

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The offices were closed on Monday in observance of the July 4th holiday on Sunday. I spent much of my time this week reviewing available guidance on the American Rescue Plan Act and preparing items to include in comments on the interim final rule which is currently open for comment. I also reviewed the recently completed electric system capacity study report which we commissioned as part of the process to determine when we will need to construct a new electric substation. Later I reviewed the TID Committee's recommendations which were presented to the Planning Commission and did further research into parking minimums and their impact on development patterns in anticipation of this being included in the upcoming zoning code review. We cancelled the road closure as part of Alfresco this week again due to what we feel are unsafe temperatures. I attended a number of meetings this week including but not limited to DEMEC, Aetna HHL, Newark Housing Authority, UD IPA, and others. Tropical Storm Elsa moved through the area on Thursday evening, and we spent time preparing for the storm. Fortunately, it had little impact to our area.

After its cancellation in 2020 due to the COVID-19 pandemic, our sixth annual National Night Out will be held on Tuesday, August 3rd, 2021 from 6 p.m. – 8 p.m. on East Main Street in Newark. To allow for social distancing, this event will utilize both East Main Street and Academy Street and will be held in conjunction with a Main Street Alfresco dining event.

Water Main Flushing is set to begin on July 12 and continue until July 30.

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

Human Resources Division:

This week HR Administrator Marta Pacheco processed July retiree invoices and CDL random drug testing. She processed another unemployment fraudulent claim received and one that was an actual claim. Ms. Pacheco prepared promotional letter for the full-time Parking Ambassador position for Angel Rodriguez. Most of her time has been spent on updating pension/OPEB information for finance for budgeting planning purposes. She also prepared and emailed June's injury report to the Safety Committee for their meeting on July 16. CPPO Jeff Martindale compiled scores for PW&WR Maintenance I interviews. He additionally completed multiple background checks for Parks and other City conditional hires and coordinated with IT to set up the City Manager's Office's Part-Time HR Coordinator who starts on Monday, 7/12. The rest of his week was spent on Facilities, Purchasing, and miscellaneous labor relations topics. CHRO Hardin was out on vacation Monday-Wednesday this week, returning Thursday. The majority of her time was spent catching up on emails and responding to voicemail messages. Last Thursday, CHRO Hardin and members of Finance/Payroll as well as Mr. Martindale participated in the mandatory training for HR and Payroll for the State Pension plan. The training was held virtually and provided hands on training in the State portal which is required before any staff can access the

system. The rest of the week (Thursday and Friday) was spent catching up on items that were left open prior to her vacation. She also spent time preparing for budget hearing next week and prepared pension number for actuary review for an upcoming retirement.

Chief Purchasing & Personnel Officer:

Mr. Martindale assisted STES with ongoing ESCO items throughout the week. The AC portion of the project is wrapping up, which will lead to baseboard heating retrofittings and the installation of a new building automation system.

He is also coordinating with the Facilities Maintenance team to schedule ceiling tile replacements for City Hall and select portions of the NPD.

The rest of his week was sent on HR-related issues.

Facilities Maintenance:

The FM team completed the following tasks this week:

- Finished up fire and alarm inspections of city buildings.
- Removed old shelving out of police station basement.
- Unclogged some sinks in police station.
- Supported Trane.
- Helped place portable AC units.
- Finished installing various air filters.
- Wrapped up punchlist items in City Secretary's Office.
- Installed blocking and toe kick on cabinetry in the police lab area.
- Completed AED inspections.
- Changed out police lightbulbs.
- Replaced water fountain filter in police gym.
- Dusted ceilings and sprinkler heads.
- Completed normal custodial duties.

Communications:

Chief Communications Officer:

- Beginning of the week was spent mostly catching up from being out of the office last week.
- Resumed conversations with DVHT on biometric screenings and other employee wellness initiatives. In-person events are still not being scheduled so all activities will be self-directed.
- Worked with PW&WR to develop announcement for the water main flushing set to begin the week of 7/12.
- Continued conversations with TNP, Out & About and UD on logistics for upcoming Food and Brew.

Creative Design and Web Specialist:

- Designed Code Enforcement Inspection yard sign.
- Posted City of Newark Announces 2021 Water Main Flushing Schedule to Newark News.
- Routed all RequestTracker tickets to their respective departments.

