

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

Roadwork Alert: DelDOT will be doing extensive patching on Route 273/Nottingham Road/West Main Street beginning on October 24. The extents of the project are from Hillside Road to Wedgewood Road, and will be completed during the day. Delays can be expected throughout the project, which should last about two (2) weeks with good weather.

Nuisance Properties Ordinance: The final ordinance to implement a nuisance properties ordinance was completed and posted for first reading at the October 24 Council meeting with second reading and public hearing scheduled for November 14.

The Hillside Park Parks on Draft event held last weekend was a success, and we have received very positive feedback. We hope to have more events like this starting in the spring. Due to COVID staffing shortages at Newark restaurants, we had been having trouble finding restaurant partners until recently. Iron Hill Brewery was our partner for this event, and we hope they consider working with us again on future events.

Finance Director Del Grande and I continued working on the budget this week. We met with Parking and Police to work out specifics related to changes we have made to the budget following the last budget workshop to respond to Council feedback. We have also begun work on the presentation for the first budget hearing on 11/7 and the budget message that will be included with the final budget upon passage. On Tuesday evening, we presented the CIP budget to the Planning Commission who later voted unanimously to recommend Council approve the CIP budget as presented.

This week I restarted meeting with union members as part of my plan to meet with all City employees to solicit feedback and discuss how things are going with the City. I have met with everyone from AFSCME 1670 and 3919. I will meet with FOP next and then move onto CWA and Management.

Electric Director Patel, Electric Supervisor Sawyer, and I met with representatives from DuPont this week to discuss reliability and a few outages they have experienced recently to see if there is anything we can do to help reduce the number of outages they have experienced. We were able to develop a handful of action items coming out of the meeting and are happy to have an open line of communication with one of our largest electric customers. On Friday, Mayor Markham and I were given a tour of DuPont's operations on Bellevue Road which were very impressive. We are lucky as a community to have a strong, high-tech manufacturing base in town between DuPont, Bloom, Chemours, and GE Aviation.

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

### Human Resources:

- The HR team had two (2) postings go out this week. One is for a full-time Digital Records Management Coordinator position and the other is for three (3) part-time Parking Ambassadors. Both postings are external and will close on Friday, November 4. Both of these positions fill vacancies from resignations.
- There is currently one (1) external posting open for a Maintenance I in the Water Division of PW&WR which will close October 21. This position fills a vacancy 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 postings.

- Ms. Hardin was asked to participate on the interview panel with the City of Wilmington for their Labor Relations Specialist. Interviews were held on Wednesday, October 19 in person and will conclude on Monday, October 24 virtually.
- Offer was made last week to the candidates for Communications Officer I (CO I). One of the hires is starting Monday, October 24 and the other applicant is set to start on Monday, October 31 pending successful completion of pre-employment screenings. These hires backfill a vacancy created by a resignation of one position and the promotion of a COI to a CO II.
- Interviews concluded on Thursday, October 20 for the positions of PW&WR Maintenance I in Street and Refuse Divisions. A total of nine (9) applicants will be interviewed. Both positions fill vacancies due to promotion or resignation.
- 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, processing death benefits, attending meetings, and following up on emails and phone messages.
- The HR team is gearing up for open enrollment which will start on October 31. HR team along with members of IT and Finance met briefly on Wednesday, October 19 to do a test run on the employee open enrollment processes which is completed in ESS (employee self service). Additionally, the HR team sent out packets to all City retirees with information about open enrollment for health, dental, and vision insurance.
- HR Administrator Marta Pacheco sent out letters to all retirees currently receiving City pensions to complete their annual registration form to certify they are receiving their monthly pension benefit and to make any necessary changes to their beneficiaries for life insurance. The pension registration form is to be completed annually in accordance with the City's Pension Ordinance.

