

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This will be the final administrative report for 2021. Our January 7th report will cover the last two weeks of December along with the first week of January. Also, I will be in and out of the office over the next two weeks while I use up my remaining vacation time to get down to the carryover cap. I don't have any travel planned and will be generally available if needed.

This week I spent a significant amount of time on personnel and labor related items, including employee reviews and meetings with staff members. I worked with Director Gray and Field Operations Superintendent Winterling on annual FEMA reporting. I spent time looking into Lewes's gross receipts tax and reviewing the previous landlord lawsuit settlement agreement.

I would like to draw attention to the Public Works section of this week's report for information on upcoming DelDOT road projects, specifically Cleveland Avenue. I would also like to draw attention to the CALEA review discussion in the Police Department's section. CALEA completed their regular review of the police department and their first review of our 911 center, and both went very well. This is a testament to both groups and our residents should be proud of them and what they are able to do so consistently.

Human Resources:

CPPO Jeff Martindale led or assisted in wrapping up the interview and applicant selection processes for Streets Maintenance I, Legislative Coordinator/Deputy City Secretary, and Facilities Maintenance Superintendent positions. HR Administrator Marta Pacheco and Mr. Martindale also completed an internal posting for an Administrative Professional II position in the Legislative Department, which will close next Wednesday.

There were two additional COVID cases reported among City staff this week. The City Manager's Office is closely monitoring the Omicron variant and local upticks in COVID cases. We will update our policies as needed to combat these pandemic-related changes.

As of this week, there were 61 COVID cases among staff and 60 job postings (a new record). This reflects over 17% of City staff that has tested positive and about a 10% complete turnover of City staff in 2021. See attached vaxstats sheet for additional details.

HR Administrator Marta Pacheco:

- Met with police staff to discuss timeline for the City's next recruitment effort which will begin with the written exam and physical assessment on Saturday, January 8, 2022.
- Received and calculated donated time for an employee out on extended medical leave. Provided information to Payroll.
- Received and processed several unemployment requests for seasonal employees.
- Prepared and distributed interview packet to panel members for the Part-Time Community Center Attendant vacancy. Interviews will be held on Monday, December 20.
- Prepared and distributed letters of conditional hire for Fire Protection Specialist, Maintenance I in PW&WR, and Facilities Maintenance Superintendent positions.
- Distributed Administrative Professional II in City Secretary's Office vacancy internally; deadline to apply is Wednesday, December 22.
- Continue to receive police officer applications. With the assistance of HR Coordinator Denyce

Bradshaw, we continue to contact applicants whose applications are incomplete via emails and telephone calls. The deadline to apply is Friday, December 17. So far 35 have been invited to take the written exam.

- Provided Payroll with the new insurance amounts due in 2022 for our retirees.
- Prepared all across-the-boards status forms for CWA, AFSCME 1670, AFSCME 3919, and FOP members which will be effective January 1, 2022.
- Prepared insurance information for two upcoming retirements and provided information to CHRO.

CHRO Devan Hardin has spent the majority of the week working on personnel and labor relations matters. She also continued working on pension items preparing documents, reports. She will be meeting with one of the employees retiring mid-January to complete retirement paperwork. 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 Parks Supervisor on Wednesday, December 14. The panel finalized their scoresheets, a candidate was selected, and the offer was accepted. This was an internal posting which fills a vacancy due to retirement. Additionally, she reviewed all evaluations received so far this year. She presented the FOP #4 contract to Council for approval and ratification. CHRO Hardin and Deputy Finance Director Jill Hollander met with actuary to follow up on pension related items. The HR Team continues to stay busy with year-end processing.

HR Coordinator Denyce Bradshaw has one last anti-harassment training session on Tuesday, December 22. There are approximately eight employees who have not completed their training. As new hires are brought on, Ms. Bradshaw will coordinate anti-harassment training. She will also be working on defensive driving training and first aid/CPR/AED training for employees in the new year. Ms. Bradshaw continues to assist the HR team with various projects and has been a big help in doing so. She participated on the interview panel with CPPO Martindale for the Part-Time Custodian position on Thursday.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

In addition to the above noted HR items, CPPO Jeff Martindale completed the Blanket Vendor List for 2022, which will go out to staff next week; finalized contract renewals with Anaconda Protective Concepts for sprinkler system testing and monitoring as well as with Cintas for front lobby traffic mats; completed staff evaluations for Purchasing and Facilities Maintenance; and reviewed completed ESCO project items with Efficiency Smart as part of a rebate program (we can expect roughly \$30,000 this year and \$30,000 next year).

