

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This weeks report will cover the past three weeks because I have been out of the office the previous two Thursdays and Fridays.

Over the past three weeks I have spent much of my time on items related to Council prioritization. We also spent time preparing for the 2/13 Council meeting which has a large number of items for review and discussion.

I am happy to report that the City's insurance carrier has agreed to replace a failed substation transformer under our policy. This will save the City around \$600,000 in out of pocket costs. This would not have been possible if not for the City's SCADA system and diligent recordkeeping.

We have now officially received the grant award agreement for the \$470,000 grant we received from Energize DE. The grant will cover the cost of several new electric vehicles, two electric lawnmowers, several new EV charging stations, and a feeder level study of our electric grid to analyze our available capacity for hosting new EV chargers. We will also receive around \$40,000 in grant funding from DNREC for charging stations so the total value of grant funding for this effort is over \$500,000.

The City's new police recruiting website is up and running, it can be found here: www.joinnewarkpd.com We are looking to hire around 17 officers this year so there has never been a better time to consider joining the Newark Police Department.

Personnel:

- The HR team had three postings go out on Friday, January 20. The two external postings are for a Digital Records Coordinator and an Administrative Professional I. Both positions are full-time in the City Secretary's Office and close on Friday, February 17. The internal posting for a Maintenance IV in the Water Division of PW&WR closed on Friday, February 3.
- There were two external jobs posted on Friday, January 27. The two part-time postings are for a Bailiff and a Nighttime Custodian. Both positions close on Friday, February 24.
- There were two external jobs posted on Friday, February 3. The two full-time postings are for a Planning and Design Engineer in PW&WR and the other for Communications Officer I. Both postings close on Friday, March 3.
- We also have two open positions one for a Police Officer which will remain open through December 1, 2023. The other is for a Maintenance IV in the Sewer Division of PW&WR which will close on Friday, February 10.
- The HR team will continue to support the Newark PD with recruitment efforts in 2023 to hire new and certified police officers. We are hopeful to get new recruits into the March police academy through State of Delaware. This week we held an online test and all four applicants passed. They will now move on to the next part of the process.
- The City made two conditional offers to hire police officers as well as two conditional offers for two part-time parking ambassadors.
- HR will be assisting the police department in the promotional process for the rank of Captain and Lieutenant. The announcement went out to eligible officers on Friday, January 20. The deadline for applicants to apply was on Friday, February 3. Ms. Hardin will participate on the interview panel along with the Chief and Deputy Chief on February 14 and February 16. There are five applicants for Lieutenant, four for Captain and 2 who applied for both ranks of Captain and Lieutenant.
- The HR team along with members of the IT Applications team participated in PACE training on February 2.
- On Tuesday, February 7 staff members from HR, IT, and Communications hosted staff from the City of Wilmington to go over Munis application functions, HelpDesk questions, and to review website efficiencies when posting jobs and promoting City benefits.
- Ms. Hardin spent the majority of her time attending to personnel matters, legal cases, labor relations, assisting employees with pension questions, attending meetings and following up on emails and phone messages. She also continues working on the salary study with Bolton.

Purchasing/Facilities Maintenance:

On February 1st, staff received notice that Energize Delaware awarded the City \$470,000 for electric vehicles, chargers, studies, and associated improvements. Coupled with an anticipated \$42,000 from DNREC for charger rebates, the value of this grant is \$512,000. The budget amendment to incorporate this funding and purchase three vehicles is on the 2/13/23 Council agenda. A bid waive recommendation will be added to the 2/27/23 agenda for the purchase of charging stations. In total, this grant funding will allow the City to increase its electrified fleet and charging infrastructure by 200%.

The new atrium awning was installed on 2/2/23. It will be a great functionality and aesthetic improvement for the atrium. New VCT tile was installed on 2/6/23 for the City Hall kitchenette/breakroom as well.

New file cabinets were delivered for City Secretary's Office on 2/3/23, which will allow us to move the heavy rolling file cabinet in CSO to the basement to redistribute the weight in the area to address the slab sinking issue in the CSO area.

Communications:

Chief Communications Officer:

- Engagement on AskNewarkDE continues to increase. At this time, we're maintaining 700 users and our daily visits have decreased slightly from 75 to 69 unique visits. Most visited categories are:
 - o Newark News
 - o City Services
 - o Make a Payment
- Attended additional STAR Rotary meetings, designing the invitation and other assets for the March 14 celebration.
- Completed another training hosted by TNP on the subject of Diversity, Equity and Inclusion.
- Submitted the request for funding to JPMC, which would support a Juneteenth observation organized by the D&I Commission and other community partners.
- Distributed the Newark Connect communications and collected data via Survey Monkey, which will be used in upcoming public hearings.
- Assisting the Chief Purchasing Officer with drafting letters of support from community leaders and organizations regarding the potential expansion of the MARC train.
- Collaborated on multiple issues with Chief Farrall, NPD leadership.
- Participated in a meeting with representatives from the City of Wilmington to discuss website and human resources ideas and goals.

