

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Hillside Park opened this week, culminating a project that began way back in 2015 when UD first announced they were closing the Rodney dorm complex. So far, the reception by our residents has been outstanding, and I am really excited for this coming spring when we can finish the pavilions and begin hosting events like Parks on Draft in the new park. Also, we are hopeful that the Emerson Bridge will be open in the coming week, bringing a close to another project that began many years ago.

This coming Monday is the final Council meeting of 2021. We have many purchasing related items on the agenda, so I spent more time than usual on Monday reviewing and approving memos for the packet. Monday evening, we held a regular Council meeting where I received direction from Council on a number of legislative priorities for the coming legislative session. I will work with our local legislators and lobbyists on these between now and the end of June. I also provided feedback on prioritization to the DLLG Legislative Action Committee in line with what we discussed on Monday evening.

Director Del Grande and I attended the December DEMEC board meeting. The Executive Committee meeting was cancelled for the month but will pick back up in January. DEMEC's 2022 budget was approved at this meeting so director Del Grande and I will be working over the next week to model how this will affect the assumptions we built into the 2022 budget.

Aside from the above, I continued to work on annual reviews for directors and my staff in the Admin Department. I also participated in the Facilities Maintenance Superintendent interviews. Later in the week I met with the Employee Engagement and Wellness Committee to discuss one of their recent initiatives. Also, we began detailed new councilmember departmental orientation meetings with Councilwoman Ford on Thursday and Friday.

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

Human Resources:
HR Administrator Marta Pacheco

- Distributed interview packet to panel members for Facilities Maintenance Interviews which were held on Wednesday, December 8.
- Submitted job-related injuries to PMA for several employees.
- Prepared and distributed internal job posting for Legislative Coordinator/Deputy City Secretary.
- Prepared and distributed job posting for Part-Time Recreation Specialist which will close on Thursday, December 30.
- Prepared service awards for employees' years of service which Mayor Clifton will hand out on Friday, December 10.
- Prepared random drug/alcohol test letters for December for CDL personnel.
- Participated with Devan on CALEA meetings for our police and communication officer recruitment efforts.
- Contacted applicants to schedule interviews for custodian vacancies.
- Completed several verifications of employment.
- Scheduled interviews for Parks Supervisor position. These will take place on Tuesday, December 14.

HR Coordinator Denyce Bradshaw

- Updated the spreadsheet with the employees that has completed the training video and in person. There is one more session in December and training will be complete.
- Filing – Anti-Harassment Certificates for video and in-person training.
- Sent emails to departments with updates on staff that hasn't signed up or completed training.
- Processed retiree reimbursements.
- Processed check request for employee ER Visits.
- Composed and sent birthday cards.
- Entered policies in ESS.
- Printing and called police applicants for transcript and other missing documents.
- Filing of status reports and performance evaluations.

CHRO Devan Hardin has spent the majority of the week working on personnel and labor relations matters. She also continued working on pension items. This includes, preparing documents, reports and calculating pension numbers for two upcoming retirements in early 2022. She met with one of the employees to complete retirement paperwork this week. The other employee will be scheduling his paperwork completion in the coming weeks. CHRO Hardin spent the rest of the week answering emails, working on personnel matters and labor relations. She also attended meetings with department directors and employees as requested. She met with payroll staff to review pension benefits for new hires in the Police Department. CHRO Hardin participated as a panelist for the Deputy Director of Planning and Development on Wednesday, December 8. The panel will finalize scoresheets and Director Gray will make a decision on her successful candidate in the coming weeks. Additionally, she reviewed all evaluations received so far this year. She also assisted with restructuring plans in several City departments due to current vacancies through reviewing job descriptions and Ordinances to Council. The HR Team as a whole continues to stay busy with year-end processing and meeting weekly (when schedules allow) for review of the City's Personnel Manual.

Purchasing & Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale coordinated with the Police Department to begin preparing for the badge reader access point unification between NPD and City Hall. NPD's system is currently distinct from City Hall's and the company that installed the current models are no longer in business. Unifying this system will be a great logistical improvement for the City.

Deputy Finance Director Jill Hollander and I met with Travelers Insurance Company on Tuesday to see if they had interest in quoting us for insurance coverage in the new year. The meeting was productive, and we learned a good deal about coverage requirements and possible improvements.

City Manager Tom Coleman, IT Applications Manager Daina Montgomery, Water Operations Superintendent Mark Neimeister, and CPPO Martindale held interviews for Facilities Maintenance Superintendent on Wednesday. The interviews went very well, and we are optimistic that the eventually chosen candidate will be a good fit. Applicants are currently working through mock facilities requests as a follow-up exercise that will serve in lieu of a second-round interview. We are hopeful to have the new person in shortly after the new year.

Lastly, Mr. Martindale met with Electric, Finance, and Parking to overview the ChargePoint EV Charging Station online portal, which will allow staff to modify fees and track financials as needed.

Purchasing Assistant Cathy Trykowski processed 91 invoices for the week ending 12/3, 24 purchase orders, and 1 change order. So far this week, she has processed 10 purchase orders and anticipates processing 110 invoices by the end of the week.