Facilities Maintenance:

FM Superintendent and the rest of the FM team completed the following this week:

- Reset Council Chamber as requested.
- Repaired meal slot in Cell #1.
- Supported Trane as needed.
- Worked on faucet at GWC janitor's closet.
- Ordered supplies as needed.
- Coordinated exterminator at GWC.
- Worked on list of notes for new Facilities Superintendent.
- Hung new light above police entrance.
- Made repairs to streets breakroom ceiling.
- Completed regular cleaning and disinfecting duties.

Purchasing Assistant:

PA Cathy Trykowski processed 103 invoices for the week ending 12/10, 4 purchase orders, and 5 change order. So far this week, she has processed 8 purchase orders and anticipates processing 100 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Distributed communication regarding the completion of the Charlie Emerson bridge.
- Continuing to work with Parks and DelDOT to schedule ribbon cutting for the Charlie Emerson bridge, developing invite list, etc.
- Assisted with the presentation from MissionSquare on the topic of saving for retirement.
- Working with Mailroom Systems and USPS to resolve an issue with outgoing mail.
- Began revising the internal style guide to make it more relevant since its implementation.
- Started a draft of the internal employee newsletter, which will be distributed monthly beginning in January.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Hosted retirement planning seminar for employees with MissionSquare.
- 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.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 12/9/21 - 12/15/21. 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 12/9/21.

The court processed 18 PBJ's for traffic violations and 8 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 12/9/21- 12/15/21 Alderman's Court handled 37 arraignments, 38 trials, 7 capias returns and 4 video hearings. The court collected a total of 384 parking payments of which 310 were paid online and 74 were paid at court. The court also collected criminal/traffic violations of which 193 were paid online and 27 were paid at court for a total of 220 criminal/traffic payments.

Status:	Completed
Expected Completion:	12-15-2021
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 13 for Council and December 15. Bobby was in the office on December 9 for Court.

Renee attended the management staff meeting on December 9.

Renee participated in the orientation for Councilwoman Ford on behalf of the Legislative Department on December 10.

Paul and Renee staffed the December 13 Council meeting. Item 2D (November 2 Planning Commission minutes) and an addendum removing item 2C (October 19 Planning Commission minutes) were sent to Council and posted on December 10. Staff worked on follow up items for the meeting throughout the week.

Tara staffed the Conservation Advisory Commission meeting on December 14. The CAC voted to allocate \$10,000 from their 2022 budget to the Parks and Recreation Department tree giveaway and reviewed a presentation from DEMEC and Efficiency Smart regarding potential options for the upcoming Efficiency Smart contract renewal.

Tara posted the cancellation for the December 16 Board of Adjustment meeting. The application previously scheduled for December 16 has been postponed until the January 20 Board of Adjustment meeting.

Renee spent time working on items related to Council, including scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into January.

Renee worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. All positions currently accepting applications are posted here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee spent time working on items related to the 2021 reapportioned Council districts by revising the City's street lists with the newly proposed districts and coding the voter registration list with the new districts for City voters prior to the January 1, 2022 effective date.

Tara drafted a proclamation recognizing the 100th anniversary of the Newark Country Club.

Tara completed several building permit reviews.

Renee and Danielle processed items for the Recorder of Deeds office.

Renee, Danielle and 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:

- * Circulated to staff a December 13 FOIA request for 330 East Main Street pertaining to any building/fire violations/notices of deficiencies from Jason Arnold
- * Circulated to staff a December 14 FOIA request for a police report for an incident involved the requestor
- * Circulated to staff a December 14 FOIA request for addresses within the City which had received a code violation during month of November from Josh Miller
- * Circulated to staff a December 14 FOIA request for addresses within the City which had water service disconnected during the month of November from Josh Miller
- * Circulated to staff a December 15 FOIA request for violations/lienable items/open permits pertaining to 48 Fremont Road from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the December 6 Council (Nichol drafting) minutes. Several Council executive sessions, the November 23 Diversity and Inclusion Commission, the December 13 Council and the December 14 Conservation Advisory Commission minutes are currently in the queue.

