

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week's report covers both this and last week as there was no report last week.

Last week I attended the Roadway Management Conference in Rehoboth Beach from Wednesday through Friday. Earlier in the week I prepared for and attended the Council meeting on Monday night. I also prepared Council packet items for the meeting on October 11th. I attended a meeting with Public Works to discuss switching Lot 4 to compactors. We also continued preparation of the Planning Commission CIP presentation and prepared responses to Council inquiries following the meeting on Monday.

This week I spent time catching up from being out of the office last week. We had another Council meeting on Monday evening which I spent time preparing for as well as preparing packet items for the meeting on October 18th. We held another negotiation session with the FOP on their next successor contract. I assisted PW&WR and Police in a discussion on the yield sign at the Deer Park. We continued work on the Planning Commission CIP budget presentation. I processed all required paperwork to enter into the ROADS MAP opioid settlement agreement as well as registered for the national opioid settlement process in coordination with the Attorney General's office. Director Del Grande and I participated in a call with Senator Carper and his staff where they discussed the federal infrastructure bill. After the meeting we coordinated a call for next week to discuss potential federal funding assistance for the substation project in the capital budget. Mayor Clifton and I attended a DLLG meeting in Dover on Thursday to discuss police recruiting challenges and potential options for State assistance.

The remainder of both weeks was spent on general administrative tasks and personnel related items.

Human Resources:

Over the last two weeks CHRO Devan Hardin has spent the majority of her time working on personnel matters and labor relations. The City is currently in contract negotiations with the FOP Lodge #4 and most recently met on Tuesday, October 12. The next session is scheduled for October 27. The current contract expires December 31, 2021. At the October 11 Council meeting, City Council unanimously approved the pension ordinance updates for FOP members to closely match the benefits of the State pension plan. CHRO Hardin also spent time, since the Pension Committee on September 28, preparing for the next Pension Committee meeting on October 20 at 1:30 p.m. in Council Chamber. Preparations include a COLA study for retirees by the City actuary and COLA program for the police in State pension plan. CHRO Hardin and Deputy Finance Director Jill Hollander will be meeting with the State pension administrator on Monday to learn the process. HR Coordinator completed the minutes from the September meeting. With CPPO Martindale out on vacation this week CHRO Hardin assisted employees with benefits questions and assisted COO Jayme Gravell with COVID matters. The HR team continues to prepare for upcoming open enrollment which will begin at the end of this month. We are still awaiting our premiums from our healthcare provider DVHT.

On October 1 HR Administrator Marta Pacheco emailed all directors and managers a list of employees that need performance evaluations completed between now and December 31, 2021. She also prepared a termination status form for one of the part-time Parking Ambassadors. The Parking Division now has two vacancies. Ms. Pacheco processed retiree medical insurance invoices for the month of October. An interview was scheduled for a part-time custodian for Tuesday, October 5, 2021. Unfortunately, the applicant was a no show. Ms. Pacheco continues to print applications for police officer as received and sending appropriate email either letting the applicant know their application is incomplete or an invite to take the written exam on Saturday, October 30. So far, we have invited 16 applicants (as of 10/7/21). A letter of conditional hire for the substitute, part-time Community Center Attendant position was sent to the applicant. On Friday, October 8, we posted the Fire Protection Specialist vacancy. The deadline to apply is Friday, October 22. Ms. Pacheco prepared and mailed out to employees and retirees the Medicare Part D notice to those 65 and older as required by law with the assistance of HR Coordinator Denyce Bradshaw. She also completed several verifications of employments.

Ms. Bradshaw and Ms. Pacheco have started printing documents to mail to all retirees in preparation for open enrollment which will start at the end of October beginning of November. She also received random list and prepared necessary letters for CDL employees to be tested for the month of October. Ms. Pacheco Processed retirement/termination status form for our Parks Supervisor who retired on Friday, October 8. Ms. Pacheco processed a noise waiver for New London Road patching project. She also prepared and submitted September's injury report to the Safety Committee. Ms. Pacheco also scheduled interviews for the temporary Planner I in Planning for October 20 and Maintenance I in Parks which will be held on Friday, October 22.

Over the last two weeks HR Coordinator Denyce Bradshaw continued with scheduling and leading the mandatory anti-harassment training for City employees including at the City yard, Police Department and at the Parking Office. She also filed the anti-harassment certificates for the online and in-person training. Ms. Bradshaw updated status report spreadsheet and verified and/or entered driver's licenses for employees in Munis. She also filed all incoming COVID vaccination cards as they are received and put together a weekly COVID testing book for non-vaccinated employees per the City's current policy. Ms. Bradshaw also processed retiree reimbursements and check requests for employee emergency room visits. Other tasks she completed included sending October birthday cards, typed up recorded minutes for Pension Committee meeting and entered policies in ESS for Police staff.

CPPO Jeff Martindale spent the majority of last week preparing the new vaccine/testing policy for City employees. The City is following Federal policy in that employees who were not vaccinated by September 30 are subject to weekly testing and must provide these results to the City weekly. This new policy went into effect October 4. The rest of his time last week was spent working ahead as he was out on vacation from October 8 through October 14.

Purchasing/Facilities Maintenance:

Ms. Trykowski processed 74 invoices for the week ending 10/1, 17 purchase orders, 2 change orders, and updated 25 vendor files with EFT information. So far this week, she has processed 3 purchase orders and anticipates processing 75 invoices by the end of the week.

Ms. Trykowski processed 103 invoices for the week ending 10/8, 14 purchase orders, and updated 12 vendor files with EFT information. So far this week, she has processed 16 purchase orders and anticipates processing 100 invoices by the end of the week.

Over the last few weeks, the Facilities Maintenance Superintendent Dave Greenplate worked on finishing fabricating GWC handrail and began priming. He coordinated drain line clearing at police station and replaced light bulbs on Municipal Building canopy. Cleaned and painted lenses of the lights. Mr. Greenplate responded to flooding of Rittenhouse Park building and cleaned up water. He also set up Council Chamber as needed, coordinated contracted roof cleanings, modified employees' cubicle and managed custodial and facilities staff. Facilities staff replaced damaged ceiling tile in men's locker room of Police Department and in Finance area, hung signs at George Wilson Center, patch and paint projects around the City and replaced light bulbs. The custodial staff cleaned carpet at CWC and completed daily duties included cleaning bathrooms and common areas, trash and recycling removal and other projects as assigned by Mr. Greenplate.

Communications:**Chief Communications Officer:**

- Assisted UD with setting up resource tables at the last three Alfresco events as well as the Harvest Festival.
- Continuing communications with the State about employee testing requirements and options.
- Coordinated staff interviews with multiple media outlets.
- Participated in the 10/12 CAC meeting to finalize details for the Sierra Club event on Saturday, 10/16 at McKees Solar Park.
- Filled in for the Chief Purchasing and Personnel Officer to handle employee COVID questions, testing, communication, and documentation.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Started drafting the December newsletter and November staff birthday list.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal.
- Assisted mailroom staff with various tasks.

Creative Designer and Web Specialist:

- Corrected the alignment of the City of Newark mailing labels template.
- Created a new version of the City letterhead.
- Created Employee Wellness Survey fillable PDF.
- Created Newark Police Department mailing labels fillable PDF template.
- Created the Job Applicant Handout for 21-43 Temporary Planner I.
- Designed social media graphic for in-person hours.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated Budget Central with current ARPA project list and the Planning Commission CIP project details.
- Updated Fall Leaf Collection graphic and posted to the website.
- Updated lobby hours on the website.
- Updated the Google Business listing information for Municipal Lot #3.

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 six court sessions from 9/30/21 - 10/13/21. These sessions included arraignments, trials, capias returns, video hearings and a violation hearing. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Terri participated in a virtual managers' meeting on 9/30/21.

The bailiffs are scheduled for their weapons requalification on 11/6/21.

