



CITY OF NEWARK DELAWARE

Administrative Report

August 1, 2025

Items for Newsletters

1. **Water Main Flushing:** The Public Works and Water Resources Department will begin its 2025 water main flushing program on Monday, August 4, 2025. Water main flushing is necessary to test hydrant functionality and ensure adequate flow and pressure is available in our water distribution system. Additionally, flushing removes sediment from the pipes to help improve water clarity and quality. In an effort to reduce the impact on our customers, the City is planning to flush the water mains overnight between the hours of 10 p.m. and 6 a.m. Water main flushing is scheduled to begin Monday, August 5th, and run through Friday, August 15th. Additional information can be found on our website: <https://newarkde.gov/CivicAlerts.aspx?AID=1510>

2. **Electric Utility Outage Management System:** On August 11th, we will launch an outage management system (OMS) that allows electric customers to report power outages, view a map of the affected area(s), receive estimated restoration times, and engage in two-way text messaging. All existing customers will be automatically opted in to receive text alerts for planned and unplanned outages.

No action is required for existing customers to begin using this system once it is launched. A text message will be sent to all registered cell phone numbers when the system goes live. In case you get questions, **the link included in the message is safe to open and the message is legitimate.** We will begin advertising this on our social media and other avenues shortly.

This has been a high priority project for us and one we feel will significantly improve our customer experience during power outages. Stay tuned for more information over the coming days.

3. **Main Street Pedestrian Safety Improvements:** We have received a bid to complete the signing and striping for Main Street Safety Improvements. We expect the work to begin the week of August 4. Once the contractor has finalized their schedule, an update will be provided. DelDOT and their vendor will be on-site at the Tyre Avenue signal on Tuesday, August 5th to activate signal detection needed to begin the alternative signal phasing proposed for this intersection. As a reminder, we are going to try new signal phasing that will make the signal rest with green for Tyre and Market East Plaza as opposed to the current configuration which has it rest on green for Main Street. We will collect data on this configuration prior to moving forward with the stop sign conversion, then compare each configuration's efficacy versus the current configuration.

The "Main Street Safety Improvements" website has been updated with the most up to date information on the upgrades. <https://newarkde.gov/CivicAlerts.aspx?AID=1506>

4. **National Night Out:** On Tuesday, August 6th, Newark PD will celebrate National Night Out on Academy Street between Delaware Avenue and East Main Street. The event will begin at 6pm and will feature demonstrations, displays and hands on interactions. The community is invited to attend this event to meet and interact with our police officers and civilian staff.



**YOU ARE INVITED TO THE
NEWARK POLICE
DEPARTMENT'S NATIONAL
NIGHT OUT!**



POLICE • COMMUNITY PARTNERSHIPS

Tuesday, August 5, 2025

6-8 PM

**Academy Street between E. Main St. and E.
Delaware Ave**

5. **Free Parking:** Downtown parking will be free on Saturdays and Sundays through August 10.



6. **City newsletter:** To sign up for the City's email newsletter, [click here](#).

Police

1. **Academy Graduation:** On Thursday, July 31st, Mayor Travis McDermott, City Manager Tom Coleman, Chief Mark Farrall and numerous Newark PD Command Staff and officers attended the New Castle County Police Academy graduation ceremony where Newark's two newest officers, Katherine LaCosta and Matthew Davis were recognized for completing their police academy training. They will now begin the next phase of their training, a three-month field training program.
2. **New Officer Candidates:** Newark PD also welcomes two new hires, Julien McGonigal and Madison Finnan who will attend the next NCCPD academy beginning in late August.

Public Works

1. **Annual Street Improvement Program:** Work will begin on Academy Street between Lovett Avenue and Main Street as early as August 4. We are coordinating with UD and Aetna for any necessary modifications to their operations.
2. **Water Main Replacement:** Water main replacement on Willa Road and Lehigh Road is progressing toward completion, with only the service tie-ins remaining to complete. This will complete the \$4 million ARPA funded project to renew mains across our service territory.

