

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

This week we were impacted by Hurricane Ida which, fortunately, was only a tropical depression once it reached Newark. Directors Spadafino and Filasky took Councilman Suchanec and I on a walk of the Christina Stream Valley ahead of the storm to review a few problem areas and discuss preventative actions that were being taken to lessen flooding in that area. While there was little wind associated with the storm, we received around 5" of rain which fell on top of about an inch we received the day before. Despite this, we saw little flooding. The additional storm sewer installed in East Main Street as part of the DelDOT project appeared to be sufficient, with no reported flooding during Ida nor the heavy thunderstorms a few weeks ago. Similarly, the Rodney stormwater pond worked as designed for both storms and there were no road closures or flooding areas reported downstream in South Main or the Devon/Binns areas. Both of these areas would have likely seen flooding in the absence of the new pond based on the total rainfall and intensity of these storms.

I attended an event at the Chabad Center where they officially announced their plans for rebuilding following the fire which closed the original center. It is encouraging to see progress and the event was well attended. I had a handful of meetings this week including one with TNP and our consultant, AECOM, who is working on the City's greenhouse gas inventory. TNP has their own sustainability initiative, and they plan to work closely with the City to coordinate our efforts. I also met with an engineer and attorney to discuss a missing stormwater easement on a property off Capitol Trail. I later met with a company that provides direct mailing services that could potentially be used to assist with recruitment efforts. We also held our regular directors' meeting. I also participated in a FOP negotiation prep meeting with our negotiations team.

We are continuing to see good interest in our 100% renewable program. As of September 2nd, 2,248 accounts have been enrolled in the program and only 29 have opted out. The average cost per account to participate per month was \$6.26 for the month of August.

**Human Resources:**

CHRO Devan Hardin spent the early part of the week continuing to catch up on emails and other items that came up while on vacation last week. CHRO Hardin attended Monday night's Council meeting for the Administration Department budget presentation. CHRO Hardin along with CPPO Jeff Martindale and Finance Director Dave Del Grande met with a financial wellness representative from Fulton Bank (City's banking institution) to discuss how they can work with City employees, retirees and the community. They offer several financial wellness presentations and attend employee wellness events. The City had partnered with them in the past when they attend an employee wellness fair.

CHRO Hardin and the HR team participated in a meeting with police staff regarding upcoming police officer recruitment processes and changes. We will start to update the ad and other related documents for the upcoming police officer recruitment process. Tentatively we are looking to hold two tests that would coincide with early 2022 academies through the Delaware State Police and New Castle County. We were unsuccessful in the last recruitment process from early spring. CHRO Hardin and CPPO Martindale along with City Manager Coleman and Finance Director Del Grande met with the City's labor attorney to prepare for upcoming contract negotiations with the FOP. Their current contract expires December 31, 2021. Negotiations are set to begin in the coming weeks. CHRO Hardin spent the rest of her time on labor relations, attending meetings, and assisting directors with personnel matters. The HR team also continues to work on updating the employee personnel manual.

This week HR Administrator Marta Pacheco spent the majority of the week catching up from being away on vacation last week. She processed two work-related injuries with PMA. Ms. Pacheco added new school-age positions with new pay rates for Parks in the personnel manual. Once approved by the city manager the updated section will be distributed to staff. HR Administrator Pacheco received and prepared letters for CDL random drug/alcohol testing for September.

Additionally, she contacted applicants for the Part-Time Secretary vacancy in Alderman's Court to schedule interviews. These interviews have been scheduled for Wednesday, September 8, in the afternoon. HR Coordinator Denyce Bradshaw was also out on vacation last week and is playing catch up on scheduling employees for our mandatory anti-harassment training which starts September 14.

CPPO Jeff Martindale's week focused on COVID-19 primarily. Specifically, three (3) additional employees tested positive between Saturday, 8/28 and Friday, 9/3, which is a positive trend from the previous week (five (5) positives). As of 9/3, 47 City employees have tested positive for COVID. Mr. Martindale completed all necessary contact tracing and provided those impacted their at-work cautionary protocols (for vaccinated employees) or quarantine requirements (for unvaccinated employees). The HR team decided this week that all new hires will need to have all shots associated with the COVID-19 vaccine (2 shots for Pfizer or Moderna; 1 for Johnson & Johnson) within two weeks of hire. This is to better protect City staff and residents. Several COVID-19 testing and vaccination sites are available in the greater Newark area. Please visit <https://coronavirus.delaware.gov/> for testing and vaccination sites. See the attached staff vaccination statistics sheet for more info (data updated as of 9:15 a.m. on 9/3).