The court processed 52 PBJ's for traffic violations and 14 Plea by Mails for criminal cases.

Activity or Project:

Payments and Court Sessions

Description:

From 9/30/21-10/13/21 Alderman's Court handled 86 arraignments, 97 trials, 23 capias returns, 7 video hearings and 1 violation of probation hearing. The court collected a total of 914 parking payments of which 709 were paid online and 205 were paid at court. The court also collected criminal/traffic payments of which 354 were paid online and 54 were paid at court for a total of 408 criminal/traffic payments.

Status:

Completed

Expected Completion:

10-13-2021

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 October 11 for the Council meeting. Bobby was in the office on October 1 and 7 for Court.

Renee attended the management staff meetings on September 30 and October 7.

Renee and Tara attended the quarterly Delaware Municipal Clerks Association meeting on September 30.

Staff spent extensive time working on items related to the passing of Councilwoman Hughes and her funeral, which Renee and Tara attended on October 1.

Danielle attended the UD IPA Municipal Clerks Institute on October 1. This week's topics were Community Connections and Leadership and Self-Actualization: Overcoming Imposter Syndrome. Danielle is in year two of the three year program.

Staff finalized and posted the agenda and packet for the October 11 Council meeting on October 4.

Paul and Renee staffed the Council meeting on October 4. Staff completed follow up work throughout the week.

Renee staffed the October 5 Election Board meeting where the Board discussed preparations for the upcoming District 2 special election.

Violet attended the Delaware Justice Information System (DELJIS) training on October 6 in Dover in order to continue her cross training as a back up for the legal work for the Administrative Professional I position.

Danielle and Renee attended the UD IPA Municipal Clerks Institute on October 8. This week's topics were Designing and Administering Effective Public Meetings (Renee and Danielle) and Municipal Elections (Danielle). Danielle is in year two of the three year program and Renee

is taking the courses rated as advanced towards her Master Municipal Clerk certification.

Renee met with Planning Director Gray and Property Maintenance Officer Straub on potential updates to the code regarding trailers and RVs on October 8.

Staff finalized and posted the agenda and packet for the October 18 Council meeting on October 11.

Paul and Renee staffed the Council meeting on October 11. Staff completed follow up work throughout the week.

Nichol staffed the October 12 Conservation Advisory Commission meeting. The CAC determined that Dr. Huntley and Mr. O'Donnell would work out a budget for the remaining \$22,000 to go towards bike racks and Energize Delaware to assist low-income residents with home insulation; a vote will be held in November. Additional discussion took place on how to create publicity for nature-based solutions for climate change.

Nichol finalized and posted the agenda and packet and completed the required newspaper and direct mail notices for the October 21 Board of Adjustment meeting on October 13. Packets also were sent to the board members for review.

Renee staffed the October 13 Reapportionment Committee meeting. Prior to the meeting, Renee worked with the Department of Elections to take public comments that had specific suggestions for changes and draft maps for review at the meeting. At the meeting, the Committee reviewed the public comments and made additional changes to the draft map. The Committee voted 5 yes, 0 no, 1 recuse and 1 absent to forward the final draft map to Council for adoption (the final map and associated demographics table are attached below). Council will have an initial discussion of the Committee's recommendation on October 18 and the ordinance for final adoption will have first reading on November 8 and second reading on December 13.

Renee spent time working on items related to Council, including drafting the agendas for the October 18 and 25 Council meetings, rescheduling items from the cancelled September 27 Council meeting, drafting packet items for the October 18 Council meeting, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into 2022.

Renee drafted the newspaper and direct mail notices and Violet completed the direct mailings for four items on the October 25 Council agenda for consideration:

- * Special Use Permit for a 125-foot telecommunications tower and associated equipment located at 1325 Old Coochs Bridge Road (rescheduled from the September 27 cancelled Council meeting)
- * Special Use Permit for grading in the floodplain located at 49 North Fawn Drive
- * Special Use Permit for a fraternity at 34 Continental Avenue
- * Parking Waiver Reconsideration request at 132-136 East Main Street

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

Renee worked on the preparations for the District 2 special election, which Council has set for November 23. Council approved using the Newark Free Library as the District 2 polling place and expanded absentee ballot mailings for the election at the October 11 Council meeting. Election Board members recruited and submitted poll workers. Renee completed and submitted required forms to the Department of Elections and spent time updating the website with election related information. Two petitions have been given to potential candidates and one candidate has filed. The filing deadline for the special election is Monday, October 25 at 5:00 p.m. Nominating petitions can be picked up from the City Secretary's Office Monday through Friday from 8:30 a.m. to 5:00 p.m. or by emailing a request to citysecretary@newark.de.us.

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

Renee completed the biannual harassment training required by the State of Delaware.

Renee spent extensive time reviewing approximately 7,300 documents to fulfill a subpoena for information relevant to a civil suit in which the City is not a party. Danielle, Samantha, Fred and Ana all worked to help collect and process documents for this subpoena.

Renee worked with a local church to help resolve a Verizon service issue.

Tara drafted proclamations for two Newark residents who are celebrating their 100th and 106th birthdays.

Danielle processed items for recordation with the Recorder of Deeds office.

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

Tara and Violet worked on research items for staff.

Renee spent time on personnel issues.

Tara spent time on several union items.

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

- * Circulated to staff a September 24 FOIA request for any variances/special permits/violation/COs/condemnation/eminent domain regarding 650 Lehigh Road from Armada Analytics
- * Provided a response and closed a September 27 FOIA request for zoning/open violations/fire pertaining to 100 Christina Mill Drive from LEED Green Assoc.
- * Provided a response and closed a September 29 FOIA request for 49 Willow Place which is outside of city limits from John Weller
- * Provided a response and closed a September 29 FOIA request for violations/lienable items/open permits regarding 15 Patrick Henry Court from Brian A. Funk, P.A.
- * Circulated to staff an October 5 FOIA request pertaining to 100 Christina Mill Drive asbestos/biomedical waste/Brownfields/hazardous waste/investigations and cleanups/lead paint/recycling and waste reduction/solid waste/UST and AST/wastewater/drinking water/water withdrawals/storm water/erosion/sedimentation/water well standards/fires/petroleum products/hazardous materials from Bailey O'Connell
- * Provided documents and closed an October 8 FOIA request for all initial submission documents for the CIP submission/first comment letter sent after the initial CIP submission/final approved CIP plan pertaining to 287 East Main Street from Julian Pellegrini
- * Circulated to staff an October 13 FOIA request for open/active zoning/building/fire violations, COs/open permits/variances/planned unit development approvals/future construction plans to the right of way pertaining to 17 through 24 Marvin Drive
- * Circulated to staff an October 13 FOIA request for a list of all property addresses which received a code violation between September 1, 2021 through September 30, 2021 from Josh Miller
- * Circulated to staff an October 13 FOIA request for a list of all property addresses which had water service disconnected any time between September 1-30, 2021 from Josh Miller

Regarding minutes, staff time was spent on the July 22 Election Board (Renee edited - complete), September 14 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), September 20 Council (Renee edited - complete), September 28 Diversity and Inclusion Commission (Tara drafting), September 29 special Council (Nichol drafted; Renee edited - complete), September 29 Reapportionment Committee (Nichol drafted; Renee edited - complete) and October 4 Council (Nichol drafted) minutes. Several Council executive sessions, October 5 Board of Election, October 11 Council, October 12 Conservation Advisory Commission and October 13 Reapportionment Committee minutes are currently in the queue.

25 discovery requests for upcoming Court cases were fulfilled this week. 450 discovery requests have been filled so far for 2021. The court calendars for October 14 and 21 were completed and the 29 associated case files were compiled for the Deputy City Solicitor.

The office received 24 new lien certificate requests this week, which were sent to Finance for processing. 18 lien certificates were completed and sent to the requestor. 499 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

The scanning numbers for September 30 - October 13 are below.

