

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

2022 Revenue Stabilization Adjustment – To maintain statewide electric grid reliability and ensure enough energy is available, our regional grid operator, PJM, designated the Indian River coal plant as a “Reliability Must Run (RMR) Unit”, making it unable to shutdown. The Indian River coal plant was a necessary component to Delaware and Maryland’s electric supply that provided stability to our electric grid. Until system upgrades (new transmission lines) are completed by Delmarva Power, Indian River Power is required to stay operational over the next 4.5 years. The Federal Energy Regulatory Commission (FERC) allows for a cost-of-service recovery rate in these situations, which means that all electric customers on the Delmarva Peninsula are responsible for paying a cost to keep the plant in operation while these new transmission lines are completed. Newark’s share of this expense is approximately \$2.3 million annually, or \$10.3 million this cost, regardless of whether their utility directly receives power from Indian River Power. The City will be adjusting the RSA rate to accommodate this increase in electric that’s being passed along to us. DEMEC’s attorneys are working on finding a resolution to this issue, but we still need to pay these additional costs until a resolution can be achieved. The RSA rate will be adjusted on all electric bills starting with September usage. The residential bill impact is estimated to be roughly 8%.

I met with a staff group this week that are working on the upcoming nuisance property ordinance. We are making good progress and should have something for Council to review in the coming months. Finance Director Del Grande and I continued to work on the budget presentation for October 3rd and fielding budget related questions from several councilmembers. I met with Chief Tiernan, Deputy Chiefs Feeney and Farrall, and PSAP & Police Records Manager Cannon to discuss the possibility of a joint 911 center with UD. Later in the week I attended an executive committee meeting for DEMEC where we continued our work on the 2022 CEO review and goal setting for 2023. Director Del Grande, Director Patel, and I had a meeting with the energy procurement manager for Chemours to discuss the Indian River wholesale cost changes and anticipated power supply charges so they are aware of what is coming and the background on why those charges are necessary.

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

### Human Resources:

- The HR team had no postings this week. There are currently four (4) external postings open including a Maintenance I in PW&WR for the Street and Refuse Divisions, a Customer Service Representative I, and Water Plant Operator. All of them will close on September 30 except for the Water Plant Operator which will close on October 14. These positions fill vacancies created through resignation. We also have several other postings that are open until filled including Police Officer and seasonal positions in Parks and PW&WR. Please visit the City website for current job posting.
- There will be an upcoming job posting for a Digital Records Management Coordinator in the coming weeks. This posting will be external.
- On October 3 we will be onboarding several new employees including two electric ground hands, IT System & Security Administrator, and a police officer.
- Next week, Ms. Hardin will join the Chief of Police and Deputy Chiefs on the interview panel to interview candidates for the promotion to Lieutenant. This promotion will fill a resignation due to an upcoming retirement. There are six (6) candidates interviewing. Interviews will take place on October 3 and 4.

- The HR Team continues to support the Newark PD with recruitment efforts to hire new and certified police officers. There are several more who are scheduled to take the test and who have taken the test. Those who have passed the written exam will be scheduled for oral board interviews.
- Ms. Hardin spent the majority of her time attending to personnel matters, labor relations, assisting employees with pension matters, attending meetings and catching up on emails and phone messages. The HR team met to continue review of the personnel policy manual. The HR team is gearing up for open enrollment which will start in late October. Ms. Hardin and Ms. Bradshaw will begin the process to update job descriptions in an effort to prepare for the upcoming salary study the City will be completing.
- Ms. Hardin attended Council meeting on Monday to present the addition of Juneteenth as a City holiday which was recommended by the Diversity and Inclusion Commission. Ms. Hardin also attended the Diversity and Inclusion Commission meeting on Tuesday evening.

#### Purchasing/Facilities Maintenance:

CPPO Martindale's week focused primarily on the Energize Delaware grant application and energy/safety facility improvement projects. The \$500,000 Energize Delaware grant is coming together well and should be completed well before application start date of 10/15. The grant, if received, will allow the City to pilot many electric vehicles that are not currently in place in Newark. Preliminary research points to a new EV addition to the Police patrol fleet to determine its wider electrification feasibility, additional stand-on mowers for our Parks Department to verify similar feasibility, as well as the conversion of a pickup and sedan to an EV pickup and EV SUV. The rest of the grant funding will go toward additional charging stations and infrastructure improvements needed to support the EV expansion.

