

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We continue to see an increasing number of COVID cases, so our vaccine incentive program is coming at a good time to, hopefully, get some more employees vaccinated as we head into the fall and winter where spread is likely to be worse. Please refer to the chief purchasing and personnel officer section below and the attached spreadsheet for the latest information and statistics on COVID cases among staff.

In accordance with past practice, parking will be free on Sunday, September 19th in coordination with Community Day.

The planning assistance RFP for consultants to assist with our BB and RA zoning district rewrite has been advertised. More information is available in the Planning and Development section of this report.

Staff continued working on budget related items and we met this week to prepare for Monday night's departmental budget hearings for Planning, Parks, and Admin. I also spent time working on items related to Monday night's executive sessions.

I attended a number of meetings this week including one with representatives from the Fountainview Condo Board to discuss an upcoming water meter replacement project requested by the board. I also met with one of the new UD SGA Senators to discuss their goals for the upcoming school year. We are coordinating a follow-up meeting with Chief Tiernan.

We processed two noise waivers this week, one for Fairfield Swim Club on 8/26 and 8/28 and the other for a Welcome Days Flock Party on the north green for UD on the evening of 8/28.

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

HR/Purchasing/Facilities Maintenance:

CHRO Devan Hardin, HR Administrator Pacheco, and HR Coordinator Bradshaw were on vacation this week. As such, all HR-related items are included alongside Purchasing and Facilities Maintenance items below under CPPO Martindale.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale's week focused around COVID-19 primarily again. Specifically:

- Five (5) additional employees tested positive for COVID-19 since the publication of the last weekly report. Mr. Martindale completed all necessary contact tracing and provided those impacted of their additional at-work cautionary protocols (for vaccinated employees) or quarantine requirements (for unvaccinated employees). As of 8/26, 44 City employees have tested positive for COVID.
- Mr. Martindale additionally sent information regarding vaccination incentives to City staff. The proposed program was approved by Council Monday night. Please see the associated memo for more information.
- Several COVID-19 testing and vaccination sites are available in the greater Newark area. Please visit <https://coronavirus.delaware.gov/> for testing and vaccination sites.
- See the attached staff vaccination statistics sheet for more info (data updated as of 12:20 p.m. on 8/27/21).

Mr. Martindale additionally sat in on a building automation system (BAS) training, which will allow him and Facilities Maintenance Superintendent Dave Greenplate to regulate temperatures in City facilities on a room-by-room basis from the building or remotely. The rest of the week was devoted to administrative duties or contract review.

Purchasing Assistant:

Ms. Trykowski processed 130 invoices for the week ending 8/20, 8 purchase order and 4 change orders. So far this week, she processed 12 purchase orders and anticipates processing 62 invoices by the end of the week.

Facilities Maintenance:

The FM team completed the following:

Facilities Maintenance Superintendent:

- Replaced light bulbs in police station
- Participated in BAS training/familiarization
- Investigated AC drainage in electric bay
- Reinstalled light shield in MB stairway
- Unloaded delivery of 2x2 ceiling tile
- Remounted white board in City Manager's office
- Worked to get desk unlocked in the police station
- Directed maintenance staff activities

Carpentry:

- Cleaned Stove at GWC
- Worked to repair AC drainage in electric bay at FOC
- Drilled out broken lock on planning file cabinet
- Completed water line repair in Parks
- Experimented with new light screens for GWC
- Completed ceiling tile work in various areas of MB

Custodial:

- Completed normal cleaning and disinfecting duties
- Ran scrubber on tile floor of MB
- Maintained and cleaned equipment

Communications

Chief Communications Officer:

- Working with the City Secretary to develop communication for returning to virtual public meetings effective 8/30
- Shared information internally regarding the current status of employee COVID cases, answered questions on testing and masking policies as well as the incentive program
- Working with Parks and UD to organize the upcoming Patriot Day ceremony on 9/10
- Assisting Curative with locating an indoor location for weekly Alfresco testing and vaccine administration during the colder months.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content
- Continuing to work on different wellness initiatives including an employee survey and different team building ideas

Creative Design and Web Specialist:

- Created Livestream event for 8/23 City Council meeting
- Designed Citizens Police Academy Tentative Schedule for NPD
- Routed all RequestTracker tickets to their respective departments
- Scheduled public meeting notices via InformMe
- Updated councilman Jay Bancroft's webpage with an updated photo and his biography
- Updated social gather data on the COVID-19 webpage
- Updated TV22 With 2021 Fall Events, Community Day, and Fall & Winter Parks and Recreation employment

Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PWWR Departments
- Edit copy from various departments
- Completed the resident newsletter and birthday/anniversary newsletter
- Assisting the CCO with updating and streamlining the info on the website, collecting photos for multiple departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Updated the phone extension list
- Completed daily bank runs and package deliveries, filled in for mailroom tech to deliver incoming mail

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 8/19/21- 8/25/21. 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 27 PBJ's for traffic violations and processed 11 Plea by Mails for criminal citations.

The P/T Secretary posting closed on 8/20/21. Interviews have not been scheduled as of yet.

Activity or Project:

Payments and Court Sessions

Description:

From 8/19/21- 8/25/21 Alderman's Court handled 23 arraignments, 37 trials, 14 capias returns and 2 video hearings. The court collected a total of 367 parking payments of which 270 were paid online and 97 were paid at court. The court also collected criminal/traffic payments of which 148 were paid online and 23 were paid at court for a total of 171 criminal/traffic payments.

Status:

Completed

Expected Completion:

08-26-2021

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 August 23 for Council and August 24; Bobby was in the office on August 19 for Court.

Tara attended the management staff meeting on August 19.

Staff completed and posted the August 30 Council agenda and packet on August 23.

Paul, Renee and Tara staffed the Council meeting on August 23. An addendum and associated packet item for 5D (Virtual Council Meetings) was forwarded to Council and posted on August 19. Follow up from the meeting was completed throughout the week.

Renee spent time working on items related to Council, including drafting items for the August 23 and September 13 Council meetings. Council agenda items are currently being scheduled into mid-October.

Renee received comments back from staff regarding the annexation agreement for 1105 Elkton Road. The annexation and rezoning for this project is scheduled for public hearing at the September 27 Council meeting.

Renee and Nichol worked with several boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments. Applicants for positions on the Diversity and Inclusion Commission and Reapportionment Committee are scheduled to be considered on the August 23 Council agenda. All positions currently accepting applications can be found on the City's website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Tara drafted a proclamation recognizing the retirement of Dr. Miki King, the long-time veterinarian for the NPD K9 unit.

Tara spent time on various union matters.

Tara completed several building permit reviews.

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

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

*Circulated to staff an August 24 FOIA request for violations/lienable items/open permits pertaining to 714 Fiske Lane from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the August 9 (Nichol drafted; Tara edited - complete) and August 16 Council (Nichol drafting) minutes. The August 9 Council executive session, August 10 Conservation Advisory Commission, August 23 Council executive session and August 23 Council minutes are currently in the queue.

10 discovery requests were fulfilled for upcoming Alderman's Court cases. 373 discovery requests have been filled so far for 2021. The court calendar for September 9 was completed and the 15 associated case files were compiled for the Deputy City Solicitor.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 405 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

The scanned documents for August 19-25 are below.

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

Activity or Project:

Virtual Council Meetings

Description:

Due to the Public Health Emergency and delays in receiving equipment for the Council Chamber technology upgrades that will permit hybrid in-person/online meeting access, Council voted on August 23 to resume virtual meetings starting August 30 until such time that the Council chamber upgrades are complete. Council meetings will be held via GoToMeeting and login information will be provided on each agenda posted seven days in advance. Current Council agendas can be found on the City's website here: <https://newarkde.gov/985/Agendas-and-Minutes>. Public comments can be made during the meeting at the appropriate times by signaling the City Secretary via the GoToMeeting chat function or by submitting written comments in advance to council@newark.de.us that will be read into the record.

For other City boards and commissions, the chair will determine whether they will be resuming virtual meetings. Any public bodies resuming virtual meetings will also have login information on their agendas.