FM Superintendent Dave Greenplate and the FM team completed the following tasks this week:

- Finished up carpet in main area of Deputy Chief Farrall's office.
- Reassembled office furniture.
- Reset card reader in cell block.
- Looked into needed repairs of meal slot in Cell #1.
- Reorganized paint supplies in basement.
- Set up Council Chamber as needed.
- Coordinated work at Olan Thomas to replace ceiling in riser room.
- Rectified some hot water issues at GWC, called Schlosser for final issues.
- Assembled new office chairs for Planning.
- Completed normal cleaning and disinfecting duties as needed.

Communications:**Chief Communications Officer:**

- Completed communication regarding the opening of Hillside Park.
- Continuing to work with Parks to schedule ribbon cutting for the Charlie Emerson bridge, developing invite list, etc.
- Participated in the Employee Engagement & Wellness Committee meeting.
- Facilitated employee biometric screenings and blood drive.
- Participated in the "Recover Delaware Roundtable #7 – Inclusive Downtown Revitalization" webinar.
- Completed one additional employee review for 2021.
- Various tasks to support mailroom staff.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Began new newsletter and employee milestone memo.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Organizing fundraising events for Family Promise.
- Assisted mailroom staff with various tasks.

Creative Designer and Web Specialist:

- Created AFSCME Part-Time Job Applicant Handout for HR.
- Created signage for 12-14 PUBs closure.
- Designed Admin Holiday Party invitation.
- Designed Paperless Billing graphic for social media.
- Posted 'Newark's Newest Park Opens to the Public' to City website.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated the Business Licenses webpage for processing error.
- Updated the Personnel Manual on the City website.

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

Execution Status:	
Activity or Project:	
Description:	
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Execution Status:	
Activity or Project:	
Description:	
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Expected Completion:	
Execution Status:	
City Manager's Weekly Report	
Department: Alderman's Court	
Notable Notes: Alderman's Court held three court sessions from 12/2/21-12/8/21. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person. Terri participated in a virtual managers' meeting on 12/2/21. The court processed 29 PBJ's for traffic violations and 7 Plea by Mails for criminal violations.	
Activity or Project: Payments and Court Sessions	
Description: From 12/2/21-12/8/21 Alderman's Court handled 89 arraignments, 49 trials, 10 capias returns and 1 video hearing. The court collected a total of 354 parking payments of which 319 were paid online and 35 were paid at court. The court also collected criminal/traffic payments of which 203 were paid online and 23 were paid at court for a total of 226 criminal/traffic payments.	
Status:	Completed
Expected Completion:	12-08-2021
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
City Manager's Weekly Report	
Department: City Secretary and City Solicitor's Office	
Notable Notes: Paul was in the office on December 6 for Council. Bobby was in the office on December 3 for Court. Renee attended the management staff meeting on December 2. Staff finalized and posted the December 13 Council agenda and packet on December 6. Paul and Renee staffed the December 6 Council meeting. Staff worked on follow up items for the meeting throughout the week. Tara, Danielle, Nichol, Violet and Fred attended anti-harassment training on December 7.	

Nichol finalized and posted the December 14 Conservation Advisory Commission agenda on December 7.

Renee spent time working on items related to Council, including drafting packet items for the December 13 Council meeting and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into January.

Nichol completed and sent packets to the Board of Adjustment for their December 16 meeting.

Renee worked with Human Resources to execute the approved Legislative Department staff restructuring that was initiated due to the Digital Records Coordinator vacancy. After completion, these changes are anticipated to save approximately \$20,000 in salary expenses for the department in year one.

Renee drafted and Violet completed a mailing to all employees from Council for the holiday season.

Renee and Tara completed processing of payments and thank you letters related to the District 2 special election.

Nichol worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. Applicants for the Election Board and Newark Housing Authority are on the December 13 Council agenda for reappointment. All positions currently accepting applications are posted here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee spent time preparing for the adoption of the 2021 reapportioned Council districts by revising the City's street lists with the newly proposed districts and working with the Department of Elections to get updated shapefiles for the City's GIS maps to be able to be updated with the new districts for their January 1, 2022 effective date.

Tara completed several building permit reviews.

Danielle processed items for the Recorder of Deeds office.

Violet worked on research items for staff.

Tara spent time on several union items.

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

- * Provided a response and closed a November 19 FOIA request for copies of applications/site plans for new cellular towers currently being processed from SBA Communications Corp
- * Provided a response and closed a November 20 FOIA request for all documents/communications/scoring sheet between the City and all vendors pertaining to RFP 21-04 from Michael Babulski
- * Provided a response and closed a December 2 FOIA request for property violations and photos regarding 211 Murray Road from Dalton and Associates
- * Circulated to staff a December 7 FOIA request for all submitted RFPs for RFP 21-04 from Danielle Barone
- * Circulated to staff a December 8 FOIA request for any call outs and police records for unrelated persons to requestor from Corrinne Bostick

Regarding minutes, staff time was spent on the November 1 Council (Renee edited - complete), November 8 Council (Renee edited - complete), November 9 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), and December 6 Council (Nichol drafting) minutes. Several Council executive session minutes are currently in the queue.

