

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week Finance Director Del Grande and I presented the Capital Improvement Budget to the Planning Commission as required. The Commission recommended approval of the budget which will be presented to Council for approval at their November 1st, 2021 meeting. In addition to budget related work, I spent time with the electric and facilities team finalizing our EV charging station rate structure, reviewing items related to hiring for several vacant positions, answering Councilmember questions, and met with the owners of Hamilton's on Main to discuss their path forward to open. DEMEC held their October board meeting on Tuesday which I attended, along with an executive committee meeting held beforehand. DEMEC is preparing their 2022 budget currently, so I assisted Electric Director Patel in preparing a rough load forecast for the next 10 years.

Mayor Clifton and I met with Dennis and Eleni Assanis on Wednesday to discuss ways we can standardize and streamline communications and information sharing between the City and the University. We are coordinating on potential future joint training efforts and tabletop exercises.

On Friday I will be participating in the first meeting of the Energize DE Strategic Planning Citizen's Committee. The Committee is providing feedback and assistance to the Strategic Planning Committee as part of their effort to update the strategic plan for the organization.

Human Resources:

This week HR Administrator Marta Pacheco prepared and distributed November status forms to department directors. She also scheduled interviews for seasonal Parks Maintenance position in Parks for Tuesday, October 19 and rescheduled interview for a Maintenance I applicant due to a family emergency. Interview was scheduled for Tuesday, October 19; the rest will be on Friday, October 22. Open enrollment packets were mailed out to 107 retirees so they can have the information in time to review and make any changes during open enrollment which will be November 1-12. Ms. Pacheco prepared job postings for a Part-Time Parking Ambassador and Facilities Maintenance Superintendent. Both will be posted on Friday, October 22 with a closing date of Friday, November 5. She also put together and distributed the Temporary Planner I interview packet to panel members. Interviews were held on Wednesday, October 20. Ms. Pacheco also completed several verifications of employment. The HR office continues to receive police officer applications. The deadline for the winter police academy is Friday, October 22. As of October 22, we have invited 27 applicants to take the written exam on Saturday, October 30. Ms. Pacheco continues to email and call applicants who are still missing items to complete their applications.

HR Coordinator Denyce Bradshaw was out on vacation Tuesday and Wednesday. She spent the rest of her time this week catching up completed anti-harassment training for last week and the beginning of this week as well as updating the spreadsheet with the employees who have completed the training video. Additionally, she has been filing the certificates of completion in employee files when they complete the training. Ms. Bradshaw also assisted with updating the status report spreadsheet, making copies, filing COVID-19 vaccine cards in employee medical files and processed retiree reimbursements and emergency room copay reimbursements for employees. She also sent employee birthday cards for this week of October and began preparing November birthday cards for mailing. Ms. Bradshaw also assisted with putting the 2022 health insurance premiums into ESS (Employee Self Service).

CHRO Devan Hardin filled in on Monday afternoon anti-harassment training in the police department for HR Coordinator Denyce Bradshaw. There were approximately 10 employees who completed the training. On Monday morning, CHRO Hardin and Deputy Finance Director Jill Hollander attended a virtual meeting with the Pension Administrator from the State pension office to learn more about their COLA program for police pensioners. CHRO Hardin had been directed by the Pension Committee to reach out the pension office to make contact and to prepare an application to enter the program which will need to be approved by City Council. On Tuesday morning, October 19 CHRO Hardin tagged in for CPPO Jeff Martindale in an interview for a Temporary Parks Laborer. The interview was held online with Parks Superintendent Tom Zaleski and Acting Parks Supervisor Andrew Steward.

CHRO Hardin also spent time preparing for the Pension Committee meeting which took place on Wednesday, October 20. The meeting involved discussion around a COLA study for City retirees prior to January 1, 2019. The City actuary Scott Porter from Milliman was present at the meeting to discuss the study further and to entertain questions from committee members. The Committee also reviewed the IPS (Investment Policy Statement) which was outdated and needed updating. The City's representative from DT Investments, Andy Zimmerman, was present to discuss the changes made since the last meeting. The Committee will meet again in November with a date to be determined. CHRO Hardin spent the rest of the week working on pension items related to employee pension numbers, retirement calculations and working on directives from the pension committee meeting. She also continued working on personnel matters, labor relations, responded to emails and phone calls. Finally, CHRO Hardin began working on a spreadsheet requested by the Diversity and Inclusion Commission with regards to demographic information on City employees including age, race/ethnicity and gender.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale was out last week, so much of his week revolved around catching up on emails. The majority of his week, however, revolved around COVID-19 testing tracking for unvaccinated employees and open enrollment preparation. Specifically, the City's weekly testing program started in full for the week of 10/4, so his time was devoted to helping staff establish ground rules for the testing protocol. Unvaccinated staff now seems to be fully aware of their testing requirements. See vaxstats sheet attached for more staff data.

