

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week I met with Councilman-elect Suchanec to begin his onboarding and orientation. He will be sworn in during the regularly scheduled Council meeting on August 16th. Monday evening I gave a general update to the Newark Rotary on Newark and the various projects and initiatives underway. Later in the week I met with a resident of Silverbook to discuss flooding concerns on his property, assisted Public Works and Codes with an issue in Blair Court, participated in a call with the State with regard to an upcoming legal settlement with opioid distributors, continued working on annual personnel reviews, and met with members from the State Fire Commission with regard to our pending ambulance fee. On Thursday I participated in a webinar panel discussion on ARPA funding and appropriate uses hosted by Urban3. I also met with the negotiation team to begin preparations for FOP contract negotiations later this summer.

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

Human Resources:

Week of July 19

HR Administrator Marta Pacheco was on vacation Monday and Tuesday. She continued to train our new P/T HR Coordinator Denyce Bradshaw. She also prepared and distributed August status forms. We received and completed several verification of employments (VOE). Ms. Pacheco scheduled pre-employment physicals for our conditional hire Maintenance I employees in PW&WR. She also contacted applicants to schedule interviews for the P/T Community Center Attendant vacancy. The employee has since withdrawn his resignation so the interviews have been cancelled. Ms. Pacheco prepared and distributed letter of conditional hire for a seasonal PW&WR applicant. CPPO Martindale spent the majority of his week working on facilities projects and assisted with some HR tasks. CHRO Hardin spent a majority of the week working with our risk management group with setting up the annual, state mandatory anti-harassment training. Under Delaware law employers with 50 or more employees must provide anti-harassment training every other year. The City completed the first training in 2019 so we will be completing training by the end of 2021. Our new HR Coordinator Denyce Bradshaw will be coordinating the training for the employees. This year we will be using the Zywave platform which is free of cost to the City.

CHRO Hardin participated in the Code Enforcement Officer interviews on Wednesday afternoon with Code Enforcement Manager Stephanie Petersen, Deputy PW&WR Director Ethan Robinson and Planning and Development Director Mary Ellen Gray. Three applicants were interviewed. On Friday CHRO Hardin met with the FOP pension team to discuss the updates to the pension ordinance which will incorporate the provisions of the State Pension Plan for officers who elect to. The City Solicitor and Pension Actuary were also present at the meeting. The rest of the week was spent on labor relations and employee relation matters. She also coordinated with CPPO

Martindale and HR Administrator Pacheco on tasks to be completed while they are on vacation next week.

Week of July 26

HR Administrator Marta Pacheco was on vacation Monday through Wednesday. CPPO Jeff Martindale was on vacation the entire week. Upon her return to the office on Thursday, Ms. Pacheco spent the rest of the week catching up on emails, voicemails and other administrative tasks. HR Coordinator Denyce Bradshaw put in extra hours this week to assist due to staff being on vacation and assisted CHRO Hardin with phones, mail, administrative tasks and benefits paperwork. Due to CPPO Martindale being out of the office CHRO Hardin onboarded three new hires on Monday afternoon (two full-time PW&WR employees and one part-time GWC employee). CHRO Hardin spent the majority of the week working with HR Coordinator Bradshaw on projects including pension sheets and assignment from auditors. Ms. Bradshaw also assisted with processing the new hire paperwork and benefit enrollments for the two full-time employees. On Tuesday, CHRO Hardin participated in a meeting with our negotiations team for the upcoming FOP contract which will expire December 31, 2021. CHRO Hardin also began coordinating a professional development day for the management staff to take place in October. The rest of the week was spent responding to emails, taking phone calls, assisting employees with benefits paperwork and working with other directors on labor relations matters.

