

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Finance Director Del Grande and I spent time this week finalizing the November 1 budget presentation and budget message which were distributed to Council. The presentation includes three tax options for Council, 5%, 2.5%, and 0%. In addition to budget related work, we held another productive negotiation session with FOP Lodge 4 whose contract expires at the end of 2021. I also met with the planning team to discuss parking minimums and what we have determined to be a substantial change proposed by the developer of 1501 Casho Mill Road. I participated in several meetings this week ranging from the upcoming Delaware Avenue DelDOT project, potential EDA Grant funding, the weekly staff meeting, a nuisance property discussion with Councilwoman Creecy, police recruiting, and more.

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

Human Resources:

CHRO Hardin continues working on personnel matters and labor relations on behalf of the City. CHRO Hardin attended Council meeting on Monday evening to present a revised management pay scale to include pay grade 16 which has been left off the pay scale. As part of this process we proposed reclassifying the HR Administrator position from a pay grade 15 to a pay grade 16. Council approved both amendments unanimously. The HR team will be assisting the Newark Police Department with the testing process for police officer on Saturday, October 30. This includes checking in applicants and proctoring the test. The next testing event will take place in January. CHRO Hardin attended the Diversity and Inclusion Commission meeting on October 26. The meeting focused solely on housing. The Commission's next meeting will take place virtually on November 23 at 7:00 p.m. The last two months of the year are extremely busy for the HR team with open enrollment, end of year processes, and evaluations to name a few. The HR team continues to stay busy with filling job vacancies and preparing for new hires to begin. We are also preparing for 2022 including upcoming retirements and trainings. CHRO Hardin and the HR team continued their review of the personnel manual updates which continue to be a work in progress. We were hopeful to have this completed in 2021 but with COVID and employee turnover we have had to postpone this process. CHRO Hardin met with Ms. Pacheco to review the employee years of service awards for employees having 10, 15, 20, 25, 30 and 35 years of service. There are a total of 28 employees who will be recognized for their service at a future Council meeting this year. The rest of CHRO Hardin's time was spent in FOP negotiations, staff meetings, assisting directors and supervisors with personnel matters and responding to emails and phone messages.

CPPO Jeff Martindale focused primarily on preparing for Open Enrollment this week. OE will run from November 1-12 for full-time City staff. IT Applications has been a big help in moving all City-facilitated benefit selections to a digital system, which should substantially streamline the OE process this year. Mr. Martindale also continued to oversee the City's weekly testing program for unvaccinated employees. Two of the City's 52 unvaccinated employees were identified as COVID-positive through the first three weeks of the program, which is a big success from an employee and resident safety perspective. Besides these two cases, there have been no other identified COVID positive employees in October. Mr. Martindale additionally offered one conditional employment offer to an individual for the temporary Community Planner I. He will make a second conditional employment offer for the temporary Planner I position later this week. He also worked with Parks and Recreation to fill their vacant position left from a retirement in August.

HR Administrator Marta Pacheco assisted Planning & Development Department by printing applications received for two job postings that closed on Friday, October 22. We received 10 application for Deputy Director and six for Fire Protection Specialist. HR has also provided sample questions for interviews. Ms. Pacheco has been preparing for the upcoming police officer written exam, physical assessment, and oral interviews (for those who live 100+ miles away; new this year) schedule for Saturday, October 30. We have invited 30 applicants to participate in this process for the winter police academy. She also sent information on parking, COVID protocol, and another reminder of the test date on Saturday. Ms. Pacheco prepared and distributed Bradley Conway's lateral transfer letter from the Street Division to the Parks & Recreation Department as an Equipment Operator effective Monday, November 8. Ms. Pacheco sent conditional hire letter for the temporary Community Planner I and prepared and posted the Maintenance I vacancy in Street Division due to Mr. Conway's transfer. This vacancy will be posted on Friday, October 29 and will close on Friday, November 12. Additionally, retirees are now starting to receive their open enrollment packets and have been calling with questions or to let us know they are not making any changes. Open enrollment begins Monday, November 1 and will close on Friday, November 12. Lastly, Ms. Pacheco completed several verifications of employments and calculated donated time for several employees.

HR Coordinator Denyce Bradshaw continued holding Anti-Harassment Training with police and at the maintenance yard this week. We are more than 50% complete with our training and are on target to be completed by December 31. She continued updating the spreadsheet with the employees that have completed the training video. After employees complete their training, she files the certificate of completion in employee personnel files. She also sent emails to supervisors with updates on staff that hasn't signed up or completed training. Ms. Bradshaw updated status report spreadsheets, made copies and filed. She assisted CPPO Martindale with filing all incoming Covid vaccination cards as they are received. Ms. Bradshaw processed retiree reimbursement and check request for employee ER visits. She has entered time on the timesheets for payroll and assisted with entering policies in ESS for police personnel. Additionally, she composed and distributed letters, verified retirees' payment status for retiree billing and assisted with updating the personnel manual.

Purchasing/Facilities Maintenance:
Chief Purchasing & Personnel Officer:

Besides the above noted HR duties, CPPO Jeff Martindale worked with ChargePoint to get the City's first EV charging station online. This station is at City Hall. The second City Hall station and one station at Lot 1 are still offline with an activation date expected soon. All stations will

be open to the public as well as used for staff charging.

Mr. Martindale is also coordinating with the Conservation Advisory Commission to utilize their remaining budget for sustainability goals in the City. Some options include purchasing another charging station, installing bike racks at various locations, and other projects with sustainability-focused groups in Delaware.

Mr. Martindale also met with Public Works, Electric, and Seiberlich Trane on Monday to discuss the installation of additional solar panels at McKees Solar Park. The maintenance yard warehouse solar installation is also nearing completion, with installations at City Hall and next to the Reservoir slated for later this year.

Purchasing Assistant:

For the week ending 10/22, Purchasing Assistant Cathy Trykowski processed 95 invoices, 18 purchase orders, and 3 change orders. So far this week, she has processed 10 purchase orders and anticipates processing 75 invoices by the end of the week.

Facilities Maintenance Superintendent:

FMS Dave Greenplate began transitioning into Code Enforcement this week. He will be splitting his time between both departments throughout the month of November. He completed the following tasks for Facilities Maintenance this week:

- Tested yard fire alarm for communication with dispatch
- Inspected elevators
- Looked into phone issue with MB elevator
- Reworked cubicle in CED for new inspector (Dave)
- Worked out plan to replace floor machine to GWC and storage space for it
- Met with vendor about police cooling tower repairs
- Supported Trane's work
- Managed custodial staff and created a new schedule due to the small number of employees currently available
- Troubleshoot fuel pump issues

Facilities Maintenance Team:

The rest of the FM team completed the following this week:

- Replaced lightbulbs at Rittenhouse Park.
- Tested yard fire alarm.
- Investigated cell 1 floor drain.
- Replaced damaged ceiling tile in men's locker room.
- Lubricated City Secretary's bathroom lock.
- Replaced water filter in police lunchroom.
- Began setting up and prepping for painting at GWC. Working to bring the 1st floor all to one color scheme.

Communications:

Chief Communications Officer:

- Continuing to work with West Park Place Elementary to pair employee mentors/volunteers with students.
- Began organizing an appreciation lunch for Veteran's Day.
- Completed the seventh session of the Delaware Municipality Supervisory Academy.
- Distributed announcement about the business hours changing on 11/1; posted social media updates announcing same.
- Assisting City Secretary's Office with upcoming special election mailings.
- Finalized employee wellness survey for distribution on behalf of the Wellness Committee.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments
- Started drafting the December newsletter and November staff birthday list.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Organizing fundraising events for Family Promise.
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal.
- Assisted mailroom staff with various tasks.

Creative Designer and Web Specialist:

- Created a new, maintenance-free webpage for Parks and Recreation's Community Events.
- Posted November in-person hours to the Newark News section on the City website.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated Budget Central with November 1st Budget Hearing presentation and documents.
- Updated building signage, reflecting new in-person hours.
- Updated the Utility Payment Assistance Centers listing on the City website.
- Updated the Rain Barrel Grant webpage; we are no longer accepting applications for rain barrels for 2021.

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 10/21/21-10/27/21. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person. Terri participated in a virtual managers' meeting on 10/21/21. The court processed 31 PBJ's for traffic violations and 6 Plea by mails for criminal violations. The bailiffs are scheduled for their final weapons requalification on 11/6/21.	
Activity or Project: Payments and Court Sessions	
Description: From 10/21/21-10/27/21 Alderman's Court handled 65 arraignments, 43 trials, 14 capias returns, 4 video hearings and 1 code violation. The court collected a total of 547 parking payments of which 419 were paid online and 128 were paid at court. The court also collected criminal/ traffic payments of which 201 were paid online and 30 were paid at court for a total of 231 criminal/traffic payments.	
Status:	Completed
Expected Completion:	10-27-2021
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
City Manager's Weekly Report	
Department: City Secretary and City Solicitor's Office	
Notable Notes: Paul was in the office on October 25 for Council and October 26. Bobby was in the office on October 21 for Court. Renee attended the management staff meeting on October 21. Renee met with City Manager Coleman and Chief Human Resources Officer Hardin on October 21 to discuss potential changes within the	

Legislative Department resulting from the vacancy in the Digital Records Coordinator position.