DVHT provided 2022 health insurance premium information to the City over the weekend, which put into motion the City's open enrollment period. This will run from November 1-12. Mr. Martindale will be the administrator for open enrollment and will hold several office hour meetings with staff during that time.

Mr. Martindale additionally went to the DFIT Safety Committee meeting on Tuesday and reported Newark's recent safety information. He will be coordinating with DFIT over the next month on training opportunities for staff and other safety audits.

The rest of Mr. Martindale's week revolved around administrative tasks and processed benefit terminations for employees leaving the City.

Facilities Maintenance Superintendent:

FM Superintendent Dave Greenplate was promoted to a Code Enforcement Officer position. He will split time between Facilities Maintenance and CED for the month of November. While we will miss his expertise in Administration, we wish him the best in his new role.

Mr. Greenplate completed the following this week:

- Cleaned out desk and various other spots to ready for move.
- Began creating checklist for new hire.
- Replaced PD storm sump pump with Schlosser.
- Supported Trane work in the police station.
- Met with Spin Mechanical about police cooling tower.
- Investigated possible issue in cell 3.
- Tried to repair police mailroom shredder. Will need to call for service. Alicia is handling.
- Repaired PD lobby magnetic door catch.
- Began moving cubicle walls in Codes.
- Updated ticket spreadsheet.
- Updated fuel records.

The rest of the FM team completed the following tasks:

- Patched ceiling in cell 5.
- Investigated possible issue in cell 3.
- Repaired vacuum hose at yard.
- Moved hanging file holder in CED.
- Fabricated window panel for PUBS.
- Completed normal cleaning and disinfecting duties.

Purchasing Assistant:

PA Cathy Trykowski processed 131 invoices for the week ending 10/15, 23 purchase orders, 4 change orders, and listed 22 items on Municibid. So far this week, she has processed 10 purchase orders and anticipates processing 85 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Attended and spoke at the CAC/Sierra Club event at McKees Solar Park on Saturday, 10/16.
- Met with the guidance counselor at West Park Place Elementary to establish a partnership for employee/student mentorship.
- Scheduled the final employee blood drive of the year.
- Completed the sixth session of the Delaware Municipality Supervisory Academy.
- Drafted a newsletter to announce the change to business hours on 11/1.
- Working with The Informer to update the outgoing phone message.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Started drafting the December newsletter and November 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.

Creative Designer and Web Specialist:

- Corrected an alignment issue on NPD's printing label template.
- Created social media graphic for new hours beginning November 1st.
- Posted Pavement Condition Assessment and Inspection Project to the City website.
- Resized and printed a Sustainability poster for Michael Fortner.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated PUBS homepage, employee directory, and FAQs.
- Updated the Everbridge contact list for Parks and Recreation's Before and After Care program.

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 10/14/21-10/20/21. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person. Terri participated in a virtual managers' meeting on 10/14/21. The bailiffs are scheduled for their second weapons requalification on 11/6/21. The court processed 41 PBJ's for traffic violations and 7 Plea by Mails for criminal violations.	
Activity or Project: Payments and Court Sessions	
Description: From 10/14/21 - 10/20/21 Alderman's Court handled 68 arraignments, 29 trials, 8 capias returns, 3 video hearings, and 1 code violation. The court collected a total of 498 parking payments of which 435 were paid online and 63 were paid at court. The court also collected criminal/traffic payments of which 191 were paid online and 38 were paid at court for a total of 229 criminal/traffic payments.	
Status:	Completed
Expected Completion:	10-20-2021
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 October 14 for Court.	

Renee attended the management staff meeting on October 14.

Renee and Danielle attended the UD IPA Municipal Clerks Institute on October 15. This week's topics were Planning Your Community's Future: Land Use Administration (Danielle) and Legal Issues Facing Municipal Governments (Renee and Danielle). Renee also spent time making up sessions missed on October 1 due to Councilwoman Hughes's funeral. Danielle is in year two of the three year program and Renee is taking the Master Municipal Clerk level classes towards her MMC certification.

Staff finalized and posted the agenda and packet for the October 25 Council meeting on October 18.

Paul and Renee staffed the Council meeting on October 18. Staff completed follow up work throughout the week.

Tara finalized and posted the October 26 Diversity and Inclusion Commission agenda on October 19. Tara and Renee spent time working with members of the Commission on items ahead of the upcoming meeting.

