

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Due to the resurgent Delta variant of COVID-19, we have re-implemented our previous mask policy, with some revisions based on the latest CDC guidance. Masks will be required for all attendees at Monday night's Council meeting as a result. We also revised our isolation/quarantine protocols to account for potential breakthrough cases and to come into alignment with the latest CDC guidance.

Aside from COVID related items, I spent time preparing packet items for the 8/9 Council meeting and 8/16 Council budget workshop. I met with representatives from DNREC, DEMEC, and Director Spadafino to plan an electric vehicle "ride and drive" for Community Day. I worked on an unemployment insurance issue, the UniCity bus agreements, met with a HR consultant, held the weekly department directors' meeting, and worked on a police grant from the Department of Justice.

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

**Human Resources:**

CPPO Jeff Martindale was on vacation last week, so much of his week revolved around catching up on missed items from the week off. Specifically, he finalized new employee onboarding enrollments for two new full-time PW&WR hires and one part-time Parks hire. He also continued working with Symetra - the City's new Life/LTD provider - to make the formal switch from the previous vendor.

Beyond catching up on tasks, the majority of Mr. Martindale's week focused on updating the City's COVID-19 policies for employees and those visiting City facilities in light of increased positive test rates in the County and across the country, as well as the growing prevalence of the Delta variant. He and the rest of the City Manager's Office will continue to monitor guidance from the State and CDC, and update City policies accordingly.

This week HR Administrator Marta Pacheco continued to train HR Coordinator Denyce Bradshaw. She processed several unemployment forms. She also processed retirees' August invoices. She reviewed, updated and will be posting the following job postings on Friday: 21-41 Part-Time Secretary in Alderman's Court and 21-42 Substitute Community Center Attendant for Parks & Recreation. Ms. Pacheco spent time reviewing with Debi Keeley from Finance, the job posting process in Munis. She was interested in how the position number was being used which she maintains. Finally, Ms. Pacheco updated and distributed July's personnel roster.

This week CHRO Devan Hardin spent the first part of the week getting caught up from the prior week staff shortage due to vacations. On Wednesday, the HR staff continued to work on personnel manual updates, moving forward weekly meetings will take place until the updates have

been made. CHRO Hardin also participated in an interview with a Human Resources student from Wilmington University who was completing a project on safety, health and wellness.

She also spent time with HR Coordinator Denyce Bradshaw on scheduling out the anti-harassment training sessions for September, October, November and December. An email will go out to directors and managers on Monday to schedule their staff. This training is mandatory and required under Delaware state law. CHRO Hardin spent time working on pension calculations, assisting current employees and retirees with retirement benefit questions, and planning for a professional development day for management employees. She continued working on FOP pension ordinance updates and preparing for upcoming personnel items to be presented to Council. The remainder of her time was spent responding to emails, phone calls, attending meetings and employee/labor relations.

#### Facilities Maintenance:

Facilities Maintenance Superintendent Dave Greenplate completed the following tasks:

- Investigated leak in Parks building at yard.
- Looked into installing railing at GWC men's room.
- Investigated door problems at GWC.
- Moved chairs from Council Chamber to Alderman's Court.
- Updated running ticket spreadsheet and tickets.
- Removed tape from floor in Council Chamber.
- Set up Council Chambers for Planning Commission meeting.
- Descaled staff Keurig machine.
- Investigated leak on chilled water pipe. Most likely condensation and new insulation is needed.
- Ordered supplies as needed for janitorial needs.
- Processed receipts and invoices.
- Facilitated various issues between electric, central stores, and Trane.