Communications:

Chief Communications Officer:

- Assisting UD with move-in and student orientation communications, drafting letter for inclusion on behalf of Mayor Clifton.
- Participated in the Safety Committee meeting.
- Continue preparations for the 7/31 Food and Brew including parking arrangements, plans for set-up and break-down and promotion.
- Working with The News Journal/USA Today to stop the delivery of unsolicited ads to nonsubscribers within the City. Multiple calls have been made to various people and departments, each saying the matter has been resolved, but the deliveries continue.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content

Creative Design and Web Specialist:

- Created operating hours signage for Jenny's window.
- Edited and updated Planning & Development's Request for Charitable Solicitation form on City website.
- Made updates to the new City Council manual.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled August 3 Planning Commission Livestream event.
- Scheduled InformMe for drinking water advisory lifted for East Chestnut Hill Road.
- Scheduled public meeting notices via InformMe.

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on July 23.

Renee attended the management staff meeting on July 22.

Renee staffed the Election Board meeting on July 22. The Board unanimously certified the July 20 District 1 special election.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting the August 9 Council agenda and drafting and editing items for the August 9 Council packet. Council agenda items are currently being scheduled into October.

Renee, Tara and Nichol spent time doing follow up work from the District 1 special election.

Renee and Nichol worked with several boards and commissions applicants regarding their application submissions for upcoming appointments and reappointments. Applicants for the Diversity and Inclusion Commission, Board of Ethics, Community Development and Revenue Sharing Advisory Committee, Reapportionment Committee and Board of Building, Fire, Property Maintenance and Sidewalk Appeals are scheduled for the August 9 Council agenda.

Renee spent time on personnel reviews.

Tara drafted a proclamation recognizing the retirement of a long-time Newark mail carrier.

Tara completed several building permit reviews and worked to determine outstanding items owed for projects that will be seeking permits in the upcoming weeks.

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 and staff.

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

- * Received payment, provided documents and closed a June 24 FOIA request for COs pertaining to College Square Shopping Center from Gordon, Fournaris and Mammarella
- * Provided documents and closed a July 14 FOIA request for “sidewalk violations” and photographs assigned to 29 Hawthorne Avenue from Nationwide Claims
- * Provided a document and closed a July 19 FOIA request pertaining to the City’s FOIA tracking records/log from 01/01/2016 to 12/31/2020 from Dan Shortridge
- * Circulated to staff a July 22 FOIA request for 51 East Park Place regarding code violations/liens/open permits from Brian Frederick Funk, P.A.
- * Circulated to staff a July 22 FOIA request for purchase order number/date/line item/quantity/price/vendor info from 02/18/2020 to present from SmartProcure
- * Circulated to staff a July 23 FOIA request for 948 Alexandria Drive regarding violations/lienable items/open permits from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the July 12 Council (Renee edited - complete) and July 22 Election Board (Nichol drafted) minutes. There are no outstanding minutes currently in the queue.

1 discovery request was fulfilled for upcoming Alderman's Court cases. 329 discovery requests have been filled so far for 2021. The court calendars for July 29 and August 6 were completed and the 15 associated case files were compiled for the Deputy City Solicitor.

The office received 13 new lien certificate requests this week, which were sent to Finance for processing. 18 lien certificates were completed and sent to the requestor. 341 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha spent time working on transfer boxes for State Archives.

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 22-28 are below.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:**Description:**

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

Department:

Electric Department

Notable Notes:

Primary underground cable was hit in Nottingham Green last week by a contractor repairing a sewer lateral. Two cables were damaged and repaired.

The line crews have been working at The Rail Yard and the College Square Shopping Center installing cables, transformers, and switches.

The electricians continued working on the EV charging stations, started installing meters at The Rail Yard, and repaired a South Well Field motor starter. An electrician assisted a contractor replacing parts on an East Main Substation breaker and later assisted engineering in testing the breaker for proper operation.