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews started rewiring all the photocontrols on streetlights to a new smart controller which can be controlled remotely and notifies when the light fails.

The line crews also repaired underground primary cable in Fairfield and repaired a light circuit on Wyoming Road.

At the yard, the line crews installed a transformer bank which will take the 100kVA of solar being installed on the warehouse and put it into the distribution system.

The electricians worked at several substation and recloser sites installing cellular modems. An electrician drove a contractor around to infrared the circuits and equipment. They also help the line crews locate the underground fault in Fairfield and fixed Pomeroy Trail lights.

Engineering met with DNREC and contractors about the solar addition to McKees Park.
 Engineering also met with contractors about conflicts on the Elkton Road project. The west side by Suburban Plaza has multiple issues with guying in the way of underground facilities.
 Engineering also virtual met with DEC (Delaware Electric Coop) and IT to get information about using cellular for Newark's recloser system. DEC already uses the same recloser system with cellular and was helpful with their knowledge.
 Engineering also worked with a SCADA equipment provider getting their equipment to talk with Newark's legacy relays.

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 2022 Budget Workshop was held by Council on October 4. We are now preparing for the 2022-2026 Capital Improvement Program presentation to the Planning Commission on October 19, and for the Council Budget Hearing on November 1. All budget documentation, can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

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

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

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

Meeting dates are:

10/20: 6 p.m.

10/21: 2 p.m.

10/21: 6 p.m.

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

10/28: 1 p.m.

Property tax bills were due on September 30th. About 60% of property tax bills are paid directly by the property owner in Newark. The tax rate has not changed from last year. Tax bills can be paid online using this link for no additional fee: www.newarkde.gov/payments.

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

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 - 69 Open Project Tickets from Previous Week - 15 Open Tickets with Vendor R&D from Previous Week - 14 Tickets Opened in the Last Two Weeks - 79 Tickets Closed in the Last Two Weeks - 75 Remaining Open Support Tickets - 71 Remaining Open Project Tickets - 17 Remaining Tickets with Vendor R&D - 14 Applications Administrator filled in for Billing Technician 10/8 - 10/15. - Configured journal entry workflow in Munis production environment on 10/4. - Reviewed Compass Value Assessment on 10/8 and followed up with the vendor on suggested systematic changes. - Teams meeting with PW&WR and Finance management to discuss service order SOP for mCare on 10/13. - Returned signed quote to TylerForms to update URL on all invoices to reflect https://newarkde.gov/payments and to create an informational only tax invoice for escrowed accounts that will hopefully reduce confusion with tax bills. - Confirmed timeline for Northstar's Automation Platform project with internal stakeholders and relayed to vendor. - Upgraded TEST environment of Tyler Cashiering, currently testing processes prior to upgrading production environment. - Configured additional open enrollment options to be visible on ESS, working with HR and Finance to conduct testing and determine additional options. - Worked on and resolved support tickets for end users. - Created reports for users as requested. Pending: - POS Cashiering for Welcome Center is on hold, waiting for vendor fix. - VSS registration guide on hold, will need to script a change to vendor contact types. - Waiting on vendor to configure EMV devices in production environment. - Harris was scheduled to configure OMR in Northstar on 9/28, waiting on update from PM. - Waiting on Pitney to schedule OMR hardware installation. Infrastructure Team: Open Support Tickets from Previous Week - 106 Open Project Tickets from Previous Week - 36 Tickets Opened in the Last Two Weeks - 173 Tickets Closed in the Last Two Weeks - 155 Remaining Open Support Tickets - 126 Remaining Open Project Tickets - 34 - Attended meeting with Advantec to discuss the cell block intercom system. - Planning MFA implementation for ADFS. - Requested and received quotes to replace the police lobby phone. - Replaced the core fiber switch under warranty after a complete hardware failure. - Rescheduled the Council Chamber A/V upgrade due to equipment shortages. New date pending. - Refreshed the workstation quote. - Working with Verizon on their fiber conversion project. - Workstation patching and maintenance. - Server patching and vulnerability remediation. - Worked on and resolved support tickets for end users. - Actively responded to and resolved Secureworks alerts.	
Activity or Project: Automation Platform (Applications Team)	
Description:	

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

- Northstar internal kick-off meeting: 9/27 - 10/1
- Northstar & Newark project kick-off meeting: 10/26

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

- Northstar & Newark internal/external weekly status meetings

Process Design: 10/18/21 - 11/12/21

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29
- Northstar & Newark external meeting to complete the required AP checklist: 10/25 - 10/29
- Northstar internal meeting to review AP checklist: 10/25 - 10/29
- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21

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

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

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/19
- Northstar to provide UAT support: 11/22 - 12/3
- Newark to perform UAT final remediation: 12/6 - 12/10

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

- Northstar to deploy AP suite: 12/13 - 12/17
- Northstar to provide post go-live support: 12/13 - 12/24
- Northstar internal meeting to discuss project closure: 12/20 - 12/24
- Transition to support: 1/31/22

Status:	Not 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: Conducted a staff training session at the George Wilson Center; met with Jeff, Devan and Paula about part-time employee vaccination requirements; reviewed landscape plans for several upcoming subdivisions; presented a session on developing a tree ordinance for the Delaware Forestry Department and Delaware Department of Natural Resources (DNREC); talked with (DNREC) about the Land and Water Conservation Trust fund grant requirements; working with Tom Z. to schedule landscape inspections for two-year warranty requirements; met with two residents about upcoming park projects; along with Tom C. attended a press event for the Delmarva Power Sustainability grant award; conducted parks maintenance meeting to discuss upcoming projects and work orders; working on employee evaluations for 2021; reviewed applications for vacant Maintenance I position; met with Paula about upcoming recreational programs and events. Deputy Director: Attended budget workshop with Joe; attended meeting with Joe, Tim, Tom C., Jayme and Ethan to discuss the bridge and Rodney Park opening timelines; attended meeting with Melinda, Chrissy and Cameron from Parks to discuss layout for Harvest Festival; met with Chrissy and Sharon regarding winter/spring programming; worked with Joe to update 2021 accomplishments for CIP presentation to Planning Commission; conducted a staff retreat with Joe and all recreation staff; met with Joe, Jeff and Devan on vaccination requirements for part-time staff and worked with recreation supervisors to collect vaccination status on current employees and submitted to HR; worked with Tyler on child care stabilization grant including researching prices for sports equipment, staff shirts and jackets; completed anti-harassment training; spoke with Cameron in the Parks Department about submitting information for social media posts; completed updates and submitted memo for Council for the Childcare Stabilization grant; worked with Jeff on personnel concerns; worked with Shelby to update the Harvest Festival marketing flyers/posters; worked with Shelby to start printing posters to take to businesses on Main Street for upcoming events and coordinated with Chrissy to have missionary volunteers distribute; scheduled with Shelby another push for Halloween Parade participants and vendors for NewBark Pawloozza through Constant Contact; worked with Melinda on the piling list and map for set up of the Harvest Festival; contacted Leann at The Newark Partnership to promote Trick-or-Treat Main Street to downtown businesses; worked with the Electric Department to hang

up Halloween Parade banners on poles; worked with one registrant for After School Care on purchase of care requirements and confirmed payment information; sent waiver forms required for Diabetes Management by childcare licensing to City Solicitor for feedback on use; coordinated with Josh Shannon to do a feature on Carole Walsh, one of our fitness instructors who has taught for 50 years, when we celebrate in November; sent tentative calendar for 2022 event schedule to recreation staff for information and planning; confirmed participation in Department of Labor child care job fair on Oct. 19; worked with Sharon on notice to community gardeners and contacting businesses for Halloween Parade prizes; worked with Shelby to promote upcoming bus trip for New York City; continued to finalize information, vendors and activities with Melinda for the upcoming Harvest Festival; worked with the sign contractor on updated park signage design; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Melinda, Chrissy and Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast; worked the Harvest Festival.