#### Purchasing/Facilities Maintenance:

CPPO Jeff Martindale and CCO Jayme Gravelle attended the Delaware Contractors Association annual award ceremony with Preferred Electric Thursday evening. Preferred won an award for "Excellence in Craftsmanship - Electrical" for their work on the Newark Reservoir Solar Project. The City thanks Preferred Electric for their work on the Reservoir Solar Project, as well as numerous other ESCO project items over the last two (2) years.

Mr. Martindale also attended the DeLea Founders Insurance Trust monthly safety committee on Tuesday. DFIT's Snow Plow Road-eeo will be hosted at STAR Campus this year instead of Dover International Speedway. The event, which helps all 30 of DFIT's members with snow plow training, will be on Wednesday, November 9th.

The rest of Mr. Martindale's week related to open enrollment preparation and miscellaneous facilities projects, including determining options for replacement office cubicles for IT Infrastructure, disposal of broken/unused file cabinets, the installation of a new conference table, and receiving quotes for a light system for the South Main Street side of City Hall.

#### Communications:

##### Chief Communications Officer:

- Met with Tyler staff to continue planning the public launch of the Newark app; completed the authorization required to include the app in the Apple store and Google Play.
- Working with staff and partners to re-organize the Hillside Park dedication due to weather and scheduling conflicts.
- Beginning to organize the ribbon cutting for the Delaware Avenue bike lane with DelDOT.
- Assisting Parks & Rec with upcoming event at the GWC.

- Attended the WSFS College Square branch ribbon cutting with Mayor Markham.
- Attended a meeting with UD leadership, Mayor Markham, and the City Manager.
- Assisting the IT apps team with the messaging for the switch to Silver Blaze.
- Drafting an announcement about the GIS team award as well as Jay Hodny's recent work with Wilmington City Council.

**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:**

- Budget Central has been updated with the CIP presentation to the Planning Commission for 2023-2027.
- Designed a new logo for Aetna and Newark Police Department's Public Safety Explorer Post.
- Public meeting notices have been sent via InformMe.
- The latest audio minutes have been added to the City Council Minutes webpage.
- Three variations of the Aetna and Newark Police Department Explorer Post logos were created for use on social media by NPD.
- Tickets from the RequestTracker website were forwarded to the appropriate department.
- Tracked down the original floor plans for the George Wilson Center, Maintenance Garage, and Maintenance Building to be converted into egress maps.
- Updated the Parking webpage to reflect that we are currently sold out of lot permits.

**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 10/13/22 - 10/19/22. These sessions included arraignments, trials, capias returns, video hearings, a code violation, and a violation of probation hearing. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a manager's meeting on 10/13/22.

The bailiffs will have their final weapons requalification for the year on 11/5/22.

The court processed 20 Probation before Judgments for traffic violations and 6 Plea by Mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 10/13/22 - 10/19/22 Alderman's Court handled 57 arraignments, 47 trials, 8 capias returns, 3 video hearings, 1 code violation. and 1 violation of probation hearing. The court collected a total of 443 parking payments of which 377 were paid online and 66 were paid at court. The court also collected criminal/traffic payments of which 143 were paid online and 22 were paid at court for a total of 165 criminal/traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	10-19-2022
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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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**Activity or Project:****Description:**

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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 week of 10/13/2022 – 10/19/2022

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

Paul Bilodeau – 10/17 for Council.

Bobby O'Neill – 10/13 for Court.

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the October 27 and November 4th and fulfilled 16 discovery requests with 40 discovery requests remaining in process. Closed 4 FOIA requests. Circulated 7 FOIA requests to staff.

**Recorder of Deeds:**

- 10 & 16 Benny Street – sent for recordation
- 132-136 East Main Street – sent for recordation

Added to TCM: n/a

Other Documents: n/a

Research: n/a

Other:

- 10/14 Attended Clerks Institute class
- Prepared presentation for final Clerks Institute class being held on 10/21

**Meetings and minutes:**

September 26th Council minutes being edited.