Nichol staffed the Board of Adjustment meeting on October 21. The Board voted to grant two variances with conditions for permitting a bar on a patio (3-2 vote) and allowing electronically amplified sound on a patio (5-0 vote) for a new restaurant located at 590 Collaboration Way on STAR Campus. Staff completed follow up throughout the week.

Renee and Danielle attended the UD IPA Municipal Clerks Institute on October 22. This week's topics were Citizen Participation Through a Planning Lens and Productivity Protocols: A Practical Approach to Knowledge and Project Management. Danielle is in year two of the three year program and Renee is taking the Master Municipal Clerk level classes towards her MMC certification.

Staff finalized and posted the agenda and packet for the November 1 Council meeting on October 25.

Paul and Renee staffed the Council meeting on October 25. Staff completed follow up work throughout the week.

Renee participated in a meeting with City staff regarding the upcoming final acceptance of several development projects on October 26.

Tara staffed the Diversity and Inclusion Commission meeting on October 26. The meeting focused on a joint presentation by Planning and Development Director Gray and Planner Fortner covering the Rental Housing Workgroup and their recommendations and the Rental Housing Study. The Commission decided to further review the materials presented and determine where they want to focus on at the meeting to be held on November 23. Tara also prepared a presentation on the Commission for Mayor Clifton to give at the October Delaware League of Local Governments meeting.

Renee and Danielle attended the 2021 FOIA Coordinator training hosted by the Delaware Department of Justice on October 27.

Renee spent time working on items related to Council, including drafting the agenda for the November 8 Council meeting, drafting packet items for the November 8 Council meeting, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into 2022.

Renee drafted the newspaper and direct mail notices and Violet completed the direct mailing for the vacation of a portion of Holton Place, which is on the November 8 Council agenda for consideration.

Renee sent the subdivision agreement amendment for 318 South College Avenue to the developer for review. This amendment requesting a deed restriction amendment to remove the facade preservation requirement is scheduled for Council consideration on November 8.

Staff worked on the preparations for the District 2 special election, which Council has set for November 23. Renee coded 594 voters on the updated voter registration list and submitted the remaining required paperwork to the Department of Elections. Renee drafted and Violet printed and submitted to the mailroom for stuffing the materials for the absentee affidavit mailing, which is going out to every resident in District 2. Two candidates, Corinth Ford and Brenden Moore, have filed. The voter registration deadline for the special election is Monday, November 1.

Renee worked with the Department of Elections to resolve issues with the Council boundary line export for the Council district reapportionment adoption. The first reading is scheduled for November 8 and the second reading and public hearing is scheduled for December 13.

Nichol worked with boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments. 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 and contacted developers that had outstanding items.

Danielle processed several items for the Recorder of Deeds.

Renee, Danielle and Violet worked on research items for staff.

Renee spent time on personnel issues.

Tara spent time on several union items.

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

- * Provided a response and closed an October 5 FOIA request for 100 Christina Mill Drive FOIA request for asbestos/biomedical waste/Brownfields/ hazardous waste/investigations and cleanups/lead paint/recycling and waste reduction/solid waste/UST and AST/wastewater/drinking water/water withdrawals/storm water/erosion/sedimentation/water well standards/fires/petroleum products/hazardous materials from Bailey O'Connell
- * Provided documents and closed an October 13 FOIA request for a list of addresses which received code violations in the entire month of September from Josh Miller
- * Provided documents and closed an October 13 FOIA request for a list of addresses which had water disconnections in the entire month of September from Josh Miller
- * Circulated to staff an October 14 follow up for 24 Marvin Drive all building permits/COs/date of construction/open violations/date of last inspection/open zoning violations/current zoning variances/dates of sewer and water connection/installation removal UST AST/hazardous materials srge or release/anything and everything fire/septic history/well history/asbestos from Peyton Chase
- * Provided documents and closed an October 18 FOIA request for application materials for Robert Kennedy and Susan Poley from John Morgan
- * Circulated to staff an October 22 FOIA request for 100 Christina Mill Drive for COs/code violations/open unresolved building and fire code violations from Monique King

* Provided documents and closed an October 25 FOIA request for application materials for Robert Kennedy and Susan Poley from Anita Rush
 * Provided a response and closed an October 25 FOIA request for applications and site plans for any possible proposed new cellular/communications/telecommunications/wireless tower between 09/01/2021 to current from SBA Communications
 * Circulated to staff an October 25 FOIA request for 1 Easton Court zoning verification letter/open unresolved zoning/ building fire code violations/COs/special use permits/final approved site plan from Austin Williams

Regarding minutes, staff time was spent on the October 4 Council (Renee edited - complete), October 11 Council (Renee edited - complete), October 18 Council (Nichol drafted) and October 21 Board of Adjustment (Nichol drafted) minutes. Several Council executive sessions, October 5 Board of Election, October 12 Conservation Advisory Commission and October 25 Council minutes are currently in the queue.

31 discovery requests for upcoming Court cases were fulfilled this week. 520 discovery requests have been filled so far for 2021. The court calendars for November 11 were completed and the 14 associated case files were compiled for the Deputy City Solicitor.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 524 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee spent time working with staff regarding various items related to the Records Division due to the Digital Records Coordinator vacancy.

The scanning numbers for October 21-27 are below.

Status:	In-Progress
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:

Electric Department

Notable Notes:

The line crews worked at The Grove pulling underground primary. They also built up the primary riser at the Newark Charter School.

The electricians pulled wire for temporary power to the North West Booster Station so a contractor can install a generator and an automatic transfer switch and keep the pumps operational. The electricians also hooked up the heaters at Preston's Playground bathrooms, fixed Main Street receptacles, ran network cables at Curtis Water Plant, and worked on the license plate reader cameras for police.

Engineering met with the installers of the 5G cellular streetlight poles on Main Street along with Public Works to establish where a previously spotted pole could be moved. Conflicts with ducts in the sidewalk and the large underground base made it impossible to put where approved.

Engineering met with designers and UD to figure out how to provide a new feed to the UD Coastal Engineering Lab off Haines Street. New equipment is driving the need for a new 480V service.

Engineering also met the Fintech electricians on site to go over metering, transformer, and switch placement.

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: Finance Department	
Notable Notes: On 10/28, Director Del Grande and Accounting staff attended New Castle County's Reassessment Workshop. The County plans to have new assessment figures incorporated into the July 2023 County tax bill. There is still a lot of work to be done and the presentation (attached) provides a good overview of the process. Accounting staff has been working on the documentation and presentations for the 2022 proposed operating budget and 2022-2026 Capital Improvement Program. City Manager Coleman and Director Del Grande will be presenting the proposed budget at the November 1 Council meeting. All documentation can be found on Budget Central. www.newarkde.gov/budget . Staff has been working on the September Financial report which will be presented to Council on November 8. Report is still in draft form as of this writing.	
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: Parks and Recreation Department	
Notable Notes: Director; Completed interviews for Maintenance I position with Paula, Tom Z. and Jeff; reviewed subdivision plans for upcoming projects; met with the Delaware Department of Natural Resources (DNREC) about the Natural Area and Nature Preserve designations program; met with the parks maintenance staff about department and city happenings and project updates; working on reforestation initiatives for 2022 and scheduling meetings with University of Delaware and Delaware Forestry Division to collaborate on the project; met with Ethan at Lumbrook Park to discuss ADA sidewalk and pavilion installation; conducted parks maintenance meeting to discuss up coming projects and work orders; met with Sharon and Paula about the Halloween Parade and attended the pre-event meeting with parks and recreation staff and Newark Police; met at the Rodney site with Cameron and Ron from parks to discuss maintenance items to place on the work schedule. Deputy Director: Attended Halloween Parade planning meeting with all staff working; met with Lt. Jones from NPD and Sharon to finalize items for the parade and discuss the Turkey Trot and Winterfest; spoke with sign contractor regarding status of park signs; worked with Shelby and Kyle to change the look of the Community Events tab to show in calendar view for upcoming events; worked with recreation staff to determine status of contracted employees and their information on workers comp for an audit in Finance; worked with Shelby to create Peachjar flyer to	

send to local schools on upcoming Fall events and programs; worked to get demographic information for Devan for Diversity & Inclusion Commission meeting; worked with Shelby to get final push for information on Halloween Parade out on social media and through NextDoor; worked with Sharon and Melinda to get information to local pet stores, etc. on upcoming NewBark Pawlooza; sent contact information to Kyle to upload into Everbridge auto call system for the before and after school students; asked Sharon to complete layout of Academy Street for Winterfest so we can provide to Special Olympics and reminded her to place the T-shirt order for NewBark Pawlooza to ensure they arrived in time; worked with Shelby to create a hand out to pass out with candy for Trick-or-Treat Main Street on upcoming events and scheduled another push to sponsors through Constant Contact for sponsorship opportunities; worked with Shelby to update the Turkey Trot flyer; worked with Tyler on updating COVID rules for indoor volleyball league; continued to process background checks for new employees; 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; worked the Halloween Parade assisting with parking parade participant vehicles and working with the judges.

Recreation Supervisor of Athletics: The annual licensing inspection at West Park after care was held on 10/12, working to get items finalized to renew the license including having staff complete training hours; working on childcare stabilization fund grant application, attended childcare job fair held at Glasgow Park on 10/19; activated new iPhones for childcare sites, working to get additional tech upgrades ordered; skateboarding classes concluded on 10/13; submitted the purchase order for our bus trip to NYC scheduled for 12/11, the trip is full; working on program statistics; adult volleyball and youth basketball leagues are scheduled to begin in November, working to promote and get more participants registered; Little Kickers and Tiny Tot Soccer concluded on 10/16, elementary soccer league is scheduled to end 10/30.

