

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

The Hillside Park ribbon cutting and dedication ceremony will take place on Thursday, Oct. 13 from 4 to 8 p.m. In parallel to the dedication, there will be a Parks on Draft event at Hillside Park on Thursday, Oct. 13 from 4 to 8 p.m., Friday, Oct. 14 from 4 to 8 p.m., and Saturday, Oct. 15 from 11 a.m. to 4 p.m. The event will be hosted by Iron Hill Brewery. Attendees are encouraged to bring their own chairs and blankets and relax with a cold drink, some great food, and live music from Hubbs and Friends on Thursday and Saturday while we let the good times roll together!

The City of Newark received the Harris/Northstar Outstanding Customer Service Award this week at the 2022 Harris/Northstar Conference. Daina Montgomery and LaTrice Nichols worked with the PUB Team to create a presentation for the recently completed Automation Platform upgrade, which created efficiencies in the City's utility billing management software. Our presentation was scored against other Harris customers, and Newark was elected winner by our peers. This award was truly a team effort. Without the hard work and dedication to this project, and many others, we would not be able to provide outstanding customer service to our residents, customers, and fellow employees.

I attended a lunch hosted by the National Association of Water Companies (NAWC) along with leadership from the Public Works and Water Resources Department. This annual lunch allows for all water purveyors in the state to get together to network and discuss the state of the water industry on a local and national level. The program manager for the Drinking Water State Revolving Fund was the featured speaker and provided up to date information on federal money coming to Delaware as part of the Bipartisan Infrastructure Law.

Fall Leaf Collection will begin on Monday, October 10th and continue through December. Neighborhoods will not have assigned days of the week for collection. Instead, trucks will continuously route through the City during the season and modify their routes depending on leaf fall to remain as efficient as possible. Residents are encouraged to rake leaves into piles (no bagging) to the grassy area between the sidewalk and curb at their convenience. Residents should expect collection once per week during the beginning of the season and once every other week during peak season in November.

On Friday, we gave a tour of the South Well Field water treatment plant to State Representative Madinah Wilson-Anton and her staff. The event went well, and she has asked to visit the DEMEC owned Beasley Power Station in Smyrna next which I passed along to DEMEC leadership.

The remainder of the week was spent on the 2023 budget, general administrative tasks, and other, personnel items.

### Human Resources:

- The HR team posted one job ad this week for a Maintenance I in the Water Division of PW&WR which will close on October 21. There is currently one (1) external posting for a Water Plant Operator which will close on October 14. These positions fill vacancies created through resignations. 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's website at [www.newarkde.gov/jobs](http://www.newarkde.gov/jobs) for current job postings.
- There will be an upcoming job posting for a Digital Records Management Coordinator in the coming weeks. This posting will be external.

- On Monday, October 3, HR onboarded several new employees including two electric ground hands, IT System & Security Administrator, and a police officer.
- On Monday and Tuesday of this week, Ms. Hardin participated on the interview panel for the Lieutenant promotion process. This promotion will fill a resignation due to an upcoming retirement. Six (6) candidates were interviewed. The Chief of Police announced the successful candidate on Thursday, October 6.
- Offer was made this week to the candidate for Communications Officer I (CO I). Their start date is pending successful completion of pre-employment screenings. This hire backfills a vacancy created by a resignation of one position and the promotion of a COI to a CO II.
- 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.
- Next week, Ms. Hardin will be participating in Deputy Director of Planning and Development 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 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 will be attending a kick off meeting with the salary study consultant next week.

#### Purchasing/Facilities Maintenance:

CPPO Jeff Martindale coordinated with New Castle County's purchasing department on general procurement policies this week. NCC is potentially looking to match Newark and the State's purchasing provisions as outlined in City Code to address cost increases and procedural change needs. Given that Newark made these policy changes before inflation and supply chain issues set in, we are far ahead of the curve on these issues. We have similarly had our assistance requested by a few other Delaware municipalities this year on procurement procedures.