Recreation Supervisor of Athletics: Spent significant time this week tracking down vaccine cards for part-time staff; CPR/first aid training was held on 9/26 for before/after care staff, completed the October schedule for before/after care, continue recruiting and hiring staff, additional registrations are coming in for students, working through staff quarantines, working on stabilization fund grant, completed license renewal application for West Park; the youth volleyball program began at West Park this week; soccer shirts arrived for the Elementary league and picture night was held on 10/1; attended the recreation staff retreat at the George Wilson Center on 9/28; the final Introductory Pickleball class scheduled this fall was held on 9/28, we also have some Fundamental Pickleball lessons scheduled in October and they are full.

Recreation Supervisor of Community Events: Collecting vaccination records from fitness staff; working on setting up Winter/Spring 2022 programs and events; soliciting additional Halloween Parade and Trick-or-Treat Candy Distribution participants; sent reminder email to yoga participants about upcoming class and doubled registration; ordered numbers for Halloween outpost banners; set tentative dates for 2022 events; working on marketing upcoming events and programs, sent emails to past and present participants of fitness programs, posted on Facebook; working on items for the Halloween Parade and NewBark PawLooza, created contests for NewBark; assigned Halloween Parade line up positions, met with Paula about 2022 winter/spring programs and events.

Coordinator of GWC and Volunteers: Attended a staff retreat on September 28; worked with GWC Attendants on preparations for taking reservations for 2022 calendar year; met with members of the Newark Community Band to finalize details for their rentals beginning on Wednesday, October 6; worked with the Deputy Director on ordering signage for GWC; worked with the Deputy Director on collecting vaccination status and cards from staff members for HR; completed termination paperwork for past employees; coordinated with a volunteer group, Mallard Financial to confirm details for a group project on October 12; continued to coordinate with University of Delaware and other volunteer organizations for upcoming events; coordinated with the missionary volunteers to assist with distributing posters on Main Street and working with Parks crew members on landscaping; coordinated with volunteer committees for the NAACP Historic Displays at the George Wilson Center; continued finalizing information for winter/spring programs; recruited staff members for the No School! Day of Play! Program scheduled for October 8; the Community Drum Circle for adults scheduled to run on October 18 has been opened to all ages; provided an orientation to GWC Attendants on pottery kiln loading/unloading/firing as pottery programs are beginning; 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; met with a volunteer to go over the registration site and get her signed up for several upcoming volunteer opportunities; met with recreation staff on the upcoming Harvest Festival; continued to coordinate volunteers for upcoming events including the Harvest Festival, Fall Community Clean Up, Halloween events, etc.; sent finalized information to Mallard Financial who will be volunteering on October 12; sent logistic information to missionary volunteers; provided orientation to GWC Attendants as the new pottery program has begun; worked with IT to resolve issues with the security camera system; worked with maintenance to install two new signs at the George Wilson Center and patch some holes in the Main Hall of the George Wilson Center; worked with the recreations staff to collect vaccination cards for all employees; finalized the staff schedule and details for the No School, Day of Play program held at the George Wilson Center on October 8, a total of 8 participants attended for a theme of Color Me Crazy Fall Colors; met with the Deputy Director on 2022 Winter/Spring programs; worked the Harvest Festival on October 9; 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 was rented on October 3 from 1 – 6 p.m. for a Baby Shower with an overall attendance of 60; George Wilson Center staff began taking reservations for the 2022 calendar year on October 1; a total of 18 rentals were booked either in person or online for 2022; GWC Attendants worked together to coordinate and hold appointments and process paperwork for new rentals; the Main Hall was rented on October 9 from 11 a.m. – 4 p.m. for a Baby Shower with an overall attendance of 15 and from 5 – 10 p.m. for a Baby Shower with an overall attendance of 30; the Main Hall and kitchen were rented on October 10 from 3 – 10 p.m. for a 50th Birthday Party with an overall attendance of 70; GWC Attendants continued worked together to coordinate and hold appointments and process paperwork for new rentals (2022).

Recreation Specialist: Continued to confirm items for the Harvest Festival, Filasky's Produce will donate and deliver mums, stalks, and pumpkins, Steel Happiness will be playing for one hour, completed purchase requisition, paid for inflatables, working with the Community Drum Circle to also perform for one hour, made scarecrow making tickets, invited the two non-profit vendors on the wait list to join as vendors, worked on the piling list, coordinated with Rich for popcorn supplies and generators, made event/vendor map and confirmed it will work by walking the site, finalized preparations and coordination with vendors, inflatables, food, entertainment, finalized piling list and event map, sent out vendor letter/layout map, followed up with Aetna on apparatus, met with Newark Natural Foods regarding pumpkin pickup, updated Harvest Festival plywood photo/booth; posted on Facebook Weekly Roundup; attended staff retreat; attended anti-harassment training; made labels for Fall Frenzy Scavenger Hunt items; posted GWC Halloween Party on city calendar; worked on and finished the West Park tri-fold for Before/After Care; picked up additional items needed for the Fall Scavenger Hunt; dropped off supplies and paperwork at the After Care; sent out another service letter request for Tyler. Volunteer Hours: 2 missionary volunteers devoted 6.5 hours mulching Apple and Winslow and planting new flowers at Preston's Playground; a total of 4 volunteers devoted 12 hours on October 1 with the parks crew; 6 missionaries volunteered a total of 18 hours on 10/6 and 10/8 mulching at the Reservoir; a total of 17 volunteers devoted 45 hours assisting park staff with the Harvest Festival event.

Parks Superintendent continued on development of plant material list for park beds, followed up on status of several PO's, attended meeting concerning the Bamboo issue on Rock Lane, sat in on webinar covering Tree Biomechanics though University of Massachusetts, coordinated for volunteers next week working on planting at old Bamboo area along the Hall Trail, did bark tracing on damaged Ginkgo at Chapel and Cleveland traffic island, held annual tree board meeting, met with play equipment representative concerning shelter purchase/installation at Lumbrook Park,

met/talked with several residents concerning tree issues and followed up with State Department of Agriculture concerning the State's Nuisance Plant Ordinance.

Parks Supervisor assigned field staff daily and assisted as needed, continued coordinating with Recreation Division for upcoming Harvest Festival and continued entering labor/equipment into Munis program.

Parks/Horticulture staff continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, watered all pots containing seasonal color at City Hall/Wilson Center/Preston's Playground, mulched bed areas/tree rounds at Reservoir with volunteers, loading/set up/take down of materials/supplies for Harvest Festival, did tree work at Folk Park, lined soccer field at Fairfield Park for league play and dragged/scarified ballfields.

Activity or Project:

Newark Halloween Parade

Description:

The 2021 Annual Halloween Parade steps onto Main Street on Sunday, October 24 at 3:00 p.m. followed by Trick-o- Treat Main Street from 4:00-5:00 p.m. This year's parade will once again feature marching bands, floats, antique automobiles, costume characters and much more. For more information or to participate in the parade, please visit www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	10-24-2021
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:

Report 10/07/2021
Code Enforcement

- 227 W Park - TCO issued.
- 1364 Marrows Road - Honda Service - Trim out.
- 122 New London - Plumbing started.
- 128 New London - Rough plumbing 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 started.
- Thorn Flats/Lehigh Flats - Buildings 91, 101, 111, 131, and 141 finals in progress, building 121 rough inspections in progress; Lehigh Flats all building renovations completed.
- Newark Charter School - Loop Road base course paved parking and site work progressing, Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress, underground plumbing in progress.
 - o Commons building completed TCO issued, exterior sitework completion in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior insulation panels, plumbing, roofing and electrical rough in progress. Marketing and sales trailer permit approved.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving completed, temporary occupancy for all dwelling units issued, occupancy not issued for amenity space and leasing office not approved. Safety protocols placed in effect to limit construction areas and provide safety for new residents.
- UD Green Utility Projects - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park Project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction

completed, final site work in progress, recreational equipment construction nearly complete.

