payments of which 210 were paid online and 31 were paid at court for a total of 241 criminal/traffic payments.

Status: Completed

Expected Completion: 03-16-2022

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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on March 14 for the City Council meeting. Bobby was in the office on March 10 for Alderman's Court.

Staff worked on FOIA-related items this week with five (5) items closed. The following actions were taken on FOIA requests:

- o Provided documents and closed a February 16th and March 8th FOIA requesting all purchasing records including purchase number/purchase date/line-item details/line item quantity/line item price/vendor ID, name, address, contact person, email address between August 2020 to present from Smartprocure
- o Provided documents and closed a February 23rd FOIA request for permits issued between July 2021 through December 2021 from Nelja Holmquist
- o Provided a response and closed a February 24th FOIA request for open permits/violations/lienable items pertaining to 340 Delaware Circle from Brian Frederick Funk, P.A.
- o Provided documents and closed a February 24th FOIA request for historical permits regarding the fence separating the property of 1001 Barksdale Road from the Cherry Hill Manor neighborhood from Darin Powell
- o Provided a response and closed a March 9th FOIA request for information pertaining to a property outside of City limits from Geo-Technology Associates, Inc.

Danielle experienced approximately six (6) hours of computer downtime due to ongoing issues. She continued to work on other items such as cross training during this downtime.

Regarding minutes, staff time was spent on the February 28 Council minutes (Nichol drafting and editing to completion). Tara proofed the February 28 City Council minutes. Nichol started drafting the March 7 City Council minutes.

Nichol spent considerable time on the new hybrid system in Council Chamber; doing test runs with presenters and Katie Dinsmore, Planning and Development Administrative Professional; setting up Charrette meeting links via Teams.

Nichol set up Council Chamber for the March 14 meeting and did numerous updates for the Chamber computer. She also provided information for a resident on March 14 meeting details.

Nichol did the Special Use Permit mailing with Violet for 208 Louviers Drive.

Staff posted several agendas for various boards and commissions.

Staff time was spent updating/modifying City Secretary computers for necessary software and features in our new roles.

Tara and Nichol prepped legal ads for upcoming meetings.

Nichol attended a bid opening.

Tara, Nichol and Danielle continued training on the Teams meeting features.

Tara finalized the details for the incoming new employee, Digital Records Management Coordinator. Tara prepped the posting for the replacement of Nichol Scheld as she was promoted to Legislative Coordinator/Deputy City Secretary.

Tara and Danielle attended the March 14 Council meeting. Tara staffed the Executive Sessions for the March 14 Council meeting. Staff provided follow-up for 14 Council meeting items.

Tara spent time working on items for future Council agendas in the out months and drafted the March 28 agenda.

Tara continue to spend time onboarding with Mayor and Council in her new role and continues to train in her new role of Director and was able to start to cross train Nichol Scheld in her new role of Legislative Coordinator/Deputy City Secretary effective March 14th.

Staff processed and posted numerous agendas for posting.

Staff continued to work with the Newark Post (Chesapeake Publications) to iron out some advertising hiccups with the legal advertisements.

Tara attended several virtual sessions on March 16 of the Public Services Superstars, a virtual two-day program emphasizing women in public service.

Tara attended the weekly staff meetings on March 10.

Tara worked with internal and external staff to organize events for a retiring Council member.

Tara researched and corresponded with staff and outside individuals regarding HB146 and SB233.

Tara spent considerable time switching over hardware/software for her new role and change of office space with additional time coordinating with IT to change over some internal processes in her new role from Renee from an IT software perspective.

Tara spent time preparing documents for direct mail notices for 100 Dean Drive and 300 and 500 Creekview Road. Violet sent out the direct mail notices for the mailing.

6 discovery requests for upcoming Court cases were fulfilled this week. 144 discovery requests have been filled in 2022. The court calendar for April 1 was received and 25 cases were processed. There are 30 outstanding discovery requests.

Violet processed office received 7 new lien certificate request that were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 137 certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates. Violet, with the assistance of Danielle and Nichol, mailed out the 2021 employee gift (State Park passes) for distribution to employees (275+).

Activity or Project:

Digital Records

Description:

The open Digital Records Management Coordinator will be filled as of April 4th.

