

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening was the final Council meeting before the special election break. Council will again reconvene on December 6th and December 13th before wrapping up for the year. During the meeting questions were raised regarding the Rail Yard development at the site of the old Dickenson Dorm complex. Staff met on site Tuesday to review the complaints and are coordinating a meeting between the developer, staff, and interested councilmembers to discuss concerns. We will report back to Council as necessary.

The Emerson Bridge is scheduled to be placed onto the abutments the evening of Friday, November 12th. Following placement, the contractor needs about a week to finish installation of floor planks and other small tasks before the bridge can be open to the public. Also, the Rodney project is progressing well with some noticeable work happening this week, most notably the start of installation of plant material. This project is on track to be open the week after Thanksgiving, assuming the weather cooperates. We are very much looking forward to these projects opening to the public.

We were notified by DelDOT this week that the intersection of Library Avenue and Main Street is slated to be replaced with concrete in 2022 as part of the Library Avenue pavement rehabilitation project that stretches all the way to Route 40. As you can imagine, this will have a large traffic impact and will require significant coordination with the ongoing projects on Delaware Avenue and Cleveland Avenue. Public Works is in discussions with DelDOT on how to minimize impacts from this project.

I met with NPD, St. John's Church, Mayor Clifton, and Councilwoman Creecy to discuss vandalism at their cemetery on South Main Street. I also attended a meeting with NPD, Mayor Clifton, UDPD, UD's communications section, and EVP Long to discuss communications between our organization and ways to streamline future coordination and information sharing.

We received the draft DEMEC budget this week, and I spent time reviewing and providing initial comments to CEO Schlichting. We met on Tuesday to review it with the board for the first time. I also have an executive committee meeting before the DEMEC board meeting. Director Del Grande and I also met with Tom Coyle from Efficiency Smart to discuss our program and the 2022 contract renewal. We have scheduled Tom and his team to present to the CAC at their December meeting.

I met with Directors Spadafino and Filasky and Jeff Martindale to discuss asbestos abatement at the Olan Thomas building. Director Spadafino and I later met with Parks Superintendent Zaleski to discuss vandalism to our street trees on Main Street. The 4' square tree pits limit the caliper trees we can purchase so replacement trees are so small they can be easily broken. As a result, we have been unable to get trees established because most are irreparably damaged in the first year or two after installation. We are going to develop a capital project for the 2023 budget to investigate which pits can be upgraded to 5'x5' like the pits that were included with the DelDOT project. A 5' pit allows for much larger trees to be installed, and we have not seen the same damage to the larger trees. Establishing street trees on Main Street is a priority for the staff and is in alignment with the Comprehensive Development and Sustainability Plans.

Human Resources:

CPPO Jeff Martindale's HR time this week was completely devoted to open enrollment and COVID mitigation and tracking. Employees have until 5:00 p.m. on Friday, 11/12 to submit elections, so he is tracking down the last few that need to complete this process. There was one additional COVID case identified through the City's mandatory testing for unvaccinated employees. The City has 293 vaccinated employees and 49 unvaccinated employees. Of the 49 unvaccinated employees, 16 have tested positive for COVID since the beginning of the pandemic. See updated vaxstats sheet attached.

HR Administrator Marta Pacheco reposted 21-53 Facilities Maintenance Superintendent position. Deadline is now Friday, November 19, 2021. She prepared and posted 21-56 Part-Time Community Center Attendant position to fill an upcoming vacancy in December. This vacancy will close on Friday, December 3. She also provided PSI additional information requested on police officer applicants for the final ranking of the 14 applicants that successfully completed the written exam, physical assessment, and oral interview. Once HR receives the ranking, all applicants will be notified. The next phase will require applicants to complete their background information with Guardian and then Newark Police personnel will be assigned a background to investigate.

She continued to update the retiree summary sheets with the new rates for 2022. In early December (after closing of open enrollment), the update summary sheets will be mailed out to each retiree indicating the new amount the city will be deducting for their insurance coverage for 2022. HR Coordinator Denyce Bradshaw assisted with printing police officer applications and attachments received after October 22 for the next written exam and physical assessment which will take place on January 8, 2022. HR also emailed and called each applicant to let them know what information is still missing to complete their application. Ms. Pacheco assisted employees with open enrollment questions.

Ms. Bradshaw held Anti-Harassment Training in Council Chamber, updating the spreadsheet with the employees that have completed the training video. As trainings are completed, she files certificates of completion in the employee's file. Ms. Bradshaw sent emails to Supervisors with updates on staff that have not signed up or completed training. Ms. Bradshaw processed retiree insurance reimbursements, processed check request for employee ER visits, sent birthday cards, entered policies in ESS for Police and started merging the medical files in order by date for the employee files. She also continued viewing other trainings in Zywave and mailed job postings.

