

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week was a regular council meeting. At the meeting council approved the Parks on Draft event which starts this Thursday along with the necessary ordinance changes to facilitate the addition of multi-space parking meters on new and expanded streets. I worked with the Parking, Electric, Communications, and Public Works teams to plan out the remaining work necessary to facilitate this conversation.

Also related to parking, we held a meeting on the Lot 1 expansion project this Monday to talk through the current schedule and how we would address delays to date that have pushed demolition much later than originally intended. We now plan to complete the construction in two phases to reduce disruptions to Lot 1 during the school year.

Director Gray and I met with George Danneman and his team regarding the upcoming hotel project.

I met with Councilwoman Wallace, councilman Hamilton, and solicitor Bilodeau to discuss property maintenance items.

Mayor Clifton and I met with the new School Director for Newark Charter School, Frank Newton.

I met with the sustainable Newark consultant to review and provide feedback on the current plan draft.

Councilman Hamilton and I held a regular check-in meeting.

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

We held a regular staff meeting in preparation for the 8/26 council meeting.

On Thursday, I met with John Long from UD to discuss student move-in and other City/UD coordination items.

Activity or Project:
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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Administration - HR & Labor Relations Manager

Notable Notes:

During the week, Assistant to the Manager Jeff Martindale began conducting research on safety improvements for city office spaces. Also, during the week, Mr. Martindale worked with IT and Communications to share City news with employees via a television slide show program. He also worked on facilitating a deed transfer between the City and UD for 42 and 46 Delaware Avenue to allow for the demolition of those sites to begin. Mr. Martindale also spoke with the Philadelphia Parks & Recreation Director of Business and Event Development regarding their Parks on Tap program.

During the week, Human Capital Manager Devan Hardin assisted with interviews for the Lead IT Desktop Support position. On Tuesday, August 13th, Ms. Hardin attended a Climate Survey Committee meeting. On Wednesday, August 14th, the City hosted a DVHT Lunch and Learn providing an overview of the City's wellness program and the focus on healthy behaviors. On Wednesday afternoon, Ms. Hardin hosted office hours at the yard from 2 to 4pm. The office hours are designed to increase communication between HR staff and field employees. On Friday, August 16th, Ms. Hardin will conduct an exit interview with a long time Parks & Recreation employee.

Activity or Project:
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City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held one court session from 7/8/19 to 7/14/19. This session included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking

appeals.

Judge Hatfield, Judge Gregory and myself will attend ALICE training on 9/30/19

Activity or Project:

Court Sessions

Description:

From 7/8/19 to 7/14/19 Alderman's Court handled 17 arraignments, 31 trials, 15 capias returns and 3 video hearings. The court collected a total of 273 parking payments of which 171 were paid online and 102 were paid at court. The court also collected criminal/traffic payments of which 106 were paid online and 38 were paid at court for a total of 144 criminal/traffic payments.

Status:	Completed
Expected Completion:	08-14-2019
Execution Status:	Completed

Activity or Project:

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Expected Completion:	
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Activity or Project:

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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 August 12 for Council and August 13. Geena was in the office on August 8 for Court.

Tara attended the management staff meeting on August 8 where the August 19 Council agenda was discussed.

Staff finalized and posted the agenda and packet for the August 19 Council meeting on August 12.

Paul, Renee and Tara staffed the Council meeting on August 12. Follow up was completed by staff on August 13 and 14.

Danielle staffed the Conservation Advisory Commission meeting on August 13. The CAC reviewed a presentation regarding potential partnerships for the City to reduce its carbon footprint and planned the Commission's participation in Community Day and Reforestation Day.

Renee attended the Climate Survey Working Group meeting on August 13.

Renee drafted the agendas for the September 9 and September 16 Council meetings.

Renee completed the subdivision agreement draft, circulated it to staff for review, incorporated staff comments and forwarded it to the developer for review and comment for 511 Valley Road. Renee also completed the newspaper and direct mail notices for the project. This minor subdivision with site plan approval is scheduled for public hearing at the August 26 Council meeting.

Renee completed the subdivision agreement draft, circulated it to staff for review and incorporated staff comments for 18 North Street. This minor subdivision is scheduled for public hearing at the September 9 Council meeting.

Renee spent time on several personnel related items.

