

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Congratulations to Councilmember-elect John Suchanec for winning the District 1 special election this Tuesday. Councilman-elect Suchanec and I are meeting on Monday to begin his orientation. From there, we will begin scheduling meetings with all department directors and the HR team for onboarding as we approach his August 16th swearing in date.

This week I attended a meeting with the State Treasurer and representatives from the Governor's office where we discussed potential pooled legal and accounting services to help all Delaware municipalities administer ARPA funds. At this time, I don't plan to recommend Newark participate based on the preliminary funding mechanisms and our existing available resources. Staff will continue to monitor the program as it develops and may change that recommendation if the program changes from what was initially discussed.

I attended the monthly DEMEC Board meeting and the Executive Committee meeting for DEMEC. The August meeting has been cancelled and the annual meeting date has been set for September 9th. We are hopeful the annual meeting will be able to be in person again after being virtual last year. I also attended the July TNP Board meeting, held the weekly directors meeting, met with the FOP and HR team to finalize pension ordinance discussions, participated in the internal Planning and Development budget hearing, met with staff and the developer for the Rail Yard, and met with a local realtor to discuss a property in town.

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

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale is on vacation next week so the back end of his week focused primarily on preparing items for the HR and Purchasing teams to handle in his absence. Specifically, there are two full-time Maintenance I employees beginning in PW&WR and a part-time GWC attendant starting in Parks next week, so CHRO Devan Hardin will be onboarding these new hires. Also, Contract 21-12 (Corrugated Metal Piping) will likely be distributed next week and Addendum #2 for RFP 21-04 (Administration of PD OT) will be finalized as well, so Mr. Martindale completed several draft readings of both to make sure they are good to go.

Beyond this, Mr. Martindale also met with Finance and City Manager Tom Coleman to discuss internal credit card policies and potential policy updates. He also coordinated with STES to complete the baseboard heating work at City Hall next week and overview the overhead light project in the NPD. Finally, he completed updates to the Facilities Maintenance Capital Budget proposal for 2022 budget discussions.

Facilities Maintenance:

Facilities Maintenance Superintendent Dave Greenplate completed the following tasks this week and last week:

- Fabricated and installed of energy trophy case in lobby.
- Moved Steele award to accommodate new case.
- Ordered janitorial supplies as needed for floor stripping and waxing.
- Adjusted new air diffusers to try and make areas more comfortable.
- Moved light fixtures that were unusable to loading dock for disposal.
- Straightened up paper storage and moved envelopes from central stores to Municipal Building (MB) paper storage.
- Worked on updating fuel records.
- Removed tape from carpeted areas on first floor of MB.
- Arranged for warranty replacement of AED battery at GWC.
- Escorted Trane for VAV work in police station.
- Updated running spreadsheet.
- Dealt with sump pump issues in police station.
- Closed tickets.
- Directed staff to their assigned tasks.

The rest of the FM team completed the following:

- Worked on ceiling tile replacement in elevator lobbies and basement hallway.
- Disassembled desk in Sally's office and move to loading dock for pick up.
- Painted areas of Sally's office that were discovered to not have been painted behind the desk.
- Worked on scrubbing concentrated soiled areas in preparing for stripping waxing.
- Adjusted water pressure in Cell 4.
- Replaced air filters in AHU 3 and 4 in police station.
- Replaced water filter on 2nd floor of police station.
- Installed vertical blinds in Finance Director's office and Chief HR Officer's office.
- Installed cell phone cabinet in police station.
- Dealt with sump pump issues in police station.
- Completed normal cleaning and disinfecting duties.
- Began prepping for floor stripping and waxing in police station.

Communications Division:

Chief Communications Officer:

- Met with CED staff to tighten up Alfresco guidelines and ensure restaurant/retailer compliance.
- Working with the City Secretary's office to download and save all old City Council and other public meetings to send to the State Archives.
- Attended Election Board meeting Tuesday night with the intention of live-streaming; however, there was a malfunction. Working with IT to resolve the issue prior to next in-person meeting.
- Populated social media with election info and results, sent press releases with election updates.