- Scheduled public meeting notices via InformMe.
- Updated all Munis Self Service links on the City website.
- Updated Newark Police Citizens Academy Facebook graphic for 2021.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Edit copy from various departments.
- Continued work on next 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.

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 7/1/21- 7/7/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Terri participated in a virtual manager's meeting on 7/1/21.

Court processed 18 PBJ's for traffic violations and 6 Plea by Mails for criminal offenses.

Activity or Project:

Payments and Court Sessions

Description:

From 7/1/21- 7/7/21 Alderman's Court handled 21 arraignments, 37 trials and 18 capias returns. The court collected a total of 488 parking payments of which 291 were paid online and 109 were paid at court. The court also collected criminal/traffic payments of which 133 were paid online and 31 were paid at court for a total of 164 criminal/traffic payments.

Status:	Completed
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Expected Completion:	07-07-2021
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Execution Status:	Completed
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Activity or Project:**Description:**

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

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bobby was in the office on July 2 for Court.

Renee attended the management staff meeting on July 1.

Staff finalized and posted the agenda and packet for the July 12 Council meeting on July 2. An addendum adding item 5A and the associated packet item were posted and distributed to Council on July 6.

Renee spent time working on items related to Council, including scheduling of items for Council agendas and drafting and reviewing items for the July 12 Council packet.

Renee received comments from staff and the City Solicitor and forwarded to the developer for comment the subdivision agreement for 268 East Main Street. This Comprehensive Development Plan amendment, rezoning, major subdivision with site plan review and special use permit are scheduled for public hearing at the August 9 Council meeting.

Renee worked with several boards and commissions applicants regarding their application submissions.

Renee continued work on a potential training schedule for Council to take place after the District 1 special election.

Tara and Danielle worked to compile outstanding items owed to the department for development projects. The end goal is to contact all developers with outstanding items to give them an opportunity to submit them prior to seeking approval on final permits.

Tara completed several building permit reviews.

Tara spent time on several union-related items.

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

- * Received payment, provided documents and closed a June 11 FOIA request for documents/records showing ownership/responsibility for 0 Lewis Avenue from Jennifer Linnell
- * Provided documents, responded to additional follow up concerns and closed a June 15 FOIA request for documents/communications for an investigation/discussions pertaining to June 9 and 10 incidents at the residence of self from Wyatt Foraker
- * Provided a decline and closed a July 1 FOIA request for criminal records from Emerson Overlook
- * Provided a response and closed a July 1 FOIA request for a complete copy of current contracts for online legal research from Joshua Roslan (Lexis/Nexis)
- * Provided a decline and closed a July 3 FOIA request for criminal records from Carey McCormick

Regarding minutes, staff time was spent on the May 17 Council Executive Session (Renee drafted - complete), May 24 Council Executive Session (Renee drafted - complete), and June 28 Council (Nichol drafted) minutes. Several sets of Council Executive Session minutes are currently in the queue.

11 discovery requests were fulfilled for upcoming Alderman's Court cases. 306 discovery requests have been filled so far for 2021. The court calendar for July 22 was completed and the 7 associated case files were compiled for the Deputy City Solicitor.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 305 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha submitted 52.4 boxes of records for approval for destruction to State Archives and reviewed additional backlogged boxes to determine contents and disposition them to the appropriate staff members for processing.

Samantha continued document sampling as part of the Division's efforts to increase quality control and further improve the TCM user experience.

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

The scanned documents numbers for July 1-7 are below.

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

Activity or Project:

District 1 Special Election

Description:

The Election Board worked to recruit poll workers. Renee completed the coding of 164 voter records on the final voter registration lists for the election, mailed absentee affidavits to the newly registered District 1 voters, finalized election worker training and updated the website with election information.

Tara completed the election worker confirmation letters.

Renee, Tara and Danielle worked on absentee affidavit and ballot processing. As of July 7, 196 completed affidavits have been returned with the absentee ballot packages completed and mailed. 22 completed ballots have been submitted. While the deadline to submit absentee affidavits is Friday, July 16, we recommend submitting them as soon as possible to avoid potential postal delays. The deadline to submit completed absentee ballots is Tuesday, July 20 at 8:00 p.m.