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

- * Provided a response and closed a July 18 FOIA request for blue prints pertaining to 501 Hamlet Way from Campus Life and Style
- * Provided a response and closed a July 19 FOIA request for violations, liens, open permits for 106 Tanglewood Lane from Brian Frederick Funk
- * Provided a response and closed a July 23 FOIA request for NPD response times to domestic violence calls from 2008-2018 from the News Journal
- * Continued research and corresponded with the requestor on a July 23 FOIA request regarding court judgements and settlements in which the City was a party for the News Journal.* Provided a response and closed a July 31 FOIA request for outstanding tax obligations for 21 Prospect Avenue from Stern & Eisenberg
- * Circulated to staff for review a August 12 FOIA request for number of warning tickets issued for idling for 2018 from Anthony Chan
- * Circulated to staff for review a August 12 FOIA request for cell towers currently being processed for SBA Communications Corporation
- * Circulated to staff for review a August 14 FOIA request for the special events permit for 720 Academy Street for Albert Porach

Regarding minutes, staff time was spent on the June 20 Board of Adjustment (Danielle edited - complete), August 5 Council (Tara drafting) and August 12 Council (Dawn drafting) minutes. The August 13 Conservation Advisory Commission and several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 9 discovery requests for upcoming Alderman's Court cases. 322 discovery requests have been filled so far this year. The court calendar for August 22 was received and the 16 cases were prepared for the Deputy City Solicitor. 32 court calendars with 576 associated cases have been prepared so far for 2019.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 1,528 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

The Records Division worked with an outside vendor to shred 258 boxes of documents that had met their retention or were duplicates after being scanned and were authorized for destruction by State Archives on August 14.

Samantha sent requests for 6.25 boxes for destruction to State Archives.

Samantha spent time sorting boxes of files that have not had routing forms completed for return to their departments.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for August 8-14 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Staff Recruitment

Description:

Renee and Tara participated in interviews for the Administrative Professional I vacancy on August 8 and 9. Finalists for the second round have been selected and will be scheduled as soon as a date is finalized.

The posting for the vacant part-time Secretary position went out on August 2 and closes on August 16.

Status:	In-Progress
Expected Completion:	09-16-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

There were several outages on Wednesday, August 14. First, in the morning around 9am, a circuit tripped leaving customers along Papermill Road out for 30 minutes while crews looked for a problem. After the majority of customers were restored, two issues were fixed by Old Paper Mill Road. Later that day, a squirrel got into a substation transformer taking out 2600 customers for 30 minutes. Then around 4pm, a fuse blew at Farm Lane taking out chicken houses. Also that evening, the crews were called out to Pinebrook Apartments and took several hours to isolate a faulted underground primary cable and reroute power.

The line crews have been working on Park Drive installing poles and conductors for a 12kV conductor upgrade for feeding STAR Campus. A scheduled outage to Silverbrook finished the project.

The electricians worked on parking lot gates, repaired communications to Chestnut Hill Road Substation, and fixed the air conditioning at the George Wilson Center.

They also changed banners, upgraded the police cameras at Kershaw Substation, and performed meter reconnects.

Engineering worked on metering issues at the BPI Building at STAR. Engineering also continued gathering information for the rate study and worked on the 2020 budget.

Activity or Project:

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Expected Completion:	
Execution Status:	

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Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:

THE CITY IS CURRENTLY EXPERIENCING SOME TIMELINE ISSUES WITH OUR VENDOR, NORTHSTAR UTILITY SOLUTIONS, THAT ARE BEYOND OUR CONTROL. IT IS POSSIBLE THAT THE IMPLEMENTATION DATE COULD BE PUSHED OUT ONE TO TWO MORE WEEKS. AS OF THE AFTERNOON OF 8/15, WE ARE STILL WORKING ON THIS ISSUE WITH NORTSTAR ON A PATH FORWARD. IN THE MEANTIME, WE WILL LEAVE THIS NOTICE HERE: The City will be launching a new utility payment portal on August 19. This portal will require all preauthorized payment customers to log in and enter their payment preference, as we are moving to the Paymentus platform. Utility bills going out between today and during the implementation period will contain the following message: "On August 19, our new and improved customer portal Customer Connect 6 will launch! Current Preauthorized Payment customers must re-register to continue to have payments debited from your account. Register today www.newarkde.gov/payments and be placed in a drawing for one of ten \$50 gift cards. Registration must be completed by September 30 for the October 15 drawing." In addition, letters are being mailed to all our Preauthorized Payment customers to help us migrate towards Customer Connect 6. We are also highlighting the change on our website and social media. This new portal provides security enhancements and user-friendly features from our current payment portal.

