

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

The DEMEC board is closely monitoring the energy markets and recent developments related to the closing of the Indian River coal power plant in Millsboro for their effect on our wholesale electric rate. As the markets look today, there is a good chance that we will continue to see increasing power costs and the need to increase our retail electric rate as we move forward. Due to the uncertainty around the war in Ukraine, it is hard to predict how long power costs will remain elevated but some gradual increases over the coming years were anticipated even before war broke out due to increasing input costs (natural gas) coupled with increasing transmission and capacity costs. We will continue to provide updates as we get more information.

I attended several meetings this week including but not limited to an interview with 6 ABC on the Deer Park railroad crossing, a team meeting on the EnerGov program, the May DEMEC Board meeting, a meeting with UD's EVP to discuss a handful of items that affect both organizations, our weekly staff meeting, and a meeting with public works and their consultant who is working on several design alternatives for bike improvements to Wyoming Road.

On Wednesday, I attended the NPD promotional ceremony held at Aetna Station 8 where six (6) officers received promotions. I would like to congratulate these officers on their success and thank them for their continued dedication to the City and our residents.

On Monday evening there were some questions raised about the amount of work that our plan reviewers have and how that impacts their ability to work on different initiatives. In speaking with the team, we currently have 37 plans in our queue across different levels of review, be that Subdivision, CIP, or lines and grades plans. For many of our employees, plan review is only one part of their responsibilities and when we have such a large backlog, it can be difficult to dedicate the time needed to accomplish other, necessary tasks. I have begun discussions with staff to see if it is viable to bring in contractual assistance for review and inspection to help bring down the backlog to provide more staff availability for primary tasks and Council driven initiatives.

UD's IPA has prepared a proposal at the request of the Governor's Office to provide grant writing assistance for municipalities as part of the State's effort to successfully get access to funding through the Bipartisan Infrastructure Law (BIL). BIL funding will generally be given out through competitive grants unlike ARPA so unless we are able to make submissions, we won't have access to any of the funding. It appears this proposal is on track for acceptance which will be a big benefit to the City and other, smaller municipalities across the state.

I continued work on several Council related requests, specifically noise cameras, off road vehicles, right turn on red cameras, and updates to our permitted gathering ordinance.

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

### Human Resources:

HR Administrator Marta Pacheco:

- Prepared and distributed letters of conditional hire for: Parks Superintendent, Maintenance I in our Parks Division, two for Part-Time Parking Ambassadors, and a Maintenance I in PW&WR.
- Calculated leave donation for employee on an extended medical leave.
- Prepared and distributed promotional letters for: Customer Service Representative III in the PUB Division, Maintenance IV in the PW&WR Department/Sewer Division, and Part-Time Parking Ambassador.
- Updated April's personnel roster and distributed to staff.
- Continue to review police officer applications submitted for missing documents. The police department is hoping to administer the written exam in June on Tuesdays and Wednesdays during regular office hours and on Thursdays during the evening. They will also have testing on a Saturday where applicants who reside over 100 miles away can take the written exam in the morning and the board oral interviews in the afternoon so they can complete both in one day. We are hoping this will increase the number of applicants that will actual show up to take the written exam.
- Scheduled Round II Skills Assessments for the Administrative Professional I applicants. All were completed on Thursday, May 12.
- Prepared and submitted documents/letter to the state for the Municipal Street Aid Funds for Fiscal Year 2023 before the deadline.
- Entered injury report with PMA.
- Submitted to Safety Committee April's injury reports.
- Prepared and distributed status forms for all custodians increasing their current pay to the new rate approved by City Council on May 9.
- Completed several verifications of employments.
- Distributed and posted two job postings for Part-Time Facilities Maintenance Custodians (22-46 and 22-47). One vacancy is for the night shift and two vacancies are for the day shift. We are hoping to attract more applicants now that the hourly rates have been increased.
- A certified police officer had been offered a letter of conditional hire. Medical exams are scheduled for next week.

Ms. Hardin was out of the office for vacation May 6, 9 and 10. Ms. Hardin spent most of the week catching up on answering emails and working on personnel and labor relations matters as well as working ahead on items coming up next week. The HR Division continues to stay busy with recruitment efforts for both internal and external postings. The HR team continued their assistance with the Newark Police Department promotional process for Master Corporal and Sergeant. Ms. Bradshaw continued in the process by participating in the oral board interviews. This interview panel is made up of high-ranking officers from outside police agencies. The tests were sent to IACP (International Association of

Chiefs of Police) for grading and were received this week. After the oral board interviews are completed, the next step in the process will be the Chief's interview and assessment. Ms. Bradshaw will input the scores once the Chief's scores are received and the promotional list will be finalized after FOP/HR review and approval. Ms. Hardin also met with a City employee to complete and review retirement paperwork and had previously met with another employee a week prior to complete their retirement paperwork. She will send this over to our pension provider to ensure first pension payments are received on June 1. HR also received notice of another upcoming retirement for an employee leaving on June 30. Ms. Hardin will be getting the Employee-Management Health Benefit Committee together to discuss any plan design updates for 2023.