Status:

In-Progress

Expected Completion:

Execution Status:

On Track

Activity or Project:

Council Chamber Hybrid

Description:

Council meetings using the hybrid features continue to take place. We anticipate having phone access to upcoming meetings soon and continue to iron out details with the system.

Status:

In-Progress

Expected Completion:

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews attended a DEMEC presentation and appeal for volunteers to help with the Light Up Navajo Initiative in May. Two volunteers from Newark will join other crews from other municipalities to build pole lines to remote areas in Nevada.

Saturday morning at 6 a.m. the standby crew responded to a circuit trip. Tree limbs caused outages to customers along Barksdale Road for about an hour.

The line crews continued installing the smart photocells and working at The Grove.

The electricians troubleshot a hydraulic issue after a SCADA alarm alerted engineering Tuesday night. They ran circuits in City Hall for the new maintenance person's office and started working on emergency lights in the police basement.

Engineering worked on gathering data for the PJM registration, met with consultants on the future new substation project, and met with installers of the solar systems at McKees and the reservoir about service locations and other issues.

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:

Council approved the 2022 Revenue Stabilization Adjustment for the electric utility on March 7. Per Code, the RSA must be reset every March 15th to reflect the City's cost of providing electric service to its customers. The new rate effective March 15 will be $-\$.00293$ per kwh. Utility bills starting March 15 will reflect the new rate. This equates to a bill credit of \$2.93 for every 1,000-kwh used. More detail can be found here: <https://www.newarkde.gov/DocumentCenter/View/15746/3B>.

2021 Financial Audit: Staff is working on the auditor's request list in preparation for fieldwork beginning March 21 and estimated to end on April 8. A schedule is being worked out with the auditors for the work to be done both onsite and remotely (for the auditors).

Council approved the binding of the City's insurance policies effective April 1, 2022. Our overall premiums/fees increased 12.5% of \$114,589 from 2021. More detail can be found on this link: <https://www.newarkde.gov/DocumentCenter/View/15765/5A>.

Staff have been working towards securing the last portion of debt funding from the 2018 Referendum. These items include up to \$3 million in general fund projects (primarily parks, street paving).

City Manager Coleman, CPPO Martindale, and Finance Director Del Grande have been working on a list of projects in which we are seeking state funding through the State Community Reinvestment Fund. This is part of the State's FY2023 budget process.

Director Del Grande attended the monthly directors meeting at DEMEC on March 15th.

On March 16th, Director Del Grande and CPPO Martindale gave a presentation to Glasgow High School's Academy of Finance students on the City's RFP process.

Director Del Grande and the IT Management Team will be meeting with Mayor-elect Markham on March 18th as part of his onboarding.

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:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 67

Open Project Tickets from Previous Week - 18

Open Tickets with Vendor R&D from Previous Week - 17

Tickets Opened in the Last Week - 39

Tickets Closed in the Last Week - 27

Remaining Open Support Tickets - 79

Remaining Open Project Tickets - 17

Remaining Tickets with Vendor R&D - 17

1. Worked with Honeywell and IT to troubleshoot issues with GK2.
2. Worked with PUB team on a few issues which provided some training opportunity.

3. Imported meter marriage files for Water Division.
4. Updated active rental permit listing report to include additional data as requested.
5. Promoted fix to Compass for datasync issue.
6. Continued UAT testing for Northstar CIS, Customer Connect & mCare 6 upgrades.
7. Reviewed credit control processes with PUB and Director Del Grande on 3/10.
8. Teams meeting with Harris Northstar and Infrastructure team to discuss SilverBlaze server requirements on 3/15.
9. Attended Teams meeting for Energov project on 3/16.
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.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. RMA provided for EMV devices, will send back to manufacturer for upgrades.

Infrastructure Team:

Open Support Tickets from Previous Week - 125

Open Project Tickets from Previous Week - 46

Tickets Opened in the Last Week - 123

Tickets Closed in the Last Week - 102

Remaining Open Support Tickets - 146

Remaining Open Project Tickets - 46

1. Troubleshooting Gate Keeper 2.
2. Developing an alternate plan for Gate Keeper 2's back haul.
3. Working with the vendor on outstanding items for the Council Chamber A/V upgrade.
4. Configuring new network components at the maintenance yard.
5. Working with Advantech on the conversion to the new badge reader system.
6. Planning camera deployment for Hillside.
7. Developing new camera specification for ongoing projects.
8. Developing a security report and presentation for management.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Worked on and resolved support tickets for end users.
12. 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, waiting on vendor for 4 of the remaining 7 workflows.