Recreation Supervisor of Community Events: Prepared for and held the 2021 Newark Halloween Parade, completed and printed line up information for staff/volunteers/judges, sent line up information to late registrants, met with parks, police, and recreation staff regarding the parade, confirmed judges for the parade, pulled and loaded items needed for the parade and Trick-or-Treat Main Street, worked on items related to Trick-or-Treat Main Street, assigned late registrants and notified them of their location; sent emails to past fitness participants about the need to register for upcoming classes and instructors to remind their participants to register; working on items related to the NewBark Pawlooza, ordered shirts, worked with Shelby on flyer and poster design for delivery to local businesses next week, spoke with NPD about having a K9 demonstration at the event; working on items related to Winterfest and Snack with Santa, confirmed a Santa, sent emails to ice carver about his participation, emailing with UD Community Music School about their choruses participating as performers, walked Academy Street with Paula about the event layout.

Coordinator of GWC and Volunteers: Completed follow up and letters of volunteer verification for the volunteers that attended the Fall Community Clean Up on October 16; finalized items for the Ghostly Halloween History Tours scheduled for October 19, 22, 26 and 29 - all tours are full with waitlists, the instructor Jim Jones provides an excellent tour and the first tour on October 19 was covered by the Newark Post and can be found at Ghost tours showcase the spooky side of Newark history | News | newarkpostonline.com; finalized items and sent information to participants registered for the Discover Newark Wildlife Tour held on October 23; continued recruitment of lifeguards and swim instructors for upcoming lessons beginning in November; attended two zoom meetings for the Historical Displays for the George Wilson Center, one events/programming committee meeting on Thursday and one steering committee meeting on Thursday; continued working on winter/spring programming; continued working on preparations for the Halloween Party and Thanksgiving Day Breakfast; sent volunteer information to the volunteers registered for the Halloween Parade held on October 24; finalized and sent the November schedule to GWC attendants; 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 October 23 from 12 – 8 p.m. for a wedding with an overall attendance of 50; the Main Hall was rented on October 24 from 2 – 8 p.m. for a Baby Shower with an overall attendance of 80.

Recreation Specialist: Created a spreadsheet with all the names/numbers/information provided for the Fall Community Clean Up and sent to Chrissy and reconciled volunteer hours; reached out to Fred Rust Ice Arena, Patriot Ice Center, Dairy Queen, Christiana Skating Center, UDairy, Vince's Sports regarding donations for the Halloween Parade and Turkey Trot, Patriot Ice donated two (4-packs) of open skate tickets/skate rentals; purchased food/beverages/candy for the Halloween Party at the George Wilson Center and Halloween Parade; took down all the items for the Fall Scavenger Hunt; dropped off flyers and activity guides at the information board at the Reservoir; assisted with preparations for and worked the Halloween Parade. Volunteer Hours: 6 missionary volunteers devoted 17 hours between 10/20 & 10/22 placing mulch at the Reservoir and Paper Mill islands; 13 volunteers devoted 37 hours assisting with the Halloween Parade.

Parks Superintendent inspected two park areas and developed work orders as needed, reviewed two proposed planting plans and commented as needed, met with Landscape Contractor doing installation at College Square concerning plantings, along with Acting Parks Supervisor interviewed individual for seasonal position, met with Kathy to finalize our Tree City USA application and continued on completing our Growth Award application both to State Community Forester to review, followed up on several quotes for upcoming projects, along with Parks Director and Deputy Director interviewed three candidates for full-time opening on parks staff and met/talked with several residents concerning tree issues.

Acting Parks Supervisor assigned field staff daily and continued on work orders, continued training our newest full-time staff member for his CDL driving test, coordinated staff for this weekend's Halloween Parade event and began long-range planning for several upcoming projects and special events.

Parks and horticulture staff continue mowing and bed maintenance operations, did trash removal throughout park system, watered planters at City Hall/Reservoir/Wilson Center, dragged/scarified all ballfields, raked/leveled off all horseshoe pits, lined soccer field for league play, did interior bed maintenance at City Hall, loading/set up/take down of materials/supplies for Halloween Parade, completed mulching beds/tree rings at Reservoir with volunteer assistance and watered newly installed plant materials on bump outs on Main Street; Volunteers assisted mulching at Reservoir.

Activity or Project:

NewBark Pawlooza

Description:

Grab a leash and your BFF (Best Furry Friend) and join us for a howling good time on Saturday, November 6 at Handloff Park from 10 a.m. - 1 p.m. NewBark PawLooza will be a furtastic good time with exciting activities and vendors that will provide all your pooch pampering needs. Watch doggie demos, participate in canine contests, enjoy a romp around the park, or meet your new best friend at a local rescue group booth. All dogs must be leashed (6' or less), non-aggressive, and up to date on their shots to attend.

Contests during the event include Pawsome Pairs (dog-owner look alikes), Fetch (tennis ball recovery), Musical Sit, High Five Hijinks, Best Friends and Rescue Runway.

Status:	Not Started
Expected Completion:	11-06-2021
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
Planning and Development Department
Notable Notes:
Code Enforcement
- Fintech, Star Campus - Window and exterior finish installation has started. Interior work progressing. Site work is progressing. - College Square Apartment Buildings - Building 1, interior work progressing. Exterior wall covering installation underway. Framing started on Building 2. 45 E Main Street, CVS - TCC issued. Material lift installation in progress. - Evan Hall, UD - Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved. Additional work progressing. - Drake Lab Addition - Foundation walls and underground plumbing installation ongoing. - Green Turtle - CE plan review complete. - Thorn Flats/Lehigh Flats- Buildings 91, 101, 111, 121, 131, and 141 finals in progress, all buildings approved to be closed in. Lehigh Flats all building renovations completed. - 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. - Commons building completed, TCO issued, exterior sitework completion in progress. - Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior insulation panels, plumbing, roofing and electrical rough in progress. Marketing and sales trailer permit approved. 321 Hillside Road/The Rail Yard - Site work progressing, paving completed, temporary occupancy for all dwelling units issued, occupancy not issued for amenity space and leasing office not approved. Safety protocols placed in effect to limit construction areas and provide safety for new residents. - 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, final site work in progress, recreational equipment construction nearly complete. 227 W Park - TCO issued. 1364 Marrows Road - Honda Service - Trim out. 122 New London - Rough plumbing complete, HVAC going in. 128 New London - Rough plumbing complete, HVAC going in. 321 Hillside 400 Building 6 Units - TCO issued. 300 Building 10 Units - TCO issued. 200 Building 10 Units - TCO issued. 100 Building 10 Units - TCO issued. 800 Building 10 Units - TCO issued. 18 Country Club (Fairfield Apartments Fire) - No progress. - Green Mansion - Footings on hotel continue, foundation walls started.
Meetings Attended
- McKees Solar Project - Site meeting regarding expansion of existing solar panel array. - Property maintenance code revision meeting.

- Meeting with contractor and design team for proposed BPI waste skid addition.

Code Enforcement Items of Interest.

- Site visits with David Greenplate for orientation regarding new position.

Property Maintenance

- Complaints: 14
- Violations: 3
- Citations: 15
- Inspections: 51
- Notices: 10

Property Maintenance Items of Interest

- Chapter 17 code revisions/meeting to discuss RV's.
- Homecoming weekend patrol yielded several calls for assistance with Newark Police Department. General positive results from weekend patrol with some cleaning up prior to our arrival to assist.
- Worked in conjunction with NPD for homecoming 2021.
- Multiple occupancy/safety checks on bars/restaurants homecoming 2021.
- 10 citations issued for trash/garbage violations homecoming 2021.
- Meeting with homeowner about bamboo at 810 Rock Lane.
- U of D Frat/Sor re-inspection completed 10/26.

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.
- Continued handling residential and municipal permitting for residents. Updated physical record book for residential permits.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under three business days unless further action needs to be taken.
- Removed programming for the Main Street Alfresco event, as there are no more dates through the end of the year.
- Received quotes for special residential parking stickers. New stickers will accompany our digital system but continue to make it easy for Parking Ambassadors to quickly identify if a person is supposed to be a special residential district.
- Provided COVID test results of non-vaccinated employees to HR.
- Continued scheduling of anti-harassment training and began scheduling for Parking Ambassador schedule. Reached out for clarification of payment status for Small Business Saturday.
- November 2021 Parking Ambassador schedule completed.
- Scheduled pay station software upgrades with T2.
- Followed police orders for Halloween Parade and Trick-or-Treat. Parking Ambassadors posted notices between 10-11 a.m. on Sunday, 10/24 creating a tow-away zone on Main in anticipation for the event. They stayed on Main Street and went into each business to announce that vehicles on Main would be removed. Posted several barricades blocking roads and driveways onto Main Street. Worked with police regarding any outstanding issue. High volume of traffic due to homecoming weekend, but Parking Division only towed two vehicles from the entirety of Main Street.
- Review of 141 East Main Street development parking during construction phase for local businesses.
- Continued work with Parking Logix regarding countdown signs. The Parking Division will be switching to bi-directional ingress/egress sensors that correctly account for when someone goes the wrong way through the entrance/exit lane. Supplied counts to Parking Logix for review and request for quote of new sensors.
- Review with City Manager's Office on parking validation program.
- Provided citation count revenue figures to Finance/City Manager's Office.
- Started warehouse fall cleanup and removal/storage of old records.

