

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

We are closely monitoring the local impact of the Delta variant of COVID-19. We have had three more employees test positive since late last week, Fortunately our mask policy was in place before the new cases. The State announced a vaccine/testing mandate for state employees which we are reviewing and discussing internally for potential application for City employees alongside a vaccine incentive plan. We will have more information for Council's consideration in the future. I have also updated our social gathering thresholds calculations as the private gathering ordinance has automatic snap-back thresholds we will need to monitor.

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.

Letters to potentially eligible tenants will be mailed on pink paper by 8/16. 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.

Paper Mill Road's closure for the Emerson Bridge placement has been postponed due to manufacturing delays. The new date for the road closing and install is tentatively scheduled for September 17-19. Notices will be updated once the schedule is finalized.

### Human Resources:

This week HR Administrator Marta Pacheco prepared and distributed letters of authorization for our six firearm instructors to be tested for lead and hearing. She also worked on 21-45 Code Enforcement Officer ad for posting on Friday, August 13. Additionally, she finally received random list from Pivot for monthly CDL drug testing for August. The letters/memos were prepared and distributed to the departments. Ms. Pacheco continues to review old files for scanning or destruction per our records department action plan. Ms. Pacheco and CHRO Devan Hardin continue to train HR Coordinator Denyce Bradshaw on day-to-day tasks in the HR office. Ms. Bradshaw will be reaching out to department directors and managers in the coming week to set up mandatory anti-harassment training for all employees. We have secured the training videos from our vendor and have watched both for quality. Training will officially kick off in September. Ms. Bradshaw has also taken the lead on working with our graphics designer in creating training

certificates that can be placed in employees files once they have completed training. Ms. Bradshaw continues to assist all HR staff with small projects.

This week CHRO Hardin spent the majority of the week catching up and working ahead due to an upcoming vacation. She has spent time assisting Director Mary Ellen Gray on the temporary planner positions that were recently approved by City Council including reviewing job descriptions and ads. These temporary full-time positions will be posted on August 20 and will end on September 3. On August 12, CHRO Hardin and the rest of the HR team attended a webinar hosted by DEMEC on Generations Coexisting in the workplace. All managers and directors were also required to attend. CHRO Hardin continued working on preparations for upcoming FOP negotiations and updates to the police pension ordinance amendments. The rest of the week was spent following up on emails, taking phone calls and employee/labor relations issues. CHRO Hardin will be out of the office starting August 20-25 and will be back August 26.

#### Chief Purchasing & Personnel Officer:

CPPO Martindale's week revolved primarily around COVID-19. Specifically, additional employees tested positive for COVID-19 this week (our first positive cases since May), which resulted in needed contact tracing, testing tracking, and distribution of potential quarantine information. All directly exposed staff and contractors were noticed promptly. He also sent out additional vaccination-related information to staff and updated staff's vaccination and COVID case statistics for the purpose of eventual discussion with staff and potentially Council. Other Life/LTD and invoicing items took up most of the rest of his time from an HR perspective.

In addition to the HR items above, Mr. Martindale continued coordinating with Staples to potentially set the City up as a verified vendor, worked with Safety Committee Chair Ryan Straub to follow up on concerns raised during the previous Safety Committee meeting, worked on a change order memo for Council related to the installation of electric vehicle charging stations (will be up for Council sometime soon), reviewed and posted Contract 21-12 (2021 Sanitary Sewer CIPP Lining - <http://www.newarkde.gov/bids>), held a proposal opening for RFP 21-04 (Administration of Off-Duty Police Details for NPD), and completed various administrative Purchasing tasks.

#### Facilities Maintenance Superintendent:

- Repaired loose faucet at Preston's bathroom.
- Got into GWC pump house after lock broke and temporarily replaced lock until appropriate replacement arrives.
- Began prepping new louvered door for GWC janitors closet.
- Worked on patching pipe insulation on chilled water lines in MB.
- Set up Council Chamber various times for different meetings.
- Worked with electric to repair CC timer system.
- Organized AHU air filters for storage.
- Unpacked and set up new air filters in various locations.
- Worked on replacing ceiling tile in MB basement hallway.
- Worked with Trane to learn how to clear strainers in case needed in the future.
- Supported Trane's efforts.
- Ordered janitorial supplies as needed.