The rest of the Facilities Maintenance team completed the following:

- Moved TVs between electric break room and Municipal Building, and parks building at the yard to IT office in Municipal Building.
- Replaced air handler filters in police station and Municipal Building.
- Cleared police station lunch room sink clog.
- Unclogged 1st floor men's room sink in police station.
- Repaired processing desk in holding cells.
- Replaced broken soap dispensers and air fresheners in GWC.
- Cleaned up sewer water in GWC lower bathroom from drain flushing backup.
- Installed paper towel dispenser in police lab.
- Installed Sally's desk and white board.
- Repaired refrigerator water line at parks building.
- Repaired outside men's room door at GWC.
- Worked on ceiling tile replacements.
- Inspected air fresheners, AEDS, and distribute drain maintainer.
- Stripped and wax Sally's office and lab floors.
- Polished floors in Municipal Building basement.
- Completed normal cleaning and disinfecting duties.

**Communications:****Chief Communications Officer:**

- Worked with other Admin team members to update COVID-related policies.
- Researched wellness initiatives to discuss with the Engagement and Wellness Committee for possible implementation.
- Attended National Night Out, assisted Cpl. Smith and Lt. Rubin will set up and break down, took photos.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content.

**Creative Design and Web Specialist:**

- Converted City/Department/Division Form project from illustrator to inDesign.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated the Planning Department group access on the website for use of the page editor under their respective department pages.
- Updated the website to refer to the Comprehensive Annual Financial Report (CAFR) as the Annual Comprehensive Financial Report (ACFR).

**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.
- Updated the phone extension list.
- 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:**

Alderman's Court

**Notable Notes:**

Alderman's Court held six court sessions from 7/22/21 to 8/4/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

The court processed 46 PBJ's for traffic violations and processed 9 Pleas in Absencia.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 7/22/21 to 8/4/21 Alderman's Court handled 61 arraignments, 53 trials and 24 capias returns. The court collected a total of 804 parking payments of which 580 were paid online and 224 were paid at court. The court also collected criminal/traffic payments of which 259 were paid online and 47 were paid at court for a total of 306 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

08-04-2021

**Execution Status:**

Completed

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

## City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on July 30 and Bobby was in the office on July 29 for Court.

Renee attended the management staff meeting on July 29.

Staff completed and posted the August 9 Council agenda and packet on August 2.

Nichol posted the August 10 Conservation Advisory Commission meeting agenda on August 3. There will not be a quorum of members, so no votes will be taking place; however, the group will be working to prepare for their presence at Community Day.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting the August 16 Council agenda and editing items for the August 9 Council packet. Council agenda items are currently being scheduled into mid-October.

Renee and Nichol worked with several boards and commissions applicants regarding their application submissions for upcoming appointments and reappointments. Nichol also worked on a tracking system for boards and commissions applicants. 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 and applicants for Planning Commission, Reapportionment Committee and the Board of Ethics are scheduled for the August 23 Council agenda.

Renee spent time on personnel reviews and other personnel related items.

Tara drafted a proclamation recognizing a Newark resident's 100th birthday.

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

Renee and Danielle spent time processing numerous 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:

- \* Circulated a follow up to staff for a July 22 FOIA request for violations/liens/open permits pertaining to 51 East Park Place from Brian Frederick Funk, P.A.
- \* Circulated a follow up to staff for a July 22 FOIA request for violations/lienable items/open permits pertaining to 948 Alexandria Drive from Brian Frederick Funk, P.A.
- \* Circulated a follow up to staff for a July 22 FOIA request for purchase order information from 02/18/2020 to present from SmartProcure
- \* Provided a response and closed a July 30 FOIA request for 19 Albe Drive which is outside of

City limits from Alexandra Shipman Messner

\* Provided a response and closed a August 3 FOIA request for 855/854/835 Dawson Drive which is outside of City limits from Kayla George

\* Circulated to staff and began collecting documents for an August 3 FOIA request for all correspondence between the City, City Officials and former City Council candidate Brenden Moore from Daniel Larlham, Jr.

6 discovery requests were fulfilled for upcoming Alderman's Court cases. 335 discovery requests have been filled so far for 2021. The court calendar for August 12 was completed and the 6 associated case files were compiled for the Deputy City Solicitor. Danielle also completed review of existing case files for dispensation.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 357 lien certificates have been processed for 2021.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha spent time working on transfer boxes for State Archives.