October 10th Council minutes underway.

October 17th Council and October CAC on deck.

**Meetings Update:**

No October Board Adjustment.

Diversity and Inclusion meeting on October 25th.

**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. Networks students processed one box of documents for destruction.

Scanning continues for all new documents processed within the department with back scanning completed as time allows. Modification continues upon discovery of duplicate documents – 308 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:

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

To date 518 lien certificates have been processed for 2022.

Scanner Count 244

Old scanner count 511,268, last week 510,881 = 387

Total Pages 244 + 387 = 631

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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:**

**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:**

Engineering met virtually with the contractor that is going to rejuvenate the cables at Villa Belmont. A schedule was sent to the manager so that the residents would be aware of the outages to the buildings. The new start date is November 1.

Engineering and the meter technician met with UD at the Delaware Technology Park to see how a building they bought could be put on UD's electric service agreement.

Engineering and the meter tech also met with a contractor upgrading a service in Cherry Hill Manor. Complications dictate City involvement because the service involves two residences and proximity to the gas service.

A dangerous pole on Cleveland Avenue owned by Delmarva was finally replaced after engineering called them multiple times. The City's line crews worked with Delmarva's crews and transferred the City's primary and secondary conductors to the new pole.

**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 were due on September 30 in order to avoid paying a late penalty. 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>.

2023 Annual Budget: City Manager Coleman and Director Del Grande presented the 2023 Recommended

Operating Budget along with the 2023-2027 Recommended Capital Improvement Program on October 11th. On October 18, the CIP was presented to the Planning Commission, which they unanimously are recommending Council support. The next budget meeting will be on November 7th, when the budget can be voted on for the first time. The City is experiencing unforeseen inflationary costs in the materials and equipment. Rate adjustments are primarily to cover the rising costs of providing services to our constituents. For example, the cost to provide refuse service to our residents has gone up to \$350 per household vs. the \$300 it was a couple of years ago. All budget information can be found on Budget Central. <https://newarkde.gov/1007/Budget-Central-2023>.

Electric bills reflecting the revised RSA rate have begun to go out the last two weeks. 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.

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>	
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<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:**



**Notable Notes:**

**Applications Team:**

Open Support Tickets from Previous Week - 39  
Open Project Tickets from Previous Week - 15  
Open Tickets with Vendor R&D from Previous Week - 17  
Tickets Opened in the Last Week - 45  
Tickets Closed in the Last Week - 41  
Remaining Open Support Tickets - 40  
Remaining Open Project Tickets - 18  
Remaining Tickets with Vendor R&D - 17

**Summary of meetings attended 10/13-10/19:**

Applications Manager Montgomery & Applications Administrator Nichols attended a meeting with Paymentus to discuss the migration from the Customer Connect platform to SilverBlaze on 10/17. Applications Manager Montgomery & Applications Analyst Karanja along with Communications Officer Gravell attended a meeting with Tyler Technologies to discuss branding and launching the city app on 10/17. IT Applications & Infrastructure attended the SilverBlaze weekly status call meeting with Harris Computers on 10/18. Applications Manager Montgomery & Applications Analyst Karanja along with HR & Finance attended a meeting to discuss ESS open enrollment on 10/19.

1. Assisted PUB with install electric meter service order where meter was not on account.
2. Updated service award report as requested by Finance.
3. Worked with Tyler SaaS team during outage of ERP system.
4. Assisted PUB with multiple deposit issues.
5. Assisted PUB with lockbox reversal.
6. Assisted HR with connectivity with Tyler reporting to run veteran roster.
- 7 Updated purchase order maintenance workflow as requested by Purchasing.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

**Infrastructure Team:**

Open Support Tickets from Previous Week - 105  
Open Project Tickets from Previous Week - 40  
Tickets Opened in the Last Week - 132  
Tickets Closed in the Last Week - 117  
Remaining Open Support Tickets - 114  
Remaining Open Project Tickets - 46

1. Call with League of Local Governments representative regarding Homeland Security grants.
2. Kickoff meeting with SecureWorks.
3. Meeting with PWWR to transition files to SharePoint.
4. Prepared new workstations for deployment.
5. Attended Local Cybersecurity Grant focus group.

