

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week we held the first round of internal budget hearings with all operating departments except one which is scheduled for later this month. We will continue to fine tune the initial budget requests and coordinate capital projects across departments to be prepared for the first budget presentation to Council in August.

The US Treasury Department issued updated guidance on use of ARPA funds on the 14th, and I began reviewing the revised guidance. The new guidance slightly expanded the definition of what is allowed to be used in the lost revenue calculation so it now includes sewer utility sales which will help our numbers some, a welcome change. We will propose a number of projects in the 2022 budget to be funded using ARPA funds, so the evolving guidance is very important. The money must be encumbered by the end of 2024 and can be spent as late as 2026, so we have some time. Depending on how Council chooses to use this funding, it may delay the need for another capital referendum for water, sewer, and stormwater projects.

Water main flushing is underway and seems to be proceeding smoothly. Please refer to the public works section of this report for more information. We are performing the flushing overnight again which has worked very well since we began doing it exclusively this way a few years ago.

I met with another member of the Energize Delaware Strategic Planning Advisory Committee to discuss current Energize DE programs, Newark's needs, and industry trends. I also participated in a special meeting of the DFIT Trustees to approve an investment recommendation under the newly approved investment policy. Director Spadafino and I met with Parks Superintendent Zaleski and Senator Sokola in the Timber Creek neighborhood to inspect the large grove of Ash trees that has died as a result of Emerald Ash Borer infestation. The senator has indicated interest in escalating this discussion to potentially provide statewide funding to assist municipalities and homeowners deal with the high cost of tree removal. We anticipate this problem will accelerate over the next 5-10 years as the borer spreads across the state.

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

Human Resources Division:

On Monday, July 12, the Human Resources Division welcomed a new member to their team. Denyce Bradshaw was hired as our part-time Human Resources Coordinator. Her main job role will be the coordination of employee training and professional development. Additionally, she will assist the other members of the team on daily tasks and special projects. We are very excited and grateful to have her onboard! Ms. Hardin and Ms. Pacheco both spent time this week onboarding and training Ms. Bradshaw. Ms. Hardin spent most of the week catching up on housekeeping items such as requests from employees for pension calculations, labor relations matters, death benefits for retiree, preparing questions for interviews next week, and preparing paperwork for a

retirement. Ms. Hardin also participated in the budget hearing for the Administration Department on Tuesday afternoon. Ms. Hardin also began preparing for upcoming anti-harassment training which is required by State law to be completed every other year. Training was last completed in 2019. Ms. Bradshaw will be coordinating this year's training.

CPPO Jeff Martindale spent most of this week in budget hearings or addressing purchasing items. In addition to this, he onboarded two new part-time employees: Denyce Bradshaw in HR and Violet Harvey in City Secretary's Office. He additionally extended two PW&WR Maintenance I job offers, which were conditionally accepted, as well as two PW&WR seasonal positions. He additionally completed a census related to employees' long-term disability and life benefits, as well as miscellaneous ACA reporting items with the City's health insurance trust.

HR Administrator Marta Pacheco processed leave donations for several employees, updated and distributed June's personnel roster, prepared conditional letters of hire for two Maintenance I positions in Public Works & Water Resources, and prepared promotional letters and status forms for two employees in PW&WR. She also prepared status forms for transfers to new divisions in PW&WR due to promotions and new hires and sent rejection letters to applicants not selected for the Maintenance I position. Ms. Pacheco finalized the interview schedule and distributed interview packets for Code Enforcement Officer. In-person interviews will be held on Wednesday, July 21. She also processed several check requests (retiree reimbursements and office visit copays for job-related injury), verification of employment requests, and unemployment benefits.

Chief Purchasing & Personnel Officer:

In addition to the above noted HR items, CPPO Jeff Martindale spent the majority of the week in internal budget hearing meetings. Beyond that, Mr. Martindale continued to coordinate with the growing coalition focused on the feasibility of a MARC train expansion from Perryville, MD to Newark. Lastly, Mr. Martindale worked with Seiberlich Trane Energy Services on the ongoing ESCO project. This portion of the HVAC work in Finance/Court area is continuing and should be wrapped up this week or next.

