

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Finance Director Del Grande and I presented the initial budget presentation to Council on Monday evening, formally kicking off the 2022 budget process. We continued to work on budget related items throughout the week to prepare for the next round of budget meetings on August 30th. I was out of the office this week on Tuesday and Wednesday, so I spent much of Thursday and some time on Friday catching up on emails and other items that had come through while I was out. I attended a presentation from Tyler on a replacement for our citizen report a concern program hosted on our website. The program looked promising, and we hope to move forward with implementation this fall. I also met with representatives from the Newark Historical Society to discuss their group and to develop open lines of communication, specifically as it relates to the train station which hosts the Newark History Museum.

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

Human Resources:

This week HR Administrator Marta Pacheco processed a noise waiver for Fairfield Swim Club and for electric work at Drake Hall. She also prepared and distributed September status forms. The Code Enforcement Officer position was posted on Friday, August 13 and will close on August 27. With the end of the camp season approaching Ms. Pacheco terminated 30 parks recreation seasonal positions in Munis and from InformMe. She also prepared and submitted to the Safety Committee July's injury report for their upcoming meeting. Ms. Pacheco processed verification of employment as requested. This week we will be posting the Temporary Planner I and Temporary Community Planner I posting on Friday, August 20. These vacancies will close on September 3.

On the HR side, CPPO Jeff Martindale's week (again) primarily revolved around COVID-19, both in terms of staff resourcing and researching potential updates to State and CDC guidance. There have been no new COVID cases among City staff this week, and we will be monitoring information related to booster shots for staff. Given the 8-month booster shot criterium, our first responder staff may be eligible for boosters as soon as they become available. Mr. Martindale also reviewed personnel-related portions of City Code for revision and other administrative personnel tasks. The remainder of his week is outlined below on the Purchasing/Facilities Maintenance side.

CHRO Devan Hardin spent the majority of the week catching up and working ahead due to an upcoming vacation. Ms. Hardin will be out of the office from Friday, August 20-25. Ms. Pacheco will be on vacation all next week August 23-27 as is HR Coordinator Denyce Bradshaw. CPPO Jeff Martindale will be the primary contact for the HR team next week. Ms. Hardin finalized the survey to management staff regarding a future professional development training day. As part of the survey management staff was asked to provide topics they would like covered and the suggestions provided were all great topics. The HR team was scheduled for training with Zywave (our risk management program) on Monday morning but due to technical difficulties we have rescheduled for September 8.

Ms. Hardin also updated narratives, goals and accomplishments for the upcoming budget presentation. HR Coordinator Denyce Bradshaw has started scheduling employees for the mandatory anti-harassment training which must be completed by all employees on December 31, 2021. Classes have been scheduled September through December. Ms. Hardin continued preparing for upcoming FOP negotiations and the pension ordinance amendments for their "new" plan. The HR team also continued working on updates to the personnel policy manual and will continue to meet weekly until it is completed. CHRO Hardin received a notice of a retirement for the end of August, CHRO Hardin prepared pension estimates to actuary for review. The rest of the week was spent catching up on emails, phone calls and attending meetings.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

In addition to the above HR items, CPPO Jeff Martindale focused primarily on updating the Administration Department's budget ahead of the August 30 Administration budget hearing. Along with CCO Jayme Gravell and Deputy Chief Mark Farrell, Mr. Martindale also took several photos of issue areas around City Hall and the Newark Police Department to better outline the issues we are having with our facilities, for which we have some proposed fixes in the 2022 budget.

Mr. Martindale also coordinated with ChargePoint to begin setting up an administrative account for the City's new electric vehicle charging stations. Electric Director Bhadresh Patel is working with ChargePoint/LilyPad EV to finalize the install of the stations, which should lead to the stations coming online in the near future.

Purchasing Assistant:

Over the last week, Purchasing Assistant Cathy Trykowski posted seven (7) items to www.municibid.com for public auction, with a closing date/time of Monday, 8/30 at 11:00 a.m. The items are:

- 2006 Dodge Charger
- 2012 Chevy Caprice (2)
- 2010 Ford Crown Victoria
- HP ScanJet 3970 scanner
- Breathing apparatus
- Mailboxes

Ms. Trykowski also processed 136 invoices for the week ending 8/13 and 17 purchase orders. So far this week, she processed 14 purchase orders and anticipates processing 142 invoices by the end of the week.