Nichol spent time updating TCM with Board of Adjustment files.

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 29-August 4 are below. Monthly numbers for July are 94.4% higher over July 2020 and the highest monthly number since October of 2019. Thanks to the team for their continued hard work!

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<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**

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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

Grain took a scheduled outage after closing so the line crews could replace a leaky transformer bank. The line crews continued working at College Square Shopping Center and covered lines for Delmarva on Paper Mill Road for a switch install. They also covered lines for a tree removal on Casho Mill Road.

The electricians continued working on the EV chargers. They also installed another License Plate Reader camera for the police and worked on recloser communication issues.

Engineering compiled the UD loads for July. Engineering also met with the GC on the Elkton Road project about potential conflicts with traffic signal arms and worked on getting permission from Delmarva to put a water meter repeater on their pole on Brookhill Drive.

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

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**
**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**
**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

Effective August 11, the Delaware State Housing Authority (DSHA) Delaware Housing Assistance Program (DEHAP) expanded the rental assistance program to assist customers with utility services. This program has requirements set by DEHAP and includes an application process that must be completed prior to receiving assistance. To learn if you qualify for aid, follow these steps below:

- Visit [decovidhousinghelp.com](https://decovidhousinghelp.com) or call (888)363-8808.
- Provide all necessary information to complete and process your application for assistance.
- Upon learning the status of your application, contact the City of Newark to prevent disconnection. The City will validate the application and to note the account through the process to prevent service interruption for electric and/or water services.

Frequently asked questions regarding the program can be found at:

<https://decovidhousinghelp.com/frequently-asked-questions/>. Please do not hesitate to contact our Payment and Utility Billing Division at (302) 366-7000 with any questions.

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 July 31, over 1,800 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.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 89  
Open Project Tickets from Previous Week - 14  
Open Tickets with Vendor R&D from Previous Week - 26  
Tickets Opened in the Last Week - 18  
Tickets Closed in the Last Week - 43  
Remaining Open Support Tickets - 63  
Remaining Open Project Tickets - 14  
Remaining Tickets with Vendor R&D - 27

1. Zoom meeting with Paymentus on 7/29 to discuss Tyler conversion and status of production environment.
2. Teams meeting with PUB and Electric on 7/30 to discuss mCare service orders and workflow process between office and field.
3. Continued working with Paymentus on the EMV device configuration for testing.
4. Working with Tyler to restore the location master database table.
5. Generated purchase requisitions to Pitney Bowes and Harris to install camera on mail stuffer and implement OMR mark on bill print.
6. Worked on and resolved support tickets for end users.
7. 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. VSS registration guide on hold, will need to script a change to vendor contact types.
4. Northstar CIS, Customer Connect and mCare scheduled for LIVE upgrade on 9/14.
5. User Acceptance Testing scheduled for 8/9 - 8/20 for Northstar, Customer Connect and mCare upgrades.

Infrastructure Team:

Open Support Tickets from Previous Week - 105

Open Project Tickets from Previous Week - 37  
 Tickets Opened in the Last Week - 90  
 Tickets Closed in the Last Week - 88  
 Remaining Open Support Tickets - 109  
 Remaining Open Project Tickets - 35

1. Worked on and resolved support tickets for end users.
2. Actively responded to and resolved Secureworks alerts.

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**Activity or Project:**

**Description:**

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Working with Paula on finalizing the park signage order and determining sizes of each sign; met with Tom Z. about field maintenance and scheduling infield mix installation; scheduled meeting to discuss Emerald Ash Borer (EAB) damage to our forest canopy with Senator Stephanie Hansen; met with Chris from JMT about the Rodney playground area and signage for the park; worked with Paula on updating the Capital Budget sheets for the 2022 budget; completed memo to Council for additional funding for the Tree Maintenance account; working with Preston's Playground Committee to place signage at the playground thanking the donors and volunteers, etc. for making the project possible; reviewing subdivision plans for upcoming projects; conducted parks maintenance meeting to discuss upcoming projects and work orders; the White Clay Creek/Emerson Bicycle and Pedestrian bridge on Paper Mill Road is scheduled to be installed Friday, August 20 - Monday, August 23. DelDOT will have a press release out next week with information about the Paper Mill Road closure and detours that will be in place during installation.