**Activity or Project:**

Harris Server Migration/SilverBlaze (Applications & Infrastructure)

**Description:**

**SERVER MIGRATION:**

Phase I - Planning & Scoping (COMPLETED)  
Phase II - Development: 5/24-6/24 (COMPLETED)

Phase III - User Acceptance Testing (Updated dates): 6/27 - 8/12 (COMPLETED)  
Phase IV - Deployment to PROD (Updated dates): 8/15 - 8/21 (COMPLETED)  
Phase V - Post Live Support: 8/22 - 9/3 (COMPLETED)

**SILVERBLAZE:**

Phase I - Planning & Scoping: 8/8-8/19 (COMPLETED)  
Phase II - Design: 4/18-8/15 (COMPLETED)  
Phase III - Development (Updated dates) : 8/29-10/28 (IN PROGRESS)  
Phase IV - User Acceptance Testing (Updated dates): 10/24-11/28 \*Tentative\*  
Phase V - Deployment to PROD (Updated dates): 11/14-11/29 \*Tentative\*  
Phase VI - Post Live Support (Updated dates): 11/29-12/12 \*Tentative\*

<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:**

Prepared for Parks on Draft which was held Friday and Saturday at Hillside Park which included activities for children and dogs on Saturday, Newark Arts Alliance helped with the pumpkin painting activity for children.

Dickey Park play piece installation is at 45% complete and Gaga Pit mats were installed at both after school care sites.

Parks staff has begun clearing for new native gardens at Phillips and received and are maintaining the tree giveaway plants at the parks operations building prior the giveaway on October 22.

Continue preparations for the Halloween Party at the George Wilson Center on October 27; registration for the Halloween Parade on October 30 is up to 40 groups and Trick-or-Treat Main Street is up to 8 registrants; contacted past donors about in-kind donations for the Halloween Parade and Turkey Trot prizes/raffle items.

Preparing for the upcoming youth basketball leagues, recruiting coaches and staff, pickleball fundamentals classes began this week with three (3) full sessions currently running, preparing for upcoming adult indoor volleyball leagues.

**Activity or Project:**

Fall Community Clean Up

**Description:**

The Fall Community Clean Up was held on October 15 with 92 volunteers including groups, families, and individuals taking part in volunteering to clean up Newark, totaling over 200 hours of service for the day.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	10-15-2022
<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:**

Planning and Development Department

## Notable Notes:

### Director's Report

\*BB/RA Zoning District Changes – The final BB/RA zoning district code amendments were reviewed at the October 18 Planning Commission meeting. Planning Commission recommended 6-0 for the approval of changes to Chapter 27, Appendix II, Design Requirements for Parking Lots; Section 32-12, RA Districts; and Section 32-18, BB Districts. The Commission asked for additional information in their consideration of Chapter 27, Appendix XIII, Design Review for Downtown Commercial Properties, which will be provided for their November 1 meeting for further consideration.

\*Downtown Parking Strategy Implementation – The final ordinance to implement the restructuring of the City's parking fines based on the feedback provided at the September 26 Council meeting was completed and posted for first reading at the October 24 Council meeting with second reading and public hearing scheduled for November 14. Director Bensley, Parking Manager Howard, and Parking Supervisor Mulvanity met with City Manager Coleman and Finance Director Del Grande on October 19 to finalize the budget recommendation for parking rates based on feedback from Council to be included in the November 7 budget hearing.