Communications Assistant:

- Log Miss Utility tickets for Electric and PW&WR.
- Edit copy from various departments.
- Adding and updating InformMe customer information.
- Create and share content on social media.
- Working on Employee Wellness Committee projects including:
 - o Healthy Weight Challenge
 - o Steps/Walking Challenge
 - o Monthly lunch and learns supported by DVHT
 - o Wealth Building Wednesdays with Fulton Bank

Creative Designer & Web Specialist:

- Added City of Newark Holiday Refuse schedule to the News Section of the City website.
- Created a logo for the Conservation Advisory Commission.
- Created a printable survey for Newark Connect.
- Created signage and web graphics for municipal lobby construction.
- Developed web graphics and flyer for Newark Connect Survey, a new proposed micro transit service.
- Public meeting notices have been shared via InformMe.
- The City Council meeting audio recordings have been added to the website.
- The February Newsletter has been posted to the website, available at Newarkde.gov/newsletter.
- Tickets from the RequestTracker website have been shared with the appropriate City department.
- Updated Alderman's Court Frequently Asked Questions on the City website.
- Updated the City Elections page with information for 2023 elections.
- Updated the Newark Police Departments Recruitment website in the MyCivic 311 App.
- Channel 22 has been updated with Parks and Recreation events for the first half of 2023.
- City Election Cancellation press release was posted to the City website.
- Public meeting notices have been shared via InformMe.
- Removed white background from our Stormwater drain logo for Public Works.
- Updates were made to the City Council Orientation Manual.
- Met with Wilmington's HR and IT team to discuss their Employment Benefits website and the methods used to display information on webpages.
- Using Wilmington's HR microsite as inspiration, I will be creating an initial draft of a website. After an initial draft has been built out, I will schedule meetings with our HR division to further develop the website.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:
Alderman's Court

Notable Notes:
 Alderman's Court held six court sessions from 1/19/23-2/8/23. These sessions included arraignments, trials, capias returns, video hearings, parking appeals, and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.
 Terri participated in a manager's meeting on 1/19/23 and 2/2/23.
 The posting for the P/T bailiff was posted on 1/27/23 and will close on 2/24/23.
 The court processed 37 PBJ's for traffic violations and 14 Plea by Mails for criminal violations.

Activity or Project:
Payments and Court Sessions

Description:
From 1/19/23-2/8/23 Alderman's Court handled 67 arraignments, 115 trials, 19 capias returns, 14 video hearings, and 1 code violation. The court collected a total of 1,160 parking payments of which 1,045 were paid online and 115 were paid at court. The court also collected criminal/traffic payments of which were 359 were paid online and 45 were paid at court for a total of 404 criminal/traffic payments.

Status:	Completed
Expected Completion:	02-08-2023
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

The week of 01/19/2023 – 02/08/2022

The legal team was in the office on the following days:

Paul Bilodeau – 1/23, 1/31 for IT

Bobby O'Neil – 1/19, 1/26, 2/09 for Court

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the February 9th, 16th, and 23rd and fulfilled 76 discovery requests with 24 discovery requests remaining in process. Closed 3 FOIA requests. Circulated 2 FOIA requests to staff. Cross-trained the part-time Admin I and cross-trained with the Deputy.

Recorder of Deeds:

44 Corbit Street and 81 New London Road – Sent to the Recorder of Deeds for recordation.

29 West Park Place/0 South College Avenue – Sent corrected agreement for recordation.

302 Markus Court – Circulated to recorded copies to staff, Aetna, NCC Land Use, Comcast and developer; circulated letter to NPD, Post Master, and DOT.

Added to TCM: n/a

Other Documents:

Sorted one box of legal documents and prepared for destruction per retention guidelines.

Research: n/a

Meetings and Minutes:

January 9th and 23rd CC completed

September BOA completed

January CAC underway

January D&I on deck

County Election rolls edited and sent to Election Officials.

January Meetings Update:

Council Meeting – February 13th

Conservation Advisory Commission – February 14th

Board of Adjustment – February 16th

Election update:

The District 1, 2, and 4 Incumbent Councilmembers were unopposed.