**Purchasing/Facilities Maintenance:**

**Chief Purchasing & Personnel Officer:**

On Monday, City Council approved the starting rate increase for custodial staff. A portion of Mr. Martindale's week focused on finalizing the memorandum of understanding (MOU) and circulating it for signature. The effective date of the change is Monday, May 16.

Along with CCO Jayme Gravell, Mr. Martindale worked on preparing for the ribbon cutting at the Reservoir Solar Park on Monday, May 16. Several state legislators, City staff, and contractors from the project will be in attendance.

For the Safety Committee, Mr. Martindale also worked on updating the City's confined space section of the safety manual, which will be reviewed by appropriate staff and presented to the Safety Committee next week.

Mr. Martindale also made seven (7) job offers this week (4 for full-time staff and 3 for part-time staff). Since April 1, there were 21 job offers made, which equates to about 8% of the total City workforce. Thankfully, the volume of job posting has winded down to an extent, but now the HR Division will be quite busy processing and onboarding these new hires. In 2021, the HR Division had a record 60 job postings; so far in 2022, we are up to 48 job postings.

There is only one new COVID case this week.

**Purchasing Assistant:**

Purchasing Assistant Cathy Trykowski processed 92 invoice, 4 purchase orders, and 5 change orders for the week ending 5/6. So far this week, she has processed 32 purchase orders and anticipates processing 100 invoices by the end of this week.

**Facilities Maintenance:**

The FM team completed the following this week:

- Prepared for underground storage tank (UST) State Inspection.
- Removed the water out of four UST spill buckets.
- Painted all the UST lids.
- Started to remodel the Rittenhouse bathroom.
- Completed regular cleaning and disinfecting duties.

**Communications:**

**Chief Communications Officer:**

- Organized Academy Street beer garden with DE Growler, helped AHHL with fundraising efforts.
- Working with DelDOT and Parks & Recreation Department to reschedule ribbon cutting for the Charles Emerson bridge.
- Assisting the CAC with their anti-idling outreach campaign; working with Parking/PD on outreach and enforcement options.
- Finalizing details for the ribbon cutting event for the reservoir solar project. Invite was sent, working on advisory, program, list of speakers.
- Participated in the DE Mortgage Relief Program webinar with DSHA leadership.
- Attending the NPD police promotion ceremony.
- Participated in the Employee Wellness Committee meeting.

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

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

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

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

**City Manager's Weekly Report**

<b>Department:</b> Alderman's Court
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**Notable Notes:**

Alderman's Court held three court sessions from 5/5/22-5/11/22. These sessions included arraignments, trials, video hearings, capias returns, and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Interviews were held on 5/10/22 for the Part-Time Bailiff position. A decision will be made by the end of this week.

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

<b>Activity or Project:</b> Payments and Court Sessions
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**Description:**

From 5/5/22-5/11/22 Alderman's Court handled 78 arraignments, 77 trials, 18 capias returns, 2 video hearings, and 3 code violations. The court collected a total of 312 parking payments of which 271 were paid online and 41 were paid at court. The court also collected criminal/traffic payments of which 152 were paid online and 27 were paid at court for a total of 179 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-11-2022
<b>Execution Status:</b>	Completed

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

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

**City Manager's Weekly Report**

<b>Department:</b> City Secretary and City Solicitor's Office
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**Notable Notes:**

Paul was in the office on May 9 for City Council

Danielle worked on FOIA-related items the past week. The following actions were taken on FOIA requests:

- FOIA: (Closed 5)
  - o Provided a response and closed an April 22nd FOIA request for 213 Hullihen Drive pertaining to any code violations and liens from Brian Frederick Funk, P.A.
  - o Provided documents and closed an April 29th FOIA request for all open code violations from January 2022 through present from Harry Bloodsworth
  - o Provided a response and closed a May 3rd FOIA request for all City owned buildings' electric bills from March 2022 through April 2022 from Matt Brophy
  - o Circulated to staff a May 4th FOIA request for accidental discharge information and reports reading "service pistols" from Jonathan Rudenberg

- o Provided a response and closed a May 5th FOIA request for 40 Geoffrey Drive which is outside of City limits from Jonathan Greenawalt
- o Provided a response and closed a May 9th FOIA request for 200 Executive Drive which is outside of City limits from Robert DiMenna

Danielle circulated the agreement and plans for 500-700 Creekview to staff for signatures.

Danielle research a FOIA request sent on behalf of the City regarding code complaints at Victoria Mews.

Danielle completed the Safety Committee meeting minutes

Sahar completed the following tasks during the previous week.

- TCM training.
- Destruction notices for volunteer records.
- Archiving permanent records.
- Destruction of older records from the storage trailer.
- Worked with Jesse from Public Archives on retention schedule regarding legal documents.
- Destruction notices for Planning and Admin Support.
- Worked on archiving permanent records.
- Sent completed destruction notices to state archives for approval (85 boxes).