CPPO Martindale also met with concrete contractors to get a quote for new concrete stairs on City property - one from a side door near Council Chamber and two to the VFW parking lot, which is a safety request from staff and usability request from the VFW. Along with Seiberlich Trane, Mr. Martindale is also scheduling building envelope and heating improvements for Building 4 (Parks and Rec) at the Maintenance Yard for energy efficiency improvements and better weatherization.

Facilities Superintendent Joe Augustine has scheduled floor cleaning/resurfacing in the PD and Court lobby hallways for next week. This should vastly improve the wear-and-tear on the floors and diminish the need to do a full replacement.

#### Communications:

##### Chief Communications Officer:

- Continuing to work on development of the app; collecting input and feedback from other departments. We are now in the process of creating a communications plan to launch the app to the public.
- Continuing to work on the organization of the Hillside Park ribbon cutting ceremony and beer garden.
- Beginning to organize the ribbon cutting for the Delaware Avenue bike lane with DelDOT.
- Working with the CPPO and members of the CAC to plan a community tour of the Reservoir Solar Park.
- Facilitated a Delaware Online interview with Director Bensley and Jay Hodny to review and demo the rental housing GIS application.
- Assisted PUB and IT apps with a Harris award submission.

##### Communications Assistant:

- Adding and updating InformMe customer information.
- Create and share content on social media.
- Began composing the October resident newsletter.
- Working on Employee Wellness Committee and Family Promise projects.

**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 9/22/22-9/28/22. These sessions included arraignments, trials, capias returns, video hearings, code violations, and violation of probation hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a manager's meeting on 9/22/22.

The court processed 34 PBJ's for traffic violations and 8 Plea by Mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 9/22/22-9/28/22 Alderman's Court handled 28 arraignments, 33 trials, 10 capias returns, 3 video hearings, 1 code violation, and 1 violation of probation. The court collected a total of 456 parking payments of which 391 were paid online and 65 were paid at court. The court also collected criminal/traffic payments of which 111 were paid online and 21 were paid at court for a total of 132 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	09-28-2022
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

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

Paul Bilodeau – 09/26 for Council.

Bobby O'Neill – 09/22 for Court.

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the October 13th and has 45 discovery requests remaining in process. Closed 2 FOIA requests. Circulated 4 FOIA requests to staff.

Recorder of Deeds:

- Circulated to staff and developer the recorded CIP for The Grove.
- Reached out to engineer pertaining to a correction for 10-16 Benny Street; Correction is needed in order to send documents to ROD for recordation.

Research: Completed redaction of documents for subpoena request over 350 pages; Dropbox sent to City Solicitor for review.

Other: Attended Municipal Clerks Institute class which met in person at St. Johns Reserve in Dover.

**Meetings and minutes:**

September 12th Council minutes edited.

September 19th Council minutes being edited.

September 26th Council minutes underway.

September BOA and CAC minutes on deck.

**Meetings Update:**

- Board of Adjustment: The Board granted a 1-foot, 11-inch variance to 158 E. Main Street to install a rain awning with restriction that the variance would not be used or consider the awning as a permanent enclosure or change the footprint of the building.
- Budget Overview October 3rd

**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.

Scanning continues for all new documents processed within the department with back scanning completed as time allows. Modification continues upon discovery of duplicate documents – 1,991 documents modified this week.

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

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

- 22 received by attorneys and sent to Finance for processing.
- 14 completed by City staff and returned to the processing attorney.

To date 489 lien certificates have been processed for 2022.

Scanner count 507,865, last week 507,498 = 367

**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:**

Electric Department

**Notable Notes:**

The sales engineer for the recloser system along with IT's help installed software on our automatic switching system's server that allows users to connect to the recloser's relays as if in the field. Engineering can now change parameters remotely which was not possible before.

Engineering had a kickoff meeting with relay engineers on changing relays at the Fremont Road Substation.

Electricians and engineering have been slowly changing all the recloser radios to cellular modems increasing the reliability.

