

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

Council approved the 2023 operating and capital budgets on Monday evening. I would like to thank Council and all the staff members who were involved with the budget this year for all their hard work and dedication throughout the process.

The next time you are out on East or South Main Street, look up at the utility poles and you should see the TNP funded Hometown heroes banners were installed by the electric department this week, just in time for Veteran's Day. I would like to thank Newark's veterans for their service and also thank the 27 veterans that work directly for the City of Newark.

The Delaware Avenue Bike Lane has been opened for use. DelDOT representatives are observing the functionality and recommending any modifications needed based on the observations. If you have any concerns or recommendations, please forward them to Public Works and we will pass them along to DelDOT. An official opening and ribbon cutting is currently scheduled for November 18 at 10am in Municipal Lot #1.

We have received many of calls regarding leaf collection due to the amount of leaves that have fallen over the last week. Please continue to rake them to the curb and we will collect them. We currently expect to make the round of the City every 2 weeks. Please refrain from calling unless you are certain the truck has not been to your house within the last 2 weeks or you know the truck usually misses your house due to the configuration of your driveway, etc. We are aware that there are a lot of leaves down and we have 3 crews working hard to get them collected. We will have several crews in over the weekend to continue the collection, as long as it is not pouring rain.

I, along with planning and development director Bensley, code enforcement manager Petersen, and code enforcement officer Greenplate along with Mayor Markham and Councilman Lawhorn met with concerned residents regarding the fans installed for the greens at Newark Country Club on November 8. I also attended the monthly DEMEC meeting with Directors Del Grande and Patel this week. We have moved to a full day meeting format once a quarter which fell on this week. This allows for more time to dedicate to items like the budget which was adopted yesterday. Prior to the DEMEC Board meeting I participated in the November executive committee meeting as well.

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

### Human Resources:

- The HR team has one new posting this week which is for a Maintenance I for the PWWR Sewer Division. This posting will close on Friday, November 25.
- There are two postings that will close on Friday, November 11. One is for a PT Carpenter and the other is for a full-time Administrative Professional I in the City Secretary's office.
- We also have several other postings that are open until filled including Police Officer and Before and After Care positions in Parks and Recreation. Please visit the City website for current job postings.
- The City had two new employees in PWWR start on Monday, November 7. Both are Maintenance I in Streets and Refuse respectively. Both employees were seasonals in PWWR before being hired full-time.
- The HR Team continues to support the Newark PD with recruitment efforts to hire new and certified

police officers. There are several candidates who are scheduled to take the test and who have taken the test.

- Ms. Bradshaw (HR Coordinator) participated on the oral board panel as an HR representative. There was a total of 5 candidates interviewed.
- 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.
- Open enrollment will conclude on Friday, November 11.
- Ms. Hardin participated on the interview panel for the second round of interviews for the position of Deputy Director of Planning and Development which took place on Thursday, November 10.
- Finally, Ms. Hardin continued working on preparations for the compensation study with the City's consultant. Managers have been provided the information they need to prepare for the departmental meetings that will begin taking place next week.

#### Purchasing/Facilities Maintenance:

Open Enrollment was again the primary focus this week for CPPO Jeff Martindale, so this section will be short. Beyond OE, Mr. Martindale helped coordinate the DeLea Founders Insurance Trust (DFIT) Snow-Plow Road-e-o at STAR Campus (setup up Tuesday, event Wednesday). The event aims to help municipal employees in DFIT practice their snow plowing skills on an obstacle course before the winter season begins. Newark had 5 participants and there were 33 total drivers. We are hopeful to bring home the gold for a second year!

Mr. Martindale additionally met with the CAC on Tuesday along with Tom Coyle from Efficiency Smart and Scott Lynch from DEMEC. The CAC is considering using some of their funding to promote a "super rebate" program to amplify Efficiency Smart rebates for energy efficient appliance upgrades.

The rest of the week was spent on project management of the parking lot improvement CIP.