Facilities Maintenance:

Facilities Maintenance Superintendent Dave Greenplate was off this week. His report for this week will be added to next week's weekly. The Facilities Maintenance team focused primarily on miscellaneous items this week, including floor waxing, ceiling tile replacement, and reorganization.

Communications Division:

Chief Communications Officer:

- Participated in Governor Carney's town hall meeting that discussed current guidelines for employees now that the SOE is lifted.
- Completed two additional rounds of edits to the new councilmember manual.
- Assisted the CAC, other residents resolve an issue with the unsolicited delivery of advertisements/coupons.
- Met with the Parks and PW&WR departments to discuss the Adopt-a-Street program.

- Attended the 2022 Administration internal budget meeting.
- Assisted NCC/DE Nature Society with their Clean Stream Champion campaign and upcoming newsletter.

Creative Design and Web Specialist:

- Converted the Residential Grant Application to be a fillable PDF.
- Created biography graphic for Denyce Bradshaw.
- Made updates to the new City Council manual.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated and reprinted building signage for mask requirement and business hours.
- Updated City of Newark's parking office Google business information.
- Updated first and second floor department directory signage.

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.
- Completed the Public Safety Series: Critical Event Management for Active Shooter Emergencies event.
- Completed daily bank runs and package deliveries.

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 7/8/21- 7/14/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual manager's meeting on 7/8/21.

The court processed 31 PBJ's for traffic violations and 7 Plea by mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 7/8/21- 7/14/21 Alderman's Court handled 28 arraignments, 34 trials and 13 capias returns. The court collected a total of 432 parking payments of which 328 were paid online and 104 were paid at court. The court also collected criminal/traffic payments of which 138 were paid online and 21 were paid at court for a total of 159 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-14-2021

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:

Bobby was in the office on July 8 for Court.

Renee attended the management staff meeting on July 8.

Renee attended the UD Institute of Public Administration's annual Local Government Workshop on July 8. This workshop enables local government stakeholders to provide feedback and input into the education programs that UD puts on as part of their Local Government Leadership program.

Paul and Renee staffed the Council meeting on July 12. Items 2A and 2B were posted and distributed to Council on July 9. Follow up was completed by staff throughout the week.

Renee participated in the internal FY2022 Legislative Department budget hearing with Administration and Finance staff on July 13.

Renee attended a webinar on Best Practices to Manage Boards and Commissions and Increase Constituent Participation in Local Governments, Post-COVID for credit towards her Master Municipal Clerk certification on July 14.

Renee spent time working on items related to Council, including scheduling of items for Council agendas and reviewing items for the July 12 Council packet. Council agenda items are currently being scheduled into October.

Renee received comments from the developer and forwarded them to staff for review for 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 and Nichol worked on updating boards and commissions materials.

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.

Danielle worked on research items for Council.

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

- * Provided an administrative estimate to a requestor, received approval and received documents from staff for a June 24 FOIA request pertaining to all COs for College Square Shopping Center from Gordon Fournaris & Mammarella

- * Circulated to staff a July 7 FOIA request for any/all communications using or about the "Citizen App" and email accounts using "@citizen.com domain during March 2017 through present from

Colleen Cronin

Regarding minutes, staff time was spent on the June 1 Council Executive Session (Renee drafted - complete), June 9 Election Board (Renee edited - complete), June 14 Council Executive Session (Renee drafted - complete), June 28 Council (Nichol drafted; Renee edited - complete) and July 12 Council (Nichol drafting) minutes. The June 28 Council Executive Session minutes are currently in the queue.

15 discovery requests were fulfilled for upcoming Alderman's Court cases. 321 discovery requests have been filled so far for 2021. No court calendars were completed this week.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. 316 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

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 8-14 are below.

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

Activity or Project:

District 1 Special Election

Description:

Renee and Tara worked on the election worker training materials and preparation. Training is scheduled for July 15. Tara also spent time working on preparing poll worker materials for Election Day.

Staff worked on absentee affidavit and ballot processing. As of July 14, 251 completed affidavits have been returned with the absentee ballot packages completed and mailed. 134 completed ballots have been submitted. The deadline to submit absentee affidavits is Friday, July 16 and the deadline to submit completed absentee ballots is Tuesday, July 20 at 8:00 p.m.