Planning/Land Use

- Deed Transfer Affidavit: 8

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 Saturday, October 30th, Newark Police Department will be hosting a police officer applicant test and physical fitness assessment for officer candidates. Following the testing process, candidates who traveled more than 100 miles will take the structured oral interview. Criminal Investigations Division: - On October 21st, 2021, detectives arrested Robert Hollada, 44, of Newark in reference to a robbery that occurred on October 7th, 2021 at an ATM located in the 100 block of E. Main Street. Hollada was charged with Robbery 2nd Degree and Wearing a Disguise During the Commission of a Felony. He appeared before Justice of the Peace Court #2 and was released after posting \$4,000 secured bond. - Newark PD turned over 643 pounds of unused/unwanted medications to the Drug Enforcement Administration for destruction following the drug take back event at the police department on Saturday, October 23rd. Some of the items turned over for destruction were from a medication disposal container that is kept in the police lobby for the public's daily use. Patrol Division: - On Friday, 10/22/21, at approximately 0949 hours, officers responded to the Super One Motel, located at 268 East Main Street, for the report of a disorderly subject who had punched out a window at that location. Upon arrival, the male was located and detained. Officers noted that the subject was bleeding heavily from his left hand, however, he remained agitated and extremely uncooperative. He was quickly arrested by officers for disorderly conduct and medical attention was provided by Aetna Hose, Hook and Ladder. Super One declined prosecution for the damaged window. The male was committed to the Howard R. Young Correctional Facility pending arraignment on the outstanding disorderly conduct warrant. - In anticipation of the increase of order maintenance/quality of life issues relative to University of Delaware students celebrating homecoming, a special order was implemented for Saturday, 10/23/21. The focus was a pro-active approach and enforcement related to order maintenance issues, loud/disorderly gatherings, and general quality of life issues, while providing high visibility police presence in the downtown area. Outside agencies, including the Delaware Alcohol and Tobacco Enforcement, the University of Delaware Police Department, and the City of Newark Code Enforcement Division assisted with this event. During the hours of this detail, officers self-initiated 24 calls for service which included addressing six (6) loud music/party calls. - On Sunday, 10/24/21, at approximately 0043 hours, an officer observed a large group of people in the area of 50 Center Street. As the officer approached the crowd, a male victim notified the officer that a female had struck him in the face with a glass bong. A second male stated that the female had 'sucker' punched him in the face. As the officer was speaking with the victims, the female approached the group. During one point, as she approached the group, she pulled down her pants and exposed the crowd to her bare buttocks. As the officer continued investigating the incident, she remained extremely uncooperative, grabbing her phone from the possession of the officer and attempting to flee. Upon the arrival of additional officers, she was taken into custody. After being placed into the cell at the Newark Police Department, the female defendant intentionally flooded the cell. As a result of this investigation, she was charged with Terroristic Threatening (2 counts), Offensive Touching of Law Enforcement (3 counts), Assault 3rd (2 counts), Resisting Arrest, Lewdness, Criminal Mischief, Disorderly Conduct, and Possession of Marijuana (Civil). Due to her intoxication level, she was committed to the Women's Correctional Institution pending arraignment. - On Wednesday, 10/27/21, at approximately 0137 hours, officers responded to the Red Roof Inn for the report of a physical domestic. Upon arrival, contact was made with the female victim who relayed that a verbal argument escalated into a physical assault. The victim stated that the male suspect strangled, threatened, and struck her while inside the hotel room. Officers determined that there was an active no contact order between the suspect and the victim. The male suspect was arrested and charged with Strangulation (2 counts), Terroristic Threatening, Endangering the Welfare of a Child (3 counts), Offensive Touching (2 counts), and Breach of Release (3 counts). Special Enforcement Division: - On Sunday, October 24th, the Traffic Unit facilitated road closures surrounding the annual Main Street Halloween Parade. During the week, the Traffic Unit will focus enforcement activities in several high traffic locations including Delaware Avenue, South College Avenue, and Capitol Trail. The unit will also conduct enforcement of stop sign violations in the Oaklands neighborhood following numerous complaints. - On Tuesday, members of the Special Operations Unit met with Councilwoman Creecy regarding recent vandalism and trespassing issues at the St. John's Cemetery. During the upcoming weekend, the unit will conduct proactive patrols in the business district and student housing areas to address anticipated increased volume of people associated with Halloween weekend. The unit will also conduct plain clothes Cops in Shops and ID checks at area establishments. Also, the SOU will focus enforcement efforts on traffic issues including loud mufflers and noise.
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:	Water crews fixed a substantial leak on our raw water well line feeding the South Well Field Water Treatment Plant. SCADA upgrades associated with the recent plant upgrades allowed us to identify the leak and prioritize the repair. The Water Quality Ambassador program offered to residents over the last year in order to aid in our sampling and testing requirements for lead and copper, is nearing completion. About 70 volunteers provided three (3) samples of the water in their home for testing through this program over the last 18 months. The Newark Morning Rotary is installing flags at the Newark Reservoir as part of the Flags for Heroes program. Nearly 500 flags will be installed as part of the annual program to honor those who have served our country. Please reach out to the Newark Morning Rotary for more information.
Activity or Project:	Annual Street Paving Project
Description:	Grassbusters concrete crew continued curb removal and replacement on Country Hills Drive and is anticipated to be completed around 11/9. The paving crew continued milling and paving at Shenandoah Drive, Moss Court and Creek Bend Drive and is anticipated to be completed by 11/1.
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	DelDOT Projects in Newark Updates
Description:	Delaware Avenue - Newark staff will attend the pre-construction meeting to be held on November 4. Construction phasing details and project duration will be discussed at this meeting. Coordination with City staff and UofD staff is ongoing due to the proximity of this work to our heavily used pedestrian areas. Cleveland Avenue - DelDOT's contractor will be back on Cleveland Avenue within the next two (2) weeks to begin the intersection, signal, and storm sewer work. Most of the storm sewer work is planned for night work, pending a noise waiver approval from the City. Deputy Director Robinson met with DelDOT and CSX representatives to discuss a long-term plan for upgrades to the North College RR Crossing. Upgrades would include access for those with disabilities on this heavily traveled route. This project will be dependent on funding and is likely in the five (5) year time horizon.
Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track
Activity or Project:	Storm Drainage Improvements - Fremont Road
Description:	Staff and our consultant have begun the planning and design for the replacement of the culvert under Fremont Road. The size and condition of the existing culvert will require a full removal and replacement. This will require the closure of Fremont Road near the Fairfield Crest Swim Club for a period of time in early 2022 while the work is performed. Access to the neighborhood will be from Fremont Road on the north side of the neighborhood. Advanced notice will be given to all residents as well as the fire and emergency services and Newark Police.
Status:	Started
Expected Completion:	12-31-2021
Execution Status:	On Track

Digital Records Project New Documents Created – October 21-27

Name	# of Documents	# of Pages	Types
Sandy	156	641	A/P Batch Invoices; Cash Disbursement Journals and Reports; PUBS Daily Cash Receipts and Returned Postal Records
Fred	6	573	PWWR contracts; Code Enforcement plans; Electric Department tickets
Ana (PT)	86	212	Court documents
Violet (PT)	16	671	Current Legislative Department documents
Total	264	2,097	

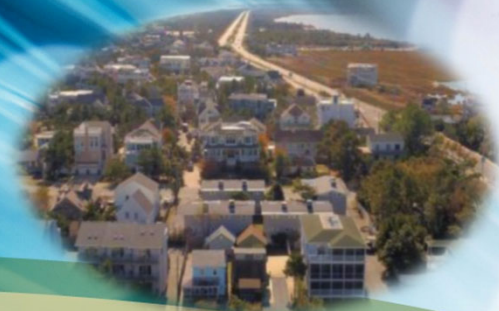
Monthly Year-Over-Year New Document Page Totals

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	20,018	+8,102
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		



New Castle County Reassessment 2023

Tyler Technologies



Empowering people who serve the public™



May 2020

**New Castle County was ordered by the
Chancery Court of Delaware to conduct a
countywide reassessment.**

Why was a Reassessment Ordered?



The court determined that property values had changed significantly enough since the previous reassessment in 1983 and no longer represented the “true value of money” and that the current assessments were not uniform (i.e. not equitable).

The new assessed values will be effective for the 2023 tax year.

Why Reassess?



A countywide reassessment values all properties at their current market value, restoring equity to all classes of property.