Status:	In-Progress
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report	
Department: Electric Department	
Notable Notes: The line crews continued working at The Railyard and pulled wire and hung a transformer for the upgrades at the Rt. 4 bus depot. The crews also covered primary on West Chestnut Hill Road for Parks to remove two trees and pulled in primary wire in Devon after contractor bored pipe in last week. The electricians replaced an ammeter that read the currents off one of the main transformers at Kershaw Substation, repaired a police camera on Cleveland Avenue, fixed a parking lot kiosk, and replaced a nitrogen bottle on an East Main Substation transformer. They also installed meters and had the service to the EV charging stations inspected. Engineering worked with the SCADA developers on issues with fault distance reporting. Faults were simulated in the field to work out the issues. Engineering also worked on the 2022 budget and service equipment approvals for The Grove.	
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:

The Delaware State Housing Authority (DSHA) Delaware Housing Assistance Program (DEHAP) expanded the rental assistance program to assist customers with utility services. This program has requirements set by DEHAP and includes an application process that must be completed prior to receiving assistance. To learn if you qualify for aid, follow these steps below:

- Visit decovidhousinghelp.com or call (888)363-8808.
- Provide all necessary information to complete and process your application for assistance.
- Upon learning the status of your application, contact the City of Newark to prevent disconnection. The City will validate the application and to note the account through the process to prevent service interruption for electric and/or water services.

Letters to potentially eligible tenants were mailed on pink paper. The Landlord Association was also advised of the program. Frequently asked questions regarding the program can be found at: <https://decovidhousinghelp.com/frequently-asked-questions/>. Please do not hesitate to contact our Payment and Utility Billing division at (302)366-7000 with any questions.

Tax bills were generated and mailed to all tax parcels in mid-August. The bills are viewable on the City's website. About 60% of property tax bills are paid directly by the property owner in Newark. The tax rate has not changed from last year. Copies of the tax bills are mailed to all, regardless of whether your mortgage company pays the bill on your behalf or not. In years past, the Accounting office would receive many requests for a paper copy. Tax bills can be paid online using this link for no additional fee: www.newarkde.gov/payments

The budget hearings for Planning, Parks and Recreation, and Administration will be Monday, August 30. Link to all budget information can be found here: <https://newarkde.gov/1007/Budget-Central>.

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:

Parks and Recreation Department

Notable Notes:

Director: reviewed the Fall Activity Guide and provided the Directors letter; worked on updating the Comprehensive Development Plan for the Planning Department; met with Tom Z and Rich about upcoming park projects and staff coverage; organized meeting with Newark American Little League for Leroy Hill field agreement.

Deputy Director: tuned into initial budget presentation with Council; attended weekly manager's staff meeting; continue to review park signage and make updates/corrections with contractor; reviewed information regarding EV set up for car show and test drive loop and sent information to Lt Jones at NPD to loop them in; worked on finalizing dates for anti-harassment training for staff; worked with Shelby on ad for fall and winter employment opportunities; covered activities at the Wilson Center while Chrissy was on vacation, filled open spots from waiting list and sent first day letters for camp; completed DLLG survey on Emerald Ash Borer; consolidated changes/corrections for the fall activity guide and worked with Shelby to update and with Melinda to create all fall programs and events in Civic Rec; worked with Shelby to update TV22 information; worked with Jay Hodny to update the City parks map included in the Fall Activity Guide with current locations and information; spoke with Bhadrash about the reservoir parking lot and with the Electric Department regarding lights at Handloff Park; spoke with Jayme about the Patriot Day Ceremony; reminded recreation staff to update specific items for each of their programs in Civic Rec before registration started on 8/23; worked with Kathy to create invoice for the TNP regarding expenses for the outdoor movie RBG and sent roster to TNP to send out link to all who were registered to be able to view; worked with Kathy on setting up survey responses to be sent to all staff monthly or more often if they choose to review responses from Civic Rec; spoke with recreation staff regarding end of season staff evaluations, summer statistics and completion of personnel requests for summer and fall staff; continue to work with Tyler on the Childcare Stabilization fund grant; processed

special event application received and continued to work with various departments regarding additional applications requested for upcoming events; processed financial assistance applications; continued to work with Melinda, Chrissy and Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Rittenhouse Rocks, our final one week session of camp that highlights the best of Rittenhouse along with additional field trips was held all week, it was a great week despite some rainy conditions which we mostly avoided throughout the summer; Archery camp was also held all week at Rittenhouse Park, we made the best of the wet conditions and had a full camp; this concludes summer programs at Rittenhouse Park; the summer camp rental van was returned on Monday; continue recruiting, interviewing and hiring before and after school care staff, school begins 9/8/21; prepared for Tennis Camp scheduled 8/23-27 which is the final week of sports summer camps this year; continue proofing and finalizing details for fall programs and the activity guide.