For more information, please contact the City Secretary's office at citysecretary@newark.de.us or 302-366-7000 or visit our website for the most up-to-date information here: <https://newarkde.gov/508/District-1-Special-Election-Information>.

Status:	In-Progress
Expected Completion:	07-29-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

An underground cable went bad late last week causing a sustained outage to a mostly University circuit. The line crews spent several days at the intersection of South College and Delaware Avenue locating an underground vault, testing, and pulling out the cables. Spare cable on old wooden reels needs to be respooled before it can be pulled in next week.

The line crews continued installing cables and transformers at The Rail Yard. They also took out a guy and anchor conflicting with a stormwater pipe installation at Gravenor Lane and pulled a new guy across Elkton Road during off hours.

The electricians worked on the Lot 1 electric vehicle charging station install. They also ran network cables in the City Secretary's office, troubleshot and repaired several pole mounted cameras and license plate readers, and helped install electric meters at The Rail Yard.

Engineering worked on the design of new cell tower feed off Paper Mill Road that will replace the antennas on top of UD's Towers. Engineering also worked on the design of DEMEC's new training yard, compiled UD's June energy use, and continued negotiations with T-Mobile about rent increase for their cell tower inside of West Main Substation.

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:

Did you know that only 30% of our utility customers have opted to not receive a paper bill? We are encouraging all customers to log onto Customer Connect to opt-out of receiving paper bills. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum.

Effective May 27, the City's Renewable Energy Program was launched. Bill 21-01 created a new, optional, 100% renewable energy fee for all electric customer classifications. The rate of \$0.015 is set on a charge per kWh, and the revenue derived from this fee is used to purchase renewable energy credits (RECs) of sufficient quantity to cover all usage from accounts that have opted to participate in the program. The RECs will then be retired on behalf of those customers. New customers opting out and existing customers opting into the program will need to do so on a form provided by the City, which can be done at any time, and effective on the next bill cycle. More information is available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>.

Staff continues to work on the 2022 Budget: Budget Central was updated to begin the 2022 budget process. <https://newarkde.gov/1007/Budget-Central>. Internal departmental budget hearings are beginning July 13th. The first Budget Overview meeting is scheduled for the August 16 Council meeting.

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 - 75
 Open Project Tickets from Previous Week - 15
 Open Tickets with Vendor R&D from Previous Week - 22
 Tickets Opened in the Last Week - 28
 Tickets Closed in the Last Week - 30
 Remaining Open Support Tickets - 72
 Remaining Open Project Tickets - 14
 Remaining Tickets with Vendor R&D - 24

1. Meeting with Director Del Grande and Manager Reazor to discuss IT's 2022 budget.
2. Zoom meeting with Paymentus to discuss Tyler conversion, Paymentus PM has engaged their deployment team for assistance in getting our production environment setup.
3. Worked with Tyler's Reporting Services team to fix an authentication issue with our reporting.
4. Updated data sources on the bank reconciliation report for Finance.
5. Deployed TCM high memory SaaS version to records team staff.
6. Continued working with Tyler technicians on the scheduling of reports via email and to a file share.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Upgrade of Compass DB rescheduled, date TBD.
3. Waiting on Harris to provide a quote to implement OMR feature of mail stuffer machine.
4. VSS registration guide on hold, will need to script a change to vendor contact types.
5. Northstar CIS, Customer Connect and mCare scheduled for LIVE upgrade on 9/14.

Infrastructure Team:

Open Support Tickets from Previous Week - 114
 Open Project Tickets from Previous Week - 34
 Tickets Opened in the Last Week - 54
 Tickets Closed in the Last Week - 51
 Remaining Open Support Tickets - 117
 Remaining Open Project Tickets - 34

1. A/V updates for the Council Chamber are progressing.
2. Deploying the new Anti-Virus and Content Filtering client.
3. MFA tokens have been delivered to the police.
4. We think the barcode printing issue has been resolved, waiting for test results.
5. Patching Hyper-V server.
6. Workstation patching and maintenance.
7. Server patching and vulnerability remediation.
8. Continued WFH support.