16 discovery requests for upcoming Court cases were fulfilled this week. 632 discovery requests have been filled so far for 2021. The court calendars for January 7 and 13 were received and the 30 associated case files were processed for the Deputy City Solicitor. Danielle also spent time reconciling case files for the Deputy City Solicitor.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. 600 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

The scanned document numbers for December 2-8 are below.

Status:	On Track
Expected Completion:	
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:	Electric Department
Notable Notes:	The line crews set two 750kVA transformers at The Grove, ran a new service line and energized the new house at Orchard Road and Park Place. They also disconnected Pep Boys for demolition and continued installing the smart photocells on streetlights. The electricians installed banners, repaired outside receptacles at City Hall, and fixed Olan Thomas flood lights. Engineering met with UD about services on South College Avenue buildings and met with the Water Division about moving underground facilities at the New London Road Water Tank. Engineering also worked with the contractors installing the new cell tower on New London Road and worked on getting hot spots scheduled for repair that were found by infrared scans.
Activity or Project:	
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City Manager's Weekly Report	
Department:	Finance Department
Notable Notes:	The City has been advised by our paper and envelope supplier that materials will be in short supply in the near future. In addition, we are beginning to experience increases in the prices of paper. As of November, the City had 2,885 customers set up for pre-authorized payment of their utility bills. Of this total, 1,841 are still receiving a printed bill. Shortly, we will be converting these customers to ebill notifications. If customers would like to begin receiving a paper bill again, they will be able to do so by logging on to their account to opt-out. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum. Go to: https://payments.newarkde.gov/. All employees, with the exception of one, has completed mandatory anti-harassment training. Their training date is scheduled for December 21 due to scheduling conflicts. PUB team is prepping for next week's shut down which will consist of job shadowing in the morning; and a report back in the afternoon to help them understand how their work impacts other departments (and vice versa). Audit for 2021 is in the planning stages. Auditors are scheduled to be in the office the weeks of January 24 and 31. Monday, November 4, Council approved the 2022 Operating Budget and the 2022-2026 Capital Improvement Program. All documentation can be found on Budget Central. www.newarkde.gov/budget. Staff has also submitted revenue ordinances for water, sewer and stormwater, which discussed and voted on by Council on December 13. Link to the revenue ordinances can be found on these links: Sewer: https://newarkde.gov/DocumentCenter/View/15368/2H Water: https://newarkde.gov/DocumentCenter/View/15370/2J Stormwater: https://newarkde.gov/DocumentCenter/View/15369/2I Once Council votes on these pieces of legislation, the final budget document will be posted.

Activity or Project:	
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Expected Completion:	
Execution Status:	
City Manager's Weekly Report	
Department: Information Technology Department	
Notable Notes: Applications Team: Open Support Tickets from Previous Week - 76 Open Project Tickets from Previous Week - 14 Open Tickets with Vendor R&D from Previous Week - 14 Tickets Opened in the Last Week - 33 Tickets Closed in the Last Week - 45 Remaining Open Support Tickets - 63 Remaining Open Project Tickets - 15 Remaining Tickets with Vendor R&D - 14 1. Worked with vendor to resolve issue with customers not seeing ebill. 2. Assisted Finance/PUB with identifying and resolving balancing discrepancies. 3. Met with Pitney Bowes to install hardware for OMR on 12/6. 4. Attended Finance managers meeting to discuss existing projects on 12/6. 5. Teams meeting with Honeywell Account Manager to discuss outstanding issues on 12/7. 6. Participated in interviews for the Facilities Maintenance Superintendent on 12/8. 7. Made adjustments to OMR mark in software and tested with mailroom staff on 12/9. 8. Webex with Harris technician to review support ticket related to Automation Platform on 12/9. 9. Continued testing and working with Harris team on Automation Platform UAT. 10. Worked on and resolved support tickets for end users. 11. Created reports for users as requested. Pending: 1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix. 2. VSS registration guide on hold, will need to script a change to vendor contact types. 3. Waiting on vendor to configure EMV devices in production environment. Infrastructure Team: Open Support Tickets from Previous Week - 123 Open Project Tickets from Previous Week - 35 Tickets Opened in the Last Week - 54 Tickets Closed in the Last Week - 63 Remaining Open Support Tickets - 113 Remaining Open Project Tickets - 36 1. Met with Dell on 2022 Infrastructure CIPs. 2. Met with Tri-M on the fiber expansion. 3. Kinly has assigned a new PM on the Council Chamber project. Met with her to discuss delays and a schedule for completion. 4. Troubleshooting camera outages. 5. Building image for new laptops. 6. Troubleshooting VOIP issues in Dispatch.	