2020 Budget. There will be an overview of the 2020 budget presented to Council on Monday, August 16. This is a draft of where all of the department budgets are as of today in advance of the departmental budget hearings. In the past, this information is not provided until the Financial Workshop in early October. Along with the overview, the departments of Electric, Parks and the Alderman Court will be presenting on Monday evening.

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6204>

8/09 – CM Coleman, Finance Director Del Grande, and Deputy Chief Farrall attended the Local Service Task Force. CM Coleman and DC Farrall are serving on the task force as they were appointed to these positions by the Delaware League of Local Government, and the Police Chief's Association. This task force was created via House Concurrent Resolution 54 (<http://legis.delaware.gov/json/BillDetail/GenerateHtmlDocument?legislationId=47789&legislationTypeId=3&docTypeId=2&legislationName=HCR54>) and is chaired by Senator Sokola and Representative Baumbach. A link to the task force can be found here: <http://legis.delaware.gov/TaskForceDetail?taskForceId=414>.

8/14 – Met with AECOMM, along with CM Coleman, Director Patel and Planner Fortner to discuss the draft of the Newark Sustainability Plan.

8/15 – Director Del Grande and Deputy Hollander attended the Council meeting where our auditors, Clifton Larsen Allen LLP, presented the 2019 Comprehensive Annual Financial Report. We are very proud to report that there were no findings in the audit, and the City received an “unmodified” opinion, which is the highest that can be received. I would like to take this time to thank Deputy Hollander for leading the Accounting team, and for all the hard work they do throughout the year. Audit preparation is a time-consuming matter that requires adherence to strict deadlines over the six-month period. While the audit goes on, the Accounting team is still required to handle their other day-to-day tasks. A link to the City’s CAFR can be found here:

https://newarkde.gov/DocumentCenter/View/12653/GFOA_2018-CAFR_Web-Version

8/16 – Director Del Grande will be out of the office for the day.

Activity or Project:

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Expected Completion:

Execution Status:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

IT Infrastructure and Applications Managers held interviews for the Lead Desktop Support position on 8/12/19.

Applications Team:

Open Tickets from Previous Week - 61

Tickets Opened in the Last Week - 50

Tickets Closed in the Last Week - 36

Remaining Open Tickets – 75

1. Multiple meetings with vendor to discuss Customer Connect 6 upgrade progress.
2. All cradlepoints have been installed in the police vehicles.
2. Worked on and resolved support tickets for end users.

3. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
3. Import of employee images from badging system for Sharepoint Employee Directory is complete, will review and determine path forward.

Infrastructure Team:

Open Tickets from Previous Week - 90

Tickets Opened in the Last Week - 54

Tickets Closed in the Last Week - 65

Remaining Open Tickets - 79

1. Troubleshooting FTR microphone levels. Good for now. Will retest immediately before the next council meeting.
2. New camera has been installed in the DR data closet.
3. Badge reader has been installed on the DR data closet door.
4. Fiber has been run to the new DR data closet.
5. Attended NetBrain (monitoring) webinar.
6. Met with Dell regarding their latest desktop and laptop offerings.
7. Worked on various issues.
8. Actively responded to and resolved Secureworks alerts.

Pending:

1. The DR data closet will be configured next week.
2. Scheduling equipment move in to the DR data closet for next week.
3. The Hyper-V host expansion is in progress.
4. New hard drive for the new SQL repository server is on order.

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.
- Migrate data from previous release to Connexo.
- Training - Scheduled for 4/4/19.
- Site Acceptance - Currently testing.
- Promote to production - Postponed date not yet determined.
- Decommission old production, build new test.

The integration is working successfully. Waiting on our meter data management vendor to resolve an automated processing issue prior to go live.

