

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

This week I attended a training associated with continuing education requirements from my engineering license hosted by UD's T2 center. I also attended the quarterly City Management Association of DE meeting on Wednesday. On Thursday I accompanied Mayor Markham for a meeting with UD's EVP, John Long, and Caitlin Olsen where we discussed ongoing coordination items. I will also be at Winterfest on Friday evening for the tree lighting and to accept an award from Special Olympics on behalf of the City.

Aside from meetings, I spent time this week working on items for the December 12th Council meeting and reviewed/executed a number of IT related agreements related to ongoing Council approved contracts and capital projects. I also re-registered with the grants portal at the Department of Justice and accepted three grants on behalf of NPD.

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

### Human Resources:

- The HR team has one new posting this week for a full-time IT Desktop Support position. This position will close on Friday, December 16.
- We are still reviewing applications for Part-Time Parking Ambassadors, Administrative Professional I in the City Secretary's Office, and the Digital Records Coordinator.
- 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.
- Interviews were held on Monday, November 21 for the temporary, part-time carpenter, an offer was made, and accepted. Second round interviews for PW&WR Maintenance I in Water Division were held on Thursday, December 1. First round interviews for PW&WR Maintenance I in Sewer are being scheduled for the coming weeks.
- We had a full-time Water Plant Operator in PW&WR who started on Monday, November 21. We have a new temporary, part-time carpenter starting on Monday, December 5.
- 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.
- Police officer oral board interviews will take place on December 20th. Ms. Bradshaw (HR Coordinator) will participate on the oral board panel as an HR representative.
- Ms. Hardin spent the majority of her time attending to personnel matters, labor relations, assisting employees with pension matters, attending meetings and following up on emails and phone messages.
- In the coming weeks, the HR team will be working with Finance to process year end reports.
- Employee years of service awards have been received by the vendor and Ms. Pacheco will prepare them for presentation. There are 36 employee receiving service awards ranging from 10-35 years of service with the City. Award recipients will be recognized at the December 12 Council meeting and presented to employees by Mayor Markham at an employee event later in December.
- Finally, Ms. Hardin continues working on the compensation study with the City's consultant. Managers have completed their interviews with the consultant. Ms. Hardin and City Manager Coleman will meet with the consultants on Friday, December 2 to review the information gathered during the managers meetings and discuss next steps. Ms. Hardin prepared the contact list of agencies who will be surveyed for comparables and will send an email to those agencies this week. The consultant will send the salary survey to the comparable agencies next week.

## Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer Jeff Martindale's week primarily focused on facilities and purchasing items. On Monday, along with Facilities Superintendent Joe Augustine, CPPO Martindale picked up and installed rental holiday lights for the South Main Street side of City Hall. These lights will be in place through the end of December. Staff will evaluate a more permanent lighting solution for City Hall next year.

Along with Finance, Mr. Martindale hosted three vendors who responded to RFP 22-03: Insurance Consulting and Risk Management Services. These vendors gave presentations to staff and answered questions. Staff will be recommending the award of this RFP at the December 12th Council meeting.

Mr. Martindale also issued notices to proceed for four energy projects to Seiberlich Trane Energy Services: Municipal Center carpet replacement, chilled water filter replacements for City Hall, new ceiling tiles for the George Wilson Center, and Magnetite Window installations for select NPD offices. The Magnetite Windows are a secondary interior window frame that can be installed onto existing windows that create an insulated air pocket for better office comfort and energy savings without the need to fully replace windows. We are testing five offices in PD before expanding to all of the Police Department, Alderman's Court, and Finance wing.

Mr. Martindale also oversaw the framing of three new stairways at the Municipal Complex: one to the VFW, one to the ballfield, and one between the Council Chamber and visitor's parking lot. These stairs will improve safe travel along these areas and meet lease agreement requirements with the VFW. G&M Concrete will be completing the concrete pours between 12/2 and 12/4.

Beyond this, Mr. Martindale coached new Electric employee Lucas Beidler through his first grant application and helped the PW&WR field management team host their first second-round interview/skills assessment for Maintenance I positions. The skills assessment is a big improvement to the interview process and will help PW&WR vet candidates more fully ahead of bringing on new employees. Jason Winterling, Dan Zebley, and Anthony Gatta did a fantastic job setting up this new task.