Creative Design and Web Specialist:

- Designed NOI Permit Sign as a fillable PDF.
- Made updates to the new City Council manual.

- Routed all RequestTracker tickets to their respective departments.
- Scheduled InformMe for East Chestnut Hill Road Main Break - Service Disruption/Boil Water Notice.
- Scheduled Livestream event for District 1 special election unofficial results.
- Scheduled public meeting notices via InformMe.
- Worked with IT (John Herring) to restore Tricaster power and settings .

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, filled in for mailroom tech to deliver incoming mail.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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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 7/15/21 to 7/21/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle parking appeals in person.

Terri participated in a manager's meeting on 6/15/21.

The court processed 29 PBJ's for traffic violations and 7 Pleas by mail for criminal cases.

Terri participated in a budget meeting with staff on 7/14/21.

Activity or Project:

Payments and Court Sessions

Description:

From 7/15/21 to 7/21/21 Alderman's Court handled 33 arraignments, 34 trials and 7 capias returns. The court collected a total of 461 parking payments of which 359 were paid online and 102 were paid at court. The court also collected criminal/traffic payments of which 155 were paid online and 22 were paid at court for a total of 177 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-21-2021

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 15 for Court.

Renee attended the management staff meeting on July 15.

Renee spent time working on items related to Council, including scheduling of items for Council agendas. Council agenda items are currently being scheduled into October.

Renee finalized the subdivision agreement and drafted the newspaper ads and direct mail notices for 268 East Main Street. Violet completed the direct mail notices for the project. 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 the Department of Elections on preparation for the upcoming Council district reapportionment and reviewed materials from the 2011 reapportionment process.

Renee and Nichol worked with several boards and commissions applicants regarding their application submissions for upcoming appointments and reappointments. Nichol also completed follow up work for several recent boards and commissions appointments.

Tara completed several building permit reviews.

Danielle worked to process several items for recordation with the Recorder of Deeds office.

Tara spent time addressing union matters.

Renee, Tara and 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 invoice to a requestor for a June 24 FOIA request pertaining to COs associated with College Square Shopping Center from Gordon Fournaris and Mammarella
- * Provided a response and closed a July 7 FOIA request pertaining to all email communications utilizing the "Citizen App" and/or any communications between department employees and emails using "@citizen.com" from Colleen Cronin
- * Provided a response and closed a July 14 FOIA request for copies of all software contracts related to procurement software and most recent invoices received from current procurement management technology provider from Sophie Siminoff
- * Provided a response and closed a July 16 FOIA request regarding a property outside of City limits from Marci Magaw

Regarding minutes, staff time was spent on the June 28 Council Executive Session (Renee drafted - complete), July 12 Council (Nichol drafted) and July 20 Election Board (Renee drafted - complete) minutes. There are no outstanding minutes currently in the queue.

7 discovery requests were fulfilled for upcoming Alderman's Court cases. 328 discovery requests have been filled so far for 2021. No court calendars were completed this week.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 328 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 15-21 are below.

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

Activity or Project:

District 1 Special Election

Description:

Congratulations to Councilman-elect John Suchanec on his special election win. He will be sworn into office prior to the August 16 Council meeting.

Renee presented and Tara staffed the election worker training on July 15. Tara, Nichol and Violet also spent time working on preparing poll worker materials for Election Day. Renee, Tara and Nichol also spent time doing post-election follow up work.

Staff worked on absentee affidavit and ballot processing. As of July 20, 255 completed affidavits have been returned with the absentee ballot packages completed and mailed. 213 completed ballots were submitted by the deadline and counted. An additional 9 ballots were received after the deadline and not counted.

Status:	Completed
Expected Completion:	07-20-2021
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Electric Department

Notable Notes:

When a couple of 34kV lightning arrestors blew in the last two weeks, they caused a main transformer at Kershaw Substation to trip out. The transformer was tested and reenergized. This week load was slowly restored in sections after the line was carefully checked and all underground cables tested. No unexpected events as the power was restored to normal.