Status:	Near Completion
Expected Completion:	05-31-2019
Execution Status:	Behind Schedule

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1 - Completed

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15 - Completed

- User Acceptance Testing & Issues Remediation

July 22 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Waiting on vendor on issue remediation

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug 19

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

Status:	Near Completion
Expected Completion:	08-23-2019
Execution Status:	Behind Schedule

Activity or Project:

Media Room

Description:

Resolve Desktop display issues - Complete
 Register system - Complete
 Configure Tricaster with a single camera- Complete
 Add second camera - Complete
 Configure Network Switch - Scheduled for next week.
 Work with Electric to cable for audio and video over ethernet - Complete
 Mount cameras - Complete
 Connect to Channel 22 - Pending
 Test - In progress
 Train - Pending

Status:	In-Progress
Expected Completion:	09-13-2019
Execution Status:	On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Reviewed several subdivision plans for comment; working with JMT on the Rodney Park area design and park features that will be incorporated into the project; met with parks staff and Paula about upcoming events and supplies needed for those events; met with Tyler about Parks and Draft and potential support from Parks on set up and logistics should council approve the event.

Deputy Director: Continuing to work with Melinda on items needed for Camp REAL, including evaluations and supplies; continued to work on performances and demonstration groups for Community Day and complete the schedules for each performance area, continued to work with WXCY on sponsored performer for event, answered questions regarding Community Day from vendors, worked with Melinda on compiling information for vendor placement, worked with UD and Christina School District regarding vendors and performers for Community Day; worked with Shelby on completing the sponsorship packet and sent out to sponsor email list for upcoming fall events; attended Wellness and Employee Engagement committee meeting; completed data entry forms for the fall programs for input into the recreation software program for online registration; continued to update program information for Fall Activity Guide scheduled to go out August 19; attended Community Bike Day meeting with Melinda; attended planning meeting for the upcoming Patriot Day Ceremony; conducted interviews for GWC attendant positions with Chrissy and Devan; met with Newark Police regarding the emergency plan for Community Day; secured inflatable movie screen for outdoor movie night and finalized movie selection and details with UD for outdoor family movie night for October 4; set up meeting to discuss Halloween Parade route with DelDOT, Newark Police, and PWWR Deputy Director Ethan Robinson; conducted weekly staff meeting with recreation staff; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: camps held this week included Basketball Camp and the final week of Rittenhouse Camp; Rittenhouse Family Fun Night was held on Tuesday; prepared supplies and met with staff for camps scheduled week of August 12 including Rittenhouse Rocks and Archery Camp; met with Deputy Director for mid-year evaluation; cleaned and returned summer camp rental van; recruiting volunteer soccer coaches for fall leagues; finalizing details on fall programs; continued recruiting and interviewing new staff for before and after school care, working on replacing the Food Bank as our daily snack supplier; met with Director regarding upcoming event at Olan Thomas.

Coordinator of GWC and Volunteers: Camp GWC and Pottery Camp were both held at the George Wilson Center during the week of August 5 – 9; Camp GWC had a “Water Week” theme with a field trip to Delaware Museum of Natural History on Wednesday, August 14 with 56 Full Day Campers, 2 Half Day Campers, 9 Before Care Campers, and 21 After Care Campers; two Pottery Camps ran this week as well, one was held from 10 a.m. – 12 p.m. and one was held 12:15 – 2:15 p.m.; confirmed busses for Camp GWC Field Trips for the week; confirmed items needed for the final week of Camp GWC scheduled August 12 – 16; confirmed items needed for the Kids Yoga and Mindfulness Camp scheduled August 12 – 16; confirmed items needed for the Newark Volunteer Camp scheduled for August 19 – 23; continued to finalize Fall Programs; sent information to registered campers for Camp GWC X (the final week); attended a TTT Meeting; sent two staff members for their random drug tests; processed timesheets for staff; approved invoices and created a check request for the Newark Senior Center; continued to coordinate volunteers for the upcoming Police Events- National Night Out and PAL Party in the Park; continued to communicate and meet with potential renters of the George Wilson Center. The overall attendance at Dickey Park pool was 128 patrons; the overall attendance at the George Wilson Center was 134 patrons (including Camp GWC campers that used the pool on Tuesday and Thursday).