Polls are open for in person voting on Tuesday, July 20 from 7:00 a.m. to 8:00 p.m. at the Wesleyan Church of Newark located at 708 West Church Road. Unofficial results will be announced in the Council Chamber in the Municipal Building after the results have been tallied.

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:	Near Completion
Expected Completion:	07-29-2021
Execution Status:	On Track
Activity or Project:	
Part-Time Administrative Professional I Recruitment	
Description:	
Please welcome our new part-time Administrative Professional I Violet Harvey to the Legislative Department team. She started with our office on July 12.	
Status:	Completed
Expected Completion:	07-12-2021
Execution Status:	Completed

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
<p>Lightning struck a 34kV substation pole Friday night when a storm came through. Power was switched, and crews repaired the damage Monday. On Tuesday, while trying to restore power to the circuit a lighting arrestor on the circuit, in a different place, failed and arced to another circuit causing both circuits to go out. Power was restored and the line patrolled. All old arrestors are being replaced as a precaution.</p> <p>The line crews continued working at The Rail Yard. They also installed a new underground circuit in conduit for streetlights on Fiske Lane.</p> <p>The electricians worked on car charger installs at City Hall and Lot 1, fixed a Hall Trail camera, and replaced fuses in all the reclosers after a size upgrade was recommended.</p> <p>Engineering worked on the 2022 budget. Engineering also worked with Public Works surveyor to establish ROW width on New London Road for a new pole to feed a new cell tower on UD property. Engineering worked on fuse coordination for an existing development to try and minimize customer outages and met with a cable rejuvenation expert at Villa Belmont to get a price on refurbishing old underground cables.</p>	
Activity or Project:	
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Expected Completion:	
Execution Status:	
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Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

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>.

City 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 were held this week for all departments except Planning. Planning is scheduled for July 23rd. The first Budget Overview meeting is scheduled for the August 16 Council meeting.

The City has been experiencing a delay in the delivery of vehicles that have been approved to be purchased by Council. Two police Interceptors ordered in January are not scheduled to be delivered until the end of August. Six police Interceptors ordered this past spring are not anticipated to be delivered until December, and the last Navistar truck order last October is finally estimated to be delivered in two weeks. The City may consider moving the replacement process up in the future in order to provide sufficient time to replace the City's fleet due to the supply/demand issue.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

- Open Support Tickets from Previous Week - 72
- Open Project Tickets from Previous Week - 14
- Open Tickets with Vendor R&D from Previous Week - 24
- Tickets Opened in the Last Week - 34
- Tickets Closed in the Last Week - 39
- Remaining Open Support Tickets - 67
- Remaining Open Project Tickets - 14
- Remaining Tickets with Vendor R&D - 24

1. Zoom meeting with Paymentus Account Manager to discuss EMV device order and general account information on 7/9.
2. Teams meeting with Harris to discuss server OS upgrades and application migrations on 7/13.
3. Monthly support ticket review with Payments and Utility Billing Manager on 7/13.
4. Attended budget meetings with all departments 7/13-7/15.
5. Installed and tested tax bill fix, promoted to production.
6. Applications Administrator performed billing functions while billing technician was on vacation.
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 for 8/13.
3. Reviewing SOW from Harris to implement OMR mark on bill print.
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 - 117

Open Project Tickets from Previous Week - 34

Tickets Opened in the Last Week - 125

Tickets Closed in the Last Week - 133

Remaining Open Support Tickets - 108

Remaining Open Project Tickets - 35

1. Patched PRTG.
2. Worked with Electric to restore cameras.
3. A/V updates for the Council Chamber are progressing.
4. Deploying the new Anti-Virus and Content Filtering client.
5. MFA has been enabled for all machines with the exception of shared computers. That is scheduled for August 2.
6. Barcode printing issue has been resolved and has been confirmed by Fulton.
7. Patching Hyper-V server.
8. Workstation patching and maintenance.
9. Server patching and vulnerability remediation.
10. Worked on and resolved support tickets for end users.
11. 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: Attended fireworks wrap up meeting with Paula, Sharon and Newark Police, reviewed subdivision plans for upcoming projects, prepared for 2022 budget meeting with Finance Department and worked on the Capital Improvement Plan for 2022-2026.