The line crews have almost finished all the streetlight upgrades to smart lights.

**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:**

2022-2023 Tax Billing – Reminder that the 2022/2023 tax bills are due September 30 to avoid paying a late penalty. Bills are mailed to all tax parcels, regardless of whether the mortgage company pays the tax bill or not. If your mortgage company pays your taxes through your escrow account, you do not need to pay the bill

yourself. The 2022-2023 property tax rate is \$0.9348 per \$100 of assessed value, which reflects a 2.5% increase from last year. Tax bills can be paid online via credit cards without incurring a fee. For more information go to: <https://newarkde.gov/134/Property-Taxes>.

2022 Revenue Stabilization Adjustment – To maintain statewide electric grid reliability and ensure enough energy is available, our regional grid operator, PJM, designated the Indian River coal plant as a “Reliability Must Run (RMR) Unit”, making it unable to shutdown. The Indian River coal plant was a necessary component to Delaware and Maryland’s electric supply that provided stability to our electric grid. Until system upgrades (new transmission lines) are completed by Delmarva Power, Indian River Power is required to stay operational over the next 4.5 years. The Federal Energy Regulatory Commission (FERC) allows for a cost-of-service recovery rate in these situations, which means that all electric customers on the Delmarva Peninsula are responsible for paying a cost to keep the plant in operation while these new transmission lines are completed. Newark’s share of this expense is approximately \$2.3 million annually, or \$10.3 million this cost, regardless of whether their utility directly receives power from Indian River Power. The City will be adjusting the RSA rate to accommodate this increase in electric that’s being passed along to us. DEMEC’s attorneys are working on finding a resolution to this issue, but we still need to pay these additional costs until a resolution can be achieved. The RSA rate will be adjusted on all electric bills starting with September usage.

2023 Annual Budget - The next budget meeting will be on October 3, which will be the Financial Workshop. All budget information can be found on Budget Central. <https://newarkde.gov/1007/Budget-Central-2023>.

Do you need assistance in paying the balance on your water and sewer bill? If so, please reach out to the State’s Low Income Household Assistance Program (LIHWAP). Please complete the application to this program and let our staff in Payments and Utility Billing (PUB) know that you have applied for assistance. Here is the link to the application: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 42  
Open Project Tickets from Previous Week - 15  
Open Tickets with Vendor R&D from Previous Week - 18  
Tickets Opened in the Last Week - 26  
Tickets Closed in the Last Week - 34  
Remaining Open Support Tickets - 35  
Remaining Open Project Tickets - 15  
Remaining Tickets with Vendor R&D - 17

Infrastructure Team:

Open Support Tickets from Previous Week - 128  
Open Project Tickets from Previous Week - 47  
Tickets Opened in the Last Week - 63  
Tickets Closed in the Last Week - 108  
Remaining Open Support Tickets - 90  
Remaining Open Project Tickets - 40

1. Update firmware for wireless access points.
2. Setup VPN bandwidth server.
3. Upgraded helpdesk server.
4. Attended Cybersecurity First Responder training.
5. Modified scripts for new hire and termination requests.

**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: 8/29-10/7 (IN PROGRESS)  
Phase IV - User Acceptance Testing: 10/3-11/14  
Phase V - Deployment to PROD: 10/31-11/15  
Phase VI - Post Live Support: 11/15-11/28

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2022
<b>Execution Status:</b>	On Track

**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 - September 12, 2022  
 S3048s - August 31, 2022

<b>Status:</b>	Started
<b>Expected Completion:</b>	12-31-2022
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Met with Iron Hill Brewery regarding Parks on Draft at Hillside Park, planned for October 13-15, working with AETNA as the non-profit partner.

Before and after school care staff recruiting continues, staff turnover is high, contacting West Park parents requesting missing documents for their child's folder due to upcoming inspection with Child Care licensing, still working on the service letters for staff.

Winter volleyball league at Newark Charter is scheduled to start in November; skateboarding, golf, youth dance, adult pottery, and outdoor yoga classes began this week;

Hillside Park Meadow mowing will occur the week of October 3 weather permitting. This will include selective pruning and spraying on some of the weeds in the area.

Completed park inspection in several park areas for any maintenance or safety concerns.