Mr. Martindale is continuing to work on the \$500,000 Energize Delaware grant application for electric vehicles and charging stations. This grant application will be finalized ahead of the 10/15 grant submission opening date and submitted promptly on 10/15.

Mr. Martindale also worked with JMT to further analyze the sinking slab issue in the City Secretary's Office. While it seems that the cost for this project is far smaller than initially expected, the project will certainly be a taxing and elongated process. The walls throughout the City Secretary's office may need to be removed, all furniture will need to be moved, and the file cabinet will need to be deconstructed temporarily. Staff in the office may need to relocate elsewhere for a few weeks also.

Facilities Maintenance Superintendent Joe Augustine has been working second shift this week with Tri-State Tile, who is completing a floor resurfacing process in NPD. The floors look new and will be more easily maintained moving forward. Mr. Martindale is meeting with a window cleaning contractor on Thursday to receive a quote for window cleaning of the atrium and power washing of the building. Both Joe and Jeff are working with awning companies to get a design for a new awning in front of the atrium as well. If we issue a notice to proceed soon, the awning should be installed before year-end.

#### 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.
- Drafted and distributed communication regarding the utility rate increase due to the Indian River power plant.
- Participated in the DSHA Delaware Mortgage Relief Monthly Partner call.
- Working with City Secretary and IT to identify different options for live streaming public meetings.

**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.

**Creative Designer & Web Specialist:**

- "Understanding Newark Utility Rate Increase" press release posted on City website, newsletter link provided.
- Created a program handout for the dedication ceremony of the Hillside Park and Stormwater Management Facility.
- Current vacancies have been added to the Boards and Commissions webpage.
- Public meeting notices have been sent via InformMe.
- RequestTracker website tickets were forwarded to the appropriate department.
- Social media-related troubleshooting was conducted on City of Newark's mobile application.
- The City Council Minutes webpage has been updated with the most recent audio minutes.
- The Planning Commission meeting on 10/4 has been cancelled, and an InformMe notification has been scheduled.
- Updated Budget Central with presentations from Finance and Electric on 9/19 and the Financial Workshop on 10/10.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

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**Execution Status:**

## City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 9/29/22 - 10/5/22. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a manager's meeting on 9/29/22.

The bailiffs are scheduled for their second weapons requalification on 11/5/22.

The court processed 39 PBJ's for traffic violations and 4 Plea by Mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 9/29/22 - 10/5/22 Alderman's Court handled 71 arraignments, 54 trials, 10 capias returns, and 4 video hearings. The court collected a total of 573 parking payments of which 457 were paid online and 116 were paid at court. The court also collected criminal/traffic payments of which 177 were paid online and 43 were paid at court for a total of 220 criminal/traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	10-06-2022
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<b>Execution Status:</b>	Completed
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**Activity or Project:****Description:**

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

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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## 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 – 10/03 for Council.

Bobby O'Neill – 09/29, 10/05 for Court.

Danielle Mapp-Purcell, Paralegal, completed the court docket for October 13th, prepared the court docket for October 20th and fulfilled 6 discovery requests with 39 discovery requests remaining in process. Closed 2

FOIA requests. Circulated 6 FOIA requests to staff.

**Recorder of Deeds:**

- Circulated to staff and developer the recorded Stormwater Drainage and Maintenance Agreement for 302 Markus Court.
- Worked with developer to correct copy of mylar for project 10 & 16 Benny Street.

**Other:**

- Updated and verified new information for City Solicitor and Deputy City Solicitor for their use of Evedince.com.
- Troubleshooting and reconfiguring Deputy City Solicitor's computer access.
- Attended Clerks Institute off site at the Delaware Food Bank.
- Staffed October 3rd City Council meeting.
- Sent new member packet item to potential CWA candidate.
- Circulated to CWA members link to additional benefits.

**Meetings and minutes:**

September 19th Council minutes and September CAC being edited.

September 26th Council minutes underway.

September BOA minutes on deck.

September Diversity and Inclusion underway.