Engineering worked on finding substation devices that need replacing in-house and getting quotes for replacement of parts that need contractors. Engineering also worked on the system model used for studies, fault information, and fuse coordination. Engineering was busy with project

management of the Newark Senior Center, The Rail Yard, College Square, and Marrows Road Honda.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

We've been in talks with the State over the past couple weeks regarding additional utility and rental assistance that will be available to tenants beginning 8/11. This program will be retroactive to April 1, 2020 and provide rent/utility assistance to eligible applicants. We will be referring all our renters/landlords to this program once it is open and available. DEHAP will pay the past due balances directly to the City on behalf of their approved applicants. Before this was not allowable with the old program. Another key part is that landlords can apply on their tenants' behalf, but the tenant must complete the application process to be approved. Our customers who have applied for this program will not have their utilities interrupted. As this program rolls out, we will be receiving more information from DEHAP on the program.

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. 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>. 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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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 - 64

Open Project Tickets from Previous Week - 14

Open Tickets with Vendor R&D from Previous Week - 25

Tickets Opened in the Last Week - 68

Tickets Closed in the Last Week - 42

Remaining Open Support Tickets - 89

Remaining Open Project Tickets - 14

Remaining Tickets with Vendor R&D - 26

The City of Newark has been chosen to participate in the SmartWorks Product Advisory Council. This council will help to steer SmartWorks solutions towards areas of value to customers, identifies product improvements that better streamline the customer's business and allows for networking with other customers to exchange ideas on business processes and continuous improvement. Participants on this council gain advanced insight into SmartWorks' strategy and solution plans.

Significant time this week was spent researching items from end user ticket requests.

1. Attended Planning Department budget meeting on 7/23.
2. Attended meeting with Finance and PUB Supervisor to discuss deposit discrepancy workflow processes on 7/23.
3. Teams meeting with Tyler Technologies to discuss Tyler 311 and MyCivic App on 7/23.
4. Wildfly upgrade to Harris Northstar application on 7/26.
5. Teams meeting with Water Department to discuss mCare service orders and determine if previous identified processes were working on 7/29.
6. Teams meeting with Tyler Technologies to discuss path forward with Tyler311 and MyCivic App on 7/29.
7. Configuring Paymentus EMV devices for testing.
8. Waiting on Automation Platform statement of work revisions so we may secure implementation date.
9. Worked on and resolved support tickets for end users.
10. 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.
6. User Acceptance Testing scheduled for 8/9 - 8/20 for Northstar, Customer Connect and mCare upgrades.

Infrastructure Team:

Open Support Tickets from Previous Week - 97

Open Project Tickets from Previous Week - 37

Tickets Opened in the Last Week - 94

Tickets Closed in the Last Week - 86

Remaining Open Support Tickets - 105

Remaining Open Project Tickets - 37

1. Worked on and resolved support tickets for end users.
2. 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:**

Status:	
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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: Met with Tom Z. about overflow parking lot at the reservoir and material need to complete; talked with Kompan Playground Equipment Company about the Rodney project and timelines; reviewed upcoming subdivision plans for comment; completed a grant application for Dickey Park improvements through National Recreation and Parks Association; worked on updating the 2022-2026 CIP forms and getting some additional estimated together.

Deputy Director: Completed initial submittal for the NRPA Youth Sports and Play grant; worked with Chrissy, Shelby and Joe on advertisements for lifeguards; coordinated with NPD regarding National Night Out; worked with Ryan Straub & Jeff to set up a walkthrough of the pools with PMA representative; worked with Sharon to confirm staff for Safe Kids Camp; attended managers' staff meeting; sent TNP expense breakdown for the July outdoor movie for reimbursement which was received; worked with Tom Z. to check on invasive concern brought forth by a resident; worked with Courtney and Marvin on personnel changes for them and the Wilson Center; worked on mid-year feedback sessions for recreation staff; worked with Kathy to confirm KC Signs as a vendor in Munis to set up the purchase order for park signage; worked with Sharon & Melinda to contact Newark Natural Foods regarding Community Day; continued to process invoices from the fireworks; worked with recreation staff to complete their updates for fall programs; worked with Shelby to create a Fall Calendar of Events; completed initial request for transfer of funds to the George Wilson Center account for winter/spring programs; continued to work with Shelby, Kathy 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 III started this week, visited camp daily; CBK basketball camp was held Monday-Thursday at Newark High, it was a good week of camp, we have another basketball camp scheduled Aug. 2-5; held Parks on Draft wrap up meeting with Klondike Kate's; Adult Volleyball on Wednesdays concluded with the championship game this week, the Monday and Tuesday night leagues continue for a few more weeks; working on details for fall programs; completed winter spring program statistics.

