

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Directors Del Grande and Filasky participated in a call with representatives from the Governor's office and I to discuss leveraging ARPA and Infrastructure and Jobs Act funding for infrastructure capital projects. The meeting was very productive, and we feel we have a better understanding of what we need to do to apply. We also received information suggesting that there will be leveraging funding available for parks projects, and more information on how the State will handle applications for public/affordable housing projects. I followed up this call by meeting with Director Spadafino about potentially eligible parks projects and provided him with the application so he could begin preparing submissions. I also contacted the Newark Housing Authority and their consultant to schedule a meeting so we can begin preparing the application for the George Read Housing project.

I attended the November DEMEC Board meeting which was preceded by a meeting of the Executive Committee. We are in the process of reviewing the DEMEC 2022 budget which should be approved at the next meeting on December 7th, assuming all of the board's questions are answered satisfactorily. I also attended the November board meeting for The Newark Partnership.

Mayor Clifton, Councilman Lawhorn, and I met with representatives from Bloom Energy. We discussed potential opportunities for collaboration, including but not limited to ways Bloom can assist local schools with developing a future workforce. Bloom shared that they have added nearly 100 full-time jobs in the last 12 months, rising to 481 as of 9/30/21. They also plan to add roughly 100 more in the next 12 months.

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

Human Resources:

CPPO Jeff Martindale's week was nearly all focused on open enrollment processing. Open enrollment for staff ended at 5:00 p.m. on Friday, 11/12, which leaves a week for Mr. Martindale to review and process changes with the Delaware Valley Health Trust (DVHT), our health/dental/vision administrator. Beyond that for HR, he worked with Planning to finalize the space setup for the two new temporary planners who are starting Monday, 11/29. There were no COVID cases identified among staff this week. The previous week's vaxstats sheet is still up to date.

HR Administrator Marta Pacheco continues to review police officer applications as received; notifying those that are incomplete and sending invite to written exam which will be on January 8, 2022. This past week we finally received PSI's scores for the police written exam and ranking of the 14 police applicants that recently participated on the written exam on October 30. All applicants have been notified of their ranking, have been sent their invite to Guardian Alliance Technology where each applicant will complete documents in order for our Police Department to conduct background investigations. The applicants have until Friday, December 3 to complete this information. Ms. Pacheco reviewed with CHRO Hardin service awards layout for this year's awards. She also provided Ms. Bensley with names and years of service for announcement at Council's December 6 meeting.

With Ms. Bradshaw's assistance she will be mailing out account summary information to our retirees indicating the new healthcare premium owed as of January 1, 2022 based on their selections during open enrollment. These will be mailed out on Friday, November 19. She processed employee on-the-job injuries with PMA. Ms. Pacheco is working on the posting for Parks Supervisor (21-57) to be posted internally on Friday, November 19 with a closing date of Friday, December 3. Ms. Pacheco assisted CHRO Hardin with requested retiree spouse information and allowances as requested by the actuary. We received the list of applicants to be interviewed for Deputy Director of Planning & Development and will be scheduling interviews shortly. Ms. Pacheco started working on across-the-board increases for CWA, AFSCME 1670, and AFSCME 3919 which are effective January 1, 2022. She will prepare FOP when their new contract is approved by City Council.

HR Coordinator Denyce Bradshaw continued working on Anti-Harassment Training and updated the spreadsheet when completed by the employee. She also files the certificate of completion in the employees file. While the majority of employees are finished with the training, she sent emails to supervisors with updates on staff that have not signed up or completed training. Ms. Bradshaw also processed retiree reimbursements, processed check request for employee ER visits, sent birthday cards, processed personal actions for email address changes and assisted Mr. Martindale with open enrollment spreadsheet.