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

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Equipment is starting to come in. We received two new racks and four power distribution units on February 17.

Networking gear is tentatively scheduled to arrive in August. I expect that date to be pulled forward.

The IT Infrastructure team will work to prepare the site in advance of the arrival of the equipment.

Status:	Started
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report**Department:**

Parks and Recreation Department

Notable Notes:

Director: Met with Tom Z. about the part-time parks maintenance staff positions and extending the advertising for those positions; working with Department of Natural Resources on updating the Newark parks map; registration has begun for the Resident Tree Giveaway, great response from Community with over 75 homes having new trees planted this spring; worked on advertising the vacancy for Parks Superintendent and Recreation Supervisor positions; reviewed landscape plans for potential subdivision projects; reached out to DelDOT about scheduling the Charles Emerson Bridge ribbon cutting; conducted Parks Maintenance meeting to discuss upcoming projects and work orders; met with Paula about recreation programs, events and volunteer initiatives.

Deputy Director: Met with Tyler and Sharon to discuss summer programming; met with Felicia regarding department policies and procedures, provided manuals and other items for review, took her around the building to introduce to other departments; met with Little Scholars, LLC regarding additional summer camp programming and added them into the camp guide; attended camp fair meeting to discuss preparation for upcoming Summer Camp and Program Fair, ordered bags with the summer camp logo for the event; attended meeting pertaining to the Christina River Watershed Clean Up Committee and then discussed with Chrissy particulars for the upcoming event, ordered event t-shirts, met with Tom Z. and Felicia to discuss possible clean up areas to focus on with the volunteers for the Spring Clean Up scheduled for April 2; continued to review applicants for summer jobs and pass along to recreation staff; met with Sharon for bi-weekly meetings; finalized new volunteer coaches background check form with Tyler and sent up to HR; sent information to Leann Moore with the TNP regarding upcoming events in early April; worked with Sharon to complete the update for the donation letter request to businesses for the Egg Hunt and Hunt@Home kits and worked with Shelby to send out to the sponsorship list and additional contacts through Constant Contact; continued to receive sports and arts and craft bids; worked with Tyler on alternate locations for upcoming summer programs normally held at Downes Elementary School but will need to be moved due to scheduled construction at the school; set up interview with possible camp counselor for Camp GWC; sent required applications for license exemption from the Office of Child Care Licensing for summer day camps, they will be licensed under Public Health; received current background check information for summer camp staff from the Department of Services for Children, Youth & their Families (DSCYF); continued to work with Chrissy on preparations for summer camps and Camp GWC field trips and continued working on items/program questions prior to her maternity leave/resignation; worked with Shelby to send out a PSA for early April events to the media contacts; provided 1st draft of the camp guide to recreation staff to review and make corrections/changes; worked with Felicia to start researching prices and locations for summer camp field trips; worked with Joe to post the Recreation Supervisor (George Wilson Center & Volunteer Coordinator) position description on the NRPA (National Recreation and Parks Association) website; 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 planning for summer camps and working on Rittenhouse staff; sent out camp rental van bid request; continues preparing for license inspection at Downes, working to get staff files updated, completed parents newsletter for March, held new staff interview; working to finalize tennis instructors for spring session of lessons, held instructor interview; met with new Recreation Specialist; met with recreation staff in preparation for the Camp Fair; working to get coaches set up for spring youth soccer league; our winter adult volleyball league at Newark Charter concluded on 3/9, working to get teams registered for our outdoor adult sports leagues including volleyball and softball.

Recreation Supervisor of Community Events: Preparing for the Summer Camp Fair, updating maps and information with new vendors; working on items for the Memorial Day Parade, got a call from the US Marine Corps Band regarding the parade (no commitment yet); working on items

for the Egg Hunt and Hunt@Home kits, revising and paring down order from Fun Express for egg and kit fillers; booking performers for the Spring Concert Series performances, 5 of the 6 concerts are currently booked; class with the Biden Foundation was conducted with 9 participants; updated and re-sent Community Garden information to gardeners.