Recreation Supervisor of Community Events: Spent time at Camp REAL while the Director is on vacation, introducing a new staff member to the mix that will be Directing Safe Kids Camp as well; finalizing Safe Kids Camp schedule and updating Camp REAL's schedule as things change; Camp REAL had a Bike Rodeo, tennis instruction with Polly Sierer (2x), had a swim day at GWC, complete with a tennis ball regatta, and had an awards ceremony to conclude Olympics Week; worked on updating spreadsheet with fall programs.

Coordinator of GWC and Volunteers: It was another fun week for Camp GWC with a theme of Let the Games Begin, with a focus on the Olympics. Camp was full with a total of 38 Full Day Participants and 5 Half Day Participants, campers enjoyed a field trip to Vince's Sports Center to enjoy mini golf & batting cages; sent Welcome Letters and information to parents of participants attending future camps; the total attendance for the George Wilson Center pool was 226 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) and swim lessons, the pool was closed to the public on the July 19th and 20th due to short staffing; continued recruitment for lifeguards; met with an aquatic and public safety specialist of the Red Cross to coordinate offering trainings for lifeguards to increase staffing in 2022; a Lifeguard Employment flyer was also created and put up at Dickey Park pool; the coordinator worked with Parks Maintenance crews to fill and add chemicals to Dickey Park pool in preparation for opening in the event we get enough lifeguards; Dickey Park pool was inspected by Public Health on Thursday but officially closed due to not being open, the George Wilson Center pool was inspected on Friday and passed with no violations; continued to coordinate with volunteers in need of Community Service hours; continued finalizing information for winter/spring statistics; completed PSAs for August; continued finalizing information for Fall programs; completed final preparations for the Christmas In July Flea Market on July 24 at the George Wilson Center including picking up signs/banner from Pop Dot Signs; confirming advertisements for the News Journal and other media, preparing and putting up signage at the George Wilson Center and in the surrounding areas, updating vendors, providing refreshments for vendors, a total of 17 of 19 vendors participated inside and outside of the George Wilson Center and provided positive feedback on the event, about 600 people visited the Flea Market seeing signs, vendors, hearing about it via email, through social media, Newark Post, News Journal, Craigslist, etc.; 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 was rented on July 24 from 2 – 7 p.m. for a Baby Shower with an overall attendance of 98; the Main Hall was rented on July 25 from 3 – 8 p.m. for a 60th Birthday with an overall attendance of 80. A new church group will begin renting the Main Hall in August throughout the rest of 2021.

Recreation Specialist: Posted Facebook weekly roundup, submitted Community Day on Delaware Arts Scene website; sent reminder to Camp GWC VII (3 volunteers) & sent contact information to Camp Director, sent schedule/information to volunteer for Safe Kids Camp; purchased camp supplies for Camp GWC After Camp care; purchased gift certificates for adult volleyball leagues; worked with Joe on submitting initial information on the NRPA Youth Sports and Play Grant.

Parks Superintendent: Reviewed one revised proposed planting plan and commented as needed, met with several residents concerning both tree and trail related issues, sat in on webinar through Penn State on Urban Tree Pests, met with Parks Director to assess new play equipment sighting at Devon Park and look at Bamboo issue along Gravenor Lane, along with Parks Director met with Landscape Contractor concerning tree removal/weeding/pruning issues along trail from the Rail Yard down to old Rodney Dorm site (future park area), enrolled two staff for Turf and Landscape workshop with UD extension, coordinated with pool contractor on repair of Dickey pool and filling of pool itself, followed up with Sussex Protection on traffic control plan on West Chestnut Hill Road when the city removes the three dead trees overhanging the road so can submit it to DelDOT for approval and oversaw the start of the tree removal project along Timber Creek Lane behind the residences with our arborist contractor.