Facilities Maintenance:

The FM completed the following tasks this week:

- Unclogged drains on the S. Main Street bus stop shelter.
- Escorted electricians/welders associated with the ESCO project through City Hall/NPD mechanical rooms.
- Facilitated other Seiberlich Trane accesses as needed.
- Continued installing ceiling tiles on the City Hall side of the Municipal Complex.
- Disposed of or repurposed old ceiling tiles as needed and feasible.
- Investigated miscellaneous leaks from Tuesday's heavy rain.
- Ordered needed supplies.
- Continued regular cleaning and disinfecting items as needed.

Communications:**Chief Communications Officer:**

- Facilitated employee stress management wellness seminar with DVHT.
- Participated in a meeting with IT and Finance to review potential new app.
- Helped to develop approximately a dozen PUB letter templates.
- Updated budget documents for upcoming Council hearing.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content.
- Helping to coordinate community tour with members of the CAC and Sierra Club.
- Continuing to work on different wellness initiatives including an employee survey and different team building ideas.

Creative Design and Web Specialist:

- Designed fillable PDF template for training certificates for HR.
- Edits made to City/Department/Division forms.
- Removed outdated information from TV22.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated Council meeting Livestream links on <https://newarkde.gov/985/Agendas-and-Minutes>.
- Updated Landlord/Tenant Resources webpage; (<https://newarkde.gov/pubsresources>).
- Updated the AFSCME Job Applicant handout to include regular hours worked.

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:	
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Activity or Project:	
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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department: Alderman's Court	
Notable Notes: Alderman's Court held three court sessions from 8/12/21 - 8/18/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person. Terri participated in a virtual managers' meeting on 8/12/21. The court processed 18 PBJ's for traffic violations and processed 6 Plea by mails for criminal charges. The Part-Time Secretary position was posted on 8/6/21 and will close on 8/20/21.	
Activity or Project: Payments and Court Sessions	
Description: From 8/12/21 - 8/18/21 Alderman's Court handled 27 arraignments, 29 trials and 13 capias returns. The court collected a total of 302 parking payments of which 239 were paid online and 63 were paid at court. The court also collected criminal/traffic payments of which 105 were paid online and 18 were paid at court for a total of 123 criminal/traffic payments.	
Status:	Completed
Expected Completion:	08-18-2021
Execution Status:	Completed

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

City Manager's Weekly Report

Department: City Secretary and City Solicitor's Office	
Notable Notes: Paul was in the office on August 16 for Council and Bobby was in the office on August 12 for Court.	

Renee attended the management staff meeting on August 12.

Renee attended a Census Bureau webinar on the upcoming release of the 2020 Census redistricting data on August 5. The first drop of redistricting data is scheduled to occur in mid-August. The Reapportionment Committee has 4 of 7 members either appointed or pending appointment. Applicants are still needed for Districts 1, 2 and 4 and application information can be found on the City's website here: <https://newarkde.gov/113/Boards-Committees-Commissions>. The Committee will complete its work within two months and Council will adopt the updated Council maps by the end of the year.

Staff completed and posted the August 23 Council agenda and packet on August 16.

Tara and Nichol staffed the Council meeting on August 16. Follow up from the meeting was completed throughout the week.

Tara spent time working on items related to Council with Renee, drafted the August 30 Council agenda. Council agenda items are currently being scheduled into mid-October.

Renee and Nichol worked with several boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments. Nichol continued working on a tracking system for boards and commissions applicants. Nichol prepared and distributed several appointment letters for Diversity Inclusion Commission, Board of Building Fire Property Maintenance and Sidewalk Appeals, Board of Ethics, Reapportionment Committee, and Community Development Revenue Sharing that appeared on the August 16 Council agenda. Nichol mailed demographic surveys to new board members. All positions currently accepting applications can be found on the City's website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Tara drafted a proclamation for Charles A. Thuet's 100th birthday and Kinnon Lamotte Johnson's Retirement.

Tara spent time on various personnel items and union matters.

Tara completed several building permit reviews and reached out to developers to provide outstanding items owed for projects that will be seeking permits in the upcoming weeks.

Danielle reviewed 71 existing case files for destruction.