CHRO Devan Hardin spent the early part of the week preparing for the Pension Committee meeting which took place on Wednesday, November 17th in Council Chamber. This included preparing the agenda, minutes, preparing documents, reports and putting together agenda packets for the committee members. She assisted with open enrollment questions, working with negotiations team on finalizing the FOP contract and preparing memos and documents for upcoming Council meetings. On Thursday, November 18 CHRO Hardin participated as a panelist on a webinar for the ICMA Student Chapter of her Alma Mater Villanova University. The webinar was attended mostly by graduate students in the MPA program and focused on recruitment/retention, diversity, equity and inclusion and tips for graduate students who are looking for jobs in the public sector. It was well attended and there were great questions by the attendees. CHRO Hardin spent the rest of the week answering emails, working on pension related items, personnel matters and labor relations. She also attended meetings with department directors and employees as requested. She will be meeting with payroll staff and the HR team to review year-end processing of employee benefits and accruals. CHRO Hardin reviewed the interview questions for the upcoming Deputy Director of Planning and Development interviews scheduled for the week after Thanksgiving and will be participating on the panel.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

For non-HR items, CPPO Jeff Martindale finalized towing contract extensions with Ewing and Goodchild for the term 1/1/22 – 12/31/22. He also decided on final rate pricing for electric vehicle charging stations along with Parking and Electric. Lastly, he coordinated with Parks and Miller’s Tree Experts to get a quote for needed tree removal as part of the solar project near the reservoir. The impact of this tree clearing will be minimal (along the fence line on the road) and will be replaced by lower hanging plantings after the project is complete to prevent shading on solar panels.

Facilities Maintenance:

FM Superintendent Dave Greenplate completed the following tasks:

- Repaired door opener at Codes/Parks.
- Assembled new shredder in police.
- Laid new carpet in Planning area.
- Patched walls and scrape off old adhesive and padding.
- Setup Council Chamber for meetings.
- Dealt with yard gate issues.
- Updated fuel records.

The rest of the FM team completed the following:

- Assisted in laying new carpet in Planning area.
- Patched walls and scrape off old adhesive and padding.
- Prepped and painted walls.
- Touched up paint and repair broken tile at GWC.
- Onboarded new temporary custodian.
- Completed normal cleaning and disinfecting duties.

Purchasing Assistant:

PA Cathy Trykowski processed 59 invoices for the week ending 11/12, 18 purchase orders, and 2 change orders. So far this week, she has processed 19 purchase orders and anticipates processing 80 invoices by the end of the week.

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 11/11/21-11/17/21. 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.

The court processed 19 PBJ's for traffic violations and 8 Plea by Mails for criminal cases.

Activity or Project:

Payments and Court Sessions

Description:

From 11/11/21-11/17/21 Alderman's Court handled 64 arraignments, 37 trials, 12 capias returns and 3 video hearings. The court collected a total of 475 parking payments of which 393 were paid online and 82 were paid at court. The court also collected traffic/criminal payments of which 275 were paid online and 39 were paid at court for a total of 314 traffic/criminal payments.

Status:

Completed

Expected Completion:

11-17-2021

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 11. Bobby was in the office on November 11 for Court.	
Renee attended the management staff meeting on November 11.	
Tara finalized and posted the agenda for the November 23 Diversity and Inclusion Commission meeting on November 16.	
Renee met with City Manager Coleman and Chief Human Resources Officer Hardin on November 17 regarding the proposed Legislative Department restructures triggered by the vacancy in the Digital Records Coordinator position.	
Renee spent time working on items related to Council, including follow up from the November 8 Council meeting, drafting packet items for the December 6 Council meeting, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into 2022. The November 15 and 22 Council meetings have been cancelled so the next Council meeting will be December 6.	
Renee drafted and sent an updated boards and commissions vacancies and expiring terms list to Council for their consideration. Nichol contacted current members as requested by Council members to determine interest in potential reappointment. All positions currently accepting applications are posted here: https://newarkde.gov/113/Boards-Committees-Commissions .	
Staff worked on the preparations for the District 2 special election. Tara worked on preparations for the poll worker training on November 18 and election day. Violet and Nichol worked on absentee ballot processing. 120 completed absentee affidavits have been received and 45 absentee ballots have been returned. The polling place will be open from 7:00 a.m. to 8:00 p.m. on November 23 at the Newark Free Library. 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 .	
Tara completed several building permit reviews.	
Danielle processed items for the Recorder of Deeds office.	
Renee, Tara, 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:	
* Provided documents and closed an October 25 FOIA request for a zoning verification letter/open unresolved zoning/building fire code violations/COs/special use permits/final approved site plan pertaining to 1 Easton Court from The Planning and Zoning Resource Company	
* Provided documents, a response and closed a November 1 FOIA request for information regarding RFP 21-04 from Kelsey Cruz	
* Provided documents, a response and closed a November 9 FOIA request for information regarding RFP 21-04 from Rich Milliman	
* Provided a document and closed a November 11 FOIA request for a list of properties which had their water disconnected in the month of October from Josh Miller	
* Provided a document and closed a November 11 FOIA request for a list of properties which had received code violations in the month of October from Josh Miller	
* Provided a response and closed a November 11 FOIA request for open permits pertaining to 250 Dallam Road from Francis and Carolyn Fierro	
* Circulated to staff a November 11 FOIA request for any open permits/liens/violations pertaining to 10 Panorama Drive from Brian Frederick Funk, P.A.	
Regarding minutes, staff time was spent on the August 30 Council executive session (Renee drafting), October 26 Diversity and Inclusion Commission (Tara drafted - complete), November 1 Council (Nichol drafted) and November 8 Council (Nichol drafting) minutes. Several Council executive sessions, October 5 Board of Election, October 12 Conservation Advisory Commission and November 9 Conservation Advisory Commission minutes are currently in the queue.	

