

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

On Monday evening we held the final Council meeting for 2022. At this meeting Council approved the primary revenue ordinances for our 2023 budget. They also approved the BB/RA zoning and parking requirements changes. These cap off a yearlong effort to make the most substantial revision to our zoning code in many years. I would like to thank Council, the Planning Commission, and Planning staff who put a lot of work into this effort. We have already received revised plans under the new code for 30 South Chapel Street. Their previous submission was for a 7-story building at the prior location of Burger King. The new plan instead includes two smaller, 5-story buildings, with more, smaller units. The new code appears to be working, and I am excited to see how it changes future plan submissions.

Deputy PW&WR Director Robinson, PW&WR Water Operations Superintendent Neimeister, and I gave a tour of the recently renovated South Well Field treatment plant to newly elected representative Sophie Phillips (District 18). Representative Phillips is a graduate of UD with a master's in environmental science and expressed much interest in our system, contamination issues we have faced, and potential future regulation to help protect our source water.

Mayor Markham and I along with our lobbyists, met with newly elected Representative Cyndie Romer to discuss Newark related items and the Council's stated legislative priorities for the upcoming session. Representative Romer has filled the seat most recently occupied by former Rep. Kowalko and represents a large area of Newark. We look forward to working with her and our other legislators.

On Thursday of this week, we held a "walk out" ceremony for Sergeant Simpson who has now retired after 25 years with the Newark Police Department. I wish Sgt. Simpson the best in retirement.

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

Human Resources:

- The HR team had two postings in the last two weeks. One was an IT Desktop Support Technician which posted on December 2 and closes on December 16. The other is an internal posting for an HR Administrator which closes on Tuesday, December 20.
- We are still reviewing applications for PT Parking Ambassadors, Administrative Professional I in City Secretary's Office and the Digital Records Coordinator.
- We also have several other postings that are open until filled including Before and After Care positions in Parks and Recreation. Please visit the City website for current job postings.
- First round interviews were held on Wednesday, December 14 for the PW&WR Maintenance I in Sewer. Second round interviews will be scheduled next week.
- We had a new temporary, part-time carpenter who started on Monday, December 5.
- The HR team continues to support the Newark PD with recruitment efforts to hire new and certified police officers. Police officer oral board interviews will take place on December 20th. Ms. Bradshaw (HR Coordinator) will participate on the oral board panel as an HR representative.
- Ms. Hardin spent the majority of her time attending to personnel matters, labor relations, assisting employees with pension matters, attending meetings, and following up on emails and phone messages.
- The HR team has been working with Finance to process year-end reporting for benefits and W-2 preparations. Additionally, HR has completed the open enrollment process and submitted any last-minute

changes to our healthcare provider for a January 1, 2023 effective date.

- Ms. Hardin completed several exit interviews for outgoing employees and retirees as well as complete pension paperwork for two retirees. There is another appointment next week to complete pension paperwork for a retiree leaving in January.
- Employee years of service awards were announced at the December 12 Council meeting and employees were presented their awards by Mayor Markham on December 14. There are 36 employee receiving service awards ranging from 10-35 years of service with the City.
- Finally, Ms. Hardin continues working on the compensation study with the City's consultant. Managers have completed their interviews with the consultant. Ms. Hardin and City Manager Coleman met with the consultants on Friday, December 2 to review the information gathered during the managers meetings and discuss next steps. Ms. Hardin prepared the contact list of agencies who will be surveyed as part of the study. Ms. Hardin prepared an email that was sent to the participants selected for the survey to make them aware that a survey was forthcoming. The consultant sent the salary survey to the comparable agencies this past week. On Tuesday, December 13, Ms. Hardin and City Manager Coleman began reviewing management job description updates to finalize and send to the consultant.

Purchasing/Facilities Maintenance:

For the week of 12/5, CPPO Jeff Martindale resubmitted the Energize Delaware electric vehicle grant, which is worth up to \$500,000. Energize Delaware requested we resubmit our grant with less detail to streamline the review. With Newark still at the front of the line for these grant requests, we anticipate a determination on the grant before the end of the year.

Mr. Martindale additionally oversaw the installation of three new concrete stairs at the municipal complex - one to the VFW, one to the ballfield, and one to Council Chamber from the visitor parking lot. Facilities Maintenance Superintendent Joe Augustine is working with a vendor for the installation of railings on all stairs.

With help from Deputy Director of PW&WR Ethan Robinson, Mr. Martindale also put in POs for the water connection, sidewalk, and fence at Dickey Park Community Garden.