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:

- o Provided a response and closed a July 19th FOIA request for applications/site plans for proposed cellular/communication/telecommunications/wireless towers between 06/01/2021 through 07/19/2021 from SBA Communications Corp.
- o Provided documents and closed a July 22nd FOIA request for a list from 02/18/2021 through current pertaining to purchase order number/date/line item/quantity/price/vendor ID number and information from SmartProcure
- o Provided a document and closed a July 28th FOIA request for code violations pertaining to 31 Westfield Drive/241 West Chestnut Hill Road/34 Continental Avenue from Delaware Online
- o Provided documents and closed an August 6th FOIA request regarding the internal schematics of the Greene Turtle Restaurant located at 250 South Main Street from Patterson-Woods Commercial Properties
- o Provided a decline response and closed an August 11th FOIA request for criminal records pertaining to himself from Daniel Coleman
- o Provided a response and closed an August 11th FOIA request pertaining to 650 Lehigh Road for open/outstanding fire code violations from Armada Analytics
- o Provided a response and closed an August 13th FOIA request for the number of tenant permits held by Narinder G. Gahunia LLC from Satvika Kadiyala
- o Provided a response and closed an August 18th FOIA request for 231 Lake Drive which is outside City limits from Lauren Riggs

Regarding minutes, staff time was spent on the August 9 and August 16 Council (Nichol drafting) minutes.

17 discovery requests were fulfilled for upcoming Alderman's Court cases. 363 discovery requests have been filed so far for 2021. The court calendars for September 3 and 26 were completed and the 20 associated case files were compiled for the Deputy City Solicitor.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 20 lien certificates were completed and sent to the requestor. 395 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

The scanned documents for August 12-18 are below.

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

Activity or Project:

Council Chamber Hybrid Meeting Access Upgrades

Description:

Equipment for the approved Council Chamber hybrid meeting access upgrades has been ordered. While most equipment is scheduled to be delivered in September, some of the camera equipment is backordered until December. IT has been asked to look into the cost of having the installation done in two parts with audio capabilities being installed when the initial equipment is delivered in September and video capabilities being added when the backordered camera equipment arrives. This would bring us to a meeting quality for remote attendees comparable to what was offered when completely virtual with additional capabilities and features being added later upon project completion.

Status:	In-Progress
Expected Completion:	
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews kept busy at The Rail Yard terminating transformers and repaired conduit on Marrows Road broken by contractors. The line supervisor met with DelDOT to spot a new pole for the park and ride bathroom electric service on the corner of South College and Chestnut Hill Road.

Electricians worked on the EV charging stations. They also worked on electrical and communication conduits that were leaking into City Hall basement during heavy rain.

Engineering worked on load calculations for the new services to townhomes on New London Road. Engineering worked with the electricians and SCADA developers on system issues. Engineering also worked on equipment approvals for The Grove.

Activity or Project:

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City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

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 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.

Letters to potentially eligible tenants were mailed on pink paper. The Landlord Association was also advised of the program. 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.

Tax bills were generated and mailed to all tax parcels over the last week. The amounts of the bills are viewable on the City's website. About 60% of property tax bills are paid directly by the property owner in Newark. The tax rate has not changed from last year. Copies of the tax bills are mailed to all, regardless of whether your mortgage company pays the bill on your behalf or not. In years past, the Accounting office would receive many requests for a paper copy. Tax bills can be paid online using this link for no additional fee: www.newarkde.gov/payments.

City Manager Coleman and Director Del Grande presented the 2022 Budget Overview to Council and our residents on August 16. A copy of the presentation is available to all on Budget Central - <https://newarkde.gov/1007/Budget-Central>. The next budget hearing is August 30, and will include the departments: Planning, Parks and Recreation, and Administration.

FitchRatings contacted the finance director this week. The City's annual bond rating review will be occurring during the month of September. Last year, the City's rating was held at AA+, but a negative outlook was placed on us due to the Coronavirus pandemic. We are hopeful that this negative outlook will be removed.

Activity or Project:**Description:**

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Activity or Project:**Description:**

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Activity or Project:**Description:**

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

Department:

Information Technology Department

Notable Notes:

Applications Team:
Open Support Tickets from Previous Week - 61

Open Project Tickets from Previous Week - 15
 Open Tickets with Vendor R&D from Previous Week - 28
 Tickets Opened in the Last Week - 30
 Tickets Closed in the Last Week - 39
 Remaining Open Support Tickets - 51
 Remaining Open Project Tickets - 15
 Remaining Tickets with Vendor R&D - 29

1. Vendor upgraded LIVE Compass database on 8/13.
2. Attended Tyler led administrative training for Tyler 311 on 8/16.
3. Continued resolving any issues found from user acceptance testing of Northstar, Customer Connect and mCare.
4. Finished testing of Paymentus EMV device, waiting for configuration of production environment.
5. Continued working on journal entry workflow process in TEST.
6. Began developing documentation for AP Payment Manager process.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. Northstar CIS, Customer Connect and mCare scheduled for LIVE upgrade on 9/14.