Deputy Director: Checked in on soccer camp and sent roster to contractor for upcoming camp; attended fireworks wrap up meeting; attended PAL quarterly board meeting and sent out notes for board members from the meeting; attended meeting at KC Sign Company with Joe and Rich regarding park signage; attended pre-outdoor movie meeting with recreation staff; finalized July Parks and Recreation month calendar with Shelby and pushed out marketing for it, met with Melinda and Shelby regarding weekly posts highlighting activities and staff throughout the month of July; worked with Shelby to create eblast regarding Community Day; worked with Tyler and Jill regarding payments for Parks on Draft; worked with recreation staff to find additional camp staff to cover before and after camp care shifts; sent out reminders and spoke to all recreation staff regarding implementing additional fees for the George Wilson Center, pictures for camps, fall timelines, August PSA's, refunds/transfers, and mid-term evaluations; worked with Chrissy on changing the National Day of Service event to coincide with the TNP health and volunteer fair; met with Sharon regarding completing paperwork for Camp REAL participants; worked with Shelby to update Parks on Draft poster and add to the website and update marketing material for Parks on Draft, RBG and July Parks and Recreation month; reached out to volleyball and softball coaches reminding them to bring extra water to the fields during the hot weather, sent out Wednesday night volleyball playoff bracket to coaches and worked with referee coordinator; worked with Shelby to create signage for multipurpose court rehab project at Fairfield Park; reviewed 2022 budget with Joe and updated in SharePoint as needed; 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 Athletics: Rittenhouse Camp session II started with a full session; checked in on the soccer and golf camps; sent out information for the upcoming camps including soccer and volleyball; ordered shirts for the adult sports leagues which are ending soon – volleyball and softball; working on preparations for Parks on Draft with Klondike Kate's scheduled for July 16-18; working on details and finalizing instructors for new sessions of tennis lessons beginning 7/13; new session of Learn to Skate classes begins 7/12; working on fall programs.

Recreation Supervisor of Community Events: Prepared for and held the July outdoor movie Onward at the Newark Charter HS with approximately 60 individuals in attendance; covered for staff shortage at Camp REAL; working on coordinating Fall 2021 programs; signed off on invoices and timesheets received from the week, including camp staff and fireworks; met with Directors and NPD for a post-fireworks meeting, planning to resume regular Liberty Day and 4th of July Fireworks festivities for 2022, including vendors and entertainment.

Coordinator of GWC and Volunteers: It was another fun week for Camp GWC with a theme of Shipwrecked, camp was full with a total of 40 full-day participants and 6 half-day participants, campers enjoyed a walking field trip to White Clay Creek and had a boat race competition with handmade boats and had a fun beach party on Friday as a Friday Fun Treat; worked with the Camp GWC Director on staff scheduling and coordinated with the Deputy Director and other Recreation Supervisors to supplement short staffing issues; coordinated with Paws for People who volunteered, presented and gifted books to Camp REAL (Tuesday) and Camp GWC and Rittenhouse Camp on Friday; sent Welcome Letters and information to parents of participants attending future camps; the total attendance for the George Wilson Center pool was 248 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 due to last minute availability changes; spoke with the Deputy Director and recreation staff on the potential of Dickey Park pool opening; continued to coordinate with volunteers in need of community service hours; received a WOW award for working with the community service volunteers this Spring; continued working on winter/spring statistics; continued to work on fall programs; continued to prepare for the Christmas in July Flea Market scheduled for Saturday, July 24 at the George Wilson Center; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: The George Wilson Center Main Hall and kitchen were rented on July 10 from 1-8 p.m. for a Graduation Party with an overall attendance of 30; the Main Hall and kitchen were rented on July 11 from 11 a.m. - 6 p.m. for a Baby Shower with an overall attendance of 50. Volunteer Hours: A total of 12 missionary volunteers devoted 33.5 hours Wednesday - Friday assisting park staff in various areas.