**Purchasing/Facilities Maintenance:**

Chief Purchasing &amp; Personnel Officer:

In addition to the above HR items, CPPO Jeff Martindale also reviewed proposals submitted for RFP 21-04 (Administration of OT Details for NPD). There were four proposals received, but only three were submitted by the deadline. The fourth submission was disqualified. He also issued addendum #1 to RFP 21-05 (Charrette), which can be reviewed at [www.newarkde.gov/bids](http://www.newarkde.gov/bids).

Mr. Martindale also worked with Parks & Rec to identify applicable purchases for a Before and After Care grant from the Federal Government that is administered by the State.

On Monday night, Mr. Martindale presented the Facilities Maintenance capital budget to City Council as part of the Administration Department's budget presentation. He will incorporate Council's recommended changes into the next presentation.

Lastly, Mr. Martindale worked on various other administrative tasks.

**Purchasing Assistant:**

Ms. Trykowski processed 103 invoices for the week ending 8/27, 12 purchase order and 1 change order. So far this week, she has processed 9 purchase orders and anticipates processing 75 invoices by the end of the week.

**Facilities Maintenance Superintendent Dave Greenplate completed the following:**

- Changed air filters at George Wilson Center.
- Set up Council Chamber as needed.
- Reworked condensate line on GWC rooftop unit.
- Completed storm prep.
- Sandbagged loading dock.
- Cleaned out around sump pumps.
- Checked operation of pumps and deploy extra hose.
- Facilitated replacement of light fixture in drug evidence room.
- Facilitated plaster repairs in Atrium by outside contractor.
- Began work for handrail at GWC.
- Directed facilities and custodial staff.
- Received and stored supplies.
- Made and delivered plywood panel to protect trunk area of Nissan Leaf.

**The rest of the FM team completed the following:**

- Replaced light lenses in GWC main room and dance studio.
- Replaced lockset on SWF back building.
- Scrubbed GWC main floor and dance studio.
- Repaired GWC men's room door closer.
- Cleaned range top and hood at GWC.
- Completed normal cleaning and disinfecting duties as needed.

**Chief Communications Officer:**

- Shared information internally regarding the current status of employee COVID cases, answered questions on testing and masking policies as well as the incentive program.
- Working with Parks and UD to organize the upcoming Patriot Day ceremony on 9/10, creating the program and writing remarks for Mayor Clifton.
- Met with DelDOT staff and other City employees to plan additional Main Street Alfresco dates.
- In the process of scheduling an on-site flu shot clinic with CVS and DVHT.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content.
- Continuing to work on different wellness initiatives including an employee survey and different team building ideas.

**Creative Design and Web Specialist:**

- Combined and uploaded Admin Weekly report 8/27.
- Created a CWA part-time job applicant handout for HR.
- Designed a Newark Renewable Energy Program flyer for Community Day.
- Designed building signage and web graphic for City of Newark's Labor Day closure.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled Labor Day closure on the City website.
- Scheduled Labor Day refuse change via InformMe.
- Scheduled public meeting notices via InformMe.
- Updated 2022 Holiday Refuse Collection Magnets for Public Works.
- Updated Budget Central with ARPA Project List.
- Updated Council webpages for John Suchanec and Jay Bancroft.

**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.
- Completed the resident newsletter and birthday/anniversary newsletter.
- Assisting the CCO with updating and streamlining the info on the website, collecting photos for multiple departments.

- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Completed daily bank runs and package deliveries, filled in for mailroom tech to deliver incoming mail.

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

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 8/26/21 - 9/1/21. 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 remote managers' meeting on 8/26/21.

The court processed 14 PBJ's for traffic violations as well as 4 plea by mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 8/26/21- 9/1/21 Alderman's Court handled 24 arraignments, 31 trials and 10 capias returns. The court collected a total of 317 parking payments of which 252 were paid online and 65 were paid at court. The court also collected criminal/traffic payments of which 115 were paid online and 7 were paid at court for a total of 122 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

09-01-2021

**Execution Status:**

Completed

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Bobby was in the office on August 26 for Court.

Renee attended the management staff meeting on August 26.

Paul and Renee and Tara staffed the Council meeting on August 30. Follow up from the meeting was completed throughout the week.

Renee spent time working on items related to Council, including drafting the agenda for the September 13 Council meeting, drafting items for the September 13 Council meeting and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into mid-October.

Renee finalized the Legislative Department budget materials for the upcoming presentation to Council on September 13.

Renee worked with the Reapportionment Committee to schedule its first meeting and to review initial census data maps provided by the Department of Elections. The first meeting of the Reapportionment Committee will be held on Wednesday, September 15 at 6:00 p.m.