#### Communications:

##### Chief Communications Officer:

- Continuing to plan the employee Veterans Day appreciation lunch
- Working with Parking and DeIDOT to coordinate the DE Ave bike lane ribbon cutting, ensuring enough space and safety as well as providing enough parking without interrupting normal operations.
- Assisting the IT apps team with the messaging for the switch to Silver Blaze
- Working with IT apps and Tyler on branding and messaging for the app launch
- Participated in the Fulton Bank/Wellness Committee "Wealth Building Wednesday" presentation.
- Helping the Newark Area Welfare Committee with their holiday food drive. The City will be a public collection site and staff will be encouraged to participate.
- Distributed the press release to announce the HCTC award presented to the IT apps team at their national conference
- Working with TNP to advertise the new banners along Main Street highlighting the life and service of Newark veterans KIA
- Continuing to organize the holiday giveaway with NUC, Dr. Gibney and Sen. Coons

##### Communications Assistant:

- Answer and log all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PWWR
- Edit copy from various departments.
- Adding and updating InformMe customer information
- Create and share content on social media.
- Working on Employee Wellness Committee and Family Promise projects
- Completing all mailroom tasks in absence of other staff

Creative Designer & Web Specialist:

- Current vacancies have been added to the Boards and Commissions webpage
- Designed an invitation for the Veterans Day luncheon
- Information about the Fall Leaf Collection has been updated in the Newark News section
- More information about the Newark Police Department has been added to the City/Department/Division Forms
- Public meeting notices have been sent via InformMe
- The City Council Minutes webpage has been updated with the latest audio minutes
- The operating budget and capital budget for 2023 have been updated on Budget Central
- Tickets from the RequestTracker website were forwarded to the appropriate department

**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 11/3/22- 11/9/22. These sessions included arraignments, trials, capias returns, and video hearings. Prisoners were also transported on 11/4/22. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual manager's meeting on 11/3/22

The bailiffs completed their final weapons requalification for the year on 11/5/22

The court processed 14 PBJ's for traffic violations and 7 Plea by Mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 11/3/22-11/9/22 Alderman's Court handled 38 arraignments, 55 trials, 12 capias returns and 5 video hearings. The court collected a total of 495 parking payments of which 428 were paid online and 67 were paid at court. The court also collected criminal/traffic payments of which 116 were paid online and 31 were paid at court for a total of 147 criminal/traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	11-09-2022
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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 week of 11/03/2022 – 11/09/2022

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

Paul Bilodeau – 11/07 for Council, 11/08

Bobby O'Neill – 11/04 for Court.

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the December 2nd and fulfilled 22 discovery requests with 30 discovery requests remaining in process. Closed 3 FOIA requests. Circulated 10 FOIA requests to staff.

Recorder of Deeds: n/a

Added to TCM: n/a

Other Documents: n/a

Research: n/a

Other:

- Circulated new member packet to potential CWA member
- Requested check for Landscaping Surety Escrow Reimbursments

Meetings and minutes:

October 17th CC edited.

October 24th CC underway.

November 7th CC and November CAC on deck.

CAC meeting summary: Joe Spadafino explained that staff was working towards creating language in Code in order to designate conservation areas within the City, specifically the Christina Valley Stream and Dorothy Miller Park. The Commissioners voiced their concerns over the lack of riparian buffers and the abundance of invasive species in the parks and asked that that the language include management of the area. The CAC voted 5-0 to designate \$10,000 of the Commission's 2022 Green Energy Fund to Energize Delaware for weatherization and outreach activities within the City of Newark. (O'Donnell 1st, Chajes 2nd). The Commission is postponing further funding considerations for Efficiency Smart to December when Jeff Martindale will present the results of his follow-up discussions with Scott Lynch and Tom Coyle; Jeff wanted to learn the percentage of rebates given for heat pumps and then decide how best to leverage for additional rebates. The members are starting the annual report process.

November Meetings Update:

November 14 – City Council

November 17 – Board of Adjustment - CANCELLED

November 21 – City Council

November 22 – Diversity and Inclusion Commission

November 28 – City Council

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. Appointments are scheduled for the November 14th 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 – 37 documents created, 200 pages scanned, and 617 documents modified. Removed 26 duplicate documents totaling 2,598 pages.

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

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

- 6 received by attorneys and sent to Finance for processing.

- 9 completed by City staff and returned to the processing attorney.

To date 550 lien certificates have been processed for 2022.

Scanner Count: 3,055    Last week 3,006 = 49

**Activity or Project:**

**Description:**

**Status:**

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**Execution Status:**

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**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Description:**

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**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Electric Department

**Notable Notes:**

The cable rejuvenation effort at La Villa Belmont went well last week. Over the course of the week the secondary conductors were injected with an epoxy that will stave off corrosion and increase reliability.

A consultant for the insurance company made a field visit to inspect a West Main Substation transformer that failed a few months ago. Their recommendation is to open the main tank for more exploration before the unit is sent out for a rewind. The contractor that did the initial testing has given a price for that work. The consultant wants to be present when the transformer is opened.