Regarding minutes, staff time was spent on the May 9 Council minutes, April 12th Conservation Advisory Commission (Nichol drafting and editing and Tara proofing) and the March BOA minutes.

Nichol drafted the Board of Adjustment approval letter.

Nichol compiled the mailing labels for The Grove project.

Nichol posted the April 25 Council minutes to the website and the May 16 Council agenda.

Nichol sent legal ads for the 5/16 Council agenda.

Tara and Nichol conducted a skills assessment for a potential candidate for the open Administrative Professional I position.

Tara and Nichol attended the Energov meeting.

Tara drafted the direct mail notices for The Grove.

Tara compiled the weekly report for the Legislative Department and Records Division.

Tara continued drafting the upcoming agendas for May and June Council meetings.

Tara processed the Council meeting followup for the May 9th Council meeting.

Tara continued to monitor and follow up with Code Enforcement on a property at O'Daniel Avenue.

Tara continued to spend time training Nichol Scheld in her new role of Deputy City Secretary.

Staff continued to work with the Newark Post (Chesapeake Publications) to ensure that advertising deadlines are met and proofs are acceptable prior to publication with legal advertisements.

Tara attended the staff meeting on May 5th.

Tara spent time to continue to modify the 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 approved various permit reviews and invoices in MUNIS.

Tara worked with IT to continue tweaking the software and hardware for hybrid Council Chamber meetings.

Tara met with Stu Markham via Teams to discuss several items.

Tara updated various areas on the City's website.

Danielle fulfilled 36 discovery requests for upcoming Court cases. 283 discovery requests have been filled in 2022. There are 60 outstanding discovery requests still in the queue.

Violet processed 15 new lien certificate requests that were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. 205 certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates.

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**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

<b>Department:</b> Electric Department	
<b>Notable Notes:</b>	
<p>Saturday morning at 9 a.m. a connection on the line that feeds the UD sports complex on South College burned up. The line crews had the problem fixed within two hours.</p> <p>The line crews worked on Valley Road setting poles for Briar Creek North. The line crews also worked with contractor for Project X to get a temporary transformer energized.</p> <p>The electricians started checking all the capacitors on the system getting ready for summer. They also worked on the LPR cameras, reclosers, and continued the infrared scan of aerial circuits.</p> <p>Engineering and the line supervisor met with The Grove developer and electrical contractor to plan out the timeline and next steps for phase 2. Engineering also met with DEMEC about the PJM registration and reviewed the initial layout for a new substation at the old transfer station on the UD Farm.</p>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
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<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

Due to a paper shortage, we will not be including return envelopes in the monthly utility invoices until our order arrives. It's expected that the envelopes will be back in stock by the end of May. Once our order arrives, we will use what envelopes we have purchased, and then we will cease from providing return envelopes in the future. We were informed that rising costs, and four-month waiting periods for our orders will impact our ability to provide these envelopes. At that point, if customers are requesting an envelope, we will provide plain ones at the office upon request. We encourage all customers to opt for e-bills through Customer Connect via <https://payments.newarkde.gov/>.

We now have another scoring system through Moodys Investor Services for which we are being graded, called the ESG Credit score. This score is then integrated into the City's overall credit rating, making it a credit impact score. The score is based on how the City is impacted by Environmental, Social and Governance. Once the final report is issued, we will be sure to share it.

The Delaware State Housing Authority has applied to the US Treasury for authorization to spend up to \$50 million in ARPA funding to allow homeowners to get caught up on past-due mortgages, taxes, water, sewer and stormwater bills. Also includes HOA fees. We are expecting a pilot program to begin at DSHA May 16. As more information becomes available, we will provide updates. Here is a link to the program's website for more information: <https://decovidhousinghelp.com/covid-19-homeowner-assistance/>.

Payments and Utility Billing Group has been working with our customers helping them get their account balances up to date. If you need assistance, please reach out to PUB at 302-366-7000, option 2, to explore your options. We ask that you do not wait until your account falls into arrears, as the City has access to many programs which can provide aid to our residents.

Do you need assistance in paying the balance on your water and sewer bill? If so, please reach out to the State's Low Income Household Assistance Program (LIHWAP). Please complete the application to this program and let our staff in Payments and Utility Billing (PUB) know that you have applied for assistance. Here is the link to the application: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

2023 Annual Budget: Staff is working on the timeline for the 2023 budget process. The timeline should mirror last year's process, with internal hearings taking place the week of July 11th, with departmental hearings with Council taking place beginning in August.

**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:**

Infrastructure Team:

Open Support Tickets from Previous Week - 143

Open Project Tickets from Previous Week - 46

1. Continuing work to stabilize the mesh network.
2. Five (5) cameras replaced.
3. Updated documentation.
4. Moved additional equipment into new storage space.
5. Received additional equipment for the network refresh project.

6. Workstation patching and maintenance.
7. Server patching and vulnerability remediation.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts received.