## Communications:

### Chief Communications Officer:

- Had a call with the producer of the ViewPoint Project to potentially have Newark featured in an upcoming documentary series called "Discover America: Great places to live, raise a family, visit and start a business." Mayor Markham shared why Newark is so special and why it would be a good complement to the series. We are scheduling follow up calls with additional staff members and TNP.
- Worked with NPD on additional Presents with Police collection marketing ideas.
- Assisting the IT apps team with the messaging for the switch to Silver Blaze.
- Joined Mayor Markham, Senator Carper, and other officials for a Small Business Saturday walking tour/business visit.
- Helping Parks & Rec with Winterfest details.
- 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.
  - o Board president has requested volunteers to help with sorting and delivering donations. Staff have the ability to sign up for shifts to qualify for a 2023 community service day.
  - o NAWC board also wants to engage Council with this project. More info to come.
- Scheduled the final staff/community blood drive with the Blood Bank of Delmarva on 12/14. Registration is open and walk-ins will be accepted.
- The city app is ready to launch. The comms intern is creating social media graphics and videos to post to encourage more downloads and walk people through the navigation. The goal is to have it live on Monday, 12/5.

- Various tasks related to end of year purchasing, contracts, etc.

**Communications Assistant:**

- Log Miss Utility tickets for Electric and PW&WR.
- 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.

**Creative Designer & Web Specialist:**

- Designed a graphic for the Thanksgiving refuse schedule change.
- Disseminated the District 2 newsletter via InformMe and the City website.
- Public meeting notices have been sent via InformMe.
- Signage for a DelDOT meeting was created and printed.
- The Capital Budget for 2023-2027 has been updated on the Budget Central website.
- The City's purchasing webpage has been updated with Minimum Purchase and Contractual Service Requirements.
- The December newsletter has been updated on the City website: [newarkde.gov/newsletter](http://newarkde.gov/newsletter).
- The Finance Narrative on City/Department/Division Forms has been updated.
- The Human Resources Fire Evacuation street layout has been updated.
- The news section of the website has been updated with Newark's IT Applications Team's Outstanding Customer Service Award.
- Tickets from the RequestTracker website were forwarded to the appropriate department.
- Updated the Planning Department's Charitable Solicitation Form on the City website.

**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>	
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**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held five (5) court sessions from 11/17/22-11/30/22. These sessions included arraignments, trials, capias returns, video hearings, a code violation, and a violation of probation. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a manager's meeting on 11/17/22.

The court processed 24 PBJ's for traffic violations and 4 Plea by mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 11/17/22-11/30/22 Alderman's Court handled 56 arraignments, 73 trials, 12 capias returns, 3 video hearings, 1 code violation and 1 violation of probation. The court collected a total of 691 parking payments of which 527 were paid online and 164 were paid at court. The court also collected criminal/traffic payments of which 224 were paid online and 50 were paid at court for a total of 274 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	11-30-2022
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

The week of 11/17/2022 – 11/30/2022

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

Paul Bilodeau – 11/21 and 11/28 for Council.

Bobby O'Neill – 11/18 for Court.

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the December 8th, December 15th, and fulfilled 25 discovery requests with 31 discovery requests remaining in process. Closed 14 FOIA requests.

Circulated 7 FOIA requests to staff.

Recorder of Deeds: n/a

Added to TCM:

- 1 Washington Street (Verizon Building) – Fence installation plans
- 268 East Main Street – Stormwater Drainage and Maintenance Agreement
- 302 Markus Court – Stormwater Drainage and Maintenance Agreement
- 45 East Main Street, Suite 204 – Addendum to Lease/Lease Extension; Parking Office
- 500/700 Creekview Road and 100 Dean Drive – Agreement

Other Documents: n/a

Research: Locating the running document of previous Council members

Meetings and minutes:

November 14th CC underway.

November 28th and CAC on deck.

December Meetings Update:

December 12th City Council

December 13th CAC

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. Networks students processed one box of documents for destruction and one box for scanning.

Scanning continues for all new documents processed within the department with back scanning completed as time allows. Modification continues upon discovery of duplicate documents – 33 documents created, 167 pages scanned, and 833 documents modified.

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

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

- 15 received by attorneys and sent to Finance for processing.
  - 18 completed by City staff and returned to the processing attorney.
- To date 581 lien certificates have been processed for 2022.