Planning and Development

1. Land Use

- a. The Planning Commission for August 5 was finalized and will have the following items:
 - i. Approval of the Plan for Planning for Comprehensive Development Plan VI and the structure of the associated steering committee. The committee membership will be approved at the September 2 Planning Commission meeting.
 - ii. Potential amendment to Chapter 32, Zoning, clarifying the sunset provision for special use permits when they are not in use for over one year.
 - iii. Potential amendments to Chapter 32, Zoning, allowing institutional signs for buildings with residential components in business districts and providing sign parameters for uses approved as part of the site plan approval process
- b. The third submission for the Comprehensive Development Plan amendment and minor subdivision by site plan approval to construct one three-unit garden apartment building at 73 West Delaware Avenue was received on July 30.
- c. Staff have been working to move forward with various projects using the consulting budget provided by Council for 2025. Statuses for those items are as follows:
 - i. Rental and business license audit – status meeting held on July 30. Additional data requested by vendor which staff is gathering. Next status meeting anticipated to be in first week of September. Project in process.
 - ii. Comprehensive Development Plan 10-year review – kickoff meeting held on July 28. Pre-PLUS request form submitted to the Office of State Planning Coordination for review at their August meeting in order to get written comments on the existing Comp Plan V prior to the first steering committee meeting in October. Plan for Planning and steering committee structure scheduled for review at August 5 Planning Commission meeting.
 - iii. Comprehensive fee review – project awarded to AECOM on July 8. Kickoff meeting to be scheduled for week of August 4.

2. Code Enforcement

- a. Congratulations to Code Enforcement Officer Mark Scrocca who successfully passed the ICC B1 Exam and earned the Residential Building Inspector certification
- b. Significant permits approved over the past three weeks include:
 - i. 600 Creek View Road – tenant fit-out for Noema restaurant
 - ii. 201 Discovery Boulevard – microdatacenter and associated equipment for Chemours
 - iii. 63 East Delaware Avenue – Building X final certificate of occupancy
 - iv. 282 The Green – HVAC upgrades and envelope improvements for Laurel Hall
- c. Property maintenance staff is working with UD to prepare for the Fraternity/Sorority Fire and Property Maintenance Safety Program for the fall semester. This program trains Greek organizations on fire safety and property maintenance requirements to help avoid issues during the semester through education.

3. Parking

- a. The Parking Advisory Committee met on July 15 and July 30. On July 15, they reviewed an overview of the City's current parking technology, an overview of City parking signage, and a potential City parking survey. At the July 30 meeting they finalized their presentation for the August 11 Council meeting.
- b. Maintenance staff has been preparing for the upcoming semester with a painting maintenance and refresh, as well as working to install new signage in special residential parking districts that include the district designation to offer greater clarity as to where those with permits are allowed to park.
- c. Due to recent changes in the number of hours individual part time employees are permitted to be scheduled, the Division is looking to hire 1-2 additional part-time Parking Ambassadors to be able to adequately fill shifts for the fall semester. Staff is reviewing the current applicant pool and anticipates setting up interviews for the week of August 11.

Finance

1. **Real Estate Tax Bills:** Annual Real Estate Tax bills have been mailed and are visible on Resident Access. Tax bills are mailed to both the mortgage companies and the property owners regardless of whether their tax payments are made by their mortgage company or not. Bills reflect a new tax rate of \$.2385 per \$100 of assessed value and are due September 30th. As a reminder, the new rate is revenue-neutral for the City and was calculated to align with updated property assessments from New Castle County. More information can be found on this link: [Real Estate Taxes | Newark, DE - Official Website \(newarkde.gov\)](https://www.newarkde.gov/RealEstateTaxes)
2. **Audit/ Single Audit:** Our Annual Comprehensive Financial Report was submitted to the GFOA on June 27, 2025, and CLA will be at the August 11th Council meeting to present its results. Staff are now working on completing the Single Audit of Federal grant awards. This is due to the Federal Clearinghouse by September 30, 2025.
3. **Assistant IT Manager Vacancy:** This position closed on July 3 and interviews are scheduled for August 14 and 15.
4. **Budget:** Internal departmental budget meetings have been completed, and accounting staff are working on finalizing 2026 revenue budget estimates. Council budget hearings begin with an overview by the City Manager and Finance Director on August 18.