Recreation Supervisor of Community Events: secured use of Newark UMC parking lot for a portion of the EV activities at Community Day, created a map and distributed to DEMEC, found a sound company and initiated contract and purchase requisition; completed final timesheets for Camp REAL staff; worked with Kathy to complete termination forms for Camp REAL staff; began compiling numbers from rosters for summer statistics; reviewed the Fall newsletter.

Coordinator of GWC and Volunteers: It was a another fun week for Camp GWC with a theme of Anything Goes, featuring theme days including Superheroes vs Villains, Cowboys vs Aliens and a Halloween in August Day, camp had a total of 37 full day participants and 5 half day participants, campers enjoyed a field trip to Sky Zone; Stars on Stage Camp ran with a total of 10 participants, campers performed a hilarious show titled "Bad Auditions by Bad Actors" for family and friends on Friday; sent Welcome Letters and information to parents of participants attending future camps including the final week of Camp GWC; continued finalizing information for Fall Programs; completed staff evaluations for summer staff to be reviewed with staff next week for the final week of camp/pool season; worked on the GWC Attendant schedule for September to be sent out next week; reported vandalism to Newark Police on August 16 of port-o-potty outside of the George Wilson Center, the total attendance for the George Wilson Center Pool was 61 including summer camp kids (Camp GWC swam Thursday morning, unfortunately the weather was bad on Tuesday and campers only got to swim for about 10 minutes, the pool was closed on Monday and Tuesday due to lifeguard shortage; continued to coordinate with volunteers in need of Community Service hours, missionary volunteers and University of Delaware volunteers; 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 August 21 from 1 p.m. – 9 p.m. for a Baby Shower with an overall attendance of 55; the Main Hall and kitchen were rented on August 22 from 2 – 8 p.m. for a Baby Shower with an overall attendance of 31. The George Wilson Center experienced some flooding on August 17 due to inclement weather, public works was called to the site and cleared the drain causing the issue. Volunteer Hours: 2 missionary volunteers devoted a total of 6 hours of service assisting with cutbacks at Anna Way and park maintenance at Lumbrook and Stafford Parks.

Recreation Specialist: one camp volunteer scheduled for final week of Camp GWC Aug. 23-27, entered numerous days of missionary sign sheet data into spreadsheet; sent roster to the instructor from the Newark Bike Project for the Bike Camp scheduled for the next week, sent parent packet to all participants; put away all Camp REAL supplies in the storage room; continued to review and make edits/corrections for the fall activity guide; entered all the Fall brochure programs, events, and activities into Civic Rec prior to the start of registration; took signs and programs for the theatre performance to the George Wilson Center and put flyers in the bins at the reservoir kiosk.

Parks Superintendent: inspected 9 park/open spaces and developed work orders as needed, met with Delaware Department of Agriculture and USDA representatives concerning Spotted Lantern Fly controls, reviewed proposed planting plan with Parks Director and commented as needed, met with DelDOT Safety Inspector concerning upcoming tree removal project along West Chestnut Hill Road by entrance to Rittenhouse Park, coordinated with DelDOT/arborist contractor/City Electric Department for tree removal project next week on West Chestnut Hill Road, followed up on several PO's with vendors, talked/met with several residents concerning creek blockages and tree related issues and received 3 quotes for Public Works to cut back plant growth along service drive behind Madison Drive homes then forwarded them to Public Works for review.

Parks Supervisor: assigned field staff daily and assisted as needed, along with Parks Superintendent met with DelDOT Safety Inspector concerning necessary traffic flow set up when Parks staff prune/cleanup/mulch traffic island #2 on South Main Street, continued entering data into Munis for labor/cost tracking and delivered post sleeve to Sign shop to match sign colors for future new park sign installations.