**Meetings Update:**

- The October 3rd budget overview was postponed at the meeting due to technical issues and will be combined with the October 10th agenda.

**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. Staff is scheduling appointments for the October 24th agenda.

Scanning continues for all new documents processed within the department with back scanning completed as time allows. Modification continues upon discovery of duplicate documents – 2,220 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:

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

To date 506 lien certificates have been processed for 2022.

Scanner count 510,290, last week 507,865 = 2,425.

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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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**Activity or Project:**

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**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:**

Electric Department

**Notable Notes:**

Engineering attended a virtual meeting with DEMEC and other municipalities about the changes to the Net Metering Policy. Now solar customers will lose any over production yearly. The date suggested for the true-up is April 1st allowing customers to use their summer credits in the winter.

Engineering had a field meeting with a developer about the infrastructure design for the new buildings proposed for the Mill at White Clay.

The Line Supervisor attended the first of eight virtual classes of the Delaware Municipal Supervisory Academy. Once a week the Line Supervisor will attend to go over skills to make a better supervisor.

**Activity or Project:**

**Description:**

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

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<b>Status:</b>	
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<b>Execution Status:</b>	

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**City Manager's Weekly Report**

**Department:**

**Notable Notes:**

The City of Newark received the Harris/Northstar Outstanding Customer Service Award this week at the 2022 Harris/Northstar Conference. Daina Montgomery and LaTrice Nichols worked with the PUB Team to create a presentation for the recently completed Automation Platform upgrade, which created efficiencies in the City's utility billing management software. Our presentation was scored against other Harris customers, and Newark was elected winner by our peers. This award was truly a team effort. Without the hard work and dedication to this project, and many others, we would not be able to provide outstanding customer service to our residents, customers, and fellow employees.

**2022-2023 Tax Billing:** Reminder that the 2022/2023 tax bills were due on September 30. Bills were 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. For more information visit: <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 adjusted 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.

**2023 Annual Budget:** The Financial Workshop was moved to October 10 due to technical difficulties experienced during the October 3 meeting. 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>.

**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:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 35  
Open Project Tickets from Previous Week - 15  
Open Tickets with Vendor R&D from Previous Week - 17  
Tickets Opened in the Last Week - 29  
Tickets Closed in the Last Week - 22  
Remaining Open Support Tickets - 40  
Remaining Open Project Tickets - 15  
Remaining Tickets with Vendor R&D - 19

1. Attended Harris User Conference.
2. Working with New Castle County to receive updated parcel data.
3. Creating personnel report for Human Resources.
4. Assisted with MyCivic App.

Infrastructure Team:

Open Support Tickets from Previous Week - 90  
Open Project Tickets from Previous Week - 40  
Tickets Opened in the Last Week - 144  
Tickets Closed in the Last Week - 157  
Remaining Open Support Tickets - 102  
Remaining Open Project Tickets - 39

1. Attended Secure Delaware Conference.
2. Continued working with vendor and manufacturer for issues with hybrid meeting system.
3. Managed access requests for various new hires and terminations.
4. Created workflow for new computer deployment.
5. Worked with Electric to move a node for better gatekeeper communication.
6. Deployed new camera to Parking.
7. Patched and updated critical servers.

**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:**

Before and after school care staff turnover continues, interviewing and hiring continues, parent newsletter

was completed. Pickleball program was held, another class was added for October and filled in a few hours;

Preparing for the Parks on Draft at Hillside Park that will be held Thursday, October 13 – Saturday, October 15.

2023 rental calendar has opened up for the George Wilson Center and rental requests have started along with filling remaining dates in 2022, confirming long-term rentals for 2023, and sending new contracts;

Working on Fall Community Clean Up assignments for over 80 volunteers registered and confirmed the Newark Lions Club will be donating snacks for the volunteers.

The team is taking advantage of the rain days to clear space for the recently announced construction schedule for the building improvement here at the Park Maintenance Operations Headquarters.

