

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Staff continues to work preparing the budget for our October 4th budget workshop. Staff has spent considerable time working to close the gap between anticipated revenues and expenses. Accordingly, much of my week was spent on the budget. In addition to the budget, I spent time assisting the HR team with various COVID policy items, working with our legal team on a variety of items, attending the first full negotiation session with the FOP, hosting departmental orientation meetings for Councilman Suchanec, and an assortment of other general administrative tasks.

Human Resources:

CHRO Hardin spent the first part of the week reviewing job descriptions, job ads, and COVID-19 policies for the City. CHRO Hardin and CPPO Jeff Martindale participated in a meeting with Public Works leadership and representative from Delaware Rural Water Association (DRWA) regarding an apprenticeship program they offer to municipalities with water and wastewater utilities. The program is a professional development opportunity to further skill knowledge both in the field and in the classroom. Several other municipalities in Delaware have used DRWA and had positive reviews to report. CHRO Hardin prepared and submitted the agenda for the Pension Committee who will be meeting in Council Chamber on Tuesday, September 28 at 1:30 p.m. The agenda has been posted by the City Secretary's Office as well. This will be the first committee meeting since 2018. On Wednesday, we had our second negotiation meeting with the FOP. They provided a presentation to the City team outlining the current economic, social and fiscal impacts affecting police departments. The next meetings are scheduled for October 12 and 27. CHRO Hardin will be presenting the police pension ordinance updates to Council on September 27. The rest of the week was spent assisting directors with personnel issues, employee and labor relations, and keeping up on emails and phone calls.

The HR team continues to receive applications for police officer and out of 11 applicants, 7 are approved to move forward for testing. The Maintenance I position in Parks and Recreation will close on Friday, September 24. There are currently six applicants. This Friday we will be posting for the Deputy Director of Planning and Development. This position will post for one month. We will also be posting for a Fire Protection Specialist once review of the job description is completed.

This week HR Administrator Marta Pacheco continued to review police officer applications as received, sending invite to written exam if meeting all requirements. As of today, we have invited seven applicants out of the 11 who have applied. Ms. Pacheco updated interview schedule and score sheets – added another applicant to the interview schedule for the Substitute P/T Community Center Attendant interviews held on Tuesday, September 21. She also completed several verifications of employment for employees when received. HR Coordinator Denyce Bradshaw continued working on anti-harassment training by updating the spreadsheet with employees who have completed the video training. As employees are completing the training Ms. Bradshaw is filing the certificate of completion in each employee's file after they have completed the training. She also is updating the class rosters to make sure all employees are signed up. Ms. Bradshaw also updated the status report spreadsheet, making copies and filing. Ms. Bradshaw also verified COVID-19 vaccine cards submitted and provided a report to Jeff Martindale. Additionally, she processed retiree healthcare reimbursements and check requests for ER visits.

On the HR side, CPPO Jeff Martindale again focused primarily on COVID-related items and the switch for Life/LTD benefits from The Standard Insurance Company to Symetra Life Insurance. This switch, which proved to be a much larger undertaking than previously anticipated, will officially be complete by Friday.

Officially 50 City employees have now tested positive for COVID-19 since March 2020. Four (4) City employees are still needed to get vaccinated to reach the City's 80% vaccination rate for staff, and four (4) employees have received their first shot of Pfizer or Moderna, so we will reach our goal by the first full week of October. This was also a huge undertaking, and we are very grateful to our staff for their efforts in reaching this milestone. Such an initiative surely better protects our staff and residents. The City's mandatory weekly testing program for unvaccinated employees will begin in full on October 4th. CPPO Martindale will contact unvaccinated staff this week to outline the needs for this program. Of the City's 57 unvaccinated employees, 18 (29.51%) have tested positive for COVID-19, meaning that 85.07% of our total staff have some level of COVID protection from vaccines or previous infections. See attached statistics sheet for more details.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

In addition to the above HR items, CPPO Jeff Martindale also attended the DeLea Founders Insurance Trust (DFIT) statewide safety committee meeting. Newark is among the leading members in the committee and serves as the example for many other municipalities to follow.

Mr. Martindale additionally met with the RFP 21-04 (Administration of PD OT Details) review committee. The committee decided that the top two of three proposers would be invited to give presentations to the committee. The RFP award recommendation is slated to come to City Council on the 10/18 Council meeting.

Lastly, Mr. Martindale began reviewing responses to RFP 21-05 (Charrette) and prepared for an electric vehicle and charging station presentation, which he will present next Wednesday at a University of Delaware electric vehicle summit.

Purchasing Assistant:

Purchasing Assistant Cathy Trykowski processed 97 invoices for the week ending 9/17, 18 purchase orders, and 3 change orders. So far this week, she has processed 26 purchase orders and anticipates processing 80 invoices by the end of the week.