23 discovery requests for upcoming Court cases were fulfilled this week. 599 discovery requests have been filled so far for 2021. The court calendar for December 3 was received and the 13 associated case files were processed for the Deputy City Solicitor. Danielle also spent time reconciling the outstanding cases for discovery to close cases that have been resolved.

The office received 18 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. 568 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

The scanning numbers for November 11-17 are below.

Status:

In-Progress

Expected Completion:**Execution Status:**

On Track

Activity or Project:

Council Chamber Hybrid Meeting Upgrades

Description:

Due to additional delays with equipment delivery, installation has been pushed back to the week of January 10 provided all equipment has been delivered.

Status:

In-Progress

Expected Completion:

01-14-2022

Execution Status:

Behind Schedule

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

Electric Department

Notable Notes:

The line crews switched out circuits, ground and covered electric lines for the new Paper Mill Road pedestrian bridge. They isolated fault find, dug and repaired a bad buss line on Falling Tree Court, and completed West Main 76 grounding and switching. Tree trimming continued on Madison Drive. The line crews also continued upgrading the photocells for the smart streetlights project.

The electricians repaired circuit breaker CB7 at the Kershaw Substation. They also worked on a Main Street camera, assisted the contractor with the solar feeders tie in at City Hall, and completed spill prevention, control and countermeasure (SPCC) inspections.

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

Department:

Finance Department

Notable Notes:

Accounting staff mailed out over 600 delinquent tax statements (some properties have more than one) last week.

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>

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/>.

The City is beginning to experience price increases and scarcity for some of the materials we use. We will be closely monitoring these issues as we go through the rest of the year.

City Manager Coleman, and Directors Filasky, Del Grande, and Deputy Director Robinson met with the Governor's office on 11/16 to discuss the grant application process seeking ARPA and/or water/sewer/stormwater funds for City projects. Any grants received would mitigate the City's need to fund these projects on our own, thereby avoiding the need for a referendum in the immediate future.

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

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 73

Open Project Tickets from Previous Week - 14

Open Tickets with Vendor R&D from Previous Week - 15

Tickets Opened in the Last Week - 35

Tickets Closed in the Last Week - 32

Remaining Open Support Tickets - 76

Remaining Open Project Tickets - 14

Remaining Tickets with Vendor R&D - 15

1. Assisted CED with annual business license billing, provided list of licenses missing expiration dates.
2. Created query and provided SEIBERLICH Trane monthly usage reports for City electric accounts.
3. Ran Energy Assistance Program report for PUB.
4. Updated service award report by adding a parameter.
5. Uploaded updated ReadyForms in production for custom forms (revised payments URL).
6. Uploaded newly created tax bill in production for those customers who escrow.
7. Worked with Tyler to resolve issue with Munis cubes database.
8. Created and promoted to production multi-family certificate of occupancy.

9. Worked with Harris Smartworks to resolve issues on TEST server and turned on rules in order to test proposed changes related to AMI data files.
10. Performed troubleshooting on beltclip for Water Division, sent back to Honeywell for repair.
11. Attended Automation Platform hand off meeting with Harris and PUB team on 11/15.
12. Conducted Automation Platform user acceptance testing with PUB team on 11/16.
13. Attended Harris virtual conference 11/16 - 11/17.
14. Worked on and resolved support tickets for end users.
15. 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 is scheduled to make updates to OMR marks per request of Pitney Bowes on 11/19.
5. Support ticket review with Harris management scheduled for 11/29.