CHRO Devan Hardin spent the early part of the week catching up on emails and paperwork from being out on Friday. She finalized a personnel-related matter with labor attorney. With assistance from Deputy Finance Director Jill Hollander, we completed and submitted the Annual Survey

of Public Pensions. This item was due on November 9, we submitted November 8. Ms. Hardin created the agenda for the Pension Committee meeting on November 17 at 1:30 p.m. in Council Chamber. It has also been posted in City Hall lobby and online. She also continued working on the pension committee minutes which will be sent to committee members on Monday.

Ms. Hardin met with Ms. Hollander and leaders of CWA union to review salary scales for part-time positions. She met with Finance Director Del Grande and City Manager Coleman to review salary scales for FOP contract which is set for approval within the upcoming month. The rest of her time was spent answering calls and emails, assisting managers and supervisors with personnel matters, aiding Mr. Martindale with open enrollment questions and attended the Veterans Day luncheon at the City Maintenance Yard to honor those who serve.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

For Purchasing/Facilities Maintenance, CPPO Jeff Martindale received positive contract renewal letters from Ewing and Goodchild for the 2022 towing agreement. He also is also coordinating with Seiberlich Trane on various ESCO project items, most noticeably electric connections for the City's solar projects. The FOC solar project on the Electric warehouse should be fully operational and producing power by next week. He is also coordinating with Parks and Electric to facilitate tree removal to the east of the reservoir ahead of the solar installation project there - trees must be removed due to shading issues; shrubs are planned to be planted in their place once fencing and panels go in.

Facilities Maintenance:

FM Superintendent Dave Greenplate facilitated a substantial wall removal in the Planning Department this week along with Parks employees. This will add space for the two temporary Planners, who are starting on 11/29. He and the FM team also completed the following:

- Removed broken shredder from police mailroom.
- Repaired circular files in court.
- Showed Sally what was keeping her door from closing.
- Worked on other Planning area modifications.
- Moved floor machine from Yard to GWC.
- Moved filing cabinets.
- Facilitated fire extinguisher inspection at Fairfield Park.
- Had new Municipal Building hours sign fabricated and install.
- Normal cleaning and disinfection duties.

Purchasing Assistant:

Ms. Trykowski processed 88 invoices for the week ending 11/5, 22 purchase orders, 59 invoices, and 3 change orders. So far this week, she has processed approximately 15 purchase orders and anticipates processing 75 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Continuing to work with West Park Place Elementary to pair employee mentors/volunteers with students. Recently, Downes Elementary expressed interest in partnering with the City so we're working through that process.
- Cleared out media room, sorted equipment to keep, discard, auction.
- Organized and participated in the Fulton Bank "lunch and learn" presentation to staff on the topic of Budgeting and Savings.
- Facilitated Veterans Day appreciation lunch with the Outlandish food truck.
- Working with TNP to organize a holiday-themed outdoor dining and retail event in conjunction with Winterfest.
- Various tasks to support mailroom staff.
- Completed the ninth and final session of the Delaware Municipality Supervisory Academy.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Soliciting content for the next city newsletter.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Organizing fundraising events for Family Promise.
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal.
- Assisted mailroom staff with various tasks.

Creative Designer & Web Specialist:

- Created three Job Applicant Handouts for Jeff.
- Created new Veterans Day graphic for social media.
- Made additional edits to the Councilmember Orientation Manual.
- Posted the Pension Committee meeting agenda and meeting event to City website and calendar.
- Posted (pinned) District 2 special election information to City homepage.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Currently working on a one-page flyer for the Comp Dev Plan for Planning.

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 11/4/21 - 11/10/21. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person. Terri participated in a remote managers' meeting on 11/4/21. The bailiffs successfully completed their final weapons requalification for the year on 11/6/21. The court processed 38 PBJ's for traffic violations and 7 Plea by Mails for criminal violations.	
Activity or Project: Payments and Court Sessions	
Description: From 11/4/21 - 11/10/21 Alderman's Court handled 46 arraignments, 48 trials, 11 capias returns, and 3 video hearings. The court collected a total of 515 parking payments of which 253 were paid online and 97 were paid at court. The court also collected criminal/traffic payments of which 253 were paid online and 29 were paid at court for a total of 282 criminal/traffic payments.	
Status:	Completed
Expected Completion:	11-10-2021
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department: City Secretary and City Solicitor's Office	
Notable Notes: Paul was in the office on November 8 for Council. Renee attended the management staff meeting on November 4. Paul and Tara staffed the Council meeting on November 8. Staff completed follow up work throughout the week. The November 15 and 22	

Council meetings have been cancelled so the next Council meeting will be December 6.

Nichol staffed the Conservation Advisory Commission meeting on November 9. The CAC assigned annual report duties to each member and unanimously voted to allocate the remainder of its budget to spend \$2,000 on two bike racks for Downes Elementary and West Park Elementary Schools, fund one dual port EV charging station and use the remainder of the funds to be used to defray the infrastructure costs for the EV charging station.