Renee spent time working on items related to Council, including drafting the agendas for the November 1 Council meeting, drafting packet items for the October 18 and 25 Council meetings, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into 2022.

Renee drafted the newspaper and direct mail notices and Violet completed the direct mailings for two items on the November 8 Council agenda for consideration:

- * Annexation and rezoning of 1105 Elkton Road (rescheduled from the September 27 cancelled Council meeting)
- * Minor subdivision agreement amendment removing a deed restriction requiring the facade preservation located at 318 South College Avenue

Renee received comments from staff and the Solicitor for the subdivision agreement amendment for 318 South College Avenue. This amendment requesting a deed restriction amendment to remove the facade preservation requirement is scheduled for Council consideration on November 8.

Renee worked on the preparations for the District 2 special election, which Council has set for November 23. Renee worked with the Department of Elections to obtain updated voter registration lists and submitted the required voter registration deadline notifications. Three petitions have been given to potential candidates and one candidate has filed. The filing deadline for the special election is Monday, October 25 at 5:00 p.m. Nominating petitions can be picked up from the City Secretary's Office Monday through Friday from 8:30 a.m. to 5:00 p.m. or by emailing a request to citysecretary@newark.de.us.

Renee worked with the Department of Elections to finalize the items for presentation to Council regarding the Reapportionment Committee final recommendations for the new decennial Council district maps. Council voted 5-0 to move the Committee's recommendations forward without amendment to a formal ordinance at their October 18 meeting.

Renee and Nichol worked with boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments. Nominees for the Board of Ethics and the Pension Committee are scheduled for consideration at the October 25 Council meeting. All positions currently accepting applications can be found on the City's website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee spent time reviewing approximately 7,300 documents to fulfill a subpoena for information relevant to a civil suit in which the City is not a party. The relevant documents were submitted on October 15.

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

Renee and Violet worked on research items for 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:

- * Circulated to staff an October 14 FOIA request for 1 Easton Court to include all building permits/COs/date of construction/open violations/date of last inspection/open zoning violations/current zoning variances/dates of sewer and water connection/installation removal UST AST/hazardous materials or release/anything and everything fire/septic history/well history/asbestos from EBI Consulting
- * Circulated to staff an October 18 FOIA request for open liens pertaining to 2000 Fountainview Circle Unit 203 from Kennedy Ruffin
- * Circulated to staff an October 18 FOIA request for boards and commissions application materials from John Morgan
- * Provided a response and closed an October 20 FOIA request for 865 Old Baltimore Pike which is outside of City limits from Hanna Baffone
- * Provided a response and closed an October 20 FOIA request for 457 Stanton Christiana Road which is outside of City limits from Hanna Baffone

Regarding minutes, staff time was spent on the September 28 Diversity and Inclusion Commission (Tara drafted), October 4 Council (Renee editing), October 11 Council (Nichol drafted), October 13 Reapportionment Committee (Tara drafted; Renee edited - complete) and October 18 Council (Nichol drafting) minutes. Several Council executive sessions, October 5 Board of Election, and October 12 Conservation Advisory Commission minutes are currently in the queue.

39 discovery requests for upcoming Court cases were fulfilled this week. 489 discovery requests have been filled so far for 2021. The court calendars for October 28 and November 5 were completed and the 30 associated case files were compiled for the Deputy City Solicitor.

Danielle spent time training Violet on the discovery and court calendar processes.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. 509 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

The City's Digital Records Coordinator, which is the project lead, resigned on October 19. Renee spent time meeting with IT on October 20 and working with State Archives to determine what is needed for continuity of operations and is reviewing any potential changes to the position prior to posting it to be filled.

The scanning numbers for October 14-20 are below.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:

Description:

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

Description:

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews have been installing the new smart photocells to streetlights as part of the ESCO project. The line crews also set the transformer for the new building at the Newark Charter School and had to switch circuits around in an emergency to pick up load on South Townview Lane and Panarama Drive after a cable failure.

The electricians installed Halloween banners on Main Street. They also helped line crews locate faulted underground primary on Panarama Drive. The electricians repaired tools at the garage, fixed the Rittenhouse Park water heater, and accompanied water personnel to survey a few wells for recommissioning.

Engineering went over the pole line relocation on Valley Road for Briar Creek North with the developer, Delmarva, Verizon, and Comcast. Engineering also met with the contractor that worked the DelDOT Elkton Road project to get the post lights that were removed on McIntire Drive during construction reinstalled. Engineering worked on Fintech approvals, designed 1200A temporary service for the crane doing the McKinley Labs demolition, and designed service for home at Orchard and Park.