Scanner count 3,591, last count 3,359 = 232

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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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**Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Electric Department

**Notable Notes:**

Engineering met with the electrical contractor for Porter Ford on Ogletown Road. They want to install nine (9) electric vehicle chargers and will need to upgrade their service and get a bigger transformer from the City. Meanwhile, Tesla is getting closer to installing eight (8) chargers across the street at the Wawa. They are finalizing the lease agreement needed with the property owner.

The failed West Main Substation transformer was drained and inspected with an insurance representative present. While the official report is pending, all indications are pointing towards a total rewind.

Engineering met virtually with developer about the Mill at White Clay. Transformer placement, conduit needs, and other infrastructure issues were finalized.

Engineering also met virtually with consultants about University of Delaware's V2G (Vehicle to Grid) project. The University is ready to send applications to the PJM interconnect to become generators, but the City hasn't finalized the agreement. It was decided that the City would approve the applications so UD could start their application with the caveat that they could not actually generate until the agreement was in place. By the time PJM is finished with their approval process, the City should have an agreement ready.

**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:**

If you are considering purchasing an electric vehicle, use the WattPlan tool to provide valuable information and help you make an informed decision on your next vehicle purchase. This tool provides a customized plan detailing your savings, available incentives, carbon reductions, and more based on your driving habits, budget, and electricity usage. Check it out on the WattPlan page by copying and pasting this link: (<https://amppartners.wattplan.com/ev/>).

Revenue legislation, which was introduced at the 11/28 Council meeting, is up for consideration and vote on 12/12. This includes adjustments to sewer, water, and parking fees. The legislation is available to be viewed by copying and pasting this link: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7531> (see items 3G, H and I).

Staff interviewed three agencies this week to manage the City's insurance book of business. Recommendation to Council will be forthcoming on the 12/12 Council meeting.

**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 - 44  
Open Project Tickets from Previous Week - 18  
Open Tickets with Vendor R&D from Previous Week - 18  
Tickets Opened in the Last Two Weeks - 37  
Tickets Closed in the Last Two Weeks - 44

Remaining Open Support Tickets - 37  
Remaining Open Project Tickets - 18  
Remaining Tickets with Vendor R&D - 18

Summary of meetings attended 11/17-11/30:

Applications Manager Montgomery & Infrastructure Manager Lynch attended a meeting with our IT Consulting vendor to discuss end of contract terms and with Bolton to discuss compensation study on 11/18. Applications Support Analyst Karanja met with Parks & Rec staff to discuss developing a work order numbering schema specific to their department on 11/21. Manager Montgomery along with the IT Infrastructure team met with Harris Northstar to discuss status of SilverBlaze project on 11/22.

1. Added sublocation to ERP as requested by CED.
2. Assisted PUB staff member with explanation on timing issue between payment and billing.
3. Assisted PUB with CC6 registration emails that failed to send during email outage.
4. Updated names levels in ESS for supervisors to see subordinate time off.
5. Met with Parks and Rec staff to discuss work order numbering specific to their department, implemented new numbering schema.
6. Imported multiple meter marriage files for Water Division.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Infrastructure Team:

Open Support Tickets from Previous Week - 128  
Open Project Tickets from Previous Week - 42  
Tickets Opened in the Last Two Weeks - 146  
Tickets Closed in the Last Two Weeks - 146  
Remaining Open Support Tickets - 127  
Remaining Open Project Tickets - 43

1. Project calls with Dell for Network planning.
2. Upgraded SCADA software.
3. Deployed eight workstations.
4. Went live on new SecureWorks platform.
5. Attended Local Cybersecurity Grant meeting.

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### **Activity or Project:**

Harris Server Migration/SilverBlaze (Applications & Infrastructure)

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### **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:**

Recreation staff is finalizing details for winter/spring programs for the upcoming Activity Guide.

Wrapping up items from the 50th Annual Turkey Trot held 11/19 with 637 participants. Thank you to the Newark Police Department and Public Works for all of their support for the event.

Preparing for upcoming holiday events including Winterfest, Snack with Santa, and Santa's Secret Shoppe; prepared for, worked on sponsorship, set up and held.

Held the Thanksgiving Day Breakfast with 115 guests attending along with 29 volunteers assisting.

Completed City Municipal building and George Wilson Center leaf removal.