Renee spent time working on items related to Council, including drafting the December 6 Council agenda, drafting packet items for the November 8 and December 6 Council meeting, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into 2022.

Staff worked on the preparations for the District 2 special election, which Council has set for November 23. Renee spent time working on a contract with the polling place location and approved the voter machine ballot for the Department of Elections. 99 completed absentee affidavits have been received. Two candidates, Corinth Ford and Brenden Moore, have filed. For additional information, please visit our website here: <https://newarkde.gov/508/District-2-Special-Election-Information>.

Renee worked with Public Works staff to finalize the Council boundary line export for the Council district reapportionment adoption. The second reading and public hearing for this item is scheduled for December 13.

Renee completed and submitted follow up items to the City Manager and Human Resources regarding potential department restructuring in advance of the posting of the Digital Records Coordinator vacancy.

Tara drafted proclamations honoring Small Business Saturday and Religious Equality Day.

Tara completed several building permit reviews.

Renee, Danielle, and Violet worked on research items for staff.

Tara spent time on several union items.

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

- * Circulated to staff a follow for an October 25 FOIA request for a zoning verification letter regarding 1 Easton Court from Austin Williams
- * Provided a response and closed an October 29 FOIA request for residential properties which received any and all types of permits in the last 30 days from Pella Windows
- * Provided a decline and closed a November 3 FOIA request for police reports pertaining to an individual from Keyonte Cameron
- * Circulated to staff a November 9 FOIA request for bidder submissions regarding RFP 21-04 from Rich Milliman

Regarding minutes, staff time was spent on the August 9 Council executive session (Renee drafted - complete), August 23 Council executive session (Renee drafted - complete), October 18 Council (Renee edited - complete), October 21 Board of Adjustment (Nichol drafted - complete), October 25 Council (Nichol drafted; Renee edited - complete), October 26 Diversity and Inclusion Commission (Tara drafting) and November 1 Council (Nichol drafting) minutes. Several Council executive sessions, October 5 Board of Election, October 12 Conservation Advisory Commission, November 8 Council, and November 9 Conservation Advisory Commission minutes are currently in the queue.

31 discovery requests for upcoming Court cases were fulfilled this week. 576 discovery requests have been filled so far for 2021. There were no court calendars to be processed this week due to the upcoming Thanksgiving holiday.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 550 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee spent time working with staff regarding various items related to the Records Division due to the Digital Records Coordinator vacancy.

The scanning numbers for November 4-10 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
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Notable Notes:

The line crews switch circuits around on Papermill Road in preparation for crane clearance for the new pedestrian bridge. They continued upgrading the photocells for the smart streetlights, set a new pole for the new cell tower service on New London Road, and installed the transformer for Newark Senior Living on Barksdale Road.

The electricians installed the metering for the solar system at the yard. They fixed a hydraulic issue with a main 34kV breaker at Kershaw that was discovered during infrared scanning, not because it was a hot spot, but because the pump wouldn't stop running. The electricians also ran a new circuit for a heat pump at the yard and repaired park court lights.

Engineering worked with the line crews and electricians switching circuits and troubleshooting the problems with the 34kV breaker at Kershaw. Engineering worked with the electricians to troubleshoot a tap changer controller problem on a 138 to 34kV transformer at Kershaw. Engineering worked with an electrical designer on future upgrades to Martin Honda facility on Cleveland Avenue. Engineering also worked with home builder on Orchard Road on serving house cost effectively after concerns about voltage drop and flicker prompted an initial cost estimate to include a new pole and transformer. Engineering worked on design and cost estimates for Briar Creek North on Valley Road.

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:	Finance Department
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Notable Notes:

We have recently been informed by our vendor that envelopes may be in short supply in the near future. We encourage all of our utility customers to sign up on Customer Connect to opt out of receiving paper invoices. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum. Go to: <https://payments.newarkde.gov/>.

Monday, November 4, Council approved the 2022 Operating Budget and the 2022-2026 Capital Improvement Program. All documentation can be found on Budget Central. www.newarkde.gov/budget. Staff has also submitted revenue ordinances for water, sewer and stormwater, which will be introduced at the November 8th Council meeting. Link to the revenue ordinances can be found on these links:

Sewer: <https://newarkde.gov/DocumentCenter/View/15368/2H>

Water: <https://newarkde.gov/DocumentCenter/View/15370/2J>

Stormwater: <https://newarkde.gov/DocumentCenter/View/15369/2I>

Director Del Grande, as a member of DEMEC's Finance Committee, has been spending time with DEMEC and the committee reviewing DEMEC's proposed 2022 budget. DEMEC's budget will be presented to the DEMEC Board on Tuesday, November 16th. DEMEC's budget impacts the City's electric rates, as the City purchases all electric supply from them directly.

The City took possession of six new Police Interceptors this week. We are currently working on the lease paperwork for four of the six, and the remaining two were purchased outright, as they were fleet additions to the Police inventory.