\*Property Maintenance Code Updates/Nuisance Properties Ordinance – The final ordinance to implement a nuisance properties ordinance was completed and posted for first reading at the October 24 Council meeting with second reading and public hearing scheduled for November 14. Additionally, Code Enforcement staff continued to work on the financial analysis for rental permit rates to be included in the Property Maintenance Code updates.

\*Development and Implementation of the Transportation Improvement District – Staff continued review of the draft presentation from DelDOT for the joint Planning Commission and Council meeting scheduled for Thursday, November 3.

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

\*Parking Division staff held conference calls with Ewing Towing and Goodchild Towing on October 13 in regard to the upcoming renewal of the 2023 Newark towing contract. In the next month, Parking will give opportunity to tow agencies to renew the contract for the final time before a new contract is written.

\*Director Bensley met with Delaware Commuter Solutions staff to discuss their public transit benefit programs for commuters and the potential microtransit program on October 14.

\*Parking Supervisor Mulvanity and Parking Ambassador Rodriguez met with members of the University of Delaware parking staff on October 14 to discuss the City's experience with the License Plate Recognition device that is attached to the electric Nissan Leaf, as the University are investigating all-electric options for their vehicles. Parking Division noted it was very happy with the Nissan Leaf and that the License Plate Reader worked perfectly with the vehicle.

\*Director Bensley and DTC CEO John Sisson presented the potential microtransit proposed partnership with DART at the October 17 Council meeting. Council voted 5-0 to move forward to the next stage of public outreach for the proposal.

\*Director Bensley and Administrative Professional Dinsmore staffed the October 18 Planning Commission meeting. In addition to the BB-RA zoning discussion referenced earlier, Planning Commission reviewed the 2023-2027 Capital Improvement Program and voted 6-0 to recommend Council approval.

\*Director Bensley and Senior Planner Fortner attended the Trends in Economic Development presentation hosted by the Delaware Prosperity Partnership on October 19.

\*Senior Planner Fortner attended the WILMAPCO Technical Advisory Committee where he serves as Newark's representative on October 20.

### Land Use

Deed Transfer Affidavits: 12

Building Permit Reviews: 10

\*The Subdivision Advisory Committee comment letter was completed and sent to the applicant for the second-round submission for 1025 and 1033 Barksdale Road.

\*Staff completed and submitted advertisements for the agendas for the November 1 Planning Commission

and November 3 joint Planning Commission/Council meeting. Planner Solge spent time drafting the Planning and Development Report for 532 Old Barksdale Road. This Comprehensive Development Plan amendment, rezoning, major subdivision, and special use permit application is scheduled for the November 1 Planning Commission meeting.

\*Senior Planner Fortner and Planner Higgins completed and distributed the application packets and materials to each of the Community Development/Revenue Sharing Advisory Committee members for their first meeting set for October 27 at 7:00 p.m. in the Council Chamber. The meeting will also be available to attend virtually for Committee members and the public.

\*Planner Solge finalized and sent a draft Memorandum of Understanding to the management for The Vero, which will act as the contract to establish access for a Unicity stop on the property of The Vero.

## Code Enforcement

### Projects

\*94 East Main Street (Green Mansion): (Hotel): Plumbing and HVAC on going for 6th and 7th floor, floor 5 approved for drywall, gas piping for temporary heat is in the works.

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

\*Briar Creek North: Started construction and footers on the homes have been completed. They also have foundation walls at 701 & 703.

\*UD Drake Hall: (addition): Exterior finishes nearly complete, some areas approved to close in. Rooftop ductwork is completed. Interior connections to existing building and exterior site work are still in progress. Mechanical piping rough inspections have been completed.

## Property Maintenance

\*Complaints: 7

\*Violations: 9

\*Citations: 6

\*Inspections: 19

## Items of Interest Code Enforcement and Property Maintenance

\*Fire Protection Specialist Reese responded to a fire at the Red Roof Inn on October 18. While the fire was confined to the room of origin, smoke damage led to two wings of the hotel being declared unoccupiable. Displaced individuals were able to be relocated within the hotel to new rooms. After an investigation in conjunction with the State Fire Marshal's Office, an arrest was made for arson and related offenses. Damage to the hotel is estimated at \$80,000 for the property damage and clean-up costs.

