

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

Staff plans to review alternatives to the weekly administrative report with the goal of making it more concise and valuable to Council. Expect changes within the next few weeks.

#### - Dart Connect - Newark

There are two upcoming public meetings on the proposed "Dart Connect - Newark" microtransit replacement for Unicity, they are:

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

#### - Holiday Refuse Collections Changes

Due to the Presidents' Day holiday on Monday, February 20, there will be a one day delay on trash collection. Refuse normally collected on Monday, February 20 will be collected on Tuesday, February 21 and refuse normally collected on Tuesday, February 21 will be collected on Wednesday, February 22.

#### - Green Wednesday

Regular yard waste collection will resume on Wednesday, March 1. You do not need to schedule this service from March to December. Carts must be placed out on Wednesdays before 7 a.m. in order to be collected. This service runs each week that does not include a holiday.

#### - Police Recruitment and Promotions

On Friday, February 10th, Chief Farrall, Deputy Chief Feeney, and Lt. Rubin met with several local church leaders along with members of the Newark Branch of the NAACP. Discussed was Newark Police Department's ongoing diversity recruiting efforts as well as other key topics. Chief Farrall is committed to strengthening NPD's relationship with all community-based organizations throughout Newark.

HR assisted the police department in the promotional process for the rank of Captain and Lieutenant following the retirement of Chief Tiernan. Interviews took place on February 14 and 16. Ms. Hardin participated on the interview panel along with the Chief and Deputy Chief. There are five applicants for Lieutenant, four for Captain and 2 who applied for both ranks. We expect to announce the selected candidates shortly.

#### - Aetna Assistance

- Met with Councilwoman Ford, Jerry Clifton, AHHL reps and Director Del Grande to plan city-wide outreach to help with the AHHL fundraising campaign.
- Provided AETNA Hose, Hook and Ladder Fire Company with design suggestions to improve the user experience of their website, including recommendations for layout, color scheme, and content organization.

#### - Wilmington to Newark Trail

We submitted a letter of support for New Castle County's grant application for the first phase of the Wilmington to Newark off-road trail. This phase will connect Wilmington's Jack Markell Trail with downtown Newport. Also this week, Parks and Recreation Director Spadafino participated in a planning meeting with New Castle County where they continued work on potential alignments for future phases.

### Activity or Project:

### Description:

### Status:

<b>Expected Completion:</b>
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<b>Execution Status:</b>
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>
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<b>Expected Completion:</b>
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<b>Execution Status:</b>
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Execution Status:</b>
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### City Manager's Weekly Report

<b>Department:</b>
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Alderman's Court

<b>Notable Notes:</b>
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Alderman's Court held three court sessions from 2/9/23-2/15/23. These sessions included arraignments, trials, capias returns, video hearings, and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a manager's meeting on 2/8/23.

The part-time bailiff position will close on 2/24/23.

The court processed 38 PBJ's for traffic violations and 13 Plea by Mails for criminal violations.

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

<b>Description:</b>
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From 2/9/23-2/15/23 Alderman's Court handled 26 arraignments, 41 trials, 12 capias returns, and 4 video hearings. The court collected a total of 493 parking payments of which 453 were paid online and 40 were paid at court. The court also collected criminal/traffic payments of which 110 were paid online and 28 were paid at court for a total of 138 criminal/ traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	02-15-2023
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<b>Execution Status:</b>	Completed
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>
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<b>Expected Completion:</b>
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<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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

The week of 02/09/2023 – 02/15/2023

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

Paul Bilodeau – 02/13 for Council.

Bobby O'Neill – 02/09 for Court.

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the February 23rd and fulfilled 11 discovery requests with 25 discovery requests remaining in process. Closed 3 FOIA requests. Circulated 4 FOIA requests to staff.