Renee received comments back from the City Solicitor regarding the annexation agreement for 1105 Elkton Road. The annexation and rezoning for this project 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. Applicants for positions on the Diversity and Inclusion Commission and Reapportionment Committee are scheduled to be considered on the September 13 Council agenda. All positions currently accepting applications can be found on the City's website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Tara completed several building permit reviews.

Tara and Violet 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 a response and closed an August 11 FOIA request for open liens/permits regarding 927 Aster Avenue from Ridgway Law Group
- \* Provided a response and closed an August 26 FOIA request for violations/lienable items/open permits regarding 67 West Mill Station Drive from Brian Frederick Funk
- \* Provided documents and closed an August 26 FOIA request for all signed "Oath of Office" certificates for current elected officials in the City of Newark from Marianne Nichols
- \* Circulated to staff an August 26 FOIA request for all residential/commercial building permits from January 2021 through June 2021 from Neljia Holmquist
- \* Provided documents and closed an August 27 FOIA request for the original sidewalk violation regarding 211 Murray Road from Nicole Roper
- \* Circulated to staff an August 30 FOIA request for open permits/violations/lienable items pertaining to 101 Ritter Lane from Kara Packard
- \* Circulated to staff an August 30 FOIA request for spills/contamination reports/etc. regarding Briarcreek North Subdivision from Evans Mill Environmental
- \* Circulated to staff an August 31 FOIA request for open permits/violations/lienable items pertaining to 976 Alexandria Drive from Andrea Funk
- \* Circulated to staff an August 31 FOIA request for open permits/violations/lienable items pertaining to 101 Ritter Lane from Kara Packard

Regarding minutes, staff time was spent on the August 23 Council (Nichol drafted) and August 30 Council (Nichol drafting) minutes. The August 9 Council executive session, August 10 Conservation Advisory Commission, August 23 Council executive session and August 30 Council executive session minutes are currently in the queue.

6 discovery requests were fulfilled for upcoming Alderman's Court cases. 379 discovery requests have been filled so far for 2021. The court calendar for September 16 was completed and the 9 associated case files were compiled for the Deputy City Solicitor.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. 421 lien certificates have been processed for 2021.

**Activity or Project:**

Digital Records Project

**Description:**

The scanned documents for August 26-September 1 are below.

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

<b>Status:</b>	
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<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> Electric Department	
<b>Notable Notes:</b> A substation transformer tripped offline Friday morning after a potential transformer (PT) failed unexpectedly. Because the failed PT also caused the 34kV fuses to blow, the transformer is being tested and the oil evaluated for any internal problems as a precaution before reenergizing.  The line crews continued working at The Rail Yard and The Grove. The line crews also had to perform an emergency replacement of a pole at the corner of Tyre Avenue and East Main Street after a sign contractor pulled guys and communication cables down breaking the pole.  The electricians installed a cellular modem at Sandy Brae Substation to clear up intermittent communications with the SCADA over radio. They also sealed conduits at City Hall that have been leaking during heavy rainstorms, rebuilt park lights, and fixed school flashers and time clocks.  Engineering had a virtual meeting with UD about the STAR Campus infrastructure. Engineering also continued working on the infrastructure design with developers and electricians for The Grove as there are issues to be worked out with the number of conduits and wire sizes needed to meet ampacity requirements for transformers.	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
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<b>Activity or Project:</b>	
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<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> Finance Department	
<b>Notable Notes:</b> The budget hearings for Planning, Parks and Recreation, and Administration were held on August 30. The budget hearings for Legislation, Alderman's Court and PW&WR are scheduled for September 13. Link to all budget information can be found here: <a href="https://newarkde.gov/1007/Budget-Central">https://newarkde.gov/1007/Budget-Central</a> .  Director Del Grande attended the Delaware League of Local Government's meeting with Governor Carney and other municipal representatives across the state on August 31. The topic of discussion was the state's share of American Rescue Plan Act (ARPA) funds, and the potential funding of local projects using state ARPA funds. If the City is able to use state ARPA funds to fund our own projects (or portions of them), that will leave the City's ARPA funds available for other uses.  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 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 in mid-August. 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](http://www.newarkde.gov/payments).

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.