Legislative Clerical Projects/Processes:

Vacancies remain for the various City boards. Council is actively engaged in filling positions, and staff have received a few applications which have been placed on the February 13th agenda – other applications are pending approval. Networks students processed documents for scanning.

Scanning continues for all new documents processed within the department with back scanning completed as time allows. Modified Administrative documents, added parcel numbers and titles to documents, Prepped and scanned Court complaints and summons, PUBS Postal Records, PUBS Daily Cash Receipts, City Manager Administrative Correspondence Records, City Manager Administrative Weekly Reports, ticket 75661 (closed), 01/22/2023 Employee Timesheets, Munis Daily Cash Reports Folders for November 2022 ticket 74961 (closed), Munis Cash Report Files for November 2022 ticket, 01/08/2023 Employee Timesheets.

Scanner count 12,401, last week 10,864 = 1,537

Totals

Documents created: 276

Pages scanned: 1,917

Documents modified: 1,953

Council and Boards & Commissions agendas posted to the atrium and website.

Lien certificate requests processed during the past weeks are as follows:

- 25 received by attorneys and sent to Finance for processing.
 - 27 completed by City staff and returned to the processing attorney.
- 42 lien certificates have been processed for 2023.

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:

Electric Department

Notable Notes:

The insurance company has approved the purchase of a new transformer to replace the one that failed at West Main Substation last year. Engineering has been working with a manufacturer to design a transformer that will fit between the high and low side breakers as it does now. This can't be done so a few alternatives are being explored. Each alternative has pros and cons and a different design for where the bushings on the transformer would be located.

Engineering attended a two-day seminar about changes to the National Electric Safety Code. This is the code that utilities go by to protect the public with standard electric practices for outside distribution equipment. A lot of the changes had to do with small cell towers and solar generation owned by utilities.

Engineering is working with consultants on a study to determine the City's hosting capacity by feeder for solar and electric vehicle chargers.

The line crews have been installing cables at The Grove and replacing the spacer cable between Apple and Casho Mill Roads.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

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

City Manager's Weekly Report

Department:
Finance Department

Notable Notes:

The Accounting staff is continuing to actively work on our insurance renewals for 2023. Since we are being fully marketed to carriers by USI, more information is required to be provided. Our current insurance policies end on March 31st. Staff plans on bringing our policy renewals to Council mid-March.

Preliminary field work for the annual financial statement audit began January 30. Final fieldwork is scheduled for the end of March. The accounting team is working on year-end schedules for auditors as well as various year-end filings for IRS and contractual payroll adjustments in addition to normal daily work. The Accounting team also completed W2's and 1099 statements for 2022.

Delaware State Housing Authority updated the Mortgage Relief Program. To better serve Delaware homeowners, DSHA made updates to the Delaware Mortgage Relief Program, which include the following:

Removing the requirement of 30-day mortgage delinquency. Homeowners who do not have a delinquent mortgage are now eligible to apply for the program.

Offering future monthly mortgage payment assistance for up to six (6) months in addition to mortgage reinstatement or imminent risk of delinquency.

Increasing the total assistance amount available from \$40,000 to \$50,000 per household.

Assistance can be used for tax delinquencies, chattel loan, land lease delinquencies, water and sewer utilities, HOA and condo fees, and homeowners insurance. <https://demortgagehelp.com/>.

Utility rates were updated effective January 1 to reflect the new water and sewer rates that were approved by Council for 2023. The January bills will have duplicate lines that reflect consumption used before and after January 1. First bills with the new rates went out to our customers in mid-January.

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 39
 Open Project Tickets from Previous Week - 20
 Open Tickets with Vendor R&D from Previous Week - 16
 Tickets Opened in the Last Four Weeks - 141
 Tickets Closed in the Last Four Weeks - 130
 Remaining Open Support Tickets - 51
 Remaining Open Project Tickets - 19
 Remaining Tickets with Vendor R&D - 16

Summary of meetings attended 1/12-2/8:

Applications Manager Montgomery attended cyber insurance renewal meetings on 1/13 and 1/23. She also attended a meeting with Paymentus to discuss EMV device deployment on 1/13 and 1/24 and an AMI Propagation Study meeting with Honeywell on 1/27. Managers Montgomery and Lynch worked together on PCI Compliance renewal on 1/17, 1/30, and 2/6.