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 - 70
 Open Project Tickets from Previous Week - 14
 Open Tickets with Vendor R&D from Previous Week - 15
 Tickets Opened in the Last Week - 33
 Tickets Closed in the Last Week - 30
 Remaining Open Support Tickets - 73
 Remaining Open Project Tickets - 14
 Remaining Tickets with Vendor R&D - 15

1. Met with Parks & Rec team to review work order creation on 11/4.
2. Created work order entry end user guide.
3. Configured additional service orders to auto complete in mCare.
4. Created virtual meter list in Compass for Rail Yard water usage.
5. Created new CO in Munis for multi-family at the request of Planning Department.
6. Worked with Harris and Pitney Bowes on OMR configuration settings.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. Waiting on vendor to configure EMV devices in production environment.

Infrastructure Team:

Open Support Tickets from Previous Week - 131
 Open Project Tickets from Previous Week - 43
 Tickets Opened in the Last Week - 67
 Tickets Closed in the Last Week - 89
 Remaining Open Support Tickets - 109
 Remaining Open Project Tickets - 43

1. Removed old Munis servers
2. Built new Hyper-V servers. They are ready to be racked.
3. Worked with Dispatch on the Verint recorder.
4. New switch configuration for the yard.
5. Troubleshooting car 906.
6. Troubleshooting issues related to the Comcast outage on 11/9.

7. Troubleshooting VOIP issues in Dispatch.
8. New phone lines created and in service for Dispatch.
9. Set up a shared mailbox for CALEA.
10. Built a new, web based remote access solution. Testing now.
11. Testing MFA for ADFS.
12. Worked with Verizon to transition copper in City Hall to fiber.
13. Workstation patching and maintenance.
14. Server patching and vulnerability remediation.
15. Worked on and resolved support tickets for end users.
16. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

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

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

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

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

- Northstar & Newark internal/external weekly status meetings

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

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

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

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

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

Development: 11/8/21 - 11/19/21 (IN PROGRESS)

- 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 - 11/24

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

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

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

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

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

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

- Transition to support: 1/31/22

Status:	Started
Expected Completion:	01-31-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Parks and Recreation Department

Notable Notes:

Director: Working on the grant reimbursement material for the Preston's Playground restroom; reviewing subdivision plans for upcoming development projects; attended White Clay Creek/Emerson Bridge installation meeting with DelDOT, R.A. Pierson Construction and Bridge Brothers; attended the Finance Department budget hearing meeting with Council; met with Ethan at Dickey Park to discuss drainage issues and hard surface improvements; along with Paula, met with possible intern candidate; attended the Reservoir solar project meeting with the project team; met with the Park Maintenance staff to discuss City happenings and initiatives; met with Paula and Tyler about Child Care stabilization

funding.

Deputy Director: Attended the budget hearing at the Council meeting; attended meeting for NewBark Pawlooza set up and confirmed portable toilet; attended Munis training with Andrew Steward and Bob Hoch regarding setting up work orders in the system; reminded recreation staff about upcoming deadlines for the winter/spring activity guide, purchase orders, PSA's, facility requests, and invoices before the end of the year; worked with NPD and Tyler on park permit for Kells Park; set up meeting dates and times to meet with Christina School District representative and principals of the two local elementary schools where the Before and After School Care programs take place to discuss locations for outdoor shelters and the short deadlines for purchase of them; sent 2022 tentative event calendar to Ethan for meeting regarding Delaware Avenue project; worked with Shelby on another Peachjar flyer to send to the local schools including information on the youth basketball league; worked with Ethan to gather information on work being done on Valley Road by DelDOT prior to the Turkey Trot; met with Chrissy, Shelby and Sharon to finalize plans for celebration for Carole Wash's 50 years of teaching fitness classes with Newark Parks and Recreation; worked with Sharon and Melinda to start contacting businesses regarding donations for the Turkey Trot; worked with Chrissy and Shelby to send another updated volunteer eblast for remaining events; continue to work with Tyler on child care stabilization grant submissions; 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.

Recreation Supervisor of Athletics: Continues working to finalize items related to licensing renewal applications at Downes and West Park before/after care, working to get background checks completed to fulfill licensing requirements for new staff who reside out of state, continues working on stabilization grant application, staff CPR/First Aid training was held on Wednesday; youth basketball league skills night sessions were held on Tuesday, continues to promote program and recruiting volunteer coaches and staff, practices are scheduled to begin 11/15; working to finalize program details for winter/spring 2022.

Recreation Supervisor of Community Events: Prepared for and held the NewBark PawLooza with approximately 50 dogs and 100 people in attendance; working on items for the Turkey Trot, ordered shirts, brought up old trophies from the basement to sort and return to be used for parts, collecting raffle prizes, receiving updates from race management (250 pre-registered); working on items related to Winterfest and Snack with Santa, confirmed ice carver's participation, emailing with UD Community Music School about their choruses participating as performers, several dance schools have expressed interest in participating in Winterfest, sent in request to UD Concessions to donate cookies and cider, submitted request for gift cards from the Kenny Family Foundation.