Parks/Horticulture: staff continue mowing and bed maintenance operations, replaced damaged basketball backboard at Fairfield Park, did trash removal throughout park system, did interior bed maintenance at City Hall, did tree work at several park sites, did trail maintenance in Redd Park, washed off play unit in Ridgewood Glenn/ Alley Park/Fairfield Crest Park, completed shearing hedges around both basins at Anna Way, did equipment maintenance on Walker mowing unit and both push mowers; Volunteers assisted horticulture staff shearing back and cleaning up of hedges around both basins at Anna Way.

Activity or Project:

Charles Emerson Bridge Installation Date

Description:

The new Charles Emerson Pedestrian and Bicycle Bridge installation date is scheduled for Friday, September 17 through Sunday, September 19. The bridge installation was rescheduled due to steel supply problems at the bridge fabricator such that the setting of the new Pedestrian and Bicycle Bridge was delayed. DelDOT road closure and detour information beginning September 17 for Paper Mill Road will be posted by DelDOT as the project gets closer.

Status:	Started
Expected Completion:	09-20-2021
Execution Status:	Behind Schedule

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:

Land Use/Planning

The Request for Proposals (RFP) for the Charrette and revisions to the BB (Central Business District) and RA (Multi-family-High Rise) Zoning District has been advertised. The RFP deadline is September 21, 2021. The bid proposal can be found on the Bid Postings website: <https://newarkde.gov/bids.aspx>

- 15 Building Permit Reviews
- 3 Certificates of Completion/Occupancy
- 10 Deed Transfer Affidavit
- Planner Mike Fortner has spent considerable time working on revisions to the Comprehensive Development Plan for the Steering Committee meeting on Thursday, August 26. The meeting will be held virtually.
- The next CDBG/Revenue Sharing Advisory Committee meeting is set for Thursday September 9. The meeting will be held virtually.

Code Enforcement

- 227 W Park - final trim.
- 1364 Marrows Road - Honda Service -Drywall.
- 118/126/130 New London - Renovations complete Certificate of Completion applied for.
- 122/128 New London - framing complete, trades going in.
- 321 Hillside
 - o 400 Building 6 Units - TCO issued.
 - o 300 Building 10 Units - TCO issued.
 - o 200 Building 10 Units -TCO issued.
 - o 100 Building 10 Units - TCO issued.
 - o 800 Building 10 Units - First round of inspections (inside only) done waiting to do correction inspections.
- 18 Country Club (Fairfield Apartments Fire) - Appears the contractor either quit or was fired.
- Thorn Flats/Lehigh Flats Buildings J, K, L, M, 71, and 111 finals in progress, buildings 101, 121, 131, and 141 rough inspections in progress.
- Newark Charter School Loop Road base course paved parking and site work progressing, Junior high building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress underground plumbing in progress.
- Commons building completed TCO issued, exterior site work completion in progress, renovation of existing schools and connecting corridors final inspections in progress.
- Newark Senior Living - underground plumbing, footings and building slab completed, site work in progress, structural steel erection, roof trusses, exterior insulation panels and DWV piping in progress.
- 321 Hillside Road/The Rail Yard Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) finishes in progress, 7000- Building A approved to close in. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues. Additional safety protocols placed in effect to limit construction areas and provide safety for new residents.

Townhouse finals in progress.

- UD Green utility projects - Steam and Condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, seat walls and additional site work in progress, recreational equipment construction and installation in progress.
- Fintech, Star Campus - Window and exterior finish installation has started.
- College Square Apartment Buildings - Floors 2, 3 4, Building 1, Phase A approved for drywall.
- 287 E Main Street, Fulton Bank - Above ceiling inspections complete for all apartment units. Fulton Bank fit-out final inspection scheduled for Friday.
- 45 E Main Street, CVS - TCC issued.
- Evan Hall, UD - Hydronic hydro testing complete. Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved.
- 401 Bellevue Road, Safstor - Final building inspections complete. OK for TCO.
- Drake Lab Addition - Installation of concrete pilings for building foundation started.
- 94 E Main Street, Green Mansion - Prep work for underpinning activities underway.

Meetings Attended

- Business License team meeting.

Items of Interest

- We have begun a new process for reviews and approvals of Business Licenses and utility accounts in coordination with the Planning Division and PUBS for the purpose of sharing information and streamlining approvals.