**Activity or Project:**

Fall Tree and Plant Giveaway

**Description:**

The Newark Free Tree and Plant Giveaway will be held on Saturday, October 22 from 8 a.m. - 12 p.m. at the City of Newark Municipal Building, 220 South Main Street. Pre-Registration is required. This event is for

Newark residents only. Due to the popularity of the program, residents who received trees or shrubs from the spring giveaway will not be eligible to register for the 2022 fall giveaway.

Residents can only register for one tree or shrub per household. Participants will be sent a confirmation email that confirms their reservation and pick up time. Registration will begin on Monday, October 3. Registrants will be assigned a specific time to pick up the trees during the hours of the event. This information will be sent at a later date, along with additional pick-up instructions. All trees must be picked up at the designated time on October 22.

Due to limited quantities, registration is first come, first serve. When registering online, you need to click on 'Complete Transaction' and receive an email receipt that confirms your registration. If you have any registration questions, please contact the Parks and Recreation Office at 302-366-7000.

Plants available include Dawn Amber Redwood (15 trees), Paw Paw Tree (10 trees), Nellie Stevens Holly (15 shrubs), Red Osier Bailey Dogwood (15 shrubs), Red Sprite Winterberry Holly (15 shrubs), Black Tupelo (5 trees), and River Birch (10). The goal of the tree and plant giveaway is to promote a healthier environment, wildlife habitat, and improve the physical appearance of the built environment. The program is supported by the Conservation Advisory Committee (CAC).

FOR MORE INFORMATION AND TO REGISTER PLEASE VISIT [WWW.NEWARKDE.GOV/PLAY](http://WWW.NEWARKDE.GOV/PLAY).

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	10-22-2022
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**  
Planning and Development Department

**Notable Notes:**

Director's Report  
Projects  
\*BB/RA Zoning District Changes – Staff worked with AECOM to review and complete the final ordinance language for the BB/RA zoning code amendments to be considered by the Planning Commission on October 4 and can be found here: <https://newarkde.gov/DocumentCenter/View/16582/BB-RA-Final-Code-Language-092722-with-attachments>. The discussion on items relating to building height, site plan approval, and affordable housing in the BB zoning district for the September 26 Council meeting was removed from the agenda.

\*Downtown Parking Strategy Implementation – Staff presented the proposal for restructuring the City’s parking fines for the September 26 Council meeting and is reviewing the feedback provided in preparation of bringing an ordinance to Council in early November for final consideration. Staff also did research on the potential revenue for several different scenarios for potential parking rate increases, which initial discussion will be included as part of the October 3 Council Financial Workshop. Senior Planner Fortner led a September 27 meeting of representatives from various departments to continue review of the Kimley Horn recommendations for amendments to the design standards for the downtown Newark parking lots. A follow up meeting has been scheduled for October 11 with a target of November 1 for presentation to the Planning Commission.

\*Property Maintenance Code Updates/Nuisance Properties Ordinance – Staff from Planning, Public Works, and Police met to discuss the latest draft of the nuisance property ordinance on September 26. Based on feedback from that meeting, staff is moving to final drafting of the ordinance to come to Council in early November.

\*Development and Implementation of Transportation Improvement District (TID) – Council provided direction regarding scheduling the joint Planning Commission and Council meeting, which will be held on Thursday, November 3.

\*Comprehensive Development Plan V Five-Year Update – Staff received clarification that the State was considering the Comprehensive Plan V 2.0 as an update instead of a new plan; therefore, the Governor’s signature was not required and the Plan is effective as of its date of Council passage on August 8. This completes this project.

#### Items of Interest

\*Staff finalized and posted the packet for the October 4 Planning Commission meeting, which can be found here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7464>.

\*The Subdivision Advisory Committee comment letter for 515 Capitol Trail was sent to the applicant for review and response.

\*The posting for Deputy Director of Planning and Development closed on September 16. Interviews for three candidates have been scheduled for October 10.

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

\*Director Bensley, Parking Manager Marvin Howard, and Parking Supervisor Court Mulvanity attended the Newark Tow Contract meeting at City Hall on September 26. Staff subsequently started review of the Newark towing contract currently in-use between the City of Newark, Goodchild Towing, and Ewing Towing.