9 discovery requests for upcoming Court cases were fulfilled this week. 641 discovery requests have been filled so far for 2021. No additional court dockets were received this week for processing.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 16

lien certificates were completed and sent to the requestor. 609 lien certificates have been processed for 2021. Danielle and Violet spent time reconciling and scanning lien certificates from 2020 and 2021.

Activity or Project:

Digital Records Project

Description:

The scanned document numbers for December 9-15 are below.

Status:	In-Progress
----------------	-------------

Expected Completion:	
-----------------------------	--

Execution Status:	On Track
--------------------------	----------

Activity or Project:

Council Chamber Hybrid Meeting Upgrades

Description:

Due to continued supply chain issues in getting the necessary equipment, the installation of the Council Chamber hybrid technology upgrades has been postponed. The tentative new installation date is the week of January 31, 2022.

Status:	In-Progress
----------------	-------------

Expected Completion:	
-----------------------------	--

Execution Status:	Behind Schedule
--------------------------	-----------------

Activity or Project:**Description:**

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

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

Electricians and engineering troubleshoot the generator and transfer system at Silver Brook Pump Station. The electricians also worked on police cameras and outdoor lighting at City Hall.

Engineering worked on fault calculations for the Newark Senior Living facility on Barksdale Road. Engineering spent most of the week in a virtual classroom learning about additional features of the system simulation software CYME that was purchased several years ago.

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 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/>.

PUB team shut down on 12/14 to job-shadow staff to help them understand how their work impacts other

departments (and vice versa). PUB shadowed with Accounting, Electric, PW&WR, and Code Enforcement.

The Finance Department had a holiday luncheon on 12/14.

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 approved 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>

The final budget documents will be posted on the website after the holidays.

Finance Director Del Grande met with IT Managers Montgomery and Reazor to begin planning out the workload for 2022.

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

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

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

City Manager's Weekly Report
Department: Information Technology Department
Notable Notes: Applications Team: Open Support Tickets from Previous Week - 63 Open Project Tickets from Previous Week - 15 Open Tickets with Vendor R&D from Previous Week - 14 Tickets Opened in the Last Week - 40 Tickets Closed in the Last Week - 38 Remaining Open Support Tickets - 63

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 15

1. Reviewed validation failures in Compass for PUB Billing Technician.
2. Worked with Infrastructure to resolve Parking printing issue within Munis.
3. Assisted Director Gray with processing credits on business licenses.
4. Updated Metercat license for 2022.
5. Resolved receivables register reporting error for Accountant.
6. Fixed issue with internal employee employment application.
7. Assisted Admin with administrative report font size issue.
8. Imported marriage files in NetSense for Water.
9. Continued testing and working with Harris team on Automation Platform UAT.
10. Attended IT Managers meeting to discuss 2022 CIP and open support tickets on 12/14.
11. Teams meeting with Harris to review Automation Platform workflows on 12/15.
12. Worked on and resolved support tickets for end users.
13. 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 - 113

Open Project Tickets from Previous Week - 36

Tickets Opened in the Last Week - 83

Tickets Closed in the Last Week - 79

Remaining Open Support Tickets - 114

Remaining Open Project Tickets - 39

1. Updated Mobile Command and football laptops.
2. Troubleshooting Ocularis computer.
3. Set up new backups.
4. Troubleshooting SecureWorks Server.
5. Moved SecureWorks Server.
6. Set up email for two Council members.
7. Fixed automation for the weekly report.
8. Four new LPRS deployed.
9. Fiber planning meeting.
10. Dell Infrastructure Projects Planning meeting.
11. Building images for new laptops.
12. Testing MFA for ADFS.
13. Phillips substation is being connected to fiber backhaul eliminating radio communications.
14. Workstation patching and maintenance.
15. Server patching and vulnerability remediation.
16. Worked on and resolved support tickets for end users.
17. 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

Newark performed final remediation, waiting on vendor to still resolve outstanding issues