Activity or Project:

Description:

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

Description:

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

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
Finance Department

Notable Notes:

City Manager Coleman and Director Del Grande presented the 2022-2026 Capital Improvement Program to the Planning Commission on 10/19/2021. The Commission recommended the plan as presented. Next step in the 2022 budget process is the Council Budget Hearing on November 1. All budget documentation can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

New Castle County's Assessment office released information regarding the reassessment project. They have scheduled meetings (via Zoom) and have created a website to obtain information on the process.

Link to Reassessment information website: <https://empower.tylertech.com/New-Castle-County-Delaware.html>.

Link to County Assessment webpage for Reassessment public meeting schedule and agendas: <https://www.nccde.org/2358/Reassessment-Public-Meetings>.

Remaining meeting dates are:

10/27: 6 p.m. (accessibility session with ASL interpreter)

10/28: 1 p.m.

Finance's Accounting staff will attend a meeting to ensure we're up to speed on the County's reassessment process.

The City's Winter electric rates went into effect on October 1.

Director Del Grande attended the monthly DEMEC meeting with City Manager Coleman on 10/19.

Director Del Grande, City Manager Coleman and Directors Patel and Filasky met with representatives from Senator Carper's office regarding potential funding sources for the second substation the City will need to construct in the upcoming years.

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 - 71

Open Project Tickets from Previous Week - 17

Open Tickets with Vendor R&D from Previous Week - 14

Tickets Opened in the Last Week - 38

Tickets Closed in the Last Week - 43

Remaining Open Support Tickets - 68

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 13

1. Attended monthly meeting with Honeywell team to discuss status of meters and outstanding support issues on 10/14.
2. Reviewed SilverBlaze statement of work and provided feedback to the vendor on 10/15.
3. Assisted Tyler with the migration of our ACFR due to the retirement of Silverlight on 10/19.
4. Teams meeting with Deputy Director Hollander to discuss changes to AP workflow on 10/20, implemented changes for end using testing.
5. Configured additional open enrollment options on ESS, continuing to work with HR and Finance to conduct testing.
6. Worked on and resolved support tickets for end users.
7. 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.
4. Harris was scheduled to configure OMR in Northstar on 9/28, waiting on update from PM.
5. Waiting on Pitney to schedule OMR hardware installation.

Infrastructure Team:

Open Support Tickets from Previous Week - 126

Open Project Tickets from Previous Week - 34

Tickets Opened in the Last Week - 105

Tickets Closed in the Last Week - 95

Remaining Open Support Tickets - 128

Remaining Open Project Tickets - 42

1. Updated the contingency plan for the fiber switch in case there is another outage before our planned network upgrade next year.
2. Sent notification to staff regarding MFA implementation for ADFS.
3. Updated workstation deployment QC check list.
4. Updated desktop software library.
5. Rescheduled the Council Chamber A/V upgrade due to equipment shortages. New date pending.
6. Identifying DS0 circuits to be decommissioned by Verizon on 11/4.
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:

Automation Platform (Applications Team)

Description:

Planning & Scoping: 9/13/21 - 10/29/21

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

- Northstar & Newark project kick-off meeting: Scheduled for 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

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

- Northstar & Newark external meeting to complete the required AP checklist: Scheduled for 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

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

Test: 11/15/21 - 12/3/21

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/19

- Northstar to provide UAT support: 11/22 - 12/3

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

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

- Northstar to deploy AP suite: 12/13 - 12/17

- Northstar to provide post go-live support: 12/13 - 12/24

- Northstar internal meeting to discuss project closure: 12/20 - 12/24

- Transition to support: 1/31/22

Status:

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:	
<p>Director: Along with Tim and Marvin, worked on Forest Lane parking memo for Council; working on reforestation plan for parks and open space areas; met with Sharon and Paula about the Halloween Parade logistics and organization; met with the George Wilson Center History Display Committee about the project; reviewed the landscape plans for a couple of subdivisions as part of the CIP process; attended the Rodney project progress meeting and met with JMT Engineering representative about some punch list items; conducted park maintenance meeting to discuss upcoming projects and work orders; met with the Parks staff to update them on any upcoming projects and issues in the City and discuss the vacant Parks Supervisor position; along with Tim, met with the Superintendent of White Clay Creek State Parks to discuss items within the City and the State Park and collaboration efforts.</p>	
<p>Deputy Director: Checked in on Before and After School Care program, worked with staff on any needs; met at Olan Thomas with Joe and other City staff; set up and attended quarterly PAL meeting; worked with Melinda on items needed for the Department of Labor child care job fair; helped additional adult volleyball team sign up for winter league; worked with Tom and Joe on questions for Maintenance I interview; worked with Shelby and Kyle to update the City website under Parks and Recreation page for the community events and also changing information on the George Wilson Center drop down; worked with Kathy on contacting Civic Rec to request enhancements to the program; worked with Melinda to contact parents regarding children's files at after care that were missing information during recent state inspection; worked with Sharon and Melinda on contacting businesses for additional parade prizes and distribution of NewBark flyers; reviewed final information being sent to Halloween Parade participants prior to it being sent and worked with Sharon on piling list; worked with Lt. Jones from Newark Police on set up for the Halloween Parade; worked with Tyler on confirming buses for upcoming NYC bus trip; worked with Shelby to update the Halloween Parade marketing flyers/posters; 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; worked the Harvest Festival.</p>	
<p>Recreation Supervisor of Community Events: Working on items associated with the Halloween Parade, completed the parade line up, sent line up information to registrants, completed the piling list for the Halloween Parade, drafted an email to Mayor & Council regarding judging for the Halloween Parade and Winterfest's tree lighting; working on items related to Trick-or-Treat Main Street, emailed and called registrants about their set up locations, created a spreadsheet of Trick or Treat locations; registration for both activities continue to come in; sent emails to past fitness participants about the need to register for upcoming classes.</p>	
<p>Coordinator of GWC and Volunteers: Attended two zoom meetings, the Historical Displays for the George Wilson Center events/programming committee meeting on Tuesday and one exhibition committee meeting on Thursday; continued working on winter/spring programming; continued working on preparations for the Halloween Party and Thanksgiving Day Breakfast; met with Mallard Financial Group on Tuesday that volunteered with Sheila Smith performing trail maintenance; conducted zoom meetings with the UD Interfraternity Council President pertaining to the clean up on October 16; continued to coordinate volunteers for upcoming events including the Fall Community Clean Up, Halloween events, etc.; sent finalized information to all volunteers registered to volunteer for the Fall Community Clean Up; finalized all items and supply pick up needed for this; updated GWC staff on the schedule with changes due to program/rental cancelation and updated; 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. Volunteer Hours: a total of 325 volunteers devoted 374 hours removing litter from various parks and roadways, removing over 60 full sized trash bags full of litter for the Fall Community Clean Up. GWC Rentals: The main hall was rented on October 17 from 12 – 5 p.m. for a Baby Shower with an overall attendance of 35; GWC Attendants continued working together to coordinate and hold appointments and process paperwork for new rentals (2022).</p>	
<p>Recreation Specialist: Counted and deposited \$90 on sales of scarecrow making from the Harvest Festival, emptied van and put away all supplies, followed up with vendors, sent survey, and thanked them for participation; updated Facebook event page discussion for the Fall Scavenger Hunt, posted to our main page, and put items out on the trails; sent follow up emails and regular mailings for all the outstanding service letter requests for Before and After Care, printed new sign in sheets/tracking forms for both sites, as well as fall coloring pages for Downes, followed up on five West Park child files after inspection to get the health appraisals/immunization records that were missing,</p>	

delivered some shirts to both locations for new employees, got juice boxes for West Park; prepared for Childcare Job Fair at Glasgow Park by prepping handouts with job descriptions and worked with Shelby to create a flyer for the event; dropped off old gift certificate at Marriott so they can issue a new one for a prize for the Halloween Parade; worked the Fall Community Clean up, went to Castle Bags for donation and to Conservation Office for gloves. Volunteer Hours: 8 missionary volunteers devoted 20.25 hours mulching at the Reservoir and planting flowers and mulching the bump outs on Main Street; 7 volunteers from Mallard Financial devoted 21 hours at Lewis Park and on the James Hall Trail with special park and trail maintenance.

Parks Superintendent: Met with three residents concerning tree issues, met with representative of Lenape Properties Management concerning tree issues at Shoppes at Louviers, attended meeting at Olan Thomas Park storage building concerning storage issues, along with Parks Director and Deputy Director developed list of questions for upcoming Maintenance I interview, coordinated for volunteers to work at site along Hall Trail doing weed/brush removal and leaf mold application around existing plantings, attended webinar through Penn State on "Changing Landscape Practices," oversaw installation at two bump out areas on Main Street near Newark Housing Authority by volunteers, reviewed proposed landscape plan to see if plan met mitigation requirements and continued on Plant List for park bed areas.