7. Testing web based remote access solution.
8. Completed cybersecurity insurance response.
9. Testing MFA for ADFS.
10. Worked with Verizon to transition copper in City Hall to fiber.
11. Workstation patching and maintenance.
12. Server patching and vulnerability remediation.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

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

- Northstar internal kick-off meeting: 9/27 - 10/1

- Northstar & Newark project kick-off meeting: 10/26

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

- Northstar & Newark internal/external weekly status meetings

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

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29

- Northstar & Newark external meeting to complete the required AP checklist: 10/27

- Northstar internal meeting to review AP checklist: 10/25 - 10/29

- Northstar to install AP core suite: 11/1 - 11/12

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

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

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

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/24

- Northstar to provide UAT support: 11/25 - 12/3

- Newark to perform UAT final remediation: 12/6 - 12/10

Operate: 12/13/21 - 12/24/21

- 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

Status:	Not Started
Expected Completion:	01-31-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Parks and Recreation Department

Notable Notes:

Director: Worked on American Rescue Plan Act potential funding projects; reviewed several landscape plans as part of the subdivision process; worked on the reforestation plan in preparation for a spring planting as part of the Delmarva Power sustainability grant; reviewed employee evaluations and worked on evaluations for additional employees; attended an Emerson Bicycle and Pedestrian Bridge construction meeting with Paula, Jayme and DelDOT representatives; completed a walk through with Tim, Ethan and Paula to develop a punch list of items needed to be completed before the Monday opening; met with Sharon and Paula about the Winterfest organization and schedule; conducted a park maintenance meeting to discuss upcoming projects and work orders; worked on interview questions for the vacant Parks Supervisor position; sat in on interviews for the vacant Planning Department position; worked on a memo for Council agenda item to extend the Tree Removal, Pruning

and Creek Maintenance contract.

Deputy Director: Worked with Sharon and Melinda on set up, attended meeting with staff working, assisted with preparations for Winterfest and worked the event; attended Emerson Bridge meeting with DelDOT, Joe and Jayme; attended safety walk thru at Hillside with Joe, PW&WR staff and then with contractor; continued to make updates to the winter/spring activity guide; continued to work with Tyler regarding new students starting at after care; attended Employee Wellness Committee meeting; worked with Jeff on vaccination questions for new employees; processed personnel requisition for recreation specialist position; started work on updating portable toilet bids for 2022; worked with Shelby to confirm Winterfest and Snack with Santa were sent out through Next Door; worked with Chrissy on schedule of activities coming up while she is out of the office; worked with Shelby and Melinda to push out announcements for Winterfest, Snack with Santa and Santa's Secret Shoppe on social media; reminded recreation staff to get any final outstanding invoices processed before the end of the year and included a list of upcoming deadlines including winter/spring activity guide updates, fall statistics and the year-end reports; continue to work with Tyler on child care stabilization grant; 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; continued to work with Melinda, Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Youth basketball practices began this week at Downes, West Park and Newark High, working to hire gym supervisors and officials, held an interview, ordered team shirts; finalizing details for winter/spring programs and getting information submitted, prepared bus bid request for spring trips; continues to work on final details related to the childcare stabilization grant, completed before and after school care staff schedule for December, working through details related to some new students starting in after care, finalizing items related to our license renewal at West Park, received license renewal at Downes.

Recreation Supervisor of Community Events: Winterfest was a great success with a full schedule of performances by local youth (dance and choral), who brought lots of parents to watch, we estimate 2,500 in attendance at the event that was held on Academy Street, Santa had visits from over 100 children throughout the evening, as well as many runners from the Reindeer Run, the Newark Lions Club prepared and served 50 pounds of roasted chestnuts, Mayor Clifton lit the tree on the Academy Lawn with the help of Councilman Lawhorn, Tom Coleman, and Tom's daughters; Santa's Secret Shoppe had seven vendors on site with items priced at \$5 and under for young shoppers, gift wrapping was provided for the gifts by our amazing volunteers; Snack with Santa had 166 individuals participate, the volunteers and staff were amazing, Newark Arts Alliance had a table with crafts, in addition to the ones that we had set up, Santa visited with lots of children and families throughout the event.

Coordinator of GWC and Volunteers: Continued finalizing items for winter/spring 2021 programming; continued finalizing items for the Dance Rehearsal scheduled for December 9 and the Dance Recital scheduled for December 11 as a conclusion to the Fall Dance Program; followed up on items from the Thanksgiving Day Breakfast including returning items, sending thank you emails to sponsors and volunteers; set up and attended a School Hill Historic Displays meeting on Tuesday, November 30 with the Events/Programming Committee; attended a Zoom meeting on December 1 for the Christina River Watershed Clean Up Committee; spoke with Alderman's Court on working with Community Service Volunteers in 2022; sent information to volunteers scheduled to assist with Winterfest and Snack with Santa/Santa's Secret Shoppe; updated George Wilson Center attendants on schedule changes due to rental changes; processed an invoice for Tae Kwon Do; updated the Newark Senior Center on facility requests for the winter/spring season; followed up with Newark Police Department on upcoming Presents with Police event; worked with the Admin staff to update status reports on staff due to the increase in minimum wage beginning in 2022; continued to have some staffing issues with swim instructors for our Saturday Morning Swim lessons. GWC Rentals: the Main Hall was rented on December 5 from 1 – 5 p.m. for a 2nd Birthday Party with an overall attendance of 25; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events including a new long-term rental group renting several dates in winter/spring of 2022.