Recreation Specialist: checked in at the Newark Bike Project on Monday and took pictures of Camp REAL camper, campers would like to add the James Hall Trail ride into the schedule and Newark Bike Project staff would like to participate as well, Camp REAL Director is coordinating with NBP for week of Aug 12-16, inventoried/organized game booth prizes and placed order on Fun Express for Community Day, inventoried/organized arts/crafts table supplies, posted on City calendar/Facebook event, started putting vendor

information on 2019 spreadsheet; attended Community Bike Day meeting & posted the daily events on City calendar; reviewed the Newark Police Department emergency action plan for National Night Out and attending emergency planning meeting for upcoming events; completed basketball camp certificates; delivered snacks for After camp care for Camp GWC; started to receive student packets for Before/After School Care, organizing children's files. Volunteer Hours: Back 2 Basics Basketball Camp – July 22-25 – 5 Volunteers/72 hours, National Night Out – 4 volunteers/15.5 hours

Parks Staff: Continued mowing throughout park system; met with Paula about upcoming event needs; worked on the piling list for Parks on Draft and the PAL event being held at Dickey Park; trimmed brush and overhang along the trails and park areas.

Activity or Project:

Newark Community Day

Description:

The City of Newark's Parks and Recreation Department, in cooperation with University of Delaware and the Christina School District, present Newark Community Day, the area's premier fall festival, on Sunday, September 15 from 11 a.m. until 4 p.m. This exciting event features fun for the entire family.

The Green provides the perfect outdoor venue for local musicians and demonstration groups. A food court will have a variety of foods. Fine Art and Homemade Craft vendors will be displaying and selling their creations. The children's area is always a big hit with scarecrow making and more. Community information booths and activities are supplied by a variety of local businesses and organizations.

Sponsors for the event include the Bloom Energy, WXCY and Ferris Home Improvement.

WXCY will feature Filmore, an anything but typical country singer/songwriter who tallies more than 50 million on-demand streams to date, as part of the performers for this year's event. Other local performers and demonstrations will be included. Final planning is underway for the schedule of performers and placement of vendors.

Status:	In-Progress
Expected Completion:	09-15-2019
Execution Status:	On Track

Activity or Project:

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Expected Completion:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Code Enforcement Manager Stephanie Petersen attended the monthly meeting of the Newark Landlords

Association held on Wed. 8/7.

The property maintenance staff has been busy responding to calls and investigating complaints from concerned parents regarding the condition of rental properties that their child/students are renting in the city. All of the properties in question are those that have denied our Property Maintenance team access.

Tim Pool attended a pre-demolition meeting for the Rodney Dorm Complex and inspections are ongoing on the Benny St project as well as South Main Plaza.

Parking

- Parking participated in the Lot #1/Delaware Avenue Demo meeting on Monday, August 12th.
- Parking Supervisor Courtney Mulvanity presented to Council on Monday, August 12th in reference to eight proposed ordinance changes and 2 proposed resolutions.
- Parking started working on logistics to changing the lots back over from \$1.00/hour to .50/30 minutes in the parking lots.
- Parking went over future parking ordinance suggestions in Code. The final meeting with Planning Interns Derek Alford and Nicholas Lewis had to be scheduled due to numerous other meetings, but much progress was made from the initial meetings and Parking will proceed with what changes were.
- Received the new radio fleet, programmed and installed. Now in use out in the field.
- License Plate Recognition was installed on two parking vehicles. Training will begin on Friday, 8/16. The License Plate Recognition system is not yet activated, but will attempt to be put in use the week of September 3rd.
- Assisted in press release of multiple articles in the Newark Post.
- Conference call with Passport to discuss final implementation of the pay-by-app system in conjunction with the License Plate Recognition and T2 Multi-Space Kiosks.
- BOSS installation scheduled for Monday, August 15th after phone conference call with T2/Genetec.
- Mapped and marked areas in prep for kiosk installation with Daniel Zebley and Jason Winterling of Public Works and Water Resources.
- Responded to FOIA request for idling enforcement

Planning/Land Use

Planning and Development Director Gray

The focus of my time last week was spent with my family on a vacation in Northern Michigan.

A fair bit of my time this week was spent on preparing for and attending the Rental Workgroup <https://newarkde.gov/1118/Rental-Housing-Workgroup> meetings and the Transportation Improvement District Workgroup <https://newarkde.gov/1127/Transportation-Improvement-District-Comm> meeting.

Time was also spent on following up on issues related to August 6, 2019 Planning Commission and preparing for the September 3, 2019 Planning Commission meeting.