Recreation Specialist: Sent roster to the Newark Bike Project for the upcoming Bike Camp and information to the parents (10 out of 10 slots full); sent reminders to volunteers for Camp GWC #5 (3 volunteers) and 1 Volleyball Camp volunteer; took poster and flyers to reservoir for the outdoor movie Onward, delivered reusable ice packs to Rittenhouse and GWC camps, shopped and delivered supplies to Rittenhouse and Camp GWC; updated volleyball scores and Parks on Draft write up under summer events on the City website; posted weekly roundup, Throwback Thursday (Community Day), and Friday Fun Fact (Parks/Mason Dixon Trail) on Facebook page; added updates to the City Calendar on the website for Parks on Draft and RBG outdoor movie; worked the outdoor movie Onward; submitted articles for Parks on Draft, Christmas in July, and RGB movie.

Parks Superintendent assisted Code Enforcement with tree issue, coordinated with our arborist contractor and Parking Superintendent for large tree removal operation in lot #4 (behind old Panera Bread), met with group installing trail posts throughout Christina Valley Trail and Fickes Trail in Rittenhouse Park, met with play equipment representative to get quote on needed swing replacement parts, completed intensive swing unit inspections throughout park system and coordinated with contractor to do upcoming court refurbishment at Fairfield Park.

Parks Supervisor assigned field staff daily and assisted as needed, coordinated with Recreation Division for volunteers to assist with park and horticultural maintenance activities.

Park and horticulture staff continue mowing and bed maintenance operations, did tree work throughout park system as assigned, dragged/scarified ballfields and lined Handloff fields for

league play, did trash removal throughout park system, did interior bed maintenance at City Hall, did equipment maintenance on all chain saws.

Activity or Project:

Parks on Draft - July

Description:

The City of Newark and Klondike Kate's are excited for the July Parks on Draft. This three-day, family-friendly beer garden event will take place at Handloff Park from July 16-18. Proceeds from the event, which will feature food, games, beer, live music, and special guests, will benefit Newark Parks and Recreation's Special Parks Fund that support park projects and community events and Aetna Hose, Hook & Ladder.

Parks on Draft will take place in Handloff Park on Friday, July 16 from 4 to 9 p.m.; Saturday, July 17 from 4 to 9 p.m.; and Sunday, July 18 from 1 to 5 p.m. Free parking will be available at the park with overflow parking available across the street at Leroy Hill Park.

Status:	Near Completion
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Expected Completion:	07-16-2021
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Execution Status:	On Track
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Activity or Project:

Description:

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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:

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, 121, 131, and 141 rough inspections in progress.
- Newark Charter School-Loop Road base course paved parking and site work progressing,

Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress underground plumbing in progress.

o 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, 3rd floor approved to close in. 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.

- 625 S College Avenue, Whitney - Final as-built drawings have been submitted to PW for review and approval.

- Fintech, Star Campus - Exterior sheathing and waterproofing ongoing. Interior core area framing and plumbing in progress.

- College Square Apartment Buildings - Steel and wood framing for Building 1 is progressing. Building 2 footers, foundations and UG plumbing complete.

- 287 E Main Street, Fulton Bank - Second floor units approved for drywall. Fulton Bank fit out progressing.

- 45 E Main Street, CVS - Storefront installation mostly complete. Interior drywall and ceiling work ongoing.

- Evan Hall, UD - Interior work progressing.

- 401 Bellevue Road, Safstor - Exterior metal wall panels being installed. Interior fireproofing and framing mostly complete.

- Drake Lab Addition - Prep work in existing building underway for the addition construction. Site work ongoing.

- 94 E Main Street, Green Mansion - Prep work for underpinning activities underway.

- 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:

- City of Newark ESCO – Progress Meeting

Property Maintenance Team

Complaints-21

Notices-13

Citations-12

Inspections-32

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.
- Kimley-Horn Phase 2 Discussion on July 8th.
- The July 14th Main Street Alfresco was pushed back to 5 p.m. due to the heat advisory in our area. Signage was posted on all parking kiosks on Main Street, Passport was programmed with a message of the event and not allowing payment on Main Street at that time, and the tow company was contacted to be prepared for Main Street vehicle removal.
- Onboarding for new Parking Ambassador and those that moved positions within the Parking Division.
- Blocked spaces in Lot #1 in preparation for the installation of the Electric Vehicle charging station. Parking currently has the new Nissan Leaf.
- Completion and inspection of pads/grounding rods for Phase 3 T2 Kiosks in the campus district. Scheduled installation by ITS.
- Scheduling of License Plate Recognition swap from Ford Ranger to Nissan Leaf.
- Provided info to Communications regarding Councilmember Parking Passes.
- Staff participated in Subdivision Advisory Committee on July 14th.