Facilities Maintenance Superintendent:

Facilities Maintenance Superintendent Dave Greenplate completed the following topics this week:

- Set up Council Chamber for various meetings.
- Handled various HVAC BAS issues.
- Investigated humidity complaint by volunteers in old train station. The volunteers reported proper temperature but high humidity. I visited a couple of times and took readings. In consulting with Trane, the issue is probably that the building is overcooling and the system does not have time to dehumidify. There is no adjusting the system to correct for this. It is a function of an old uninsulated building with an oversized cooling system. The staff did have the building at 70. I raised it to 72 to maybe make a difference but that did not take care of it.
- Looked into PD stormwater pump issues. Though it was repaired but as of this morning pump #1 seems to be weak. Electricians are checking into it.
- Drain cleanings in the PD and municipal buildings.
- Adjust strike on reservoir door to make operation of deadbolt easier.
- Repaired train station front door.

Custodians and Carpenters:

The rest of the FM team completed the following:

- Replaced batteries in Parks ladies room flusher.
- Finished patching and painting investigatory holes on 2nd floor police station.
- Adjusted doors at reservoir bathroom to ensure smooth operation.
- Replaced closer on pottery room door.
- Cleaned and checked pottery wheels at GWC.
- Assembled chairs in City Secretary's Office.
- Installed new clay press at GWC.
- Completed normal cleaning and disinfecting duties
- Evening staff was directed to check S. Main Street doors and reservoir bathroom doors to ensure they are locked nightly.

Communications:

Chief Communications Officer:

- Wrote release announcing Fitch Ratings outlook; working with Director Del Grande on adding his quote.
- Completed the third class of the Wilmington University Delaware Municipality Supervisory Academy course.
- Assisting Mayor Clifton with opening/welcome remarks for the first Diversity and Inclusion Commission meeting.
- Scheduled the staff and dependent flu vaccine clinic, helping employees make appointments and answer questions.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Began November newsletter and October staff birthday list.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal.
- 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 9/16/21 - 9/22/21. These sessions included arraignments, trials, and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual managers' meeting on 9/16/21.

Terri participated in an onboarding presentation with Councilman Suchanec on 9/16/21.

The court processed 28 PBJ's for traffic violations and processed 11 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 9/16/21- 9/22/21 Alderman's Court handled 32 arraignments, 37 trials and 8 capias returns. The court collected a total of 465 parking payments of which 401 were paid online and 64 were paid at court. The court also collected criminal/traffic payments of which 164 were paid online and 24 were paid at court for a total of 188 criminal/traffic payments.

Status:	Completed
Expected Completion:	09-22-2021
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:

Bobby was in the office on September 16 for Court.

Renee attended the management staff meeting on September 16.

Renee had the pleasure of swearing-in the City's newest police officer on September 17.

Danielle attended the UD IPA Municipal Clerks Institute on September 17. This week's topic was grant writing for municipalities. Danielle is in year two of the three year program.

Staff finalized and posted the agenda and packet for the September 27 Council meeting on September 20.

Paul and Renee staffed the Council meeting on September 20. Follow up from the meeting was completed throughout the week.

Tara finalized and posted the agenda for the September 28 Diversity and Inclusion Commission meeting on September 21. Renee and Tara met with City Manager Coleman and Chief Human Resources Officer Hardin on September 16 to discuss initial staff ideas for the Commission's work and Renee drafted a subsequent memo to be considered as part of the brainstorming session at their kickoff meeting.

Renee finalized and posted the agenda for the September 29 Reapportionment Committee meeting on September 22 and worked with Committee members to get their ideas for the first draft of maps to have initial scenarios for review at the meeting. This meeting will be a working session for the Committee to begin drafting the new Council district maps.

Renee spent time working on items related to Council, including drafting the agenda for the October 4 Council meeting, finalizing packet items for the September 27 Council meeting, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into November and beyond.

Renee received comments from the applicant, circulated those comments to staff and finalized the annexation agreement for 1105 Elkton Road. The annexation and rezoning for this application is scheduled for public hearing at the September 27 Council meeting.

Nichol worked with boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and

reappointments as well as follow up for Council approved appointees. All positions currently accepting applications can be found on the City's website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee spent time working with Verizon to resolve a service availability issue for a City property.

Danielle processed items for recordation with the Recorder of Deeds office.

Tara completed several building permit reviews and contacted developers that had outstanding items.

Renee, Tara and Danielle worked on research items for Council and staff.

Renee spent time on personnel issues.