Leaf removal throughout the court areas and fall horticulture area maintenance has begun and continue throughout the season.

Completed the phase one of the landscape inspections at The Grove and two other areas for their two year warranty inspections; reviewing several subdivision landscape plans for comment.

**Activity or Project:**

Parks on Draft at Hillside Park

**Description:**

The Parks on Draft at Hillside Park will take place on Thursday, Oct. 13 from 4 to 8 p.m., Friday, Oct. 14 from 4 to 8 p.m., and Saturday, Oct. 15 from 11 a.m. to 4 p.m. The event will be hosted by Iron Hill Brewery. Attendees are encouraged to bring their own chairs and blankets and relax with a cold drink, some great food, and live music from Hubbs and Friends on Thursday and Saturday while we let the good times roll together!

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	10-15-2022
<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

\*BB/RA Zoning District Changes – Unfortunately, due to the ongoing hybrid technology challenges, the October 4 Planning Commission meeting was cancelled delaying the Planning Commission's review of the final BB/RA zoning district code amendments. This review, along with all other items from the October 4 agenda, has been added to the October 18 Planning Commission special meeting agenda that had been previously scheduled to review the 2023-2027 Capital Improvement Program.

\*Downtown Parking Strategy Implementation – Staff worked on the final ordinance to implement the restructuring of the City's parking fines based on the feedback provided at the September 26 Council meeting.

\*Property Maintenance Code updates/Nuisance Properties Ordinance – Staff has set up a meeting with representatives from the Newark Landlords Association to discuss the nuisance property ordinance on October 20. Staff continues to work towards finalizing the ordinance and related cover memo for Council consideration in early November.

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

\*Director Bensley, Senior Planner Fortner, and Planner Solge met with a developer regarding a potential project application on September 29.

\*Director Bensley, Solicitor Bilodeau, and Planning Commission Chair Hurd met with Planning Commissioner Bradley for his orientation on October 3.

\*Director Bensley, Parking Supervisor Mulvanity, Senior Planner Fortner, and Planners Solge, Kennel and Higgins attended the American Planning Association Delaware Chapter 2022 Fall Conference on October 5 and 6.

\*Todd Reese attended weekly meetings with the UD Fire Marshal's Office and assisted Aetna Fire with a dumpster fire/investigation at 211 S. Main Street.

\*Tim Poole attended meetings for McKinley/Drake fire access coordination and Newark Charter School athletic field preconstruction.

### Land Use

\*Deed Transfer Affidavits: 10

\*Building Permit Reviews: 11

\*The Subdivision Advisory Committee comments for 532 Old Barksdale Road were sent to the applicant for review. This application is tentatively scheduled for the November 1 Planning Commission meeting.

\*An application for an administrative subdivision transferring 178 square feet of property from 44 Corbit Street to 81 New London Road was circulated for review.

\*Planner Higgins resubmitted the August Community Development Block Grant (CDBG) draw as there was confusion surrounding a charge to the CDBG budget in June that was not accounted for originally. This has been fixed and submitted to Finance who approved it.

\*Planner Higgins worked with Planner Solge and UD transportation services on addressing a Unicity issue submitted by Councilwoman Ford. UD is reviewing the issue.

\*Planning has completed comments and drafted SAC Letters for 1115 South College and 1025 & 1033 Barksdale Road, which are in final review before being sent to the applicants.

\*Planning issued a letter to the management group at The Vero confirming that the Unicity route will be adjusted and service will be extended to residents there upon completion of construction as agreed to as part of the plan approval.

\*Planning and the City Solicitor have drafted a Memorandum of Agreement to establish a stop on the property of The Vero in compliance with their green building requirement.

### Code Enforcement

#### Projects

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

\*94 East Main Street (Green Mansion): Apartments – Roof framing is complete, and windows are still being installed, EFIS has started. Hotel – Plumbing and HVAC on going, plumbing on 4th & 5th floor have been inspected, 3rd floor HVAC and above ceiling inspections have been approved and all exterior openings are

protected. EFIS is ongoing.