9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Activity or Project:**Description:**

Status:	Not Started
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:

Parks and Recreation Department

Notable Notes:

Director: Met with Paula and Sharon about the fireworks organization and attended meeting with Chris Jones of Newark Police Department on logistics and NPD assignments and procedures for traffic control; reviewed subdivision plans for upcoming projects; reviewed subdivision agreements; met with JMT about the Rodney Project and bollard locations and selection of bollard types; met with Tom Z. about hard surface improvements for the Fairfield Park basketball court and White Chapel Park court areas; met with Tyler about the July 16-18 Parks on Draft hosted by Klondike Kate's; completed grant application for reforestation project in our wooded park areas.

Deputy Director: Covered Tyler's program while he was on vacation, worked with Rittenhouse Camp Director getting supplies and items needed for camp, corresponded with parents and added campers from the waiting list; reached out to volleyball and softball coaches reminding them to bring extra water to the fields during the hot weather, sent out volleyball and softball playoff brackets to coaches and worked with umpire/referee coordinators on games, rescheduled volleyball matches from 7/5; worked with Sharon to finalize details for the fireworks, met contractor for portable toilets to put in place and worked the fireworks; checked in on basketball and skateboarding camps during the week, bringing rosters, water and taking pictures; added participants to the soccer and golf camps and sent first day letter information to them and contacted contracted instructors with updates; worked with tennis instructors for cancelation of

classes due to inclement weather, contacted all the tennis participants about heat advisory; worked with Leann Moore from the TNP to pick up flyers for the upcoming movie night and distribute to businesses on Main Street and at Alfresco night; checked in on Camp GWC and lifeguards; worked with Tom and Rich to come up with prioritized list of projects for missionary volunteer group for the month of July; added parks staff requests to the overall vacation calendar; finalized camp staff working the fireworks and sent out directions to them; received word of \$2,300 grant received for the smARTDE art grant; worked with Shelby to create Christmas in July and Fun in the Sun scavenger hunt marketing material; worked with Shelby on July Parks and Recreation month activities and marketing material; worked with Kathy to research in Civic Rec how survey responses come through and how to consistently send them to staff so they can review the responses; continued processing background checks through DELJIS and the Child Protection portal for summer staff; 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 Rich regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Community Events: Prepared for and held the fireworks on July 2, all went well, held final meetings prior to the fireworks with staff working, piled needed items and loaded the van; Camp REAL had visits from several Public Works staff during “Environmental Week”, Kelley Dinsmore and the PW&WR interns gave an Enviroscape demonstration to show the campers how chemicals and trash are washed into waterways and pollute various bodies of water, Steve Reeder, from Refuse, brought a refuse truck and did a ‘touch a truck’ style demonstration for campers then he assisted with our Refuse Game, where campers were given various items and had to decide whether they were Trash, Recycle, Reusable, or Compost, campers did a great job and learned a lot from Steve; working on preparations for the next several weeks of camp, including making arrangements for a donation of Fiber from New Groove Alpaca Farm in Middletown; 31 individuals are currently registered for the Outdoor Movie Night, Onward (7/10).

Coordinator of GWC and Volunteers: It was another fun week for Camp GWC with a theme of Stars & Stripes, a total of 40 full day participants and 6 half day participants were registered, campers enjoyed a walking field trip to Fairfield Park and took a tour/scavenger hunt of the Community Garden and a Friday Fun Carnival; 3 participants enjoyed the Beach Week Abrakadoodle Art Camp; sent Welcome Letters and information to parents of participants attending future camps; total attendance for the George Wilson Center pool was 126 including summer camp kids (Camp GWC swims Tuesday and Thursday mornings, Camp REAL swims Wednesday mornings and Newark Day Nursery swims Monday and Friday mornings) updated the lifeguard staff schedule and provided an orientation to the newest lifeguard that started on June 30; met with the yoga instructor that will be offering yoga camps and fall programs; continued working on Winter/Spring statistics; met with the Deputy Director on Fall Programs; 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, kitchen and rec room 1 were rented on July 3 from 12 - 9 p.m. for a 20th Birthday Gala with an overall attendance of 80; the Main Hall was rented on July 4 from 3 – 7 p.m. for a Birthday with an overall attendance of 30. Volunteer Hours: Camp GWC #3 June 28 – July 2 – 4 volunteers, 4 missionary volunteers devoted 12 hours on June 30 and July 1 assisting park staff at the City of Newark Municipal Building and LeRoy Hill Park.