Coordinator of GWC and Volunteers: Met with and trained the new GWC Attendant on March 7; met with and trained the new Recreation Specialist on March 8; met with recreation staff on the upcoming Summer Camp Fair event; completed summer camp volunteer interviews throughout the week; adjusted the GWC Attendant Calendar based on program and rental changes; sent information for the start of the Stars on Stage Program that began on March 7 with a total of 5 participants; sent information for the start of Bring Your Parent to Pottery Program that began on March 9 with a full roster and worked with admin staff to create another session of the class to accommodate people on the waitlist, this program will begin in April; attended a meeting on March 9 pertaining to the Christina River Watershed Clean Up Committee, finalized some items needed for the Clean Up and -met with the Deputy Director to go over other items; attended weekly staff meeting; met with a new Adopt-A Park Volunteer on March 10 who will be adopting Dickey Park; continued to finalize information for the summer camp guide; worked with IT to set up admin staff to receive the GWC general mailbox emails; continued preparations for summer camps and Camp GWC field trips; continued working on notes for maternity leave/resignation. GWC Rentals: The Main Hall was rented on March 8 from 8:30-9:30 p.m. for a sorority event with an overall total of 40; on March 11 from 5-9 p.m. for a Baby Shower with an overall total of 50; the Main Hall and kitchen were rented on March 12 from 12-4 p.m. for a 1st Birthday Party with an overall total of 40; continued training GWC Attendants on items needed for covering during the transition; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events.

Recreation Specialist: Met with Paula and Tom Z. to discuss areas in the City to cover for the Spring Community Clean Up on April 2nd, TZ will be taking Felicia to the various sites to determine how many teams of people are needed; started working on service letters for licensing for six (6) new employees; met with all the recreation staff individually to discuss their areas of responsibility and what assistance they may need; completed onboarding with the personnel office. Volunteer Hours: 4 missionaries devoted a total of nine hours assisting rec staff with posters on Main Street on 3/9 and 3/11/22.

Parks Superintendent: Inspected three (3) park areas and developed work orders as needed, reset closing times on both security gates at Folk/Rittenhouse Parks while showing Parks Supervisor how to adjust closing times, attended meeting with Deputy Director and Recreation Specialist concerning possible sites to be part of Christina River Clean Up event, along with Volunteer Coordinator met with a new Adopt-A-Park sponsor at Dickey Park to review area boundaries, reviewed planting design completed by our Landscape Specialist for Folk Park sign bed and made adjustments as needed to design, continued coordinating with contractor doing Bamboo removal in Rittenhouse Park behind houses on Arbour Drive, met with representative from American Tennis Courts (ATC) to get quote for refurbishing multi-purpose court at Handloff Park and met with Urban Forestry professor to go out to review possible planting site for tree whip installation as part of the reforestation effort in Newark.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued coordinating new park sign installation throughout park system, along with Parks Superintendent learned how to adjust times on both security gates in Folk/Rittenhouse Parks, continued following up on Kubota mower issue with vendor, and put in order for new truck purchase for truck #1401.

Parks/Horticulture: Staff continued new park sign installations, started lightly thinning out the Cherries in the two long berms at Olan Thomas, did trash removal throughout park system, completed Community Garden area for start of gardening season, did interior bed maintenance at City Hall, planted exterior pots at City Hall with seasonal color, cleaned out storage area in loft at Parks Maintenance Building, continued on ballfield punch list for start of season, planted cultivar mums in bed area at Reservoir donated by resident, started on Rittenhouse Day Camp punch list for start of Day Camp, Landscape Specialist completed design and cost analysis for new planting installation in sign bed in Folk Park, oversaw volunteers distributing flyers on Main Street for Recreation Division and removed two island sponsor signs as directed. Volunteers distributed flyers to businesses on Main Street/assisted with pruning of Cherries in Olan Thomas Park and Teamwork students did branch pick up in Lumbrook Park.

Activity or Project:

Spring Community Clean Up & Christina River Watershed Clean Up

Description:

Grab your family, friends, coworkers, neighbors and help keep Newark beautiful for the Annual Spring Community Clean Up. This event will be held in conjunction with the Annual Christina River Watershed Clean Up. Supply pick up will be held outside at the City of Newark Municipal Building on Saturday, April 2 from 9 a.m. - 12 p.m. Individuals and volunteer groups will be given a location assignment after registering and can report directly to the clean-up location. One member of the group or individual volunteers will be responsible for picking up supplies from the Municipal Building. Pre-registration is required for this event and can be completed online at www.newarkde.gov/play. Gloves and trash bags will be provided. For additional information, please contact the Recreation Office at (302) 366-7000 or email parksvolunteers@newark.de.us.