Applications Manager Montgomery and Application Administrator Nichols attended a meeting with the Infrastructure team and Harris SmartWorks to discuss server sizing specifications and attended a SilverBlaze implementation discussion with other utilities on 1/13. They also attended the weekly SilverBlaze project status update calls on 1/17 and 1/24 and a meeting with Paymentus to discuss provisioning issues related to the SilverBlaze implementation on 1/30. They attended the SilverBlaze UAT kickoff call on 1/30 and attended twice daily UAT touchpoint meetings everyday from 1/31 - 2/10. They attended a CSR7 demonstration meeting with PUB staff and other utilities on 2/2.

Application Support Administrator Nichols attended another demo of the DataVoice OMS with Electric personnel on 1/26.

Applications Manager Montgomery and Applications Analyst Karanja scheduled and attended the following PACE sessions with Tyler and City staff: Tyler 311 on 1/18, Capital Assets on 1/19, Delaware Real Estate Tax on 1/26, Business License on 1/31, HR on 2/2, Enterprise Asset Maintenance and Tyler 311 on 2/8. They also met to discuss and prepare a timeline for Tyler Cashiering, ERP and TCM upgrades on 1/20, attended a discovery call with BridgePay in preparation for Tyler Cashiering upgrade on 1/25. They attended a meeting with Planning and CED personnel to gather information on report creation related to the nuisance ordinance on 1/25. The City hosted a meeting with the City of Wilmington Applications, helpdesk, and HR teams to collaborate on ERP Applicant Tracking, website design, and other workflow processes on 2/7.

Infrastructure Team:

Open Support Tickets from Previous Week - 116
 Open Project Tickets from Previous Week - 42
 Tickets Opened in the Last Four Weeks - 434
 Tickets Closed in the Last Four Weeks - 431
 Remaining Open Support Tickets - 117
 Remaining Open Project Tickets - 44

1. Worked with IT Applications Manager on PCI Compliance renewal.
2. Hosted SharePoint and OneDrive trainings for City employees.
3. Call with City of Milford IT Department to discuss procedures and IT solutions.
4. Assisted HR with defensive driving trainings.
5. Team attended weekly project calls with Dell for Data Center Upgrade project.
6. Participated in a cybersecurity plan workshop for Delaware's SLCGP Committee.
7. Attended calls regarding cyber insurance renewal.
8. Held interview for open IT Lead Desktop Support position.
9. Gathered documentation requests for financial audit.
10. IT team held many cross-training sessions regarding various network functions.
11. Attended demo for DataVoice OMS.
12. Meeting with vendor to discuss mesh network replacement and upgrade.
13. Held a few meetings with Verizon.
14. Team attended status calls regarding SilverBlaze upgrade.
15. Attended MS-ISAC monthly call.
16. Completed the Nationwide Cybersecurity Review (NCSR) which is a requirement for certain grant funding.

17. Meetings with City of Wilmington IT Department to discuss Council Chamber setup and IT solutions.
18. Attended health check call with SonicWall.

Activity or Project:

Harris Server Migration/SilverBlaze (Applications & Infrastructure)

Description:

SERVER MIGRATION:

Phase I - Planning & Scoping (COMPLETED)

Phase II - Development: 5/24-6/24 (COMPLETED)

Phase III - User Acceptance Testing (Updated dates): 6/27 - 8/12 (COMPLETED)

Phase IV - Deployment to PROD (Updated dates): 8/15 - 8/21 (COMPLETED)

Phase V - Post Live Support: 8/22 - 9/3 (COMPLETED)

SILVERBLAZE:

It is very likely our go live date will be pushed back based on items found during our user acceptance testing and the time needed by the vendor for remediation of these items

Phase I - Planning & Scoping: 8/8-8/19 (COMPLETED)

Phase II - Design: 4/18-8/15 (COMPLETED)

Phase III - Development (Updated dates) : 8/29-1/20 (COMPLETED)

Phase IV - User Acceptance Testing (Updated dates): 1/23-2/17 (IN PROGRESS)**

Phase V - Deployment to PROD (Updated dates): 3/7

Phase VI - Post Live Support (Updated dates): 3/7-3/24

Status:	Not Started
Expected Completion:	12-31-2022
Execution Status:	Behind Schedule

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Supply chain issues has caused this project to be delayed. All equipment has been received and weekly implementation calls have started.

Equipment tracking:

2 Racks - Received

4 PDUs - Received

6 VxRails - Received

CyberVault R750s - Received

DD6900 - Received

2 DD4400 - Received

2 R450s - Received

1 S4128 - Received

N2200s - Received

S5224s - Received

Status:	Started
Expected Completion:	12-31-2022
Execution Status:	Behind Schedule

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Parks and Recreation Department

Notable Notes:

The Employment and Volunteer fair was held on 1/21 with nine (9) agencies represented and over 50 visitors.