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: Spent time with the opening of Hillside Park and visited the park on several occasions for park

inspections and signage placement, etc.; met with the parks staff to discuss leaf removal and other maintenance items in preparation for the park opening; : met with Tim, Paula and representatives from JMT regarding the Old Paper Mill Park project; met with Paula, Jill, Jeff and representatives from Travelers regarding risk assessment; met with Joe, Tom Z., Bob and Andrew at Hillside Park to discuss park signage; met with new councilmember Corinth Ford about the Parks and Recreation Department; worked on the Tree Giveaway program in preparation for the Conservation Advisory Committee (CAC) agenda item; conducted Park Maintenance Staff meeting to discuss upcoming projects and work orders; completed the Charles Emerson Bicycle and pedestrian Bridge walk through and safety inspection with DelDOT an the construction team; The Charles Emerson Bicycle and Pedestrian Bridge is now open. the ribbon cutting event will be held in early January.

Deputy Director: met with Joe, Tim and representatives from JMT regarding the Old Paper Mill Park project; met with Joe, Jill, Jeff and representatives from Travelers regarding risk assessment; met with Joe, Tom Z., Bob and Andrew at Hillside Park to discuss park signage; met with Joe and new councilmember Ford; checked on Chrissy's programs and contacted dance recital participants while she was on vacation; worked with Melinda to update the City calendar with the Presents with Police event; assisted Jeff with a facilities maintenance superintendent assignment for the candidates that applied; updated staff listing for HR for COVID stat tracking; met with Joe regarding ARPA funding and projects; worked with Jay to update the Park map for the activity guide to include Hillside Park; sent updated questions for Parks Supervisor position interviews to HR; assisted staff with decorating the office for the Holiday decorating contest; worked with Stew and Bob on creating new work order numbers for Munis on the new locations and worked with Kathy to add to the spreadsheet; divided up the activity guide for inputting information into Civic Rec with admin staff; sent out first draft of winter/spring activity guide to recreation staff to review for corrections/changes; worked with Sharon to create emails for the Community Garden participants regarding the upcoming registration for renewing plots and one for the Turkey Trot participants who won door prizes; worked with Races2Run on final tally for Turkey Trot participants and payment; continued to make updates to the winter/spring activity guide; sent out bid request for portable toilet for 2022; 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 Chrissy and Bob regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: prepared for the start of youth basketball games on 12/13, interviewing and hiring officials, scorekeepers and gym supervisors and pieced together the schedule for the rest of December; made updates to 2022 portable toilets bid for the parks; made preparations and led one of our two busses for the on your own trip to New York City on 12/11, we had 98 people go on the trip; finalizing details for Winter Spring programs; finalized items for the childcare stabilization grant submission.

Recreation Supervisor of Community Events: worked on finalizing information for the winter/spring activity guide; worked on emails to the Community Garden gardeners regarding renewing their plots and one to the Turkey Trot door prize winners; assisted with decorating the office for the holiday decorating contest; put out the holiday scavenger hunt items along the Hall Trail which started on Saturday, Dec. 11 – 21.

Coordinator of GWC and Volunteers: finalized items for the Dance Picture Night and Rehearsal that took place on December 9, the Dance Recital was held on December 11 from 10:30 a.m. – 11:30 a.m. with over 60 in attendance, Jazz & Hip Hop Dancers did an excellent job showcasing their skills learned from the Fall 2021 Dance Program; continued finalizing items for Winter Spring 2021 Programming; set up and attended a School Hill Historic Displays Events and Programming Committee Meeting on December 9; worked with the Records Department on gathering items the City of Newark has that could be used for potential historic displays; assisted in gathering items for the celebration of our Recreation Specialist's last day; worked with the Newark Police Department on the upcoming Presents with Police Event scheduled for December 17. Volunteer Hours: A total of 8 missionaries devoted 24 hours performing special park maintenance and assisting Parks Crew Members at Curtis Mill Park, Olan Thomas Park, Stafford Park, Anna Way, McDonalds, and Karpinski Park. GWC Rentals: The Main Hall was scheduled to be rented on December 12 for a Graduation Party however, the rental was canceled due to the graduation being canceled due to COVID;

the Main Hall was rented on Saturday, December 11 from 1 – 7 p.m. for a Child's Birthday with an overall attendance of 30; 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: added the Presents from Police event on to the City event calendar; uploaded all files into Sharepoint; gathered supplies for the holiday scavenger hunt.