Recreation Specialist: Picked up donation of 72 snack bags from Herr's in Nottingham, PA for Snack with Santa and worked the event; returned items to Timothy's, Senior Center, Little Goat, and Starbucks from the Thanksgiving Day Breakfast and helped Chrissy reorganize and put away everything; updated CSV file for the before and after care program, printed updated sign in/out/tracking forms for both school sites, made file for a new attendee at West Park after care, emailed service letter request to six employers of one new employee; put youth basketball schedules for all three leagues on the website; helped with set up and worked Winterfest. Volunteer Hours: 4 volunteers devoted 12 hours at Karpinski Park spreading wood carpet; entered Thanksgiving Day Breakfast volunteer hours and missionary hours in the voluntary spreadsheet, Winterfest – 3 volunteers – 7.5 Hours, Snack with Santa/Santa's Secret Shoppe – 21 Volunteers – 78 Hours.

Parks Superintendent: Met with developer to review existing plantings for release of 2 year surety at Enterprise Rent-A-Car, opened up Olan Thomas storage building for contractor to get access for project inside of building for two mornings, coordinated with Parking Division to block off parking spaces along Main Street for tree replacement plantings, oversaw tree installations on Main Street by landscape contractor, attended webinar on Tough Trees for Tough Urban sites through University of Massachusetts, identified locations at trail heads within Redd Park for sign placements, continued monitoring landscape installations at Hillside Park and The Grove, started contacting several arborist contractors concerning doing tree work as part of the 2022 Christina River Clean Up here in Newark, started gathering quotes from upcoming 2022 purchases and met with Site Superintendent for Greggo & Ferrara and arborist contractor for needed tree pruning along Delaware Avenue from DART bus hub down to George Read Park.

Acting Parks Supervisor: Assigned field staff daily and assisted as needed and coordinated with Recreation Division on Winterfest event/Reindeer Run this week.

Parks/Horticulture Staff: Loaded/set up/removed all materials/supplies for Winterfest event, blew off Pomeroy and Hall Trails for run events this weekend, did interior bed maintenance at City Hall, did trash removal throughout park system, replaced 55 gallon trash cans that had graffiti or were rusting out with new drums and brought back to Parks Maintenance building all cans with graffiti and repainted them for future use, continued on post/rail fence repairs throughout park system, started on perennial/ornamental grass cut backs throughout park system, new Landscape Specialist successfully passed his CDL driving test, did tree work in Redd Park along trail system, replaced selected plant materials in pots at City Hall and Wilson Center as needed and blew off tennis court areas as needed. Landscape contractor replaced four trees along Main Street. Volunteers blew off/cleaned up basketball court at Kershaw Park (Team Works) and assisted with mulching/cutbacks at Karpinski Park.

Activity or Project:

Winter/Spring Activity Guide

Description:

The Winter/Spring Activity Guide will be viewable on line at www.newarkde.gov/play on Monday, December 27 with registration beginning on Monday, January 3, 2022 for residents and Friday, January 7 for non-residents. The activity guide will have hundreds of programs for the entire family to enjoy including many summer camps available to register. For more information and to register, please visit www.newarkde.gov/play or call 302-366-7000.

Status:	On Track
Expected Completion:	01-03-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Planning and Development Department

Notable Notes:

Code Enforcement

- 227 W Park - Final CO issued.
- 1364 Marrows Road - Honda Service - Trim out.
- 122 New London - Rough plumbing, HVAC and electric complete.
- 128 New London - Rough plumbing, HVAC and electric complete.
- 321 Hillside
 - o 400 Building 6 Units - TCO issued.
 - o 300 Building 10 Units - TCO issued.
 - o 200 Building 10 Units - TCO issued.
 - o 100 Building 10 Units - TCO issued.
 - o 800 Building 10 Units - TCO issued.
- 18 Country Club (Fairfield Apartments Fire) - No progress.
- Green Mansion - Footings on hotel continue, foundation walls continue, underground plumbing started.
- Thorn Flats/Lehigh Flats - All building renovations completed, minor corrections needed to close façade permit, Certificate of Completion applications pending for Thorn Flats renovations.
- Newark Charter School - Loop Road base course paved parking and site work progressing, Junior High building - rough inspections in progress.
 - o Commons building completed, TCO issued, final exterior sitework completion and as built-in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior insulation panels, plumbing, roofing and electrical rough in progress. Marketing and sales trailer permit approved.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving completed, temporary occupancy for all dwelling units issued, temporary occupancy approved for gym/fitness area, but not issued for amenity space and leasing office. Safety protocols eased due to limited construction activities.
- UD Green Utility Projects - All work complete, final permit close out in process.
- Rodney Stormwater Park Project - Most work complete, final sitework in process.