The line crews and the electricians continued installing the underground pipes and forming the concrete pads for the EV stations at City Hall and Lot 1.

The electricians also installed new license plate reader cameras, fixed the sump pump at City Hall, and repaired an exhaust fan at the Dickey Park pool.

Engineering met with developers for College Square and the Green Mansion projects to go over infrastructure location, installation responsibility, and timelines. Engineering also had an online meeting with DEMEC and a UD professor about a pilot program for customers to have access to their energy usage in real time in order to entice conservation.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The April Quarterly tax bills (20, totaling \$5,000) were mailed on 7/22. Normally, the April Quarterly bills are processed in mid-April, but a system issue prevented us from sending the bills out on time. These bills have a due date of August 31. The annual tax bills will be processed within the next 30 days and will be due September 30th. Approximately 60% of the City's annual tax bills are paid directly by the property owner.

The Annual Comprehensive Financial Report for 2020 has officially been completed. Clifton Larsen Allen, the City's auditors, will be reviewing it with Council at the August 23 meeting.

The City officially received news that the State has provided us with a grant in the amount of \$783,000 to complete the funding for our ESPC project, which includes roof replacement, HVAC upgrades and the installation of solar on facilities throughout the City. The \$783K will be specifically used for the addition of a solar array alongside the Newark Reservoir. More can be read about the \$10 million project here: <https://newarkde.gov/1172/Energy-Savings-Performance-Contracting-I>.

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. As of June 20, over 1,600 accounts were registered in the program. 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 last 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.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 67
 Open Project Tickets from Previous Week - 14
 Open Tickets with Vendor R&D from Previous Week - 24
 Tickets Opened in the Last Week - 75
 Tickets Closed in the Last Week - 77
 Remaining Open Support Tickets - 64
 Remaining Open Project Tickets - 14
 Remaining Tickets with Vendor R&D - 25

1. Worked on setting up Stormwater violation for PWWR in Munis.
2. Worked with Harris and Infrastructure team to find a workaround to a Northstar application bug.
3. Reviewed user acceptance testing scripts with Applications Administrator in preparation for testing scheduled 8/9-8/20.
4. Updated URL's on Tyler custom forms.
5. Worked on and resolved support tickets for end users.
6. 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 and Pitney Bowes to install camera on mail stuffer and 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 - 108
 Open Project Tickets from Previous Week - 35
 Tickets Opened in the Last Week - 118
 Tickets Closed in the Last Week - 127
 Remaining Open Support Tickets - 97
 Remaining Open Project Tickets - 37

1. Transitioning PW&WR to One Drive.
2. Providing One Drive training.
3. Worked with Electric to restore cameras.
4. Waiting for project plan and BoM for council A/V upgrades.
5. Deploying the new Anti-Virus and Content Filtering client.
6. MFA has been enabled for all machines with the exception of shared computers. That is scheduled for August 2.
7. Met with Tri-M to start planning the fiber expansion.
8. Patching Hyper-V server.
9. Workstation patching and maintenance.

10. Server patching and vulnerability remediation.
11. Worked on and resolved support tickets for end users.
12. Actively responded to and resolved Secureworks alerts.

Activity or Project:**Description:**

Status:	Not Started
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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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:

Parks and Recreation Department

Notable Notes:

Director: Attended a meeting with Kent Construction, JMT, Tom C., Ethan and Tim about the Rodney project construction; conducted parks maintenance meeting to discuss upcoming projects and work orders; visited two areas in our park system with Representative Paul Baumbach that has been severely affected by the Emerald Ash Borer (EAB) and needs ash tree removal; met with Tyler about the July Parks on Draft event that was hosted by Klondike Kate's; met with Paula about recreational programs and activities; attended the Newark Police Athletic League meeting with Greg D'Elia; reviewed subdivision plans for upcoming projects.