Recorder of Deeds: n/a

Added to TCM:

- 25 North Chapel Street Agreement and Plans
- 0 South College Avenue and 29 West Park Place Administrative Subdivision Certification
- The Grove CIP Street Name Correction
- 302 Markus Court Lines and Grades Plan
- 141 East Main Street Major Subdivision
- 312 Hillside Road The Rail Yard Major Subdivision
- 500 – 700 Creek View Road Major Subdivision
- 44 Corbit Street and 81 New London Road Administrative Subdivision Plan
- 0 South College Avenue and 29 West Park Place Administrative Subdivision Plan

Other Documents: n/a

Research:

- 304 Beverly – Research for fence easement
- 20 Kayser Court – Research for easement granting additional footage to neighboring property

Other:

- Safety Committee meeting minutes
- Lien certs: 4 to firms, 2 to Finance
- Spoke with two new UDPD officers regarding sharing of BWC procedures

Meetings and Minutes:

February 13th CC underway

January D&I on deck

February CAC – The CAC voted to spend \$15,000 for the Spring Tree Giveaway and \$5,000 for the Newark Historic Train Station window repairs.

January Meetings Update:

Board of Adjustment – February 16th

City Council – February 27th

Diversity & Inclusion Commission – February 28th

**Legislative Clerical Projects/Processes:**

Vacancies remain for the various City boards. Council was provided with an updated list of vacancies in their districts. The City Secretary's Office will be actively engaged in reorganizing the office layout and filing system over the next few weeks.

Scanning continues for all new documents processed within the department with back scanning completed as time allows:

- Modified Administrative documents
- Quick changes to names and some document titles
- Modified legal opinions
- Prepped and scanned court complaints and summons
- 01/22/2023 Employee Timesheets
- 02/05/2023 Employee Timesheets
- PUBS Daily Cash Receipts
- PUBS Postal Records

Scanner count 12,539, last week 12,401 = 138

**Totals**

Documents created: 23

Pages scanned: 130

Documents modified: 4,000

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

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

- 8 received by attorneys and sent to Finance for processing.
- 14 completed by City staff and returned to the processing attorney.
- 56 lien certificates have been processed for 2023.

**Activity or Project:**

**Description:**

**Status:**

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**Execution Status:**

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## City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

Engineering is working with relay manufacturers to ascertain if specific relays will work with our reclosers. One of the options for the West Main Street transformer replacement is to feed the 34kV side with a recloser. The relay in the reclosers that we currently use will have to be upgrade to one that has differential trip capabilities which protect the transformer instead of only over current protection.

Engineering worked with IT and the meter technician to work on electric meter programming and communication issues.

Engineering performed a fault study for the new apartments at 268 East Main Street.

Engineering is working with Delmarva to come up with a plan so Delmarva can tie in circuits to their long radial feeds on West Chestnut Hill Road. Delmarva and the City of Newark are both on the same poles so heights and circuit layers need to be reconfigured.

**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:**

IT staff is working with the City Secretary's Office to improve the sound quality for residents who attend the meeting virtually. The wireless microphones do not work well with the existing configuration so new microphones were ordered from our vendor. Those new microphones are on backorder through April 1, so another replacement microphone was acquired and will be tested.

RFP 23-01 "Council Chamber Hybrid Meeting Platform Upgrade" was posted on February 13th. We are

requesting proposals to upgrade its hybrid meeting capabilities in the Council Chamber. This proposal should include the design, procurement, and installation of a new system that would allow for hybrid meetings with both in person and virtual participants. The City desires to fully replace the existing equipment and user interface with a more modern, affordable, and durable system. The proposed solution should be as hands-free as possible and allow for presentation, recording, and streaming of meetings from the Council Chamber. The City's primary objectives are to make major improvements to the audio capabilities, video display, reliability, and ease of use for all meetings. The City is seeking a long-term relationship with an experienced vendor who can demonstrate organizational, functional, and technical capabilities to implement and support the selected solution for a minimum of three years.

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.

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 in addition to normal daily work.

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 on March 20th.

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 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/>.

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**Activity or Project:**

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**Description:**

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<b>Status:</b>	
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<b>Expected Completion:</b>	
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**Activity or Project:**

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**Activity or Project:**

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**Description:**

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## City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Completed ballfield and Rittenhouse Park inspections in preparations of the start of upcoming programs, working with outside groups on field use including Newark Charter, Newark American Little League, and UD Club Softball.