Status:	Not Started
Expected Completion:	04-02-2022
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:

Planning Director's Report

* The majority of my time has been spent this week on the upcoming Charrette. The Newark and AECOM teams are finalizing the details of next week's Charrette schedule regarding the walking tour, and the virtual meetings and the related logistics as well as staff assignments. Charrette details can be found at our website: <https://newarkde.gov/1218/Newark-Charrette-Planning-our-downtown-t>. I also was interviewed by Josh Shannon of Newark Post regarding the Charrette. https://www.newarkpostonline.com/news/weeklong-charrette-will-give-newarkers-a-chance-to-weigh-in-on-main-street-development/article_cf4672be-055d-5f28-916a-ba0651a5a1d7.html.

* Worked on compiling and analyzing Council notes and next steps for Newark Downtown parking report.

* Worked with Code Enforcement and Parking teams on Code and Parking related issues.

* Participated with the Land Use Division team to meet with the owner of 509 Capitol Trail to discuss potential development opportunities.

* Participated in the weekly Director's meeting with Deputy Director Bensley, Code Enforcement Manager Petersen and Parking Manager Howard.

* Prepared for and participated in the March 14, 2022 Council meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7236> where the Planning related agenda item was The Mill at White Clay Creek, 500/700 Creekview Road. The related documents include: <https://www.newarkde.gov/DocumentCenter/View/15767/8A> and <https://www.newarkde.gov/DocumentCenter/View/15768/9A-and-9B>. Council voted 6-1 to approve this development.

* Met with a consultant who provides services related to Code Enforcement since we are currently short one Code Enforcement Officer due to a retirement. The intent is to have consultant assistance given the continued high level of development activity while we seek to fill this position with a full-time person. We are continuing to meet internally to discuss next steps.

* Continued discussions and work regarding the transition to a new database management system called Energov including an internal meeting.

* Participated in a Unicity meeting with UD and DART where we meet with this team regularly to discuss status of Unicity, ridership, planned and potential improvements.

* Participated in the DE Women Leading Government virtual conference where topics discussed included: Creating an inclusive workplace through Diversity, Equity and Inclusion in the workforce and Employee Engagement. I am on the Executive Committee of the DE Women Leading Government.

* Participated with Planning staff in a meeting with The Newark Partnership to discuss potential economic priorities that we can work with them on.

Land Use/Planning

* Building Permit Reviews: 14

* Deed Transfer Affidavits: 6

* Planner Josh Solge is assisting an applicant for the Home Improvement Program with their application.

* The Unicity webpage has been updated to clarify the policy for assisting riders who depend on a wheelchair or walker for mobility.

* Deputy Director Bensley reviewed Planning-related items for the March 28 Council meeting and continued editing the Comprehensive Development Plan V 2.0 in advance of the April Planning Commission meeting.

Additional Meetings (Attended by Planning, Code Enforcement, and Parking)

* Exploratory meeting regarding potential development ideas for 509 Capitol Trail on March 10.

* Charrette preparation meetings on March 10, March 11, March 14 and March 16.

* Land Use team meeting on March 11.

* All divisions attended the Planning and Development staff meeting on March 15.

* Inspection services meeting.

* UD Fire Marshal – Provided update on projects/Greek Housing inspections for March 2023.

Code Enforcement

Property Maintenance

* Citations: 27

* Complaints: 44

* Inspections: 104

* Notices: 4

* Violations: 11

Projects

* Thorn Flats/Lehigh Flats - All building renovations completed; minor corrections needed to close façade permits.

* The Grove – Met with Buzzuto team over project safety concerns regarding combustible waste and storage fire vehicle access. Provided codes regarding same for Authority Having Jurisdiction (AHJ) powers.