For the week of 12/12, Mr. Martindale met for the final time of the year with the Conservation Advisory Commission. A good plan is in place for various projects in 2023.

Mr. Martindale also met with the carpet contractor, who will be replacing the municipal center's carpet starting in February or March. The whole project should take about 5-6 weeks. He also began requesting quotes for new chairs in the Alderman's Court, which is part of capital project N2302 (Municipal Center Master Plan). Funding will become available for the project starting 1/1/23.

Finally, Seiberlich Trane Energy Services completed roof replacements on the majority of the roofs at South Well Field Water Treatment Plant. The only remaining roof work now is a small well house at the site.

Communications:

Chief Communications Officer:

- AskNewarkDE launched on Monday, Dec. 5 and feedback to date has been overwhelmingly positive. The app has been downloaded on 542 devices and the most commonly viewed areas are:
 - o Newark News
 - o City Services
 - o Make a Payment
- Participated in an interview with DE Public Media to discuss the app, its features, and the background on why we created it.

- Madison Fitzhugh, the comms intern, created and scheduled graphics and videos for social media which were very successful. Since her arrival, engagement on Instagram has increased 138%.
- Participated in the six-hour DEMA Integrated Preparedness Planning Workshop with DC Feeney and DC Farrall as well as CPPO Jeff Martindale.
- Joined the Wellness Committee to set goals for 2023.
- Met with reps from the Small Business Administration DE office to talk about Newark's HUBZone designation and how that can help small businesses in Newark as well as residents living in a HUBZone. We will assemble a larger working group to create a strategy to engage businesses and help them become involved with SBA and take advantage of their programs.
- Participated in a call with DART and the Planning Department to talk about micro transit and ways to reach the community regarding its availability.
- Had a meeting with reps from DVHT to plan wellness lunch and learns for 2023. Instead of a large wellness fair with multiple vendors at once, we are switching to a more in-depth model next year with monthly one hour-long group sessions with a specialist.
- Working to update the decades old motivational posters hanging in the City Hall stairwells.
- Began a year-end lookback/what's ahead newsletter to share with staff.

Communications Assistant:

- Log Miss Utility tickets for Electric and PW&WR.
- Edit copy from various departments.
- Adding and updating InformMe customer information.
- Create and share content on social media.
- Working on Employee Wellness Committee and Family Promise projects.

Creative Designer & Web Specialist:

- An InformMe notice has been scheduled to be sent out in advance of the City Council meeting on Facebook.
- An InformMe notice was scheduled for a District 2 meeting on December 7, 2022, hosted by Councilwoman Corinth Ford.
- An invitation was created for the staff appreciation pizza party.
- Closure signage was created for an event celebrating staff appreciation on December 12, 2022.
- Public meeting notices have been sent via InformMe.
- Signage for the closure of PUBS on December 16, 2022 was created.
- Snow Central's list of sidewalk and driveway shoveling contractors has been updated.
- The "Green Wednesday" yard waste collection schedule has been posted to the news section of the City website.
- The City of Newark mobile app press release has been posted to the website's news section.
- The Impairment of Fire Protection Permit electronic form has been updated to fix a delivery issue.
- Tickets from the RequestTracker website were forwarded to the appropriate department.

Activity or Project:

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City Manager's Weekly Report

Department:	
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Alderman's Court

Notable Notes:	
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Alderman's Court held six court sessions from 12/1/22-12/14/22. 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.

The court processed 23 PBJ's for traffic violations and 8 Plea by Mails for criminal violations.

Alderman's Court placed 2nd in the holiday decorating contest.

Activity or Project:	
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Payments and Court Sessions

Description:	
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From 12/1/22-12/14/22 Alderman's Court handled 71 arraignments, 66 trials, 20 capias returns, 3 video hearings, and 2 code violations. The court collected 914 parking payments of which 766 were paid online and 148 were paid at court. The court also collected criminal/traffic payments of which 298 were paid online and 27 were paid at court for a total of 325 criminal/traffic payments.

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City Manager's Weekly Report

Department:	
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City Secretary and City Solicitor's Office

Notable Notes:

The weeks of 12/01/2022 – 12/14/2022

The legal team was in the office on the following days:

Paul Bilodeau – 12/06 and 12/12 for Council.

Bobby O'Neill – 12/09 for Court.

Danielle Mapp-Purcell, Paralegal, continued working on the court docket for December 15th, and started work on the January 6th court docket and fulfilled 32 discovery requests with 23 discovery requests remaining in process. Closed 15 FOIA requests. Circulated 5 FOIA requests to staff.