Updated bid requests for sports equipment, apparel, and arts & craft supplies; awarded sign and sound bids.

Continuing to contact summer camp instructors and complete planning; preparing items for the 2023 Newark Community Garden season including soliciting seed donations for a seed exchange and coordinating Master Gardener presentation at the Kick Off meeting.

Completed the Delaware Division of the Arts Grant and submitted for 2024 event season.

Working on the installation of the Community Garden at Dickey Park; the fence is installed and garden boxes have been constructed. The preparation of the ground inside the gated area will need to be leveled and prepped before the boxes are installed.

Preparing baseball and softball fields for upcoming start of spring season practice and games.

Prepared for Council presentation of Old Paper Mill Road Park design.

**Activity or Project:**

Traffic Island Beautification Sponsorship

**Description:**

The City of Newark created its Traffic Island Beautification Program in 1978. Currently, more than 20 traffic island sites are planted with a variety of trees, shrubs, and flowers offering seasonal and year round beauty. A key element in the success of this program has been the opportunity for local businesses, organizations, and individuals to support the program by partially funding the City's island maintenance efforts. In recognition of their donations, a sign is placed at a beautification site, listing the contributor. For more information, please call the Parks & Recreation Office at (302) 366-7000 or email parksrec@newark.de.us.

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-30-2023
<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>	

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

Planning and Development Department

**Notable Notes:**

## Director's Report

## Projects

\*Nuisance Properties Ordinance – Council granted the requested for a 30-day extension to bring the Nuisance Abatement Plan program to them for review and approval, which places this coming back to the Council by mid-March. Staff also is working with IT to get an automated report from Munis for the Nuisance Ordinance, which is being fine-tuned currently. The police started to send their weekly report on Monday morning with all PD-related offenses related to the nuisance ordinance.

\*Downtown Newark Parking Plan Implementation – The proposed amendments to the downtown parking lot design requirements were approved unanimously by Council on February 13th. With the items in the current workplan largely addressed, staff will be revisiting the Parking Subcommittee recommendations and the Downtown Newark Parking Plan recommendations in order to develop a workplan for the next phase of implementation.

\*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, Senior Planner Fortner, and Administrative Professional Dinsmore staffed the TID Working Group meeting on February 15th where a final recommendation was approved to be forwarded for final recommendation by the Planning Commission and final approval by the Council. The TID will be considered by the Planning Commission at their March 7th meeting.

\*Energov Implementation – Tyler Technologies provided an updated demo of the Energov software for staff on February 14th. There were 29 attendees with staff participating from multiple departments. Staff is also planning to schedule a demo for Council by Tyler in conjunction with consideration of the contract at an upcoming Council meeting.

\*DART Connect Newark – Staff met with DART representatives to prepare for the first public meeting for DART Connect Newark (formerly known as Newark Connect), which was held on February 15th. Approximately 15 individuals attended and provided feedback on the proposal. Additional public meetings have been scheduled as follows:

\*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 – Director Bensley met with the consultant for the State's Rental Housing Needs Assessment on February 15th to provide feedback on challenges to affordable housing in Newark.

## Items of Interest

\*Staff received the third submission for review 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. This submission was to address all remaining items required to be fixed before being eligible to move forward to the Planning Commission. If confirmed that this submission addresses those items, this plan will be scheduled for the March 7th Planning Commission meeting.

\*Staff received a minor subdivision plan application for 65 and 67 North Chapel Street on February 15. This would split the existing lot into two parcels in order for the existing house to be on a separate parcel from the cemetery. No new construction is proposed as part of this application.

\*Senior Planner Fortner, Planner Solge, and Community Planner Higgins worked to finalize the application for the City's Bicycle Friendly Community renewal with partners from Bike Newark, the Newark Bike



Project and WILMAPCO, which was submitted on February 15th to the League of American Cyclists. The determination of the City's designation will take place by May 2023, with a formal announcement in time for Newark's Bike to Work Day. Since 2010, the City has had a Bronze Level designation and is hopeful that designation will be raised to Silver with this renewal. Redesignations occur every 4 years.