I participated in the meeting with conference call with Passport and continue to work with the Parking Division on the transition to the kiosk system and related issues as well as administrative issues.

Spent some time on administrative and managerial tasks.

External Meetings

- City Council, August 12, 2019
- Rental Housing Subcommittees, August 13, 2019
 - o Rental Permits
 - o UD Student Growth
- Transportation Improvement District, August 14, 2019
- Rental Housing Subcommittee, August 15, 2019
- o Non-Student Housing/Affordable Housing

Staff

- The Board of Adjustment meeting, originally scheduled for Thursday, August 15, was canceled.
- On Wednesday, August 14, Planner Michael Fortner attended a meeting for the Newark Community Sustainability Program that included the consultants at AECOM, City Manager Thomas Coleman, Finance Director Dave Del Grande, and Electric Director Bhadresh Patel.
- On August 15, Planner Michael Fortner attended the Transportation Improvement District (TID) Task Force meeting.
- The next Steering Committee meeting for the Newark Community Sustainability Plan is set for September 17 at 4 PM at the WILMAPCO Office building in the Star Tower.
- The Community Development/Revenue Sharing Advisory Committee is scheduled for Tuesday, August 27, Thursday, September 5, and Thursday, September 12. All meetings will start at 7 PM in the City Council Chamber. The Committee's recommendation will come to Council likely in October or November.
- On Thursday, August 15, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.
- On Thursday, August 15, Mike Fortner attended the Rental Housing Working Group meeting.

The following was also completed:

- 18 Deed Transfer Affidavits
- 29 Building Permit Reviews
- 1 Certificates of Completion/Occupancy

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

Police Department

Notable Notes:

Notable Notes:

- Last Friday was the "Battle of the Bars" fundraiser. Nearly \$7,200, was raised for the police K-9 fund and other charities. We thank Mayor Clifton, former Mayor Funk and former Councilmember Hadden for attending the

event and showing their support.

Animal Control Officer:

- Last week ACO Vickers responded to Valley Road for a report that there was a red fox tangled in a tarpaulin in a resident's backyard. Upon her arrival, the fox was struggling, but was unable to free itself. Using gloves and a catch pole, she was able to secure the animal and used a pair of scissors to cut him loose. After briefly examining him for any injuries, she determined that he could be set free. The resident was very pleased that she was able to help this animal.
- ACO Vickers also responded to the George Wilson Center for a report of a raccoon with its head stuck in a soup can. Upon her arrival, the animal was trying to remove the can, but was unable to do so. Using a net, she captured him. She then snapped the rim of the can to relieve the pressure and then removed the can. The animal was released without incident.

Auxiliary Services Division:

- Capt. Van Campen submitted the Funds to Combat Violent Crimes grant applicant which supports technology enhancements and equipment.

Criminal Investigations Division:

- On August 8, 2019, officers from the Street Crimes Unit conducted a reverse prostitution sting targeting individuals attempting to patronize a prostitute. Using various undercover investigative means, officers received contacts from approximately 60 different phone numbers looking to patronize a prostitute within several hours. During the operation, officers arrested two males for patronizing a prostitute. Both subjects were released on summonses. Chief Tiernan has stated that prostitution is not a victimless crime. Often women involved are forced into the activity. Locations where prostitution occurs are also frequently the scene of violent crimes and drug use.

Traffic Unit:

- On August 12th Sgt. Bolden and Cpl. Vernon participated in a funeral escort for WPD Officer Vanaman.
- Cpl. Vernon attended monthly Fire Police meeting.
- The neighborhood sign board was moved to the area of Woodlawn and Elm due to recent theft from motor vehicles in the area.
- Traffic Officers will address citizen complaints of stop sign violations at Bent and Briar.
- On August 17th Lt. Aniunas and Cpl. Vernon will assist Cecil County Sheriff's Department with a Motor Escort for the Rally of Hope which assists with Childhood Cancer.

Special Operations Unit:

- Officers are planning for Saturday's PAL Party at Dickey Park. The event is scheduled for 4:00pm to 8:00pm.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	08-15-2019
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:**

Public Works and Water Resources Department

Notable Notes:

DelDOT has added an informational sign to the atrium at City Hall regarding the progress of the Main Street Improvements. It gives a good overview of the completed portions and the tentative schedule for upcoming phases.