Property Maintenance

- Complaints: 22
- Violations: 11
- Citations: 14
- Inspections: 72
- Written Warnings: 12

Special mention

- Preparing for move-in weekend.
- Issued a general notice to all homes in Cherry Hill Manor regarding maintenance along alleyways and access road clearance. General property maintenance.
- Contact with owner of 3 Annabelle about multiple citations issued about code violations.
- Approval granted for Friday night Walk-N-Talk on targeted areas with Newark PD, UofD Police, UofD Student Conduct and Property Maintenance to help educate College Residents about the expectations from the City of Newark and University of Delaware. Scheduled to happen on 8-27-2021 at 1800 hrs.
- Laptop still inoperable from field.
- Pod container removed from property on Radcliff Rd.

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Provided further justification for Passport parking charges.
- Continued handling residential and municipal permitting for residents. Major increase in applicants for municipal and residential parking passes as students return for the Fall 2021 UD Semester. Made digital improvements to decrease wait time in-office and posted signage stating that permit holders must wear mask while picking up. Maximum 1 household in the lobby at a time. Still have approximately 40 total parking permit spaces available through 8/25.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under 5 business days.
- Alfresco Main Street on Wednesday, 8/25. The Parking Division helped the Police Department clear the road, put out signage/cones and programmed all parking equipment/apps to not allow parking in the affected areas.
- IRIS/FlexPort upgrade with T2 that will eliminate a bug that tells customers that their payment may not have gone through, when it goes through fine, will go through on 8/25.
- Completed final installation and programming of T2 Multi-Space Kiosks and Passport Parking App in the Campus District. Parking staff painted roadway to represent available parking spaces and is piloting a new marking on Amstel that may help better designate parking spaces to drivers. Placed decals on equipment and have scheduled pole/signage information for this Friday.
- Set up recurring payments for two Danneman property rentals for Lot #4. Rent was paid through the end of the year.
- Received new uniforms for Parking Enforcement staff. Currently screen printing uniforms and distributing what does not need to be printed

on.

- Received and installed new Loading Zone signage that is easier to read and clearer to new customers. Loading Zone is only meant for freight deliveries.
- Ordered more “Pay at Kiosk or App” signage.
- Several meetings with ParkingLogix regarding countdown signage upgrade. Currently working with IT on both sides to correct issue where signage is not counting back up.
- Removal of License Plate Recognition device from the Ford Ranger and moving it over to the new electric Nissan Leaf.
- Review of Twin Lakes parking per Homeowners Association request.
- Follow-up meeting with Anthony Caddell of Passport Parking.

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:

Patrol Division:

- On Thursday, August 19th, at approximately 1047 hours, officers were conducting speed enforcement on East Delaware Avenue when they observed a vehicle speeding on the roadway. When officers initiated a vehicle stop, the suspect vehicle fled from officers. The suspect was later identified, and warrants were approved by Justice of the Peace Court #2 for Disregarding a Police Officer, Endangering the Welfare of a Child, Aggressive Driving and Speeding.
- On Sunday, August 22nd, at approximately 1545 hours, a victim responded to the Newark Police Department to report an incident that occurred at Capitol Trail and East Cleveland Avenue. The victim explained that she was stopped in her vehicle when a male (who was known to her) stopped his vehicle, got out, approached her car, and grabbed her through an open window. The victim reported that fearing harm, she sprayed the male suspect with pepper spray. The male was contacted by officers and denied grabbing the victim. Based on the facts of the investigation, warrants were approved through Justice of the Peace Court #11 for Offensive Touching for the male suspect.

Special Enforcement Division:

- On Wednesday, August 25th, members of SOU attended Camp GWC. On Monday through Wednesday, both School Resource Officers participated in training, planning and tabletop exercises at Newark High School in preparation for the upcoming school year. During the week, the K9 teams will conduct proactive patrols in the College Park Neighborhood and 896 hotel corridor. During the weekend, the unit will conduct proactive patrols throughout the city with an emphasis on the college neighborhoods including Cleveland Avenue and Choate Street.
- The Traffic Unit will continue enforcement on Otts Chapel Road and Sandy Drive. Approximately 50 citations were written at this location in a recent two-day period. The unit will also increase enforcement in the area of the university campus with the increased traffic volume.
- Animal Control Officer Donna Vickers investigated a dog attack that occurred on August 15th. A female subject was walking her leashed dog. As she passed a residence in the 100 block of Courtney Street, she saw a black Pitbull terrier dog running toward her and her dog. Once the charging dog reached them, it started attacking her dog. The Pitbull terrier’s owner and her son were able to get their dog off the other dog. All three subjects were bitten, and both dogs sustained injury. Two of the victims required treatment from an urgent care center, and the leashed dog needed emergency care and was treated at a 24/7 emergency pet hospital. All parties involved are recovering well. Charges are pending including 1 count of Animal at Large, 2 counts of No Delaware Dog License and 2 counts of No Rabies Vaccinations.

Criminal Division:

- Detective Whitt attended training on Active Bystandership for Law Enforcement (ABLE) from August 23rd – August 26th. The training is aimed at providing guidance on how to prevent misconduct within law enforcement, avoiding police mistakes, and promoting officer health and wellness. This training will enable Detective Whitt, along with two other officers, to train other members of the police department.
- This year’s annual Day of Remembrance for Murder Victims will be held on Tuesday, September 21st at 7pm via zoom. The Day of

Remembrance (DOR) is a national observance (Sept. 25th) of the impact of homicide on families and the event is a way to honor and recognize those lost to violence. The Delaware Victims' Rights Task Force (VRTF) hosts the event and the VRTF Facebook page also has an event listing for the DOR to include the Zoom link. To follow the event page, please visit: www.facebook.com/delVRTF. Any questions, please email the VRTF: delvrtf@gmail.com.

Administration Division:

- During the week, the Training Coordinator met with the Anti-Defamation League in preparation for upcoming biased based/inclusive policing in-service training.

Auxiliary Services Division:

- On Saturday, August 21st, members of the S.W.A.T. team initiated a search warrant and arrest warrant in support of a criminal investigation. The suspect was arrested for Strangulation, Assault, Endangering the Welfare of a Child, Offensive Touching and Breach of Release. The suspect was later transferred to the Department of Correction after presentment.

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:

PWWR Engineering Division staff has been working with contractors and developers in order to get occupancy certificates for several new sites around the City, including Fulton Bank and The Railyard. Collaboration with Code Enforcement and all other operating departments are key to getting these sites in compliance and open for occupation on schedule.

UD move in has begun and new logistics seem to have made a big difference on orderly mid-week move-in. As students begin to return to town, PWWR services may be impacted by the increase in demand for service. Reminders and information on water, sewer, refuse, etc. will be sent to the areas typically housing student populations to make sure they are utilizing the services available and following rules and regulations regarding these services. Any concerns should be directed to PWWR so we can address them in a timely manner.

Stormwater Division staff held the annual Spill Prevention and Control training for all field operations staff on August 26. We bring in Rainwise Environmental Services to conduct this training about how to prevent spills that could impact waterways and how to address spills should they happen.

Activity or Project:

Transportation Improvement District (TID)

Description:

After the most recent Council meeting and presentation on the TID, PWWR has received countless phone calls regarding the proposed connection between Elkton Road and Barksdale Road. This report is the result of a Committee recommendation and there are numerous steps to take before a project like this would come to fruition. Similar to any large project such as Main St., 2018 Referendum, etc. this proposal would be vetted through public process and input. As noted in the presentation, significant hurdles exist, including environmental studies. PWWR and the Planning Department are working with this committee to refine the recommendations before the formal adoption of this TID.

Status:

In-Progress

Expected Completion:

12-31-2021

Execution Status:

On Track

Activity or Project:

Curtis Lane Culvert Replacement

Description:

The replacement of the culvert at Curtis Lane is complete, however, the large storm last week washed away a portion of the exposed road bed. After the restoration of the roadbed, the curb and drainage structures were poured and the existing asphalt milled out in preparation for final paving the week of Aug. 30. Minor restoration would take place after that and the project will be complete by mid-September.