Infrastructure Team:

Open Support Tickets from Previous Week - 111
 Open Project Tickets from Previous Week - 33
 Tickets Opened in the Last Week - 104
 Tickets Closed in the Last Week - 94
 Remaining Open Support Tickets - 118
 Remaining Open Project Tickets - 36

1. Fine tuning Capture Client rules.
2. Providing One Drive training.
3. Worked with Electric to restore cameras.
4. Received BoM and tracking sheet for Council A/V upgrades.
5. Deploying the new Anti-Virus and Content Filtering client.
6. Working on deliverables for the fiber expansion.
7. Patching Hyper-V server.
8. Workstation patching and maintenance.
9. Server patching and vulnerability remediation.
10. Worked on and resolved support tickets for end users.
11. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status:	Not Started
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	

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

Parks and Recreation Department

Notable Notes:

Director: Attended monthly progress meeting with JMT for the Rodney project; met with Senator Stephanie Hansen and Senator David Sokola about the Emerald Ash Borer and the damage it has caused on ash trees along the Christina Valley Stream area; attended meeting about the Charles Emerson Bicycle and Pedestrian Bridge delivery schedule; reviewed landscape plans for two subdivisions as part of the CIP process; met with Paula and Tyler about child care grant and funding opportunities; worked on finalizing the 2022 budget and CIP with Paula; conducted park maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Continue to work on park signage with contractor on artwork proofs; confirmed final items needed for the outdoor movie night with Sharon and the TNP; assisted the PAL with getting items together for the clean-up at Dickey Park; worked with Trevor to access in Sharepoint budget information; worked with Jay Hodny to update the website information on parking for events; attended monthly Rodney project meeting; continue to work with UD regarding status of Community Day; worked with Sharon on performers and vendors for Community Day and for Fall Concerts; worked with Chrissy on camp related concerns and information sent; combined corrections/changes for the fall activity guide from staff and worked with Shelby to update; met with Tyler and Joe to discuss child care prices/wage rates; sent reminder to staff regarding end of season staff evaluations, summer statistics and completion of personnel requests for summer and fall staff; continue to work with Tyler on the Childcare Stabilization fund grant; worked with Joe to complete final items needed for the operating and CIP budget information; worked with the TNP on the upcoming National Day of Service in conjunction with the Health and Volunteer Fair; 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 concluded for the summer, we had four sessions (8 weeks) and were full for each one, camp went very well and I was happy with the staff; met with Camp Director and Asst. Director regarding performance evaluations; finalizing details for fall programs; preparing for the start of before and after school care, evaluating pay rates and working on ideas for a large grant opportunity, recruiting and interviewing staff; made preparations including field trip details for camps scheduled the week of 8/16 including Rittenhouse Rocks and Archery Camp.

Recreation Supervisor of Community Events: Held a field trip for Camp REAL to the Food Bank of Delaware Farm, campers also participated in various experiments and demonstrations for Science Week; reviewed the fall brochure, added some computer classes to the fall lineup and confirmed classes with fitness instructors; held in conjunction with the TNP the outdoor movie at Newark Charter featuring RBG; sent out request for performers and demonstrations to previous participants at Community Day; confirmed one fall concert.