* 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. Hydro test conducted - entire building passed. Commons

- building completed and temporary Certificate of Occupancy (TCO) issued, Final exterior sitework completion and as built-in progress.
- * Newark Senior Living - Underground plumbing, footings and building slab completed. Sitework in progress and framing, exterior finishes, plumbing, HVAC, and electrical rough in progress. Insulation approved in 1st and 2nd floor residence areas. 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.
- * Fintech Building - Back flow preventer test/flush.
- * Drake Hall Addition - Framing in progress.
- * 511 Valley Road - Plans review approved by Fire Protection Specialist.
- * 513 Valley Road - Plans review approved by Fire Protection Specialist.
- * 115 Delaware Avenue - Fire alarm/sprinkler passed.
- * 419 New London Road - Plans review for 5 Star Vape Shop.
- * 115 Dallam Road - Plans review.
- * 342 Chickory Way – Roof replacement in progress.
- * 3000 Fountainview Circle – Heater final.
- * 84 Lumber – Bathroom framing.
- * 6 Moss Court – Egress window final.
- * WSFS – Walkthrough and trans wall headers inspected.
- * Victoria Mews – Heaters in units 7D, 8B, and 5B.

Significant Permits Approved this week

- * 168 East Main Street - Tenant fit out - 2 Stones Pizza.
- * 100 Discovery Boulevard, Suite 102 - Tenant fit out - Becker Morgan Group.
- * 200 Interchange Boulevard - Tenant fit out - Go Shopping, Inc.

Items of Interest

- * Violation notice issued - Kungfu Hot Pot (230 E Main St #207) – means of egress issue and smoking creating a hazardous condition.
- * St. Patrick’s Day-related enforcement was conducted at various city locations. There were additional St. Patrick’s patrols and staff met with local restaurants/bars about occupancy and expectations.
- * 224 Delaware Avenue – Inspection completed by Fire Protection Specialist.
- * Radio inventory completed for Code Enforcement Division.
- * Trash citations issued for 111-127 East Cleveland Avenue.
- * Meeting with Newark Landlord Association about Code revisions along with problems on East Cleveland Avenue.
- * Pro-active walk around knocking on doors and speaking with residents with NPD, UDPD, Student Conduct and Code Enforcement.
- * Accompanied new Fire Protection Specialist on restaurants/bar inspection of building and exits.
- * Start of UD fraternity/sorority orientations with Fire Protection Specialist, Greek life and UD Office of Environmental Health and Safety.

Parking

Projects

- * Completion of the Lot Countdown Sign project. Municipal Lots #1 and #4 had bi-directional sensors installed that can detect which way a car goes when entering and exiting the lot, ensuring that the sign does not count the wrong way when the car passes over the sensor. Vehicles that go the wrong direction were having a detrimental effect on occupancy and unoccupied space counts. The new sensors help to alleviate this issue and replaced the old uni-sensors that were already past the batteries’ life expectancy. Parking Division will continue to monitor to ensure space counts stay correct and adjust as needed.
- * Drafting of a resident application and petition for residents who want to join or be added to the Newark’s residential parking permit program (RPPP). Draft will be a placeholder as suggested changes from Kimley-Horn are yet to be introduced to Council.
- * Continued work on the Parking Division’s new matrix cutter for off-street parking lot signage creation. Staff are currently working with and learning the software. In-house sign creation will drastically reduce the cost of signage through the city and should speed up how quickly signs can be replaced when they go missing or are damaged.
- * Digitization of old RPP records continued and will be a long-term project as there are years’ worth of inherited residential records.

Items of Interest

- * Continued handling residential and municipal permitting for residents.
- * Continued handling online and in-person parking appeals. Currently under three (3) business days response time on appeals.
- * Provided Energov “wish list” to Planning and Development Department. List included items that the city may want to look into and to see if a module is available that could help.
- * Provided list and follow-up discussion on radio hardware in preparation for the 2024 phase out of certain Motorola models.
- * Training and onboarding for new Part-Time Parking Ambassador N. Schiano.
- * Correction on the residential parking report that made it so some customers were not visible on the report, issue has been fixed after it was discovered by staff.
- * Personnel Requisition for four (4) new Part-Time Parking Ambassadors as outlined in the 2022 budget.
- * Provided year-to-date 2021 vs. 2022 comparison on collection of daily fees and enforcement revenues to Management.
- * Review of citation roll inventory as citations have increased with higher traffic and parking volume. Discussions on changes to back to better represent payment process and on possible future changes to base amount for parking citations.
- * Review and clearing of outstanding amounts owed to the Parking Division on the Financial Aging Report. Contact with those that still have outstanding bills owed to the City.