Acting Parks Supervisor: Assigned field staff daily and continued on work orders, attended meeting concerning storage issues at Olan Thomas Park storage building and directed/installed drainage lines at Preston's Playground.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, completed planting bump out areas along Main Street including watering and mulching, lined soccer field for league play at Fairfield Park, watered pots with seasonal color at City Hall/Wilson Center/Preston's Playground, did trash removal throughout park system, installed drainage lines at Preston's Playground, handled wildlife control issue at Ridgewood Glenn play area and at Reservoir, removed lock at after care site at Downes School, replaced Pansies in pot at City Hall as needed, watered plant material in nursery area at Parks Maintenance Facility and continued on work orders as assigned.

Activity or Project:

Halloween Party at the George Wilson Center

Description:

It's time for our annual Halloween Party at the George Wilson Center on Thursday, October 28 from 4 - 5:30 p.m. for ages 3 - 12. There will be special Halloween crafts and activities, sweet refreshments, spooky storytelling, a mysterious costume contest and even a scary room to enter if you dare. Come out for a ghostly good time and a lot of Halloween fun! Pre-registration is available but not required. Fee: \$5 (payable online or at the door).

Status:	Not Started
Expected Completion:	10-28-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

- Thorn Flats/Lehigh Flats - Buildings 91, 101, 111, 121, 131, and 141 finals in progress, all buildings approved to be closed in. 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, 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, occupancy not issued for amenity space and leasing office not approved. Safety protocols placed in effect to limit construction areas and provide safety for new residents.
- 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 New London - Rough plumbing complete, HVAC going in.
- 128 New London - Rough plumbing complete, HVAC 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.
- Green Mansion - Footings on hotel continue foundation walls started.
- Fintech, Star Campus - Window and exterior finish installation has started. Interior work progressing. Site work is progressing.
- College Square Apartment Buildings - Building 1, interior work progressing. Exterior wall covering installation underway. Framing started on Building 2.
- 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 footers, grade beams and pile caps has started. Foundation walls are in progress.
- Green Turtle - CE plan review complete.

Meetings Attended

- Subdivision Advisory Committee – Discussion of various projects.
- Meeting with design team for Chabad House.

Property Maintenance

- Complaints: 9
- Violations: 10
- Citations: 5
- Inspections: 32

Special Mention Property Maintenance

- Received complaint from Parking Enforcement regarding several issues within the Village of White Chapel/issued notices to several properties for unregistered vehicles. I have spoken to several residents in White Chapel to address ongoing vehicle registration issues/neighborhood compliance with city ordinances.

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 credit card statements from T2 and Passport to Finance for September.
- Continued handling residential and municipal permitting for residents. Cleaned up physical documentation from residential parking permit applications.
- 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.
- Held Alfresco Main Street on Wednesday, 10/20. 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 prepared general parking information for Councilmember Suchanec and sat down with the Councilmember on Tuesday, 10/19 to discuss various parking topics.
- Provided signage locations for Amstel Avenue and Kent Way to Public Works.
- Worked with PW&WR and Parks and Recreation regarding memo for Forest Lane 2-hour parking and the special residential district nearby. Created map associated with the project.
- Provided COVID test results of non-vaccinated employees to HR.
- Return of Terrence Mixon as Parking Ambassador. Worked with HR to bring back employee prior to him being removed from the system.
- Review of towing practices and pricing in private areas where the towing is non-consensual.
- Preparation and review of police orders for Halloween Parade and Trick or Treat to be held on October 24th.

Planning/Land Use

- Deed Transfer Affidavits: 10
- Building Permit Reviews: 4
- Certificates of Completion/Occupancy: 0

- On Thursday, October 14, Planner Mike Fortner staffed the Community Development/Revenue Sharing Advisory Committee meeting. The Committee reviewed each application and developed a preliminary recommendation. The Committee will meet again on October 28 to review the written recommendation as well as include any Committee comments in their recommendation to Council.