Parks Superintendent: met with landscape contractor installing plantings at "The Grove" to discuss some planting issues, continued researching pricing for tree whip purchase in 2022, marked out two areas for new park sign installations at Hillside Park for Miss Utility mark out, along with Parks Director located planting site at Hidden Valley Park for a tree donation, met with 2 arborists to discuss possible donation of labor to remove trees within Redd Park as part of the 2022 Christina River Clean Up event, continued researching prices for upcoming purchases in 2022, along with parks Director/Deputy Director/Acting Park Supervisor met on site at Hillside Park to discuss/schedule work that needed to be completed prior to park opening, attended webinar thru EPA on Troublesome Vines and their Control, met with Public Works concerning bike pad installation next to Preston's Playground in 2022, met with landscape contractor doing planting installations at Barksdale Road construction site, met with Assistant Director of Finance concerning issues with our Tree Maintenance/ Creek Maintenance accounts as well as several PO's that need to carry over into 2022 and did landscape installation inspection at "The Rail Yard".

Acting Parks Supervisor: assigned field staff and assisted as needed, assisted in coordinating volunteers assisting horticulture crew and checked Xmas tree daily at Academy/Main Streets.

Parks/Horticulture Staff: did tree work as assigned, did equipment maintenance on Ventrac unit and Kubota unit, continued on cutbacks of perennials and ornamental grasses throughout park system, did trash removal throughout park system, blew off many tennis/basketball courts, blew off Pomeroy Trail for upcoming race this weekend, planted last Leatherleaf Viburnum in Curtis Mill Park near new bridge, did interior bed maintenance at City Hall, did sweep in all park areas to pick up any downed limbs/branches and stored away materials/supplies from Winterfest event. Volunteers assisted horticulture staff with cutbacks and mulching.

Activity or Project:

Charles Emerson Bicycle and Pedestrian Bridge

Description:

The Charles Emerson Pedestrian and Bicycle Bridge opened, December 10, after the final decking and assembly was completed. The 194-foot long, 12-foot wide bridge is located along Paper Mill Road as it crosses the White Clay Creek south of Curtis Mill Park. It sits adjacent to the vehicular bridge that crosses the creek.

The bridge is named after Charlie Emerson, Newark's former Parks and Recreation Director who retired in 2016 after 35 years of dedicated service. A formal ribbon cutting ceremony will be held in early 2022.

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

Planning and Development Department

Notable Notes:

Code Enforcement

- Fintech, Star Campus - Interior and exterior work progressing. Second floor tenant fit out permit issued.
- College Square Apartment Buildings - Building 1, interior and exterior finishes in progress. Building 2 construction ongoing.
- Evan Hall, UD - Above ceiling and hydro testing complete. CC should happen before years end.
- Drake Lab Addition - Structural steel being erected.
- 211 S Main Street, 104 - CO issued.
- 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.
- 130 Tyre - HVAC inspection. Needs to adjust venting and condensate and install locking lugs.
- 102 Wilbur - Furnace inspection. Passed.
- 103 Meriden - Roof Deck. 2 Sheets.
- 218 Johnce - Footings and Framing. Passed.
- 1 Dunsmore - Met with homeowner to guide them through permit process.

Code Enforcement Items of Interest

- Site visits with David Greenplate

Code Enforcement Meetings Attended

- Subdivision Advisory Committee.
- Building inspection staff meeting.
- Revision meeting with contractor for Newark Senior Living.
- Design meeting with design team for McKindley Lab replacement design team.
- Energy meeting with Brian Sargeni and Wilkinson builders.
- Site meetings at the Grove, introductions to the contacts on site.

Code Enforcement Significant Permits Approved

- 91 Thorn Lane – Permit for conversion of former leasing office into two apartments.

Property Maintenance

- Complaints: 15
- Violations: 4
- Citations: 4
- Inspections: 39
- Notices: 5
- Final Notices: 5

Property Maintenance Special Mention

- Complete exterior walk around of Red Roof Inn with management to address all property maintenance concerns and issue notice of violation in person.
- Hand deliver Final Notice for 280 E Main St Market East Signs.
- Code revision meetings with Maureen and Paul about 18-month probation language for trash/weeds.