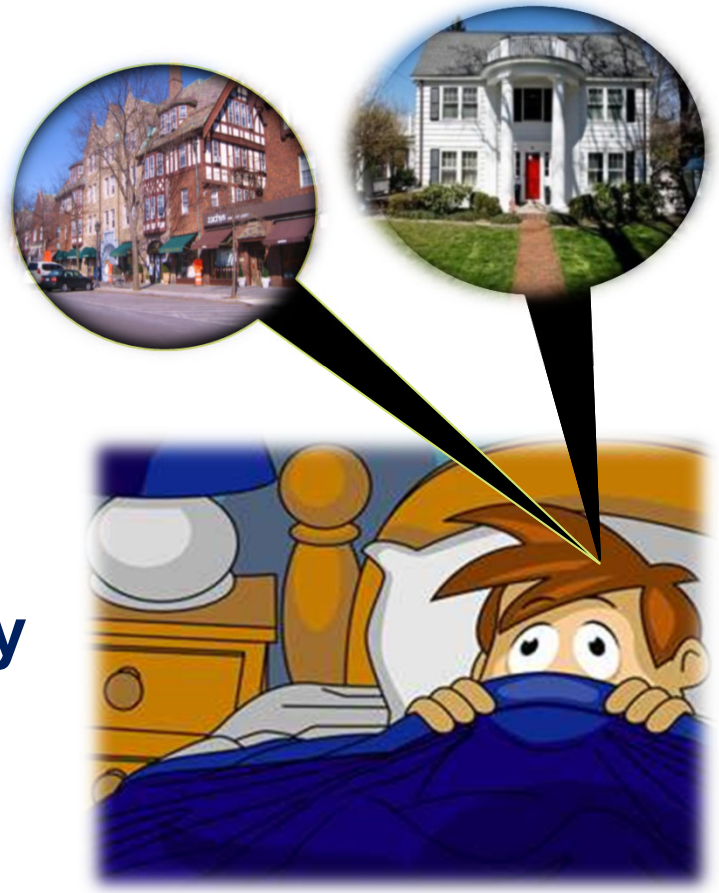
July 2021

**New Castle County
contracts with Tyler Technologies
to provide property appraisal services.**

Reassessment Fears



- **Pay more taxes**
- **Government will spend more**
- **Discover unknown improvements on my property**



Will a new assessment mean that I pay more in taxes?

A property's assessment should reflect its market value. As market values increase or decrease, assessed values may not reflect these changes. This means that some taxpayers could be paying more than their fair share of taxes, while others may be paying less than their fair share.

A reassessment does not necessarily mean that your assessment will increase. ***If your assessment does increase, it does not necessarily mean your taxes will increase.***

Will New Castle County collect more taxes as a result of the reassessment?

The county is capped by State law on how much additional revenue can be generated from reassessment. Following the reassessment, property tax rates will be adjusted to ensure the County does not collect more than allowed by statute. Per State law, the County is capped at a 15 percent increase in tax revenue following a reassessment.

New Castle County has committed to raising NO additional revenue with this reassessment!

Will the local School Districts collect more taxes as a result of the reassessment?

School Districts are capped by State law on how much additional revenue can be generated from reassessment. Per State law, the School Districts are capped at 10 percent in additional revenue.

If you are concerned that the School District portion of your real estate taxes will increase, please contact your School District to address your concern.

Will a municipality collect more taxes as a result of the reassessment?

A municipality may increase its property tax rate following reassessment. There is no statutory limit on the amount of additional tax revenue a municipality may raise. In New Castle County, municipalities use the County's assessments.

If you live in a municipality, you should contact your municipality regarding any concerns you have specific to post-reassessment municipal taxes.

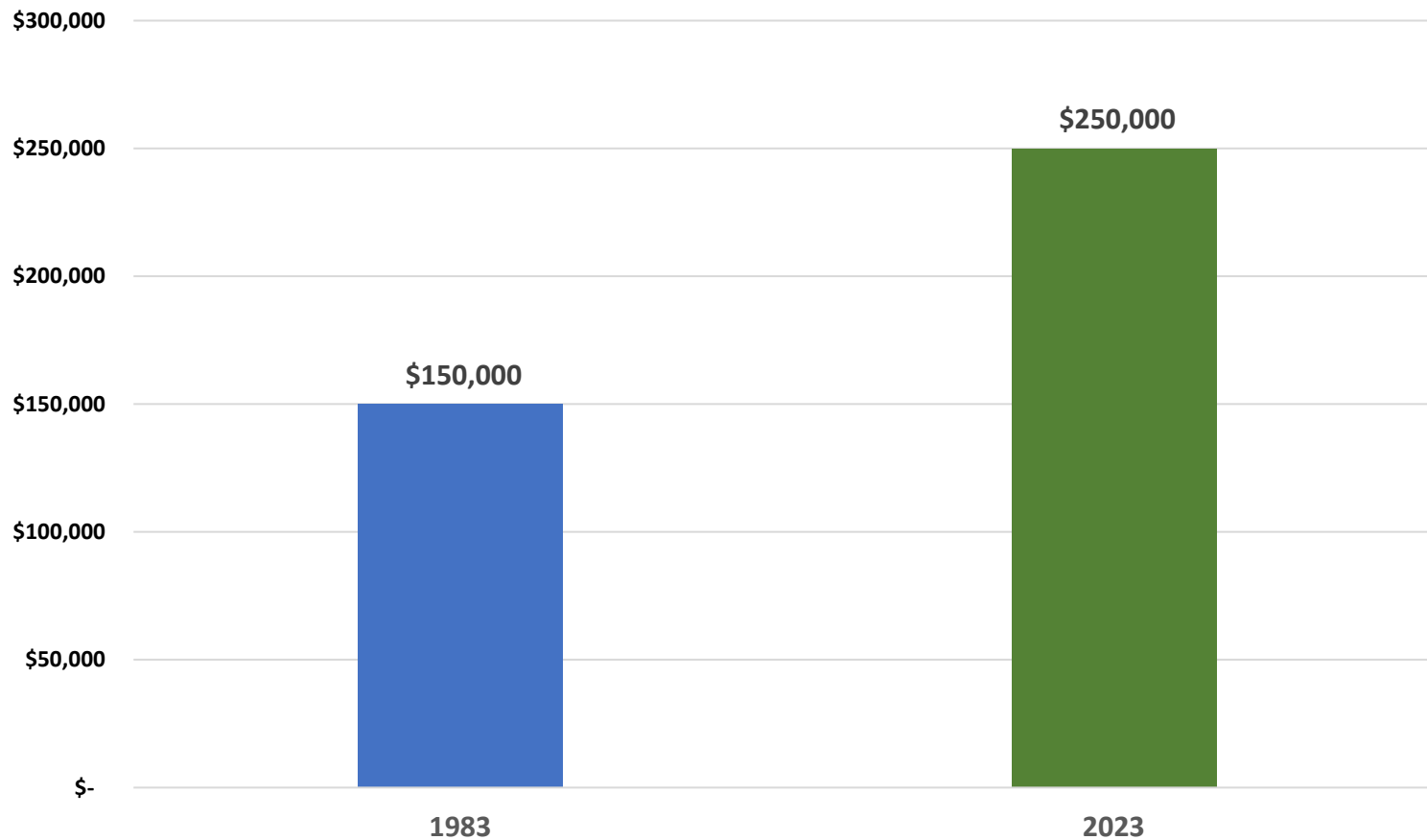
A reassessment does not increase or decrease tax revenues. It only apportions the total tax burden more fairly by setting new assessed values.

While the overall impact on a community is capped by State law, individual property owners may see their taxes decrease or increase.