**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 11 of 16 workflows to production, waiting on vendor for 4 of the remaining 5 workflows.\*

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	01-31-2022
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

Data Center Upgrade (Infrastructure)

**Description:**

Equipment tracking:  
 2 Racks - Received  
 4 PDUs - Received  
 3 VxRails - Received  
 CyberVault R750s - Received  
 S5232s – Received

Pending shipment with expected delivery dates:

DD6900s - May 02, 2022  
 R450s - April 18, 2022  
 DP4400s - June 15, 2022  
 N2200s – December 28, 2022  
 S5224s – September 12, 2022  
 S3048s – July 20, 2022  
 S4128s – July 20, 2022

<b>Status:</b>	Started
<b>Expected Completion:</b>	12-31-2022
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

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

Parks and Recreation Department

**Notable Notes:**

Director: Met with Stew and Tom Z. about punch list maintenance items for Hillside Park including graffiti removal and blowing off the playground area of leaf and monkey ball debris; reviewing landscape plans for several subdivision projects as part of the CIP process; along with Paula, Andrew and Tom Z., interviewed for the vacant Maintenance I position; met with Paula and Sharon about the Memorial Day parade logistics; Public Works completed pouring the concrete pad near Preston's Playground, two bike racks and a bicycle repair station that was donated to our department will be installed; met with Tom Z. about upcoming projects and tree work that are scheduled over the next month and routine maintenance schedule in preparation for his retirement; conducted a parks maintenance meeting to discuss upcoming work orders and projects; met with DelDOT about outstanding punch list items and timeline for completion.

Deputy Director: Met with recreation staff regarding summer camp COVID information; confirmed all recreation staff turned in applications to Public Health for summer camps; conducted two interviews for lifeguards, 3rd interview scheduled but individual was no longer interested; finalized last of field trips for Camp GWC, worked on purchase order for the field trips and sent out bus bid request for them; receiving paperwork back for summer camp staff and processing including background checks; conducted interviews with Joe, Tom Z. and Stew for Maintenance I position; submitted work order ticket for items for the George Wilson Center; worked with Shelby to finalize and send another Eblast to previous participants and the VIP list for the Memorial Day Ceremony and Parade; coordinated drop off and pick up of pottery pieces that UD fired for us while the kiln is down at the GWC; sent follow up note on meeting to HR to be placed in personnel file; worked with dance instructor on upcoming dance recital and with Shelby to complete the programs; sent information to the volunteers scheduled to work the Memorial Day Ceremony and Parade with instructions, sent the script with updates from the committee meetings to Sharon to update and finalize for this year's script, set up meeting for all staff working the event and worked with Sharon to finalize piling list; worked with Sharon and Stew on final listing of stage sizes needed for each Spring Concert; sent out another reminder to recreation and contracted staff about completing background check forms prior to camps beginning for any new staff; sent recreation staff a reminder to send a camp staff listing to me once it is finalized; spoke to the theater instructor about adding the theater camps to the summer activity guide as well as the camp guide, worked with Shelby to update; sent out reminder regarding pool supply bid request and due date; sent bike flyer to the Newark Bike Project for upcoming camps; updated PSA's for media list with Shelby for upcoming events and sent out; worked with Sharon to send out information for Camp REAL, information sent out to previous participants and set up in Civic Rec for registration online or in person; continued to review applicants for summer jobs and pass along to recreation staff; 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 Cameron and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Summer Camp, staff interviews held, contracts sent out to new hires, submitted purchase requisition for the summer camp van rental; preparing for the NYC trip on 5/14, confirmed bus and secured trip leader; adult golf and parent/child golf lessons began this week at Deerfield; met with Recreation Supervisors and Deputy Director regarding summer camp COVID-19 information; working to verify purchases for childcare stabilization grant funds; Tuesday night adult leagues started this week after being cancelled due to weather last week, visited softball and volleyball.

Recreation Supervisor of Community Events: Preparing for Memorial Day Parade and Ceremony; preparing for Spring Concert Series, finalizing purchase requests and contracts.

Recreation Specialist: Opened and closed the Wilson Center on Thursday, 5/5 for Stay Fit; interviewed two more camp volunteers, emailed out the camp volunteer assignment letters on Thursday, 5/5, and Friday, 5/6; updated the softball schedule on the City website; completed aftercare file for a new student for Downes. Volunteer Hours: 2 volunteers maintained the Mason Dixon Trail for a total of 4 hours on Monday, 5/2; 2 missionaries volunteered a total of 4 hours on 5/4 putting posters up at Main Street businesses for upcoming events; 1 volunteer maintained the Fairfield Crest Connector for a total of 2 hours trimming in April.

Parks Superintendent: Inspected 18 park play/swing unit areas and developed work orders as needed, met with Girl Scout concerning possible projects for her Gold award, along with Parks Director/Deputy Director/Parks Supervisor conducted interviews for full-time opening on parks crew, met with representative of Delaware Audubon at new solar park site at Reservoir to lay out/oversee installation of plantings along front of site, met with resident concerning several dead Ash trees behind his house, attended meeting with Parks Director and DelDOT representatives concerning possible planting of NW hillside of Emerson Bridge and followed up with contractor doing court renovation at several park sites on scheduling as well as vendor concerning delivery of park bench.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued working with equipment vendor concerning Kubota mowing unit replacement, continued coordinating with Recreation Division on upcoming special event support, along with Parks Director/Deputy Director/Parks Superintendent conducted interviews for full-time opening on parks crew and started coordinating for mulching operation on island #2 on South Main Street.