- 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.
- 45 E Main Street, CVS - TCC issued. Material lift installation in progress.
- Evan Hall, UD - Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved. Additional work progressing.
- Drake Lab Addition - Installation of footers, grade beams and pile caps has started.
- Green Turtle - Plans submitted for new location.

Certificates of Occupancy Issued

- 211 South Main Street – Final certificate of completion and final certificates of occupancy for the 12 apartment units.
- 227 West Park Place – Temporary certificate of occupancy.

Property Maintenance

- Complaints: 10
- Violations: 3
- Citations: 4
- Inspections: 21
- Notices: 10

Special Note for Property Maintenance

- Court Summons issued in 238 Cheltenham overcrowding case.

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. Guest pass misuse review and new enforcement in areas where misuse appears to be worsening.
- 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. Increase in online appeals as higher parking volume has resulting in an increase in parking citations.
- Held Alfresco Main Street on Wednesday, 10/6. Parking staff put out signage and pushed programming to inform patrons of the closure on Main Street for the dining event. Staff also assisted in removal of any vehicles that ignored tow notices and used cones to block off entrances and exits off of Main Street. Provided parking spaces for businesses affected by event.
- Continued work with Abhishek Gaddam of Parking Logix to figure out countdown sign issues. Signage is currently in a “vacancy/no vacancy” open setting as we review countdown history.
- Worked with InstaSigns on glass door signage for Parking Division.
- Continued working towards anti-harassment training scheduling and Parking Ambassador meeting content.
- Updated Integrated Technological Systems with serial numbers from T2 Luke Cosmo multi-space kiosks for controller/motherboard updates.
- Provided Finance Department a detailed overview of lot permit and billing practices.
- Created account and cash drawer for new employee in Alderman’s Court.
- Provided resignation of one of our Part-Time Parking Ambassadors as he moves on to career in policing.
- Provided Parents' Weekend parking revenue figures to Finance.
- Put up “No Truck” signage in all off-street lots and put up new, bigger loading zone signage.

Land Use/Planning

- Deed Transfer Affidavits: 8
- Building Permit Reviews: 0
- Certificates of Completion/Occupancy: 0

Report 10/14/2021

Code Enforcement

- 227 W Park - TCO issued.
- 1364 Marrows Road - Honda Service - Trim out.
- 122 New London - Rough plumbing started HVAC started.
- 128 New London - Rough plumbing complete HVAC started.
- 321 Hillside
 - o 400 Building 6 Units - TCO issued.
 - o 300 Building 10 Units - TCO issued.
 - o 200 Building 10 Units - TCO issued.
 - o 100 Building 10 Units - TCO issued.
 - o 800 Building 10 Units - TCO issued.
- 18 Country Club (Fairfield Apartments Fire) - No progress.
- Green Mansion - Footings on hotel continue foundation walls started.
- Thorn Flats/Lehigh Flats - Buildings 91, 101, 111, 121, 131, and 141 finals in progress, all buildings approved to be closed in. Lehigh Flats all building renovations completed.
- Newark Charter School - Loop Road base course paved parking and site work progressing, Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress underground plumbing in progress.
 - o Commons building completed TCO issued, exterior sitework completion in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior insulation panels, plumbing, roofing and electrical rough in progress. Marketing and sales trailer permit approved.

- 321 Hillside Road/The Rail Yard - Site work progressing, paving completed, temporary occupancy for all dwelling units issued, occupancy not issued for amenity space and leasing office not approved. Safety protocols placed in effect to limit construction areas and provide safety for new residents.
- UD Green Utility Projects - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park Project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, final site work in progress, recreational equipment construction nearly complete.
- Fintech, Star Campus - Window and exterior finish installation has started. Interior work progressing. Site work is progressing.
- College Square Apartment Buildings - Building 1, interior work progressing. Exterior wall covering installation underway. Framing started on Building 2.
- 45 E Main Street, CVS - TCC issued. Material lift installation in progress.
- Evan Hall, UD - Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved. Additional work progressing.
- Drake Lab Addition – Installation of footers, grade beams and pile caps has started.
- Green Turtle - CE plan review complete.

Meetings Attended

- Fume hood exhaust design meeting with university/design team RE: Building X.
- SAC Meeting – Discussion of various projects.

Significant Permits approved this week

- 5 Innovation Way – Laboratory renovations.

Property Maintenance

- Citations: 4
- Notices: 4
- Complaints: 5
- Inspections: 3

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 Finance and Purchasing with Passport parking fees justification.
- Continued handling residential and municipal permitting for residents. Review of CivicPlus application process.
- 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. There is a continued increase in online appeals as higher parking volume has resulting in an increase in parking citations.
- Held Alfresco Main Street on Wednesday, 10/13. Parking staff put out signage and pushed programming to inform patrons of the closure on Main Street for the dining event. Staff also assisted in removal of any vehicles that ignored tow notices and used cones to block off entrances and exits off of Main Street. Provided parking spaces for businesses affected by event.
- Parking management prepared general parking information for Councilmember Suchanec.
- Parking management participated in the Subdivision Advisory meeting.
- Provided updated 2021 Parking financial figures for Finance Department.
- Held a late-night anti-harassment training for part-time and night employees on Thursday, 10/7/21. Held a secondary Parking Ambassador/Manager meeting after anti-harassment training.
- Review of the Electric Vehicle Kiosk with Electric Department. Sent Public Works request for bollards in front of transformer and electric vehicle station to protect equipment from vehicle damage.
- Sent Electric Department map of pole numbers to some light post that were out in Lot 7. Lights were fixed on Friday, 10/9.
- Review of Parking purchasing accounts and discussion with staff on outstanding purchasing items.
- Requested and received several quotes regarding multi-space kiosk covers that will allow for solar charging of the unit when covered.
- Met with Josh Twardowski, Manager of UD Grounds Services, regarding some protruding items from meter pole removal on Amstel and Kent Way. Parking is working to remove the protruding items.
- Worked with Passport regarding a discrepancy on Passport transactions not reporting to T2 IRIS that was negatively skewing reports produced by Parking.
- Review of T2 Letter practices with Alderman's Court.