Countywide Reassessment – Tax Rate Change



Assessment

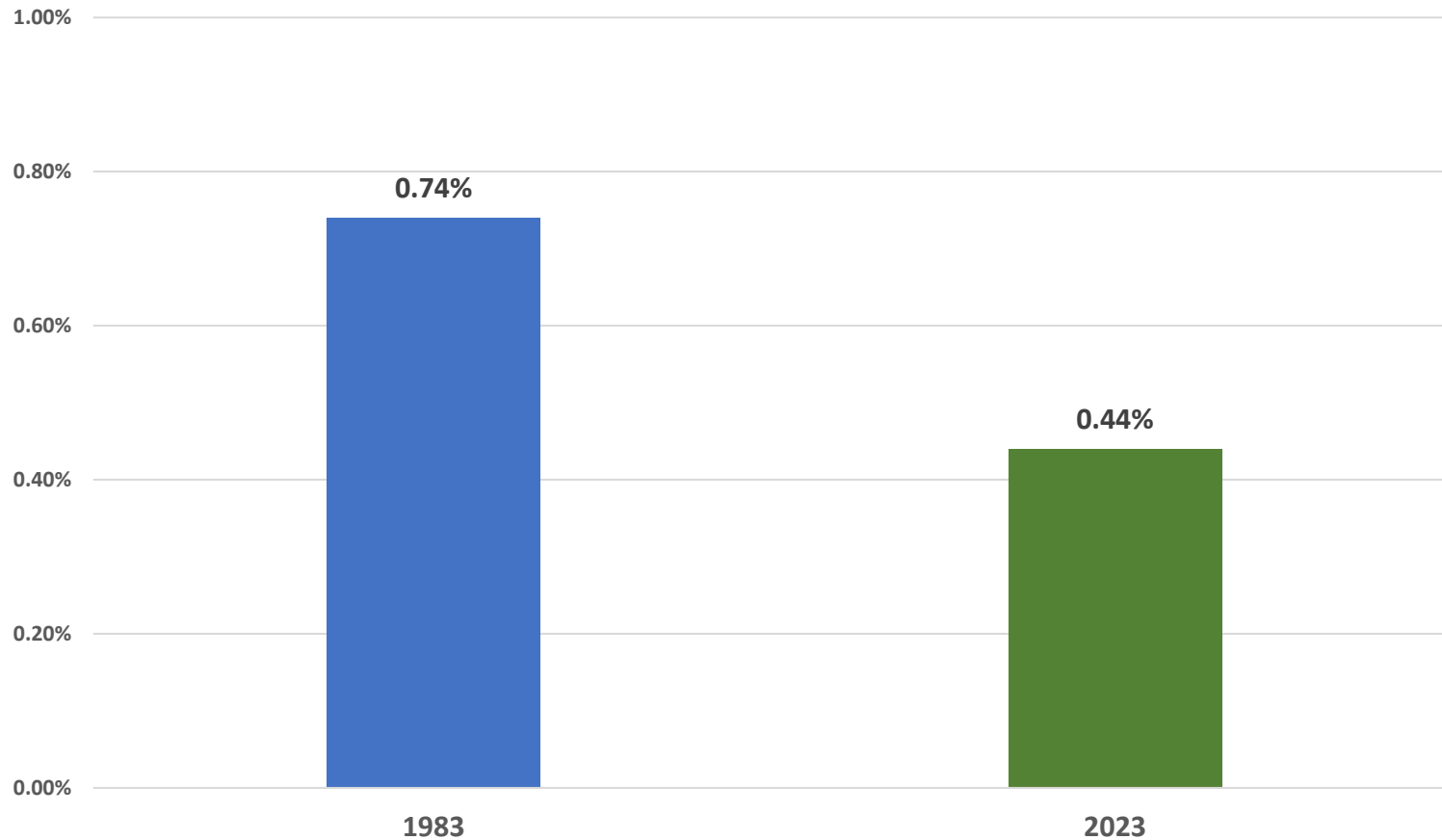


New Castle County Reassessment

Countywide Reassessment – Tax Rate Change



Tax Rate

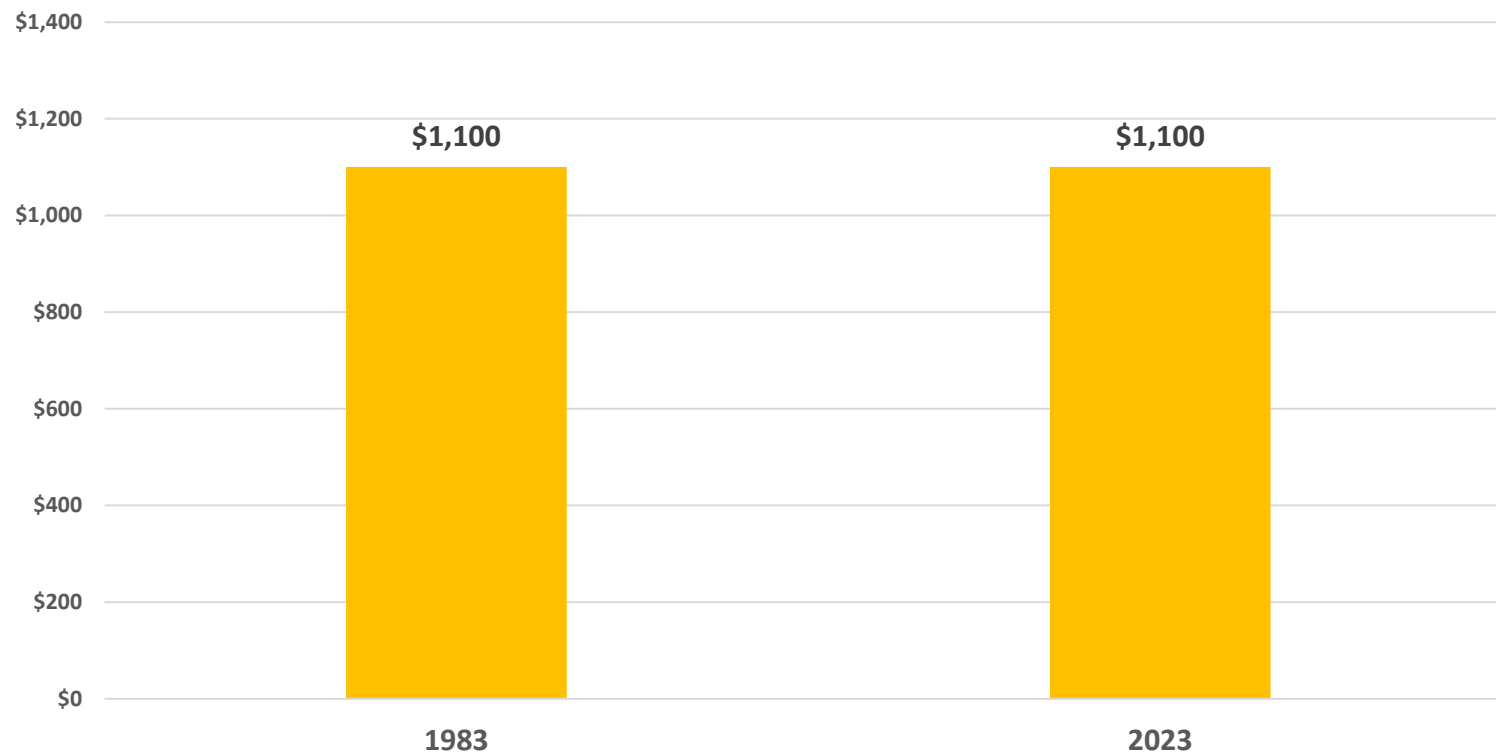


New Castle County Reassessment

Countywide Reassessment – Tax Rate Change



Taxes



New Castle County Reassessment

Countywide Reassessment – Revenue Neutral



	Your Property's Value Change	Property Tax Impact
1. 	LOWER than Average Change for Property Class	Taxes Likely* DECREASE
2. 	SIMILAR to the Average Change for Property Class	Taxes Likely* DO NOT CHANGE
3. 	HIGHER than Average Change for Property Class	Taxes Likely INCREASE

Discover Unknown Improvements

Updating assessment records to include newly discovered improvements ensures equity and that everyone pays their fair share of property taxes. The County is not using the reassessment to uncover code violations.

Countywide reassessments are intended to restore tax fairness.

Phases of Reassessment



Aerial
Imaging

Spring
of
2021

Data
Collection

Fall 2021
To
Spring
2022

Data
Analysis

Mid
To
Late
2022

Valuation
Review &
Informal
Meetings

Late 2022
to
Early 2023

SPRING OF 2021



New Castle County contracted with EagleView to collect aerial imagery. The flyover occurred in early 2021. This is not a Tyler Technologies project. However, the photos are being utilized for the reassessment project.

Data Collection



- **Trained data collectors will visit every property in New Castle County.**
- **Data collectors can be identified by their bright yellow Tyler vest and they will have a New Castle County issued photo ID badge.**
- **Exterior measurements will be taken of all improvements.**
- **All observations, notations, and sketch changes will be documented and returned for entry into the County's CAMA (Computer Assisted Mass Appraisal) software.**

Data Mailers



Tyler Technologies
57 Reads Way
New Castle, DE 19720

Mr. John Smith
1234 Main Street
Anytown, DE 00000



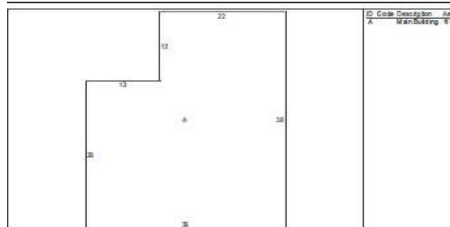
Date of Issue February 15, 2023
Parcel ID: 42-00-00082-00
Alt ID: 00-00 -000:000
Location: 1234 Main Street

Tyler Technologies Inc. has been retained by New Castle County Council to conduct a court ordered reassessment of all real estate for property tax purposes. Using the Glossary of Terms found on the back of this form, carefully review your property data. Correct any inaccurate information and return this form to us within 14 days. Any reassessment questions? Please call us: 610-891-5695

*** YOU NEED NOT REPLY IF THE INFORMATION IS CORRECT ***

Building Information			
Number of Living Units	1	Total Rooms	8
Style	Conventional	Total Bedrooms	4
Approximate Year Built	1980	Total Full Bathrooms	2
Story Height	2	Total Half Bathrooms	1
Attic	None	Basement	Full
Heating System	Gas - WM Air	Basement Garage Spaces	No Basement Garage
Central Air Conditioning	Yes	Finished Basement	0
Fireplaces	1	Rec Room Area	0
Utilities	All Public	Total Living Area	2348

Sales Information	Detached Structures



42-00-00082-00 04/20/2018

If you are returning this mailer with corrections or additional information, please write your name, date, and a daytime phone number as we may need to contact you for clarifications.

- Mailed to each property owner
- Spring 2022 through mid Summer 2023
- Opportunity for owner to review and confirm and/or correct the items which will impact property values
- In order to ensure accuracy and a high-quality level of the assessment data, the data mailer should be signed and returned to us if any of the information needs to be corrected.

New Castle County Reassessment

Income and Expense Surveys



2020 - 2021

Annual Income and Expense Report

Name
Addr1
Addr2
City, State Zip

Parcel ID/Control#
Parcel Location



Wayne County, in conjunction with Tyler Technologies, is currently undergoing a county-wide reassessment of all real property resulting in new residential and commercial property values for the 2023 assessment roll. You are in receipt of this letter because the property listed above has been identified by the county as having either commercial, apartment, or industrial use. For reassessment projects like Wayne County, commercial properties are valued by the "cost approach" and the "income approach". This mailer concerns the gathering of information for the "income approach" to value.