**Carpentry/Custodial staff:**

- Replaced ceiling tile in Chief's office and conference room.
- Disposed of old tile.
- Installed no skid tape on GWC men's room stairs.
- Installed paper towel dispenser in sally port.
- Installed air fresheners in bathrooms lacking them.
- Helped Schlosser reset drain line in Chief's office.
- Ran floor scrubbers.
- Polished the basement floor in NPD.
- Completed normal cleaning and disinfecting duties.

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

- Worked with other Admin team members to update COVID-related policies, shared updates internally.
- Assisted Finance Department with various projects, specifically DEHAP messaging.
- Drafted and distributed press release about the upcoming budget process.
- Took photos of linemen for DEMEC's billboard campaign.
- Organized stress management wellness seminar with DVHT.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content.

**Creative Design and Web Specialist:**

- Created building signage and web graphics for PUBS 8/11 closure.
- Created department information sheets.
- Edited "wear a mask" sign for IT Division.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated Budget Central with the budget overview.
- Updated mask policy signage.

**Communications Assistant:**

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Edit copy from various departments.
- Continued work on next resident newsletter and birthday/anniversary newsletter.
- Assisting the CCO with updating and streamlining the info on the website, collecting photos for multiple departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Updated the phone extension list.
- Completed daily bank runs and package deliveries, filled in for mailroom tech to deliver incoming mail.

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**Activity or Project:**

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**Description:**

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

### City Manager's Weekly Report

<b>Department:</b> Alderman's Court	
<b>Notable Notes:</b>  Alderman's Court held three court sessions from 8/5/21 to 8/11/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle parking appeals in person.  Terri participated in a manager's meeting on 8/5/21.  The court processed 18 PBJ's for traffic violations and processed 5 Pleas in Absentia for criminal violations.	
<b>Activity or Project:</b> Payments and Court Sessions	
<b>Description:</b> From 8/5/21 to 8/11/21 Alderman's Court handled 32 arraignments, 31 trials and 18 capias returns. The court collected a total of 321 parking payments of which 227 were paid online and 94 were paid at court. The court also collected criminal/traffic payments of which 131 were paid online and 33 were paid at court for a total of 164 criminal/traffic payments.	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	08-11-2021
<b>Execution Status:</b>	Completed
<b>Activity or Project:</b>	
<b>Description:</b>	

<b>Status:</b>	
<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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on August 9 for Council and Bobby was in the office on August 6 for Court.

Renee attended the management staff meeting on August 5.

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 16 Council agenda and packet on August 9.

Paul, Renee and Tara staffed the Council meeting on August 9. An addendum amending the title of 9A and item 2B were sent to Council on August 5. Follow up from the meeting was completed throughout the week.

Nichol staffed the August 10 Conservation Advisory Commission meeting where the group prepared 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 23 Council agenda and drafting items for the August 23 Council packet. Council agenda items are currently being scheduled into mid-October.

Renee drafted and circulated to staff for review the annexation agreement for 1105 Elkton Road. This annexation and zoning is scheduled for public hearing at the September 27 Council meeting.

Renee and Nichol worked with several boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments. Nichol also worked on a tracking system for boards and commissions applicants. Applicants for Planning

Commission, Reapportionment Committee and the Board of Ethics are scheduled for the August 23 Council agenda. 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 the Daughters of the American Revolution Constitution Week.

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

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:

- \* Provided documents and closed an August 3 FOIA request for correspondence between the City/City Officials and former City Council candidate Brenden Moore from Daniel Larlham, Jr.
- \* Circulated to staff an August 10 FOIA request for open liens/permits regarding 927 Aster Avenue from Ridgway Law Group, LLC
- \* Circulated to staff an August 11 FOIA request for criminal records pertaining to self from Daniel Coleman
- \* Circulated to staff an August 11 FOIA request for open/outstanding fire code violations pertaining to 650 Lehigh Road from Armada Analytics

Regarding minutes, staff time was spent on the August 9 Council (Nichol drafting) minutes. The August 9 Council executive session minutes are currently in the queue.

11 discovery requests were fulfilled for upcoming Alderman's Court cases. 346 discovery requests have been filled so far for 2021. The court calendars for August 19 and 26 were completed and the 25 associated case files were compiled for the Deputy City Solicitor.

The office received 18 new lien certificate requests this week, which were sent to Finance for processing. 17 lien certificates were completed and sent to the requestor. 375 lien certificates have been processed for 2021.