- Fintech, Star Campus - Window and exterior finish installation has started. Interior work progressing. Utility yard site being prepped.
- College Square Apartment Buildings - Building 1, cover up inspections for all units and corridors complete. Exterior wall covering installation underway. Framing started on Building 2.
- Evan Hall, UD - Above ceiling inspections complete.
- Drake Lab Addition - Structural steel being erected.
- 211 S Main Street, 104 - Tenant fit out complete.
- 361 New London – Roof deck inspection.
- 147 Timberline – Contractor working without a permit. They have become licensed and gotten a permit.

Code Enforcement Meetings Attended

- Meeting with University regarding design of future lab building proposed at location of current McKinley Lab.
- Meeting with Newark Senior Living design team regarding fire ratings.

Code Enforcement Certificates of Completion Occupancy Issued

- Renewal of TCOs for 321 Hillside Road, Units 801-819 and 6101-7304 (34 units – 10 townhouses and 24 apartments).

Code Enforcement Items of Interest

- Site visits with Dave Greenplate

Property Maintenance

- Complaints: 16
- Violations: 7
- Citations: 6
- Inspections: 30

Property Maintenance Special Mention

- Life safety violations found at Red Roof Inn, 24 hours to correct violation (complied)
- Nuisance property discussion

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing.
- Continued handling residential and municipal permitting for residents. Started municipal permit invoicing for 2022, both annual and bi-annual permits.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under five business days unless further action needs to be taken.
- Collected COVID results from unvaccinated employees and moved along to City Manager's Office.
- Parking app Passport and the T2 kiosk were temporarily down on December 7th due to an AWS server outage. Resolution was found later that night.
- Parking Supervisor Court Mulvanity attended the American Planning Association fall conference on December 2nd.
- Installed signage in several parking areas where the signs had been stolen and more information was needed for patrons.
- Received three bi-directional sensors from Parking Logix to fix Lot #1 countdown signs.
- Delivered packets to Councilmembers and created parking passes for new Councilwoman Ford.
- Continued personnel evaluations and completion of anti-harassment forms and training.
- Sent out and started receiving payments for 2022 municipal parking permits.
- Installed parking kiosk on Main Street near the UD Green. Kiosk had previously been struck by a vehicle. The unit was not damaged, but the concrete pad had to be redone.
- Assisted with Winterfest preparations and the Reindeer Run on Friday, December 3rd. The Parking Division blocked all of Academy and Courtney Streets on Thursday night to ensure no one parked on the race route. Per police orders, Parking Ambassadors helped block the race route with their vehicles and directed traffic away from the race at select points on the race route.
- Investigation into Sunday rates after a long holiday weekend and if those rates are being correctly displayed to the patron.

Land Use/Planning

- Deed Transfer Affidavits: 9
- Building Permit Reviews: 14
- Certificates of Completion/Occupancy: 0
- On Monday, December 6, Mike Fortner presented the Community Development/Revenue Sharing Advisory Committee's recommendation to Council. The recommendation passed unanimously.
- On Wednesday, December 8, Mike Fortner presented at the Delaware Resilient and Sustainable Communities League (RASCL) Summit. Mike's presentation was on the Sustainable Newark Plan adopted by Council in 2019. The presentation covered the process of developing the Plan, the Themes and Goals of the Plan, and some of the results of the implementation.
- On Thursday, December 9, Mike Fortner will staff the Steering Committee for the Comp Plan Review. The Committee will review the

revised drafts covering from the cover through Chapter 6. It will also discuss a policy document from the American Planning Association on strategies to include “equity” in land use and Comp Plans.

Activity or Project:
Description:
Status:
Expected Completion:
Execution Status:
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Description:
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Execution Status:
Activity or Project:
Description:
Status:
Expected Completion:
Execution Status:
City Manager's Weekly Report
Department:

Police Department

Notable Notes:
Auxiliary Services Division

- Newark Police Department submitted applications for the Department of Safety and Homeland Security State Aid to Local Law Enforcement and Emergency Illegal Drug Enforcement grants for fiscal year 2022. The grant submissions will support the acquisition of equipment, overtime and funds to support drug investigations. The applications will be reviewed and presented to the committee in January 2022.

Administration Division

- The Newark Police Department's seventh Commission on Accreditation for Law Enforcement Agencies (CALEA) re-accreditation assessment was conducted this week. Leading up to this week's virtual on-site, CALEA personnel reviewed each of NPD's policies to ensure compliance with the approximate 450 required standards for law enforcement. CALEA assessor Chief Scott Cunningham (Ret.) from the Kernersville, NC Police Department and CALEA assessor Jaclyn Lam from the St. Louis County Police Department conducted in-depth interviews with department personnel as well as community members. Additionally, the NPD Communications Center was evaluated for the first time. CALEA staff reviewed the Communications Division's policies, ensuring compliance with the approximate 200 standards. CALEA assessor Jo-Anne Munroe from the Department of Emergency Communications in Alexandria, VA conducted in-depth interviews with both communications and police officers. Each of the assessors will prepare a final report in the coming weeks and the Commission will ultimately determine if the NPD is eligible for re-accreditation and if the Communications Division will receive its initial accreditation.