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 an August 30 FOIA request for open permits/violations/lienable items pertaining to 101 Ritter Lane from Brian Frederick Funk. P.A.
- * Provided a response and closed an August 30 FOIA request for open permits/violations/lienable items pertaining to 976 Alexandria Drive from Brian Frederick Funk. P.A.
- * Provided a response and closed a September 2 FOIA request for historical reports of spills/contamination pertaining to Milford Run Subdivision from Evans Mill Environmental, LLC
- * Provided documents and closed a September 7 FOIA request for police reports pertaining to an individual from Alexandria B. Lord
- * Provided a response and closed a September 7 FOIA request for the date and cause of a barn fire which occurred between 1934-1939 at the current location of 84 Lumber on Ogletown Road from Robert D. Murphy
- * Provided a response and closed a September 7 FOIA request for building plans showing the placement of pipes at 3000 Fountainview Circle Unit 214 from Jeanette Adams
- * Provided a response and closed a September 8 FOIA request for open code violations/building permits/liens/unpaid utilities at 325 Paper Mill Road from Henry Cahill
- * Provided a decline and closed a September 8 FOIA request for surveillance/reports/records for a personal injury incident which occurred 45 Grotto Pizza from James J. Meehan, III, Esq.
- * Circulated to staff a September 9 FOIA request for copies of applications/site plans/for possible proposed new cellular/communications/wireless towers between 07/21/2021 through 09/09/2021 from SBA Communications Corp.
- * Circulated to staff a September 9 FOIA request for contract/agreement with firm receiving City mail-in utility payments/costs billed annually/periodic/processing fee per submission from Frank Tolomeo
- * Provided a response and closed a September 13 FOIA request for open permits/violations/lienable items pertaining to 120 Lovett Avenue from Brian Frederick Funk. P.A.
- * Provided documents and closed a September 15 FOIA request for historical spills/contaminations/fires regarding 100 Christiana Mill Drive from Adams Environmental Engineering Group, LLC
- * Provided a response and closed a September 15 FOIA request for open permits/violations/lienable items pertaining to 2 East Galloway Court from Brian Frederick Funk. P.A.
- * Provided a decline and closed a September 15 FOIA request for surveillance/reports/records for a personal injury incident which occurred 1119 South College Avenue Red Roof Inn from James J. Meehan, III, Esq.
- * Provided a response and closed a September 20 FOIA request for court records for a case outside City jurisdiction from Tommy Xyooj

Regarding minutes, staff time was spent on the September 13 Council (Nichol drafted; Renee edited - complete), September 15 Reapportionment Committee (Nichol drafted; Renee edited - complete) and September 20 Council (Nichol drafting) minutes. Several Council executive sessions and the September 14 Conservation Advisory Commission minutes are currently in the queue.

7 discovery requests for upcoming Court cases were fulfilled this week. 398 discovery requests have been filed so far for 2021. The court calendar for October 1 was completed and the 18 associated case files were compiled for the Deputy City Solicitor.

The office received 13 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 458 lien certificates have been processed for 2021. Danielle and Violet spent time training Violet on the lien certificate process to transfer those duties back to the part-time Administrative Professional I position.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha worked to be able to bring Networks students back on-site to work with the Records Division on document preparation. This program provides work experience for students in the Christina School District at no charge to the City and allows our Records staff to be more efficient in their scanning efforts. The City had a very successful relationship with Networks pre-COVID and looks forward to resuming the hosting of the students once again.

The scanning numbers for September 16-22 are below.

Status:	In-Progress
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:	
<p>The line crews continued working at The Rail Yard and The Grove pulling and terminating cables. They also dropped a service for tree removal and worked with the directional bore contractor at Cornwallis Square.</p> <p>The electricians installed a recording device at the Silverbrook pump house in order to determine if electrical problems are causing the generator to intermittently run. The electricians also worked on the generator at City Hall and the sump pump at the Police Station, worked with the Water Division to troubleshoot a tank motor at South Well Field, installed receptacles in the atrium at City Hall, and ran a new ethernet circuit for the Police.</p> <p>Engineering met with design engineers about how to get power to a new proposed house on West Main. Engineering also met at DEMEC for a Tennessee Valley Public Power Association on lineworker apprentice training and prepared for and attended the budget hearing Monday night.</p>	
Activity or Project:	
Description:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department: Finance Department	
Notable Notes:	
<p>June and July's Financial Reports were completed and will be presented at the September 27th Council meeting. Links to the reports can be found on the September 27 agenda: https://newarkde.gov/ArchiveCenter/ViewFile/Item/7051.</p> <p>Staff completed the departmental budget hearings. The next step in the budget process is the Financial Workshop on October 4. All of our team's efforts this week was working with the departments, fine-tuning their budgets. Link to all budget information can be found here: https://newarkde.gov/1007/Budget-Central.</p> <p>9/23 - Director Del Grande met with Councilman Suchanec as part of his onboarding as a new councilperson.</p>	
Activity or Project:	
Description:	