Recreation Specialist: Attended final planning meeting and worked the fireworks event; shopped

for and delivered supplies to Rittenhouse, Camp REAL and Skateboarding Camps; updated scores on website for volleyball and softball leagues; sent volunteer information to Rittenhouse and Camp GWC directors for next week, completed two more volunteer interviews, scheduled and sent information to them; posted Facebook weekly roundup; helped Shelby with creating calendar for Parks and Recreation month.

Parks Superintendent: Met with swimming pool contractor to get bid to redo Dickey pool for 2022 budget as well as following up to get Dickey pool repaired for opening this season, met with Chief Purchasing & Personnel Officer to evaluate various type of picnic tables for possible purchase at City Hall, started intensive swing unit inspections on each swing throughout park system checking all bushings/hanger assemblies for wear and assisted Code Enforcement with several tree issues throughout town.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued coordinating with Recreation Division on upcoming fireworks event including clean up, continued coordinating volunteers doing bed maintenance throughout park system and completed special project for Camp REAL.

Parks/Horticulture: Staff continue on mowing and bed maintenance operations including shrub cutbacks at City Hall, replaced several worn/torn basketball nets, continued on tree work as assigned, did equipment maintenance on Kubota mowers, cleaned/straightened up chemical storage room at Park Maintenance Facility, dragged/scarified/lined both Handloff ballfields, replaced "Flying Saucer" swing at Preston's Playground, did trash removal throughout park system including daily removal at Dickey Park for Camp REAL, watered all newly planted plant materials throughout park system and on Main Street and did interior bed maintenance at City Hall. Volunteers assisted horticulture staff with pruning back plant material at City Hall.

Activity or Project:

White Clay Creek/Charles Emerson Bridge Delivery

Description:

The White Clay Creek/Charles Emerson Bicycle and Pedestrian Bridge will be set in place between Friday, August 20 and Monday, August 23. This is two weeks later than originally anticipated due to the bridge delivery being delayed. During this three day period, Paper Mill Road will be closed at the Paper Mill Road Bridge from Friday, August 20 through Sunday, August 22 and reopen on Monday, August 23.

Status:	Started
Expected Completion:	08-23-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

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

Planning and Development Department

Notable Notes:

Code Enforcement

Warner Hall - 280 The Green - Final inspections in progress. TCO issued 4/1/21.

Thorn Flats/Lehigh Flats - Buildings G, L, M, 71, 161 and 171 finals in progress, buildings K, L and M approved to close in, buildings J, K, 111, and 121 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 nearly completed TCO issued, exterior sitework completion in progress, renovation of existing schools and connecting corridors in progress.

Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, panelized framing, structural steel erection and DWV piping in progress.

321 Hillside Road/The Rail Yard - Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) most of 6000 is approved to close in 1 unit remaining, 7000 framing complete, electric, plumbing rough and insulation inspections in progress. Building A framing complete and rough piping and electric installations in progress. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.

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 - Wier wall constructed, additional site work progressing retaining wall and fishing dock construction completed, seat walls and additional site work in progress, recreational equipment construction and installation in progress.

227 W Park - Final trim, finishes, yard grading.

1364 Marrows Road - Honda Service - Light gauge framing in office area/electric/HVAC going in.

118/126/130 New London - Renovations started.

122/128 New London - Footing complete.

321 Hillside

- 400 Building 6 Units - Final painting in progress.
- 300 Building 10 Units - Paint/trim in progress.
- 200 Building 10 Units – Painting in progress.
- 100 Building 10 Units - All units in drywall.
- 800 Building 10 Units - All units cleared for insulation.

18 Country Club (Fairfield Apartments Fire) - Waiting on paperwork from contractor to release permit.

Meetings Attended

- Meeting with New Castle County Assessor RE: renovations assessment of Lehigh and Thorn Flats.
- Meeting with Newark Charter School RE: stormwater facilities.

Items of interest

Deed Transfer Affidavits: 5

- 144 E Main – Received plans for tenant fit-out “UBREAKIFIX”
- 314 E Main – Received plans for a tenant fit-out to add more space to Kalin Eye.
- 179 West Chestnut Hill Road – Received plans for a tenant fit-out Glasgow Spine.