Criminal Investigations Division

- On December 7, 2021, at approximately 0618 hours, Newark Police responded to a residence in the unit block of Madison Drive for a report of a shooting. Arriving officers located a 39-year-old male suffering from a gunshot wound to his arm. He was transported to an area hospital for treatment of an injury not believed to be life-threatening. An investigation by Newark Police Detectives determined that the victim and a 16-year-old male family member had an argument that morning. During the argument, the juvenile produced a handgun and shot the victim. The juvenile was taken into custody at the scene without incident. The handgun had been discarded nearby but was recovered by Newark Police. The handgun was found to have been reported stolen in North Carolina in 2002. The juvenile was transported to Newark Police headquarters where he was charged with Assault First Degree, Possession of a Firearm During the Commission of a Felony, Possession of a Firearm by a Prohibited Juvenile, and Receiving a Stolen Firearm. The juvenile appeared before New Castle County Family Court and was ordered to be held in default of \$3,000 secured bail. He was turned over to the custody of the New Castle County Detention Center in Wilmington.

Patrol Division

- On December 1, 2021, at approximately 1542 hours, Newark Police responded to the area of Sypherd Drive and Old Oak Road for a report of a suspicious vehicle. The caller reported that occupants of the vehicle threw away Amazon packaging in their trash can and the vehicle was following behind an Amazon truck. Responding officers located the suspicious vehicle and conducted a traffic stop. Subsequent investigation revealed new and unopened electronic devices in the vehicle. Further investigation determined that a package containing electronics had been ordered using the specific name of a victim, and delivered to the victim's address on Sunset Road, using a fraudulent account opened in the victim's name. The suspects were then able to remove the package, once delivered, from the victim's residence prior to the victim being aware that the package had been delivered. Newark Police arrested the three occupants of the vehicle without incident and transported them to Newark Police headquarters. They were each charged with one count of Identity Theft and one count of Theft Over \$1,500. All three suspects appeared before Justice of the Peace Court #11 by video and were released on unsecured bail as indicated above.

Special Enforcement Division

- During the week, several members of the Traffic Unit will be conducting background investigations on police applicants. The unit continues to conduct a traffic study on Grantham Lane and Winslow Road and will focus enforcement activities on New London Road, South College Avenue, Capitol Trail and Delaware Avenue. Officers will also place emphasis on speed enforcement on Nottingham Road and Barksdale Road due to recent speeding complaints.
- Members of the Special Operations Unit have also been assigned background investigations on police applicants.
- During the week, the unit will assist the Street Crimes Unit with two drug investigations and will also be working a retail theft operation.
- SOU will work with DATE on Friday night conducting compliance checks at area restaurants.
- One K9 unit has been transferred back to the Special Operations Unit after filling a vacancy in the Patrol Division. The K9 officer will focus patrols in high crime areas including the hotel corridor on South College Avenue as well as proactive patrols throughout the City with emphasis on Madison Drive.
- The K9 Unit attended monthly narcotics detection training on Thursday.

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:**DelDOT:**

Delaware Avenue Separated Bikeway:

As part of Phase 1 for Delaware Avenue Separated Bikeway project, DelDOT's contractor will be closing both lanes of Delaware Avenue from Haines Street to Chapel Street beginning Friday, 12/10/2021 at 6:00 p.m. until Monday, 12/13/21 at 5:00 a.m. (at the latest). This closure will occur again the following weekend, beginning Friday 12/17/2021 at 6:00 p.m. to Monday, 12/20/21 at 5:00 a.m. (at the latest). The approved detour sends traffic north on either South College Avenue, Academy Street, or Haines Street to Main Street. Then following Main Street to North College Avenue and north to Cleveland, heading east on Cleveland Avenue to South Chapel and heading south on South Chapel Street back to Delaware Avenue. DelDOT has contacted the Christina School District, NPD, AETNA Fire Department, TD Bank, 7-11 Delaware Avenue location, Calvary Baptist Church and Mayhew Management.

Casho Mill Road Safe Routes to School:

Staff attended a preconstruction meeting for the installation of the curbs and crosswalks associated with the Downes Elementary Safe Routes to School Program. Work is expected to start early in 2022. More details will be forthcoming as the contractors schedule is finalized.

Crews discovered a sewer leak near the White Clay Creek earlier this week. Flows were quickly diverted by a pump and haul operation that will remain in place until a temporary bypass operation is set up prior to making the repair on the main line. Staff is working with a contractor on a plan for repair and securing materials. We expect the work to take place over the next 2-3 weeks to make the repair and restore the area.

Hillside Park is now open and reception has been great. Children and adults both seem to enjoy the play area and the walking paths. There is still some minor work to complete and will be done over the next few weeks. Two pavilions (where there are currently wooden boxes) will be installed in early 2022, and we ask that everyone stay off of the open areas until we get some good grass growth. Parks Director Spadafino and PW&WR Director Filasky spoke with WDEL on 12/9/21 about the project. A formal ribbon cutting will be scheduled for Spring 2022.