Coordinator of GWC and Volunteers: Continued finalizing items for winter/spring 2022 programming; continued outreach for Thanksgiving Day Breakfast sponsorship; finalized items needed including staff and programming schedule for the No School, Day of Play! program scheduled for November 8; the swim lessons scheduled to begin on November 6 were postponed due to instructor availability and will begin on November 13; worked with the administrative staff to finalize items needed for the purchase order for Revolution Dance for upcoming recital costumes; processed one additional timesheet for the theater instructor; finalized volunteer information for volunteers scheduled to assist with NewBark PawLooza on November 6; worked with a volunteer group from GORE who will clean Christina Parkway on November 8; coordinated with the Deputy Director and Creative Designer on additional recruitment via constant contact for Turkey Trot volunteers; met with the Director on upcoming Historic School Hill Displays with the NAACP; 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 Dance Room was rented on November 5 from 6 – 8 p.m. and November 6 from 6 – 8 p.m. for a Chair Dance class with an overall total of 24; the dance room was rented for private lessons on Sunday from 6:30 – 7:30 p.m. with an overall attendance of 2; the Main Hall was rented on November 6 for a 1st Birthday with an overall attendance of 50 and from 7 – 10 p.m. for a Music Concert with an overall attendance of 30; the Main Hall was rented on November 7 from 2 – 6 p.m. for a 2nd Birthday with an overall attendance of 40.

Recreation Specialist: Worked on out of state background checks for Tyler, updated CSV contact file with parental contact information for both schools, sent paperwork to Downes and West Park for new registrants; gathered items for NewBark Pawlooza, worked the event, shopped for and put together prize containers; brought up old trophies for the Turkey Trot in preparation for upcoming event; delivered flyers to the library and Reservoir; met with Chrissy to plan and inventory items for the Thanksgiving Day Breakfast, stopped by BJ's and Fulton Paper to compare prices on items for the breakfast. Volunteer Hours: 4 missionary volunteers devoted 12 hours on placing mulch at the Olan Thomas Park; 3 volunteers devoted 10.5 hours assisting with the NewBark Pawlooza.

Parks Superintendent: Inspected eight park/open space areas and developed work orders as needed, met with three residents concerning tree issues, met with Park Superintendent of White Clay Creek State Park concerning tree pruning/one removal along state park section of Pomeroy Trail between Laird Campus and Bubble Gum Rock for trail light maintenance, monitored tree/shrub cutbacks/removal completed by landscape contractor behind houses on Madison Drive, ordered plant materials needed for fall planting on traffic islands, picked up donated stack stone for future use for dry stacked stone wall installation at City Hall, put on light pole numbers along state park section of Pomeroy Trail for maintenance purposes, oversaw planting of perennials at several horticulture areas/traffic islands, continued researching costs for possible "Tree Give Away" in 2022, attended meeting concerning solar park installation at Reservoir and met with university student working with US Forest Service on FRAME study within city owned park/open spaces.

Acting Parks Supervisor assigned field staff daily and assisted as needed, oversaw holiday tree installation at Olan Thomas, coordinated with Recreation Division for upcoming special event and volunteers working with horticulture staff and started on coordinating upcoming vehicle types/ purchases with Parks Director.

Parks/Horticulture staff: Continue mowing/bed maintenance operations, blew off the trails at the Reservoir/Fairfield Crest Trail Extension/Hall Trail and Pomeroy Trail from Olan Thomas Park to Creek Road for races this weekend, did interior bed maintenance at City Hall, continued mulching at Olan Thomas Park, continued working on holiday tree display at Olan Thomas, did equipment maintenance to several hand held sprayers and on Ventrac, soccer goals put into storage from Fairfield, removed protective pads off soccer goal at Kells/washed/applied Armorall/stored away, blew off several tennis/basketball court areas, did tree work as assigned, continued on work orders, loading/set up/removal of materials/supplies for Newbark Pawlooza this weekend, did rut repair for Electric Department, graded/seeded/matted areas at Preston's

Playground where sub-surface drainage lines were installed, watering of mums at seasonal displays at City Hall and Wilson Center and put on holiday lights at City Hall on selected trees. Volunteers assisted horticulture staff with mulching at Olan Thomas Park.

Activity or Project:

Newark Turkey Trot 5K/10K

Description:

The Turkey Trot 5K and 10K Runs and 5K Walk will be held on Saturday, November 20 at Handloff Park on Barksdale Road in Newark. 10K Run will begin at 9 a.m. and the 5K Walk/Run will begin at 10:30 a.m. Pre-registration fee is \$25 on or before November 17 and \$30 on November 18 & 19. Register online at Races2Run.com. Pre-race shirt and number pick up at the Parks and Recreation Office will be held on Friday, November 19 from 8:30 a.m. - 4 p.m. for those registered by noon November 17. This is a rain or shine event. Both courses (5K and 10K) have been certified. There will be 10 men's and 10 women's divisions in each run. Participants registered by Nov. 5 will be guaranteed a long sleeve T-shirt. Prizes will be awarded to overall winners, as well as winners in age group categories for each run. Overall 1st, 2nd and 3rd place awards will be given for the 5K Walk.