Status:

Near Completion

Expected Completion:

09-03-2021

Execution Status:

On Track

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

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated August 27, 2021)

DEPT	VAXXED	TOTAL	%
ADMIN	18	20	90.00%
ELECTRIC	18	23	78.26%
FINANCE & IT	18	22	81.82%
JUDIC & LEGIS	16	19	84.21%
PARKS	19	21	90.48%
PLAN, CODE, & PARKING	26	36	72.22%
POLICE	62	91	68.13%
PWWR	42	57	73.68%
TOTAL	219	289	75.78%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	37	47	78.72%
AFSCME 3919	18	27	66.67%
CWA	86	107	80.37%
FOP	40	67	59.70%
MGMT	32	34	94.12%
TOTAL	213	282	75.53%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	108	125	86.40%
FIELD STAFF	111	164	67.68%
TOTAL	219	289	75.78%

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	186	247	75.30%
PART-TIME	33	42	78.57%
TOTAL	219	289	75.78%

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 199)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 199)	% UNVAXXED
3/1/20 - 12/10/20*	5	11	--	--	100.00%
12/11/20 - 3/19/21**	8	7	--	--	100.00%
3/19/21 - Present***	2	6	0	2	80.00%
TOTAL	15	24	0	2	95.12%

*Vaccines not available to anyone

**Vaccines available to first responders only

***Vaccines available to all City staff

DEPT	% OF STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF STAFF W/ POS. TEST RESULT
ADMIN	10.00%	1670	17.02%
ELECTRIC	17.39%	3919	18.52%
FINANCE & IT	9.09%	CWA	9.35%
JUDIC & LEGIS	9.09%	FOP	22.39%
PARKS	9.52%	MGMT	8.82%
PLAN, CODE, & PARKING	22.22%	TOTAL	14.54%
POLICE	16.48%		
PWWR	12.28%		
TOTAL	14.19%		

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

Digital Records Project New Documents Created – August 19-25

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of office
Sandy	72	7,047	City Manager historical documents; Munis Cash Reports; Alderman's Court Bank Reconciliations
Fred	34	1,883	PWWR contracts; Work Order attachments
Ana (PT)	87	934	Court documents; Administrative documents
Violet (PT)	28	183	Current Legislative Department documents
Total	221	10,047	

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		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 08/15/21-08/21/21

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	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	1	1	3	1	0
Rape	2	4	1	3	1	0
Unlaw. Sexual Contact	3	5	0	3	0	0
Robbery	12	15	0	24	23	0
- Commercial Robberies	1	1	0	0	2	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	0
- Other Robberies	9	6	0	23	2	0
Assault/Aggravated	14	16	2	12	45	2
Burglary	25	21	1	73	9	0
- Commercial Burglaries	6	5	0	42	3	0
- Residential Burglaries	16	14	1	15	3	0
- Other Burglaries	3	1	0	16	2	0
Theft	283	476	13	117	80	7
Theft/Auto	42	45	1	11	11	0
Arson	0	0	0	0	0	0
All Other	108	2	0	74	40	2
TOTAL PART I	494	584	19	320	203	11
<u>PART II OFFENSES</u>						
Other Assaults	180	147	2	135	120	19
Rec. Stolen Property	1	0	0	6	6	2
Criminal Michief	75	111	3	40	28	3
Weapons	9	5	0	30	21	2
Other Sex Offenses	0	7	0	0	2	0
Alcohol	25	60	5	30	51	8
Drugs	37	85	3	57	62	2
Noise/Disorderly Premise	331	409	5	107	140	4
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	89	244	5	53	64	10
Trespass	186	235	8	29	52	2
All Other	182	261	12	180	167	6
TOTAL PART II	1115	1689	43	667	734	58
<u>MISCELLANEOUS:</u>						
Alarm	100	326	11	0	0	0
Animal Control	306	301	10	20	7	2
Recovered Property	123	114	2	0	0	0
Service	19321	21989	616	0	0	0
Suspicious Per/Veh	273	272	6	0	0	0
TOTAL MISC.	20123	23002	645	20	7	2

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	539	23,566	812	27,863



**Newark Police Department
Weekly Traffic Report**



08/15/21-08/21/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2987	7790	46	168
DUI	57	96	3	3
TOTAL	3044	7886	49	171

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	102	101	1	1
Property Damage (Reportable)	470	552	13	25
*Hit & Run	121	107	4	5
*Private Property	109	133	3	8
TOTAL	572	654	14	26

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.