Infrastructure Team:

Open Support Tickets from Previous Week - 109

Open Project Tickets from Previous Week - 43

Tickets Opened in the Last Week - 114

Tickets Closed in the Last Week - 104

Remaining Open Support Tickets - 124

Remaining Open Project Tickets - 38

1. Troubleshooting camera outages.
2. Received new laptops and docks.
3. Building image for new laptops.
4. Troubleshooting car 906.
5. Troubleshooting issues related to the Comcast outage on 11/9.
6. Troubleshooting VOIP issues in Dispatch.
7. Testing web based remote access solution.
8. Testing MFA for ADFS.
9. Worked with Verizon to transition copper in City Hall to fiber.
10. Workstation patching and maintenance.
11. Server patching and vulnerability remediation.
12. Worked on and resolved support tickets for end users.
13. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

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

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

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

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

- Northstar & Newark internal/external weekly status meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Transition to support: 1/31/22

Status:

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: Met with DeDOT and construction company for the Emerson Bicycle and Pedestrian Bridge about road closures and installation process; met with an Eagle Scout about completing work at the George Wilson Center as part of his Eagle Scout project; reviewed the job description for the vacant Parks Supervisor position; working with IT to install additional camera at the Reservoir for Preston's Playground; met with Christina School District representatives, Paula, Tyler and Ethan to go over potential outdoor class room/shelter placement and to go over sidewalk plans and ADA requirements; met with Emerson Bridge Construction team and DeDOT representatives during the bridge installation process; conducted the Park Maintenance meeting to discuss upcoming work orders and projects throughout the park system; winterized the water fountain at the Reservoir; worked with Tom Z. on miss utility mark out areas for adding bike racks at the Reservoir and additional Little Free Library at Ridgewood Glen Park; reviewed subdivision plans for upcoming projects.

Deputy Director: Met with Tyler, Joe, the Christina School District representative and both school principals to go over locations for the outdoor shelters at each school; met with Ethan, Joe and Tyler at each school to discuss ADA accessibility requirements and potential locations for pathways; worked on quote for new safety vests needed; worked with Shelby on Peachjar submissions for the local schools and another PSA to media regarding upcoming events; worked with Shelby and Sharon to update Winterfest and Snack with Santa marketing material to include sponsor name; sent updated hourly wage schedule for seasonal/part-time employees to Marta to update in the personnel manual effective 1/1/22; received training guide from IT for creating work orders after attending training and sent to Andrew Steward and Bob Hoch to use moving forward; worked with Tyler on creating a new background check form specific to youth sports league coaches only; worked with Shelby to push out announcements for Paper Mill Road closure over the weekend due to bridge installation on social media; worked with Sharon and Melinda to secure additional Turkey Trot donations for door prizes; reminded recreation staff to get any final outstanding invoices processed before the end of the year and included a list of upcoming deadlines including PSA's, winter/spring activity guide and price increase information, fall statistics and the year-end report; sent reminder to staff working the Turkey Trot for upcoming meeting; worked with Melinda to prepare for No School Day of Play programs and promote to previous participants, contacting staff and preparing schedule; worked with Sharon to get race bib numbers in advance of shirt pick up for the Turkey Trot so we can prepare door prize tickets in advance, creating the piling list, ordering trophies, and completing purchase order for the timer in preparation for the Turkey Trot; worked with Sharon to contact UD Concessions, completing a performer contract and purchase order for the ice carver, ordering the ice block, confirm with the Lions Club they are available to roast chestnuts and completing the street layout on a map in preparation for Winterfest; worked with Tyler on adding an additional bus for the upcoming New York City trip; coordinated with Courtney and Marvin parking to block off parking spots on Academy Street in preparation for Winterfest on Dec. 3; continue to work with Tyler on child care stabilization grant submissions including adding personnel costs from PW&WR for ADA requirements and background checks completed on staff; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Melinda, Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues working to finalize items related to licensing renewal applications at Downes and West Park before/after care, continues working on stabilization grant application, met with Christina School District representatives, Director and Deputy Director to go over potential picnic shelter placement, met with Director, Deputy Director and PW&WR Deputy Director to go over sidewalk plans and ADA requirements; completed schedules and finalizing officials for adult winter volleyball leagues which are scheduled to begin 11/17; a new adult archery session began on 11/8; final makeup tennis classes for the Fall were held this week; held a virtual coaches meeting for youth basketball leagues, continues recruiting coaches and staff and taking registrations; added a second bus for our trip to NYC on 12/11, high demand for this trip; finalizing details for winter/ spring programs and getting information submitted.