Deputy Director: Attended department budget meeting with Joe; ordered additional camper shirts for camps; worked with Cathy to create purchase orders for Parks on Draft; worked with Shelby to create signage for Fairfield Park parking lot closure due to rehab work; worked with Chrissy and Melinda to update the camp and George Wilson Center policies regarding the ending of the state of emergency; worked with Shelby to update the vendor and sponsorship packages for fall events and send out to eblast mailing list; updated information on Civic Rec regarding events; created spreadsheet for activity guide information for the recreation supervisors to start updating their fall program information; worked with Marta regarding GWC interview schedule; worked on purchase request for parks signage and transfer of funds into George Wilson Center account; sent listing of

fall calendar of events to the parks maintenance supervisor; worked with NPD regarding National Night Out and additional requests for portable toilets; worked with portable toilet contractor regarding changes for upcoming events; worked with Shelby and Civic Rec on issues with financial exports to Munis; 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 Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Rittenhouse Camp session II concluded this week, made preparations for session III to begin 7/19, all sessions are full and we add from the waitlist as openings arise; checked in on the soccer and volleyball camps, it was very hot but camps went well; working on winter/spring program statistics; Parks on Draft with Klondike Kate's was held all weekend, July 16-18, the weather was hot and crowds were much smaller than the June event; the adult softball league concluded on Tuesday with the team These Pitches Crazy winning the championship game; sent out information for the CBK basketball camp scheduled to begin 7/19; working with instructors to prepare for the next session of tennis lessons with some beginning this week and in the next week.

Recreation Supervisor of Community Events: Finalizing some items from the fireworks; spending a significant amount of time at Camp REAL while staff are on vacation; coordinating guest presenters and special programs for both Safe Kids Camp and Camp REAL, campers received eye exams from Vision To Learn and will receive their glasses (if needed) before school starts, Park Place Dental donated dental care kits for each of the campers; finalizing winter/spring statistics; looking for new fitness instructors and compiling Fall programs.

Coordinator of GWC and Volunteers: It was another fun week for Camp GWC with a theme of Do You Believe in Magic; camp was full with a total of 38 full day participants and 9 half day participants, campers enjoyed a field trip to Bowlero Bowling Alley, campers also enjoyed a Disney Trivia Fun Day on Friday; sent Welcome Letters and information to parents of participants attending future camps; the total attendance for the George Wilson Center pool was 225 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); the pool was closed on the 13th and 14th due to staffing shortage, continued recruitment for lifeguards; continued to coordinate with volunteers in need of Community Service hours; continued working on winter/spring statistics; continued to work on Fall programs; continued to prepare for the Christmas in July Flea Market coming up on Saturday, July 24 at the George Wilson Center; worked with the IT Division and Facilities Maintenance Division to resolve some issues 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 Main Hall and kitchen were rented on July 17 from 10:30 a.m. - 4 p.m. for a Baby Shower with an overall attendance of 50; and from 5 - 10 p.m. for a repass with an overall attendance of 80; the Main Hall and kitchen were rented on July 18 from 2 - 5 p.m. for a 1st Birthday with an overall attendance of 50.

Recreation Specialist: Shopped for and delivered paperwork/camp supplies to Rittenhouse Camp and picked up campers from Sky Zone; took flyers to the Newark Library and the Reservoir; updated Missionary hours on spreadsheet from 6/30, 7/1, 7/8, 7/9, sent reminders to Camp GWC VI (3 volunteers) and Rittenhouse Camp III (5 volunteers); completed 3 new volunteer interviews

and schedules sent out; posted Facebook Weekly Roundup, Parks & Rec Month Bike Camp, Community Garden parking lot closure, and Friday Fun Facts; posted Christmas in July event information on WXCX, WSTW, WDEL, WDSO event calendars; completed swimming certificates; updated Parks on Draft parking posters; sent email to all community gardeners about Fairfield Park parking lot closure; placed Scavenger Hunt Items at Preston's, Reservoir and Redd Park.

Parks Superintendent: Met with several residents concerning tree issues, along with City Manager and Parks Director met with state representatives concerning possible funding dealing with the EAB/dead Ash removals throughout city for next fiscal year's state budget, followed up on several PO's with vendors, coordinated with contractor awarded basketball court resurfacing project at Fairfield for commence of work and placement of signage notifying public of court closure and followed up with the University soils lab on test results concerning tree at Olan Thomas Park.