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. Provided justification for Passport and T2 charges to Finance and Purchasing.
- Continued handling residential and municipal permitting for residents. Continued municipal permit invoicing for 2022, both annual and bi-annual permits, and payments are starting to be received.
- 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.
- Meeting regarding ChargePoint Portal. Went over dashboard, reporting, user preferences and roles, etc. ChargePoint Portal is the back-end office software used for the electric vehicle charging stations.
- Parking Supervisor Court Mulvanity attended the Flex 17.10 and Mobile Pay-on-Foot webinar with T2 Systems on December 9th.
- Parking management participated in the Energov Team meeting Kickoff on December 15th.
- Meeting with Abhishek Gaddam of Parking Logix in preparation for the installation of bi-directional parking sensors in Lot #1 that would connect with the lot countdown sign.
- Final employees received anti-harassment training prior to the end-of-year deadline.
- Continued parking performance evaluations and getting signatures on anti-harassment forms.
- Follow-up discussion from Zeer safety meeting and received literature from Zeer regarding municipal operations.
- Last day of classes for University of Delaware students on December 10. Reduction in overall daily parking operations.

Planning/Land Use

- Deed Transfer Affidavits: 16
- Building Permit Reviews: 19
- Certificates of Completion/Occupancy: 0

- On Wednesday, December 15, Planner Mike Fortner, Planner Tom Fruehstorfer, Planning and Design Engineer Mike Falkowski, and GIS Technician Jay Hodny, worked on the Completion of the National Flood Insurance Program's (NFIP) Community Rating Service (CRS) 5 Year Cycle Review. The review is a comprehensive assessment of compliance of the City's CRS program – which is a voluntary incentive program that recognizes and encourages community floodplain manages practices that exceed the minimum requirements of the NFIP. As a result of the City's participation, Newark residents are eligible for discounts on their flood insurance rates.

- On Wednesday, December 15, Planner Mike Fortner attended the kickoff meeting for the Energov planning and implementation.

- On Tuesday, December 14, Planner Mike Fortner attended the Newark Charrette/Zoning Revisions Start up meeting. The meeting covered a variety of start-up topics such as identifying stakeholders, planning a schedule and location, and identifying the scope and strategic issues.

- On Tuesday, December 14, I met with representatives of the Climate Change Science and Policy Hub at the University of Delaware to discuss bicycle planning in Newark and how the City and their program could work together in the future.

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

As mentioned in last week's report, the Newark Police Department completed the CALEA recertification process. During the exit interview, the CALEA assessors gave a verbal report to the command staff before the written report is completed and submitted. The comments from the assessors were outstanding in their praise of the Newark Police Department, its officers, and civilian staff. One assessor has led several police

departments across the country as well as performing CALEA assessments for many departments. The assessors commented on the enthusiasm of the police officers, communication officers, and civilian staff. They mentioned the community policing philosophy was evident in everyone they spoke with. The assessors were very impressed that the reforms being called for on a national level in 2020, were already in place in NPD's policies. They were also impressed with our proactive programs such as NPD's "Use of Force Review Committee" and our "HUB" program. Our communication division was also noted for meeting the CALEA requirements after applying for the process a short time ago. I eagerly await the written report and it is a credit to all the men and women of the Newark Police Department. A special thanks goes to our accreditation manager Brandon Walker and communications supervisor Brian Cannon.

Patrol Division:

- On Friday, December 12th, at approximately 1707 hours, officers responded to Suburban Drive for the report of a roll-over single vehicle collision. Upon arrival, officers discovered that a blue Infiniti G35 was traveling northbound on Suburban Drive at a high rate of speed when the operator lost control of the vehicle causing it to strike a curb. After the vehicle struck the curb, the vehicle overturned two times and came to a rest on Suburban Drive. The driver was found to be driving the vehicle under the influence of alcohol. Both the driver of the vehicle and the passenger were transported to Christiana Emergency Room for treatment.
- On December 13th, 2021 at approximately 0006 hours, PFC Urban initiated a traffic stop on a white 2020 Dodge Charger on Capitol Trail. Immediately upon contacting the driver, the smell of marijuana was detected emanating from the Charger. During the subsequent investigation, it was determined that the operator of the vehicle had a .45 caliber handgun in the center console of his vehicle along with 8.5 grams of marijuana. The operator was taken into custody without incident and was charged with Carrying a Concealed Deadly Weapon, Possession of a Firearm by Person Prohibited, Possession of Marijuana, and Vehicle Tint. The warrant was approved through JP Court #11 and the defendant's bail was set at \$7,501.00 unsecured bond.
- On Monday, December 13th, at approximately 0627 hours, officers responded to Wharton Drive for the report of subject screaming in the parking lot. Upon arrival, officers found a naked male in a drainage ditch splashing around in the water. Due to the cold weather, and the fact the male kept putting his head under water, he was immediately removed from the drainage ditch and detained for the ambulance personnel. The male was transported to the Christiana Emergency Room by Aetna Hose, Hook and Ladder.

Special Enforcement Division:

- During the week, members of the Traffic Unit will continue to work on police background investigations. The Unit will conclude a traffic study in the area of Grantham Place and Beverly Road following citizen complaints. The Unit will deploy speed monitoring devices on Old Cooches Bridge Road and West Park Place near West Park Elementary. Traffic enforcement activities during the week will include Capitol Trail, Delaware Avenue, and South College Avenue.
- On Tuesday, December 14th, members of the Special Operations Unit met with a resident in the 200 block of West Main Street who is experiencing reported order maintenance issues with an adjacent student rental property. The unit will work with the resident to develop strategies to address the ongoing issues that they are experiencing.
- Members of the Special Operations Unit will attend a Police Applicant Background Investigators Course during the week. During this course, new police background investigators will be trained how to conduct thorough police applicant background investigations. On Friday, SOU will participate in the "Presents with the Police" community outreach event on East Main Street in partnership with Newark Parks and Recreation. The officers will distribute toys to families that have been identified as needing assistance this holiday season. The K9 units will conduct proactive patrols throughout the community including the 896-hotel corridor and College Park community.

Activity or Project:

Description:

Status:

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

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

White Clay sewer repair update. Staff has worked with several vendors and Reybold Construction to secure all necessary materials and permits to begin to divert part of the creek to create a work area where the replacement pipe will be installed. The sandbag diversion has been partially installed and the contractor is expected to begin installation of the replacement pipe by Monday, 12/20 at the latest. The project is progressing well despite the unplanned nature of the work.

DelDOT's Cleveland Avenue project is scheduled to start again on Monday, December 20. The initial work will be storm sewer installation and utility adjustments. There will be a combination of night work and day work depending on the lane closures necessary for the work. Signage has been posted and flaggers will be utilized during the work.

Field Operations Superintendent Winterling presented the DFIT Snow Plow Roadeo awards to John Cushner and Joel Ortiz for their 1st and 2nd Place finish in the CDL Division of the competition. We are proud of their efforts and look forward to seeing them in action on Newark's snowy streets!

Director Filasky and Deputy Director Robinson met with new Councilwoman Ford to give an overview of our department and how we can work together successfully. It was a very productive meeting, and we look forward to a tour of some of our facilities in early 2022.

Activity or Project:

Annual Street Paving Project

Description:

Grassbusters paving crew completed the installation of the final wearing course of hot mix asphalt at Sypherd Drive on Friday, 12/10. No further street work is to be performed for the remainder of 2021. Construction on Hillside Road and Forest Lane tentatively scheduled to begin in the spring of 2022.

Status:	Near Completion
Expected Completion:	04-30-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated December 17, 2021)

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	20	22	90.91%
FINANCE & IT	19	23	82.61%
JUDIC & LEGIS	18	19	94.74%
PARKS	69	72	95.83%
PLAN, CODE, & PARKING	32	37	86.49%
POLICE	72	91	79.12%
PWWR	45	58	77.59%
TOTAL	295	342	86.26%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	39	46	84.78%
AFSCME 3919	20	26	76.92%
CWA	93	107	86.92%
FOP	50	67	74.63%
MGMT	32	33	96.97%
TEMP/SEAS/NON-UNION	61	63	96.83%
TOTAL	295	342	86.26%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	165	178	92.70%
FIELD STAFF	130	164	79.27%
TOTAL	295	342	86.26%