Recreation Supervisor of Community Events: Working on items for the Turkey Trot including ordering additional shirts, created purchase requisitions, collecting raffle prizes, receiving updates from race management (350 pre-registered); working on items related to Winterfest and Snack with Santa including receiving ice carver's signed contract, ordering carving block and chestnuts, emailing with UD Community Music School about their choruses participating as performers, researching new crafts.

Coordinator of GWC and Volunteers: Continued finalizing items for winter/spring 2021 programming; continued outreach for Thanksgiving Day Breakfast sponsorship and other Thanksgiving Day Breakfast preparations including going to the Restaurant Store for items; the No School, Day of Play program was held on Monday, November 8 with a total of 6 participants; swim lessons began on Saturday, November 13 at the Newark

Senior Center with a total of 10 participants registered for Parent & Child Swim Lessons, 9 registered for Beginner Swim; 5 registered for Advanced Beginner, 5 registered for Intermediate and 2 registered for Advanced; communicated with Newark Police Department on items needed for the Presents with Police First Responder Friday event scheduled in December; met with members from the School Hill Historic Displays Committee and attended two meetings on Thursday, November 11; met with the Director and an Eagle Scout on installing a flag pole at the George Wilson Center; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: The Main Hall and kitchen were rented on November 12 from 5 - 9 p.m. for a 6th Birthday Party with an overall attendance of 40; the Main Hall was rented on Saturday from 10 - 11:15 a.m. for a Neighborhood Association meeting with an overall attendance of 6; and from 2 - 7 p.m. for a 1st Birthday with an overall attendance of 40 and from 8 - 10 p.m. for an Arts Show with an overall attendance of 35; the Main Hall was rented from 11 a.m. – 4 p.m. for a 1st Birthday with an overall attendance of 35; and from 6 – 10:30 p.m. for a Family Birthday Party with an overall attendance of 100; the dance room was rented on Sunday from 4 – 5 p.m. for a dance class with an overall attendance of 2.

Recreation Specialist: Shopped with Chrissy for supplies at the Restaurant Store for the Thanksgiving Day Breakfast, cut all the wrappers for the silverware sets, assisted the apprentice from NCCL with starting to wrap silverware; posted Weekly Roundup on Facebook; stopped in 10 businesses to drop off paperwork for prizes/donations for the Turkey Trot; double checked winter volleyball schedules and posted on the website. Volunteer Hours: 3 volunteers from Gore devoted 9 hours cleaning up trash from Christina Parkway, 2 missionary volunteers devoted 5 hours distributing posters to Main Street businesses for upcoming events.

Parks Superintendent: Inspected nine park/open space areas and developed work orders as needed, met with three residents concerning tree issues, met with contractor concerning shelter installations at three sites to get quote for each site, attended meeting with City Manager and Parks Director to discuss Main Street trees, met with arborist contractor to get quote on tree/shrub/vine removal along Old Paper Mill Road for installation of solar park at east side of Reservoir, adjusted time for security gate closures at Folk and Rittenhouse Parks, assisted Public Works concerning tree issue with resident, inspected mulching operation at Olan Thomas Park, inspected tree/shrub pruning/cutbacks completed by contractor behind houses on Madison Drive and notified Public Works of completion, started coordinating with Acting Parks Supervisor on turf repair/planting bed installation and wall installation at City Hall by charging stations, reviewed two proposed landscape plans and commented as needed and coordinated plant material pick up with nursery for planting at three horticulture sites next week.