Parks/Horticulture: Continued mowing and bed maintenance operations, did equipment maintenance on both Jacobsen mowing units/Kubota mowing unit/hand held sprayer units/chain saws, did interior bed maintenance at City Hall, did trash removal throughout park system, dragged/scarified all ballfields and lined fields for league play, checked and removed debris as needed on all inlet pipes/lawn basins throughout park system, lined soccer field for league play, did tree removal off trail through Christina Valley Stream in two locations, replaced tree on South Main Street island #2 and continued mulching bed areas throughout park system.

**Activity or Project:**



## Summer Camp and Program Registration

### Description:

Summer Camp and Program Registration is ongoing now with plenty of exciting activities to keep your family busy this summer! Choose from sports, theater, arts, half day and full day at Camp G.W.C. and plenty more to choose from. Please visit [www.newarkde.gov/play](http://www.newarkde.gov/play) for a complete listing of activities and to register.

<b>Status:</b>	Started
<b>Expected Completion:</b>	08-19-2022
<b>Execution Status:</b>	On Track

### Activity or Project:

### Description:

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

### Activity or Project:

### Description:

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

## City Manager's Weekly Report

### Department:

Planning and Development Department

### Notable Notes:

Director's Report

I took a vacation day May 6, 2022.

### Projects

\*Charrette and development of revisions to the BB and RA zoning district. Reviewed and commented on final draft Charrette report and main proposed tenants of the BB and RA zoning code and met with AECOM's Charrette project manager to discuss the final Charrette report and Council presentation, which will be presented to Council at their May 23 meeting. Recordings of the Charrette meetings and related information can be found at: Newark Charrette: Planning our downtown, together | Newark, DE - Official Website ([newarkde.gov](http://newarkde.gov)).

\*Nuisance Property ordinance and revision to the Property Maintenance Code. While the team is making progress and is looking to convene a meeting with representatives from the Police and Public Works to discuss the main tenets of the nuisance property ordinance, they got sidetracked to put together enforcement language for inflatable pools. A draft of this language, as well language for outside storage and exterior lighting, will soon go the City Solicitor for review prior to bringing this to Council.

\*Downtown Parking Strategy project. Staff met on May 4 to review the Council comments. Progress was made but more work needs to be done. Our next meeting is scheduled for May 24. I sent the Council comments on the Downtown Parking Strategy from the March 7 Council meeting to Mayor Markham for his comments. Mayor Markham sent in his comments and questions and staff responded. We will incorporate the Mayor's comments in our workplan.

\*Development of Transportation Improvement District – The TID Steering Committee met on May 11 where we discussed the related road improvements. Next step is to finalize recommendations on the proposed road improvements and then discuss the TID fee. The Committee anticipates one more meeting in June to discuss projects, and two additional meetings to be held in July and August to discuss the fee structure. A preliminary presentation is anticipated to be held in September for a joint Planning Commission/Council Workshop.

\*Attended the May 9 Council meeting where Deputy Director Bensley presented the Planning and Development Department Council priorities workplan. Spent an extensive amount of time with Deputy Director Bensley following up on this meeting on May 10.

### Meetings

\*Participated in the Director's meeting with Deputy Director Bensley on May 5.

\*Participated in monthly meeting with the Chair of the Planning Commission and Deputy Director Bensley to discuss Planning Commission related issues on May 9.

\*Participated in meeting with representatives from Energov and the Newark Energov team on May 9.

\*Participated in the bi-weekly SAC team meeting led by Deputy Director Bensley on May 11 where the June and July Planning Commission agendas were discussed and the first draft of a development intake checklist was reviewed with staff.

### Items of interest

- \*Continued to work on staff and personnel related issues as well as administrative tasks.
- \*Reviewed Planning and Development staff report for the subdivision amendment and special use permit for a restaurant with a drive through for building "I" at The Grove. This proposal will be presented to Council on May 23.
- \*Worked with Energov representatives on meeting prep for May 9 meeting and attended the meeting.

#### Land Use

- \*Building Permit Reviews: 16
- \*Deed Transfer Affidavits: 12

\*Deputy Director Bensley finalized the draft Development Intake Checklist; worked with Planning and Finance staff regarding the reimbursement filings for the Community Development Block Grant program for the current program fiscal year, which ends June 30; worked to schedule agenda items for upcoming Planning Commission meetings; and worked with Legislative Department staff regarding training and transition out of her former position.

\*Planner Joshua Solge finalized a report and presentation on permitting Accessory Dwelling Units in single-family districts, which was reviewed by Deputy Director Bensley and Director Gray for presentation to City Council on May 16.

\*A final submission of Unicity Bus route data has been made to Google Maps. The Unicity Bus should appear to all transit users of Google Maps sometime next week.