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

City Manager's Weekly Report

Department: Information Technology Department
Notable Notes: <p>Applications Team: Open Support Tickets from Previous Week - 60 Open Project Tickets from Previous Week - 15 Open Tickets with Vendor R&D from Previous Week - 15 Tickets Opened in the Last Week - 39 Tickets Closed in the Last Week - 38 Remaining Open Support Tickets - 61 Remaining Open Project Tickets - 15 Remaining Tickets with Vendor R&D - 15</p> <ol style="list-style-type: none"> 1. Teams meeting with Harris Smartworks to discuss meter data archives on 9/16 2. Participated in the Smartworks Product Advisory Committee meeting on 9/16. 3. Teams meeting with Honeywell to discuss SMA vs SMA Pro annual maintenance options as well as SaaS solution on 9/21. 4. Teams meeting with Harris Smartworks to discuss UD Estimated Intervals report and requested changes on 9/22. 5. Worked on and resolved support tickets for end users. 6. Created reports for users as requested. <p>Pending:</p> <ol style="list-style-type: none"> 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. 4. Harris scheduled to configure OMR in Northstar on 9/28. 5. Waiting on Pitney to schedule OMR hardware installation. <p>Infrastructure Team: Open Support Tickets from Previous Week - 113 Open Project Tickets from Previous Week - 33 Tickets Opened in the Last Week - 72 Tickets Closed in the Last Week - 86 Remaining Open Support Tickets - 99 Remaining Open Project Tickets - 33</p> <ol style="list-style-type: none"> 1. Second data center shut down and restart complete. 2. Updated data center shut down procedural documents. 3. Planning network upgrades for The Yard. 4. Developed check-in form and workflow for Parks after school program. 5. Equipment for Council Chamber A/V upgrades continues to be delivered. 6. Rescheduled the Council Chamber A/V upgrade for the week of 10/11. 7. Working with Verizon on their fiber conversion project. 8. Workstation patching and maintenance. 9. Server patching and vulnerability remediation. 10. Worked on and resolved support tickets for end users. 11. Actively responded to and resolved Secureworks alerts.

Activity or Project:	
Description:	
Status:	Not Started
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: Parks and Recreation Department	
Notable Notes:	
<p>Director: Worked on Child Care Stabilization Grant items including meeting with Paula, Tyler, Dave Del Grande and the CFO and Superintendent from the Christiana School District to discuss possible equipment needs; conducted department orientation with Councilman John Suchanec about our operation and services; met with Marvin, Cortney and Tim about parking along Forest Lane and signage required; reviewed the 2022 budget for possible adjustments to projects and timelines; conducted parks maintenance staff meeting to discuss upcoming projects and work orders; reviewed landscape plans for upcoming subdivisions as part of the CIP process; met with Paula about upcoming recreational activities and events</p>	
<p>Deputy Director: Worked on Child Care Stabilization Grant items including meeting with Joe, Tyler, Dave Del Grande and the CFO and Superintendent from the Christiana School District to discuss possible equipment needs, contacted two programs to offer updated programming for the aftercare sites, contacted contractors for lead and radon testing, worked on prices for additional outdoor equipment and supply needs and spoke with James from IT regarding upgrading cell phones and purchasing iPads and ring doorbells for the school child care sites; met with Joe and Councilman Suchanec for the department orientation; worked with the Tae Kwon Do program for the start of classes; spoke with the theater instructor regarding upcoming classes; emailed out information and updates for the Saturday History Stroll and Migratory Bird Watching to participants and the instructors; spoke with Wilson Center attendants regarding rental inquiries and worked with the missionary volunteers on their locations for service; worked with Joe on final submissions for the ORPT grants; contacted UD regarding upcoming events for the Academy Building Lawn use and are opting not to use the lawn for the October events due to policy for vaccination status requirements; continued to work with Melinda on items for the upcoming Harvest Festival; worked with Sharon and Shelby on sending out notices for NewBark Pawlooza to local vendors and request for in-kind donations and sponsorship to the sponsorship mailing list for upcoming fall events; worked with Sharon on notice sent out to Halloween participants currently registered and on the COVID plan required for use of the Newark High School parking lot; started working on memo for Council for the Childcare 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 Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.</p>	
<p>Recreation Supervisor of Athletics: Continues recruiting and hiring new staff for before/after care, new staff orientation was held on Thursday, met with Directors, Finance Department and Christina School District Superintendent and CFO regarding the stabilization grant opportunity; several new sessions of programs began this week including tennis, ice skating, golf, and skateboarding, some new sessions of tennis were postponed due to needing more instructors; soccer shirts were ordered for the Elementary League with games scheduled to begin 9/25.</p>	
<p>Recreation Supervisor of Community Events: Worked with Kathy to process refunds for vendors for Community Day; several fitness classes began, Outdoor Yoga, Stay Fit and Friday Morning Yoga are all running, registration is being taken for classes starting in October through December; registrations for the Halloween Parade continue to trickle in, we currently have five marching bands, including UD, already registered, continue to market the parade to get additional registrations, submitted application for use of NHS parking lot for the vehicle line up area and submitted COVID plan to the school; worked on Fall Scavenger Hunt write up and worked with Melinda on some new items to combine with some from last year for this year's fall hunt.</p>	
<p>Coordinator of GWC and Volunteers: Finalized all items needed for fishing with first responders on September 10 at Curtis Mill Park in which a total of 30 people attended, Eastern Marine donated two fishing poles that were used as raffle prizes and bait which was used by all participants; finalized all items needed for National Day of Service and Health & Wellness Fair on September 11 at the Newark Senior Center including coordinating volunteers and groups to participate in litter removal; finalized all items needed for vacation coverage including new programs scheduled to begin Tae Kwon Do, Stars on Stage, Pottery, Dance Classes, Migratory Bird Watching, Saturday History Stroll and more; followed up on the incident involving the vandalism at the George Wilson Center; updated the George Wilson Center staff schedule based on rental and program changes; dropped off leftover books to the PAWs office; worked with pool companies to get quotes on winterization kits; coordinated</p>	