Acting Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated mulching operation at Olan Thomas, met with Parks Director and contractor who installed outside water fountain at Preston's Playground to learn proper method for winterizing fountain, checked salt box for upcoming winter season and notified garage of needed repair to box and started coordinating for repairs to Santa's Photo house for Winterfest event.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, watered pots with seasonal color at City Hall/Wilson Center/Preston's Playground, stored away materials/supplies from Newark Palooza event, started repair to wall section from Santa's Photo house, trash removal throughout park system, continued on work orders as assigned, completed equipment maintenance on both Kubota's/hand held blowers/string line trimmers, winterized both the athletic paint line sprayer and the water, Water Division installed new Zurn water faucet in Community Garden at Fairfield Park. Volunteers placed posters in stores along Main Street advertising upcoming events.

Activity or Project:

Annual Thanksgiving Day Breakfast

Description:

Enjoy Thanksgiving Day morning from 8:00 – 10:30 a.m in the company of Newark neighbors and friends. The Parks and Recreation Department, area merchants and volunteers will celebrate our 35th year of gathering together to offer this special breakfast. Our mission is to create a warm and caring atmosphere among community members, older adults and area students who are unable to share the holiday with family members or a companion. Join us for a hearty breakfast and a little fellowship. This year's menu will include pancakes, eggs, sausage, fruit, coffee, juice, and tea. People over the age of 60 MAY ATTEND AT NO COST. Advanced registration is encouraged. There will be an optional food drive for the Delaware Food Bank. Please bring a canned item including fruit, vegetables, meat or tuna. The event is free for ages 60 and over, \$3 in advance and \$6 at the door. To register please visit our web site at www.newarkde.gov/play or call the Recreation Office at 302-366-7000.

Status:	Not Started
Expected Completion:	11-25-2021
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 - 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.
 - 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.
 - Evan Hall, UD - All hydro testing complete. Above ceiling inspections in corridors complete.
 - Drake Lab Addition - Slab prep inspected.
 - Green Turtle - CE plan review complete.
 - 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.
 - Green Mansion – Footings on hotel continue, foundation walls continue.
 - Fence Plan Reviews: 2
 - Sheds: 1
- Code Enforcement Meetings Attended
- Subdivision Advisory Committee
 - Drake Lab with Councilman Bancroft – questions regarding coordination of projects in the existing Drake Lab and the addition.
 - College Square – questions regarding water meter yokes and water meters. Referred to Ethan in Public Works.
- Code Enforcement Items of Interest
- David Greenplate – Site visits with Dave Greenplate
 - 137 E Main Street – Five Guys is open!

Certificates of Completion Occupancy Issued

- 93 East Main Street, Suite 104 – Kung Fu Tea
- Temporary Certificate of Occupancy for the gym, bathrooms, and model unit in 321 Hillside Road, building 5000.

Property Maintenance

- Complaints: 17
- Citations: 2
- Violations: 4
- Inspections: 30

- Weekend patrol seems to be settling down with the cooler weather’s arrival. This coupled with the inspectors coordinated, managed aggressive enforcement approach, we have definitely seen a decrease in violations relating to the “typical” party streets, houses and properties throughout the city.

- A large majority of the city’s trouble areas relating to heavy trash violations seem to have been decreasing and showing a faster compliance when issued notice. As recent as this past weekend two S. College properties had a “fall harvest” party in which they did receive a citation; however, the property was promptly cleaned up the following morning.

- Coordinated with and mediated an issue between tenants and property management for 87 Kells regarding a no heat complaint. Tenants claimed to have been having trouble with management coordinating services and the management company claimed to be having issues scheduling repairs in which the tenants complained of. Property Maintenance Inspector Justin Murray was able to coordinate and form an alliance between both parties to reach a mutually beneficial outcome for restoring heat service to the property.

Property Maintenance Special Mention

- Meeting with NPD and Planning about long-term/over 30 days stays at Red Roof Inn and high number of police calls.
- PM Inspectors operating with two inspectors for the next three weeks, initial response times could possibly see a delay.

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing.
- Continued handling residential and municipal permitting for residents.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under five business days unless further action needs to be taken.
- Collected COVID results from unvaccinated employees and moved along to City Manager’s Office.
- Ordered residential parking passes and stickers for 2022. Ordered additional parking immobilization devices with increase to booting and numerous damaged devices recently.
- Clarification on police orders and departmental expectations for upcoming Winterfest and Reindeer Run.
- Moved along invoices from T2 regarding License Plate Recognition and T2Flex subscriptions.
- Continued scheduling of anti-harassment training for employees. Anticipate all employees to have training prior to the deadline.
- Began 2021 employee evaluations and anti-harassment declarations.
- Online and physical folder cleanup, both in-office and in-warehouse.