\*Fire Protection Specialist Reese completed plan reviews for 29 Minquil Drive, Fintech 6th floor, 94 East Main Street, Home Depot, and the Interchange Complex.

\*Code Enforcement Officer Condiff completed inspections for 949 Devon Drive, 1 Nancy's Way, 89 East Park Place, 6 Amherst Drive, and 60 Woodhill Court.

\*The Property Maintenance Inspectors conducted a pre-homecoming walk-around of north side with the UDPD and student conduct. Additional staff are scheduled for patrols over the Homecoming weekend to address any property maintenance issues.

## Parking

### Statistics

\*Residential Permits Distributed: 17

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

\*Citations Issued: 715

\*Online Appeals Answered: 49

\*Immobilized Vehicles: 13

\*Towed Vehicles: 1

## Items of Interest

\*Received resignation letters from two part-time Parking Ambassadors. Both employees will work through

the end of the monthly Parking Ambassador schedule. Increased personnel requisition to three employees for the upcoming job posting.

\*Preparation and additional scheduling for upcoming University of Delaware Homecoming weekend. Shared contact info and schedules of all employees working on Homecoming Saturday to ensure proper communication between employees during the event.

\*Parking Division sent its all-electric Nissan Leaf in for service and repairs.

\*Preparation of return of Parking Ambassador Joe Kochenberger from Army Reserves. Was called into service late last year but currently projected to return home in November.

\*Work with George Wilson Center to remove illegally parked vehicles from their parking lot.

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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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**Expected Completion:**

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**Execution Status:**

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**City Manager's Weekly Report**

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**Department:**

Police Department

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**Notable Notes:**

On Saturday, October 22nd, 2022, additional personnel from all operational units will be brought in to assist with the University of Delaware Homecoming event. Officers will be specifically assigned to conduct proactive order maintenance details and traffic related activities.

Patrol Division:

- On Thursday, October 13th, 2022, at approximately 1200 hours, the Newark Communications Center received information that a suspect vehicle involved in an armed robbery in the Delaware State Police jurisdiction, was possibly in the City of Newark area. This information, along with a description of the vehicle, was broadcasted to all officers to be on the lookout for the vehicle. An officer assigned to the Newark Police Department Street Crimes Unit, located the suspect vehicle traveling on southbound Elkton Road. Since the Street Crimes Unit operates in a plain clothes capacity, the officer continued to follow the vehicle as marked patrol units responded to the officer's location. When the vehicle turned into Cooper's Place Apartments, and additional Newark Police Officers were on scene, a felony car stop was conducted. The occupants were taken into custody without incident and Newark officers turned the detained males over to the Delaware State Police who arrived on scene.