To properly apply the income approach to value, we require current and relevant income and expense data from owners of commercial, industrial, camps, mobile home parks, and apartment or rental properties in the county. This information will be used to develop local economic models that calculate the estimated market value for various types of commercial properties. Submitted information will be held in the strictest of confidence and at no time will it be available to any other party or subject to freedom of information laws or regulations. Property owners/managers are encouraged to complete the forms provided to the best of their knowledge, as accurate and complete information is critical to determining fair and equitable values that reflect current local market conditions.

All information provided will remain strictly confidential. Submissions will ensure that the new assessments reflect the actual economic climate in the County, and how it specifically relates to each property.

- **Owner-occupied property** - Check ☐ Yes, this is owner-occupied property. You do not have to fill out this form, simply return it with the box checked "Yes".
- **Non-owner-occupied properties** - Real estate occupied by a business and is owned by a principal of the business are not owner-occupied properties, and are asked to complete this form in its entirety for 2019 and 2020. If a property is partially rented and partially owner occupied, you are also asked to complete this form in its entirety. Please be careful to identify which portions of the building are rented and which ones are owner occupied.
- **Owners of multiple properties** - Please fill out a separate information survey for each property owned in Wayne County. Additional forms can be obtained by calling the number at the bottom of this cover letter.

GENERAL INSTRUCTIONS

Please be sure to provide information for the 2019 and 2020 calendar years.

- Correct any ownership or property information shown that is incorrect.
- Complete Rental Information (non-apartment spaces) for 2019 and 2020 - A computer printout is acceptable provided all required information is given.
- Complete Apartment Rental Information for 2019 and 2020 - A computer printout is acceptable provided all the required information is given.
- Complete Expense Information for 2019 and 2020
- If we have any questions, please write in a daytime phone number where we can reach you: _____

- Complete the following Verification of Purchase Price if the property was purchased after January 1, 2019.

Purchase Price: _____ Date: _____

Was the property publicly listed? ____YES ____NO. If No, Explain: _____

Did you materially change the property after the date of sale? ____YES ____NO. If Yes, Explain: _____

RETURN THIS INCOME AND EXPENSE REPORT ON OR BEFORE SEPTEMBER 15, 2021.

Please return to: Wayne County, C/O Tyler Technologies, 925 Court St, Honesdale, PA 18431. If you have any questions, please call 570-251-8985.

- This information is not being gathered for residential properties
- Commercial properties are valued by the "cost approach" and the "income approach"
- Surveys will gather current and relevant income and expense data from owners of commercial, industrial and apartment properties
- Mailed in Spring 2022
- Gathers data for multiple years

*****All information provided will remain strictly confidential**

New Castle County Reassessment

- Retail, Industrial, & Other Income Producing Properties

- Total Gross Building Area

- Net Leasable Area

- Occupancy Status

- Specific Use

Operating Statement - Apartments



Property Address:		OPERATING STATEMENT APARTMENTS		PARCEL ID #: DBA:	
INCOME STATEMENT					
UNIT TYPE	NUMBER OF UNITS	CURRENT QUOTED RENT / MONTH (\$)	PROJECT AMENITIES	LANDLORD EXPENSE STATEMENT	
EFFICIENCY			☐ SWIMMING POOL ☐ TENNIS COURTS ☐ CLUB HOUSE ☐ EXERCISE ROOM ☐ SAUNA ☐ COVERED PARKING ☐ BALCONIES/PATIOS ☐ ALUX STORAGE	CHECK WHERE APPROPRIATE	
				☐ INSURANCE (IN \$) ☐ REAL ESTATE TAXES (IN \$) ☐ GROUND LEASE (IN \$)	
1 BEDROOM			☐ RANGE ☐ REFRIGERATOR ☐ DISHWASHER ☐ DISPOSAL ☐ CARPET ☐ DRAPES ☐ FIREPLACE ☐ WASHER / DRYER CONNECTIONS ONLY W/O	☐ MAINTENANCE (IN \$) ☐ ALL ☐ EXT & STRUCT ONLY ☐ JANITORIAL	
				☐ UTILITIES (IN \$) ☐ ALL ☐ ALL EXCEPT ELEC ☐ TRASH REMOVAL ☐ PAYROLL ☐ SECURITY ☐ RESERVES FOR REPL ☐ MANAGEMENT ☐ MISCELLANEOUS	
2 BEDROOM			☐ APARTMENTS INCLUDE ☐ RANGE ☐ REFRIGERATOR ☐ DISHWASHER ☐ DISPOSAL ☐ CARPET ☐ DRAPES ☐ FIREPLACE ☐ WASHER / DRYER CONNECTIONS ONLY W/O	☐ MAINTENANCE (IN \$) ☐ ALL ☐ EXT & STRUCT ONLY ☐ JANITORIAL	
				☐ UTILITIES (IN \$) ☐ ALL ☐ ALL EXCEPT ELEC ☐ TRASH REMOVAL ☐ PAYROLL ☐ SECURITY ☐ RESERVES FOR REPL ☐ MANAGEMENT ☐ MISCELLANEOUS	
3 BEDROOM			☐ APARTMENTS INCLUDE ☐ RANGE ☐ REFRIGERATOR ☐ DISHWASHER ☐ DISPOSAL ☐ CARPET ☐ DRAPES ☐ FIREPLACE ☐ WASHER / DRYER CONNECTIONS ONLY W/O	☐ MAINTENANCE (IN \$) ☐ ALL ☐ EXT & STRUCT ONLY ☐ JANITORIAL	
				☐ UTILITIES (IN \$) ☐ ALL ☐ ALL EXCEPT ELEC ☐ TRASH REMOVAL ☐ PAYROLL ☐ SECURITY ☐ RESERVES FOR REPL ☐ MANAGEMENT ☐ MISCELLANEOUS	
4 BEDROOM			☐ APARTMENTS INCLUDE ☐ RANGE ☐ REFRIGERATOR ☐ DISHWASHER ☐ DISPOSAL ☐ CARPET ☐ DRAPES ☐ FIREPLACE ☐ WASHER / DRYER CONNECTIONS ONLY W/O	☐ MAINTENANCE (IN \$) ☐ ALL ☐ EXT & STRUCT ONLY ☐ JANITORIAL	
				☐ UTILITIES (IN \$) ☐ ALL ☐ ALL EXCEPT ELEC ☐ TRASH REMOVAL ☐ PAYROLL ☐ SECURITY ☐ RESERVES FOR REPL ☐ MANAGEMENT ☐ MISCELLANEOUS	
YEAR _____		ACTUAL RENTAL INCOME \$ _____	OTHER INCOME (LAUNDRY, CLUBHOUSE RENTAL, ETC.) \$ _____		
YEAR _____		ACTUAL RENTAL INCOMES _____	OTHER INCOME (LAUNDRY, CLUBHOUSE RENTAL, ETC.) \$ _____		
PARKING	NUMBER COVERED _____	MONTHLY CHARGE FOR PARKING _____	COVERED \$ _____	UNCOVERED \$ _____	CURRENT OCCUPANCY % _____
HOTELS & MOTELS					
ROOM COUNT	SERVICES	AMENITIES	TOTAL GROSS INCOME		
NUMBER WITH SINGLE BEDS _____	☐ COFFEE SHOP ☐ RESTAURANT ☐ BAR ☐ NIGHT CLUB ☐ SHOPS ☐ GAME ROOM	☐ COLOR TV ☐ EXERCISE FACILITIES ☐ TENNIS ☐ SAUNA ☐ POOL ☐ OTHER	YEAR _____ \$ _____		
NUMBER WITH DOUBLE KING BEDS _____			YEAR _____ \$ _____		
NUMBER WITH 2 DOUBLES _____			TOTAL OPERATION EXPENSES		
SUITES _____			YEAR _____ \$ _____		
TOTAL KEY ROOMS _____			YEAR _____ \$ _____		
INCOME STATEMENT PER NIGHT			EXPENSE STATEMENT (IN \$)		
____ SINGLES @ _____	RESTAURANT _____	MANAGEMENT _____ DECORATING _____			
____ DOUBLES @ _____	BAR / LOUNGE _____	MARKETING _____ REPAIRS _____			
____ SUITES @ _____	PARKING _____	WAGES _____ INSURANCE _____			
____ EXTRA PERSON @ _____	RECREATIONAL _____	HOUSEKEEPING _____ R E TAXES YEAR _____			
____ OTHERS @ _____	OTHER INCOME _____	SUPPLIES _____ P P TAXES YEAR _____			
YEAR FACILITY BUILT _____		CONTRACT SERVICES _____ OTHER TAXES _____			
AVERAGE NUMBER OF ROOMS SOLD / YEAR _____		UTILITIES _____ MISCELLANEOUS _____			
AVERAGE RATE / OCCUPIED ROOM _____		YEAR _____ YEAR _____			
ADDITIONAL COMMENTS			APPRAISERS USE		
			STABILIZED INCOME YEAR _____		
			STABILIZED EXPENSES YEAR _____		
			NET INCOME BEFORE RECAPTURE _____		
			INDICATED VALUE, INCOME APPROACH _____		
SIGNATURE _____			DATE _____		

- Apartments
- Resorts
- Hotels/Motels
- Number of Units
- Unit Configuration
- Amenities

Income and Expense Surveys



Property owners/managers are encouraged to complete the provided forms to the best of their knowledge. Accurate and complete information is critical to determining fair and equitable values that reflect current local market conditions and will eliminate the need to conduct market surveys of similar properties from published commercial real estate market sources.