Land Use/Planning

- Deed Transfer Affidavits: 10
- Building Permit Reviews: 5
- Certificates of Completion/Occupancy: 0

- On Wednesday, November 17, Planner Mike Fortner attended the Community Advisory Committee meeting for DuPont.
- The next Comp Plan Steering Committee meeting is scheduled for December 9 via Zoom. The Committee will review all changes to the Complete Plan before sending it to the OSPC’s PLUS review.
- On Thursday, November 18, I attended the Board meeting for the Delaware Chapter of the National Association of Housing and Redevelopment Officials.

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:	
Administration Division:	
<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 Tuesday, November 16th, Chief Tiernan, Deputy Chief Feeney, and Lt. Nelson met with other state and federal law enforcement partners at the U.S. Attorney's Office in Wilmington to share information and discuss responses to violent crime in Delaware. 	
Criminal Investigation Division:	
<ul style="list-style-type: none"> In conjunction with DHSS and the Department of Education, school districts and police departments across the state are rolling out the Take Care Delaware initiative, which is based on the Handle With Care program that originated in West Virginia. If a law enforcement officer encounters a child during a call, that child's information is forwarded to the school before the school bell rings the next day. The school implements individual, class, and whole-school trauma-sensitive curricula so that traumatized children are "Handled With Care". If a child needs more intervention, on-site trauma-focused mental healthcare is available at the school. While the child's name is shared, the details of the traumatic incident are not. The goal is to make sure the child is treated in a trauma informed manner. To implement this program, Newark's Victim Services Coordinator Melissa Pennachi is assisting in rolling out the training to officers. For more information about Take Care Delaware visit https://takecaredelaware.org/. 	
Special Enforcement Division:	
<ul style="list-style-type: none"> During the week, Officer Almonte is attending police mountain bike training. Officer Almonte is a new officer in the Special Operations Unit and will be assigned bicycle patrol with other members of the unit. During the week, the Special Operations Unit will conduct trespassing enforcement in the St. John Cemetery on South Main Street and will also conduct proactive patrols in the college neighborhoods, downtown business district, and southern hotel corridor. The unit will also conduct ride-alongs for participants in the Citizens Police Academy. During the week, the Traffic Unit will conduct enforcement at several high collision locations and areas with high numbers of speeding violations. Enforcement will continue on several high violation areas including Capitol Trail, Delaware Avenue, Elkton Road, and South College Avenue. On November 8th, 2021, Animal Control Officer Donna Vickers responded to the 800 block of Rock Lane for a cat that had been stuck in a tree for more than 30 hours. The cat's owner had tried to get the animal down, but it was too high up, and the cat would not move. ACO Vickers and the animal's owner contacted several tree companies for assistance. Two companies agreed to help with this service. An employee from the first company to arrive, climbed the tree, grabbed the cat, and successfully returned it to its owner. 	
Patrol Division:	
<ul style="list-style-type: none"> On November 12th, 2021, at approximately 1129 hours, Newark Police responded to a residence in the unit block of South Chapel Street after a resident found a racial slur written on a window. The slur was written sometime in the overnight hours. While canvassing the area, Newark Police located a second residence with similar writing on a window. Newark Police are investigating both incidents. On November 12th, 2021, at approximately 2359 hours, officers responded to the area of the Deer Park for the report of a silver Nissan Altima stuck on the tracks. Upon arrival it was determined that the operator of the vehicle had smoked marijuana prior to the vehicle becoming disabled. CSX was notified, and the trains were stopped until the vehicle was removed from the roadway. The operator was charged with DUI (drugs), Driving the Vehicle off the Roadway, and Possession of Marijuana (civil). On November 14th, 2021, at approximately 1710 hours, officers responded to Rite Aid, located at 263 South Main Street, in reference to a shoplifting. Upon arrival, it was determined that two female suspects were shoplifting merchandise from store. When an employee attempted to stop them at the front door, one of the suspects rammed the shopping cart into the employee causing injury to the employee. The suspects fled the store prior to police arrival. 	
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>Water Main Break and Road Closure on Capital Trail - Crews repaired a water main break overnight on 11/18 which required us to close the eastbound lanes of Capital Trail. The closure was necessary for the safety and efficiency of our crew working in the area. The road was closed during the morning rush, and we do appreciate the understanding from motorists for the unplanned closure. The road was reopened at approximately 9.30 a.m. on 11/19. A permanent repair of the area will be scheduled in the future.</p> <p>DelDOT Project Updates: Cleveland Avenue - Delmarva Power is actively working on a gas main relocation ahead of the other utility work that will immediately follow. Curb, sidewalk, and utility work will continue as weather allows. Final paving and striping is still slated for spring 2022.</p> <p>Casho Mill Road Underpass - Staff met with DelDOT and their contractors, along with Senator Sokola and other state representatives to review the planned advance warning upgrades to help reduce vehicle strikes at the underpass. Upgraded warning lights and hanging bumpers are planned for installation within the next six (6) months.</p>	
Activity or Project: Annual Street Paving Project	
Description: Grassbusters concrete crew mobilized to Sypherd Drive on 11/15 to begin curb removal and replacement and is anticipated to be completed around 12/1. The paving crew continued milling and paving at Country Hills Drive on 11/15 and was completed on 11/17.	
Status:	Completed
Expected Completion:	11-30-2021
Execution Status:	Completed
Activity or Project: Julie Lane Drainage Study	
Description: Staff met with our consultant to review the preliminary results of a drainage study for the Julie Lane area. Preliminary results show the culvert having adequate capacity to pass the large storms; however, blockages appear to be a driving factor in the flooding, which was expected. Next steps will be recommendations on relief drainage and blockage prevention through inlet revisions and street drainage upgrades. Plans and specifications could be bid and constructed as early as spring 2022.	
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – November 11-17