Received updated State of Delaware Childcare license for West Park Elementary School, preparing to submit the application for license renewal at Downes Elementary.

38 students from Aspira Academy picked up litter on Christina Parkway the week of 1/16 for a school initiative.

Preparing items and events for the 2023 Newark Community Garden season, arranging garden-related presentations through UD’s Cooperative Extension.

Developing a afforestation plan for several park areas, the trees will be donated through a grant from the Delaware Forest Service.

Cutbacks continue on the traffic islands in preparation for the spring growing season.

Staff has been preparing the presentation to Council on the Old Paper Mill Park Plan that is on the agenda for Monday’s meeting.

Activity or Project:

Dickey Park and Fairfield Park Community Garden

Description:

Registration for garden plots at the Dickey Park and Fairfield Park Community Garden are still available! A limited number of 10’ x 4’ garden plots are available, so register now. This is a great opportunity to get outdoors and meet others with the same interest in producing fruits and vegetables for your table. For more information on the Community gardens or to register, please visit www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	09-29-2023
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:

Director’s Report

Projects

*Nuisance Properties Ordinance – Planning and Code Enforcement staff and the City’s consultant held several meetings, including with representatives of the Newark Landlords Association, regarding the nuisance abatement plan application process. While staff and the City’s consultant have been working diligently on this process, they are still working through some final items related to the recommendation for the time period the abatement plan should be in place before points drop off, how to address any accumulated points between the application for abatement and the Council hearing, the timing for filing charges for a nuisance property if they are in the abatement process, and if any amendments to the nuisance ordinance are necessary in order for the nuisance abatement plan program to be executed as designed. As a result, staff will be requesting a 30-day extension at the

February 13th Council meeting to resolve these final issues to be able to bring the fully vetted item to Council by mid-March. Staff also met internally with IT to develop the weekly report on properties cited with violations of the nuisance property ordinance and an initial draft currently is under review.

*Downtown Newark Parking Plan Implementation – The proposed amendments to the downtown parking lot design requirements have their second reading scheduled for February 13th. Sales of parking permits have been opened to the waiting list for individuals as of February 1st. All requested permits have been allocated to businesses who have been invoiced for payment. Follow-up meetings regarding recent parking fines and permitting changes were attended by staff on January 19th and February 1st.

*Property Maintenance Code Update – Code Enforcement staff and the City’s consultant continued review of the 2021 International Property Maintenance Code updates.

*Transportation Improvement District Implementation – Director Bensley, Deputy Director Ramos-Velazquez, and Senior Planner Fortner met with AECOM and DelDOT on January 25th and February 1st to prepare for the next TID Working Group meeting, which will be held on February 15th to review the comments of both Council and Planning Commission. The objective of the meeting is for the Committee to vote on a final recommendation to be moved forward to Planning Commission at their March 7th meeting.

*Energy Implementation – Director Bensley and Deputy Director Ramos-Velazquez met with a Tyler Technologies representative on January 26th and February 1st to review the revised quote for the Energy software. An updated demo has been scheduled for staff on February 14th. Staff is also planning to schedule a demo for Council in conjunction with the contract at an upcoming Council meeting.

*Newark Connect – Staff met with DART staff on January 24th and February 9th to prepare for the upcoming Newark Connect public meetings. There were 183 responses to the Newark Connect survey (148 online and 35 hard copy), which closed on February 5th. Staff is working to review and analyze the data received that will be part of the upcoming public meetings, which have been scheduled as follows:

*February 15th, 6:00-8:00 p.m., Council Chamber in the Newark Municipal Building, 220 South Main Street

*February 21st, 2:00-4:00 p.m., Main Towers Community Room, 330 East Main Street

*February 21st, 6:00-8:00 p.m., Newark Senior Center Classrooms 1 and 2, 200 Whitechapel Drive

*Rental Housing Workgroup Recommendations Implementation/Affordable Housing – Staff kicked off their 2023 efforts on affordable housing with an overview of completed affordable housing-related studies and reviewed the path forward for recommendations to be implemented at the February 7th Planning Commission meeting. A similar presentation will be scheduled for the Council in March.

Items of Interest

*Staff finalized and sent a Subdivision Advisory Committee comment letter on January 23rd to the applicant for the first submission for the project located at 1105 Elkton Road. This application for a minor subdivision and special use permit would construct a convenience store with gas pumps if approved.