Recorder of Deeds:

Circulated to staff and UD: 63 East Delaware Avenue McKinly Lab Replacement Building X Stormwater Drainage and Maintenance Agreement

Sent to Recorder of Deeds: 500/700 Creek View Road and 100 Dean Drive Stormwater Drainage and Maintenance Agreement

Added to TCM: n/a

City Secretary's Office in conjunction with Mayor and Council will host a total of five pizza luncheons for City Municipal staff and PD staff during the holiday season.

Meetings and minutes:

November 14th CC complete

November 28th on deck and CAC completed

December Meetings Update:

December 12th City Council

December 13th CAC

December 27th Diversity and Inclusion Commission

Legislative Clerical Projects/Processes:

Vacancies remain for the various City boards. Council is actively engaged in filling positions, and staff have received a few applications which have been forwarded to Council. Networks students processed three boxes of documents for destruction and one box for scanning.

Scanning continues for all new documents processed within the department with back scanning completed as time allows. Modification continues upon discovery of duplicate documents – 70 documents created, 450 pages scanned, and 468 documents modified.

Council and Boards & Commissions agendas posted to the atrium and website.

Lien certificate requests processed during the past weeks are as follows:

- 18 received by attorneys and sent to Finance for processing.

- 16 completed by City staff and returned to the processing attorney.

To date 596 lien certificates have been processed for 2022.

Scanner count 4,291, last count 3,359 = 932

Activity or Project:

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City Manager's Weekly Report

Department: Electric Department	
Notable Notes: Engineering sent the testing results of the broken substation transformer to the City's insurance company's consultant. The only way to fix the transformer is to have the core untanked and rewound. Engineering met with University representatives about the Vehicle to Grid project. Even though there is not yet an agreement which would spell out the cost of using the City's infrastructure to be small distributed generators, engineering has approved their applications of 12 locations so UD can continue their application to PJM to become a generator instead of a demand response entity as they are now. Engineering is in discussions with UD about getting an easement along Farm Lane for new circuits that would come out of a new substation at the old transfer station location. Now the University wants to know what the cost differential would be if the substation was put at STAR as originally planned many years ago. A major cost would be to bring the transmission lines there, whereas the lines are close to the transfer station site.	
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City Manager's Weekly Report

Department:
Finance Department

Notable Notes:

The Finance Department closed from 12-2 today for our Holiday luncheon. On behalf of Payments and Utility Billing, Accounting, and our IT Divisions, we would like to wish everyone a Happy Holiday!

All revenue legislation that was required to be passed by Council to balance the 2023 budget was approved at the December 12 Council meeting. Council approved rate adjustments to water, sewer, and parking rates which will go into effect January 1, 2023.

Our new Customer Service Representative will begin with the City on December 19. We would like to welcome back Melonie to Payments and Utility Billing!

The City will be moving to a new insurance broker in 2023. USI Insurance Services won the bid for RFP22-03 and will hold the contract for three years, with an option for two additional years.

DSHA announced that DEHAP will stop accepting new applications as of January 2, 2023. DSHA will still accept utility shut-off applications for our utility customers. Here is the link to their website. <https://decovidhousinghelp.com/application-assistance/>. DSHA = Delaware State Housing Authority, DEHAP = Delaware Housing Assistance Program.

If you are considering purchasing an electric vehicle, use the WattPlan tool to provide valuable information and help you make an informed decision on your next vehicle purchase. This tool provides a customized plan detailing your savings, available incentives, carbon reductions, and more based on your driving habits, budget, and electricity usage. Check it out on the WattPlan page by copying and pasting this link: (<https://amppartners.wattplan.com/ev/>).

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

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 37

Open Project Tickets from Previous Week - 18

Open Tickets with Vendor R&D from Previous Week - 18

Tickets Opened in the Last Two Weeks - 47

Tickets Closed in the Last Two Weeks - 46

Remaining Open Support Tickets - 38

Remaining Open Project Tickets - 18

Remaining Tickets with Vendor R&D - 18

Summary of meetings attended 12/1-12/13:

Applications Manager Montgomery, Applications Administrator Nichols, PUB Manager Prado & CSR Duvall attended the NorthStar CSR7 meeting to discuss the City's existing move in/move out process and test against the CSR7 platform on 12/1. The Applications team also held a meeting with the PUB team to discuss the automation platform refund and deposit refund processes as well as new alerts that will be available for CSR's to utilize. The IT Applications and Infrastructure teams held their monthly joint meeting to discuss the progress of joint projects on 12/5. Applications Manager Montgomery attended the December MS and EI-ISAC Monthly Membership call on 12/6 and the kickoff call with USI on 12/13.