Name	# of Documents	# of Pages	Types
Sandy	671	817	PUBS Daily Cash Reports; Timesheets; Payroll Reports
Fred	198	384	PWWR contracts; Electric Department tickets
Ana (PT)	73	476	Court documents; Working on document modifications
Violet (PT)	22	53	Current Legislative Department documents
Total	967	1,730	

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 11/07/21-11/13/21

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	22	21	0	24	33	0
- Commercial Robberies	3	2	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	4	0
- Attempted Robberies	1	5	0	0	13	0
- Other Robberies	16	9	0	23	13	0
Assault/Aggravated	17	23	0	13	69	3
Burglary	35	30	1	81	13	0
- Commercial Burglaries	10	6	0	44	4	0
- Residential Burglaries	19	21	1	17	6	0
- Other Burglaries	6	2	0	20	2	0
Theft	462	623	11	133	111	2
Theft/Auto	62	57	1	16	13	0
Arson	0	0	0	0	0	0
All Other	156	10	3	81	56	9
TOTAL PART I	767	778	16	359	302	14
<u>PART II OFFENSES</u>						
Other Assaults	243	215	3	169	185	5
Rec. Stolen Property	2	0	0	8	9	0
Criminal Mischief	115	173	4	49	50	2
Weapons	12	7	2	37	56	6
Other Sex Offenses	0	10	1	0	4	0
Alcohol	38	157	2	38	157	4
Drugs	53	124	0	84	83	1
Noise/Disorderly Premise	550	767	10	189	256	1
Ordinance Violation	72	125	0	94	24	0
Disorderly Conduct	140	392	9	62	95	1
Trespass	281	328	9	46	90	2
All Other	238	389	2	221	228	3
TOTAL PART II	1744	2687	42	997	1237	25
<u>MISCELLANEOUS:</u>						
Alarm	152	470	12	0	0	0
Animal Control	437	413	10	20	9	0
Recovered Property	167	161	3	0	0	0
Service	24688	29487	637	0	0	0
Suspicious Per/Veh	394	376	9	0	0	0
TOTAL MISC.	25838	30907	671	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	586	30,891	821	38,057



Newark Police Department Weekly Traffic Report



11/07/21-11/13/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3652	11241	75	429
DUI	78	141	3	5
TOTAL	3730	11382	78	434

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	161	156	7	7
Property Damage (Reportable)	689	821	24	32
*Hit & Run	179	163	4	7
*Private Property	161	189	3	7
TOTAL	850	978	31	39

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.