Coordinator of GWC and Volunteers: It was another fun week for Camp GWC with a theme of Mission Impossible!; camp was full with a total of 34 Full Day Participants and 9 Half Day Participants; Campers enjoyed a field trip to Christiana Skating Center on Thursday and staff created an Escape Room for a Friday Fun Activity; sent Welcome Letters and information to parents of participants attending future camps including a notice on Friday pertaining to mask regulation changes due to New Castle County changing from a moderate to substantial COVID spread zone; worked with the Deputy Director and Director on a situation with a Camp GWC parent concerned about mask regulations; a Yoga & Art Camp ran with a total of 7 participants at the George Wilson Center with great success; campers enjoyed yoga, meditating, breath exercises, journaling, crafts and self-exploration; Curtain's Up Camp was scheduled but canceled due to low registration; met with the Dance Instructor pertaining to the final Dance Fusion class scheduled for August 4 in which participants will showcase their dance skills for family and friends; the total attendance for the George Wilson Center pool was 213 including summer camp kids (Camp GWC swam Tuesday and Wednesday mornings, Camp REAL swam Thursday morning and Newark Day Nursery swam Monday and Friday mornings) and swim lessons; unfortunately swim lessons were canceled and the pool closed at 4:30 p.m. on Thursday due to inclement weather; continued recruitment for lifeguard and met with a member of Sertified, a lifeguard recruitment and training team to coordinate lifeguard certification classes for the Fall and Spring; met with PMA and a member of the City of Newark Safety Committee on Friday, July 30 to walk through a tour of the George Wilson Center pool and discuss recommendations on making the pool a safer environment; continued to coordinate with volunteers in need of community service hours and missionary volunteers; continued finalizing information for fall programs; met with all staff individually to discuss mid-year evaluations; met with the Deputy Director to go over my mid-year evaluation; finalized and sent the GWC Attendant staff schedule to all staff; provided orientation to the newest GWC Attendant Tatiana on Monday, July 26; held a meeting with the Deputy Director and the NAACP on the Historic School Hill Project for 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 was rented on Saturday, July 31 from 1 - 6 p.m. for a Bridal Shower with an overall attendance of 50; and from 7 - 10 p.m. for a Game Night with an overall attendance of 30; the Main Hall was rented on Sunday, August 1 from 12 - 5 p.m. for a Baby Shower with an overall attendance of 40 and from 6 - 10 p.m. for an engagement party with an overall attendance of 40. Volunteer Hours: Summer Camp Volunteer hours to be reported by the Recreation Specialist; a total of 4 missionaries volunteered on Wednesday and Friday devoting a total of 14 hours assisting parks crew with landscaping; two court ordered volunteers devoted a total of 14 hours.

Recreation Supervisor of Athletics: Rittenhouse Camp session III concluded this week, the fourth and final session begins Monday, visited camp daily; Tennis Camp was held all week at Handloff Park, it was a successful week with another full camp, we have one more scheduled at the end of August and hoping to add another instructor and get some children added from the waiting list; met with Deputy Director regarding mid-term performance evaluation; met with Rittenhouse Director and Assistant Director regarding performance evaluations; assisted with USTA's tennis visit at Camp REAL; working on fall programs; working on hiring staff for before and after school care.