Land Use/Planning

Deed Transfer Affidavits: 16

- Planner Mike Fortner completed the Financial Draws and documentation to New Castle County for the 46th Year (July 30, 2020 to June 30, 2021) Community Development Block Grant (CDBG) Program. Mike is preparing the agreements for the 47th Year CDBG Program to the subgrantees and beginning the planning process with the Community Development/Revenue Sharing Advisory Committee for the 48th Year CDBG program.

Activity or Project:

Description:

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Expected Completion:

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

Department:

Police Department

Notable Notes:

The Newark Police Department will hold the 15th Citizens Police Academy starting on September 23rd and ending on November 11th. The classes will be held at the police department from 6:00 p.m. until 9:00 p.m. Chief Tiernan stated this is a great opportunity for members of the public to learn firsthand about the various duties and responsibilities of a police officer and how the Newark Police Department operates. There is no cost to attend and anyone 18 years of age or older may apply at newarkde.gov/police. Questions about the program can be directed to M/Cpl. Will Smith at wsmith@newark.de.us.

Administration Division:

- Sgt. Conover attended the county-wide criminal intelligence investigators meeting. Crime trends from the region were discussed.
- Administration Unit officers continue to work on background investigations for police applicants.

Criminal Investigations Division:

- Detectives are investigating a report of an attempted carjacking with shots fired that occurred on July 10th, 2021. The reported incident occurred in the area of Madison Drive and Dickey Park. The victim stated that at approximately 6:45 a.m., he was in his car in the parking lot near the basketball/tennis courts. The victim stated that three males opened his door, pointed a gun at him, and tried to force him from the vehicle. After a brief physical altercation, the suspects fled back to their vehicle. The suspect vehicle was described as a grey sedan with Delaware registration. As the suspect vehicle was leaving the area, the suspect with the gun fired a shot in the victim's direction. There were no injuries or damage reported from this incident. The suspect vehicle was reported stolen to the Delaware State Police on July 9th, 2021. The vehicle was later recovered in Wilmington, Delaware on July 10th, 2021. The suspects are described as three younger black males wearing face coverings. The driver of the suspect vehicle was also described as a black

male. Anyone with information about this incident is asked to contact Det. W. Anderson at (302) 366-7100 x. 3469 or wanderson@newark.de.us.

Special Enforcement Division:

- During the week, members of the Special Operations Unit will conduct proactive patrols in the College Park neighborhood. Officers from the unit will also continue working on background investigations for police applicants. Additionally, the unit will host allied partner agencies for the monthly Newark HUB meeting. Cpl. Pagnotti will attend Camp REAL in Dickey Park in coordination with Parks and Rec. Sgt. D'Elia will attend a Bike Newark meeting on Thursday.
- The Traffic Unit will continue traffic enforcement activities on Delaware Avenue, Capitol Trail and Ogletown Road. The unit will also conduct traffic enforcement patrols in the area of Madison Drive due to recent criminal activity in the area.
- This past week, the Animal Control Officer investigated a dog attack that occurred in Barksdale Estates. A Pit Bull Terrier had escaped its owner's fenced backyard and approached a backyard on Julie Lane and started digging under the fence. A small dog that was contained in the yard ran up to the fence. The Pit Bull Terrier had gotten under the fence enough to bite the dog on the lower jaw, causing a laceration. The Pit Bull Terrier's owner was located and got his dog. The small dog's owner advised the animal was injured but okay. Charges are pending for the Pit Bull Terrier's owner.

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:

PW&WR crews have been flushing water mains during the overnight hours over the last week. We have completed the areas scheduled for this week, and we intend to move to the scheduled areas for next week. The general schedule can be found along with other helpful information on our website: <https://newarkde.gov/CivicAlerts.aspx?AID=1372>.

Activity or Project:

Curtis Lane Culvert Replacement

Description:

The contractor has mobilized to the site with some rather large equipment, which made easy work of removing the old culverts. A bypass pump was set up to pump base flows around the worksite, with provision for larger storm flows. Once the culverts were removed, a new cradle of stone and concrete was installed which will be the base for the new culverts. New culverts and headwalls should be set the week of July 19 and then backfill and restoration will begin.