- On Thursday, October 13th, 2022, at approximately 1508 hours, multiple officers responded to East Cleveland Avenue for the report of a vehicle collision where CPR was in progress. Upon arrival, officers took over CPR and applied an Automated External Defibrillator. When Aetna ambulance and New Castle County Paramedics arrived on scene, they took over all medical treatment and transported the male to Christiana Emergency Room. Through investigation of the collision, the driver appeared to suffer a medical episode causing him to lose control of his vehicle and strike a utility pole and several vehicles. Delmarva Power and City of Newark Electric responded to the scene. After approximately one hour, the roadway was reopened to vehicular traffic. The male was later admitted to the Christiana Hospital.
- On Saturday, October 15th, 2022, at approximately 2228 hours, officers responded to Grotto Pizza, for a report of a disorderly subject. Upon arrival, officers learned that a male refused to leave the establishment after he was told to do so by staff. The male then became confrontational and started pushing bouncers. When officers arrived, the subject remained confrontational with them as well. He was taken into custody and charged with Resisting Arrest, Underage Consumption, Criminal Trespass, and Disorderly Conduct.
- On Tuesday, October 18th, 2022, at approximately 1911 hours, officers responded to a residence on Wakefield Drive for the report of a Breach of Release. Upon arrival, officers learned that a male suspect, who had an active no contact order, made contact with a victim at the residence but left prior to police arrival. While officers were still at the residence investigating the incident, the suspect returned in his vehicle, yelled profanities at the officers, and quickly sped away from the area. The following night, officers responded back to the same address where the male reportedly strangled and threatened the female victim. The male suspect fled the scene prior to police arrival; however, he was located a short time later on Elkton Road. The suspect again fled from officers on foot and resisted arrest when he was located on O'Daniel Avenue. The male was charged with Resisting Arrest with Force or Violence, Terroristic Threatening, Endangering the Welfare of a Child (3 counts), Offensive Touching, and Breach of Release. Additionally, the suspect was charged with Breach of Release, Terroristic Threatening, and Disregarding a Police Officers Signal which occurred on Tuesday, October 18, 2022. He was arraigned through J.P. Court #11 and then transported to Howard R. Young Correctional on \$4,600 secured bail.

#### Special Enforcement Division:

- During the week, the Traffic Division will be engaged in firearms training, motorcycle training, road coverage, and background investigations, therefore the unit will conduct limited traffic enforcement activities.
- On Wednesday, October 19th, 2022, the Special Operations Unit engaged with students at West Park Place Elementary School in their reading with students program. In advance of UD Homecoming weekend, the unit will partner with the Division of Alcohol and Tobacco Enforcement, UDPD, the Newark Fire Protection Specialist, and Code Enforcement to conduct site visits to the restaurants and bars in Newark to review and discuss alcohol, noise, and related regulations.

#### Auxiliary Services Division:

- NPD welcomes Ms. Nicole Perregrino who completed all the required pre-employment screenings and was hired as a Communications Officer I. Ms. Perregrino will begin field training on Monday, October 24th.
- On Friday, October 21st, Communication Officer II Jamal Boanes graduated from the New Jersey State Association of Chiefs of Police Command and Leadership Academy, Spring 2022 session, hosted by the New Castle County Police. This program is a multi-week, intensive course that teaches students a unique blend of leadership theory and application.

#### Administration Division:

- Officers from the Administration Unit will be working the UD Homecoming detail on Saturday, October 22nd.

#### Criminal Investigations Division:

- On Monday, October 17th and Tuesday, October 18th, D/C Feeney, Lt. Nelson, and Victim Services Coordinator Melissa Pennachi attended the Delaware Family Justice Center Strategic Planning event hosted by the Domestic Violence Coordinating Council.
- On Friday, October 21st, Detective Sergeant James Skinner graduated from the New Jersey State

Association of Chiefs of Police Command and Leadership Academy, Spring 2022 session, hosted by the New Castle County Police. This program is a multi-week, intensive course that teaches students a unique blend of leadership theory and application.

**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:**

Leaf Collection: The leaves are turning and starting to fall. We are currently collecting the entire City each week while the fall is light. We expect that will pick up as we move into November, and we will likely extend that to moving through the whole City in two (2) weeks. There is no set schedule, residents are asked to rake leaves out at their convenience, and the crews will be around to get them. We ask that you only call PW&WR if it has been longer than two (2) weeks since the truck was in your area.

After a short delay, the Edjil Drive Culvert rehabilitation is set to begin on October 24. There will be lane closures to stage equipment, but all traffic will be able to pass. Please use caution in the area just east of Anita Drive.

DelDOT will be doing extensive patching on Route 273/Nottingham Road/West Main Street beginning on October 24. The extents of the project are from Hillside Road to Wedgewood Road, and will be completed during the day. Delays can be expected throughout the project, which should last about two (2) weeks with good weather.