Parking will be taking over responsibility of the contract and will start communications with the respective tow companies that have previously worked with the City.

\*Todd Reese, Fire Inspection Specialist, attended meetings with the UD Fire Marshal’s Office and followed up with Home Depot regarding a fire alarm issue.

#### Land Use

\*Deed Transfer Affidavits: 12

\*Building Permit Reviews: 7

\*The resident of 6 Connell Circle reached out to Planner Higgins for potential repairs to their windows in their home; they are seeking quotes from 3 contractors and the PO for their roof was submitted last week.

\*Planner Higgins completed all CDBG Summaries with the exception of the 3 application packets that have yet to arrive. Next week, Planner Higgins and Senior Planner Fortner will be traveling around the city to follow-up with each organization that applied for funding.

\*On September 28, Senior Planner Fortner gave a presentation to the Delaware Chapter of the American Planning Association’s Emerging Planner Group made up of University of Delaware students and new professionals in Planning. The presentation was on the Newark Sustainability Plan, as well as new developments in downtown, including the Newark Cycle Track.

#### Code Enforcement

\*The Grove: Phase D floors 1 and 2 completed unit inspections and footings for the signs.

- \*94 East Main Street (Green Mansion): Hotel: Plumbing and HVAC on going, 2nd floor ceiling ready for insulation, plumbing 4th & 5th floor close to inspection.
- \*200 Christina Parkway (Bloom Energy): Plans for a temp test fit facility received.
- \*Newark Charter School: (Jr. High Building): Concession building nearing completion, paving completed. Applications received for HS athletic field improvements – still in review.

**Property Maintenance**

- \*Complaints: 21
- \*Violations: 19
- \*Citations: 9
- \*Inspections: 55
- \*Notice of violation issued to homes with plywood tables stored on front lawns.
- \*Record number of citations issued for party trash/Adam to submit report.
- \*Meeting to be set up with tenants at 227 W. Main Street with Codes/Newark PD/UD Student Conduct.
- \*Codes has started to cite refuse containers left out during weekend patrol to help PW&WR keep cans from being kicked over.

**Items of Interest Code Enforcement and Property Maintenance**

- \*Todd Reese completed plan reviews for the following fire alarm/sprinkler projects: 127 The Grove (Raising Cane’s), 139 S. Main Street (Neo Café), 94 E. Main (Green Mansion), and Site visits for 94 E. Main Street and The Vero

**Certificate of Completions/Occupancies Issued:**

- \*Temporary certificate of occupancy: Newark Charter Jr. High Building
- \*Temporary certificate of occupancy: The Grove (Compass Apartments)

**Parking**

**Statistics**

- \*Residential Permits Distributed: 18
- \*Municipal Lot Permits Sold: 1 (sold out)
- \*Citations Issued: 845
- \*Online Appeals Answered: 71
- \*Immobilized Vehicles: 9

**Items of Interest**

- \*Prepared signage and programming for the Main Street Mile set to be held on Saturday, October 1st. Preparation of cones with signage as supplemental on-street notice, which the Parking Division has had a lot of success with.
- \*Parking relief for the Hillside Park Dedication and Beer Garden prepared.
- \*Completed work on a new Residential Parking Petition to join/change districts. Will forward to first applicant since passing of new residential parking application rules.

**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:**

Calls for service continue to be busy since Labor Day. Officers continue to make numerous alcohol related arrests. The below division narratives mention Lt. Rubin and M/Cpl. Aston receiving awards from the State Office of Highway Safety for their outstanding work in making our roadways safer. The police department extends our congratulations to both officers.

Patrol Division:

- On September 22nd, 2022, at approximately 1952 hours, Newark Police responded to the area of South College Avenue and East Delaware Avenue for a report of a person shot by a water pellet. The victim reported that while walking on South College Avenue, a black Mercedes drove by and the occupants shot the victim with a water pellet. Seven additional victims contacted Newark Police and reported similar conduct from the described vehicle. The incidents occurred on East and West Delaware Avenue, East Main Street, Center Street, and East Cleveland Avenue. Shortly after the initial report, the suspect vehicle was stopped by a University of Delaware Police Officer on East Cleveland Avenue. The two occupants of the vehicle were taken into custody, turned over to Newark Police and charged with Offensive Touching, Disorderly Conduct, and Conspiracy.
- On Sunday, September 25th, 2022, at approximately 0150 hours, officers responded to a disorderly subject threatening to fight customers in the drive thru lane of McDonald's on South College Avenue. Upon arrival in the area, officers located the male who was in the parking lot of Mad Macs. The male was detained for DUI and transported to the Newark Police Department. The male was charged with 5th offense DUI, Disorderly Conduct, Possession of Marijuana (civil), Possession of Drug Paraphernalia, and additional traffic charges.
- On Tuesday, September 27th, 2022, at approximately 1004 hours, officers responded to the 500 block of Capitol Trail for a road rage incident. Upon arrival, contact was made with the victim who reported that a black Lincoln SUV cut her off which led to a verbal argument and both operators exited their vehicles. The argument escalated when the suspect physically pushed the victim, and both began fighting with one another. The suspect who escalated the confrontation was identified and warrants are currently active for Assault 3rd.

Special Enforcement Division:

- During the week, members of the Traffic Unit will be attending the Office of Highway Safety Conference in Dewey Beach. At the conference, M/Cpl. Wayne Aston will be recognized with the Law Enforcement Traffic Safety Star award for his traffic safety efforts during 2021. The Unit has deployed a signboard on East Main Street with a loud muffler warning message. During the week, DelDOT, Mumford & Miller Construction, and Public Works were contacted over concerns regarding the paving project on Paper Mill Road and its impact on traffic in the area.
- During the week, the Special Operations Unit will continue work on police applicant background investigations. During the weekend, the unit will conduct Cops in Shops and proactive patrols in the business district and student rental areas. On Wednesday, September 21st, Sgt. Saunders attended the NAACP meeting. Sgt. Saunders discussed recruitment and hiring, and the possibility of new programs involving both the University of Delaware and Newark High School.

Auxiliary Services Division:

- On September 12th, 2022, Communications Officer Andrew Vernon was promoted to Communications Officer II. Andrew will serve as the communications lead on C Platoon.

Administration Division:

- At the annual Delaware Office of Highway Safety conference, Lt. Andrew Rubin was honored with the Margaret A. Bell award. This award was created in 2013, in honor of Mrs. Peggy Bell, and encompasses her legacy of exceptional customer service, interagency cooperation, and the recognition that we are all busy but are still all called to serve the citizens of this state and do it with honor and integrity.

Criminal Investigations Division:

- The National Day of Remembrance for Murder Victims is recognized on September 25th each year. Locally, the Delaware Victims’ Rights Task Force holds an event for families of victims lost to violence. The event is an opportunity to remember and honor their loved ones. This year, the VRTF will be hosting their event on September 28th at the Route 9 Library and Innovation Center in New Castle. Doors open at 6 p.m. for memorial activities and decorating, and the event, which includes musical performances and a memorial video, will begin promptly at 7 p.m. As Chair of the VRTF, NPD’s Victim Services Coordinator will be at the event to assist.

**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:**

DelDOT Updates:

Library Avenue – The first phase of Library Avenue Pave and Rehab project will be substantially complete by Friday, 9/30. The remaining work items after Friday night will include striping and signal improvements between Main Street and Wyoming Road intersections. The next phase of the Library Avenue project extends north to include the road segment between Cleveland Avenue and Main Street and south to GBC Drive (near

Route 40). The next phase is not anticipated to start until early Spring 2023.

Paper Mill Road Pavement Patching – Paper Mill hot mix patching is on track to be complete by the end of business Friday, 9/30. DelDOT bridge group will be completing maintenance to the Paper Mill Bridge structure in the next few weeks. The bridge work will be completed during the day, but we do not anticipate major traffic impacts as a result of the work beneath the bridge.

Nottingham Road Pavement Patching – DelDOT’s contractor is scheduled to mobilize to Nottingham Road next week (week of Oct. 3) to begin patching from approximately North Church Road to Hillside Road. This work is scheduled to take approximately two weeks (weather depending). The work is scheduled to be completed during the day and delays can be expected. Flaggers will be present and drivers should use caution.

