



CITY OF NEWARK DELAWARE

Administrative Report

October 17th, 2025

Items for Newsletters

1. Upcoming Events:

- a. 10/17 - Family Movie Night at The Reservoir
- b. 10/26 - Halloween Parade
- c. 11/08 – Music on Main
- d. 11/22 - Turkey Trot
- e. 11/27 – Thanksgiving Day Breakfast
- f. 12/5 – Winterfest
- g. 12/6 – Snack with Santa & Santa’s Secret Shoppe

We’ve partnered with Nic DeCaire of Fusion Promotions to launch three exciting community events this fall: Music on Main on October 4 and November 8, and Family Movie Night on October 17. Family Movie Night, sponsored by DEMEC, is free for all attendees, and so far, 214 people have claimed tickets. To further support these efforts, we’ve created a new social media page, Newark Live!, <https://www.facebook.com/newarklivede> which we’re gradually filling with business-submitted content to boost visibility and drive more visitors to downtown.

2. **Leaf Collection - Citywide:** Leaf collection officially began this week and will continue through mid-December. Residents are reminded that ‘leaving the leaves’ by mulching or mowing them on your yard is best, but if they do rake them to the curb, they should be generally between the curb and sidewalk with no obstructions to collection. Do not park cars near the leaves as the equipment may not be able to pick them up close to vehicles. Leaves can also be mulched and put in the yard waste cart to guarantee collection each week. As we move deeper into the fall, collections will be heavier and residents can expect collection approximately every 2 weeks, but this could be longer depending on the weather. Our collection trucks are equipped with GPS and cameras and we review routes and collection times to ensure the most efficient collections.
3. **SR 896 Pave and Rehab (Welsh Tract Road to SR 4):** DelDOT paving of SR896 from Welsh Tract Road to SR 4 has begun. This will be completed at night with work hours between 9pm and 6am each day. The estimated duration of this work is 4-5 days.
4. **Electronic Speed Enforcement:** As a reminder, due to datacenter migration scheduling at our vendor, the go-live date for our speed cameras has been delayed from mid-October to early November. We contacted the vendor this week for an update but have not heard back yet.
3. **2025 Police Trading Card Contest:** The Newark Police Department, in partnership with the Newark Police Athletic League (PAL), is proud to announce the launch of the 2025 Trading Card Contest, beginning October 1, 2025.

Over the 8-week contest period, which concludes on November 23, 2025, participants will be challenged to collect the complete set of police cards, 100 in total. Community events will provide opportunities for contestants to meet officers face-to-face and obtain rare, hard-to-get cards, helping them complete their sets while fostering positive interactions between officers and community members.

Several events will also feature “Officers of the Day,” offering limited opportunities to collect

exclusive cards available at specific appearances. We will post the events on the Newark Police Department's social media platforms, and they will be listed on the Newark PAL's website under the "Events" section <https://newarkdepal.org/upcoming-events/>. The contest encourages youth and families to engage with officers in a fun and interactive way, helping strengthen the bond between the police department and the community.

This program is about more than trading cards; it's about building relationships. Every card represents an opportunity for our officers to connect with young people in a positive and meaningful way.

Contest Prizes

This year's Grand Prize is a trip to Walt Disney World, valued at \$6,000.

Additional prizes include:

Kalahari Resort-overnight stay

Great Wolf Lodge-overnight stay

Trek Bicycles

PlayStation 5

Nintendo Switch 2

And more exciting surprises!

How to Learn More

Complete contest rules and details can be found at:

newarkdepal.org/event/2025-newark-pd-trading-card

Community members are also encouraged to follow the Newark Police Department and Newark PAL on social media for "Officer of the Day" announcements, contest updates, and event highlights.

Special Thanks to Our Sponsors

This program would not be possible without the generous support of our local community partners. Newark Police Department, and Newark PAL want to extend their heartfelt thanks to:

The Friends of Fusion Foundation

Bing's Bakery

Bloom Energy

Boulden Brothers

Deer Park Tavern

Do Big Things Collectibles

Fusco Management

Hockessin Gossip Girls

Home Grown Café

Klondike Kate's

Lang Cares

Price Toyota

Grain Craft Bar + Kitchen

Jerry's Artarama

Fusion Racing

Captain Blue Hen Comics

Law Offices of Vance Funk

Newark Area Welfare Committee

Raising Cane's

Standard Distributing Company

NPD Retirees

Bing's Bake and Brew

Splash In

State Farm – David Rosengarten

Christine and Butch Smythe

Treemendous

Fusion Racing

Their commitment to Newark youth and families helps make this initiative a success year after year.



4. **Parking Survey:** The Parking Advisory Committee's downtown parking survey kicked off at Community Day on Sunday, September 21. The survey will run for 10 weeks and everyone who fills out the survey will be entered to win a weekly prize of \$50 of free parking downtown. The graphic below provides a QR code with a link to the survey. Materials have been provided to downtown businesses and sent to Council to assist in promotion. Over 750 responses have been received so far.



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

Public Works

1. **Staff Safety Training:** Over the next 2 months, field and office staff will receive ongoing trainings for both Confined Space Entry and Excavation Trench Safety. These important trainings will cover the safe entry of confined spaces and the required steps to take prior to entry along with training to be the responsible person on trench excavation. Preventing accidents and injuries through planning and training is our top priority as we move through our daily tasks to deliver City services.