\*Demolition for the Super One Motel at 268 East Main Street began on February 13th and is underway.

\*Deputy Director Ramos-Velazquez, Lead Property Maintenance Inspector Straub, and Property Maintenance Inspector Fahringer spent extensive time working with an elderly resident whose home had to be condemned due to a collapsing roof to connect them to services through the State to find housing for themselves and their pet.

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

\*Deputy Director Ramos-Velazquez and Senior Planner Fortner attended the Christine Manor Annual meeting on Thursday, February 9th, at the request and with Councilman John Suchanec to help address any concerns of the community. No specific concerns related to Planning and Development at this time related to Newark.

\*Deputy Director Ramos-Velazquez, Senior Planner Fortner, Fire Protection Specialist Reese, and members of the Police Department, met with the owner of Freddy's and his consultants on February 10th to address their Special Use Permit request to serve Alcohol. The owner has been informed of all concerns and the reasons why he would receive a negative recommendation from the police under the current application. Recommendation from the City was made to the owner to stay the application and show a pattern of improvement in behavior before he proceeds. As a follow up from the meeting Fire Protection Specialist Reese scheduled an occupancy load inspection with the Owner, due to questions as to why the occupancy number was lower than they expected.

\*Director Bensley and Deputy Director Ramos-Velazquez met with Planning Commission Chair Hurd and Vice Chair Silverman on February 13th to discuss the March 7th Planning Commission agenda.

\*Director Bensley, Deputy Director Ramos-Velazquez, Senior Planner Fortner, and Community Planner Higgins staffed the February 13th Council meeting. The six items from the Planning and Development Department (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 application submission to Council) were all approved by the Council.

Land Use

\*Deed Transfer Affidavit: 7

\*Building Permit Reviews: 5

\*Community Planner Higgins worked to complete the Unicity subsidies project and created a summary of Unicity survey results (online and hard copy versions).

\*Community Planner Higgins and Senior Planner Fortner compiled Revenue Sharing invoices to close out 2022.

Code Enforcement

Projects

\*Building X - McKinley Lab replacement - Foundation complete, first floor slab construction nearly complete second floor forms started.

\*107 Leahy Drive – Passed framing, truss, fire blocking, rough wiring, rough plumbing, rough mechanical. Insulation inspection will be next week.

\*320 Markus Court- Waiting on site work and material. Rough sewer is installed 90%.

\*Green Mansion

\*Apartments: Plumbing floors 4 & 5 approved.

\*Hotel: Common halls on floors 2 – 5 approved to cover.

\*Fintech - 3rd floor framing on going.

\*Fairfield Apartment Building - Issues with owner and contractor again.

- \*Downes Elementary School Addition - Roof going on.
- \*Newark Charter High School – Met with staff regarding relocation of the pavilions displaced during the athletic field expansion.
- \*The Grove – Met with the designer regarding their outdoor seating plans.
- \*Newark Senior Center – Met with the architect contracted for the planned addition to the Center.

Property Maintenance

- \*Notices: 13
- \*Citations: 15
- \*Complaints: 15
- \*Rental Inspections: 21

Items of Interest Code Enforcement and Property Maintenance

- \*Post 47 East Cleveland Avenue - About repairs and emergency housing.
- \*Help Coordinate in finding a vacant structure for NPD to utilize for training.
- \*Add NPD Codes to Munis for Nuisance Ordinance.
- \*PM and Building inspectors are assisting in front desk duties due to both administrative assistants being out this week.
- \*Fire Protection Specialist Reese reviewed 21 permits.

Certificate of Completions/Occupancies Issued:

- \*The Vero - Final Certificate of Occupancy issued.

Parking

Statistics

- \*Residential Permits Distributed: 19
- \*Municipal Lot Permits Sold: 4
- \*Citations Issued: 955
- \*Online Appeals Answered: 65
- \*Immobilized Vehicles: 12
- \*Towed Vehicles: 0

Items of Interest

- \*Preliminary work on Motorola radio purchase in anticipation for upcoming changes in 2024. Buying new batteries for current radios to extend radio life while in the field.
- \*Made verbiage changes to the City website clarifying that time can be bought in 25 cent increments on-street and 30-minute increments off-street.
- \*Continued working on parking permit occupancy numbers and details for individual lots. Working with a few new businesses on their parking needs and how the parking permit system can work for them.