Park Supervisor: On vacation all week with Andrew Steward filling in as acting Parks Supervisor Wednesday - Friday and Bob Hoch on Monday - Tuesday during this week. Andrew and Bob assigned field staff daily and assisted as needed. Andrew followed up on coordination of Parks on Draft event set up with Recreation Division.

Parks/Horticulture: Staff continue mowing and bed maintenance operations, did trash removal throughout park system as needed, dragged/scarified several ballfields and lined Handloff field for final game of the season, did interior bed maintenance at City Hall, set up at Handloff Park for Parks on Draft event, stored away all supplies/equipment from Movie Night event last week, did equipment maintenance on Ventrac unit to prepare it for meadow mowing, started meadow mowing at several park/ROW areas, drained/removed any debris in Dickey pool for contractor to come in on Monday for repairs, tree pruning at Fairfield Park and also cut back plant growth to edge of blacktop along Hillside in parking lot at Fairfield and did tree/shrub pruning as assigned.

Activity or Project:

Fairfield Park Hard Surface Improvements

Description:

The Fairfield Park parking lot and basketball courts are being repaired and resurfaced this week. The hard surface areas will need two weeks to cure before stripping can be completed. The parking lot will be available for parking next week, and the basketball court will remain closed until August 7.

Status:	Started
Expected Completion:	08-09-2021
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 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 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, site work in progress, panelized framing, structural steel erection and DWV piping in progress.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) 6000 is approved to close in 1 unit remaining, 7000 2nd and 3rd floor approved to close in, close in and insulation inspections in progress on 1st floor. 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 - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, seat walls and additional site work in progress, recreational equipment construction and installation in progress.
- 227 W Park - Final trim, finishes, yard grading.
- 1364 Marrows Road - Honda Service - Electric/HVAC/Plumbing, slab for the car wash poured.
- 118/126/130 New London - Renovations underway.
- 122/128 New London - Slabs complete, framing started.
- 321 Hillside
 - o 400 Building 6 Units Final paint
 - o 300 Building 10 Units Paint/trim
 - o 200 Building 10 Units Paint
 - o 100 Building 10 Units All units in drywall

- o 800 Building 10 Units All units cleared in drywall
- 18 Country Club (Fairfield Apartments Fire) - Waiting on paperwork from contractor to release permit.
- 625 S College Avenue, Whitney - Final CO has been approved.
- Fintech, Star Campus - Exterior sheathing and waterproofing ongoing. Interior core area framing and plumbing in progress.
- College Square Apartment Buildings - Framing for Building 1 progressing. Started interior rough plumbing and HVAC inspections.
- 287 E Main Street, Fulton Bank - Above ceiling inspections complete for all apartment units.
- 45 E Main Street, CVS - Interior retail setup underway.
- Evan Hall, UD - Met with contractor regarding approval for use of certain areas.
- 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.

Meetings Attended:

- Subdivision Advisory Committee

Property Maintenance Team

- Complaints-19
- Violations-13
- Inspections-34
- Citations-5

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 in under one week.
- Last phase of on-boarding for new Full-Time Parking Ambassador Angel Rodriguez.
- Blocked off a portion of Lot #1 for final installation of Electric Vehicle Charging Station.
- Prepared Main Street for the Main Street Alfresco event. Placed signage on all kiosks notifying patrons of 5 p.m. vehicle removal and programmed Passport with a message and did not allow payment for parking. Parking Ambassadors cleared the street and placed cones. Three vehicles were relocated to nearby parking lots.
- Discussed with I.T. the possibility of getting two pads for direct information entry into CivicPlus for residential permits, eliminating several physical steps in handling a permit.