Data Review & Analysis



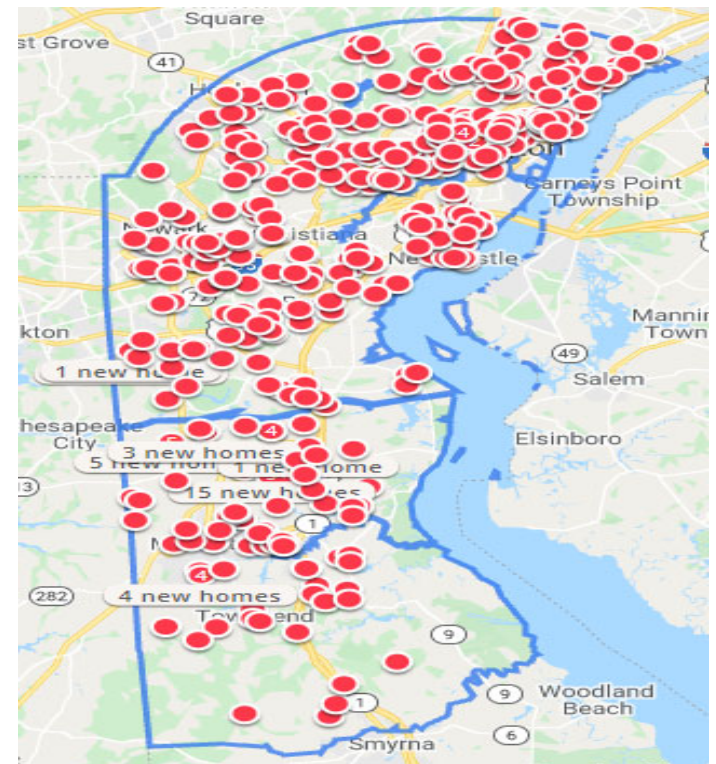
DATA ANALYSIS

Sales Market



Data
Analysis

A sales study will be conducted for properties that sold within New Castle County over a 30-month period ending on June 30, 2022.



New Castle County Reassessment

Tyler's valuation specialists will use the collected data to calibrate computerized models specific to the New Castle County market.

- Identify market areas within the jurisdiction.
- Develop models relating price to property characteristics.
- Use the models to select comparable sales prices to subject properties being valued.
- Select appropriate comparable sales for each subject.

Three accepted approaches/methods to arrive at value:

- ***Market or sales approach*** - estimates value by comparing sales of similar properties to the property being appraised.
- ***Cost approach*** - estimates value based upon the replacement cost of the improvements, less depreciation, plus the value of the land.
- ***Income approach*** - estimates value by capitalizing the net operating income of a property.
 - *Typically, not used to estimate residential market values*

Late in 2022, property owners will receive a notice of the new tentative appraised value. Property owners are encouraged to evaluate whether the assessment appears to be at market value. If one believes the appraised value to be at market value, no further action is required.

Informal Hearings



Informal
Meetings
with Tyler
Appraisal
Staff



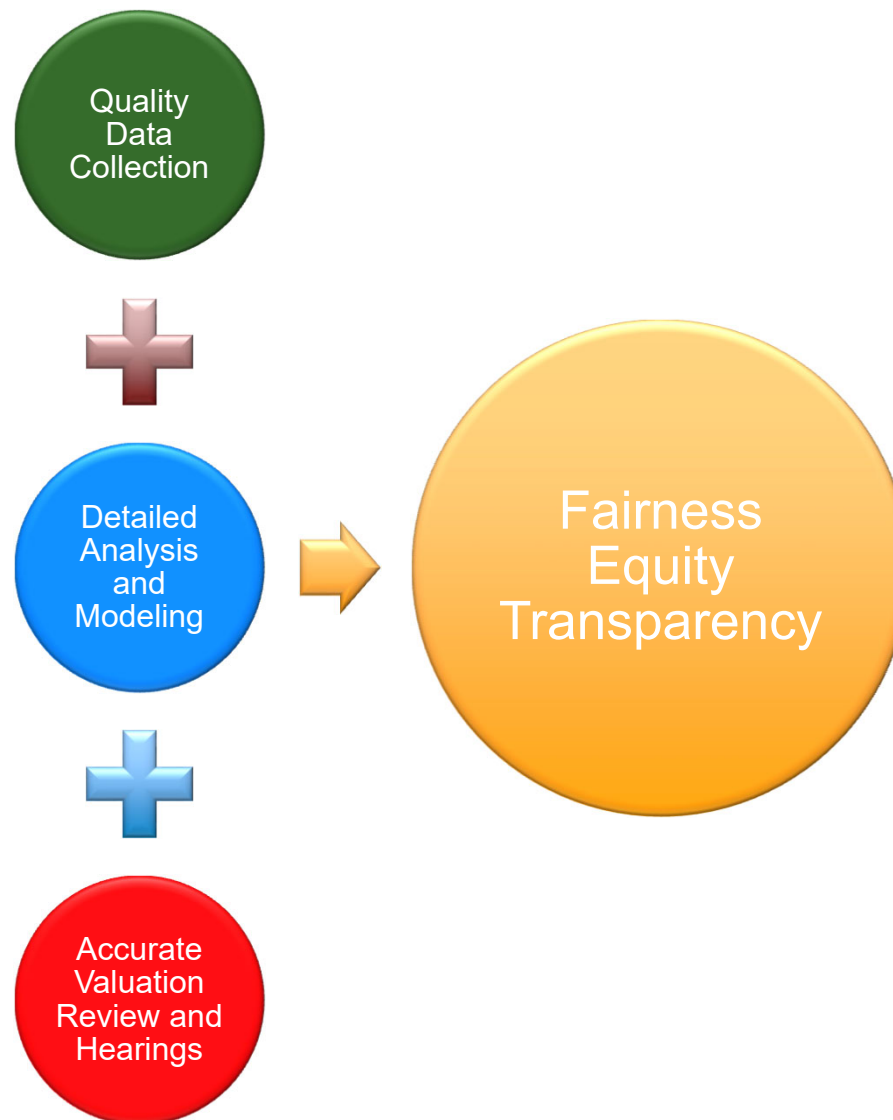
- **If you believe the tentative appraised value does not reflect the current market value, instructions will be provided with the notice on how to arrange an informal review of the value with Tyler.**
- **These reviews give the property owner a simple and efficient means for resolving any discrepancies.**

Informal Review Goals



- **One on one meetings with property owners**
- **Review property data**
- **Collect new information**
- **Correct existing data as needed**

Quality-Driven Process = Quality Results



New Castle County Reassessment

Michael McFarlane
Tyler Project Supervisor
(302) 395-3620
NewCastleCounty@tylertech.com

Denzil Hardman
Accounting & Fiscal Manager
Assessment
(302) 395-5083

For Further Information:

<https://empower.tylertech.com/New-Castle-County-Delaware.html>



Thank you for joining us today.

**We would be happy to
answer any questions at this
time.**

**Or visit us at
tylertech.com**

Empowering people who serve the public™



NEWARK POLICE DEPARTMENT

WEEK 10/17/21-10/23/21

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	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	1	0	3	4	0
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	5	7	0	5	2	1
Robbery	19	21	0	24	33	2
- Commercial Robberies	2	2	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	4	1
- Attempted Robberies	0	5	0	0	13	0
- Other Robberies	15	9	0	23	13	1
Assault/Aggravated	16	22	0	13	62	0
Burglary	33	27	1	79	13	0
- Commercial Burglaries	9	6	0	42	4	0
- Residential Burglaries	19	18	1	17	6	0
- Other Burglaries	5	2	0	20	2	0
Theft	425	590	12	130	105	5
Theft/Auto	57	56	0	16	13	0
Arson	0	0	0	0	0	0
All Other	150	4	0	80	45	1
TOTAL PART I	713	733	13	353	278	9
<u>PART II OFFENSES</u>						
Other Assaults	225	199	3	162	174	12
Rec. Stolen Property	2	0	0	8	9	0
Criminal Mischief	100	163	6	47	47	3
Weapons	11	5	0	37	25	0
Other Sex Offenses	0	8	0	0	4	0
Alcohol	34	144	3	33	149	3
Drugs	51	121	4	80	81	1
Noise/Disorderly Premise	508	722	25	175	245	8
Ordinance Violation	46	125	0	18	24	0
Disorderly Conduct	132	359	16	59	92	8
Trespass	261	308	11	45	81	2
All Other	224	364	11	213	215	7
TOTAL PART II	1594	2518	79	877	1146	44
<u>MISCELLANEOUS:</u>						
Alarm	134	427	6	0	0	0
Animal Control	404	387	8	20	9	0
Recovered Property	154	145	5	0	0	0
Service	23367	27630	600	0	0	0
Suspicious Per/Veh	367	346	10	0	0	0
TOTAL MISC.	24426	28935	629	20	9	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	564	29,102	799	35,575



**Newark Police Department
Weekly Traffic Report**



10/17/21-10/23/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3459	10192	86	233
DUI	73	127	3	2
TOTAL	3532	10319	89	235

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	144	142	5	6
Property Damage (Reportable)	631	737	23	22
*Hit & Run	166	149	1	8
*Private Property	148	171	4	3
TOTAL	775	880	28	28

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.