**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:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Two Weeks - 51

Open Project Tickets from Previous Two Weeks - 15

Open Tickets with Vendor R&D from Previous Two Weeks - 29

Tickets Opened in the Last Two Weeks - 68

Tickets Closed in the Last Two Weeks - 58

Remaining Open Support Tickets - 60

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 30

1. Continued resolving any issues found from user acceptance testing of Northstar, Customer Connect and mCare.
2. Met with Deputy Finance Director Hollander and made configuration updates to journal entry workflow process in TEST.
3. Revised police employment application at the request of DC Feeney and HR.
4. Transferred custom doc types for TCM into TEST and TRAIN environments.
5. Configured handheld scanners for PUB to reduce manual entry of tax payments.
6. Scheduled payment redistribution processes in Munis.
7. Resolved utility payment on disconnected accounts issue.
8. Attended Smartworks Academy Webinar: Adapting Smartworks Compass to your needs on 8/23.
9. Met with Northstar to discuss open tickets on 9/1.
10. Zoom meeting with Beyond Trust to discuss their priviledged remote access solution on 9/1.
11. Teams meeting with PUB to discuss utility payment arrangements and configuration options on 9/1.

12. Worked on and resolved support tickets for end users.
13. 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.
4. Waiting on vendor to configure EMV devices in production environment.

Infrastructure Team:

Open Support Tickets from Previous Two Weeks - 118  
 Open Project Tickets from Previous Two Weeks - 36  
 Tickets Opened in the Last Two Weeks - 179  
 Tickets Closed in the Last Two Weeks - 186  
 Remaining Open Support Tickets - 114  
 Remaining Open Project Tickets - 33

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: Worked with Paula on the park signage plan and review of the draft signage; worked on the Outdoor Recreation Parks and Trail (ORPT) second round of grant application; met with Tyler and Paula regarding the Childcare Stabilization Grant funding; reviewed landscape plan for a future subdivision project; conducted Park Maintenance meeting to discuss upcoming work orders and projects; inspected two park areas for maintenance issues; met with Paula about upcoming events and activities; met with Paula about upcoming in recreation staff meeting agenda.

Deputy Director: Completed final corrections/changes with Shelby for the Fall Activity Guide and sent it out to the E-blast list and live for registration; held meeting with Tyler, Dave Del Grande, Jill Hollander and Jeff Martindale regarding pay rates and the Childcare Stabilization Grant for child care programs; met with Tyler and Joe to discuss grant opportunities; completed September PSA's; worked with Chrissy on camp related concerns and information sent; reviewed changes/updates with Joe for the Comp Plan; worked with Jayme on assisting with the

Patriot Day Ceremony at UD; worked with Shelby on advertisement for Newark Life magazine; reached out to Delaware Public Health on the possibility of including testing and/or vaccinations at Community Day and set up meeting with the Electric Department; worked with Kathy to set up the Turkey Trot in Civic Rec; worked with Melinda and Tyler on COVID updates for the childcare procedures manual; reviewed information on the Halloween Parade Sharon was sending out to previous participants; worked with Chrissy and Leann Moore from the TNP regarding the National Day of Service and Community Day volunteers and coordinated with Leann to distribute information on the Halloween Parade and Trick or Treat Main Street to Main Street businesses and other businesses and organizations; worked with Shelby on marketing material for Community Day and the Halloween Parade; reviewed budget with Joe in preparation for Council presentation; completed corrections for park signage and sent updates to contractor; submitted schedule for anti-harassment training for staff; reviewed program and event information in Civic Rec registration system; worked on summer statistics and completion of personnel requests for summer and fall staff; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Melinda, Chrissy and Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Tennis camp was held all week at Handloff Park, this concludes all of our summer camps for 2021, it was a very busy summer; met with local restaurant partner to discuss a fall Parks on Draft in conjunction with our Harvest Festival; preparing for the start of the school year before and after care programs, continues recruiting and hiring staff, finalizing details and COVID guidelines with school principals and preparing supplies and paperwork, child registrations continue to come in, met with Directors, HR and Finance to discuss staff pay rates, met with Director and Deputy Director regarding grant opportunities.

Recreation Supervisor of Community Events: Reviewed and updated program information in Civic Rec; sent an email about registration to past Halloween Parade participants, revised and set up candy distribution plan; posted DEMEC flyer for EV meet up on Facebook Community Day event page, started putting together the entertainment schedule; completed summer staff evaluations; working on Fall program contracts.