the missionaries for upcoming volunteer projects; contacted volunteers scheduled to volunteer for Community Day; 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. GWC Rentals: The Main Hall was rented on September 10 from 12 – 4 p.m. for a Baby Shower with an overall attendance of 40; on September 11 from 12 p.m. – 4 p.m. for a 1st Birthday with an overall attendance of 30; the Main Hall and kitchen were rented on September 12 from 12 – 7 p.m. for a Baby Shower with an overall attendance of 80; the Main Hall was rented on September 17 from 5 – 9 p.m. for a Dance Performance with an overall attendance of 25; the Main Hall was rented on September 18 from 1 – 5 p.m. for a Baby Shower with an overall attendance of 40; the Main Hall and kitchen were rented on September 19 from 1 – 7 p.m. for a Baby shower with an overall attendance of 50.

Recreation Specialist: Emailed out 36 verification of hours letters to summer camp volunteers; continued to receive paperwork and complete children's files for Before and After Care, continued to send service letter requests for employees, assisted in coverage at the after care; emailed about the availability of the PAL trailer to attend the Harvest Festival, emailed/called Aetna about Touch a Truck idea, confirmed inflatable pumpkin and created purchase requisition, confirmed three games (SkeeBall, Football Toss, Basketball Toss), talked to Rich about popcorn supplies, confirmed the Arts Alliance to bring a free craft and display table, confirmed Newark Natural Foods as a vendor and they are looking into donation possibilities; covered Thursday morning class at the Wilson Center; posted Weekly Roundup on Facebook. Volunteer Hours: 10 volunteers devoted 30 hours assisting with mulching and splitting Iris bulbs at Apple and Winslow.

Parks Superintendent inspected three park/open space areas and developed work orders as needed, reviewed two proposed landscape plans and commented as needed, started working on Tree City USA and Growth Award applications, updated all tree work/creek work completed within the last 3 to 4 weeks on the tree inventory layer in GIS with assistance from our GIS Coordinator, picked up and delivered wood and hardware needed for new footbridge construction in Valley Stream area behind Christina Mills Apartments to the Maison-Dixon Trail Club who is installing the bridge, assisted Code Enforcement with tree issue, met/talked with several residents concerning tree and mowing issues, started coordinating for volunteer group to work on area along the Hall Trail dressing up site planted a few years ago, sat in on webinar concerning climate change and its effect on tree growth and fall color through Penn State and followed up on two new vendors to assist with getting their W-9's and EFT forms to purchasing.

Parks Supervisor assigned field staff daily and assisted as needed, continued entering labor into Munis, started coordinating to get better cameras installed at Wilson Center for parking lot area and started coordinating with Recreation Division for upcoming special events.

Parks/horticulture staff continue mowing and bed maintenance operations, completed dividing Siberian Iris at Apple/Winslow horticulture site and replanting area, did interior bed maintenance at City Hall, did trash removal throughout park system, did equipment maintenance on both Kubota mowing units and stringline trimmers, continued on work orders as assigned, prepared soccer field at Fairfield Park for league play, started preparing site along Hall Trail by Lewis Park for mowing/invasive control, dragged/scarified all ballfields and placed portable soccer goals at Fairfield from storage for league play. Volunteers assisted with dividing and replanting Iris with horticulture staff.

Activity or Project:

Fall Harvest Festival

Description:

The City of Newark Parks and Recreation Department will be hosting the Harvest Festival again this year at Handloff Park on Saturday, October 9 from 11 a.m. - 2 p.m. Grab your friends and family for an afternoon full of fall fun with scarecrow making, games, crafts, local food vendors, inflatables and more! The rain date is scheduled for Sunday, October 10 from 11 a.m. - 2 p.m.