A meeting with UD about easements and right of ways on the farm has been delayed. The City is requesting a little more land at the old transfer station for a new substation and new circuits out of the substation will go on poles along Farm Lane.

Engineering worked up a price to isolate an area on Academy Street where UD is putting a manhole for a steam line. The manhole is directly under two sets of primary lines and crane is needed for installation. The line crews will need to install switches to deenergize the work area.

**Activity or Project:**

**Description:**

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**Status:**

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**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

2022-2023 Tax Billing – tax bills were mailed out to property owners who did not pay their tax bills by 9/30 back on October 17. Reminder that the 2022/2023 tax bills were due on September 30 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. Click on this link to see more information: <https://newarkde.gov/134/Property-Taxes>

If you are having financial difficulties paying your utility bills, please contact our Payments and Utility Group, who can help direct you to the proper agency that may be able to provide assistance. Please call 302-366-7000, option 2 to reach our PUB team. Please don't wait until after the City contacts you about unpaid utility bills. We strive to work with all of our customers the best we can.

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 November 7th. Council approved the budget which contains a 5% tax increase, adjustments to sewer and water fees, business license fee changes, and also increases rental permits as many of these fees have not been changed for many years. Staff is currently working on the revenue legislation that Council must adopt in order for the 2023 budget to be fully funded. All budget information can be found on Budget Central. <https://newarkde.gov/1007/Budget-Central-2023>

On November 11, CM Coleman and Director Del Grande attended DEMEC's monthly board meeting, where the 2023 budget for DEMEC was reviewed and discussed.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Description:**

**Status:**

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**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**



Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 41  
Open Project Tickets from Previous Week - 19  
Open Tickets with Vendor R&D from Previous Week - 17  
Tickets Opened in the Last Week - 16  
Tickets Closed in the Last Week - 14  
Remaining Open Support Tickets - 41  
Remaining Open Project Tickets - 19  
Remaining Tickets with Vendor R&D - 19

Infrastructure Team:

Open Support Tickets from Previous Week - 145  
Open Project Tickets from Previous Week - 44  
Tickets Opened in the Last Week - 78  
Tickets Closed in the Last Week - 77  
Remaining Open Support Tickets - 146  
Remaining Open Project Tickets - 44

1. Kickoff call for Dell Data Center Upgrade project.
2. Attended Local Cybersecurity Grant focus group meetings.
3. Held project status calls with SecureWorks.
4. Testing proxy server setup.
5. Deployed 5 new workstations.
6. Continued implementation of security awareness platform.

**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) : 8/29-11/18 (IN PROGRESS)  
Phase IV - User Acceptance Testing (Updated dates): 11/7-12/5 \*Tentative\*  
Phase V - Deployment to PROD (Updated dates): 12/5-12/20 \*Tentative  
Phase VI - Post Live Support (Updated dates): 12/20-1/2 \*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 - November 9, 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:**

Construction began on the pavilions being installed at Downes and West Park Elementary Schools;

received voting booths at the George Wilson Center (GWC) for the election, the GWC was a polling place for the election.

Basketball skills night was held at Newark High on 11/1 to help pair teams with players based on skill.

3 missionaries volunteers spent 8 hours removing invasive plants from Phillips Park and 46 members from the Sigma Alpha Epsilon Fraternity spent 92 hours picking up trash on Christine Pkwy and Welsh Tract Rd on Sunday, 11/6

Completing cutbacks and leaf removal through out landscape and court areas.

Hazardous tree removal and clearing of fallen trees along our trails and park areas continued this week

**Activity or Project:**

Dickey Park Drainage Improvements

**Description:**

Dickey Park will have storm water and drainage improvements made this fall to help alleviate the standing water problems that we have between the basketball court and swimming pool. After rain events the basketball court has standing water for days making one area of the court unplayable. Proper grading of the area will alleviate this issue.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-16-2022
<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 – Director Bensley spent extensive time preparing the final ordinances and associated materials for Council consideration. The two companion bills for the changes to the BB and RA zoning districts and the changes to parking requirements for BB are scheduled for first reading on November 14 and second reading and public hearing on December 12.

\*Nuisance properties ordinance – Director Bensley worked with the City's consultant to finalize the supplemental memo with amendments proposed by the Newark Landlords Association that staff would support to be included as part of the discussion for the November 14 public hearing for the bill.

### Items of Interest

\*Second round interviews are scheduled for the Deputy Director of Planning and Development position on November 10.