\*The Vero (formerly Newark Senior Living): Site work progressing throughout site, landscape material installation nearly complete. Interior work progressing, mechanical rough in is completed, painting and unit finishes in progress. Exterior amenities in progress, core/common area work progressing. Final unit inspections started.

\*UD Drake Hall (addition): Exterior finishes are nearly complete, some areas are approved to close in. Roof top ductwork is complete, interior connections to existing building is in progress, exterior site work in progress and mechanical piping inspections are nearly complete.

\*UD Building X (McKinley Lab replacement): Footings are nearly complete and foundation walls construction is in progress.

#### Property Maintenance

\*Complaints: 15

\*Violations: 8

\*Citations: 13

\*Inspections: 20

\*New Rental Inspection: 1

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

\*Property Maintenance worked with Code Enforcement Manager Petersen and Director Bensley to compile photos of poorly maintained rental units found during inspections for Mayor Markham.

\*Prospect Avenue compliance inspection of previous sweep and updates/conversations about the Nuisance Ordinance completed by Property Maintenance staff.

\*Code Enforcement Officers Greenplate and Condiff are currently studying for an ICC certification.

\*Fire Protection Specialist Reese investigated an alarm activation at the Newark High School due to smoking in the bathroom.

\* Fire Protection Specialist Reese completed plan reviews for the following fire alarm/sprinkler projects: The Vero (formerly Newark Senior Living), 167 Haines Street, and 100 Discovery Avenue.

\*Code Enforcement Officer Condiff completed inspections for the following properties: 301 Nottingham Road, 130 Scotch Pine, 35 Winslow, 101-107 Leahy, 406 Stafford, and 19 Kells.

#### Parking

##### Statistics

\*Residential Permits Distributed: 21

\*Municipal Lot Permits Sold: 0 (sold out)

\*Citations Issued: 775

\*Online Appeals Answered: 62

\*Immobilized Vehicles: 16

\*Towed Vehicles: 3

#### Items of Interest

\*Parking Ambassadors assisted and followed Police Orders for the Main Street Mile event that was held on Saturday morning, October 1st. Ambassadors posted signage saying that Main Street was "No Parking" in the morning and stayed on Main Street to tow vehicles that were blocking the race, then moved to a standing post after the road was clear. A digital message was also displayed by the Passport Parking application. Signage was removed after the event and parking was normalized at 10 a.m.

\*Put through Special Residential Parking exemption for the Parks on Draft and the Hillside Park Dedication schedules for October 13th to 15th.

\*Sent letters for vehicles that had been towed during the Main Street Mile event or vehicles that had been marked as abandoned.

\*Work with Lehigh Flats Apartments about a make-shift handicap parking spot and what would need to change on the space to make it legal.

\*Provided Councilman Suchanec and resident with new residential parking ordinance rules and the new Special Residential Parking application.

\*Work with T2 Systems and Alderman's Court regarding printers in the Court not working and some emails being sent by T2 not being received by any @newark.de.us email addresses.

\*Blocked some parking spaces in Lot #1 in preparation for safety camera work to be done on Thursday, October 5th.

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**Activity or Project:**

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**Description:**

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

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**Description:**

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<b>Status:</b>	
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**Activity or Project:**

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**Description:**

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**City Manager's Weekly Report**

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**Department:**

Police Department

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**Notable Notes:**

Chief Tiernan and Deputy Chiefs Farrall and Feeney with assistance from the HR Division, conducted interviews for the upcoming vacant police lieutenant position. We expect to select a candidate by the end of this week. Mr. Taquill Reed began work at the police department prior to the start of the New Castle County Police Academy. Currently, we have four recruits ready to attend the upcoming academy.