Director Filasky and Deputy Director Robinson met with New Castle County Public Works representatives to discuss a multi-jurisdictional agreement for sewer services. All City of Newark sanitary sewer is conveyed to New Castle County and on to the City of Wilmington for treatment and disposal. This agreement ensures that Newark rules and regulations are inline with New Castle County, since our waste travels through their system. Newark City Code does adopt NCC sewer code, with the exception of the section on Fats, Oils, and Grease (FOG). We will need to modify code in order to adopt this section along with implementation of a FOG program in Newark. We expect to have this program underway in mid-late 2023.

**Activity or Project:**

Water Main Replacement Project

**Description:**

Our contractor is working on the last segment of water main installation on Dallam Road before making the final tie-in to the existing main. Road and sidewalk restoration is underway and should be completed by October 15. The crews will then mobilize to Nightingale Circle to install a vault and pressure reducing valve for system redundancy. They will then move to Hillcroft Road in Windy Hills to complete the contract. Notices are handed out to all affected residents before the major work items and ahead of any service disruptions.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2022
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

NEWARK POLICE DEPARTMENT

WEEK 09/18/22-09/24/22

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	1	3	0	2	4	0
Rape	5	9	0	2	9	0
Unlaw. Sexual Contact	6	4	0	0	3	0
Robbery	17	13	0	28	14	0
- Commercial Robberies	1	1	0	3	4	0
- Robberies with Known Suspects	4	1	0	2	0	0
- Attempted Robberies	5	1	0	11	1	0
- Other Robberies	7	10	0	12	9	0
Assault/Aggravated	19	15	0	55	31	1
Burglary	22	27	0	11	19	0
- Commercial Burglaries	6	4	0	4	5	0
- Residential Burglaries	14	13	0	4	4	0
- Other Burglaries	1	10	0	2	10	0
Theft	538	581	27	96	133	5
Theft/Auto	53	42	1	11	8	0
Arson	0	0	0	0	0	0
All Other	4	20	0	43	40	1
<b>TOTAL PART I</b>	<b>665</b>	<b>714</b>	<b>28</b>	<b>247</b>	<b>261</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	180	212	4	143	253	23
Rec. Stolen Property	0	0	0	8	8	1
Criminal Mischief	133	126	2	32	54	4
Weapons	5	11	0	23	64	1
Other Sex Offenses	8	6	0	3	6	0
Alcohol	131	193	10	132	323	48
Drugs	113	112	4	69	139	2
Noise/Disorderly Premise	641	370	21	201	123	2
Ordinance Violation	125	0	0	23	0	0
Disorderly Conduct	308	280	7	72	75	3
Trespass	268	529	7	67	89	5
All Other	320	449	8	196	218	19
<b>TOTAL PART II</b>	<b>2232</b>	<b>2288</b>	<b>63</b>	<b>969</b>	<b>1352</b>	<b>108</b>
<u>MISCELLANEOUS:</u>						
Alarm	385	467	10	0	0	0
Animal Control	348	339	11	9	19	0
Recovered Property	128	140	4	0	0	0
Service	25117	22088	480	0	0	0
Suspicious Per/Veh	311	286	3	0	0	0
<b>TOTAL MISC.</b>	<b>26289</b>	<b>23320</b>	<b>508</b>	<b>9</b>	<b>19</b>	<b>0</b>

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	839	32,199	762	29,864





**Newark Police Department  
Weekly Traffic Report**



**09/18/22-09/24/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	9054	8581	277	271
DUI	119	108	6	3
TOTAL	9173	8689	283	274

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	131	127	2	3
Property Damage (Reportable)	733	653	20	22
*Hit & Run	156	122	5	5
*Private Property	181	133	4	7
TOTAL	865	781	22	25

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



09/18/22 – 09/24/22

Telephone Calls	2021 YTD	2022 YTD	This Week 2021	This Week 2022
911	8,385	8,421	257	284
Non-Emergency / Admin	39,923	42,783	1,180	1,240
Total	48,308	51,204	1,437	1,524

Calls For Service	2021 YTD	2022 YTD	This Week 2021	This Week 2022
Caller initiated	12,716	12,197	412	365
Officer Initiated	22,912	20,819	531	506
Total	35,628	33,016	943	871

\*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.