*Staff finalized and submitted several items for the February 13th Council agenda including three ordinances for second reading (amendments to the BC zone related to automobile service station special use permits, amendments to the parking lot design requirements, and subdivision and zoning fee increases), a special use permit for a commercial indoor recreation facility at 141 East Main Street, an application for an architectural renderings revision for the approved project at 62 North Chapel Street, and a request for a 30-day extension for the Nuisance Abatement Plan (NAP) application submission to Council.

*Staff is working with the applicant to prepare for a potential March 7th Planning Commission hearing for 65 South Chapel Street. This rezoning and major subdivision with site plan approval would demolish the existing 38 townhomes at 101 Victoria Court and the three-story apartment building at 65 South Chapel Street, rezone the entire parcel to RA and construct a new six-story apartment building with 190 apartments and structured parking.

*Demolition for the Super One Motel at 268 East Main Street is scheduled to begin on February 13th after condemnation of building.

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

*Staff finalized and posted the agenda and packet for the Planning Commission meeting on January 31st. Director Bensley, Deputy Director Ramos-Velazquez, Senior Planner Fortner, and Administrative Professional Dinsmore staffed the meeting on February 7th where the Commission reviewed a presentation on Affordable Housing initiatives from the Newark Rental Housing Needs Assessment and the Rental Housing Workgroup. The presentation also included updated analysis on university enrollment and housing. The Planning and Development Department will provide a similar presentation to Council at a future meeting.

*Senior Planner Fortner facilitated, and Director Bensley attended the APA Delaware Winter Forum on February 8th on Parking Problems and Innovative Management Solutions. Senior Planner Fortner gave a presentation on Newark’s approach to parking zoning reform and parking management of its downtown supply. Senior Planner Fortner also attended the WILMAPCO “Our Town” event where WILMAPCO presented their regional planning efforts and had a keynote national transportation expert, Todd Litman, presentation titled “Responding to Changing Travel Demands and Community Goals.”

*Code Enforcement Officer Greenplate attended a pre-demo meeting for 268 East Main Street and met with an architect for the Newark Senior Center proposed additions.

*Lead Code Enforcement Officer Poole attended meetings for The Science District Fire Access Coordination and OCS Warehouse proposal meeting with UD and the design team.

*Parking Supervisor Mulvanity worked with T2 Systems regarding reinstalling T2 BOSS on the Parking office computer and

system upgrades to kiosk in the field.

Land Use

*Deed Transfer Affidavits: 20

*Building Permit Reviews: 39

*Community Planner Higgins worked to distribute informational flyers regarding the upcoming Newark Connect forums.

*Community Planner Higgins worked to distribute Unicity surveys to riders on separate days and started researching subsidy options for Unicity senior riders.

*Community Planner Higgins conducted an HIP visit to 76 Welsh Tract Road.

*On January 23rd, Senior Planner Fortner presented the special use permit application for 94 East Main Street to Council, which was approved by a 7-0 vote for an accessory use with impact for a bar in the Hyatt Place Hotel.

*Planners Fortner, Higgins, and Solge have been working with members of Bike Newark to complete the application, including preparing maps and graphics, for the Bicycle Friendly Community designation for Newark. The application is due February 15th. Newark is currently designed as a Bronze Community. The goal for the city is to have that designation raised to the "Silver" level.

*Planning has completed comments on the December 20, 2022 submission for Comp Plan Update, Rezoning, Minor Subdivision, and Special Use permit at 515 Capitol Trail.

*Planning has completed the City of Newark's response to the annual Boundaries and Annexations Survey, there were no revisions to be made this year.

Code Enforcement

Projects

*127 The Grove (Compass Apartments): Building I – Footings and As-builts. (Raising Cane's): Sidewalk inspections.

*The Grove (Building I): Preconstruction meeting and footings have begun.

*UD Drake Lab Addition: Exterior stairs and ramp poured, fire lane/pedestrian walkway nearly complete and temporary generator installation is in progress.

*UD Building X (McKinley Lab Replacement): Foundation is completed, and first floor slab construction is currently in progress.

*UD Perkins: Above ceiling, waiting on some 3rd party inspections. Close to being finalized.

*94 East Main Street (Green Mansion): (Apartments): Floors 1-3 approved plumbing and HVAC. Drywall approved for 2nd floor. (Hotel): New section: all floors painted, and trim is complete. 7th plumbing fixtures/wallpaper/mill work ongoing. Green Mansion building plumbing approved.

*18 Country Club Drive (Fairfield Apartments): Roof is on, issues with owner and contractor again.

*Briar Creek North: 107 Leahy: Close in inspection passed.