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:

Officers will be patrolling the downtown area over the Saint Patrick's Day weekend.

Administration Division:

- Recruit John Sauerzopf was hired as a police officer and started on Monday, March 14. Recruit Sauerzopf will be assigned to Administration Unit pending the academy which begins on April 11th.
- 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>. The application deadline to be eligible for the April 9th applicant test is Friday, March 18th.

Criminal Investigations Division:

- On March 10th, 2022, Street Crimes Officers located a subject wanted by detectives for domestic related Burglary 2nd Degree, Theft Under \$1,500, Criminal Contempt of a Domestic Violence Protective Order, and Breach of Release in a parking lot of a New Castle business. The suspect was taken into custody without incident and later committed to Howard R. Young Correctional Institution on \$10,500 cash bond.
- On March 11th, 2022, Street Crimes Officers conducted a proactive enforcement effort at several local hotels and arrested seven individuals that had assorted outstanding warrants/capiases from various agencies, including: Wilmington Police Department, Delaware State Police, Kent County Family Court, Kent County Court of Common Pleas, Kent County Superior Court, New Castle County Family Court, New Castle County Court of Common Pleas, Justice of the Peace Court 7, Justice of the Peace Court 2, and Justice of the Peace Court 10. Some of the charges included: Disorderly Conduct, Selling Stolen Property Over \$1,500, Failure to Appear (Theft of a Firearm), Criminal Mischief, and Failure to Appear (Offensive Touching). One defendant was committed to the Howard R. Young Correctional Institution and the rest were released on bond.

Patrol Division:

- On Wednesday, March 9th, 2022, at approximately 1651 hours, Newark Police responded to the CSX railroad tracks at the West Main Street crossing for a report of a vehicle stuck on the railroad tracks. Prior to the arrival of Newark PD, good Samaritans and University of Delaware police officers assisted removing all occupants from the vehicle. Shortly thereafter, a westbound CSX train struck the vehicle, pushing the vehicle off the tracks and causing damage to a railroad gate arm. An investigation at the scene determined that a 2008 Nissan Altima, operated by a 31-year-old male from New Castle, was traveling eastbound on West Main Street. The Nissan turned left onto the railroad tracks instead of the dogleg roadway between West Main Street and New London Road. The vehicle became disabled and was unable to be removed from the tracks. The railroad gate arm and warning devices were working properly and alerted the occupants and others assisting them of the approaching train. No one was injured in this collision. The vehicle had been occupied by a driver and two passengers prior to the crash.
- On Monday, March 15th, 2022, at approximately 0034 hours, officers responded to the Deer Park for the report of a suspect vehicle striking a parked car on New London Road which pulled into the Deer Park's parking lot. Upon arrival, officers located the suspect vehicle and a male leaning against the car. Using City of Newark surveillance camera, the male was later determined to be the operator of the vehicle. As a result of this investigation, the male operator was charged with DUI 3rd, Leaving the Scene of a Collision, Failure to Provide Information at a Collision Scene, Failure to Have Insurance, and Failure to Have License in Possession.

Special Enforcement Division:

- During the week, the Special Operations Unit will be partnering with City of Newark Code Enforcement, UDPD, the University of Delaware Office of Student Conduct, and Delaware Alcohol and Tobacco Enforcement (DATE) to contact UD students living off campus whose residences have historically been problem locations. The residents will be informed on city ordinances and encouraged to be responsible members of the community.

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:

DeIDOT Project Updates:

1. DeIDOT will be adding improved roadway lighting at the intersection of 896 and Welsh Tract Road. As part of DeIDOT's Hazard Elimination Plans (HEP), safety issues are addressed through fast-tracked projects to incrementally add safety features or upgrade existing features to current standards. Minor traffic impacts are expected in the form of flaggers and short-term lane closures. This work is tentatively scheduled for spring/summer 2022.

2. PW&WR staff, along with Newark Police, met with DeIDOT traffic representatives to review the next steps in addressing the traffic flow from Main Street onto South Main Street, commonly known as the Deer Park Yield. Upgraded signage and striping will be implemented to warn and remind drivers that they must yield to the traffic from West Main Street while making the transition. It will also alert drivers coming from West Main that they are approaching a weave area and to use caution. Additional markings will also be restored around the railroad tracks to help with cars accidentally driving onto the tracks. This work is scheduled for early this summer, with the possibility of squeezing it in during UD's spring break.