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**Activity or Project:**

Digital Records Project

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**Description:**

The scanned documents numbers for August 5-11 are below.

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

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**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.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	Behind Schedule

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

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

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

Electric Department

**Notable Notes:**

The line crews worked on the transformers at The Rail Yard and pulled primary cables in at The Grove (College Square Shopping Center). They also needed to hold a pole on Washington Street for the Water Division and cleared a very large limb from the lines at Orchard Road and West Park Place.

The electricians worked on the EV charging stations. They also ran internet cables in Council Chamber and fixed a communication issue at the Sandy Brae Substation.

Engineering worked on equipment approvals for The Grove. Engineering also worked on the 95S on ramp project with DelDOT designers, relocating poles and guys and worked with DEMEC on UD's EV2G (Electric Vehicle to Grid) project.

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

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

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

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Letters to potentially eligible tenants will be mailed on pink paper by 8/16. 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 this week. The amounts of the bills are viewable on the City's website. The actual bills themselves are being generated and will be mailed to all property owners next week. About 60% of property tax bills are paid directly by the property owner in Newark. The tax rate has not changed from last year. Tax bills can be paid online using this link for no additional fee: [www.newarkde.gov/payments](http://www.newarkde.gov/payments).

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.

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.

On 8/11, Director Del Grande joined Mayor Clifton and Director Filasky in a meeting with Congresswoman Blunt-Rochester. At this meeting, the City reviewed its intentions of using the ARPA funds.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**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 - 63

Open Project Tickets from Previous Week - 14

Open Tickets with Vendor R&D from Previous Week - 27

Tickets Opened in the Last Week - 57

Tickets Closed in the Last Week - 57

Remaining Open Support Tickets - 61

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 28

1. Finalized PW&WR stormwater violation in Munis.
2. Resolved the issue with the location master table in Munis.
3. Sent user acceptance testing (UAT) documentation to users for testing of Northstar, Customer Connect and mCare upgrades.

4. Began to resolve any issues found from UAT.
5. Reviewed SilverBlaze statement of work and requested demo.
6. Continued working with Paymentus on the EMV device configuration for testing.
7. Attended Generations: Coexist! webinar on 8/12.
8. Worked on and resolved support tickets for end users.
9. 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.

Infrastructure Team:

Open Support Tickets from Previous Week - 109

Open Project Tickets from Previous Week - 35

Tickets Opened in the Last Week - 106

Tickets Closed in the Last Week - 106

Remaining Open Support Tickets - 111

Remaining Open Project Tickets - 33

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

**Activity or Project:**

**Description:**

**Status:** Not Started

**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: Working with Pannier Graphics, talked with JMT about the park area for the Rodney project; met with the parks staff and Public Works about the parking lot extension at the Reservoir; reviewed landscape plans for upcoming subdivision projects; inspected Fairfield Park court area and hard surface rehab; completed approvals for Temporary Certificate of Occupancy (TCO) for the Rail Yard; attended Teams meeting with Delaware Division of Forestry about presenting at their October webinar; attended a meeting with DEMEC, DNREC, Tom C. and Sharon about DEMEC showing electric cars at Community Day; met with Bhadresh and Tom Z. about landscape screening at the new charging station; met with a resident about Phillips Park conservation and mowing operation.

Deputy Director: Met with and completed mid-year feedback sessions with all recreation staff; attended Community Day meeting with Sharon, Melinda and representative from UD and Christiana School District; met with Joe to finalize updates for the budget and discuss the order for park signage production; met with Joe and Tom Coleman to discuss current CDC camp guidance and Delaware Public Health recommendations and updated camp face mask policies to reflect recent changes due to the COVID tracking data, Melinda updated the parent packets, Shelby updated information on the website and Chrissy updated George Wilson Center rental information on Civic Rec; ordered additional portable toilet units for NPD's National Night Out; sent fall calendar of events to staff; completed conversion of all fall program information and sent to Shelby to start creating fall activity guide, sent information to Sharon and Chrissy to confirm instructor availability and facility availability; worked with Melinda to reach out to Newark Natural Foods regarding the possibility of the farmers market area at Community Day and met with her regarding items for National Night Out; worked with Sharon to send out a promotion for the upcoming RBG outdoor movie to previous movie participants; completed August PSA's; continued processing background checks through DELJIS and the Child Protection portal for summer staff; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; processed financial assistance applications; continued to work with Melinda, Chrissy and Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Rittenhouse Camp session IV began this week, this is the final session; we do have a one week Rittenhouse Rocks Camp scheduled next week, planning final details including field trips and buses for Rittenhouse Rocks; updated adult volleyball schedules – Monday and Tuesday leagues are now in playoffs and will be ending in the coming week; working to add more children from waitlists for upcoming tennis and archery camps; met with local ambassador for the Diamond State Pickleball Club regarding upcoming fall program offerings; working on details for fall programs including facility use requests and COVID plans for use of Christina School District facilities; working to recruit and hire new before and after school staff, the programs begin on the first day of school at Downes and West Park – Wednesday, 9/8/21; basketball camp was held all week at Newark High School.