Planning/Land Use

- 8 Deed Transfer Affidavits
- 10 Building Permit Reviews
- 0 Certificates of Completion/Occupancy
- The next Steering Committee meeting for the Review of the Comprehensive Development

Plan is set for August 5. Planner Mike Fortner is also preparing a progress report for the Planning Commission meeting on August 3.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Patrol Division:

- On July 19, 2021, at approximately 1249 hours, Newark Police, New Castle County EMS, and Aetna Hose, Hook, and Ladder Company personnel were dispatched to a residence in the 200 block of Walker Way, Newark, for a report of a male who had been struck by a falling tree. The male victim, 64, was pronounced dead at the scene by New Castle County EMS. An investigation by Newark Police determined that two males, employed by a tree cutting service, were cutting down a tree in the backyard of the residence. One of the males was struck by a piece of the tree that fell as it was being cut and suffered fatal injuries.
- On July 20, 2021, at approximately 1459 hours, Newark Police responded to an apartment in the 400 block of Wollaston Avenue for a report of a possibly armed suicidal subject. The initial call to 911 reported that a person had been shot. Upon arrival, officers were unable to make contact with anyone in the apartment. Attempts by Newark Police to contact the caller were unsuccessful. Based upon information about the caller and the residence, officers suspected that the caller himself may have been threatening suicide and that no other person inside had been harmed. Newark Police SWAT and Crisis Negotiations Teams responded to the scene in an attempt to contact anyone inside and to make entry into the apartment. After multiple attempts to contact anyone in the apartment and after having contacted family of the caller, entry was made into the apartment. Once inside the apartment, officers located a deceased male. Officers

determined he was a resident of the apartment and the initial caller to 911.

Special Enforcement Division:

- During the week, the Special Operations Unit conducted high visibility patrols with a concentration on the College Park neighborhood. The K9 Unit also conducted patrols concentrating on the 896 hotel corridor. On Thursday, the unit attended Camp REAL and conducted a bicycle rodeo with Parks & Recreation.
- The Traffic Unit continues to conduct traffic enforcement activities in various locations throughout the city including Capitol Trail, Delaware Avenue, Paper Mill Road, and New London Road. The unit had deployed an electronic speed message board on Capitol Trail to remind motorists of the posted speed limit. The sign board will be removed following one week at that location.
- On July 13th, Animal Control Officer Donna Vickers investigated an American Pekin Duck (a white domestic duck) in a small cage in the backyard of a residence. After inspecting the duck's pen, it was determined the housing was an inadequate home for the animal. She contacted the resident and explained that per City Code 5-Sec. 5-3. - keeping farm animals is prohibited. No person shall care for, whether as a pet or farm animals within the city's boundaries unless the property where the animal(s) is kept has a minimum of four acres. Both ACO Vickers and the resident agreed that the duck should be removed immediately and placed in a suitable location. ACO Vickers transported the animal to the Delaware Wildlife Rehabilitator and turned it over to that agency. The rehabilitator was able to locate a farm for the duck which will now reside with other farm animals and a pond.

Criminal Division:

- Detectives working a follow up investigation into a July 3, 2021 shooting on Madison Drive determined that the victim in this incident was accidentally shot by a friend, Nih'ki Price, 21, of Newark. Price was playing with a gun inside a residence in the 100 block of Madison Drive when the victim, who was in the same room with Price, was shot once in the leg by Price causing serious injury. Price initially gave a false statement to Detectives as to the circumstances of the shooting. On July 16, 2021 Price was taken into custody without incident. Price was transported to Newark Police headquarters where he was charged with the following offenses: Assault First Degree, Possession of a Firearm During the Commission of a Felony, and Providing a False Statement to Law Enforcement. Price appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$122,000 cash bail. Price was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.
- On July 15, 2021 detectives arrested a 15 year-old male from Wilmington for a July 10, 2021 shooting on Madison Drive. The juvenile was charged with Attempted Robbery 1st Degree, Possession of a Firearm During the Commission of a Felony, Conspiracy 2nd Degree, and Receiving Stolen Property.
- On July 19, 2021, detectives and NPD Victim Services assisted with the above referenced industrial fatality in the 200 block of Walker Way. The incident has been referred to United States Department of Labor Occupational Safety and Health Administration.

Administration Division:

- The Admin Unit is finalizing plans for the National Night Out event to be held on August 3rd. The unit continues to coordinate police background investigations and the Citizens Police Academy registration has opened with strong interest in the program slated to begin on September 23, 2021.