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:	
<p>Several emails and letters have recently been sent to Chief Tiernan to thank members of the department for their assistance. A couple from Wilmington wrote to thank Lt. Fred Nelson for assisting them in locating and recovering their vehicle which had been towed away. They wrote; "Lt. Nelson went far beyond his duty to help us locate and even drive us to the tow station and to acquire a release form from the Parking Authority." Another couple wrote to thank Corporal Andrew Golden and Victim Services Specialist Melissa Pennachi. Both members of the department, assisted the couple and their daughter with an issue of an ex-boyfriend. Andrew and Melissa assisted the daughter in filling out paperwork and obtaining an emergency protection from abuse order. The email concluded; "My husband and I are so appreciative and wanted to extend our thanks to you and your stellar team." Another email was sent from two residents of the Washington House Condominiums for the loud muffler enforcement conducted by the police department on Main Street. The couple wrote that the enforcement has made a huge difference in their quality of life.</p>	
<p>Patrol Division:</p> <ul style="list-style-type: none"> • On October 13th, 2021, at approximately 1152 hours, Newark Police responded to a residence in the unit block of North Chapel Street for a report of a burglary that just occurred. Arriving officers found that residents of the house were following the suspect. Officers located the suspect hiding behind a residence on the block and engaged in a foot pursuit with the suspect. After a short chase, officers stopped the suspect and took the suspect into custody following a brief struggle. The suspect was identified as Rhiannon Trent, 37, of Newark. The investigation at the residence determined that Trent entered the residence through an unsecured entrance and removed property belonging to the residents. One of the residents confronted Trent and Trent began to flee, followed by the resident. Trent was transported to Newark Police headquarters where she was charged with Burglary First Degree, Resisting Arrest with Force, and Theft Under \$1,500. Trent appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$6,500 secured bail. Trent was turned over to the custody of the Delores J. Baylor Women's Correctional Institution in New Castle County. • On October 14th, 2021, at approximately 0016 hours, Newark Police responded to a robbery in the unit block of Benny Street. The male victim reported that he was walking southbound on Benny Street when three male suspects approached the victim. One of the suspects held the victim by the arm and removed his cell phone from his possession. The suspects then fled southbound on Benny Street. The suspects were described as white males between 18-22 years of age. One suspect was about 5'11", 175 lbs. and wearing all black clothing with a hood over his head and a neck gator over his face. The other two males were also wearing all black clothing and face masks. • On Saturday, 10/16/21, at approximately 0045 hours, officers responded to Klondike Kate's in reference to a disorderly subject who was refusing to leave the business and was acting aggressive towards employees. Upon arrival of the officers, the disorderly male was detained and identified as Pierre Wright. As officers investigated the incident, Wright continued yelling and acting disorderly towards Kate's staff. When officers began to effect the arrest of Wright, he tensed his arms and attempted to pull away from officers. Wright was secured in handcuffs and placed into a patrol vehicle. It was then discovered that Wright was wanted on a capias issued by Dewey Beach Alderman Court #36. Wright was transported to the Newark Police Department where he was issued criminal summons for disorderly conduct and resisting arrest. Wright was arraigned through Justice of the Peace Court #11 and released on \$50 unsecured bond for his outstanding capias. 	
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: <p>Director Filasky and Water Operation Superintendent Mark Neimeister joined The Newark Partnership for a tour and discussion on our water system. The tour included the Newark Reservoir and the Curtis Water Treatment Plant. As part of the Getting to Know Newark program, the goal was to help residents and others know where their water comes from and the effort it takes to continue to provide clean, safe drinking water.</p> <p>Our contractor, ARRB, will be completing the pavement conditions assessment by the end of this week. This specialized vehicle drives each mile of City streets and records information such as cracks and ruts. This information is then used to program the next 5-10 years of annual street paving projects.</p> <p>Staff participated in the annual Newark Reservoir Dam Inspection. The dam is classified as High Hazard, and therefore requires an annual inspection by a licensed engineer familiar with dam safety and Delaware Dam Safety Program regulations. A report is generated with action items to be completed during the next 12 months. No major deficiencies were found.</p> <p>Newark was awarded a Planning Grant from the State Revolving Loan Fund through the Water Infrastructure Advisory Council. This \$50,000 grant will help to evaluate the Laird Tract Wells as part of their rehabilitation project to bring these wells back online in 2022.</p> <p>DelDOT's New London Road patching is complete.</p> <p>Leaf collection continues through December. Crews are still able to complete a full loop of the City for at least the next few weeks.</p>	
Activity or Project: Annual Street Paving Project	
Description: The contractor's concrete crew mobilized to Country Hills Drive on Tuesday, 10/19 to begin curb removal and replacement and is anticipated to be completed by 11/4. The paving crew mobilized to Ridgewood Glen on Wednesday, 10/20 to begin milling and paving at Moss Court and Shenandoah Drive. Following the completion of Moss Court and Shenandoah Drive, the paving crew will be moving to Creek Bend Drive to begin milling and paving operations. Notices are given to affected residents ahead of the scheduled work.	
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project: DelDOT Cleveland Avenue	
Description: DelDOT and their contractor were able to get the signals switched over to the new signal poles. We anticipate the contractor will return to Cleveland in a noticeable capacity by the end of this month or the first week of November. We are working on the DelDOT's project team to focus on ADA improvements and get them complete before weather takes a real turn and makes installing concrete unrealistic. Once we get into the winter months we will see another slow down in activity until the spring warm up. Milling and paving operations will likely not occur until May of 2022.	
Status:	In-Progress
Expected Completion:	05-31-2022
Execution Status:	Behind Schedule
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated October 22, 2021)