Coordinator of GWC and Volunteers: The last week of Camp GWC had a theme of Camp Rewind! A total of 39 Full Day Campers and 3 Half Day campers enjoyed a trip to Bowlero for a Field Trip and lots of favorite games and activities to commemorate the amazing summer at Camp GWC, worked on camp related concerns and information sent to all campers, staff, and volunteers; hosted and attended a NAACP & Historic Displays at the George Wilson Center meeting on August 26 in which a total of 13 people attended via Zoom and in person at the George Wilson Center; attended a virtual Volunteer Delaware conference on August 26; reviewed all Fall programs and made necessary adjustments on Civic Rec; updated and sent the George Wilson Center Attendant staff schedule to all staff; finalized the dates of anti-harassment trainings for staff; completed end of year evaluations and employment paperwork for summer staff; spoke with a representative from the University of Delaware Master Naturalist Program to possibly partner for volunteer and environmental opportunities; contacted pool companies for quotes on winterization kits; the total attendance for the George Wilson Center pool last week was 169 including summer camp kids (Camp GWC swam Tuesday and Thursday morning); continued to coordinate with volunteers in need of community service hours, missionary volunteers and University of Delaware volunteers; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: The Main Hall and kitchen were rented on August 28 from 2 p.m. – 9 p.m. for a Baby Shower with an overall attendance of 60; the Main Hall was rented on August 29 from 1 – 6 p.m. for a Baby Shower with an overall attendance of 95. Volunteer Hours: 8 volunteers devoted a total of 16.5 hours of service assisted at Anna Way, Lumbrook and Stafford Parks.

Recreation Specialist: Entered all the events and associated registration pages in to Civic Rec registration system; continuing to update children's files for the Before and After School Care programs for the start of school; updated event information on the City website; put all events on City Calendar on the website; attended a Volunteer Delaware virtual Conference with Chrissy; created a Fall schedule of weekly activities for use on Facebook and the weekly Eblast. Summer Camp Volunteer Hours: Rittenhouse Session #1 - 8 volunteers = 485.25 hours, Rittenhouse Session #2 - 5 volunteers = 289 hours, Rittenhouse Session #3 - 7 volunteers = 376 hours, Rittenhouse Session #4 - 6 volunteers = 293.25 hours, Volleyball Camp - 1 volunteer = 6 hours.

Parks Superintendent inspected five park/open space areas and developed work orders as needed, coordinated removal of four dead trees along West Chestnut Hill Road with arborist contractor/Electric Department (covering electric lines and removal of covers/Sussex Protection (for traffic control)/DelDOT, followed up with City Planner to get code for purchase thru CDBG for Wilson Center and followed up on status of several purchase orders.

Parks Supervisor assigned field staff daily and assisted as needed and started on applying for safety permit for lane shift while mulching island #2 on South Main Street with DelDOT.

Parks/Horticulture staff continue on mowing and bed maintenance operations, did interior bed maintenance at City Hall, with assistance from volunteers chipped hedge beds at Anna Way, blew off tennis courts at Fairfield Park, did tree pruning at several park sites, sprayed all infield areas and dragged several infields, did trash removal throughout park system, continued on work orders as assigned and sprayed fungicide on roses at City Hall.

**Activity or Project:**

National Day of Service

**Description:**

Patriot Day and National Day of Service is Saturday, September 11. Visit Newark Parks & Recreation at The Newark Partnership Health & Volunteer Fair at the Newark Senior Center from 10 a.m. - 1 p.m. on Saturday, and you can sign up for future volunteer opportunities or get involved at White Chapel Park and surrounding areas that day. Volunteers are essential in taking care of our parks and for us to conduct the quality programs and events that the community has come to love. Volunteer help and dedication to the community is greatly appreciated. For more information or to sign up to volunteer, please visit [www.newarkde.gov/play](http://www.newarkde.gov/play).

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	09-11-2021
<b>Execution Status:</b>	On Track
<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>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b>	
Planning and Development Department	
<b>Notable Notes:</b>	
Code Enforcement:	
<ul style="list-style-type: none"> <li>• 227 W Park - Final corrections.</li> <li>• 1364 Marrows Road - Honda Service - Drywall.</li> <li>• 118/126/130 New London - Certificate of Completion issued. Occupied.</li> <li>• 122/128 New London - Framing complete, trades going in.</li> <li>• 321 Hillside <ul style="list-style-type: none"> <li>o 400 Building 6 Units TCO issued</li> <li>o 300 Building 10 Units TCO issued</li> <li>o 200 Building 10 Units TCO issued</li> <li>o 100 Building 10 Units TCO issued</li> <li>o 800 Building 10 Units TCO issued</li> </ul> </li> <li>• 18 Country Club (Fairfield Apartments Fire) - There has been a change in management at the property and the new management company is prioritizing the repair of Building 20. They are in the process of hiring a new design team for the effort.</li> <li>• Thorn Flats/Lehigh Flats - Buildings 111 and 141 finals in progress, buildings 101, 121, and 131 rough inspections in progress. Lehigh Flats all units approved, common area finals in progress</li> <li>• 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. <ul style="list-style-type: none"> <li>o Commons building completed TCO issued, exterior sitework completion in progress, renovation of existing schools and connecting corridors final inspections in progress.</li> </ul> </li> <li>• 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.</li> <li>• 321 Hillside Road/The Rail Yard - Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) temporary occupancy for 23/24 units issued. Building A approved to close in. 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	
Meetings Attended	
<ul style="list-style-type: none"> <li>• Subdivision Advisor Committee.</li> <li>• Meeting with UD design team and contractor for future lab building design.</li> </ul>	
Property Maintenance	
<ul style="list-style-type: none"> <li>• Citations: 9</li> <li>• Notices: 21</li> <li>• Written Warnings: 34</li> <li>• Inspections: 24</li> <li>• Complaints: 12</li> <li>• Violations: 3</li> </ul>	
Parking:	