Recreation Supervisor of Community Events: Preparing for Safe Kids Camp including new instructor's paperwork processing, meeting with instructors to review schedule and prepared materials with the help of Melinda; Camp REAL visited the AETNA Fire Station on Thorn Lane,

learned about internet safety from Claudine from the Beau Biden Foundation, Kelly from USTA gave each camper a tennis racquet and a mini lesson; Community Day registrations are coming in pretty steadily, met with UD and Colonial School District representatives about Community Day.

Recreation Specialist: Summer Scavenger Hunt – removed items from Preston’s, Reservoir and Redd Park; posted event calendar and flyers at the Reservoir; interviewed one volunteer and volunteer schedule was sent out; Parks & Rec website – updated info on fall/winter events; helped Sharon organize materials, make copies, etc. for Safe Kids Camp; Fall Brochure – started reviewing and marking up errors/corrections.

Parks Superintendent inspected 14 park/open space areas and developed work orders as needed, attended meeting with Parks Director and Landscape Architect concerning Briar Creek North development, met with two residents concerning tree issues, followed up with Roadside Administrator with DelDOT on upcoming spray applications to control the Bamboo along Christina Parkway/Rittenhouse Park, got quotes for post and rail fencing materials for parking lot extension at Reservoir, did a Miss Utility ticket for fence installation at Reservoir, along with Parks Director met with representative from a sports court construction firm to discuss converting an existing battery of tennis courts into pickleball courts at one park area and continued monitoring Ash removal project behind Timber Creek Lane; assigned staff daily as well as working with field staff on projects/work orders.

Parks/horticulture staff continued mowing and bed maintenance operations, did interior bed maintenance at City Hall, dragged/scarified/sprayed herbicide on all ballfields, removed all horseshoe pits at Dickey Park/added soil/graded off, replaced tennis screen at Phillips Park, installed island sponsor sign on island #4 on South Main Street, did tree work at several park sites, with assistance from volunteers mulched McDonald’s island bed areas, deadheaded perennials as needed, replaced two basketball nets at Phillips Park and did equipment maintenance on both Kubota mowers/blowers/string line trimmers and walk behind mowers. Volunteers assisted with mulching at McDonald’s island; contractor did spray application to control Hops at 896 water tank as per contract; contractor continued on Ash tree removal behind residences on Timber Creek Lane.

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**Activity or Project:**

Newark Reservoir Extended Parking Area

**Description:**

An extended parking area will be created at the Reservoir parking lot next week. The extended parking lot will be located on the west side of the existing lot and will accommodate an additional 22 parking spaces.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	08-13-2021
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

**Status:**

<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### 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 J, K, L, M, 71, 111, 161 and 171 finals in progress, Buildings J, K, L and M approved to close in, buildings 101, 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, roof trusses, and DWV piping in progress.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) 6000 finishes in progress, 7000 approved to close in. Building A framing complete and rough inspections in process. 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 in progress.
- 1364 Marrows Road - Honda Service - electric/HVAC/plumbing, slab for the car wash poured, Ready for drywall.
- 118/126/130 New London - Renovations underway.
- 122/128 New London - framing in progress.
- 321 Hillside
  - o 400 Building 6 Units - Final Inspected.
  - o 300 Building 10 Units - Final Inspected.

- o 200 Building 10 Units - Final Inspected, needs corrections.
- o 100 Building 10 Units - Final Inspection scheduled.
- o 800 Building 10 Units - All units in drywall.
- 18 Country Club (Fairfield Apartments Fire) - Appears the contractor either quit or was fired.
- 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.

#### Meetings Attended

- Preliminary design and construction meeting with the University for future demolition of McKinley Lab and a future laboratory building on the site.

#### Property Maintenance

- Complaints: 30
- Violations: 3
- Citations: 4
- Inspections: 50

#### Special Mention

- Working with Newark Housing Authority and State of Delaware Dept. of Aging Adults on unit 10B Independence Circle on hoarding situation.
- Inspection and walk through of George Wilson Center Pool operation with Risk Analyst Scott Stohrer along with Pool Operator Chrissy Holubinka.
- Meeting with Maureen for 2021 code revisions and updates.