Parks/Horticulture Staff: Continued mowing and bed maintenance operations throughout park system, dead headed perennials in several areas as needed, did trash removal throughout park system, watering all newly planted trees throughout park system, did interior bed maintenance at City Hall, did tree removal/pruning as assigned, placed sign at Wilson Center for Christmas in July event, replaced torn basketball net at Handloff, rough cut Olan Thomas ROW and berm at Kershaw Park, filled pool at Dickey and put on cover for weekend, cut back plant growth encroaching on blue trail in Redd Park near play equipment, and continued on work orders as assigned. Contractors completed pool repairs at Dickey pool and started on Ash tree removal behind residences at Timber Creek Lane.

Activity or Project:

Newark Parks and Recreation Fall Activity Guide

Description:

The Fall Activity Guide will be delivered electronically beginning August 23 with plenty of programs to choose from for you and your family. Some of the highlights include our youth soccer and basketball leagues, theater and art programs as well as adult fitness activities. We are also excited for the return of Newark's premier fall event, Community Day on Sunday, September 19 on the University of Delaware Green. For more information or to sign up for our mailing list, please visit our web site at www.newarkde.gov/play or call the Recreation Office at 302-366-7000.

Status:	Not 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 complete final Certificate of Occupancy in process.
- Thorn Flats/Lehigh Flats- Buildings K, L, M, 71, 111, 161 and 171 finals in progress, Buildings K, L and M approved to close in, Buildings J, 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, sitework 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.
- 625 S College Avenue, Whitney - Final CO has been approved.
- Fintech, Star Campus - Window installation has started.
- College Square Apartment Buildings - Building 1, section A; framing inspections complete, HVAC and plumbing for 4th floor complete.
- 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 - Applications for CC and CO have been submitted. Partial as-built has been submitted to PW.
- 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.
- 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 - framing.
- 321 Hillside
 - o 400 Building 6 Units - Ready for final inspections
 - 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 in drywall
- 18 Country Club (Fairfield Apartments Fire) - Waiting on paperwork from contractor to release permit.

Property Maintenance

- Complaints – 17
- Inspections – 19
- Citations – 11
- Notices – 8

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. Major increase in applicants as students/faculty of UD prepare to return to the area and as new rental leases begin in August.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal in under one week.
- Completed Parking Ambassador schedule for August 2021. Parking Ambassador Stephen Mesa transferred back to Parks and Recreation.
- Scheduled transfer of License Plate Recognition system from old Ford Ranger to new Nissan Leaf. ComSonics will be out to move the system in mid-August.
- Scheduled installation of Campus District Multi-Space Kiosks and signage installation for week of August 16th. After installation, will remove single-space meters from this area on close out all single-space technologies.
- Meeting with Jody Backes of T2 Systems to discuss new parking technologies, such as stationary entry/exit cameras for increased lot security. There is currently no plan in place for these technologies, but rather the meeting was for informational purposes only and something to be considered beyond 2023.
- Attended the ParkingLogix Coffee Talk: Municipal Parking Infrastructure Plans in Recovery, a networking event to discuss how different government groups have handled parking

issues during COVID and as we move forward.

- Worked with T2 to collect all 2019-2020 invoices for review/audit and discussion on any future parking expenses in 2021.
- Closed out old parking phone lines connected to the parking boots in Lot 3 and 4.
- Scheduled OneNote training for August 5th with I.T.
- Reinstalled thermometer and starting to reinstitute in-office policies as COVID cases rise both in Delaware and Nationally.
- Purchased safety glasses for maintenance team.
- Met with Finance, I.T., and City Manager's Office to discuss 2022 Parking General Operating Budget and Capital Improvement Projects.
- Parking Ambassador Angel Rodriguez attended Safety Committee.

Land Use/Planning

Deed Transfer Affidavits: 5

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

With the impending return of university students and a staffing shortage in the police department due to retirements and injuries, some officers will be reassigned from other divisions to supplement officers in patrol. Two units will be merged to work together several evenings a week.