Coordinator of GWC and Volunteers: It was a fun week for Camp GWC with a theme of Camp GWC Survivor, featuring lots of Minute-to-Win-It games, team themes and more, camp had a total of 28 Full Day Participants and 5 Half Day Participants; campers enjoyed a field trip to Kranz Hill Farm where they got to learn all about life on the farm, interact with animals including donkeys, chickens, goats, and pick cherry tomatoes from the vegetable gardens, campers also enjoyed tie-dyeing on Tuesday; coordinator worked with Joe and Paula on camp related concerns, sent Welcome Letters and information to parents of participants attending future camps; continued finalizing information for fall programs; the total attendance for the George Wilson Center pool was 148 including summer camp kids (Camp GWC swam Tuesday and Thursday mornings, Camp REAL swam Wednesday morning and Newark Day Nursery swam Monday and Friday mornings) and swim lessons; the pool was closed on August 10 due to lifeguard shortage; continued to coordinate with volunteers in need of community service hours, missionary volunteers and University of Delaware volunteers; worked with the Deputy Director on updating rental documents pertaining to COVID regulations; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: The Main Hall and dance room were rented on August 14 from 12 p.m. – 9 p.m. for a Fashion Show with an overall attendance of 90; the Main Hall was rented on August 15 from 12 – 8 p.m. for a Baby Shower with an overall attendance of 40. Volunteer Hours: One Community Service volunteer devoted a total of three hours removing litter from Phillips Park on August 12, removing over three bags of trash from the park; eight missionary volunteers devoted a total of 23 hours of service assisting with cutbacks at Anna Way.

Recreation Specialist: Posted Facebook Weekly Roundup with reminder to register for Community Day; completed shopping for Camp REAL and Camp GWC supplies; reviewed Fall Activity Guide for corrections/updates; notified Newark Natural Foods to register as a Community Day vendor; placed eight signs in parks/islands for hiring and fall registration; filled open spot for the bike camp from the waiting list; sent reminder information to the two volunteers for Camp GWC next week (Aug. 16-20) and sent contact information to Camp Director; finalized and returned the Herr's snack donation form for Snack with Santa, they are donating 72 snack bags; next year we will start earlier and request donations for Camp REAL as well.

Parks Superintendent: Inspected seven park/open space and developed work orders as needed, met with/talked to several residents concerning tree issues, met with landscape contractor to get third quote for plant cutbacks along service road behind Madison Drive, along with Parks Director met with two State Senators/representatives from USDA and State Forestry concerning EAB issue with Ash trees throughout New Castle County, met with CSX representative concerning three dead trees behind Blair Court service road and contacted play equipment representative to get PDF file for new play unit being installed at Devon Park.

Parks Supervisor: Assigned field staff daily and assisted as needed, started count on how many Land and Water trust fund signs there are throughout park system and continued entering data into Munis.

Parks and Horticulture Staff: Continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, started shearing Japanese Holly hedge at Anna Way with volunteers, loading/set up/removal of supplies for Movie Night event, tried to install posts for post and rail fence for parking lot extension at Reservoir but due to existing soil conditions could not, watered all newly planted plant materials throughout park system, did trash removal throughout park system and continued on work orders as assigned.

Activity or Project:

Newark Community Day

Description:

Newark's Community Day will take place on the University of Delaware Green on Sunday, September 19 from 11:00 a.m. – 4:00 p.m. The Green provides the perfect outdoor venue for the event. A food court will have a variety of foods and fine art and homemade craft vendors will be displaying and selling their creations. Community information booths and activities are supplied by a variety of local businesses and organizations. For more information on the event or how to register as a vendor, please visit www.newarkde.gov/play.

Status: Not Started

Expected Completion: 09-19-2021

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

- 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 floors 2, 3, 4 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 - Partial framing and hydro testing complete.
- 401 Bellevue Road, Safstor - Final building inspections complete. OK for TCO.
- 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.
- Warner Hall - 280 The Green - Final inspections complete, final certificate of occupancy in process.
- Thorn Flats/Lehigh Flats - Buildings J, K, L, M, 71, and 111 finals in progress, 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, structural steel erection, roof trusses, exterior insulation panels 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. Additional safety protocols placed in effect to limit construction areas and provide safety for new residents. Townhouse finals in progress.
- 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.

Property Maintenance

- Complaints: 24
- Violation Notices: 18
- Citations: 18
- Inspections: 47

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. Increase in applicants as students/faculty of UD prepare to return to the area and as new rental leases began in August.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under 10 days.
- Alfresco Main Street event was moved inside due to high temperatures. Parking removed programming for Passport/T2 and did not put out signage, as there was no need to clear road for the event.
- Meeting with Jasen Singh of Parking Logix to discuss current parking climate and countdown signage. A system health check is scheduled to be performed on Friday, August 13.
- Staff participated in OneDrive/SharePoint training with I.T. Parking was already on SharePoint but had not used OneDrive and was introduced to the new File Explorer feature, which should help with organization of files.
- Meeting with Victor Hill of T2 to discuss upcoming Fall semester and to go over upcoming invoices for services from T2.
- Subdivision Advisory meeting was canceled on Wednesday, August 11th.
- Discussion with Alderman's Court and Parking Division regarding error window being received when paying for parking tickets after appeal or within a parking account. The error makes it seem as if the payment did not go through, although it does, causing confusion for some customers. Working with T2 to either fix the error or remove the window, as all operations are working normally.
- Installed 4G technology into Countdown signage across Main Street. This should increase speed/connectivity/reliability of countdown signs in the fall, and in conjunction with a system health check, should help uptime on the signage.
- Signage order from Passport and Instasigns+ in preparation for student return and new signage for Campus District, which will have new kiosk installed on August 18th.
- Scheduled Verizon fiber upgrades for landlines in office.