#### Parking

- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing.
- Continued handling residential and municipal permitting for residents. 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 under 10 days.

- Staff participated in “Connected Journeys: Mobility as a Service,” regarding ADA and other mobility/accessibility issues in the parking and transportation industry.
- Meeting with Lily of Passport Parking regarding merchant services and signage order for upcoming school semester.
- Parking assisted with the Main Street Alfresco on Tuesday, 8/3/21. Event was moved to coincide with the National Night Out Event done by uniformed services on Main Street. Parking Division blocked Academy Street for staging with cones, notices on all equipment, and coded Passport to inform customers. The same was done on Main Street to inform customers that the street would be shut down for the event.
- Arranged key fob pickup for several employees with I.T., allowing for two-factor authentication on all City computers for increased security.
- Request for iPads from I.T. to increase customer satisfaction when paying citations and/or permit application in-office when customer has not yet been through the city portal.
- Had a complaint for the United States Postal Service noting that a vehicle regularly parks in handicap space with a placard, but for more than two hours, preventing other customers from accessing the space. Parking Division reached out to customer to make other parking arrangements.
- Parking staff removed citation mistakenly given in Curtis Mill Park over the weekend. Parking drafted a letter to those that were cited informing them that the citations have been taken back and placed on vehicles that had been previously cited in error.
- Parking is working with a new validation system after a third-party system crashed earlier in the week. The division is working with a new process that would ensure that validation supplies and time are not wasted if this were to happen again in the future.
- Reconfigured work area for Parking Ambassadors, making notice of exemptions and equipment log-out easier to understand and allowing for more workspace as COVID transmission rates increase.
- Parking Division has gone back to general mask wearing when inside and cleaning all surfaces as COVID transmission rates increase in New Castle County, but also as students return from areas that could possibly have even higher COVID transmission rates. Parking will continue to monitor the situation and do all it can to reduce the number of people in office at any given time, both customer and employee alike.

#### Land Use/Planning

- Deed Transfer Affidavits: 9
  - Building Permit Reviews: 12
  - Certificates of Completion/Occupancy: 0
- On Tuesday, Planner Mike Fortner presented to the Planning Commission the ordinance to change the Comp Plan Future Land Use designations for parcels in the City that were incorrectly designated. He also gave a presentation on the Status Report for the Steering Committee’s Comp Plan Review.
  - The first Community Development/Revenue Sharing Advisory Committee meeting is set for September 9 at 7 p.m. in the City Council Chamber.
  - The next Steering Committee meeting for the Comp Plan Review is set for August 26 at 7 p.m. in the City Council Chamber.

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#### Activity or Project:

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**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:**

On Tuesday, August 3rd, this year's National Night Out Event, went very well. The weather was perfect for the event and the attendance was great. Chief Tiernan and Councilman Lawhorn dedicated the new Police Athletic League Mobile trailer during the event.

Also, on August 3rd, Chief Tiernan and M/Cpl. Saunders attended the Christina School District Board meeting to answer questions regarding the renewal of the 2021-2022 School Resource Officer contract. M/Cpl. Saunders did an outstanding job in describing the duties and responsibilities of the SRO and their commitment to mentoring and guiding Newark's students.

**Administration Division:**

- National Night Out was held in conjunction with Main Street Alfresco. The event was hosted by NPD along with several partners including the University of Delaware Police, AETNA H, H&L, UD EMS, Delaware Division of Alcohol and Tobacco Enforcement, DNREC Natural Resources Police, Delaware Probation and Parole, Wawa, Army National Guard and Air Force National Guard. The event was well attended and an overall success.