Status: Not Started

Expected Completion: 11-20-2021

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

- 227 W Park - CO issued.
- 1364 Marrows Road - Honda Service - Trim out.
- 122 New London - Rough plumbing complete, HVAC complete.
- 128 New London - Rough plumbing complete, HVAC complete.
- 321 Hillside
 - o 400 Building 6 Units - TCO issued.
 - o 300 Building 10 Units - TCO issued.
 - o 200 Building 10 Units - TCO issued.
 - o 100 Building 10 Units - TCO issued.
 - o 800 Building 10 Units - TCO issued.
- 18 Country Club (Fairfield Apartments Fire) - No progress.
- Fintech, Star Campus – Window and exterior finish installation has started. Interior work progressing. Site work is progressing.
- College Square Apartments – Building 1, interior work progressing. Exterior wall covering installation underway. Framing started on building 2.
- 45 E Main Street, CVS – Final inspection complete. Final CO can be issued.
- Evan Hall, UD – Approval for occupancy of rooms d127, 129, and adjacent corridor and vestibules approved. Additional work ongoing.
- Drake Lab – Slab prep inspected.
- Greene Turtle – CE plan review complete.

- 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 - rough inspections 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.
- Plan Review for Gas Lines: 1
- Plan Review for Sheds: 2

Code Enforcement Meetings Attended

- Met with Jeff Martindale and the engineer regarding the structural issues at the entrance at the atrium.

Code Enforcement Items of interest

- Site visits with Dave Greenplate for orientation regarding new position.
- Green Mansion - Footings on hotel continue, foundation walls continue.

Property Maintenance

- Complaints: 4
- Citations: 2
- Violations: 7
- Inspections: 14

Property Maintenance Special Note

- Weekend patrol Saturday and Sunday yielded the following results. Issued two citation notices and four violation notices. All properties that were given a notice complied by the following day.

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. Parking Division audited by Finance Department.
- Continued handling residential and municipal permitting for residents. Permitting has returned to normal levels after an increase from returning students.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under three (3) business days unless further action needs to be taken.
- Collected COVID results from unvaccinated employees and moved along to City Manager's Office.
- Parking maintenance continued with their fall clean up at the parking warehouse.
- Provided City Manager's Office and Finance with possible revenue stream changes if parking citation base amounts were to increase.
- Review of A/R aging reports and supplied what needed to be removed from the list.
- Worked with PW&WR and Electric regarding the EV stations and Lot 1 transformer getting bollard/bumper blocks installed to protect units.
- Contacted parking vendors and informed them they need to complete the new EFT forms for Finance/Purchasing.
- Notified staff of open enrollment.
- Attended Subdivision Advisory meeting.

Planning/Land Use

- Deed Transfer Affidavits: 8
- Building Permit Reviews: 9
- The next meeting of the Comp Plan Review Steering Committee is December 9th.