Patrol Division:

- On September 30th, 2022, at approximately 0950 hours, Newark Police responded to a room at the Red Roof Inn, 1119 South College Avenue, for a report of a stabbing. Arriving officers located a female suffering stab wounds to the chest and leg. She was treated at the scene by EMS personnel and transported to an area hospital suffering from serious injuries. An investigation at the scene determined that the victim was staying in a room at the hotel with her boyfriend. An argument occurred between the victim's boyfriend and another hotel resident, later identified as Raymond Glock, of Newark. Glock entered the victim's unsecured room armed with two knives and confronted the victim's boyfriend. The victim got in between her boyfriend and Glock in an attempt to separate them. Glock pushed the victim to the ground and stabbed her in the chest and leg. Glock then broke a window before fleeing the room. Arriving officers located Glock in his room and found he was suffering from lacerations resulting from breaking the window. He was transported to an area hospital for treatment and later released to Newark Police custody. Two large knives were seized from the room.
- On Sunday, October 2nd, 2022 at approximately 1728 hours, officers responded to East Mill Station

Road for a report of a single vehicle collision into a fire hydrant and an electrical box. Upon arrival contact was made with the operator who was found to be under the influence of alcohol. As a result of the investigation, the driver was charged with DUI and Driving Off the Roadway.

- On Monday, October 3rd, 2022, at approximately 1720 hours, officers responded to the Malin's Deli for a subject who had just passed a counterfeit bill. Upon arrival, it was learned that the subject had passed a forged bill on a prior date, had returned and attempted to pass another counterfeit bill. When the reporting person recognized the male from the previous incident, he contacted the Newark Police Department who located and detained the male. The subject was arrested and charged with Forgery 1st and Possession of Drug Paraphernalia. He was presented before Justice of the Peace Court #2 and released on his own recognizance.

#### Special Enforcement Division:

- During the week, the Special Operations Unit will conduct Cops in Shops and proactive patrols in the business district and student rental areas.
- The Traffic Unit will conduct traffic enforcement at various locations throughout the city including Capitol Trail, South College Avenue at Welsh Tract, Otts Chapel, and Elkton Road. The unit will also patrol the area of East Main Street for reports of tractor trailers blocking the travel lanes. Both units will also continue with new police applicant background investigations.

#### Auxiliary Services Division:

- One Communication Officer I applicant has received a conditional offer of employment following a successful background investigation. The applicant will now undergo a pre-employment drug screen and psychological testing before a start date is set.

#### Administration Division:

- Mr. Taquill Reed of Bridgeville, DE started with the NPD on Monday, October 3rd. Mr. Reed will attend the New Castle County Police Academy which is scheduled to begin in mid-November.

#### Criminal Investigations Division:

- Criminal Investigations Division personnel continued to work on four police applicant background investigations that were assigned to the Division.
- On September 28th, Street Crimes Officers concentrated on order maintenance violations throughout the City and subsequently issued 10 summonses for various alcohol related violations while also assisting with loud party/noise violations.
- On September 30th, Detectives took over the investigation of a stabbing that occurred at the Red Roof Inn, 1119 South College Avenue. Raymond Glock was subsequently arrested and charged with Possession of a Deadly Weapon During the Commission of a Felony (2 counts), Burglary 1st Degree, Assault 2nd Degree, and Criminal Mischief. Glock appeared before Justice of the Peace Court #2 and was ordered held in default of \$65,500 secured bail.
- On Monday, October 10th, Governor Carney will sign into law legislation that will allow for sexual violence victims to apply for a protective order. Members of the Newark Police Department will be in attendance for the signing of this bill. Research shows that a high majority of sexual assault victims know the offender; however, most do not qualify for the current Protection From Abuse order in this state. This Sexual Violence Protective Order will be another option for victims when seeking protection from their abuser. For more details about the bill: Bill Detail - Delaware General Assembly

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#### Activity or Project:

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#### Description:

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

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**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:**

Department leadership, along with City Manager Coleman, attended a lunch hosted by the National Association of Water Companies (NAWC). This annual lunch allows for all water purveyors in the state to get together to network and discuss the state of the water industry on a local and national level. The program manager for the Drinking Water State Revolving Fund was the featured speaker and provided up to date information on federal money coming to Delaware as part of the Bipartisan Infrastructure Law.