Land Use/Planning

- 4 Deed Transfer Affidavits
- 59 Building Permit Reviews
- 47 Certificates of Completion/Occupancy
- On Thursday, August 19, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.
- The Steering Committee for the Comp Plan review will meet on Thursday, August 26 at 7 p.m. in the Council Chamber.
- The Community Development Advisory Committee will hold its first meeting on Thursday, September 9 at 7 p.m. in the Council Chamber.

Activity or Project:

Description:

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Expected Completion:

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City Manager's Weekly Report	
Department:	
Police Department	
Notable Notes:	
Administration Division:	
<ul style="list-style-type: none"> M/Cpl. Smith continues to partner with the Parks and Recreation Department with First Responder Fridays. The next event will be held Friday, September 3rd from 5:30-7:30 p.m. at the George Wilson Center. 	
Criminal Investigations Division:	
<ul style="list-style-type: none"> On August 12, 2021 detectives arrested Chavez Waters, 34, from Newark, for a robbery that occurred at the Baymont Inn, 630 S. College Avenue, on August 11, 2021. During the robbery, the suspect entered the hotel and displayed a handgun to the clerk, who turned over an undisclosed amount of United States currency. Waters was charged with Robbery 1st, Possession of a Firearm During Commission of a Felony, Aggravated Menacing, Drug Dealing, Terroristic Threatening, and Littering. He appeared in front of Justice of the Peace Court 11 and received \$135,000 cash bail. 	
Special Enforcement Division:	
<ul style="list-style-type: none"> During the week, the Traffic Unit will conduct traffic enforcement at various locations throughout the city. On Tuesday, Sgt. Bolden attended a UD Football Operations meeting to discuss logistical matters for the upcoming season. The unit has also deployed speed survey devices on Country Club Drive and West Main Street to capture statistical traffic data. The unit has also deployed a message board at the entrance to the Hunt at Louviers which will remain for another week. The message reads "OBEY STOP SIGNS" and "\$82 FINE and 3 POINTS". The sign was posted after complaints from residents regarding lack of compliance with various stop signs in the neighborhood. The unit also continues investigation into the two recent serious collisions on Country Club Drive and Library Avenue. On August 14th, the Special Operations Unit attended two community outreach events. The first was a College Park Community Clean Up and BBQ. Officers grilled hot dogs and burgers for the community members and purchased ice cream/water ice to give out. The unit deployed the PAL trailer and interacted with young members of the community playing various games and video game systems. The event was attended by approximately 200 people and was received well by the community. On the same day, the unit attended a Free Comic Book Day at Captain Blue Hen Comics. The unit again deployed the PAL trailer and distributed all ages comic books to kids and their families. Officers interacted with families at the event including posing for pictures and engaging in conversations about the Newark community, the event, and policing. The event was very well attended. During the weekend, the Special Operations Unit and the K9 teams will conduct proactive patrols throughout the city including the College Park neighborhood and the 896 hotel corridor. On August 10th, Animal Control Officer Donna Vickers investigated a dog attack that occurred in the 100 block of John F. Campbell Drive. A dog was left unattended in a running vehicle. The dog stepped on the mechanism to lower the window and subsequently jumped out and charged two juveniles, attacking both. One juvenile sustained puncture wounds to the foot and the other lacerations to the face. Both were transported to A.I. DuPont Children's Hospital via ambulance for treatment. The animal is up to date on all vaccinations and is under a 10-day quarantine. Charges are pending. 	
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:	
<p>On Tuesday, August 17, the City experienced significant flooding in areas that are known to flood. Amounts varied across the City from 3" to 5" in a two hour timeframe. This storm intensity is typically enough to overwhelm otherwise adequate storm systems. While most creeks and drains rose quickly, they receded nearly as fast. Crews worked during and after the storm to remove any debris washed to inlets and bridges. We were spared major damage outside of the active construction site at Curtis Lane, where the new culverts are in good shape, but the road base will need to be replaced. Several areas did see storm drains overflow, and we are investigating the downstream areas to verify there are no blockages. Residents are also reminded to keep storm drains free of debris if possible or contact PW&WR to report blocked drains that need attention.</p> <p>PW&WR refuse crew was on hand during Councilwoman Creecy's College Park community cleanup event last week. We were able to collect 20 bulk items and 30 bags of trash during the event.</p> <p>DelDOT Elkton Road Update On or about August 29th traffic switches to Pre-Phase 2 which involves temporarily moving traffic to median for temporary crossings. Phase 2 will follow, which will move both directions of traffic on the new concrete roadway. Phase 2 starts on or about September 13.</p>	
Activity or Project:	
City Street Paving Program	
Description:	
Grassbusters completed curb replacement at Blue Jay Drive and Hayden Way on 8/16. The curb crew will begin curb removal at Dove Drive on or about 8/19. The paving crew completed milling of the existing pavement at Walker Way and Hayden Way on 8/18, with the intent to begin paving on 8/19 and be completed by 8/23. Following the completion of paving at The Hunt at Louviers, the crew intends to mobilize to Arbour Park to begin milling and paving Blue Jay Drive.	
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	
Sanitary Sewer Pipe Lining	
Description:	
PW&WR and JMT held a pre-bid meeting with interested bidders for the lining of nearly 10,000 linear feet of sanitary sewer lines within the City. We expect to award the contract through Council by October 31 and have the work completed by March 2022. This lining process is designed to extend the life of the existing pipes by 50+ years. The project is funded by loans associated with the 2018 Capital Referendum.	
Status:	Started
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	

Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – August 12-18

Name	# of Documents	# of Pages	Types
Samantha	30	419	PWWR contracts; Out of office
Sandy	45	10,275	PUBS Postal Records and Daily Cash Receipts
Fred	480	7,017	PWWR contracts; Work Order attachments
Ana (PT)	518	393	Court documents
Danielle	4	5	Current Legislative Department documents
Violet (PT)	48	583	Current Legislative Department documents
Total	1,125	18,692	

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 08/08/21-08/14/21

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	2	3	0	3	1	0
Unlaw. Sexual Contact	3	5	0	3	0	0
Robbery	12	15	1	24	23	2
- Commercial Robberies	1	1	1	0	2	2
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	0
- Other Robberies	9	6	0	23	2	0
Assault/Aggravated	14	14	1	12	43	4
Burglary	23	20	2	73	9	0
- Commercial Burglaries	5	5	0	42	3	0
- Residential Burglaries	15	13	2	15	3	0
- Other Burglaries	3	1	0	16	2	0
Theft	277	463	7	116	73	4
Theft/Auto	40	44	3	11	11	1
Arson	0	0	0	0	0	0
All Other	107	2	0	74	38	5
TOTAL PART I	483	565	14	319	192	16
<u>PART II OFFENSES</u>						
Other Assaults	174	145	8	133	101	2
Rec. Stolen Property	1	0	0	6	4	0
Criminal Michief	73	108	5	40	25	0
Weapons	9	5	0	30	19	5
Other Sex Offenses	0	7	0	0	2	0
Alcohol	25	55	0	30	43	0
Drugs	36	82	3	57	60	2
Noise/Disorderly Premise	323	404	3	107	136	2
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	87	239	5	52	54	0
Trespass	177	227	7	29	50	2
All Other	180	249	15	175	161	16
TOTAL PART II	1085	1646	46	659	676	29
<u>MISCELLANEOUS:</u>						
Alarm	98	315	13	0	0	0
Animal Control	302	291	6	20	5	0
Recovered Property	120	112	2	0	0	0
Service	18874	21373	621	0	0	0
Suspicious Per/Veh	269	266	11	0	0	0
TOTAL MISC.	19663	22357	653	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	493	23,027	811	27,051



**Newark Police Department
Weekly Traffic Report**



08/08/21-08/14/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2941	7622	52	158
DUI	54	93	4	3
TOTAL	2995	7715	56	161

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	101	100	5	5
Property Damage (Reportable)	457	527	12	12
*Hit & Run	117	102	3	3
*Private Property	106	125	1	1
TOTAL	558	628	17	17

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.