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	20	23	86.96%
FINANCE & IT	19	23	82.61%
JUDIC & LEGIS	18	19	94.74%
PARKS	68	72	94.44%
PLAN, CODE, & PARKING	29	35	82.86%
POLICE	69	91	75.82%
PWWR	45	58	77.59%
TOTAL	288	341	84.46%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	39	46	84.78%
AFSCME 3919	20	27	74.07%
CWA	90	105	85.71%
FOP	47	67	70.15%
MGMT	32	33	96.97%
TEMP/SEAS/NON-UNION	60	63	95.24%
TOTAL	288	341	84.46%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	162	176	92.05%
FIELD STAFF	126	165	76.36%
TOTAL	288	341	84.46%

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	198	243	81.48%
PART-TIME	30	35	85.71%
TEMP/SEAS/NON-UNION	60	63	95.24%
TOTAL	288	341	84.46%

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***	5	6	1	0	3	4	63.16%
TOTAL	19	24	2	0	3	4	86.54%

*Vaccines not available to anyone

**Vaccines available to first responders only

***Vaccines available to all City staff

% OF UNVAXXED STAFF W/ COVID CASE (SINCE START)	
16 of 53 employees	30.19%

DEPT	% OF STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF STAFF W/ POS. TEST RESULT	% VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
ADMIN	10.00%	1670	17.39%	2.43%	22.64%
ELECTRIC	17.39%	3919	18.52%		
FINANCE & IT	13.04%	CWA	12.38%		
JUDIC & LEGIS	10.00%	FOP	25.37%		
PARKS	8.33%	MGMT	9.09%		
PLAN, CODE, & PARKING	28.57%	TOTAL	15.25%		
POLICE	20.88%				
PWWR	12.07%				
TOTAL	15.25%				

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	167	33	69.44%
PFIZER	50	24	25.69%
JOHNSON & JOHNSON	11	3	4.86%
TOTAL	228	60	100.00%

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

Digital Records Project New Documents Created – October 14-20

Name	# of Documents	# of Pages	Types
Samantha	14	89	Subdivision records
Sandy	244	3,362	Timesheets; City Manager Administrative files
Fred	177	561	PWWR contracts; Code Enforcement plans; Electric Department markouts
Ana (PT)	61	633	Court documents
Violet (PT)	23	61	Current Legislative Department documents
Total	519	4,706	

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		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 10/10/21-10/16/21

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	4	1
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	5	7	0	5	1	0
Robbery	19	21	1	24	31	0
- Commercial Robberies	2	2	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	3	0
- Attempted Robberies	0	5	0	0	13	0
- Other Robberies	15	9	1	23	12	0
Assault/Aggravated	16	22	0	13	62	1
Burglary	33	26	1	79	13	0
- Commercial Burglaries	9	6	0	42	4	0
- Residential Burglaries	19	17	1	17	6	0
- Other Burglaries	5	2	0	20	2	0
Theft	410	578	15	128	100	0
Theft/Auto	55	56	1	16	13	0
Arson	0	0	0	0	0	0
All Other	144	4	0	80	44	0
TOTAL PART I	690	720	18	351	269	2
<u>PART II OFFENSES</u>						
Other Assaults	225	196	3	162	162	6
Rec. Stolen Property	2	0	0	8	9	0
Criminal Mischief	100	157	5	46	44	2
Weapons	11	5	0	37	25	0
Other Sex Offenses	0	8	0	0	4	0
Alcohol	34	141	3	33	146	4
Drugs	48	117	2	76	80	0
Noise/Disorderly Premise	487	697	18	167	237	14
Ordinance Violation	44	125	0	18	24	1
Disorderly Conduct	127	343	17	59	84	4
Trespass	253	297	15	40	79	2
All Other	215	353	3	210	208	5
TOTAL PART II	1546	2439	66	856	1102	38
<u>MISCELLANEOUS:</u>						
Alarm	129	421	12	0	0	0
Animal Control	391	379	12	20	9	0
Recovered Property	153	140	5	0	0	0
Service	22951	27030	660	0	0	0
Suspicious Per/Veh	360	336	9	0	0	0
TOTAL MISC.	23984	28306	698	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	28,538	886	34,776



Newark Police Department Weekly Traffic Report



10/10/21-10/16/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3373	9959	60	388
DUI	70	125	0	3
TOTAL	3443	10084	60	391

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	139	136	5	6
Property Damage (Reportable)	608	715	23	22
*Hit & Run	165	141	7	5
*Private Property	144	168	3	5
TOTAL	747	852	28	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.