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

\*Parking management held the Tow Contract Finalization meeting with parking staff on November 3 to go over final details of contract extension with Ewing and Goodchild Towing. Sent finalized work to [contracts@newark.de.us](mailto:contracts@newark.de.us) for approval and forward to tow companies.

\*Director Bensley staffed the November 7 Council meeting, where the FY2023 budget was adopted. Staff subsequently began work on the Planning and Development Department related items for parking rates and subdivision fees.

\*Parking staff held a meeting with T2 Systems regarding updates to the parking citation table, T2 BOSS updates that move platform to online, and new items/solutions offered by T2 that could help the City moving forward on November 8.

\*Director Bensley, Code Enforcement Manager Petersen, and Code Enforcement Officer Greenplate along with Mayor Markham, Councilman Lawhorn and City Manager Coleman met with concerned residents regarding the fans installed for the greens at Newark Country Club on November 8.

\*On November 9, Senior Planner Mike Fortner was a guest lecturer at a University of Delaware Class where he spoke about Newark's Comprehensive Development Plan, the Newark Sustainability Plan, and how Sustainability is incorporated into site plan views in the City of Newark.

\*On November 10, the Community Development/Revenue Sharing Advisory Committee will have their second meeting on reviewing applications and the two programs. Planner Higgins spent time preparing materials in advance of the meeting. The third meeting is scheduled for November 18 where the Committee is anticipated to complete its review. The Committee does not currently have a quorum of members appointed, so they will be unable to vote on a formal recommendation this year. However, staff will incorporate the Committee members' feedback into the final recommendation to be brought to Council.

\*Lead Code Enforcement Officer Poole met with a civil engineer for 1501 Casho Mill Road project and Building X preconstruction meeting.

### Land Use

\*Deed Transfer Affidavits: 7

\*Building Permit Reviews: 8

\*Planner Higgins began working through the Unicity AGRs for 2019, 2020, and 2021.

\*Senior Planner Mike Fortner is preparing a report for a Special Use Permit for a restaurant selling alcohol for the Greene Turtle to relocate to the property at 211 South Main Street. He is also working on an ordinance for the December Planning Commission meeting for revisions to the BC zoning district regarding automobile service stations. Finally, he is also working on revisions to the zoning code regarding Parking Lot design.

\*Planning has drafted the SAC Letter in response to the July 7, 2022 submission for Minor Subdivision, Comp Plan Amendment and Rezoning at 55 Benny Street. Will be sent to the applicant following final review.

\*Planning has completed comments and drafted the SAC Letter in response to the July 7, 2022 submission for Major Subdivision, Comp Plan Amendment, Special Use Permit, and Parking Waiver at 249 E Main Street. Will be sent to the applicant following final review.

Code Enforcement

Project

- \*UD Drake Lab Addition: Retaining wall construction in progress. Fire lane partial restoration in progress.
- \*UD Building X (McKinley Lab Replacement): Waterproofing and slab preparation in progress.
- \*93 & 97 Amstel Avenue (Conover Apartments): Demolition permits have been issued.
- \*94 E. Main Street (Green Mansion): (Apartments): (Hotel): 7th floor HVAC/framing/plumbing inspections scheduled tomorrow.

Property Maintenance

- \*Complaints: 14
- \*Violations: 15
- \*Citations: 15
- \*Inspections: 10
- \*New Rental Inspections: 0

Items of Interest Code Enforcement and Property Maintenance

- Todd Reese completed plan reviews for the 1219 Cooches Bridge Road, 70 East Cleveland Avenue, 1 Easton Road, Newark Shopping Center, Compass apartments, 10 Anna Way, 165 East Main Street, 214 East Main Street, and 401 Bellevue Road.

Parking

Statistics

- \*Residential Permits Distributed: 14
- \*Municipal Lot Permits Sold: 0 (sold out)
- \*Citations Issued: 872
- \*Online Appeals Answered: 68
- \*Immobilized Vehicles: 11
- \*Towed Vehicles: 1

Items of Interest

- \*Prepared on-street reserve spaces for Conover Hall demolition and construction on Amstel Ave. Quoted contractor and received payment for spaces. Spaces are currently blocked on Amstel for this project.
- \*Work with Code Enforcement regarding multiple properties not having necessary ADA signage and having on-going trash issues. Citations issued for on-going trash issues in Lot #2.
- \*Work with Parks and Recreation for preparation of the Winterfest and Reindeer Run. Parking will be blocking Academy Street the night before the event to ensure staff can get in and set-up on Academy Street, on what is usually a very busy parking day.