\*Planner Joshua Solge and Web Specialist Kyle Glazier have worked with DART to create a new Unicity bus system map, implementing route corrections and promoting the new paratransit style buses the service will be switching to.

\*Planner Mike Fortner drafted and Director Gray and Deputy Director Bensley edited the Planning and Development Department Report for the Comprehensive Plan V 2.0 review for Council adoption of the Plan (first reading scheduled on May 23 and second reading scheduled on June 27).

#### Meetings (Attended by Land Use, Code Enforcement, and Parking)

\*On May 5, Planner Mike Fortner attended (virtually) the DE-NAHRO annual meeting and conference. The conference focused on speakers on the use of ARPA funding and uses in Delaware. It included speakers from HUD, the Delaware State Housing Authority, Wilmington, New Castle County, and Sussex County.

\*On May 6, Planners Mike Fortner and Thomas Fruehstorfer met with David Wurga of DNREC, Division of Watershed Stewardship for a FEMA Community Assistance visit. The purpose of the meeting was to review the City of Newark floodplain regulations and policies and identify any needs for the City.

\*Land Use team meetings on May 9 and May 11.

\*On May 9, Planner Mike Fortner attended a presentation by the Delaware State Housing Authority on the Delaware Mortgage Relief Program.

\*Continued meetings for the Property Maintenance Inspectors changes of the IPMC Chapter 17 Codes and Nuisance Ordinance.

#### Code Enforcement

##### Projects

\*Newark Charter School – Commons building close out documents reviewed and awaiting submission. (Jr. High building) final grading and seeding in process. Most areas approved to close in ceilings.

\*The Vero at Newark (formerly Newark Senior Living) – Interior work progressing. Most units closed in and finishes in process, many common and employee areas approved to close in.

\*The Grove Phase G – Ceiling close in and insulation completed in building 1 in the main amenity spaces.

\*200 The Grove – Leslie's Pools – footings, plumbing, rough wire and framing inspections are complete.

\*Jersey Mike's – Rough wire and framing inspections are complete.

\*Green Mansion is setting steel in the back part of the building where the apartments are located.

\*118 & 130 New London Road – Project is complete.

\*321 Hillside Road/The Rail Yard – Final Certificate of Occupancies review in progress.

\*511/513 Valley Road – Framing, rough wire and plumbing and insulation inspections are complete.

#### Property Maintenance

\*Complaints: 31

\*Violations: 30

\*Citations: 26

\*Inspections: 96

#### Items of Interest Code Enforcement and Property Maintenance

\*Property Maintenance working with animal control and the tenants at 37 O'Daniel Avenue about fecal matter and trash.

\*Grass contractor to start May 16, 2022.

#### Parking

\*Citations Issued: 611

\*Online Appeals Answered: 81

#### Projects

\*Continued digitization of old RPP records and this will be a long-term project as there are years' worth of inherited residential records to be put in City SharePoint.

\*Collection of Parking Division rate and occupancy data for review when discussing Newark Downtown Parking Study comments.

**Items of Interest**

\*Continued handling residential and municipal permitting for residents.

\*Continued handling online and in-person parking appeals. Currently under three business days response time on appeals unless waiting on customer response. See above figures.

\*Preparation for Memorial Day Parade. Goal is to have complimentary parking on that day as Sundays are already partially complimentary and the parade will increase the time needed for complimentary parking.

\*Continue regular mowing and brush removal schedule for maintenance team.

\*Delivery of Council packets by Parking Ambassadors.

\*Reserved a space on Academy for a quick HIV/AIDS testing van.

**Activity or Project:**

Development Plan Status

**Description:**

\*532 Old Barksdale Road – Planner Fruehstorfer continued putting together the Subdivision Advisory Committee letter for the proposed five-story 54-unit apartment building.

\*25 North Chapel Street – Planner Fruehstorfer continued plan reviews for revised submission of the major subdivision which includes a four-story apartment building with 21 two-bedroom units and parking on the ground floor and began the Subdivision Advisory Committee letter.

\*30 South Chapel Street – Planner Fruehstorfer finished the Subdivision Advisory Committee letter and worked on the Planning and Development Report for the proposed seven-story 65-unit apartment building. Director Gray and Deputy Director Bensley reviewed and finalized the SAC letter, which was sent to the applicant.

\*10 and 16 Benny Street – Planner Fruehstorfer created the Council cover memo and the final Subdivision Advisory Committee letter for the seven-unit townhouse style apartment development. Director Gray and Deputy Director Bensley reviewed and finalized the SAC letter, which was sent to the applicant, and the Council packet materials. This project is scheduled for first reading at the May 23 Council meeting and second reading and public hearing at the June 27 Council meeting.