*591 Collaboration Way (Fintech): 4th and 5th floor frame is completed.

*The Vero: Permanent fire pump installation completed, final punch list and final inspections are in progress; parking lot striping complete and interior punch list work is in progress.

*220 Casho Mill Road (Downes Elementary School): Addition – rough plumbing is complete and slab on first poured, and 2nd inspected – will pour Thursday.

*298 East Cleveland Avenue: Renovations to Martin Kia/Mazda Service Building.

Property Maintenance

*Complaints: 42

*Violations: 20

*Citations: 7

*Inspections: 138

*New Rental Inspections: 2

Items of Interest Code Enforcement and Property Maintenance

*Fire Protection Specialist Reese completed plan reviews for the following fire alarm/sprinkler projects:

*143 East Cleveland Avenue: Approved with 2nd means of egress.

*43 Prospect Avenue: Approve addition with sprinkler needed.

*UD Drake Lab: As-builts: Ok.

*Fire Protection Specialist Reese investigated a car fire on East Cleveland Avenue and Capitol Trail. Issued a 30-day correction notice to Deer Park to redo fire lane markings as current ones can barely be seen. Issued a correction notice for Compass Apartments/Garages due to improper procedures taking alarm offline. Citation will be issued next time.

*With the return of students, Property Maintenance Weekend Patrol has resumed.

*Property Maintenance has had contractor cleanups for outdoor storage and trash. Thorn Flats trash issues/managements has started maintenance team on daily checks.

*Property Maintenance kickoff event of UD CSCR (Formerly OSC) with Property Maintenance Inspectors Straub, Fahringer, and Murray.

*Lead Property Maintenance Inspector Straub met with Kelly Dinsmore at 9 Nathan Hale Court for car leaking oil. 3 Annabelle Street interior/exterior walk through with Fire Protection Specialist Todd Reese, violation notice issued.

Certificate of Completions/Occupancies Issued:

- *Temporary Certificate of Completion: UD Drake Hall Addition first floor organic lab fit out in progress.
- *Certificate of Completion(s): 38 West Village Road – remodel basement and add kitchenette and bedroom. 48 Grays Avenue – Solar array.
- *Certificate of Occupancy(s): 1001 Compass Way remaining CO’s and 591 Collaboration Way – Fintech.

Parking

Statistics

- *Residential Permits Distributed: 36 along with 31 guest passes
- *Municipal Lot Permits Sold: YTD 146
- *Citations Issued: 2,847
- *Online Appeals Answered: 276
- *Immobilized Vehicles: 57
- *Towed Vehicles: 0

Items of Interest

- *The Parking Division will have two new PA’s starting the week of February 27th.
- *In preparation for UD move-in A-Frames were put out in Lot #1 and Lot #6 explaining that parking was not free, and that pre-payment was required, driving up move-in parking compliance and making it clear that payment was required.

Activity or Project:

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Execution Status:

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Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Auxiliary Services Division:

- The NPD Communications Division is looking for individuals interested in becoming a police dispatcher. Anyone interested is applying is encouraged to visit <https://cityofnewarkdeemployees.munisselfservice.com/EmploymentOpportunities/JobDetail.aspx?req=2023&sreq=15&form=GEN&desc=COMMUNICATIONS%20OFFICER%20I> for additional information.
- NPD completed its transition to upgrading officers’ body worn cameras which also sync to the vehicle in car camera systems.

Administration Division:

- The 2023 police officer hiring process is now open. Anyone interested can visit <https://newarkde.gov/898/Career-Opportunities---Police-Officer> for more information on NPD’s hiring process and how to apply.
- NPD’s recruiting website <https://joinnewarkpd.com/> is live. Anyone interested in a career in law enforcement with NPD is encouraged to visit the site and view the various videos for information on NPD and the application process.

Criminal Investigations Division:

- On January 31st, 2023, Lieutenant Nelson and Victim Services Coordinator Melissa Pennachi attended a law enforcement work group on plans to bring a Family Justice Center to Delaware. A Family Justice Center provides one place for victims of domestic violence, sexual assault, and child abuse to receive services currently available in their community from both non-profit and governmental agencies.
- On February 4th, 2023, a subject was taken into custody by Wilmington Police pursuant to an active arrest warrant by Newark Police for Burglary 2nd Degree, Forgery 2nd Degree, and Theft Under \$1,500. Detectives obtained the warrant in reference to a residential burglary that occurred on December 29th, 2022, at an Easton Court apartment. The defendant appeared before Justice of the Peace Court #2 by video and was released on \$13,000 unsecured bond.
- On February 7th, 2023, Governor Carney signed a proclamation declaring February as Teen Dating Violence Awareness Month, which is in line with the national recognition each year. This month is an important time to recognize the impact abuse can have in relationships, especially with younger people. One in three people will experience emotional, physical, or sexual abuse from someone they're dating, before they're an adult. Over 40% of women in college report abuse in their dating relationships. This year's theme is "Be About It," with the goal of promoting education around safe, healthy, and positive relationships and amplifying young voices across the county. For more information about Teen Dating Violence, healthy relationships, and how to seek assistance or offer support, please visit: <https://www.loveisrespect.org/>.
Hotline: 1-866-331-9474 or Text: text "Loveis" to 22522.
Chat feature: <https://www.loveisrespect.org/get-relationship-help/>.
For additional support and resources, please visit the Delaware Coalition Against Domestic Violence teen dating support initiative Safe + Respectful: <https://safeandrespectful.org/>.

Patrol Division:

- On Wednesday, January 18th, 2023, officers responded to the Rodeway Inn in reference to a located missing juvenile. Upon arrival, it was determined that the reporting person was the juvenile's mother who stated that her 15-year-old daughter and 15-year-old niece were staying at the hotel. The room was rented by two 21-year-old males who had left the area before the police arrived. A key card was obtained; however, the door was barricaded using a chair while the two juveniles pushed on the door to keep it shut. When the officers gained entry, one juvenile pulled a knife and pointed it at officers. When officers gave verbal commands the juvenile dropped the knife as ordered. Both females were detained and removed from NCIC as missing juveniles. The female who threatened officers with the knife was charged with Aggravated Menacing and was turned over to the Ferris School.
- On Wednesday, February 1st, 2023, at approximately 1423 hours, officers received a call from the Sea Isle (NJ) Police Department in reference to a reported aggravated menacing that occurred at the Candlewood Suites in Newark. After speaking with the Sea Isle Police Department, a patrol officer interviewed the victim who reported that her son, who is staying at the Candlewood Suites, threatened to kill her as he held a kitchen knife to her chest and grabbed her by the throat. It was determined that the victim fled to Sea Isle, NJ where she resides, and initially filed a report with their agency. Officers obtained an arrest warrant for the male suspect; however, the male was not located. The male is currently wanted on an active warrant.
- On Saturday, February 4th, 2023, at approximately 1819 hours, officers responded to Claymont Steaks in reference to a disorderly conduct complaint. When employees told a male suspect that the bathroom was for paying customers only, and he could not use the bathroom, the suspect immediately began violently damaging property, and attempted to hit the employee. The male was arrested for Menacing, Criminal Mischief, Disorderly Conduct, and Criminal Trespass.
- On Sunday, February 5th, 2023, at approximately 2238 hours, officers responded to the unit block of Duke Street in reference to an assault. Upon arrival, it was determined that a suspect struck the tow truck driver in the face while his vehicle was being towed. The suspect then damaged tow truck tires with a pocketknife. The male suspect was located, and he was charged with Offensive Touching and Criminal Mischief.

Special Enforcement Division:

- Over the past three weeks, the Traffic Unit has conducted speed studies on Chrysler Avenue, Willa Road, Hillside Road, Nottingham Road, and Ritter Lane. Officers use this speed data to ascertain if traffic enforcement is warranted. The Traffic Unit continues enforcement of traffic offenses at various locations throughout the city including S. College Avenue, New London Road, Nottingham Road, South Main Street, Delaware Avenue, Capitol Trail, and Otts Chapel Road. On February 1st, Sergeant Bolden attended the City's Bicycle Friendly Community meeting. In the past three weeks the unit has assisted with three car seat installations.
- On January 27th, Lt. D'Elia met with management of the Hyatt Hotel under construction to provide them with an overview of the Special Use Permit System. On February 6th, Lt. D'Elia and Lt. Rieger (Patrol Division) attended the UD's meet and greet event for their newly rebranded UD Community Standards and Conflict Resolution Office (formerly the Office of Student Conduct). On February 9th, Lt. D'Elia attended the Christine Manor Community meeting at the request of Councilman Suchanec. On Friday, February 10th Lt. D'Elia will meet with the First Watch Restaurant under construction to provide them with an overview of the Special Use Permit System. Also, on Friday the 10th, Lt. D'Elia and Lt. Rieger will meet with the management of Freddy's regarding ongoing issues at that location and their desire to obtain a Special Use Permit to sell alcohol at that location.

Activity or Project:**Description:**

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