**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:**

Chief Tiernan received a letter from West Earl Township (PA) Police Chief Eric Higgins expressing his appreciation of Newark Deputy Chief Kevin Feeney for participating on their police promotion oral board. Chief Higgins wrote: "D/Chief Feeney was invaluable to our agency by assisting us with serving as a member of our oral board, which is a critical step to identifying the best candidate to serve as Sergeant."

**Auxiliary Services Division:**

- PSAP Manager Brian Cannon attended the annual statewide Tyler CAD user group meeting on Thursday November 3rd in Rehoboth Beach, DE. Newark Police Department was recognized by Tyler Technologies Public Safety Division for 15 years of continued partnership.

**Administration Division:**

- On Wednesday, November 9th, 2022, Newark Police Department hosted structured oral interviews for police officer applicants. During interviews, applicants are asked a series of questions and their responses are scored by NPD officers who have been certified as assessors.

**Criminal Investigations Division:**

- On October 29th, 2022, Street Crimes officers participated in the Drug Enforcement Administration's (DEA) semi-annual drug take-back initiative. Subsequent to the event, 19 boxes of medication, totaling approximately 219 pounds, were turned over to the DEA for destruction. The total includes medication that was taken from a collection box in the lobby of the Newark Police Department over the course of several months.
- On November 7th, 2022, detectives arrested a 33-year-old Wilmington man for two counts of Lewdness and two counts of Indecent Exposure 2nd Degree. On November 3rd, at approximately 1010 hours, the suspect was observed by two female victims committing a lewd act in his vehicle at the intersection of East Chestnut Hill Road and South College Avenue. The suspect was released on his own recognizance after being arraigned by Justice of the Peace Court #2.

**Patrol Division:**

- On Wednesday, November 2nd, 2022, at approximately 1431 hours, the Patrol Division investigated a fraud case where the victim relayed that she was called by a suspect who claimed he was an agent with US Customs and Border Patrol. The suspect alleged that the victim was a suspect in an identity theft scam. The suspect further stated that the victim would be contacted shortly by a Deputy from the US Marshals Service in Delaware. A few minutes later she received a telephone call from a telephone number with a 302-area code. The second suspect, who claimed to be a Deputy with the US Marshals Service, advised her that she needed to send him money in order to 'prove' that she was not part of the scam. The victim sent a small amount of undisclosed USC via an electronic fund transfer.
- On Thursday, November 3rd, 2022, at approximately 1908 hours, officers responded to East Chestnut Hill Road in reference to a personal injury crash involving a Toyota RAV4 and a Yamaha motorcycle. Upon arrival, EMS personnel were attending to the operator of the motorcycle who had severe injuries to his legs. The male was quickly transported to the Christiana Emergency Room and into emergency surgery at the

hospital. The investigation is ongoing.

- On Sunday, November 6th, 2022, at approximately 0056 hours, officers responded to 101 Delrem Drive for the report of a single vehicle collision into the landscaping on the front yard. Upon arrival, contact was made with the operator of the vehicle who was determined to be DUI.

**Special Enforcement Division:**

- During the week, members of the Special Operations Unit will continue police applicant background investigations. The unit also participated in community engagement activities at Downes Elementary School on Wednesday with the Cops in Schools Program and on Thursday at a Family Fun Night event involving Alder Creek and Downes Elementary School. During the weekend, the SOU will conduct compliance checks at local restaurants as well as Cops in Shops and proactive patrols focusing on order maintenance/quality of life issues.
- On Wednesday, the Traffic Unit participated in quarterly motorcycle skills and safety training. The unit will focus enforcement activities on Nottingham Road, Capitol Trail, and South College Avenue. The unit has also deployed illuminated speed signs on Old Cooches Bridge Road following citizen complaints.
- On November 3rd, 2022, Animal Control Officer Donna Vickers responded to the Park & Ride on Route 4 for a terrier dog that had been struck by a car. She transported the animal to a local veterinarian for treatment of its injuries.

**Activity or Project:**

**Description:**

**Status:**

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**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

We would like to acknowledge all of the Public Works and Water Resources team members who have served in the United States Armed Forces. We owe them a debt of gratitude and appreciate their service.