Administration and Facilities Maintenance:

1. **Union Negotiations:** We held another negotiation session with FOP Lodge 4.
2. **DEMEC:** City Manager Coleman and Finance Director Hollander attended the annual DEMEC board retreat this Thursday. Much time was spent on resource planning and discussions related to the upcoming strategic plan update.
3. **Opioid Settlements:** City Manager Coleman executed the necessary settlement paperwork for the City to join into the latest opioid settlement in accordance with the previously authority granted to him by Council when they entered into the 2021 ROADS MAP agreement. This agreement was with Purdue Pharma. We anticipate receiving paperwork for one more major settlement in the coming weeks. Under the ROADS MAP agreement, settlement funds are transferred to the State's Prescription Opioid Settlement Distribution Commission.
4. **Automated Speed Enforcement:** Staff met with Elovate this Thursday to continue discussions on back end processes that will allow Elovate to build the database necessary for our electronic speed enforcement program. We are working to schedule another meeting for late last week that will include representatives from DELJIS and State Courts.
5. **Facilities Maintenance Supervisor Interviews:** Last Thursday and Friday, staff conducted interviews for FM Supervisor to replace Joe Augustine, who is retiring Friday, 8/1. There was a great pool of candidates and ACO Jeff Martindale is confident Joe's replacement will be a productive addition to the team.
6. **Facilities Projects:**
 - a. **Above Ground Storage Tank (Municipal Center):** The new above ground storage tank at the Municipal Center is officially replaced and a privacy fence has been installed around it.
 - b. **Sallyport Slab Replacement:** Kinsley Construction's project start date begins 8/1; they will mobilize in earnest on 9/2 with a completion date estimated around Thanksgiving.
 - c. **Warehouse Expansion:** We are roughly 30 days out from final completion of this project.
 - d. **Train Station Restoration:** All non-window-related work will be complete in August. The windows have been substantially delayed in fabrication and will hopefully be installed by

Thanksgiving.

- e. **George Wilson Center Renovation:** Design work is moving along well for the GWC renovation, with construction slated to begin late December.

Parks and Recreation

1. Projects:

- a. Dickey Park improvement – final progress meeting scheduled for mid to late July to determine any punch list items remaining. Grand re-opening will be scheduled shortly after.
- b. George Read Park improvements – progress meetings held monthly, basketball court still needs to be painted, parking lot, sidewalk and curbing work being completed, approximately 2 weeks of work remain, weather dependent, grand re-opening will be scheduled after the new play feature and benches are installed, estimating some time in September.
- c. Old Papermill Road Park – progress meetings held monthly, completed curbing for parking lot, pickleball courts paved and fence posts up, sand volleyball courts in place, some paving in parking lot completed, working on sidewalk installation.
- d. Olan Thomas/Kershaw Trail – public meeting held with DelDOT, planning for bid request in late fall 2025
- e. Folk Park potential project- received final concept design and approval from Council to accept the grant and move forward with the design, stone dust trail installation will begin in early August and plant installation is scheduled for September
- f. Coleman Park- approved by Council to move forward with the removal of hazardous trees and overgrowth in Coleman Park to open it back up.

2. Maintenance/Operations:

- a. Mowing, trimming, spraying for weeds and crabgrass operations continue between rainstorms and very humid weather.
- b. Preparations have started for the installation of the new play feature at Rahway Park.
- c. Delivered basketball gooseneck and backboard for installation at George Read Park.
- d. Scarifying ballfields weekly to prevent weed growth.
- e. Met with Pennoni regarding Parks Operations storage building design
- f. Working on cutbacks of overgrowth along sidewalks by Rittenhouse Park and Casho Mill Road.

3. Upcoming Events:

- a. National Night Out – Tue., Aug. 5
- b. National Day of Service – Thu., Sep. 11
- c. Community Day – Sun., Sep. 21 – kickoff planning meeting held 7/23

4. Recreation Programming:

- a. We are past the halfway point of our summer camp offerings. Rittenhouse and Camp GWC continue at full capacity. Camp Real started session 2 of 2 on 7/14 and a wide variety of specialty camps continue through 8/22.
- b. Preparations are underway for the start of the school year and the before/after care programs begins on Tue., 9/2
- c. Information is being gathered for the Fall Activity guide which is scheduled to be released on Aug. 18
- d. Community Gardens are looking good! Lots of good crops growing
- e. Held a Fishing with First Responders event at Curtis Mill Park on 7/11, and we had 16 attendees. Louvers Credit Union supplied the bait, and Newark PD and NCC paramedics, as well as UDPD were in attendance.

5. Volunteers

- a. Adopt a Park/Trail
- b. Christina Creek - The Hans Family dedicated a total of 40 hours for 2024 and 2025. We want

to thank them for all their efforts as they will no longer be adopting this area.