- Staff monitored 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. Provided further justification for IPS parking charges and informed staff that it should be the final IPS bills as the system has been completely removed as of 8/27/21.
- Continued handling residential and municipal permitting for residents. Major increase in applicants for municipal and residential parking passes as students return for the Fall 2021 UD Semester. Made digital improvements to decrease wait time in-office and posted signage stating that permit holders must wear mask while picking up. Maximum one household in the lobby at a time. Still have approximately 30 total parking permit spaces available through 9/1.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under seven business days.
- Canceled Alfresco Main Street on Wednesday, 9/2 due to rain.
- IRIS/FlexPort upgrade with T2 eliminated a bug that tells customers that their payment may not have gone through, but we are currently working with T2 on other issues that arose due to the upgrade.
- Removed meter poles and installed signage at Amstel Avenue and Kent Way. City now completely on T2/Passport parking platform.
- Management attended the City Council budget hearing on Monday, 8/30.
- Maintenance and field supervisor attended the Stormwater/SPCC mandatory training on Thursday, 8/26.
- Management attended the directors staff meeting on Thursday, 8/26
- Upgrades and fixes to the Lot #1 and Lot #4 countdown signs. Signs are online with new 4G capabilities, but Lot #4 exit is currently down to work being done in the area. Parking team looking at new ingress/egress countdown technologies that can be coupled with current countdown system.
- Provided August 2021 revenue summary to management.
- Completed Parking Ambassador schedule for September 2021.

#### Planning/Land Use

- Deed Transfer Affidavits: 10
- 20 Building Permit Reviews
- 4 Certificates of Completion/Occupancy

- On Thursday, August 26, Planner Mike Fortner staffed the Steering Committee for the review of the Comprehensive Development Plan. The Committee reviewed the Chapters on Environmental Quality, Parks and Recreation, Economic Development, and Public Utilities.
- On Friday, August 27, Planner Mike Fortner attended the Delaware Fair Housing Task Force meeting.
- The first Community Development/Revenue Sharing Advisory Committee meeting is scheduled for September 9 at 7 p.m. via Zoom.
- The Request for Proposals (RFP) for the Charrette and revisions to the BB (Central Business District) and RA (Multi-family-High Rise) Zoning District has been advertised. The RFP deadline is September 21, 2021. The bid proposal can be found on the Bid Postings website: <https://newarkde.gov/bids.aspx>.

#### 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:

Auxiliary Services Division:

- On August 31, 2021, members of the S.W.A.T. team initiated a search warrant service in support of a drug trafficking investigation. Pursuant to the service, a quantity of crystal methamphetamine was seized, and two individuals were arrested.

Administration Division:

- The application period for the Citizens' Police Academy has closed. The Administration Unit will begin the process of vetting applicants and will notify attendees once selected.

**Criminal Investigations Division:**

- On August 26, 2021, at approximately 0226 hours, Newark Police responded to the Red Roof Inn, located on South College Avenue, for a report of a robbery. Officers contacted the victim who reported that a person known to her followed her into the hotel and entered her room uninvited. During an argument, the suspect grabbed the victim's phone from her hand and fled the hotel in a Jeep Cherokee. The suspect has been identified as Claude David Holley, 57 of Wilmington. On August 26, 2021, a warrant for Holley's arrest was issued by Justice of the Peace Court #11 for charges of Robbery Second Degree, Stalking, Breach of Release, and Malicious Interference with Emergency Communications. On August 30, 2021, Newark Police Detectives, assisted by Delaware State Police, located and arrested Holley at a business in the 300 block of Cornell Drive, Wilmington, DE after Holley was observed fleeing out of a rear window of the business. Holley was video arraigned in front of Justice of the Peace Court #2 and given \$8,000 secured bond.