Staff and our consultant will be holding a Public Workshop for the Rodney Stormwater and Park Project. The subject of the workshop will be the demolition process overview and an update on the design plans for the park and pond amenities. Feedback is welcome during and after the workshop as we prepare to begin final plans and specifications later this fall.

City water crews have been busy with three water main breaks within the past week. While we typically have these during the cold months, it is not uncommon that they happen in warm months as well. In each case, crews were able to repair the main and restore service on the same day the break was reported.

Activity or Project:

Reservoir Fence installation

Description:

The installation of additional split rail fence along the path leading to the top of the reservoir is nearly complete. As you are aware, the reservoir is an important water facility and independent annual inspections have noted that the erosion caused by these paths needs to be addressed. Over the years, we have struggled with a solution for discouraging the formation of a path to the top of the reservoir on the grassy slope near the paved path, while still allowing the use of the slope. We have tried signage, tape, personnel, etc., all to no avail. We have decided to install split rail fence along the existing path, which we will remove sections for a given period of time and mow a path to the top to allow people to still use the slope. We will periodically relocate the section that is open to allow the grass to grow, the frequency of which will be determined over the next few months. A photo of the installation is attached.

Status:

In-Progress

Expected Completion:

08-16-2019

Execution Status:

On Track

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

Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – August 8-14

Name	# of Documents	# of Pages	Types
Samantha	473	3,230	NPD Files
Sandy	262	1,435	A/P Batch Scans/NPD Files
Fred	98	1,113	Subdivision Plans/Court Documents
Debbie	84	7,465	PUBS Daily Cash Receipts
Ana (PT)	216	1,536	NPD Files
Total	1,133	14,779	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595	36,965	+4,370
May	40,272	62,286	+22,014
June	17,662	69,471	+51,809
July	23,131	45,789	+22,658
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
June	30,590	79,209	+48,619
July	30,099	48,442	+18,343
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

NEWARK POLICE DEPARTMENT

WEEK 08/04/19-08/10/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	7	5	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	16	10	0	23	10	0
- <i>Commercial Robberies</i>	7	7	0	8	8	0
- <i>Robberies with Known Suspects</i>	1	0	0	2	1	0
- <i>Attempted Robberies</i>	0	0	0	1	0	0
- <i>Other Robberies</i>	8	3	0	12	1	0
Assault/Aggravated	14	17	0	24	16	0
Burglary	28	42	0	7	85	1
- <i>Commercial Burglaries</i>	9	5	0	0	8	0
- <i>Residential Burglaries</i>	17	28	0	5	50	1
- <i>Other Burglaries</i>	2	9	0	2	27	0
Theft	317	331	5	101	267	8
Theft/Auto	31	28	1	5	5	0
Arson	0	0	0	0	0	0
All Other	63	70	2	50	84	3
TOTAL PART I	480	506	8	217	469	12
<u>PART II OFFENSES</u>						
Other Assaults	159	170	5	119	103	2
Rec. Stolen Property	0	0	0	11	9	0
Criminal Mischief	96	88	0	98	74	2
Weapons	6	15	1	27	48	4
Other Sex Offenses	0	0	0	0	0	0
Alcohol	124	74	0	182	122	1
Drugs	85	121	6	116	187	2
Noise/Disorderly Premise	402	373	3	159	122	0
Disorderly Conduct	82	94	1	59	75	2
Trespass	138	152	6	47	66	0
All Other	253	212	10	198	264	9
TOTAL PART II	1345	1299	32	1016	1070	22
<u>MISCELLANEOUS:</u>						
Alarm	121	102	2	0	0	0
Animal Control	308	369	12	2	2	0
Recovered Property	177	139	3	0	0	0
Service	24967	21347	643	0	0	0
Suspicious Per/Veh	298	289	11	0	0	0
TOTAL MISC.	25871	22246	671	2	2	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	943	31,971	857	27,829



Newark Police Department
Weekly Traffic Report
08/04/19-08/10/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	7134	7475	146	194
DUI	123	126	6	6
TOTAL	7257	7601	152	200

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	126	138	4	7
Property Damage (Reportable)	712	656	18	18
*Hit & Run	155	114	2	6
*Private Property	199	162	5	7
TOTAL	838	796	22	25

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.