**Activity or Project:**

**Description:**

**Status:**

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**Execution Status:**

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## City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

Auxiliary Services Division:

- The Newark Police Communications Division is looking for individuals interested in becoming a police dispatcher. Anyone interested in 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.

Administration Division:

- On Friday, February 10th, Chief Farrall, Deputy Chief Feeney, and Lt. Rubin met with several local church leaders along with members of the Newark Branch of the NAACP. Discussed was Newark Police Department's ongoing diversity recruiting efforts as well as other key topics. Chief Farrall is committed to strengthening NPD's relationship with all community-based organizations throughout Newark.
- On Friday, February 16th, officers from the Administration Division will attend a career fair hosted by the University of Delaware.

Criminal Investigations Division:

- Detectives are attempting to locate a suspect in reference to an active warrant for Burglary Third Degree and related offenses. The burglary occurred on February 6th, 2023, at Roots Natural Kitchen located at 129 East Main Street. Staff at the restaurant advised that a male suspect entered the rear of the business through an unlocked door, removed money from the office, and fled the area. A review of surveillance video identified the suspect. More information can be found at <https://newarkdepolicepress.com/> and anyone with information about this incident is asked to contact Det. T. Gerasimov at (302) 366-7100 extension 3474 or [tgerasimov@newark.de.us](mailto:tgerasimov@newark.de.us).
- Detectives are investigating a burglary that occurred at 896 Liquors located at 1017 South College Avenue, on February 12th, 2023 at approximately 0130 hours. Officers responding to a burglary alarm activation at that time, discovered one of the business' windows broken. An investigation determined that unknown suspect(s) entered the store and removed property belonging to the business. Anyone with information about this incident is asked to contact Det. P. Keld at (302) 366-7100 extension 3106 or [pkeld@newark.de.us](mailto:pkeld@newark.de.us).

Special Enforcement Division:

- During the week, the Traffic Unit will conduct traffic enforcement at various locations throughout the city. Traffic studies will be conducted on Beverly Road and Country Club Drive.
- Last week, Animal Control Officer Vickers coordinated with Aetna HH&L to get a pet rabbit out of an HVAC system within a residence. The rabbit was not injured.
- Lt. D'Elia has begun coordinating planning efforts with partner agencies for the upcoming Newark Half Marathon in March.

- All officers of the Special Operations Unit are still re-assigned to the Patrol Division to cover staffing shortages.

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**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

\*\*\*Holiday Refuse Collections Changes\*\*\* Due to the Presidents' Day holiday on Monday, February 20, there will be a one day delay on trash collection. Refuse normally collected on Monday, February 20 will be collected on Tuesday, February 21 and refuse normally collected on Tuesday, February 21 will be collected on Wednesday, February 22.

Regular yard waste collection will resume on Wednesday, March 1. You do not need to schedule this service from March to December. Carts must be placed out on Wednesdays before 7 a.m. in order to be collected. This service runs each week that does not include a holiday.

Staff submitted six (6) Notices of Intent for funding through the State Revolving Fund for water and wastewater projects. Projects will be evaluated and placed on the state's Project Priority List and would be eligible for low-interest loans, loan forgiveness, grants, and other benefits of working with this program. This is similar funding to the funding from the 2018 Capital Referendum and is the conduit for all Bipartisan Infrastructure Law funding in Delaware.

The stormwater retrofit at the pond in Abbotsford is now complete. This water quality-focused project saw an existing pond reconfigured to add a submerged gravel wetland area, which can lower pollutant transfer to local waterways. Outfall and stabilization upgrades will also limit the erosion and sedimentation into the Christina Creek watershed. An extensive native landscaping plan was also included to add beneficial plantings and enhance the aesthetics of the facility. This project was made possible by the Stormwater Utility funding.

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