Status:	Not Started
Expected Completion:	10-09-2021
Execution Status:	On Track

Activity or Project:

Parks on Draft Cancelled

Description:

Parks on Draft scheduled for Handloff Park on October 8-10 has been cancelled. We are sorry for the inconvenience. We will be back in the Spring with another Parks on Draft.

Status:	Not Started
Expected Completion:	09-24-2021
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

- Thorn Flats/Lehigh Flats - Buildings 91, 111 and 141 finals in progress, buildings 101, 121, and 131 rough inspections in progress. Lehigh Flats all building renovations completed.
- Newark Charter School - Loop road base course paved parking and site work progressing. Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress underground plumbing in progress.
 - o Commons building completed TCO issued, exterior sitework completion in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, structural steel erection, roof trusses, exterior insulation panels, plumbing and electrical rough in progress.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) temporary occupancy for all units issued. Building A anticipated for occupancy within the next week. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues. Additional safety protocols placed in effect to limit construction areas and provide safety for new residents. Townhouse finals in progress.
- UD Green Utility Projects - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park Project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, final site work in progress, recreational equipment construction nearly complete.
- 227 W Park - TCO issued.
- 1364 Marrows Road - Honda Service - Trim out.
- 122/128 New London - Framing complete, trades going in.
- 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.
- Fintech, Star Campus - Window and exterior finish installation has started. Interior drywall in core areas. Elevator installation ongoing.
- College Square Apartment Buildings - Building 1, phase A, all floors approved for drywall. Phase B floors 3 and 4 ready for drywall.
- 45 E Main Street, CVS - TCC issued. Material lift installation in progress.
- Evan Hall, UD - Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved. Additional work progressing.
- Drake Lab Addition - Installation of concrete pilings for building foundation started. Hydronic pipe testing underway.
- 94 E Main Street, Green Mansion - Underpinning work completed. Site work in progress.

Meetings Attended

- Staff meeting with Code Enforcement officers
- Meeting with the State of Delaware Fire Marshal's Office
- Meeting with Property Maintenance Inspectors Re: Fire Safety
- SAC Meeting – Discussion of various projects
- Fintech Building – Tenant fit out drawings should be submitted in two weeks.

Certificates of Completion Occupancy Issued

- 321 Hillside Road Building 5000 temporary certificate of completion
- 321 Hillside Road Building 5000 – 21 apartments – units 5104 – 5308 temporary certificates of occupancy.

Property Maintenance

- Citations: 7
- Notice: 10
- Inspections: 26
- Complaints: 13

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. Decreased demand for municipal and residential parking passes as students settle into the Fall 2021 UD Semester. Have resumed regular residential enforcement, which may result in temporary increased parking pass applications.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under 3 business days. Increase in online appeals as higher parking volume has resulting in an increase in parking citations.
- Held Alfresco Main Street on Wednesday, 9/22. Parking staff put out signage and pushed programming to inform patrons of the closure on Main Street for the dining event. Staff also assisted in removal of any vehicles that ignored tow notices and used cones to block off entrances and exits off of Main Street. Provided parking spaces for businesses affected by event.
- Parking management participated in the Subdivision Advisory Committee meeting on Wednesday, 9/22.
- Parking management participated in meeting with Parks and Rec and Public Works regarding Forest Lane and the Rodney Project parking areas. Readings scheduled with Council regarding code changes based on Council recommendations.
- Update to towing policies and procedures within the Parking office. New checklist created to ensure all towing practices are correctly followed, with review to code scheduled for a later date.
- Updated 2022 Parking Revenue expectations with Finance Department. Change based on increase parking usage with return of UD students.
- Scheduled employees for state mandated anti-harassment training. Night class will be held in the parking office.
- Received police orders for the Main Street Mile, Halloween Parade, and Winterfest/Reindeer run for preliminary scheduling and post assignments.
- Worked with ComSonics regarding a connection issue with one of the LPRs, fixed within a few hours.
- Provided information to ComSonics regarding adding the new Campus District zones, Kent Way and Amstel Avenue.