Auxiliary Services Division:

- On July 20, 2021, at about 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 also 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 to contact anyone inside and to make entry 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.

Administration Division:

- Administration Unit officers continue to finalize plans for National Night Out. The event is being held on Tuesday, August 3rd at 6:00 p.m. in conjunction with Main Street Alfresco.

Criminal Investigations Division:

- Detectives continued to follow up on a series of robberies that occurred along E. Delaware Avenue in October of 2020. Based on witness statements and forensic evidence, one of the suspects was identified. On July 27th, Newark Police and juvenile probation officers arrested the suspect at his residence. He was transported to Newark Police headquarters where he was charged with:

- o Attempted Robbery Second Degree (2 counts)
- o Conspiracy Second Degree (2 counts)
- o Menacing
- o Conspiracy Third Degree

He appeared by video before New Castle County Family Court and was released to a parent on \$500 unsecured bail.

Patrol Division:

- On July 26, 2021, at approximately 0249 hours, Newark Police were dispatched to the Goodwill store in the Newark Shopping Center, 230 East Main Street, for a burglary alarm. Upon arrival, officers located an unsecured door. Officers entered the business and located a female removing merchandise from within the business. The female was taken into custody without incident. The suspect was transported to Newark Police headquarters where she was charged with Burglary Third Degree and Theft Under \$1,500. The suspect appeared before Justice of the Peace Court #11 by video and was released on \$1,050 unsecured bail.

- On Monday, July 26, 2021, at approximately 1433 hours officers responded to the Red Roof Inn for a theft complaint. Upon arrival, investigation revealed that a 51-year-old suspect, and his adult son, broke into three maintenance closets at the Red Roof the previous night. Using surveillance, the suspects were tracked back to their room and identified through investigation. A search of the room revealed all the stolen property. The 51-year-old male suspect was located at the hotel room. The adult son and a female fled when they observed the police. They were later spotted in the hotel where they were trying to elude the police, entering multiple rooms in the process. The female suspect was arrested for trespassing and was wanted as a local fugitive. The father and son suspects were charged with Burglary 3rd, Possession of Burglar Tools, Conspiracy, Theft, Criminal Mischief and Criminal Trespass.

- On July 27, 2021, at approximately 1803 hours officers responded to Library Avenue and Wyoming Road for a fatal motorcycle collision. Library Avenue and Wyoming Road were closed for an extended period while the Newark Police Department Traffic Response Unit responded and

assumed the investigation.

Special Enforcement Division:

- On July 28, 2021 the Special Operations Unit assisted Parks & Recreation with the Rittenhouse Day Camp. The unit spent the majority of the week on proactive patrols at various locations including the College Park neighborhood, the business district, and the 896 hotel corridor.
- During the early part of the week, the Traffic Unit conducted traffic enforcement activities at various locations throughout the city including Capitol Trail, Delaware Avenue, South College Avenue and New London Road. The unit had deployed the traffic speed trailer on Capitol Trail at Anna Way, however, it was removed on July 27th after one week of deployment. Even with the trailer, the unit continued to see speeding issues on that stretch of roadway. On July 27th, the Traffic Unit was called out to the above mentioned fatal motorcycle collision. The unit continues their investigation into this fatality.

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 staff has been working with our consultants to begin studies to address the flooding concerns at both Julie Lane and Rahway Drive. These areas flood routinely during heavy rain. A combination of solutions are being evaluated to achieve a cost effective solution that reduces the flooding or accommodates the flooding away from the houses in these areas. We expect to have alternatives reports within the next few months for discussion during budget hearings.

Crews prepared for possible severe weather by clearing known drainage issues and blockages as well as preparing equipment for response. It appears the worst of the storms stayed to the North, but the summer storms can pop up at any time. Several residents have called in storm drain blockages, and we address them as quickly as possible. We encourage residents to report these items to us and provide as much detail and photo, if possible. Residents can also help by clearing minor debris and putting in their yard waste carts. We are working on some graphics for our newsletter to help residents prepare for summer rain and hurricane season.