1. Rolled accounting period for Finance to resolve TCA posting issue for Court.
2. Configured FileZilla with Tyler connectivity for Accountant.
3. Assisted user with unlocking Tyler cloud admin account.
4. Processed multiple employee application termination requests.
5. Imported multiple meter marriage files for Water Division.
6. Assisted PUB team with fixing bulk payment import date issue.
7. Assisted HR team with processing retiree health insurance file.
8. Provided report of accounts with net metering credits for Finance.
9. Researched and provided information to PUB team on budget billing reconciliation and payment plan calculator.
10. Researched why meter was not appearing in Connexo for Billing Technician.
11. Assisted with PUB team with deposit discrepancy.
12. Installed TCM high memory on records team newly deployed machines.
13. Provided stormwater reconciliation to PUB team to update.
14. Performed metercat password resets for electric staff members.
15. Installed metercat AlphaKeys for electric staff members.
16. Assisted PUB team with how to transfer a payment from one account to another.
17. Assisted PUB team with TCA void issue on permit payment.
18. Performed monthly central property import.
19. Worked on and resolved support tickets for end users.
20. Created reports for users as requested.

Infrastructure Team:

Open Support Tickets from Previous Week - 127

Open Project Tickets from Previous Week - 43

Tickets Opened in the Last Two Weeks - 145

Tickets Closed in the Last Two Weeks - 191

Remaining Open Support Tickets - 78

Remaining Open Project Tickets - 46

Activity or Project:

Harris Server Migration/SilverBlaze (Applications & Infrastructure)

Description:

SERVER MIGRATION:

Phase I - Planning & Scoping (COMPLETED)

Phase II - Development: 5/24-6/24 (COMPLETED)

Phase III - User Acceptance Testing (Updated dates): 6/27 - 8/12 (COMPLETED)

Phase IV - Deployment to PROD (Updated dates): 8/15 - 8/21 (COMPLETED)

Phase V - Post Live Support: 8/22 - 9/3 (COMPLETED)

SILVERBLAZE:

Phase I - Planning & Scoping: 8/8-8/19 (COMPLETED)

Phase II - Design: 4/18-8/15 (COMPLETED)

Phase III - Development (Updated dates) : 8/29-12/15 (IN PROGRESS)

Phase IV - User Acceptance Testing (Updated dates): TBD

Phase V - Deployment to PROD (Updated dates): TBD

Phase VI - Post Live Support (Updated dates): TBD

Status:	In-Progress
Expected Completion:	12-31-2022
Execution Status:	Behind Schedule

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Equipment tracking:

2 Racks - Received

4 PDUs - Received

6 VxRails - Received

CyberVault R750s - Received

DD6900 - Received

2 DD4400 - Received

2 R450s - Received

1 S4128 - Received

Pending shipment with expected delivery dates:

N2200s - December 28, 2022

S5224s - November 9, 2022

Status:	Started
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:

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

Parks and Recreation Department

Notable Notes:

Youth basketball leagues and adult volleyball leagues began; annual audit of state purchase of care occurred at after school care programs.

Organization of the fall dance recital which was held on 12/9 with close to 100 spectators.

Reviewing and finalizing information for the winter/spring activity guide and inputting program information into the registration system.

Prepared snow equipment for the season including lubricating plows and snow blowers and preparing briners.

Presents with Police will be held on Friday, December 16 from 6:00-8:00 p.m. on the Academy Building lawn. 63 children are registered to receive gifts.

We have been notified by Delaware Department of Natural Resources and Environmental Control (DNREC) that we have been awarded grant funding for the following projects, \$40,000 for the Devon Park Improvements and \$20,000 for the Lumbrook Park Basketball asphalt overlay. The funding was through DNREC's Outdoor Recreation Parks and Trail grant program.

Activity or Project:

Winter/Spring Activity Guide

Description:

The Winter/Spring Activity Guide will be viewable on December 28 at www.newarkde.gov/play and registration begins January 3 for residents and January 6 for non-residents. The Activity Guide will highlight over 200 programs for youth, adults, and families including arts, theater, sports, and events.

Status:

Not Started

Expected Completion:

01-06-2023

Execution Status:

On Track

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

Status:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Director's Report

Projects

*BB/RA Zoning District Changes – The two companion bills for the changes to the BB and RA zoning districts and the changes to parking requirements for BB were considered by Council on December 12 and unanimously adopted as presented.

*Nuisance Properties Ordinance – Code Enforcement staff and the City's consultant met on December 15 to continue work on the nuisance abatement plan format. Per direction at the November 14 Council meeting, staff is to bring a nuisance abatement plan format back to Council for review within 90 days.