**Patrol Division:**

- On Thursday, 8/26/21, at approximately 0226 hours, officers responded to the Red Roof Inn for report of a domestic related strong-armed robbery. Upon arrival, officers contacted the victim, and her friend who also witnessed the robbery. The victim stated that the suspect followed her and her friend into their hotel room. After a short argument, the victim stated she was going to call 911 at which time the suspect grabbed/pushed her neck and wrestled the cell phone out of her hand. He then left the hotel and fled with the victim's cellphone. CIU responded to the scene and took over the investigation and the suspect was later located and arrested.
- On Friday, August 27th, officers responded to a rollover vehicle collision on East Cleveland Avenue. Through investigation it was determined that a blue Honda Civic, was driving recklessly on East Main Street and side swiped a parked vehicle then continued westbound striking the rear of a second vehicle traveling in the right lane of East Main Street. The Civic continued to New London Road onto East Cleveland Avenue, while driving at a high rate of speed, when it struck third vehicle causing the suspect vehicle to roll over into the front yard of 36 East Cleveland Avenue. The driver was transported to Christiana Hospital with non-life-threatening injuries. Charges are pending.
- On Saturday, 8/28/21, officers responded to Choate Street for disorderly subjects. While clearing disorderly persons from the area, a male subject was arrested for disorderly conduct, resisting arrest, and underage consumption of alcohol after he struck the rear of a patrol car with his hand, unprovoked, and then fled from officers.
- On Monday, August 30, 2021, officers responded to the Red Roof Inn for a reported domestic incident. Upon arrival it was discovered that the ex-boyfriend/suspect, of a female victim forcibly removed the victim's car keys from the victim and stole her car. The vehicle was later located in Philadelphia, PA by the Temple University Police Department. Warrants were approved through Justice of the Peace Court charging the suspect with Robbery 2nd and the investigation is ongoing.

**Special Enforcement Division:**

- On Monday, August 30th, Cpl. Stevens, K9 Varg and Sergeant D'Elia met with staff from the Deer Park Tavern to thank them for their efforts in fundraising for the NPD K9 fund. Over \$4,500 was raised at a fundraiser event last week. During the week the unit will focus on proactive patrols throughout the college community, and the K9 teams will conduct proactive patrols in the South College Avenue hotel corridor.
- On Tuesday, 8/31/21, the Traffic Unit worked evening shift to focus on Elkton Road in the construction corridor and to address any issues arising from the new traffic pattern. The unit will focus traffic enforcement activities in various locations throughout the city including Otts Chapel Road and Sandy Drive.

**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:**

**\*\*Holiday Refuse Reminder\*\***

Due to the Labor Day holiday, refuse normally collected on Monday, September 6 will be collected on Tuesday, September 7. Refuse normally collected on Tuesday, September 7 will be collected on Wednesday, September 8. There will be no yard waste collection on Wednesday, September 8.

PW&WR field crews and staff spent a good portion of this week preparing for and responding to the heavy rainfall associated with the remnants of Hurricane Ida. Through our GIS mapping program, which has all of our stormwater facilities and problem areas mapped, we address and record each area to ensure they are free from debris and defects ahead of and during the storm. Crews responded to several minor areas of flooding and downed trees during the course of the storm, but overall the City was spared from major damage and flooding seen just to our north and along the Brandywine River in Wilmington. One exception was the Curtis Lane culvert installation, as some damage to the roadway and surrounding areas was observed. The culvert and headwall installation is intact.

Our street sweeper has completed one full sweep of the City streets from June-August 2021. In addition to keeping the streets clean of visible debris and reporting defects in curbs, storm basins, and street signs, it keeps this debris and harmful pollutants out of our waterways. Part of our Municipal Separate Storm Sewer System (MS4) permit requires us to sweep our streets to remove pollutants. During the fall months, we will focus on sweeping our downtown areas while the leaf collection is underway in residential areas. We typically complete two full sweeps of the City each year, with more frequent sweeps downtown.

Director Filasky, along with Parks Director Spadafino, and City Manager Coleman, met with Councilman Suchanec to walk and review the drainage and tree challenges we face in the Valley Stream open space area of the Christina Creek. Dying trees and increasing runoff present a unique challenge for our floodplain management. We continue to work together to address the issues proactively as our budget allows and pursue grant and other funding opportunities to extend our ability to positively impact this natural area.