Status:	In-Progress
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Expected Completion:	08-15-2021
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Execution Status:	On Track
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Activity or Project:

Street Improvement Contract

Description:

Grassbusters continued curb removal and replacement at Blue Jay Drive and Northgate Commons. The contractor submitted a curb schedule and indicated that concrete work on Blue Jay will be completed by 7/23, and concrete work in Northgate Commons will be completed by 7/16. Following the completion of Northgate Commons, that crew will be mobilizing to the Hunt at Louviers to begin curb removal and replacement at Hayden Way and Walker Way. Resident notices were distributed this week. The asphalt paving sequence has been provided and the contractor indicated that they would like to start at Fairfield Park, but a start date for that work has not been determined.

Status:	In-Progress
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Expected Completion:	12-31-2021
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Execution Status:	On Track
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Activity or Project:

Rodney Park and Pond Construction

Description:

The park and pond construction at Rodney continues a bit behind schedule. We are working with the contractor in order to have a firm date on completion. Some supplies have been delayed due to tight supply chains. Items that will be completed over the next few weeks are landscaping, electrical and water services, and walking path installation. Due to necessary work near the paths, all access to the underpass will be closed for the duration of the project. Pedestrians are directed to use West Main Street as an alternative.

Status:	In-Progress
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Expected Completion:	09-30-2021
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Execution Status:	Behind Schedule
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Digital Records Project New Documents Created – July 8-14

Name	# of Documents	# of Pages	Types
Samantha	18	1,754	PWWR records; Worked on modifications
Sandy	452	6,835	Munis Daily Cash Receipts; PUBS Daily Receipts and Postal Records; Timesheets; Personnel files
Fred	14	3,479	PWWR contracts; Subdivision files
Ana (PT)	124	649	Court documents; Worked on modifications
Danielle	17	53	Current Legislative Department documents
Violet (PT)	4	4	Current Legislative Department documents
Total	629	12,774	

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 07/04/21-07/10/21

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	0
Rape	1	3	0	2	1	0
Unlaw. Sexual Contact	2	3	1	2	0	0
Robbery	9	14	1	24	19	0
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	1	0	9	0
- Other Robberies	6	6	0	23	2	0
Assault/Aggravated	12	11	1	9	39	1
Burglary	19	15	0	63	6	0
- Commercial Burglaries	5	2	0	42	0	0
- Residential Burglaries	12	11	0	14	3	0
- Other Burglaries	2	1	0	7	2	0
Theft	228	409	18	97	60	4
Theft/Auto	32	37	1	5	7	0
Arson	0	0	0	0	0	0
All Other	92	2	0	58	28	0
TOTAL PART I	400	493	22	263	154	5
<u>PART II OFFENSES</u>						
Other Assaults	147	109	2	119	84	3
Rec. Stolen Property	1	0	0	5	4	0
Criminal Michief	62	96	1	37	22	0
Weapons	7	5	0	18	12	0
Other Sex Offenses	0	4	0	0	2	0
Alcohol	24	54	0	27	43	0
Drugs	30	72	2	46	47	0
Noise/Disorderly Premise	300	383	6	102	133	4
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	72	208	2	48	52	0
Trespass	147	187	11	25	42	1
All Other	151	190	6	131	122	7
TOTAL PART II	941	1433	30	558	584	15
<u>MISCELLANEOUS:</u>						
Alarm	77	256	14	0	0	0
Animal Control	252	250	9	20	5	0
Recovered Property	98	93	3	0	0	0
Service	16695	18119	680	0	0	0
Suspicious Per/Veh	236	227	13	0	0	0
TOTAL MISC.	17358	18945	719	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	654	20,308	855	22,835



Newark Police Department Weekly Traffic Report



07/04/21-07/10/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2710	6692	78	253
DUI	40	78	0	1
TOTAL	2750	6770	78	254

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	84	81	5	7
Property Damage (Reportable)	390	460	13	12
*Hit & Run	103	87	4	2
*Private Property	90	102	4	1
TOTAL	474	541	18	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.