Recreation Supervisor of Community Events: Prepared for, held and monitored Safe Kids Camp with 15 campers registered, a special thanks to Cpl. Pagnotti and the NPD Special Ops team for

their assistance throughout the week, including holding a Bike Rodeo, K9 Demonstration and providing staffing throughout the week-long camp, guests visited to teach lessons throughout the week which were reinforced through activities; Camp REAL had a field trip to New Castle and tie dyed and swam with Safe Kids Camp; met with DNREC, DEMEC, Joe, Tom Coleman and Dave Del Grande about holding an electric car display and test drives at this year's Community Day; sent rosters and first day letters for upcoming camps.

Coordinator of GWC and Volunteers: It was another fun week for Camp GWC with a theme of H2-Woah! (Water Week!), camp was full with a total of 36 Full Day Participants and 5 Half Day Participants, campers enjoyed a field trip to Historic New Castle with a scavenger hunt of the historic areas, campers also enjoyed meeting with Paws for People and participating in multiple water activities throughout the week; sent Welcome Letters and information to parents of participants attending future camps; assisted Sharon when needed for Safe Kids Camp items; continued finalizing information for fall programs; completed and emailed meeting notes and information on the NAACP/George Wilson Center Historic Displays; total attendance for the George Wilson Center pool was 277 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, temperatures were very cool on Tuesdays and Wednesday and we experienced very low attendance because of it; continued communication with the University of Delaware and Sertified to schedule Lifeguard Certification trainings for the fall and spring; continued to coordinate with volunteers in need of Community Service hours and missionary volunteers; spoke with the Newark Senior Center to include their Meals on Wheels program as an opportunity for volunteers as they are in desperate need of volunteers for this program; worked on updating GWC rental documents pertaining to COVID regulations; continued training on the newest George Wilson Center staff member and worked with HR/IT to finalize items; 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: George Wilson Center Main Hall was rented on August 7 from 11 a.m. - 5 p.m. for a Baby Shower with an overall attendance of 25 and from 6 - 10 p.m. for a Graduation Party with an overall attendance of 70; the outdoor pavilion was rented on August 7 from 12 - 5 p.m. with an overall attendance of 20; the Main Hall and outdoor pavilion were rented on August 8 from 11 a.m. - 2 p.m. for a Church Anniversary with an overall attendance of 16 and the Main Hall was rented from 3 - 8 p.m. for a Baby Shower with an overall attendance of 31. Volunteer Hours: One Community Service volunteer devoted a total of 20 hours removing from various areas including Christina Parkway and LeRoy Hill Park; the volunteer removed over 35 bags of trash from the areas. 12 missionary volunteers devoted a total of 32 hours of service mulching park areas.

Recreation Specialist: Updated the website FAQ sheet and the parent packet with the revised mask guidance, distributed new documents to Recreation Supervisors and had Shelby update the FAQ on the website; collected items and worked National Night Out; completed shopping for Rittenhouse Camp supplies and shirts/dye for Camp REAL/Safe Kids Tie Dye Day; completed initial review of fall activity guide; transported kids to/from Dickey Park to the George Wilson Center for swimming; started making file folders for new school year for Before and After School Care; reminded the solo volunteer at Camp GWC about their service for week of Aug 9-13.