**Criminal Investigations Division:**

- PO Paige Klein is conducting a two-week rotation with the Criminal Investigations Unit. PO Klein will be assisting Detectives with new cases and follow up investigations.
- On July 29, 2021, Deputies from the Cecil County (Maryland) Sheriff's Office observed a vehicle occupied by William Payes IV, 32 and Angela Biggs, 40. Both were wanted by Newark Police on active warrants in this case. The deputies attempted to stop the vehicle and engaged in a

pursuit with the vehicle after it did not stop. The vehicle crashed, and both were taken to an area hospital. Upon his release from the hospital, Payes was transported to Newark Police headquarters where he was charged with Robbery First Degree, Possession of a Deadly Weapon During the Commission of a Felony and Conspiracy Second Degree. Payes appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$122,000 cash bail. Payes was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Biggs was charged with Robbery First Degree and Conspiracy Second Degree. Biggs appeared before Justice of the Peace Court #2 by video from the hospital and was released on \$31,000 unsecured bond.

#### Patrol Division:

- On August 1, 2021, at approximately 0103 hours, a white Ford F150 was observed traveling eastbound on East Cleveland Avenue, in the area of North College Avenue, committing several traffic violations. When the officer initiated a vehicle stop, the Ford F150 turned into a private driveway on East Cleveland Avenue. As the vehicle entered the driveway, the front bumper struck a wooden pole knocking it out of the ground. The vehicle continued on the driveway where it struck two parked cars in the rear parking lot of the residence. Upon contacting the driver, it was quickly determined that he was driving while intoxicated. The driver was subsequently issued a traffic summons for DUI (alcohol), Fail to Maintain a Lane, Driving Left of Center, Failure to Possess Registration, No Proof of Insurance and No Registration Light.
- On August 3, 2021, at approximately 0119 hours, Newark Police responded to the 500 block of North Country Club Drive for a report of a crash. Arriving officers found a 2013 Jeep Cherokee on its side on the front lawn of a residence on North Country Club Drive. Officers found that there were four occupants in the vehicle and all were trapped. Aetna Hose, Hook and Ladder Company of Newark responded to the scene and extricated all four occupants, two of whom were unconscious. They were treated at the scene by New Castle County paramedics. One of the rear seat passengers was transported by a Delaware State Police helicopter to an area hospital. The three other occupants were transported to an area hospital by ambulance. The two rear seat passengers were admitted in critical condition. The driver, a 24-year-old male, and a female passenger, were admitted in serious condition. The investigation was turned over to the Traffic Division.

#### Special Enforcement Division:

- The Traffic Unit was called out on August 1st to investigate the aforementioned traffic collision. The unit spent the week conducting follow up investigation for the collision. Additionally, the unit is continuing follow up investigation for a fatal motorcycle collision which occurred last week. The unit will place electronic speed signs on Old Paper Mill Road and Shenandoah to alert drivers of their speed. The unit will also conduct traffic enforcement in the Hunt of Louviers neighborhood focusing efforts on stop sign enforcement.
- During the week, the Special Operations Unit participated in Safe Kids Camp at the George Wilson Center, National Night Out, and the Newark HUB meeting. On Thursday, the unit assisted with a Bike Rodeo at Safe Kids Camp. For the remainder of the week, the unit will conduct high visibility patrols in the 896 hotel corridor and College Park neighborhood.
- On July 26th, Animal Control Officer Vickers responded to Suburban Plaza for a report of a Canadian Goose with an injured leg. Upon arrival, the animal was hopping on one leg through the parking lot. Once approached, it flew to Christina Parkway and landed next to the roadway. ACO Vickers captured the bird and transported it to Tri-State Bird Rescue & Research for treatment. On July 29th, ACO Vickers responded to the 600 block of Barksdale Road for a report of a young raccoon trapped in a dumpster. The animal was freed and released without incident.

**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:**

Staff met with Delaware Rural Water representatives to discuss an apprenticeship program for the water operators. This program prepares students for the statewide water operator exam and is beneficial to all water and wastewater staff.