Fall Leaf Collection will begin on Monday, October 10th and continue through December. Neighborhoods will not have assigned days of the week for collection. Instead, trucks will continuously route through the City during the season and modify their routes depending on leaf fall to remain as efficient as possible. Residents are encouraged to rake leaves into piles (no bagging) to the grassy area between the sidewalk and curb at their convenience. Residents should expect collection once per week during the beginning of the season and once every other week during peak season in November.

**DelDOT Updates:**

-Paper Mill Road patching is now complete. Some minor signage and striping upgrades may require short-term lane shifts to complete.

-Nottingham Road/273 patching start date has been moved to October 24. Message boards will be deployed and updated with the latest information. Delays and lane closures can be expected during this work, which should take two (2) weeks, depending on the weather.

**Activity or Project:**

Water Main Replacement Project

**Description:**

Crews completed the final tie-in at Tanglewood and Dallam this week after being delayed by the rainy weather early in the week. Some lane and road closures in the area will continue as they complete final restoration in the roadway. The work should be completed in this area within the next week.

<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 09/25/22-10/01/22

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	7	4	0	1	3	0
Robbery	17	13	0	29	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	12	1	0
- Other Robberies	7	10	0	12	9	0
Assault/Aggravated	19	16	1	55	32	1
Burglary	24	28	1	12	21	2
- Commercial Burglaries	6	4	0	4	5	0
- Residential Burglaries	16	14	1	5	5	1
- Other Burglaries	1	10	0	2	11	1
Theft	550	604	23	99	133	0
Theft/Auto	54	44	2	11	8	0
Arson	0	0	0	0	0	0
All Other	4	21	1	43	40	0
<b>TOTAL PART I</b>	<b>681</b>	<b>742</b>	<b>28</b>	<b>253</b>	<b>264</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	185	219	7	151	262	9
Rec. Stolen Property	0	0	0	8	10	2
Criminal Mischief	141	130	4	37	57	3
Weapons	5	12	1	23	66	2
Other Sex Offenses	8	6	0	4	6	0
Alcohol	137	209	16	136	332	9
Drugs	114	117	5	71	139	0
Noise/Disorderly Premise	664	392	22	217	130	7
Ordinance Violation	125	0	0	23	0	0
Disorderly Conduct	321	288	8	79	78	3
Trespass	273	535	6	71	91	2
All Other	334	457	8	198	226	8
<b>TOTAL PART II</b>	<b>2307</b>	<b>2365</b>	<b>77</b>	<b>1018</b>	<b>1397</b>	<b>45</b>
<u>MISCELLANEOUS:</u>						
Alarm	403	481	14	0	0	0
Animal Control	358	344	5	9	19	0
Recovered Property	133	143	3	0	0	0
Service	25796	22555	467	0	0	0
Suspicious Per/Veh	317	298	12	0	0	0
<b>TOTAL MISC.</b>	<b>27007</b>	<b>23821</b>	<b>501</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	921	33,120	733	30,597



**Newark Police Department  
Weekly Traffic Report**



**09/25/22-10/01/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	9271	8692	217	111
DUI	120	114	1	6
TOTAL	9391	8806	218	117

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	135	130	4	3
Property Damage (Reportable)	763	683	30	30
*Hit & Run	161	126	5	4
*Private Property	183	140	2	7
TOTAL	899	814	34	33

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



09/25/22 – 10/01/22

Telephone Calls	2021 YTD	2022 YTD	This Week 2021	This Week 2022
911	8,620	8,672	291	251
Non-Emergency / Admin	41,282	44,161	1,557	1,378
Total	49,902	52,833	1,848	1,629

Calls For Service	2021 YTD	2022 YTD	This Week 2021	This Week 2022
Caller initiated	13,051	12,560	410	367
Officer Initiated	23,451	21,280	608	461
Total	36,502	33,844	1018	828

\*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.