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

On Wednesday, May 11th, the Newark Police Department held a promotion and awards ceremony at Aetna Station 8. The event was attended by members of the police department, family members, and community. The six officers who were promoted are Lt. Chris Jones, Sgt. Darryl Saunders, Sgt. James Skinner, M/Cpl. Aaron Olicker, M/Cpl. Joe Kendrick, and M/Cpl. William Anderson. Several police and communications officers also received awards for their work in 2021. Former Mayor Jerry Clifton gave the keynote address. Over the years as Councilmember and Mayor, Jerry Clifton always attended each police academy graduation and promotional ceremony. On behalf of the entire police department, Chief Tiernan presented Mayor Clifton with a certificate of appreciation for his many years of support to the police department and its staff.

**Special Enforcement Division:**

- During the week, members of the Special Operations Unit will conduct police applicant background investigations. On Tuesday, May 10th, M/Cpl. Fountain will participate in the Girls on the Run program and Sgt. Saunders will visit Newark High School where he will meet with

counselors and students who have been working hard to improve their grades and behavior. On Wednesday and Thursday, May 11th and 12th, M/Cpl. Fountain attended the Child Safety Seat Installer class hosted by the Office of Highway Safety. On Saturday, May 14th, Sgt. Saunders and PFC Almonte will attend the Diversity in Law Enforcement Career Fair in Philadelphia. Throughout the weekend, the unit will conduct proactive patrols in the business district and student rental areas including Cops in Shops.

- On Monday, May 9th, Lt. Jones and Sgt. Bolden attended a planning meeting with the University of Delaware for the upcoming presidential visit/UD Commencement ceremony. Also, on Monday, the Traffic Unit finalized details of the traffic control plan for the Memorial Day Parade to be held this weekend. On Wednesday and Thursday, May 11th and 12th, Cpl. Jon Lee attended the Child Safety Seat Installer class. Throughout the week, the unit will conduct traffic enforcement at various locations throughout the city including Capitol Trail, West Chestnut Hill Road, South College Avenue, Paper Mill Road, and Nottingham Road.

**Patrol Division:**

- On Saturday, May 7th, 2022, at approximately 0104 hours officers responded to Pat's Pizza for a male suspect damaging the door of the business. As officers were responding to the location, Newark Police Communications relayed a description of the suspect obtained from employees of the business. As a result of this broadcast, officers quickly located the male suspect and detained him on Elkton Road. Officers who responded to Pat's Pizza viewed video surveillance footage and observed the detained male being asked to leave Pat's. The male then became disorderly, and while exiting the front door, he shoved the door with such force that the door was damaged. As a result of this investigation, officers obtained warrants charging the male with Disorderly Conduct and Criminal Mischief. He turned himself into the Newark Police Department on Monday, May 9th, and was released on his own recognizance.

- On Sunday, May 8th, 2022, at approximately 0046 hours, officers responded to Klondike Kate's for the report of an assault on a bouncer. Witnesses on scene identified the male suspect by name. The male was later located on Center Street. When officers attempted to take the suspect into custody, he began to resist arrest. Warrants were obtained charging the suspect with Resisting with Force or Violence, Assault 3rd, Offensive Touching of a Law Enforcement Officer, Offensive Touching, and Disorderly Conduct. Due to the suspects intoxication level, he was transported to the Howard R. Young Correctional Facility on an Intoxication Hold prior to his arraignment.

- On Monday, May 9th, 2022, at approximately 0406 hours, officers responded to the 200 block of East Park Place for the report of a male knocking on the front door with a gun in his waistband. Upon arrival, contact was made with the male suspect who was detained without incident. Officers learned that the male is neighbors with the victim and was reportedly banging on the door for over an hour in the middle of the night. The victims finally called the police when they observed that the male had a handgun in his waistband. The suspect was arrested, and a BB gun was located during the investigation. He was transported to the Newark Police Department where he was charged with Aggravated Menacing, Harassment, and Criminal Trespass. He was later released on his own recognizance by the court.

**Administration Division:**

- M/Cpl. Nick Sansone will be retiring from the Newark Police Department on Friday, May 13th. During his 19-year career, M/Cpl. Sansone served in the Patrol and Criminal Investigation Divisions.

**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:**

Brandywine Construction (BCCI) continued water main installation on Chrysler Avenue and Elkton Service Road and tied the two new segments of water main into the existing main at the Elkton Service Road and Chrysler Avenue intersection on Thursday, May 12th. Customers experienced a temporary disruption of water service and are currently under a precautionary boil water advisory until we receive results from the laboratory indicating the absence of bacteria. We anticipate lifting the boil water advisory by Saturday evening. Once this first phase is complete, we will move the contractor to East Park Place to begin the water main replacement between Manuel Street and Academy Street.

Staff continued coordination with UD for the UDon't Need It? Student Move Out program. This successful program helps divert tons of household items from going to the landfill each year, while also keeping our streets and sidewalks clean during this busy time. More information can be found at our website: <https://newarkde.gov/836/UDont-Need-It-Student-Move-Out-Program>.

Fleet maintenance staff has been rebuilding the leaf collection equipment prior to storing away for the summer. Due to the heavy usage in the fall and spring, the equipment requires extensive repairs to wear items. See attached photo.