We are receiving lots of calls regarding leaf collection due to the amount of leaves that have fallen over the last week. Please continue to rake them to the curb and we will collect them. We are currently expecting to make the round of the City every 2 weeks. Please refrain from calling unless you are certain the truck has not

been to your house within the last 2 weeks or you know the truck usually misses your house due to the configuration of your driveway, etc. We are aware that there are a lot of leaves down and we have 3 crews working hard to get them collected. We will have several crews in over the weekend to continue the collection, as long as it is not pouring rain.

Several of the Public Works and Water Resources crew members took part in the annual Snow Plow Road-Eo, held at the STAR Campus and put on by our insurance broker, DFIT and the T2 Center at UD. The event showcases the driving and safety skills of the crew in the CDL and Non-CDL vehicles that we use for snow and ice control. We are anxiously awaiting the results and we appreciate the individual staff members that took part in it.

The Delaware Avenue Bike Lane has been opened for use. DelDOT representatives are observing the functionality and recommending any modifications needed based on the observations. If you have any concerns or recommendations, please forward them to Public Works and we will pass them along to DelDOT. An official opening and ribbon cutting will take place on November 18 at 10am in Municipal Lot #1.

**Activity or Project:**

Water Main Replacement - Hillcroft Road

**Description:**

Our contractor, Brandywine Construction, has completed the main installation on Hillcroft Road, which is an out of town water service area. The individual services will be switched to the new main and final restoration will be completed over the next few weeks. This will complete the contract and is the last of the 2018 Referendum funded water main projects. 2023 water main replacement will be funded through American Rescue Plan Act (ARPA) funds.

<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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NEWARK POLICE DEPARTMENT

WEEK 10/30/22-11/05/22

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	8	5	1	2	3	0
Robbery	21	14	0	33	14	0
- Commercial Robberies	2	1	0	3	4	0
- Robberies with Known Suspects	5	2	0	4	0	0
- Attempted Robberies	5	1	0	13	1	0
- Other Robberies	9	10	0	13	9	0
Assault/Aggravated	23	18	1	66	34	0
Burglary	29	29	0	13	23	0
- Commercial Burglaries	6	5	0	4	6	0
- Residential Burglaries	20	14	0	6	6	0
- Other Burglaries	2	10	0	2	11	0
Theft	612	669	14	109	140	0
Theft/Auto	56	53	0	13	11	0
Arson	0	0	0	0	0	0
All Other	7	24	0	47	45	0
<b>TOTAL PART I</b>	<b>762</b>	<b>824</b>	<b>16</b>	<b>288</b>	<b>283</b>	<b>0</b>
<u>PART II OFFENSES</u>						
Other Assaults	212	254	11	180	294	6
Rec. Stolen Property	0	1	0	9	12	0
Criminal Mischief	169	149	6	48	62	1
Weapons	5	15	0	50	68	0
Other Sex Offenses	9	6	0	4	6	0
Alcohol	155	249	4	153	383	1
Drugs	124	129	0	82	151	0
Noise/Disorderly Premise	757	486	16	255	151	7
Ordinance Violation	125	0	0	24	0	0
Disorderly Conduct	383	331	15	94	100	5
Trespass	319	566	4	88	101	1
All Other	387	513	7	225	252	1
<b>TOTAL PART II</b>	<b>2645</b>	<b>2699</b>	<b>63</b>	<b>1212</b>	<b>1580</b>	<b>22</b>
<u>MISCELLANEOUS:</u>						
Alarm	458	541	11	0	0	0
Animal Control	403	379	9	9	19	0
Recovered Property	158	162	3	0	0	0
Service	28850	24948	454	0	0	0
Suspicious Per/Veh	367	338	9	0	0	0
<b>TOTAL MISC.</b>	<b>30236</b>	<b>26368</b>	<b>486</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	852	37,236	648	34,069



**Newark Police Department  
Weekly Traffic Report**



**10/30/22-11/05/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	10838	9305	384	108
DUI	136	125	3	2
TOTAL	10974	9430	387	110

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	156	153	2	4
Property Damage (Reportable)	894	795	33	21
*Hit & Run	192	147	10	6
*Private Property	212	162	8	1
TOTAL	1051	949	35	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



10/30/22 – 11/05/22

Telephone Calls	2021 YTD	2022 YTD	This Week 2021	This Week 2022
911	9,972	9,884	268	265
Non-Emergency / Admin	48,200	50,094	1,400	1,265
Total	58,172	59,978	1,668	1,530

Calls For Service	2021 YTD	2022 YTD	This Week 2021	This Week 2022
Caller initiated	15,082	14,245	394	357
Officer Initiated	26,049	23,517	552	374
Total	41,131	37,762	946	731

\*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.