Field staff met with field staff from New Castle County Public Works regarding our trench excavation safety equipment. We utilize both custom built shoring and a rigid box when working in excavations, as required by soil conditions and depth of excavation.

Planned water main flushing is complete for 2021; however, we will be periodically flushing areas for routine maintenance throughout the year. We were able to accomplish this work with very little disturbance to service or quality of the water. We do encourage residents to contact PW&WR if they experience dirty water or quality concerns at any time.

**Activity or Project:**

City Streets Paving and Rehabilitation

**Description:**

Our contractor continued curb removal and replacement at Blue Jay Drive, Walker Way, and Hayden Way. Curb work at Blue Jay and Hayden Way is estimated to be completed around 8/9.

The paving crew will be mobilizing to Northgate Commons on 8/5 to begin milling and paving Heather Court, Renee Court and Andrews Way. Per the revised schedule provided by the contractor, the paving crew will be mobilizing to The Hunt at Louviers on 8/12 to begin milling and paving at Hayden Way and Walker Way.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2021
<b>Execution Status:</b>	On Track

**Activity or Project:**

Water System Lead and Copper Sampling

**Description:**

The mandatory Lead and Copper Sampling of our water system is complete with results being sent to the residents that participated in the program. We appreciate the assistance of our Water Quality Ambassadors in helping to complete this program. There were no actionable levels of either contaminant and each resident will receive the results, along with recommendations on how to eliminate any risks through fixture replacement and internal plumbing upgrades.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	08-31-2021
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – July 29-August 4

Name	# of Documents	# of Pages	Types
Samantha	52	708	PWWR records; Court documents; Worked on modifications
Sandy	730	2,175	Employment Records; Timesheets; A/P Batch Scans; PUBS Daily Cash Receipts and Postal Records; CDBG Grant Binders
Fred	110	2,590	PWWR contracts; Work Order attachments
Ana (PT)	223	1,220	Court documents
Nichol	29	124	Current Legislative Department documents
Violet (PT)	48	73	Current Legislative Department documents
Total	1,192	6,890	

Monthly Year-Over-Year New Document Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 07/25/21-07/31/21

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	0	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	0	11	39	0
Burglary	22	18	2	70	9	3
- Commercial Burglaries	5	5	2	42	3	3
- Residential Burglaries	15	11	0	14	3	0
- Other Burglaries	2	1	0	14	2	0
Theft	251	450	14	111	65	3
Theft/Auto	33	40	1	11	8	0
Arson	0	0	0	0	0	0
All Other	102	2	0	74	31	3
TOTAL PART I	439	543	17	310	166	9
<u>PART II OFFENSES</u>						
Other Assaults	167	127	6	127	91	1
Rec. Stolen Property	1	0	0	6	4	0
Criminal Michief	70	99	1	39	25	3
Weapons	7	5	0	21	14	0
Other Sex Offenses	0	7	1	0	2	0
Alcohol	24	55	0	28	43	0
Drugs	34	79	5	47	53	4
Noise/Disorderly Premise	319	395	5	106	134	1
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	83	226	6	48	54	1
Trespass	163	212	8	26	46	3
All Other	174	221	16	147	134	1
TOTAL PART II	1042	1551	48	595	621	14
<u>MISCELLANEOUS:</u>						
Alarm	92	291	13	0	0	0
Animal Control	287	274	8	20	5	0
Recovered Property	112	105	3	0	0	0
Service	18028	20139	661	0	0	0
Suspicious Per/Veh	253	248	7	0	0	0
TOTAL MISC.	18772	21057	692	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	472	21,978	864	25,442



**Newark Police Department  
Weekly Traffic Report**



**07/25/21-07/31/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2841	7368	47	162
DUI	49	86	4	2
TOTAL	2890	7454	51	164

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	1
Personal Injury	92	89	2	3
Property Damage (Reportable)	425	503	14	16
*Hit & Run	111	97	4	1
*Private Property	100	117	3	8
TOTAL	517	593	16	20

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.