**Activity or Project:**

DelDOT Project Updates

**Description:**

Delaware Avenue :

The work in Phase 2 is progressing well and the project is on schedule. There will be no work scheduled this weekend in an effort to avoid conflict with the Memorial Day Parade on Sunday, May 15th. Work will also be canceled for UD convocation and commencement weekend, May 27th, 28th, and 29th to minimize traffic impacts. Once students begin to leave town following graduation, the contractor will mobilize to the intersection of South College Avenue and Delaware Avenue to begin work in that intersection. The work planned in that intersection is anticipated to take 8-10 weeks (weather depending).

Cleveland Avenue:

The contractor continues installation of new storm sewer pipe and structures on the north side of Cleveland Avenue. Work is progressing slower than anticipated due to numerous utility and service conflicts. The "No Left Turn" sign at North College and Cleveland is in place and the left turn arrow is scheduled to be cover Friday, May 13th. NPD will begin enforcement/education of the "No Left Turn" signage when the green arrow has been covered and no longer conflicts with the new signage.

New London Avenue/S. Main Street RXR Striping and Signage:

The new demarcations at the railroad crossing have been successfully installed with only a few signs remaining to be replace in the immediate area of the crossing. Public Works is also coordinating the installation of additional signage on New London Avenue and Church Street to further reduce the likelihood of a vehicle heading the wrong way down New London Avenue toward the crossing.

**Status:**

Started

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

Abbottsford Stormwater Pond Retrofit

**Description:**

Our contractor, EQR, has completed the outfall improvements and will soon begin work on the submerged gravel wetlands. The goal of this project is to reduce erosion into the Christina Creek and to improve water quality for water that drains directly to the creek.

**Status:**

In-Progress

**Expected Completion:**

07-31-2022

**Execution Status:**

On Track

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

Digital Records Project New Documents Created – May 5 – May 11

Name	# of Documents	# of Pages	Types
Sandy	402	2016	05/01/22 timesheets, May 4 Payroll Reports, February 2022 Cash Receipt Folders and Deposit Slips, closed ticket 69093, PUBS postal records
Fred	90	90	Tickets, Assist Sahar with Training, Research documents for development near Arbor Park
Ana (PT)	28	815	Modified Administrative Documents; removed duplicate documents, removed 139 blank pages from a City Manager file, Prepped and scanned Home Improvement Program files, Added 20 additional pages to documents scanned last week
Violet (PT)	19	58	Current Legislative Department documents
Total	539	2,979	

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	14,250	-14,197
April	29,039	17,846	-11,193
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 05/01/22-05/07/22

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	2	0	0	3	0
Rape	1	9	1	1	0	0
Unlaw. Sexual Contact	1	3	0	0	2	0
Robbery	5	6	0	4	6	0
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	2	0	0	2	0	0
- Attempted Robberies	1	1	0	1	1	0
- Other Robberies	2	5	0	1	4	0
Assault/Aggravated	4	6	1	5	15	2
Burglary	12	17	1	5	5	1
- Commercial Burglaries	2	3	0	0	0	0
- Residential Burglaries	9	7	0	3	3	0
- Other Burglaries	1	7	1	2	2	1
Theft	252	295	11	43	68	4
Theft/Auto	27	22	0	3	3	0
Arson	0	0	0	0	0	0
All Other	2	7	0	17	21	0
<b>TOTAL PART I</b>	<b>304</b>	<b>367</b>	<b>14</b>	<b>78</b>	<b>123</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	66	123	8	29	68	8
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	68	70	6	16	30	3
Weapons	2	5	0	4	40	2
Other Sex Offenses	0	5	0	0	0	0
Alcohol	40	86	5	21	140	26
Drugs	46	52	2	33	49	2
Noise/Disorderly Premise	264	192	11	109	48	6
Ordinance Violation	117	0	0	15	0	0
Disorderly Conduct	146	132	10	46	42	4
Trespass	115	116	6	32	29	1
All Other	113	226	13	82	79	4
<b>TOTAL PART II</b>	<b>977</b>	<b>1007</b>	<b>61</b>	<b>391</b>	<b>525</b>	<b>56</b>
<u>MISCELLANEOUS:</u>						
Alarm	167	234	9	0	0	0
Animal Control	144	127	5	5	4	0
Recovered Property	59	49	3	0	0	0
Service	12268	10892	552	0	0	0
Suspicious Per/Veh	163	127	11	0	0	0
<b>TOTAL MISC.</b>	<b>12801</b>	<b>11429</b>	<b>580</b>	<b>5</b>	<b>4</b>	<b>0</b>

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	881	15,230	726	14,417



**Newark Police Department  
Weekly Traffic Report**



**05/01/22-05/07/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	4803	4318	336	288
DUI	54	52	3	1
<b>TOTAL</b>	<b>4857</b>	<b>4370</b>	<b>339</b>	<b>289</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	45	63	2	3
Property Damage (Reportable)	343	313	23	28
*Hit & Run	73	60	6	4
*Private Property	74	57	5	5
<b>TOTAL</b>	<b>388</b>	<b>377</b>	<b>25</b>	<b>31</b>

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