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 will continue the week of July 25. The majority of the City has been flushed, and crews will complete several areas that were postponed due to emergency repairs that took precedence early this week, including replacing a leaking valve on Chestnut Hill Road near the Park N Ride.

Staff met with our consultant, Pennoni Associates, to begin the analysis and design to address the drainage at Julie Lane. A three phase approach to address the culvert inlet, culvert rehabilitation, and upstream drainage will be undertaken.

Activity or Project:

Annual Street Paving Project

Description:

Grassbusters continued curb removal and replacement at Blue Jay Drive and Northgate Commons. Curb work in Northgate Commons was completed on 7/19. That concrete crew will be mobilizing to Hayden Way and Walker Way on 7/22 to begin curb work. Curb work on Blue Jay Drive is ongoing and is estimated to be completed around 8/2. The paving crew mobilized to Fairfield Park on 7/21 to begin milling and paving of the parking lot and travel lane.

Status:

In-Progress

Expected Completion:

12-31-2021

Execution Status:	On Track
Activity or Project:	
Curtis Lane Culvert Replacement	
Description:	
The contractor has completed demolition of the old culverts, preparation of the cradle, and has begun installation of the new culverts and headwalls.	
Status:	In-Progress
Expected Completion:	08-15-2021
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – July 15-21

Name	# of Documents	# of Pages	Types
Samantha	100	1,394	Parks and Recreation records; PWWR records; Court documents; Worked on modifications
Sandy	53	7,519	PUBS Daily Receipts and Postal Records; Employment Records; City Manager Administrative Files
Fred	10	3,352	PWWR contracts
Ana (PT)	154	778	Court documents; Worked on modifications
Danielle	22	104	Current Legislative Department documents
Violet (PT)	73	171	Current Legislative Department documents
Total	412	13,318	

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 07/11/21-07/17/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO DATE	2021 TO DATE	THIS WEEK 2021	2020 TO DATE	2021 TO DATE	THIS WEEK 2021
<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	4	1	2	0	0
Robbery	11	14	0	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	0	0	9	0
- Other Robberies	8	6	0	23	2	0
Assault/Aggravated	12	11	0	9	39	0
Burglary	21	16	1	63	6	0
- Commercial Burglaries	5	3	1	42	0	0
- Residential Burglaries	14	11	0	14	3	0
- Other Burglaries	2	1	0	7	2	0
Theft	236	420	11	104	60	0
Theft/Auto	33	38	1	5	7	0
Arson	0	0	0	0	0	0
All Other	98	2	0	60	28	0
TOTAL PART I	419	507	14	272	154	0
<u>PART II OFFENSES</u>						
Other Assaults	151	116	7	122	87	3
Rec. Stolen Property	1	0	0	5	4	0
Criminal Michief	64	96	0	37	22	0
Weapons	7	5	0	18	12	0
Other Sex Offenses	0	5	1	0	2	0
Alcohol	24	55	1	28	43	0
Drugs	32	74	2	46	48	1
Noise/Disorderly Premise	311	386	3	104	133	0
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	76	215	7	48	53	1
Trespass	154	198	11	26	43	1
All Other	155	201	11	138	127	5
TOTAL PART II	975	1476	43	572	595	11
<u>MISCELLANEOUS:</u>						
Alarm	79	269	13	0	0	0
Animal Control	263	255	5	20	5	0
Recovered Property	104	97	4	0	0	0
Service	17244	18813	694	0	0	0
Suspicious Per/Veh	241	234	7	0	0	0
TOTAL MISC.	17931	19668	723	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	662	20,970	887	23,722



Newark Police Department Weekly Traffic Report



07/11/21-07/17/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2755	6956	45	264
DUI	41	81	1	3
TOTAL	2796	7037	46	267

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	86	85	2	4
Property Damage (Reportable)	396	474	6	14
*Hit & Run	105	88	2	1
*Private Property	94	106	4	4
TOTAL	482	559	8	18

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.