*Downtown Newark Parking Plan implementation – Council adopted the parking rate increases proposed as part of the FY2023 budget on December 12. Staff finalized the updating parking permit costs and began outreach to existing permit holders for renewal and to downtown businesses to gauge interest in the new permits being made available. Staff continued preparation work with City vendors to implement the revamped parking fine structure and increased fee structure to go into effect January 1, 2023. Senior Planner Fortner presented the proposed amendments to the downtown parking lot design requirements to the Planning Commission at their December 6 meeting. The Commission voted 6-0 to recommend approval of the proposed amendments.

*Property Maintenance Code Update – Code Enforcement staff and the City's consultant met on December 15 to continue review of the 2021 International Property Maintenance Code updates.

*Transportation Improvement District Implementation – Director Bensley attempted to coordinate a date to reschedule the joint Planning Commission and Council meeting to review the draft TID but was unsuccessful in finding a mutually agreeable date. Instead, the presentation will be split into two meetings with the Planning Commission having this as part of their regular January 3 agenda.

Items of Interest

*The Planning and Development Department has received three (3) special use permit applications that will be coming to Council.

*94 East Main Street – Hotel Bar as an Accessory Use with Impact.

*168 East Main Street – Restaurant with alcohol (All Blue Cajun).

*141 East Main Street/Haines Street – Indoor commercial recreation (former site of Wooden Wheels).

*Revised architectural renderings for 62 North Chapel Street were submitted on December 8 which add balconies and change the roof structure. These have been determined to be a substantial modification from what was approved by Council, so they will be submitted to Council for consideration as an amendment to the approved renderings.

*A new plan for two five-story mixed use buildings with retail on the first floors and 80 apartment units on floors two through five located at 30 South Chapel Street was received on December 13. This plan will require a Comprehensive Plan amendment, rezoning, and major subdivision.

*Planning issued a SAC Letter with preliminary approval for the Administrative Subdivision at 29 West Park Place. No objections were received within ten days of notification and Planning is working with the applicant to process and record the subdivision.

Meetings (Attended by Land Use, Code Enforcement, and Parking)

*Director Bensley, Senior Planner Fortner, Planner Higgins, and Administrative Professional Dinsmore staffed the Planning Commission meeting on December 6. In addition to the item outlined above, the Commission also considered a proposal to amend the subdivision and zoning fees, which was recommended

for approval by a 6-0 vote, and a proposal to amend the regulations around automobile service stations in the BC zone, which was recommended for approval by a 4-2 vote. They also approved their 2022 annual report and 2023 work plan to be submitted to Council.

*On December 7, Senior Planner Fortner and Planners Solge and Higgins meet with representatives from Bike Newark and WILMAPCO to discuss the City's application to the League of American Bicyclists to redesignate Newark as a Bicycle Friendly Community. The redesignation occurs every five-years. The City of Newark has been designated as a Bicycle Friendly Community at the "Bronze" level since 2008. With this year's application, and the significant improvements to bicycle infrastructure over the past five years in Newark, the application team hopes that the City's designation will improve to the "Silver" level in 2023. The results will be announced in May with the presentation likely to be during Bike to Work Day on May 19, 2023.

*Director Bensley participated in the Delaware Population Consortium annual meeting on December 8. Despite concerns regarding the population projections related to the Newark census data being raised, the draft population projections were adopted by the Consortium. However, these projections are updated yearly, so if the City is able to provide additional data to be included, the DPC will update the numbers in their yearly review.

*Director Bensley attended the National League of Cities Affordable Housing Briefing with the U.S. Treasury, which discussed ways to layer existing federal funding opportunities with ARPA funding for affordable housing projects on December 8.

*Director Bensley, Parking Manager Howard, Parking Supervisor Mulvanity, Senior Planner Fortner, and Planner Higgins staffed the December 12 Council meeting. In addition to the items outlined above, Council also approved the recommendations of the Community Development/Revenue Sharing Advisory Committee with one amendment for the allocation of Community Development Block Grant and Revenue Sharing funds for the upcoming year.

*Director Bensley and Chief Communications Officer Gravel met with representatives from the Small Business Administration on December 13 to learn more about SBA-related opportunities for small businesses in Newark, particularly related to the City's HUBZONE designation. A follow up meeting with representatives from University of Delaware and The Newark Partnership is being coordinated.

*Director Bensley attended the Healthier Housing: Addressing Substandard Housing for Delaware Homeowners webinar on December 13.