Property Maintenance

COMPLAINTS- 26

INSPECTIONS- 36

NOTICES OF VIOLATION- 21

SPECIAL MENTION:

6 abandoned vehicles towed

Hired contractor to clean up 6 properties

Finalizing property maintenance yard sign concept

Parking

- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal back to under a week.
- Parking was complimentary on Sunday, July 4th and Monday, July 5th, for and in observance of Independence Day. Passport parking app was programmed to display a message for all users upon parking. T2 Kiosks had signage affixed to them explaining complimentary parking and when regular rates were to resume on Tuesday, July 6th.
- Onboarding for new Parking Ambassadors. One employee was promoted from night management (Terrence Mixon), one was transferred from Parks and Recreation (Stephen Mesa),

and another was an outside hire (Joe Kochenberger).

- Part-Time Parking Ambassador Angel Rodriguez was promoted to the open full-time Parking Ambassador position.
- Fixed schedule to ensure PT-PA Stephen Mesa was still able to cover open shifts that were vacated from his leaving George Wilson Center.
- Parking provided two vehicles and Parking Ambassadors for the annual Newark fireworks show.
- Alfresco will be a sidewalk only event on July 7th, 2021, due to the expected high heat index temperatures. Parking will be allowed on Main Street. Tow company has been contacted that there will be no need for services on that day.
- Blocked spaces in Lot #1 in preparation for the installation of the Electric Vehicle charging station.
- Blocked spaces in Lot #4 in preparation for the removal of a tree heavily leaning into the parking lot and pruning back existing trees at the back of the lot.
- Continued programming and charging of new iPhone parking enforcement phone fleet.

Land Use/Planning

Deed Transfer Affidavits: 5

Building Permit Reviews: 2

- On Thursday, July 1, Planner Mike Fortner staffed the Steering Committee for the Comp Plan Review. The Committee reviewed revised chapters for Land Use and Annexation.
- Planner Mike Fortner has been completing and submitting the Draw forms for the CDBG program to New Castle County. The 46th FY of CDBG closed on June 30.

Activity or Project:

Description:

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Expected Completion:	
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Activity or Project:

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Activity or Project:

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Execution Status:	
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City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Detectives continue to investigate the July 3rd shooting of a 20-year-old male on Madison Drive. Several leads are being investigated.

As mentioned in last week's report, Chief Tiernan, Deputy Chief Feeney, and Det./Sgt. Micolucci recently met with the administrators of the Delaware State, New Castle County, Wilmington, and Dover police departments, as well as representatives of the US Attorney's Office and various federal law enforcement agencies to discuss the recent increase in shooting incidents across the state.

On Wednesday, July 7th, the police department began planning for any possible impact from Tropical Storm Elsa.

Administration Division:

- M/Cpl. Smith will be meeting with residents from the Cooches Bridge Road area to discuss various crime related issues.
- After its cancellation in 2020 due to the COVID-19 pandemic, our sixth annual National Night Out will be held on Tuesday, August 3rd, 2021 from 6 p.m. – 8 p.m. on East Main Street in Newark. To allow for social distancing, this event will utilize both East Main Street and Academy Street and will be held in conjunction with a Main Street Alfresco dining event.

Criminal Investigations Division:

- CID personnel covered the day patrol shift on Wednesday, July 6th to allow patrol officers to attend range training in Coatesville, PA.

Patrol Division:

- On July 3rd, 2021, at approximately 1900 hours, Newark Police were advised that a 20-year-old male victim arrived at an area hospital by private vehicle suffering from gunshot wounds. The shooting reportedly occurred on Madison Drive in Newark. The victim is currently in serious condition. Newark Police Detectives are now investigating.
- On July 3rd, 2021, officers responded to West Main Street for the report of a vehicle stuck on the railroad tracks. Upon arrival, a silver sedan was located on the tracks and the driver was found standing next to the vehicle. It was determined that the driver was DUI and relayed that he had accidentally turned onto the railroad tracks causing his vehicle to get stuck. CSX was immediately notified, and the trains were stopped as the vehicle was towed from the railroad tracks. The driver was subsequently charged with DUI (alcohol), No Proof of Insurance and Vehicle Driving Left of Center at a Railroad Crossing.