Planning/Land Use

- Deed Transfer Affidavit: 5
- Building Permit Reviews: 13
- Certificates of Completion/Occupancy: 0
- On Thursday, October 7, Planner Mike Fortner staffed the Community Development/Revenue Sharing Advisory Committee meeting. The Committee reviewed each application and discussed any follow up information needed.
- On Monday, October 11, Planner Mike Fortner presented the Department report on the Comprehensive Development Plan V corrections and updates, as well as the zoning change for 113 Hillside Road.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
City Manager's Weekly Report	
Department:	
Police Department	
Notable Notes:	
Patrol Division: - On September 30th, 2021, at approximately 2204 hours, Newark Police responded to an apartment in the 200 block of East Main Street for a report of an attempted burglary. The resident reported that they were outside of their apartment and noticed someone on the second floor landing of stairs leading to the apartment. The landing does not provide access to any other apartments and the resident immediately called 911. Responding officers found a window screen had been removed and there were handprints and marks on the apartment window consistent with someone attempting to open the window. A hat, believed to have been worn by the suspect, was found at the scene, however, the suspect was gone. During the investigation, officers found that earlier in the evening, the suspect had been contacted by Newark Police nearby when he was reported to have been acting disorderly. He had been wearing the hat found at the scene when he was contacted by Newark Police. On October 1st, an arrest warrant was issued for his arrest by Justice of the Peace Court #11 charging him with one count of Attempted Burglary First Degree. Later that day, the suspect was contacted by Wilmington Police on an unrelated incident and was taken into custody. - On October 4th, 2021, at approximately 0929 hours, Newark Police responded to a residence in the 300 block of Lynley Lane for a report of a home invasion. Responding officers contacted a female victim who advised that a male suspect, who was known to her, entered the residence through an unlocked door. Once inside, the suspect pulled the victim from a chair and held her by her neck, interfering with her breathing. The suspect then removed property from within the residence and fled to a vehicle. The victim followed the suspect and attempted to take her property back. The suspect started to drive away and drug the victim a short distance before she let go of the vehicle. The victim was not injured. The suspect was located at a Newark residence by Newark Police Officers who took him into custody without incident. - On Monday, October 5th, at approximately 2340 hours, officers responded to the McDonalds on East Main Street in reference to subjects sleeping in a vehicle. Upon arrival and waking the subjects, officers observed drug paraphernalia within the vehicle. In the vehicle, officers located methamphetamine, heroin and a large amount of drug paraphernalia. Both subjects were issued criminal summons for two counts of Possession of Controlled Substance and Possession of Drug Paraphernalia. - On October 7th, 2021, at approximately 2348 hours, Newark Police responded to the 100 block of East Main Street for a report of a robbery at an ATM machine. Upon arrival, the officers contacted the female victim, who advised that she was withdrawing money from an ATM machine adjacent to the sidewalk. As she walked back to her vehicle, she was approached by a male suspect who took the money from her hands. She briefly fought with the suspect in an attempt to retain the money and the suspect ran away with the money. A witness attempted to assist the victim fighting off the suspect. The witness then followed the suspect and observed him flee the area in a vehicle. The witness attempted to chase the suspect vehicle, but ultimately lost contact with the vehicle. - On October 8th, at approximately 0628 hours, Newark Police responded to the 900 block of Church Road for a disorderly person. Upon arrival, officers were advised that the suspect fled in a vehicle. Officers located the vehicle parked in a driveway with front end damage and the driver had fled the vehicle. An investigation into the incident found that the vehicle had been operated by a 48-year-old male, who was located a short distance away from the vehicle. The vehicle was found to have struck a parked car and fled that scene before it was located by Newark Police. It was determined that the driver had taken the vehicle from an acquaintance without the permission of that acquaintance. Further, the driver was court-ordered not to have contact with the acquaintance. The investigation also found that the driver was impaired by drugs. He was arrested without incident and was transported to Newark Police headquarters where he was charged with 5th Offense DUI, Unauthorized Use of a Vehicle, Leaving the Scene of a Property Damage Collision, Failure to Report a Collision, Driving While Revoked, Breach of Release and additional traffic offenses. - On October 8th, 2021, at approximately 0844 hours, Newark Police were contacted by a female victim who reported an assault. The investigation found that at about 0400 hours, the victim was at an apartment in the 100 block of East Main Street with a male who was known to her. The suspect and the victim engaged in a verbal argument. During the course of the argument, the suspect damaged property belonging to the victim. The argument escalated and the suspect then struck the victim with blunt objects, sprayed her in the eyes with spray paint and threatened to kill the victim if she contacted police. He next strangled her to unconsciousness. He also blocked the exit to the room and prevented the victim from leaving the apartment. After about four hours, he threw the victim down a flight of stairs and she was able to flee the apartment and contact police. Newark Police located the suspect at his apartment in Newark and took him into custody without incident. He was transported to Newark Police headquarters where he was charged with Kidnapping, Assault 2nd, Strangulation, Terroristic Threatening, Assault 3rd and Criminal Mischief. - On Saturday, October 9, 2021, at approximately 0222 hours, Newark Police responded to a residence in the 100 block of Madison Drive for a report of loud music and subjects in the street. As officers arrived at the scene, they were advised that there had been a shooting. A short time later, a female victim, suffering from a gunshot wound, arrived at an area hospital by private vehicle. The initial investigation found that the victim was seated in the driver's seat of a vehicle in front of the residence, when shots were fired from a vehicle driving by. The vehicle was last seen southbound on Elkton Road. Multiple shell casings were found at the scene. The investigation was turned over to the Criminal Division for further investigation.	

- On October 9th, at approximately 1253 hours, Newark Police responded to the Acme store in The Grove (formerly College Square Shopping Center) for a report of a shoplifting. Arriving officers found that two females loaded a shopping cart with merchandise and began to exit the store without paying. An employee told the suspects to stop and one of the suspects threatened to spray the employee with a chemical agent, while pointing it at the employee. The suspects fled on foot northbound. The victim employee was not injured. The suspects are described as two females, between 25-35 years of age and 5'5" tall. One suspect had long braids and was wearing a gray and black leopard or zebra sweatshirt and gray sweatpants. She was armed with the chemical agent. The other suspect was wearing dark sweatpants and a dark sweatshirt.

Special Enforcement Division:

- During the week of October 4th, the Traffic Unit conducted enforcement activities on New London Road, South College Avenue, Capitol Trail, Nottingham Road, West Main Street, and Delaware Avenue. On Friday, October 8th, the unit conducted enforcement on East Main Street targeting loud mufflers, equipment violations, loud radios, and cell phone violations. Eighty (80) citations were issued during the detail. The unit also deployed a message board on Elkton Road reminding motorists not to block the intersections in the ongoing Elkton Road construction zone. A speed measuring device was also installed on Corbit Street to assess traffic speeds and vehicle counts.
- During the week of October 11th, the Traffic Unit conducted enforcement activities on Delaware Avenue, Capitol Trail and Nottingham Road based on citizen complaints. On Friday, October 15th, the unit will again conduct enforcement on East Main Street targeting loud mufflers, equipment violations, loud radios and cell phone violations.
- During the week of October 4th, the Special Operations Unit addressed quality of life complaints at several private residences including a home in the 200 block of West Main Street and the 200 block of Winslow Road. The unit conducted proactive patrols throughout the city with an emphasis on the college neighborhoods including Cleveland Avenue and Choate Street.
- During the week of October 11th, the Special Operations Unit will be coordinating with allied partners of the Newark HUB program to address two subjects suffering from mental health issues. The unit is also working on several graffiti investigations and criminal mischief at the St. Johns Cemetery. On Tuesday, the unit assisted the Patrol Division with a demonstration at a local fraternity house on North Chapel Street. Officers assisted the demonstrators as they marched from North Chapel Street down East Main Street to The Green on East Delaware Avenue. The demonstration was orderly with no issues. On Wednesday, the unit coordinated with DATE and City of Newark Code Enforcement to visit Newark restaurants in advance of Homecoming weekend to discuss relevant ordinances, DATE and Code Enforcement requirements. During the week the unit will also conduct proactive patrols throughout the city with an emphasis on college neighborhoods including Cleveland Avenue and Choate Street.

Administration Division:

- The Newark Police Department's Citizen Police Academy enters week 4 with instruction from NPD's Criminal Investigations Unit, Victim Services, and the Crisis Negotiations Team. During the previous three weeks, attendees learned about NPD's 911 Center, K9 Unit, patrol procedures, and went to the firearms range with NPD Firearms Training Cadre.
- NPD is accepting applications for the position of police officer. Applicants must be at least 21 years of age, have a valid driver's license with no recent suspension, have no felony convictions, meet pre-employment assessment requirements and be a U.S. citizen. Applicants must also possess an Associate degree or its equivalent (minimum 60 credits) OR 30 credits with military service (minimum military service shall be 2+ years of service to a commitment; commitment shall be 3+ years Active or 6+ years Reserve/Guard). Applications for the Winter academy class will be accepted until October 22, 2021 at 4 p.m. Applications for the Spring academy class will be accepted until December 17, 2021 at 4 p.m.
- M/Cpl. Smith and Officer Urban will be attending a career fair open to the general public on October 13. The career fair is hosted by Department of Labor who is partnering with Goodwill at 300 E. Lea Blvd. Wilmington.