*Director Bensley, Chief Communications Officer Gravel, and Land Use Division staff met with representatives from DART to discuss the upcoming Newark Connect pilot on December 14. Public hearings for the new program will be scheduled for February 2023. The target launch date is in the third quarter of 2023. Staff will next be meeting with DART in early January to finalize public outreach plans and a draft survey for existing Unicity riders and other City of Newark residents.

*Director Bensley attended the Delaware State Housing Authority's Council on Housing meeting on December 14. The Council voted to triple the statewide allocation for their Statewide Emergency Repair Program (SERP) for the next three years from \$500,000 per year to \$1,500,000 per year with \$500,000 going to each county.

*Director Bensley, Senior Planner Fortner, and Planners Solge, Kennel and Higgins attended the Delaware American Planning Association chapter annual meeting and training session on December 14.

*Dave Greenplate, Sr., attended a pre-construction meeting for the Mill at White Clay.

Land Use

*Deed Transfer Affidavit: 8

*Building Permit Reviews: 25

*Planner Higgins attended a home visit for HIP at 389 Stafford Avenue and contacted contractors for this project and 819 Rock Lane.

*Planner Solge worked with Jay Hodny to update the Development Proposals map on the City's website.

*Planning has completed comments for 1105 Elkton Road.

*Planning has finalized a Memorandum of Understanding for the Unicity stop at the Vero and is in the process of obtaining signatures on the agreement.

Code Enforcement

Projects

- *94 East Main Street (Green Mansion): (Apartments): Plumbing, HVAC & electric. (Hotel): All floors and hall drywalled, paint and trim on lower floors.
- *Briar Creek North: Framing is ongoing.
- *141 East Main Street (19/23 Haines): Demo building down and cleaned up.
- *Fintech: First floor bathroom expansion almost complete and permit issued to UD partial 3-5 floor fit out.
- *18 Country Club (Fairfield Apartments): Working beyond permit – Placed stop work on interior framing.

Property Maintenance

- *Complaints: 18
- *Violations: 18
- *Citations: 4
- *Inspections: 32

Items of Interest Code Enforcement and Property Maintenance

- *Todd Reese completed plan reviews for the Grain, 84 Lumber, UD Perkins Student Center, Newark Shopping Center, 503 Interchange Blvd., Newark Methodist Church, and Comma Café.
- *City of Newark Police Station: Fire alarms went off due to welding work in the mechanical room.
- *61 Madison Drive: Fire call due to kitchen fire with injuries.
- *Meeting with Compass Building 1 for fire door issue between amenities.
- *On site meeting with Raising Cane's fire safety issues site concerns and fire door between amenities.

Parking

- *Residential Permits Distributed: 12
- *Municipal Lot Permits Sold: 0 (sold out)
- *Citations Issued: 933
- *Online Appeals Answered: 96
- *Immobilized Vehicles: 30
- *Towed Vehicles: 1

Projects

- *Submitted PR for replacement kiosk that was damaged on Main Street located by Grain on Main.
- *Started invoicing today for renewals of current permit holders with new rate increase.
- *Staff working on new CivicPlus form for New Business Staff Parking enrollment and lot information interest forms.

Items of Interest

- *Request for parts list from Integrated Technical Systems. City can order individual parts for Luke Cosmo kiosks for quick fixes and replacement parts as kiosks are struck.

Activity or Project:

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City Manager's Weekly Report

Department:

Police Department

Notable Notes:

On December 13th, 2022, at approximately 1949 hours, Newark Police responded to the Acme, 100 Suburban Drive, for a report of a shoplifting in progress. Upon arrival, an officer contacted a male suspect in the rear of the store. While speaking with the suspect, the suspect attempted to walk away from the officer. When the officer attempted to detain the suspect, the suspect began to assault the officer by repeatedly striking him in the head. During a struggle to detain the suspect, the suspect attempted to remove the officer's firearm from its holster. Additional Newark Police Officers responded to the scene and assisted in taking the suspect into custody. The officer, an 8-year veteran, was transported to an area hospital by ambulance for treatment of serious physical injuries suffered during the struggle. He was treated and later released from the hospital. The suspect was transported to Newark Police headquarters where he was charged with:

- o Assault First Degree Against a Law Enforcement Officer
- o Robbery First Degree
- o Attempting to Remove a Firearm from the Possession of a Law Enforcement Officer
- o Resisting Arrest with Force or Violence

The suspect appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$142,000 cash bail. The suspect was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

Patrol Division:

- On Friday, December 9th, 2022, at approximately 0035 hours, an officer was flagged down by a Klondike Kate's bouncer after a subject pulled a knife on a customer inside the bar. As the suspect exited the bar, he observed officers and started to walk away. He was quickly apprehended by officers who arrived on scene. A large pocketknife was found concealed in the suspects coat. The suspect was charged with Aggravated Menacing, Carrying a Concealed Deadly Instrument, and Possession of a Deadly Weapon During the Commission of a Felony. He was arraigned before Justice of the Peace Court #11 and later turned over to the custody of the Howard R. Young Correctional Facility on \$7,000 secured bail.
- On Sunday, December 11th, 2022, at approximately 0255 hours, officers responded to a house fire on Dallas Avenue. Upon arrival, several residents were contacted outside of the residence. Officers quickly checked the interior of the residence and confirmed all occupants were out. The scene was turned over to Aetna Hose, Hook and Ladder and the City Protection Specialist who responded to the location.
- On Sunday, December 11th, 2022, at approximately 0103 hours, officers responded to D.P. Dough in reference to an assault. Upon arrival, it was discovered that the male victim was exiting the customer restroom when he was struck, unprovoked, in the face by a male suspect. The male suspect fled prior to police arrival but was quickly identified through investigation. The suspect was arrested, presented before Justice of the Peace Court #2 and released on his own recognizance.
- On Monday, December 12th, 2022, at approximately 0837 hours, NPD patrol officers responded to

Newark High School for a fight in progress involving a 15-year-old student being physically restrained by high school staff. Upon arrival, officers were advised that the student became disorderly in the hallway at NHS and then assaulted several staff members who were attempting to restrain him.

Special Enforcement Division:

- On December 9th, 2022, the Traffic Unit conducted a funeral escort for a fallen WPD officer. On December 11th, Traffic Unit officers conducted a motorcycle escort assisting the Delaware State Police with a Cars and Coffee toy run for children with serious illness. On Tuesday, December 13th the unit assisted with a car seat installation. On Wednesday, December 14th, members of the division participated in Active Bystandership for Law Enforcement training. Traffic officers conducted traffic enforcement in several areas throughout the community including Otts Chapel Road, Capitol Trail, New London Road, and South College Avenue.
- On December 7th, 2022, Sgt. Saunders assisted the Smyrna Police Department by sitting on an oral board promotional panel. On December 13th, members of the Special Operations Unit attended a community engagement event at Downes Elementary School participating in a Cops in Schools program. On Thursday, December 15th, the SOU will attend a community meeting in Williamsburg Village. The unit will also conduct plain clothes Cops in Shops proactive patrol. On Friday, December 16th, the unit will participate in the Presents with Police Event on East Main Street.
- On December 10th and 11th, Animal Control Officer Donna Vickers attended the Brandywine Valley SPCA's mega adoption event held at the Delaware State Fairgrounds in Harrington.

Administration Division:

- During the week of December 12th, Newark PD sponsored a Certified Instructor class with Middletown PD. Officers from around the State registered for the class, including two NPD officers. Upon completion of the course, officers will be certified to teach various instructional classes.

Criminal Investigations Division:

- The Street Crimes Unit has been investigating drug sales in the Newark area. During the investigation, one of the suspects was identified as Eliel Cruz-Castillo, 40, of New Castle. On December 5th, 2022, Cruz-Castillo was observed in an active drug transaction outside of a residence in Wilmington. Cruz-Castillo was taken into custody by Newark Police officers without incident. A search warrant was then executed at Cruz-Castillo's residence in New Castle and on a vehicle he possessed. During the course of the searches, officers seized more than 14 grams of crack cocaine, marijuana, drug packaging, and United States currency. Cruz-Castillo was transported to Newark Police headquarters where he was charged with Possession With Intent to Deliver a Controlled Substance in a Tier 2 Quantity, Possession With Intent to Deliver a Controlled Substance (6 counts stemming from various identified drug sale transactions), Conspiracy Second Degree, Possession of Drug Paraphernalia, and Possession of Marijuana. Cruz-Castillo appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$5,650 secured bail. Cruz-Castillo was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:	
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Activity or Project:

Description:

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

Department:

Public Works and Water Resources Department

Notable Notes:

On Thursday, 12/15, PW&WR leadership and City Manager Coleman took Rep. Sophie Phillips (District 18) on a tour of our newly rehabilitated South Well Field Treatment Plant. She seemed to be impressed with our operations, and we were able to answer constituent questions related to water quality, new drinking water regulations and standards, and funding sources the City uses to complete critical infrastructure improvements.

Public Works completed an emergency road restoration on SR 4 overnight on Wednesday, 12/14 which required the closure of the two westbound lane of SR 4 and detours around the work area. This work was prioritized due to a deteriorating temporary patch following a main break in late November. If the permanent repair was not completed before the recent storm, it would likely create an unsafe condition for motorists.