Parks Superintendent: Inspected six park/open space areas and developed work orders as needed, met with playground equipment representative on stair/transfer station replacement on existing play unit at Kells Park, continued overseeing Ash tree removal behind houses on Timber Creek Lane, followed up on PO for bench purchase for GWC, attended meeting at Reservoir concerning

new parking area along with several City staff, met with two landscape contractors to get quotes for plant cut backs along service road behind houses on Madison Drive for Public Works, along with Parks Director visited two sites of proposed development to review existing tree conditions, worked with volunteers doing plant cut backs at Elan Park and submitted to NPD cost breakdown of damage at Reservoir parking lot.

Parks Supervisor: Assigned field staff daily, attended meeting at Reservoir concerning new parking lot extension, started coordinating for fence installation at Reservoir for parking lot extension and entering data from last three weeks in Munis.

Parks/Horticulture: Staff continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, two horticulture staff attended training session thru Delaware Nursery and Landscape Association, did trash removal throughout park system as needed, did tree work in several park areas, sprayed weeds on Blair Court, blew out screens on both Jacobsen mowing units, mulching with volunteers at McDonald's Circle/Woodlawn Avenue triangle/sign bed at Lumbrook, rehung basketball goals on backboards at Fairfield, raked out/leveled horseshoe pits at Folk and reset bench at Olan Thomas Park, volunteers did plant cutbacks at Elan Park and mulched bed areas at McDonald's Circle and Woodlawn Avenue triangle.

**Activity or Project:**

White Clay Creek Bridge/Charles Emerson Pedestrian Bicycle Installation Delayed

**Description:**

The White Clay Creek/Charles Emerson Bicycle and Pedestrian Bridge that was scheduled to be set in place August 20-22 has been delayed due to steel supply problems at the bridge fabricator. A new installation date will be confirmed next week.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	10-01-2021
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

<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

- 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: 11
- Violation Notices: 24
- Citations: 0
- Inspections: 21

## 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

#### Activity or Project:

##### Description:

**Status:**

**Expected Completion:**

**Execution Status:**

#### Activity or Project:

##### Description:

**Status:**

**Expected Completion:**

**Execution Status:**

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

Police Department

**Notable Notes:**

## Administration Division:

- On Wednesday, August 11th, Lt. Rubin and M/Cpl. Smith attended Rep. Baumbach's Coffee with Constituents which was held at the Newark Country Club. Officers joined representatives from the Attorney General's Office to discuss various law enforcement related topics.
- Administration Unit officers are finalizing plans for the 15th Citizens Police Academy which starts on September 23rd. More information can be found at <https://newarkde.gov/348/Citizens-Police-Academy>.

## Criminal Investigations Division:

- On August 7, 2021, detectives assisted with the investigation involving a pedestrian being struck by a train on the CSX railroad tracks, east of North College Avenue.

## Special Enforcement Division:

- Traffic Unit officers will be conducting enforcement at various hot spot locations throughout the City to address complaints of vehicles speeding and running stop signs.
- Officers from the Special Operations Unit participated in Camp REAL on Wednesday, August 11, 2021.
- On Saturday, August 14th, SOU officers will be attending the Madison Drive clean up and barbeque. Officers will be providing entertainment and ice cream from the PAL trailer. Also, on Saturday, August 14th, SOU officers will be attending the Free Comic Book Day event at Captain Blue Hen comics. Officers will be handing out giveaways from the PAL trailer.
- On August 4th, ACO Vickers responded to the unit block of Hidden Valley Drive for a sizeable black snake inside a residence. The resident had been working in the basement when he saw the snake slithering across the floor. ACO Vickers captured and released the animal without incident.

## Patrol Division:

- On August 9, 2021, at approximately 1553 hours, Newark Police responded to East Main Street, west of Library Avenue, for a report of a two-vehicle crash. Upon arrival officers contacted the operator of a black Ford F-150 who was found to be intoxicated. The operator was arrested for 3rd Offense DUI, Endangering the Welfare of Children While Driving Under the Influence (two counts) and Inattentive Driving.
- On August 7, 2021, at approximately 2304 hours, Newark Police responded to the CSX railroad tracks, east of North College Avenue, for a report of a subject struck by a train. Officers located a 21-year-old male on the south side of the tracks suffering from serious injuries and began



to render medical aid. The victim was treated at the scene by Aetna EMS and New Castle County paramedics and was transported to an area hospital in critical condition.