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>On November 10th, Mayor Clifton, City Manager Coleman, Police Chief Tiernan, and police and city staff, attended a virtual meeting with University and UDPD administration to discuss on going communication.</p>	
<p>Special Enforcement Division:</p> <ul style="list-style-type: none"> • During the week, the Traffic Unit met with DelDOT and City officials regarding the closing of Paper Mill Road beginning on November 12th at 8:00 p.m. for the installation of the new pedestrian bridge over the White Clay Creek. On Thursday, the Traffic Unit will assist with the escort of the 30 Rockefeller Christmas tree from the Maryland line on 273 to the Delaware Memorial Bridge where the escort will be turned over to the New Jersey State Police. During the week, the Traffic Unit will conduct traffic enforcement at several locations throughout the city including Delaware Avenue, Capitol Trail, and South College Avenue. The unit will also conduct increased enforcement on Hillside Road at Sypherd due to complaint of stop sign violations. • On Wednesday, the Special Operations Unit will attend a meeting regarding vandalism at the St. John's Cemetery. On Thursday night, the unit will present a Community Policing block of instruction at the Citizens Police Academy. On Friday night, the unit will conduct plain clothes Cops in Shops enforcement at area liquor stores and restaurants. The unit will spend the remainder of the weekend evenings conducting proactive patrols in the college neighborhoods and 896 hotel corridor. • During the week, ACO Donna Vickers responded to VCA Newark Animal Hospital for a held stray dog that had been picked up in Lewes, Delaware, the night before. An unknown male subject was passing through Lewes on his way to Newark when he saw the Chihuahua dog standing next to the road. He stopped and picked the dog up because he was concerned for the animal's safety. The male brought the dog back to Newark and then turned it over to the animal hospital. Identification was found on the dog, but the information was incorrect. Through ACO Vickers' investigation, she located the dog's owner and coordinated with him to get the dog back home to Lewes, Delaware. ACO Vickers also located a sick fox at the reservoir that had been approaching citizens utilizing the park. ACO Vickers coordinated with police staff and had the fox euthanized. 	
<p>Patrol Division:</p> <ul style="list-style-type: none"> • On Monday, November 8th, 2021, at approximately 0440 hours, officers responded to the area of Vassar Drive for the report that a male, wearing a black jacket and black backpack, was attempting to get into vehicles by pulling on door handles and trunks. Officers searched the area; however, the suspect had left the area prior to their arrival. Residents are reminded to always secure valuables and keep vehicles locked when unattended. • On Tuesday, November 9th, 2021, a male subject was turned over to the custody of the Newark Police Department after being arrested by the Wilmington Police Department on that date. The subject was wanted on an active warrant for Aggravated Menacing, Strangulation, Offensive Touching, Terroristic Threatening, and Endangering the Welfare of a Child relating to a domestic assault which occurred at the Red Roof Inn on Tuesday, 10/26/21. He was arraigned through Justice of the Peace Court #2 and was turned over to the Howard R. Young Correctional Facility on \$23,000 cash bail. 	
<p>Administration Division:</p> <ul style="list-style-type: none"> • The City of Newark is currently accepting applications for the position of police officer. Potential applicants can access all necessary information at https://newarkde.gov under the employment tab at the bottom of the page. • On November 5, 2021, at approximately 0640 hours, Newark Police School Resource Officers (SRO) assigned to Newark High School were made aware of a threat of violence at Newark High School posted on a social media platform. The SROs immediately initiated an investigation into the threat. Additional Newark Police Officers responded to the school as a precautionary measure. In less than two hours, the SROs identified the source of the threat and took the suspect, a 14-year-old male Newark High School student, into custody without incident. The suspect, from Newark, was transported to Newark Police headquarters where he was charged with one count of felony Terroristic Threatening. He appeared before New Castle County Family Court and was released on \$500 unsecured bail. • On Wednesday, November 10th, M/Cpl. Smith attended a job fair at the Goodwill in Wilmington sponsored by the Delaware Department of Labor. • On Thursday, November 11th, the 2021 Citizens Police Academy attendees graduated from the program. During the last eight (8) weeks, attendees were exposed to various aspects of the Newark Police Department providing them with a unique insight into law enforcement. 	
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>DelDOT Project Updates:</p> <ul style="list-style-type: none"> • Reminder that Paper Mill Road is scheduled to be CLOSED beginning this Friday at 10 p.m. and remain closed through the weekend for the installation of the Emerson Bridge. • On Monday, November 15, Delmarva Power will be on the south side of Cleveland Avenue between North College and Wilbur Street to relocate the existing gas main to accommodate the installation of new storm sewer infrastructure on Cleveland Avenue. This work is anticipated to take a full week. A pedestrian detour will be in place through the work area. There are no lane closures proposed for this work. • The contractor has indicated that they will begin work on the Delaware Avenue Reconstruction on November 29. The initial work area is still under discussion with the project team to limit disruptions. • The intersection of Library Avenue and Main Street is slated to be replaced with concrete in 2022 as part of the Library Avenue pavement rehabilitation project that stretches all the way to Route 40. <p>Crews continue to collect leaves around the City and have been able to keep up with a full collection of the City so far this season. We expect the rain and cold weather will increase the amount of leaves over the next week that may push us out to one collection per two weeks through December. Residents are reminded to rake the leaves to the grass plot between the curb and sidewalk for collection.</p> <p>Notices for our annual sidewalk program have been sent out to affected residents, alerting them to the deficiencies in the sidewalk abutting their property. The notices also explain a program available to them where the City enters into a contract and allows the residents to take part in our contract for lower unit prices than contracting separately.</p>	
Activity or Project: Annual Street Paving Project	
Description: Milling operations were started in Country Hills on November 11. Patching and paving will take place over the next week to complete this project area. The contractor will mobilize to Sypherd Drive on November 15 to begin curb removal and replacement from Wilson Road to Old Oak Road. Notices were handed out to all affected residents.	
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project: Rodney - Park and Stormwater Facility Construction	
Description: Several noticeable improvements have been made over the past week as we near the completion and opening of the park. The wall along the railroad tracks was painted and the landscaping installation has begun. Several hundred trees and shrubs will be planted throughout the site. We now expect the fence to come down and the majority of the park to be open by the week after Thanksgiving.	
Status:	Near Completion
Expected Completion:	11-30-2021
Execution Status:	Behind Schedule
Activity or Project:	
Description:	
Status:	

Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated November 11, 2021)