Police

1. **Recruitment Update:** This week, Newark PD launched an updated version of the www.JoinNewarkPD.com website. The new and improved website includes more intuitive navigation as well as updated hiring information along with new videos and photos. As part of this project, new social media advertising has been launched through the major platforms and search engines.

Planning and Development

1. **Land Use**
 - a. The October 21 Planning Commission agenda and packet was completed and posted. It will include the election of officers, appointment of the UD student representative for the Comprehensive Development Plan VI Steering Committee, review of the 2026-2030 Capital Improvement Program, review and recommendation for the 2025 Newark Bicycle Plan

Updates, and an update on the Comprehensive Development Plan VI plan public outreach progress.

- b. Development submissions received over the last two weeks include:
 - i. 1050 South College Avenue – Planning Commission submission received on October 6; the applicant has requested to put consideration of this plan on hold at this time
 - ii. 73 West Delaware Avenue – Planning Commission submission received on October 15; this application tentatively is scheduled for the December 2 Planning Commission meeting
- c. The administrative subdivision for 18 North Street has been administratively approved, and public notification letters were issued on October 7. Once the 10-day public notice period has concluded, the subdivision will receive final
- d. 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
 - 1. No update
 - ii. Comprehensive Development Plan 10-year review
 - 1. The City's PublicInput portal has been launched. Residents, businesses, and other Newark stakeholders are encouraged to provide their input for the Comprehensive Development Plan and sign up to stay notified about opportunities to get involved with the process at <https://publicinput.com/newarkcompplan>.
 - 2. The first meeting of the Comprehensive Development Plan Steering Committee was held on Thursday, October 9. The committee elected Dr. Freeman Williams to serve as chair. There was an orientation of the members to the Comprehensive Development Plan process, discussion of the public outreach and participation plan, and review of feedback collected so far. The committee has decided to meet on the second Thursday of each month at 7:00 p.m. The next meeting is Thursday, November 17.
 - 3. Staff attended the NPD trading card event at City Hall on Tuesday, October 14 and distributed 50+ flyers to parents of the participating children.
 - 4. Staff will have pop-up community outreach tables at the Family Movie Night on October 17 and at the Newark Co-Op Farmers Market on October 19. There will also be a combined outreach table for Parking and Planning at Trick or Treat Main Street on October 26.
 - iii. Comprehensive fee review
 - 1. Staff provided the consultant with the points of contact for staff for each of the individual fees in the code. The consultant will work with those points of contact to determine the costs of service for each item.
 - 2. The consultant worked with the City Solicitor regarding some legal questions on costs to be included in fees for service.
- e. The Community Development/Revenue Sharing Advisory Committee held its final meetings on October 7 and 15. Since a quorum of members was not available, attendees provided suggestions for the allocation of the funds; however, no votes were taken. \$525,425 has been requested by 19 organizations against an available budget of \$374,037. This item tentatively is scheduled for Council consideration on November 17 pending the results of the budget meeting on November 3.

2. Code Enforcement

- a. Building permits were issued for the three townhouse-style apartments at 55 Benny Street.
- b. Renovations related to the vehicle collisions at St. John's AUMP Church at 77 New London Road are nearing completion.
- c. Property Maintenance and Fire Protection staff performed the biannual inspections for UD fraternity and sorority houses.

- d. Property Maintenance and Code Enforcement responded to a complaint of a fire escape in disrepair at 55 New London Road. The fire escape was condemned and the third-floor apartment ordered to be vacated until repairs were made.
- e. Property Maintenance responded to complaints of an unlicensed business, an unpermitted tent, and vehicles in disrepair at 105 Cullen Way. After investigating, no violations of City code were found.
- f. Property Maintenance responded to complaints of debris at 416 Townsend Road. A violation was written for furniture being stored in the driveway. The owner abated the violation within 48 hours of the notice.

3. Parking

- a. Congratulations to the first three winners of the weekly \$50 parking credit drawing for responses to the City's parking survey. Over 750 individuals have responded so far with seven weeks to go. Over 80 individuals have also submitted interest in being members of the Parking Advisory Committee as part of the survey. Staff will forward those people the boards and commissions application so Council can have their information to consider for the remaining three vacancies on the committee.
- b. Staff have been working to prepare for the next Parking Advisory Committee meeting on October 28. Agenda items will include consideration of a final off-season parking incentive structure, review of parking occupancy data, consideration of a pilot for a gated post-payment system in Lot #4, discussion on parking wayfinding signage and a mid-survey results update for the downtown parking survey.

Parks and Recreation

1. Projects

- a. Elkton Road Landscaping – Coleman Park was approved by DelDOT as third mitigation site in place of Redd Park for tree plantings associated with the Elkton Road project. Their contractor began planting trees in Coleman Park this week.
- b. Old Paper Mill Road Park – The project continues to progress nicely and the grand opening will be scheduled for early to mid-November
- c. GWC Renovation Project – bid sent out, bid opening on Nov. 18
 - i. Meeting with alternate locations to discuss temporary assistance to support programming during renovations
 - ii. Contacting long-term rentals and instructors to confirm dates and alternate location possibilities