3. DeIDOT's contractor will be installing a new water valve at the intersection of Delaware Avenue and South College Avenue as part of the Delaware Avenue reconstruction. This work is scheduled for March 27 into March 28, followed by a boil water advisor for those affected. We expect only UD facilities to be affected and will notify them accordingly.

Staff attended a virtual meeting regarding the upcoming UCMR5 drinking water sampling program through the EPA. The Unregulated Contaminant Monitoring Rule is in its 5th iteration and will focus on PFAS and PFOA compounds. Results of this testing will further refine regulations related to potentially hazardous contamination in the drinking water supply and guide new treatment requirements in systems throughout the country.

Staff attended a Water Infrastructure Advisory Commission meeting where Infrastructure and Jobs Act funding was discussed. We continue to push for more grant based funding to streamline getting the money to work here in Newark.

Staff met with Newark Police, Parks, and IT to layout the locations and timeframe for installation of Bluelight safety communications as well as supplemental security cameras around Hillside Park. We expect the blue lights to be installed by the end of the summer and supplements to existing security cameras to be installed later this fall.

Activity or Project:

Abbotsford Stormwater Pond Water Quality Retrofit

Description:

Staff held a pre-construction meeting with our contractor, EQR, on the water quality upgrades to one of our ponds that was designed and built under old regulations that focused on flooding and drainage, but lacked water quality components. We will be adding a submerged gravel wetland area and extensive landscaping as part of the project. Residents will be notified and all areas will be restored when the project is complete. This project is made possible through the stormwater utility.

Status:	Started
Expected Completion:	08-31-2022
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 10- March 16

Name	# of Documents	# of Pages	Types
Sandy	350	1110	City Mgr Administrative Files, Employee Timesheets; converting files then importing into TCM. A/P cash disbursement journals
Fred	162	162	Tickets
Ana (PT)	299	1044	Parks & Rec Activity Registrations, before/after care records, injury reports and inspection reports
Violet (PT)	24	175	Current Legislative Department documents
Total	835	2,491	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925	4,463	-26,462
February	26,037	5,144	-20,893
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 03/06/22-03/12/22

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	2	0
Rape	1	4	2	1	0	0
Unlaw. Sexual Contact	1	2	0	0	1	0
Robbery	4	4	1	2	5	0
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	3	0	0	2	0	0
- Attempted Robberies	0	1	0	0	1	0
- Other Robberies	1	3	1	0	3	0
Assault/Aggravated	1	3	0	3	9	0
Burglary	5	14	1	2	4	0
- Commercial Burglaries	0	3	0	0	0	0
- Residential Burglaries	4	6	0	2	3	0
- Other Burglaries	1	5	1	0	1	0
Theft	139	201	13	24	28	2
Theft/Auto	20	13	1	2	2	0
Arson	0	0	0	0	0	0
All Other	2	5	1	7	13	1
TOTAL PART I	173	247	19	41	64	3
<u>PART II OFFENSES</u>						
Other Assaults	39	74	7	6	25	0
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	37	33	2	4	13	0
Weapons	0	3	0	0	25	0
Other Sex Offenses	0	2	0	0	0	0
Alcohol	11	36	4	6	50	7
Drugs	25	26	4	22	26	7
Noise/Disorderly Premise	102	81	11	55	20	1
Ordinance Violation	44	0	0	2	0	0
Disorderly Conduct	70	66	6	25	19	4
Trespass	63	63	12	21	14	4
All Other	73	129	19	43	35	1
TOTAL PART II	464	513	65	188	227	24
<u>MISCELLANEOUS:</u>						
Alarm	75	144	15	0	0	0
Animal Control	77	62	12	2	0	0
Recovered Property	26	24	1	0	0	0
Service	6620	5973	584	0	0	0
Suspicious Per/Veh	88	68	7	0	0	0
TOTAL MISC.	6886	6271	619	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	1,005	8,319	790	7,713



**Newark Police Department
Weekly Traffic Report**



03/06/22-03/12/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	2316	2417	388	287
DUI	27	27	5	1
TOTAL	2343	2444	393	288

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	23	38	3	6
Property Damage (Reportable)	168	179	15	18
*Hit & Run	39	36	1	3
*Private Property	38	37	3	2
TOTAL	191	218	18	24

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.