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	201	242	83.06%
PART-TIME	33	37	89.19%
TEMP/SEAS/NON-UNION	61	63	96.83%
TOTAL	295	342	86.26%

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 187)	UNVAXXED - Temp./Seas./Non- Union (N=63)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 196)	VAXXED - Temp./Seas./ Non-Union (N=63)	% UNVAXXED
3/1/20 - 12/10/20*	6	11	0	--	--	--	100.00%
12/11/20 - 3/19/21**	8	7	1	--	--	--	100.00%
3/19/21 - Present***	6	9	1	5	3	4	57.14%
TOTAL	20	27	2	5	3	4	80.33%

*Vaccines not available to anyone

**Vaccines available to first responders only

***Vaccines available to all City staff

% OF CURRENT UNVAXXED STAFF W/ COVID CASE (SINCE START)

15 of 47 employees	31.91%
--------------------	--------

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT	% CURRENT VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% CURRENT UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
ADMIN	5.00%	1670	19.57%	4.07%	34.04%
ELECTRIC	18.18%	3919	19.23%		
FINANCE & IT	13.04%	CWA	12.15%		
JUDIC & LEGIS	0.00%	FOP	28.36%		
PARKS	6.94%	MGMT	9.09%		
PLAN, CODE, & PARKING	24.32%	OTHER	7.94%		
POLICE	24.18%	TOTAL	15.79%		
PWWR	17.24%				
TOTAL	15.79%				

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	169	33	68.47%
PFIZER	52	25	26.10%
JOHNSON & JOHNSON	13	3	5.42%
TOTAL	234	61	100.00%

Lists include all regular, temporary, and seasonal employees (City Council not included).

Digital Records Project New Documents Created – December 9-15

Name	# of Documents	# of Pages	Types
Sandy	373	2,465	PUBS Daily Cash Receipts and Postal Records; City Manager Administrative Files; Timesheets
Fred	192	537	Subdivision plans; PWWR historical files
Ana (PT)	23	207	Court documents; Code Enforcement plans; Working on document modifications
Violet (PT)	78	280	Current Legislative Department documents
Total	666	3,489	

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 12/05/21-12/11/21

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	34	1
- 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	14	1
Assault/Aggravated	19	28	1	14	72	0
Burglary	40	32	0	87	13	0
- Commercial Burglaries	12	6	0	45	4	0
- Residential Burglaries	22	23	0	21	6	0
- Other Burglaries	8	2	0	22	2	0
Theft	516	673	10	150	125	3
Theft/Auto	69	60	1	17	15	1
Arson	0	0	0	0	0	0
All Other	162	14	0	90	73	0
TOTAL PART I	845	844	12	394	341	5
<u>PART II OFFENSES</u>						
Other Assaults	270	238	6	187	201	5
Rec. Stolen Property	2	0	0	9	11	0
Criminal Mischief	128	187	5	55	59	3
Weapons	12	9	1	42	63	0
Other Sex Offenses	0	10	0	0	4	0
Alcohol	40	160	0	42	169	0
Drugs	58	129	3	90	87	0
Noise/Disorderly Premise	582	791	3	202	262	2
Ordinance Violation	76	125	0	94	24	0
Disorderly Conduct	159	409	12	67	109	5
Trespass	306	352	3	49	100	1
All Other	261	437	14	244	253	9
TOTAL PART II	1894	2847	47	1081	1342	25
<u>MISCELLANEOUS:</u>						
Alarm	158	533	12	0	0	0
Animal Control	458	441	5	20	9	0
Recovered Property	181	173	2	0	0	0
Service	26378	31891	649	0	0	0
Suspicious Per/Veh	427	404	4	0	0	0
TOTAL MISC.	27602	33442	672	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	577	33,089	820	41,239



**Newark Police Department
Weekly Traffic Report**



12/05/21-12/11/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3973	11964	155	123
DUI	85	164	2	5
TOTAL	4058	12128	157	128

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	173	173	4	4
Property Damage (Reportable)	735	897	9	13
*Hit & Run	191	179	3	3
*Private Property	174	203	2	2
TOTAL	908	1071	13	17

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.