**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 OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated September 3, 2021)**

DEPT	VAXXED	TOTAL	%
ADMIN	19	20	95.00%
ELECTRIC	18	23	78.26%
FINANCE & IT	18	22	81.82%
JUDIC & LEGIS	16	19	84.21%
PARKS	19	21	90.48%
PLAN, CODE, & PARKING	26	36	72.22%
POLICE	64	91	70.33%
PWWR	42	57	73.68%
<b>TOTAL</b>	<b>222</b>	<b>289</b>	<b>76.82%</b>

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	38	47	80.85%
AFSCME 3919	18	27	66.67%
CWA	85	106	80.19%
FOP	42	67	62.69%
MGMT	32	34	94.12%
<b>TOTAL</b>	<b>215</b>	<b>281</b>	<b>76.51%</b>

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	109	125	87.20%
FIELD STAFF	113	164	68.90%
<b>TOTAL</b>	<b>222</b>	<b>289</b>	<b>76.82%</b>

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	188	247	76.11%
PART-TIME	34	42	80.95%
<b>TOTAL</b>	<b>222</b>	<b>289</b>	<b>76.82%</b>

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 198)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 198)	% UNVAXXED
3/1/20 - 12/10/20*	5	11	--	--	100.00%
12/11/20 - 3/19/21**	8	7	--	--	100.00%
3/19/21 - Present***	3	6	0	4	69.23%
<b>TOTAL</b>	<b>16</b>	<b>24</b>	<b>0</b>	<b>4</b>	<b>90.91%</b>

\*Vaccines not available to anyone

\*\*Vaccines available to first responders only

\*\*\*Vaccines available to all City staff

DEPT	% OF STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF STAFF W/ POS. TEST RESULT
ADMIN	10.00%	1670	17.02%
ELECTRIC	17.39%	3919	18.52%
FINANCE & IT	9.09%	CWA	10.38%
JUDIC & LEGIS	9.09%	FOP	22.39%
PARKS	9.52%	MGMT	8.82%
PLAN, CODE, & PARKING	25.00%	<b>TOTAL</b>	<b>14.95%</b>
POLICE	17.58%		
PWWR	12.28%		
<b>TOTAL</b>	<b>14.88%</b>		

% VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
1.80%	13.43%

Lists include all regular FT & PT staff (does not include seasonal/temp positions or City Council).

Digital Records Project New Documents Created – August 26-September 1

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of office
Sandy	28	4,315	Alderman's Court Bank Reconciliations
Fred	171	917	PWWR contracts; Work Order attachments
Ana (PT)	105	699	Court documents; Administrative documents; Election documents
Violet (PT)	72	1,071	Current Legislative Department documents
Total	376	7,002	

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	34,755	+7,135
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 08/22/21-08/28/21

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	1	0	3	2	1
Rape	2	4	0	3	2	1
Unlaw. Sexual Contact	3	5	0	3	0	0
Robbery	14	16	1	24	23	0
- Commercial Robberies	1	1	0	0	2	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	0
- Other Robberies	11	7	1	23	2	0
Assault/Aggravated	14	17	1	12	45	0
Burglary	25	21	0	73	10	1
- Commercial Burglaries	6	5	0	42	4	1
- Residential Burglaries	16	14	0	15	3	0
- Other Burglaries	3	1	0	16	2	0
Theft	300	487	11	119	84	4
Theft/Auto	43	45	0	11	11	0
Arson	0	0	0	0	0	0
All Other	110	2	0	74	40	0
<b>TOTAL PART I</b>	<b>516</b>	<b>597</b>	<b>13</b>	<b>322</b>	<b>210</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	188	153	6	137	123	3
Rec. Stolen Property	1	0	0	6	6	0
Criminal Mischief	76	113	2	40	29	1
Weapons	9	5	0	30	21	0
Other Sex Offenses	0	7	0	0	3	1
Alcohol	25	82	22	30	76	25
Drugs	37	90	5	57	62	0
Noise/Disorderly Premise	348	427	18	117	145	5
Ordinance Violation	0	125	0	0	23	2
Disorderly Conduct	95	257	13	53	66	2
Trespass	191	244	9	31	56	4
All Other	188	273	12	181	168	1
<b>TOTAL PART II</b>	<b>1158</b>	<b>1776</b>	<b>87</b>	<b>682</b>	<b>778</b>	<b>44</b>
<u>MISCELLANEOUS:</u>						
Alarm	104	336	10	0	0	0
Animal Control	316	312	11	20	7	0
Recovered Property	128	115	1	0	0	0
Service	19792	22558	569	0	0	0
Suspicious Per/Veh	274	279	7	0	0	0
<b>TOTAL MISC.</b>	<b>20614</b>	<b>23600</b>	<b>598</b>	<b>20</b>	<b>7</b>	<b>0</b>

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	614	24,180	808	28,671



**Newark Police Department  
Weekly Traffic Report**



**08/22/21-08/28/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3044	7973	57	183
DUI	59	98	2	2
TOTAL	3103	8071	59	185

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	108	110	6	9
Property Damage (Reportable)	486	566	16	14
*Hit & Run	126	109	5	2
*Private Property	112	136	3	3
TOTAL	594	677	22	23

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.