Land Use/Planning

- Deed Transfer Affidavits: 3
- 9 Building Permit Reviews
- 0 Certificates of Completion/Occupancy

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:

Special Enforcement Division:

- During the week, the Traffic Unit will conduct a speed survey on Corbit Street due to complaints from residents for excessive speed. On Tuesday, September 21st, the Traffic Unit participated in Operation Clear Track, a nationwide public awareness campaign designed to improve safety at grade level rail crossings. During the operation, officers patrolled the rail crossings at West Main Street and North College for illegal rail crossing and trespassing activity and officers disseminated safety literature to motorists and pedestrians. On Wednesday, September 22nd, the Traffic Unit took delivery of two new Harley Davidson motorcycles. The motorcycles will be equipped with emergency equipment and markings and will be on patrol in the near future. The Traffic Unit will conduct traffic enforcement on New London Road, South College Avenue, Capitol Trail, Nottingham Road, and Delaware Avenue.
- On September 21st, the Special Operations Unit also assisted with the Operation Clear Track initiative. Several hundred rail crossing safety flyers were disseminated during the detail. SOU will conduct proactive patrols throughout the business district and college rental areas, focusing enforcement activity on quality of life issues. The unit will also conduct plain clothes cops in shops details at area liquor stores. On Saturday, September 25th, SOU will partner with City of Newark Code Enforcement for joint patrols to address problem locations in the city with respect to both criminal and code violations.
- On September 15th, Animal Control Officer Donna Vickers responded to Coleman Park for a reported sick raccoon. ACO Vickers located, captured, and removed the animal from the area. Due to its illness the animal was euthanized.

Criminal Division:

- During the week, the Criminal Division assisted the Patrol Division due to personnel shortages. Detectives continued work on active case investigations.

Administration Division:

- The Administration Division continues recruitment efforts for the police applicant process. On Wednesday, the unit attended a job fair at the University of Delaware and later this week will meet with a local pastor and some constituents regarding job opportunities with Newark PD. The unit also conducted a security site survey at a local business.
- On Thursday, September 23rd, the 15th session of the NPD Citizens Police Academy will begin. The program, designed to give residents a behind the scenes look at policing in the City of Newark will run through November 11th.

Patrol Division:

- On Wednesday, September 15th, at approximately 0828 hours, officers responded to the 7-Eleven on East Delaware Avenue for a report of a robbery with a firearm. Upon arrival, through on-scene investigation, it was quickly determined that the report was false. The incident was a drug deal in which the dealer had stolen the reporting person's money and fled without providing narcotics. Due to the false claims that the incident was an armed robbery, the reporting person was arrested for Falsely Reporting an Incident to Police.
- On Tuesday, September 21st, at approximately 0845 hours, officers responded to the Casho Mill Road overpass for a U-Haul box truck that had struck the bridge. Upon arrival it was determined that the U-Haul truck was traveling eastbound on Casho Mill Road and failed to stop the vehicle for the restrictive bridge height. At the time of the collision, the U-Haul was towing a 2007 Toyota Camry which detached from the vehicle dolly and collided with the rear of the truck. The roadway was closed for approximately an hour while the vehicles were removed. The operator, who was not injured, was issued traffic summons for Inattentive Driving and Disregarding a Traffic Control Device.

Auxiliary Services:

- On September 21st, Newark Police Department 's Special Law Enforcement Assistant Fund (SLEAF) application was presented and approved by the State of Delaware Committee. The SLEAF award will support the purchase of a new evidence trailer for crime scene processing.

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:

Director Filasky and Environmental Coordinator Kelley Dinsmore attended a virtual Mid-Atlantic Conference put on by the American Water Resources Association (AWRA). Speakers presented on numerous topics including water quality, stream data collection, groundwater data, and many others. Hearing what others are doing and how they are solving problems that are not unique to one City is always beneficial to our staff and City as a whole.

Staff met with the Delaware Bicycle Council to review several applications we recently made for grant funding through the Innovative Cycling Infrastructure program. Grants were submitted for Lovette Avenue, Casho Mill Road, and Chrysler Avenue. Grant funding would pay for a consultant to evaluate the existing cycling infrastructure and make recommendations for improvements.

Activity or Project:

Casho Mill Road Underpass Height Warning System

Description:

DelDOT and their consultant have designed a plan to add physical warning devices at the Casho Mill Road underpass. This project will add new signage, signals, and physical 'clankers' that overheight vehicles will hit and alert them to stop and turn around. The City has signed the

maintenance agreement with DeIDOT and the plans will be out for bid to DeIDOT preferred contractors. Depending on weather, they expect the construction to begin soon to be complete by the end of the 2021.

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	
Annual Street Paving Contract	
Description:	
Our contractor began curb removal and replacement at Moss Court and Shenandoah Drive on Monday, 9/20 and is anticipated to be completed by 10/5. The paving crew completed the milling and paving at Blue Jay Drive and Dove Drive on 9/21. The paving crew will be mobilizing to Creek Bend Drive in 2-3 weeks to begin milling and paving. Notices are always distributed to the affected residents ahead of any work or schedule changes.	
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	
Rodney Park and Pond Construction	
Description:	
Our contractor continues to prepare the site for paving and landscape installation. We should start to see the walking path paved and the trees and shrubs go in within the next week as the weather appears to be conducive to these activities. Site furnishings such as chairs, tables, and benches will also be delivered during the next two weeks. We are working to get the underpass back open as soon as practical; however, we want to make sure it can stay open once it opens. The closure is necessary to allow the contractor to work without any disruption in that area.	
Status:	Near Completion
Expected Completion:	12-31-2021
Execution Status:	Behind Schedule