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**City Manager's Weekly Report**

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**Department:**

Public Works and Water Resources Department

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**Notable Notes:**

Paper Mill Road closing for Emerson Bridge placement has been postponed due to manufacturing delays. The new date for the road closing and install is tentatively scheduled for September 17-19. Notices will be updated once the schedule is finalized.

Curtis Lane culvert has been installed along with the headwalls on each end. Restoration of the road is underway and will likely be completed within the next two weeks.

Staff attended a virtual workshop for the Clean Water and Drinking Water State Revolving Loan Fund participation. Attendance is mandatory for any use of the program including future grants and loans. These are the programs through which our 2018 Referendum was primarily funded. Though it has not been announced, we expect any funding from the State's share of ARPA funds designated for infrastructure will be funneled through this program.

Director Filasky met with US Congresswoman Lisa Blunt-Rochester along with local business owners, Mayor Clifton, and Finance Director Del Grande to discuss the City's plans for ARPA funding and how we can work together with the state and federal government to best use this funding to benefit the City.

**Activity or Project:**

Rodney - Park and Pond Construction

**Description:**

The Rodney Park and Pond construction continues to make progress toward a fall opening of the park. Material availability, weather days, and contractor availability have all contributed to the delay in finishing the project. The project team is meeting 8/13 to review the schedule for the remainder of the project. In recent weeks, the water and electric utilities have been installed, several areas were stabilized and seeded at the final grade, and the base for most of the walking trails was installed. Concrete and asphalt installation is now underway and will continue for several weeks.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	09-30-2021
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

Street Paving Conditions Assessment

**Description:**

Staff met with a contractor that will be performing an automated street conditions assessment. This assessment will be completed using high-definition photos gathered by a vehicle that drives around the City. The data collection should take roughly two days, and they do not require any special traffic control as they drive at regular speed to collect the data. Automated collection and analysis will allow for more subjective review along with consistent analysis to generate the list of street candidates for future years.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	09-30-2021
<b>Execution Status:</b>	On Track

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

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

Digital Records Project New Documents Created – August 5-11

Name	# of Documents	# of Pages	Types
Samantha	5	143	PWWR records; Out of office
Sandy	45	6,352	City Manager administrative files, Payroll reports, Bank Reconciliations, Daily Cash Reports
Fred	112	2,830	PWWR contracts; Work Order attachments
Ana (PT)	145	890	Court documents
Danielle	4	41	Current Legislative Department documents
Violet (PT)	12	138	Current Legislative Department documents
Total	323	10,394	

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 08/01/21-08/07/21

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	21	2
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	2
- Other Robberies	8	6	0	23	2	0
Assault/Aggravated	12	13	1	11	39	0
Burglary	22	18	0	72	9	0
- Commercial Burglaries	5	5	0	42	3	0
- Residential Burglaries	15	11	0	14	3	0
- Other Burglaries	2	1	0	16	2	0
Theft	265	456	6	114	69	4
Theft/Auto	36	41	1	11	10	2
Arson	0	0	0	0	0	0
All Other	106	2	0	74	33	2
TOTAL PART I	460	551	8	315	176	10
<u>PART II OFFENSES</u>						
Other Assaults	172	137	10	127	99	8
Rec. Stolen Property	1	0	0	6	4	0
Criminal Michief	70	103	4	39	25	0
Weapons	9	5	0	24	14	0
Other Sex Offenses	0	7	0	0	2	0
Alcohol	25	55	0	29	43	0
Drugs	34	79	0	53	58	5
Noise/Disorderly Premise	321	401	6	106	134	0
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	86	234	8	49	54	0
Trespass	171	220	8	28	48	2
All Other	176	234	13	164	145	11
TOTAL PART II	1065	1600	49	625	647	26
<u>MISCELLANEOUS:</u>						
Alarm	96	302	11	0	0	0
Animal Control	295	285	11	20	5	0
Recovered Property	117	110	5	0	0	0
Service	18478	20752	613	0	0	0
Suspicious Per/Veh	260	255	7	0	0	0
TOTAL MISC.	19246	21704	647	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	556	22,534	798	26,240



**Newark Police Department  
Weekly Traffic Report**



**08/01/21-08/07/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2889	7464	48	96
DUI	50	90	1	4
TOTAL	2939	7554	49	100

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	96	95	4	6
Property Damage (Reportable)	445	515	20	12
*Hit & Run	114	99	3	2
*Private Property	105	124	5	7
TOTAL	541	611	24	18

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.