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	20	22	90.91%
FINANCE & IT	19	23	82.61%
JUDIC & LEGIS	18	19	94.74%
PARKS	69	72	95.83%
PLAN, CODE, & PARKING	31	37	83.78%
POLICE	71	91	78.02%
PWWR	45	58	77.59%
TOTAL	293	342	85.67%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	39	46	84.78%
AFSCME 3919	20	26	76.92%
CWA	92	107	85.98%
FOP	49	67	73.13%
MGMT	32	33	96.97%
TEMP/SEAS/NON-UNION	61	63	96.83%
TOTAL	293	342	85.67%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	165	178	92.70%
FIELD STAFF	128	164	78.05%
TOTAL	293	342	85.67%

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	202	244	82.79%
PART-TIME	30	35	85.71%
TEMP/SEAS/NON-UNION	61	63	96.83%
TOTAL	293	342	85.67%

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 187)	UNVAXXED - Temp./Seas./Non-Union (N=63)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 196)	VAXXED - Temp./Seas./Non-Union (N=63)	% UNVAXXED
3/1/20 - 12/10/20*	6	11	0	--	--	--	100.00%
12/11/20 - 3/19/21**	8	7	1	--	--	--	100.00%
3/19/21 - Present***	6	8	1	1	3	4	65.22%
TOTAL	20	26	2	1	3	4	85.71%

*Vaccines not available to anyone
 **Vaccines available to first responders only
 ***Vaccines available to all City staff

% OF CURRENT UNVAXXED STAFF W/ COVID CASE (SINCE START)	
16 of 49 employees	32.65%

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT	% CURRENT VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% CURRENT UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
ADMIN	5.00%	1670	19.57%	2.73%	30.61%
ELECTRIC	18.18%	3919	19.23%		
FINANCE & IT	13.04%	CWA	11.21%		
JUDIC & LEGIS	0.00%	FOP	23.88%		
PARKS	6.94%	MGMT	9.09%		
PLAN, CODE, & PARKING	24.32%	OTHER	7.94%		
POLICE	20.88%	TOTAL	14.62%		
PWWR	15.52%				
TOTAL	14.62%				

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	168	33	68.60%
PFIZER	52	25	26.28%
JOHNSON & JOHNSON	12	3	5.12%
TOTAL	232	61	100.00%

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

Digital Records Project New Documents Created – November 4-10

Name	# of Documents	# of Pages	Types
Sandy	95	4,213	PUBS Daily Cash Receipts and Returned Postal Records; City Manager Administrative files
Fred	42	265	PWWR contracts; Code Enforcement plans; Electric Department tickets
Ana (PT)	47	269	Court documents; Working on document modifications
Violet (PT)	41	285	Current Legislative Department documents
Total	225	5,032	

Monthly Year-Over-Year New Document Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 10/31/21-11/06/21

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	0
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	5	8	0	5	2	0
Robbery	20	21	0	24	33	0
- Commercial Robberies	2	2	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	4	0
- Attempted Robberies	0	5	0	0	13	0
- Other Robberies	16	9	0	23	13	0
Assault/Aggravated	17	23	0	13	66	0
Burglary	35	29	1	79	13	0
- Commercial Burglaries	10	6	0	42	4	0
- Residential Burglaries	19	20	1	17	6	0
- Other Burglaries	6	2	0	20	2	0
Theft	449	612	12	133	109	1
Theft/Auto	60	56	0	16	13	0
Arson	0	0	0	0	0	0
All Other	155	7	3	81	47	0
TOTAL PART I	749	762	16	357	288	1
<u>PART II OFFENSES</u>						
Other Assaults	239	212	7	164	180	2
Rec. Stolen Property	2	0	0	8	9	0
Criminal Mischief	109	169	2	48	48	0
Weapons	11	5	0	37	50	1
Other Sex Offenses	0	9	1	0	4	0
Alcohol	38	155	6	38	153	2
Drugs	51	124	2	82	82	1
Noise/Disorderly Premise	539	757	17	185	255	3
Ordinance Violation	67	125	0	94	24	0
Disorderly Conduct	137	383	11	59	94	2
Trespass	276	319	4	46	88	3
All Other	235	387	8	218	225	1
TOTAL PART II	1704	2645	58	979	1212	15
<u>MISCELLANEOUS:</u>						
Alarm	147	458	9	0	0	0
Animal Control	426	403	8	20	9	0
Recovered Property	160	158	7	0	0	0
Service	24266	28850	626	0	0	0
Suspicious Per/Veh	387	367	11	0	0	0
TOTAL MISC.	25386	30236	661	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	601	30,305	852	37,236



Newark Police Department Weekly Traffic Report



10/31/21-11/06/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3577	10812	64	382
DUI	75	136	1	3
TOTAL	3652	10948	65	385

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	154	149	5	2
Property Damage (Reportable)	665	789	24	30
*Hit & Run	175	156	8	7
*Private Property	158	182	10	7
TOTAL	819	939	29	32

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.