Criminal Investigations Division:

- October is Domestic Violence month. Domestic violence can be emotional, mental, and/or physical abuse against an intimate partner (Intimate Partner Violence), or an immediate family member such as one's child or parent. One in four women and one in seven men will be victims of Intimate Partner Violence. Anyone, regardless of gender, race, sexual identity, socio-economic standing, or religion, can be a victim of domestic violence. One national theme for this year's Domestic Violence Awareness Month is #EveryIKnowsSome1, which strives to highlight that domestic violence is common, and it is not just physical abuse.
- Governor Carney will be recognizing October as Domestic Violence Awareness Month with a virtual proclamation on October 28th. For national and local resources: www.thehotline.org – National 24/7 domestic violence hotline (1-800-799-SAFE) with chat and text features as well. www.loveisrespect.org – a project of the national hotline, Love is Respect offers 24/7 information, support, and advocacy to young people between the ages of 13 and 26 who have questions or concerns about their romantic relationships and offers guidance around healthy or unhealthy relationships. Text and chat also available. Child Inc. (www.childinc.com) runs the 24/7 domestic violence hotline (302-762-6110) in New Castle County. They offer safety planning and access to safe and confidential shelter, as well as other services such as individual and peer support counseling.
- On 10/8/21, Detectives assisted with an assault investigation that occurred in the 100 block of East Main Street. Brandon Freyre, 20, of Arnold, MD, was arrested at his apartment for Kidnapping 2nd Degree, Assault 2nd Degree, Strangulation, Terroristic Threatening, Assault 3rd Degree, and Criminal Mischief. He was ordered held in default of \$38,100 and turned over to the custody of the Howard R. Young Correctional Institution.
- On 10/9/21, Detectives initiated an investigation into a shooting that occurred in the 100 block of Madison Drive. The initial investigation found that the victim was seated in the driver's seat of a vehicle in front of the residence, when she was shot by a vehicle driving by. Based upon witness statements and video evidence, Newark Police identified a suspect vehicle and a possible suspect in this incident. A vehicle description and tag number were disseminated to area police agencies. On Sunday, October 10, 2021, a Newport police officer observed the suspect vehicle in Newport. The officer attempted to stop the vehicle and it did not initially stop. After a brief pursuit, the vehicle pulled over and two suspects were taken into custody. Newark Police detectives were notified of the arrests. After additional investigation, both suspects were charged in this incident. They were identified as two 17-year-old males: one from Newport and one from Wilmington. They were each charged with: Assault First Degree, Possession of a Firearm During the Commission of a Felony, Possession of a Handgun by a Juvenile, and Conspiracy Second Degree. Both defendants appeared before Justice of the Peace Court #11 by video. The male from Newport was ordered to be held in default of \$112,000 cash bail and the male from Wilmington was ordered to be held in default of \$107,000 cash bail. Both defendants were turned over to the custody of the New Castle County Detention Center in Wilmington.

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:

Reminder to all that the City leaf collection program is underway. Residents are reminded to rake their leaves out to the grassy plot between the sidewalk and curb for collection. There are no assigned days, but residents can generally expect a collection once each week in the early weeks of the program. It may stretch to two weeks during the heavy leaf drop closer to Thanksgiving. We have a new piece of equipment for collection this year and are hopeful this will help us stay on the weekly schedule throughout the season. Small piles can also be put into yard waste carts for guaranteed weekly collection.

DelDOT contractor continues the patching operation on New London Road. This work is scheduled for completion by October 22. This is a mix of night and day work and motorists should expect some delays while the operation is in progress.

Director Filasky and Parks Director Spadafino met with the White Clay Creek State Park Superintendent on Monday. We discussed cooperation between the entities as well as some upcoming projects we both have, including the Laird Tract Well Field project and sewer cleaning on lines through the state park. We plan to meet regularly to keep the lines of communication open.

Activity or Project:

Annual Street Paving Project

Description:

Our contractor completed the installation of new steps, sidewalks, catch basins and curbs at Fairfield Park on 10/8. The concrete crew then re-mobilized to Dove Drive on 10/11 to remove and replace sidewalk in front of 404 Dove, and was complete on 10/12. The concrete crew will begin curb removal and replacement at Country Hills Drive on Monday, 10/18. No firm paving schedule established yet, still estimating 3-4 weeks out.

Status:

In-Progress

Expected Completion:

12-31-2021

Execution Status:

On Track

Activity or Project:

Rodney Park and Stormwater Facility Construction

Description:

As we enter the homestretch on the Rodney Park and Pond construction, it is really starting to take shape as the paving, planting, and playground safety surfaces have all seen great progress over the last two weeks. After meeting with the contractor on October 12, it is likely that we would be able to remove the fencing and open the park to visitors around November 15. One big question we receive is the opening of the tunnel to South Main Street. Unfortunately, we will not be able to open that any earlier than the rest of the park. We appreciate everyone's patience and while it may look feasible to open the pathway or take down the fence, once it is open, it will be difficult for the contractor to close it again or to keep people out of a limited work area which would increase the time and cost to finish it out. The playground safety surface contractor will be working both Saturday and Sunday this weekend to stay on schedule. A progress picture is attached.

Status:

Near Completion

Expected Completion:

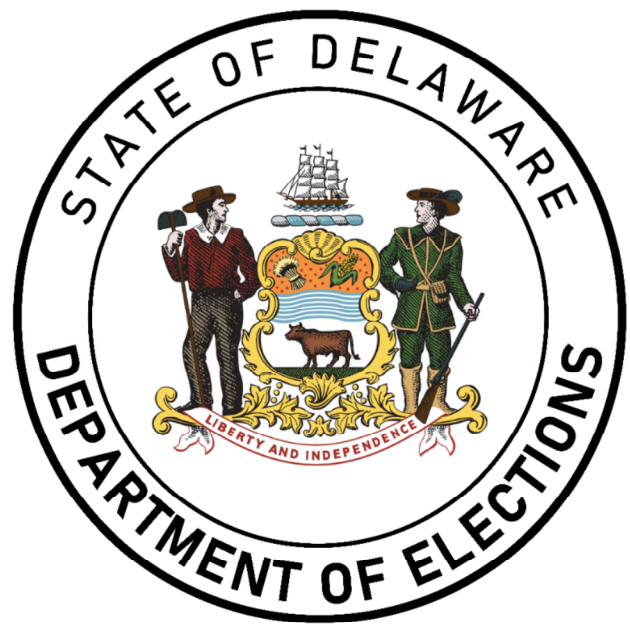
12-31-2021

Execution Status:

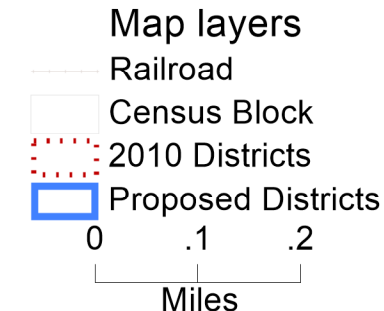
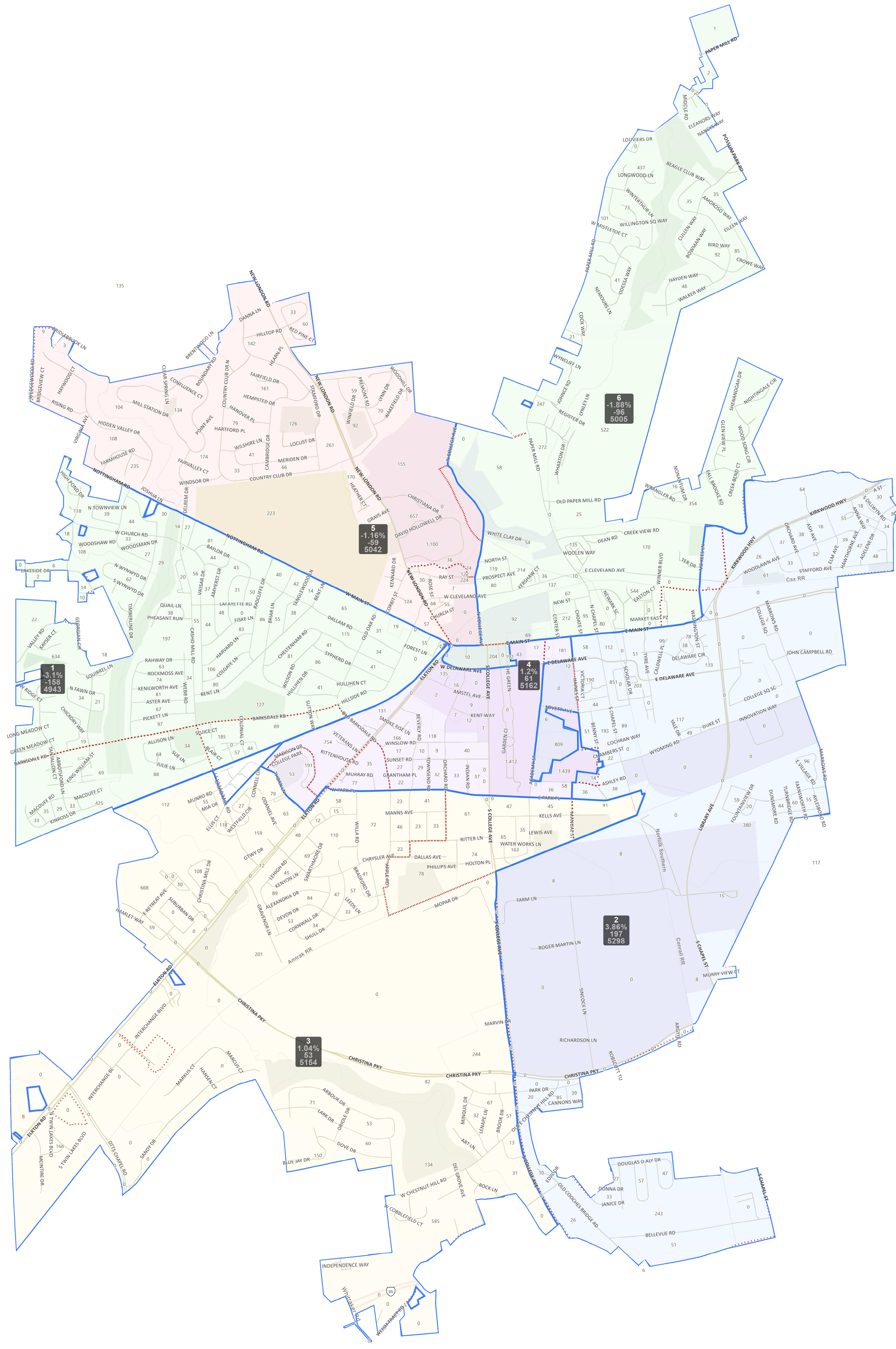
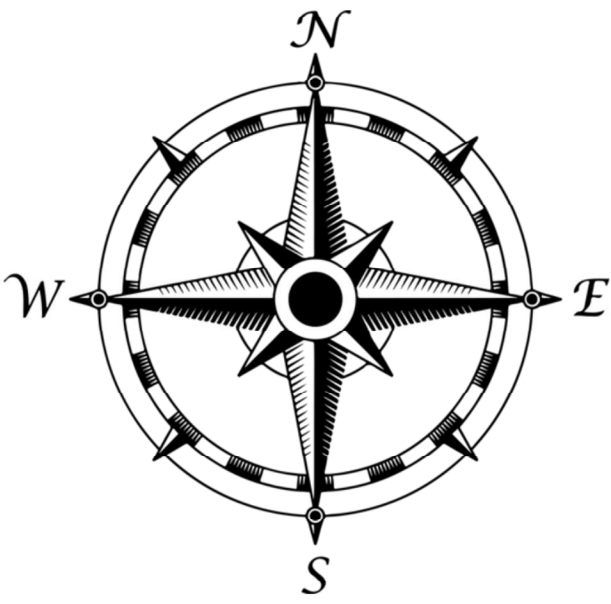
Behind Schedule

Activity or Project:**Description:****Status:**

Expected Completion:	
Execution Status:	



City of Newark All Districts



District	Population	Deviation	% Deviation	White	% White	Black	% Black	Asian	% Asian	Other	% Other	Hispanic Origin	% Hispanic Origin	Not Hispanic	% Not Hispanic
1	4,943	(158)	-3.10%	3,762	76.11%	407	8.23%	280	5.66%	84	1.70%	285	5.77%	4,658	94.23%
2	5,298	197	3.86%	3,460	65.31%	1,084	20.46%	340	6.42%	115	2.17%	378	7.13%	4,920	92.87%
3	5,154	53	1.04%	3,304	64.11%	485	9.41%	924	17.93%	90	1.75%	309	6.00%	4,845	94.00%
4	5,162	61	1.20%	3,063	59.34%	1,183	22.92%	380	7.36%	174	3.37%	487	9.43%	4,675	90.57%
5	5,042	(59)	-1.16%	3,480	69.02%	900	17.85%	234	4.64%	98	1.94%	353	7.00%	4,689	93.00%
6	5,005	(96)	-1.88%	3,428	68.49%	550	10.99%	616	12.31%	79	1.58%	323	6.45%	4,682	93.55%
30,604															

Digital Records Project New Documents Created – September 30-October 13

Name	# of Documents	# of Pages	Types
Samantha	96	617	Court documents; Subdivision records
Sandy	840	1,039	Timesheets; PUBS daily cash receipts; PUBS postal records
Fred	46	2,789	PWWR contracts; Code Enforcement plans
Ana (PT)	270	1,757	Court documents
Violet (PT)	21	95	Current Legislative Department documents
Total	1,273	6,297	

Monthly Year-Over-Year New Document Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 10/03/21-10/09/21

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	3	1
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	5	7	0	5	1	0
Robbery	16	20	3	24	31	2
- Commercial Robberies	2	2	1	0	3	0
- Robberies with Known Suspects	2	5	1	1	3	1
- Attempted Robberies	0	5	0	0	13	1
- Other Robberies	12	8	1	23	12	0
Assault/Aggravated	15	22	3	13	61	6
Burglary	31	25	1	73	13	1
- Commercial Burglaries	9	6	0	42	4	0
- Residential Burglaries	18	16	0	15	6	1
- Other Burglaries	4	2	1	16	2	0
Theft	396	563	13	122	100	1
Theft/Auto	52	55	1	16	13	2
Arson	0	0	0	0	0	0
All Other	139	4	0	78	44	1
TOTAL PART I	662	702	21	337	267	14
<u>PART II OFFENSES</u>						
Other Assaults	221	193	8	154	156	5
Rec. Stolen Property	2	0	0	7	9	1
Criminal Mischief	98	152	11	44	42	5
Weapons	11	5	0	37	25	2
Other Sex Offenses	0	8	0	0	4	0
Alcohol	34	138	1	33	142	6
Drugs	45	115	1	75	80	9
Noise/Disorderly Premise	469	679	15	163	223	6
Ordinance Violation	37	125	0	13	23	0
Disorderly Conduct	124	326	5	58	80	1
Trespass	246	282	9	34	77	6
All Other	210	350	16	209	203	5
TOTAL PART II	1497	2373	66	827	1064	46
<u>MISCELLANEOUS:</u>						
Alarm	127	409	6	0	0	0
Animal Control	387	367	9	20	9	0
Recovered Property	149	135	2	0	0	0
Service	22551	26370	574	0	0	0
Suspicious Per/Veh	341	327	10	0	0	0
TOTAL MISC.	23555	27608	601	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	608	27,961	770	33,890



**Newark Police Department
Weekly Traffic Report**



10/03/21-10/09/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3313	9571	72	331
DUI	70	122	1	2
TOTAL	3383	9693	73	333

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	134	130	4	3
Property Damage (Reportable)	585	693	18	16
*Hit & Run	158	136	4	4
*Private Property	141	163	3	3
TOTAL	719	824	22	19

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.