Crews completed inspection of culvert, bridges, and areas prone to flooding prior to the recent storm event and will be conducting a post storm inspection on Friday, 12/16.

Our personnel and fleet are prepared for this season's round of winter weather. Plows and salt spreaders have been calibrated and mounted on our trucks and snow blowers have been maintained for the year. Our field supervisors have also conducted snowplow training for all of our crew members as we have a decent number of new field employees in the department. Training focused on the categories of storms and related service expectations, factors that are considered when determining an appropriate snow and ice control response, types of vehicles, equipment, and materials used in snow and ice control, pre and post storm treatments, and review of snowplow routes.

Activity or Project:

Fremont Road Culvert Replacement

Description:

Conducted a progress meeting to review submittal approvals and project schedule. Anticipated start date for the project is March 6th with an estimated completion date of May 12th.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:

Evergreen Booster Station Replacement

Description:

Staff conducted a pre-construction meeting with the contractor and engineer on Tuesday, 12/13. PW&WR is actively reviewing shop drawings for the installation of a new triplex booster station skid to serve the

Evergreen subdivision. We anticipate work to begin on April 3rd with an anticipated completion in mid-May. This project will require a temporary disruption of service followed by a precautionary boil water advisory for the pump skid installation. Residents will be notified in advance of any service disruptions.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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NEWARK POLICE DEPARTMENT

WEEK 12/04/22-12/10/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	3	0	6	4	0
Rape	5	9	0	2	9	0
Unlaw. Sexual Contact	8	5	0	2	3	0
Robbery	22	15	0	34	15	1
- Commercial Robberies	3	1	0	3	4	0
- Robberies with Known Suspects	5	2	0	4	0	0
- Attempted Robberies	5	1	0	13	1	0
- Other Robberies	9	11	0	14	10	1
Assault/Aggravated	28	19	1	72	37	3
Burglary	32	32	0	13	28	1
- Commercial Burglaries	6	7	0	4	7	1
- Residential Burglaries	23	15	0	6	10	0
- Other Burglaries	2	10	0	2	11	0
Theft	673	741	15	125	153	3
Theft/Auto	60	59	0	15	13	1
Arson	0	0	0	0	0	0
All Other	14	25	0	73	52	3
TOTAL PART I	844	908	16	341	314	12
<u>PART II OFFENSES</u>						
Other Assaults	238	281	9	201	307	3
Rec. Stolen Property	0	1	0	11	12	0
Criminal Mischief	187	169	5	59	69	4
Weapons	9	17	2	63	71	3
Other Sex Offenses	10	7	0	4	8	0
Alcohol	160	262	4	169	390	2
Drugs	129	134	2	87	170	11
Noise/Disorderly Premise	791	519	10	262	163	3
Ordinance Violation	125	0	0	24	0	0
Disorderly Conduct	409	363	10	109	114	3
Trespass	352	590	10	100	111	0
All Other	437	552	6	253	268	6
TOTAL PART II	2847	2895	58	1342	1683	35
<u>MISCELLANEOUS:</u>						
Alarm	533	616	17	0	0	0
Animal Control	441	412	3	9	19	0
Recovered Property	173	182	4	0	0	0
Service	31891	27773	474	0	0	0
Suspicious Per/Veh	404	380	11	0	0	0
TOTAL MISC.	33442	29363	509	9	19	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	820	41,239	716	37,881



**Newark Police Department
Weekly Traffic Report**



12/04/22-12/10/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	12007	10232	123	201
DUI	167	142	6	4
TOTAL	12174	10374	129	205

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	181	174	4	7
Property Damage (Reportable)	1011	907	15	25
*Hit & Run	219	167	4	4
*Private Property	233	191	2	6
TOTAL	1193	1082	19	32

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.



Newark Police Department Weekly 911 Center Report



12/04/22 – 12/10/22

Telephone Calls	2021 YTD	2022 YTD	This Week 2021	This Week 2022
911	11,193	10,926	227	238
Non-Emergency / Admin	54,163	55,711	1,173	1,240
Total	65,356	66,637	1,400	1,478

Calls For Service	2021 YTD	2022 YTD	This Week 2021	This Week 2022
Caller initiated	16,842	15,800	332	373
Officer Initiated	28,770	26,146	569	436
Total	45,612	41,946	901	809

*This report represents Communications Center workload based only on phone calls and calls for service. Calls for service represent incidents logged in our computer dispatch system. These numbers may differ from calls for service handled by the officers. Some calls for service may have resulted in multiple phone calls for the same incident.