Special Enforcement Division:

- Vehicle speed data boxes continue to be mounted in various areas/neighborhoods throughout the City based on resident complaints. The data gathered from these boxes will determine specific locations in need of additional enforcement.
- Officers from the Special Operations Unit have been assigned police candidate background investigations. These investigations are completed in addition to their regular duties.

- The Newark Police Department announced the receipt of a new Police Athletic League equipment trailer. The trailer is supplied with equipment, games, and other items to assist the Newark Police Department Special Operations Unit with its youth outreach efforts. The acquisition of the trailer and all associated equipment was only possible because of the generosity of the PAL Board and donations received from businesses and members of our community. The collaborative effort is evidence of the Newark Police Department and community organizations working together to foster positive interactions with young people in our community.

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:

Water main flushing is set to begin on July 12 and continue until July 30. This work will be completed overnight, so disturbance to residents and businesses should be limited. Some discolored or cloudy water may be present and can be cleared by running the cold water in the bathtub. More details, including the scheduled areas, can be found on our website at the following link: <https://newarkde.gov/CivicAlerts.aspx?AID=1372>.

Activity or Project:

Street Paving Contract

Description:

Grassbusters mobilized equipment, signs and barrels to Blue Jay Drive on 6/30/21 and performed saw cutting on 7/1/21. No concrete was removed prior to the 4th of July holiday. Curb work at Blue Jay Drive began on 7/6/21. A second crew mobilized to Northgate Commons on 7/7/21 to

begin saw cutting and curb removal and replacement on Heather Court, Renee Court and Andrews Way. Anticipating curb work at Blue Jay Drive and in Northgate Commons to take 2-3 weeks, weather permitting.

Status:	Started
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – July 1-7

Name	# of Documents	# of Pages	Types
Samantha	10	2,126	Wastewater records; Worked on modifications
Sandy	63	6,129	Munis Daily Cash Receipts
Fred	7	1,020	PWWR contracts
Ana (PT)	119	387	Court documents; Worked on modifications
Danielle	5	5	Current Legislative Department documents
Total	204	9,667	

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		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 06/27/21-07/03/21

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	0	0	3	1	1
Rape	1	3	0	2	1	0
Unlaw. Sexual Contact	2	2	0	2	0	0
Robbery	9	13	0	24	19	1
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	3	0	0	9	0
- Other Robberies	6	6	0	23	2	1
Assault/Aggravated	12	10	2	9	38	3
Burglary	17	15	0	63	6	0
- Commercial Burglaries	4	2	0	42	0	0
- Residential Burglaries	11	11	0	14	3	0
- Other Burglaries	2	1	0	7	2	0
Theft	222	391	14	96	56	2
Theft/Auto	31	36	0	5	7	2
Arson	0	0	0	0	0	0
All Other	91	2	0	58	28	0
TOTAL PART I	390	471	16	262	149	9
<u>PART II OFFENSES</u>						
Other Assaults	145	107	9	118	84	5
Rec. Stolen Property	1	0	0	5	4	0
Criminal Michief	62	95	2	37	22	0
Weapons	7	5	0	18	12	1
Other Sex Offenses	0	4	0	0	2	0
Alcohol	24	54	0	27	43	1
Drugs	28	70	4	45	47	1
Noise/Disorderly Premise	293	377	4	102	133	0
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	70	206	7	45	52	3
Trespass	142	176	7	25	42	2
All Other	145	184	7	131	122	10
TOTAL PART II	917	1403	40	553	584	23
<u>MISCELLANEOUS:</u>						
Alarm	75	241	11	0	0	0
Animal Control	246	241	10	20	5	0
Recovered Property	93	90	3	0	0	0
Service	16132	17439	619	0	0	0
Suspicious Per/Veh	230	214	4	0	0	0
TOTAL MISC.	16776	18225	647	20	5	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	684	19,654	781	21,980



**Newark Police Department
Weekly Traffic Report**



06/27/21-07/03/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2632	6439	69	149
DUI	40	77	2	3
TOTAL	2672	6516	71	152

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	79	74	2	9
Property Damage (Reportable)	377	448	12	20
*Hit & Run	99	85	4	2
*Private Property	86	101	3	5
TOTAL	456	522	14	29

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.