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated September 23, 2021)

DEPT	VAXXED	TOTAL	%
ADMIN	19	20	95.00%
ELECTRIC	19	23	82.61%
FINANCE & IT	18	22	81.82%
JUDIC & LEGIS	17	19	89.47%
PARKS	18	20	90.00%
PLAN, CODE, & PARKING	28	36	77.78%
POLICE	65	91	71.43%
PWWR	43	57	75.44%
TOTAL	227	288	78.82%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	38	46	82.61%
AFSCME 3919	19	27	70.37%
CWA	88	106	83.02%
FOP	43	67	64.18%
MGMT	32	34	94.12%
TOTAL	220	280	78.57%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	111	125	88.80%
FIELD STAFF	116	163	71.17%
TOTAL	227	288	78.82%

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	192	246	78.05%
PART-TIME	35	42	83.33%
TOTAL	227	288	78.82%

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 197)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 197)	% UNVAXXED
3/1/20 - 12/10/20*	6	11	--	--	100.00%
12/11/20 - 3/19/21**	8	7	--	--	100.00%
3/19/21 - Present***	4	6	0	4	71.43%
TOTAL	16	24	0	4	90.91%

*Vaccines not available to anyone

**Vaccines available to first responders only

***Vaccines available to all City staff

DEPT	% OF STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF STAFF W/ POS. TEST RESULT
ADMIN	10.00%	1670	17.39%
ELECTRIC	17.39%	3919	18.52%
FINANCE & IT	9.09%	CWA	12.26%
JUDIC & LEGIS	9.09%	FOP	23.88%
PARKS	10.00%	MGMT	8.82%
PLAN, CODE, & PARKING	25.00%	TOTAL	16.07%
POLICE	19.78%		
PWWR	12.28%		
TOTAL	15.63%		

% VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
1.76%	16.39%

Lists include all regular FT & PT staff (does not include seasonal/temp positions or City Council).

Digital Records Project New Documents Created – September 16-22

Name	# of Documents	# of Pages	Types
Samantha	3	667	Annexations; Subdivision records
Sandy	352	476	Timesheets; A/P Batch invoices; Cash disbursement journals; Payroll reports
Fred	13	1,091	PWWR contracts
Ana (PT)	186	946	Court documents; Parks and Recreation activity registrations; Parks and Recreation injury reports
Violet (PT)	10	503	Current Legislative Department documents
Total	564	3,683	

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		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 09/12/21-09/18/21

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	1	0	3	2	0
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	4	6	1	4	0	0
Robbery	14	16	0	24	27	0
- Commercial Robberies	1	1	0	0	3	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	0
- Other Robberies	11	7	0	23	11	0
Assault/Aggravated	14	18	0	13	55	0
Burglary	29	22	0	73	11	1
- Commercial Burglaries	8	6	0	42	4	0
- Residential Burglaries	17	14	0	15	4	1
- Other Burglaries	4	1	0	16	2	0
Theft	339	524	12	122	93	3
Theft/Auto	49	51	2	16	11	0
Arson	0	0	0	0	0	0
All Other	126	4	0	78	43	1
TOTAL PART I	583	647	15	336	243	5
<u>PART II OFFENSES</u>						
Other Assaults	204	172	13	153	143	3
Rec. Stolen Property	1	0	0	7	8	0
Criminal Mischief	88	125	3	43	31	2
Weapons	10	5	0	34	23	0
Other Sex Offenses	0	7	0	0	3	0
Alcohol	33	124	13	30	124	12
Drugs	39	105	4	70	69	2
Noise/Disorderly Premise	415	609	33	145	189	25
Ordinance Violation	12	125	0	11	23	0
Disorderly Conduct	112	293	13	57	71	1
Trespass	224	265	7	33	64	0
All Other	197	303	9	198	193	5
TOTAL PART II	1335	2133	95	781	941	50
<u>MISCELLANEOUS:</u>						
Alarm	119	369	8	0	0	0
Animal Control	351	336	11	20	9	0
Recovered Property	140	125	2	0	0	0
Service	21233	24519	682	0	0	0
Suspicious Per/Veh	311	305	11	0	0	0
TOTAL MISC.	22154	25654	714	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	630	26,124	935	31,360



Newark Police Department Weekly Traffic Report



09/12/21-09/18/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3155	8745	35	246
DUI	66	113	1	6
TOTAL	3221	8858	36	252

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	123	121	4	4
Property Damage (Reportable)	536	631	19	24
*Hit & Run	148	123	7	9
*Private Property	131	154	9	5
TOTAL	659	753	23	28

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.