Activity or Project:

Water Distribution System Lead and Copper Sampling

Description:

Thanks to our Water Quality Ambassadors, we have completed our required monitoring for lead and copper within our system. Nearly 70 participants submitted three (3) samples each over the last 12 months for analysis for lead and copper content. We are happy to report that we continue to exceed all federal and state requirements for lead and copper. Based on these results, we are required to monitor again in 2024. The letter from the Department of Public Health Office of Drinking Water is attached.

Status:	Completed
Expected Completion:	12-10-2021
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – December 2-8

Name	# of Documents	# of Pages	Types
Sandy	104	5,769	PUBS Daily Cash Receipts and Postal Records; City Manager Administrative Files
Fred	144	387	Subdivision plans
Ana (PT)	51	385	Court documents; Code Enforcement plans; Working on document modifications
Violet (PT)	34	38	Current Legislative Department documents
Total	333	6,579	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202	26,037	-1,165
March	43,335	28,447	-14,888
April	50,618	29,039	-21,579
May	36,670	27,920	-8,750
June	38,184	40,008	+1,824
July	28,329	55,073	+26,744
August	27,620	34,755	+7,135
September	11,916	20,018	+8,102
October	19,708	14,521	-5,187
November	7,954	12,738	+4,784
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 11/28/21-12/4/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	2	0	3	6	0
Rape	4	5	0	3	2	0
Unlaw. Sexual Contact	6	8	0	5	2	0
Robbery	22	22	0	24	33	0
- Commercial Robberies	3	3	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	4	0
- Attempted Robberies	1	5	0	0	13	0
- Other Robberies	16	9	0	23	13	0
Assault/Aggravated	19	27	2	13	72	1
Burglary	37	32	1	85	13	0
- Commercial Burglaries	11	6	0	45	4	0
- Residential Burglaries	20	23	1	21	6	0
- Other Burglaries	8	2	0	20	2	0
Theft	501	663	13	148	122	6
Theft/Auto	68	59	1	17	14	0
Arson	0	0	0	0	0	0
All Other	162	14	0	87	73	11
TOTAL PART I	826	832	17	386	336	18
<u>PART II OFFENSES</u>						
Other Assaults	262	232	4	180	196	1
Rec. Stolen Property	2	0	0	9	11	1
Criminal Mischief	125	182	5	51	56	0
Weapons	12	8	0	42	63	6
Other Sex Offenses	0	10	0	0	4	0
Alcohol	39	160	1	42	169	10
Drugs	55	126	1	89	87	0
Noise/Disorderly Premise	573	788	8	197	260	1
Ordinance Violation	76	125	0	94	24	0
Disorderly Conduct	155	397	1	65	104	0
Trespass	305	349	7	48	99	6
All Other	252	423	14	238	244	5
TOTAL PART II	1856	2800	41	1055	1317	30
<u>MISCELLANEOUS:</u>						
Alarm	156	521	20	0	0	0
Animal Control	449	436	11	20	9	0
Recovered Property	179	171	3	0	0	0
Service	25919	31242	628	0	0	0
Suspicious Per/Veh	419	400	8	0	0	0
TOTAL MISC.	27122	32770	670	20	9	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	558	32,512	832	40,419



Newark Police Department Weekly Traffic Report



11/28/21-12/4/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3818	11841	50	238
DUI	83	159	1	5
TOTAL	3901	12000	51	243

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	169	169	3	8
Property Damage (Reportable)	726	884	12	17
*Hit & Run	188	176	3	2
*Private Property	172	201	3	3
TOTAL	895	1054	15	25

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.



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health
Office of Drinking Water

PHONE: (302) 741-8630
FAX: (302) 741-8631

December 7, 2021

Newark Water Department
220 South Main Street
Newark, DE 19711

Attn: Mr. Mark Neimeister
Re: Lead and Copper Rule Sampling Results
PWS ID#: DE0000630

Dear Mark,

The Office of Drinking Water (ODW) has received the most recent round of lead and copper tap monitoring results for **Newark Water Department**. ODW has calculated your 90th percentile values at 0.0001 mg/L for lead and 0.299 mg/L for copper. The reported results do not exceed the 90th percentile standard of 0.015 mg/L for lead or the 90th percentile standard of 1.3 mg/L for copper and meets all federal and state requirements.

In addition to your sampling results, ODW has also received your Lead Consumer Notice and Certification forms. As a result, **Newark Water Department** has met the monitoring and reporting requirements for the July 1 – December 31, 2021 monitoring period.

Newark Water Department is now eligible for an accelerated reduced (triennial) monitoring schedule. To maintain compliance, **Newark Water Department** may begin monitoring on this new schedule with the next round of **thirty (30)** lead and copper tap samples to be collected between **June 1 and September 30, 2024**. These results should be reported to ODW no later than **October 10, 2024**. Failure to perform monitoring according to the "State of *Delaware Regulations Governing Public Water Systems*," or failure to report results by October 10, 2024 will result in a violation as stated in Section 10.1.11.1 of the aforementioned regulations.

If you have any questions regarding this information, please feel free to contact me at 302-741-8598 or email: antonia.wilfred@delaware.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Antonia Wilfred".

Antonia G. Wilfred, MS/RS
Environmental Health Specialist
Lead and Copper Rule Manager