**Activity or Project:**

Water Main Replacement Project

**Description:**

Our contractor is completing the valve install on Nightingale Circle with only final restoration needed on the adjacent areas remaining. They will be mobilizing to Hillcroft Road (out of City water customers) on Monday, October 24 to begin the complete replacement of the water main on that street. This is one of the worst pipe runs we have identified in our system, with 12 recorded water main breaks on about 1,200 feet of pipe. This work is expected to take approximately six (6) weeks to complete.

<b>Status:</b>	Near Completion
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<b>Expected Completion:</b>	12-31-2022
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<b>Execution Status:</b>	On Track
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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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NEWARK POLICE DEPARTMENT

WEEK 10/09/22-10/15/22

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	4	4	0
Rape	5	9	0	2	9	0
Unlaw. Sexual Contact	7	4	0	1	3	0
Robbery	21	14	1	31	14	0
- Commercial Robberies	2	1	0	3	4	0
- Robberies with Known Suspects	5	2	1	3	0	0
- Attempted Robberies	5	1	0	13	1	0
- Other Robberies	9	10	0	12	9	0
Assault/Aggravated	22	17	1	62	33	1
Burglary	26	29	0	13	22	0
- Commercial Burglaries	6	5	0	4	6	0
- Residential Burglaries	17	14	0	6	5	0
- Other Burglaries	2	10	0	2	11	0
Theft	578	627	12	100	138	4
Theft/Auto	56	47	0	13	10	0
Arson	0	0	0	0	0	0
All Other	4	23	0	44	44	2
<b>TOTAL PART I</b>	<b>720</b>	<b>773</b>	<b>14</b>	<b>269</b>	<b>277</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	196	231	7	162	267	3
Rec. Stolen Property	0	1	0	9	10	0
Criminal Mischief	157	137	3	44	59	1
Weapons	5	13	1	25	67	1
Other Sex Offenses	8	6	0	4	6	0
Alcohol	141	229	7	146	356	22
Drugs	117	123	1	80	145	2
Noise/Disorderly Premise	697	433	13	237	138	4
Ordinance Violation	125	0	0	24	0	0
Disorderly Conduct	343	300	7	84	86	5
Trespass	297	544	2	79	96	4
All Other	353	479	13	208	236	7
<b>TOTAL PART II</b>	<b>2439</b>	<b>2496</b>	<b>54</b>	<b>1102</b>	<b>1466</b>	<b>49</b>
<u>MISCELLANEOUS:</u>						
Alarm	421	504	8	0	0	0
Animal Control	379	363	14	9	19	0
Recovered Property	140	152	2	0	0	0
Service	27030	23467	470	0	0	0
Suspicious Per/Veh	336	313	6	0	0	0
<b>TOTAL MISC.</b>	<b>28306</b>	<b>24799</b>	<b>500</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	886	34,776	667	31,957



**Newark Police Department  
Weekly Traffic Report**



**10/09/22-10/15/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	9992	8941	389	106
DUI	125	119	3	2
<b>TOTAL</b>	<b>10117</b>	<b>9060</b>	<b>392</b>	<b>108</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	143	140	5	6
Property Damage (Reportable)	807	721	27	14
*Hit & Run	172	133	7	3
*Private Property	192	150	6	5
<b>TOTAL</b>	<b>951</b>	<b>862</b>	<b>32</b>	<b>20</b>

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



10/09/22 – 10/15/22

Telephone Calls	2021 YTD	2022 YTD	This Week 2021	This Week 2022
911	9,158	9,138	263	202
Non-Emergency / Admin	44,099	46,395	1,414	1,052
Total	53,257	55,533	1,677	1,254

Calls For Service	2021 YTD	2022 YTD	This Week 2021	This Week 2022
Caller initiated	13,839	13,177	411	273
Officer Initiated	24,501	22,198	581	474
Total	38,340	35,375	992	747

\*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.