Water main flushing has been completed for the entire City. The flushing allows us to test the hydrants for adequate flow and pressure, while removing sediment from the pipes to ensure optimum water clarity and quality. If residents experience discolored water at any time that does not clear by running your cold water in the bathtub, please contact PW&WR to investigate.

Activity or Project:

Capital Project - Sanitary Sewer Study and Repairs

Description:

City staff has been working with our contractor, Reybold Construction, to complete a meter vault install at our Cooches Bridge Pumping Station. Crews uncovered some unexpected pipe material, which caused some design changes, but all is back on track now and bypass pumping will continue at the station through the weekend. The meter vault install should be complete the week of 8/2. The majority of this contract is now complete, addressing point repairs throughout the City, including collapsed pipes, manhole replacements, abutment work on a span of the Christina Creek, and the work at Cooches Pump Station.

Status:	Near Completion
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Expected Completion:	08-31-2021
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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, Walker Way, and Hayden Way, estimated to be completed by 8/9. The paving crew completed the mill and overlay at Fairfield Park on 7/22. Lot striping, concrete and restoration work scheduled to occur within the next few weeks. The paving crew's next location will be within Northgate Commons and is tentatively scheduled to begin within a week and a half or two weeks, no firm date yet. Notices will be distributed to those affected.

Status:	In-Progress
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Expected Completion:	09-30-2020
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Execution Status:	On Track
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Activity or Project:

Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – July 22-28

Name	# of Documents	# of Pages	Types
Samantha	89	2,300	PWWR records; Court documents; Worked on modifications
Sandy	55	9,796	Employment Records; City Manager Administrative Files
Fred	341	2,789	PWWR contracts; Work Order attachments
Ana (PT)	231	1,294	Court documents; Parks and Recreation files; Worked on modifications
Danielle	3	3	Current Legislative Department documents
Violet (PT)	130	193	Current Legislative Department documents
Total	849	16,375	

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 07/18/21-07/24/21

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	3	1	0
Unlaw. Sexual Contact	2	5	1	3	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	12	1	11	39	0
Burglary	21	16	0	70	6	0
- Commercial Burglaries	5	3	0	42	0	0
- Residential Burglaries	14	11	0	14	3	0
- Other Burglaries	2	1	0	14	2	0
Theft	245	436	16	108	62	2
Theft/Auto	33	39	1	11	8	1
Arson	0	0	0	0	0	0
All Other	100	2	0	74	28	0
TOTAL PART I	430	526	19	307	157	3
<u>PART II OFFENSES</u>						
Other Assaults	157	121	5	126	90	3
Rec. Stolen Property	1	0	0	6	4	0
Criminal Michief	67	98	2	37	22	0
Weapons	7	5	0	21	14	2
Other Sex Offenses	0	6	1	0	2	0
Alcohol	24	55	0	28	43	0
Drugs	33	74	0	46	49	1
Noise/Disorderly Premise	315	394	6	104	133	0
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	83	220	5	48	53	0
Trespass	159	204	6	26	43	0
All Other	162	205	4	140	133	6
TOTAL PART II	1008	1507	29	582	607	12
<u>MISCELLANEOUS:</u>						
Alarm	84	278	9	0	0	0
Animal Control	274	266	11	20	5	0
Recovered Property	107	102	5	0	0	0
Service	17671	19478	665	0	0	0
Suspicious Per/Veh	246	241	7	0	0	0
TOTAL MISC.	18382	20365	697	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	536	21,506	856	24,578



**Newark Police Department
Weekly Traffic Report**



07/18/21-07/24/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2794	7206	39	250
DUI	45	84	4	3
TOTAL	2839	7290	43	253

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	90	86	4	1
Property Damage (Reportable)	411	487	15	13
*Hit & Run	107	96	2	8
*Private Property	97	109	3	3
TOTAL	501	573	19	14

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.