Construction management of the Lumbrook Park, Downes Elementary, and West Park pavilions.

**Activity or Project:**

Presents With Police

**Description:**

Over the past few years, many families have struggled to provide for their children during the holidays. The Newark Police Department in the past has received toy donations which allowed them to provide toys for those in need. This year the Newark Police Department, Newark PAL, and Newark Parks and Recreation have teamed up to assist those in need who are residents of Newark or whose children attend schools in the city limits of Newark. If your family or a family you know is in need of assistance for children up to 14 years old and would like to receive presents for the holiday season, please register with the City of Newark Parks and Recreation Department at [www.newarkde.gov/play](http://www.newarkde.gov/play). Pre-registration is required.

New unwrapped toy donations will be accepted from November 7 to December 14 and can be dropped off in the lobby at the City of Newark Municipal Building located at 220 South Main Street, Newark, DE 19711.

There are currently 53 children registered out of the 70 spots available to receive toys for the holiday toy drive.

<b>Status:</b>	Started
<b>Expected Completion:</b>	12-14-2022
<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 – The two companion bills for the changes to the BB and RA zoning districts and the changes to parking requirements for BB had their first reading on November 14 and are scheduled for second reading and public hearing on December 12.

\*Nuisance Properties Ordinance – Code Enforcement staff and the City's consultant met on November 29 to begin work on the nuisance abatement plan format with a follow up meeting scheduled for December 15. Per direction at the November 14 Council meeting, staff is to bring a nuisance abatement plan format back to

Council for review within 90 days.

\*Downtown Newark Parking Plan Implementation – Staff continued preparation work with City vendors to implement the revamped parking fine structure to go into effect January 1, 2023. Director Bensley and members of the Parking Division staff met on November 22 to review options for expanding municipal parking permit inventory for downtown business employees and drafted a supplemental memo to be included as part of the Bill 22-31 public hearing, which is set to increase parking rates in response to Council direction as part of the FY2023 budget process, on December 12. Senior Planner Fortner completed the draft downtown parking lot design requirements, which are scheduled for consideration at the December 6 Planning Commission meeting.

\*Property Maintenance Code Update – Code Enforcement staff and the City’s consultant met on November 29 to continue review of the 2021 International Property Maintenance Code updates.

#### Items of Interest

\*Demolition of the former Simon Eye building located at 19 Haines Street and associated debris removal has been substantially completed. However, the site is still fenced, which leaves 24 spaces in Lot #7 and five spaces on Haines Street unavailable for parking. Parking Manager Howard and Deputy Director of Public Works and Water Resources Robinson met on site on November 29 to review the next steps in recovering those parking spaces.

\*Staff finalized and posted the agenda and associated packet items for the December 6 Planning Commission meeting on November 29. The agenda includes consideration of the downtown parking lot design requirements, updates to the special use permit requirements for an automobile gasoline service station, updates to development fees in Chapters 27 and 32, and review and adoption of the Planning Commission’s 2022 annual report and 2023 work plan.

\*Staff spent time working on items for the December 12 Council packet including a supplemental memo for Bill 22-31 regarding expanding options for downtown employee parking and the recommendation for allocation of the next fiscal year’s Community Development Block Grant and Revenue Sharing funds.

\*Updated plans were received for the building permit application for the renovation of 34 Continental Avenue, which were reviewed. The permit has been approved and issued. Code Enforcement Officer Condiff held a pre-demolition meeting with the contractor for this project.

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

\*Director Bensley, Parking Manager Howard, and Parking Supervisor Mulvanity met with the City consultant for the management salary study on November 21.

\*Director Bensley and Land Use Division staff met with representatives from DART to discuss the upcoming Newark Connect pilot on November 22. Public hearings for the new program will be scheduled for February 2023. The target launch date is in the third quarter of 2023. Staff will next be meeting with DART in mid-December to review public outreach plans and a draft survey for existing Unicity riders.

\*Director Bensley and Senior Planner Fortner staffed the November 28 Council meeting, where Council approved the major subdivision and special use permit for 1119 South College Avenue (existing Red Roof Inn site) and the special use permit for alcohol service at 211 South Main Street (new Greene Turtle location).

\*Ryan Straub, Lead Property Maintenance Inspector, had a meeting with residents from Blair Court about property concerns and meetings regarding the hazardous building razed from Haines Street.

#### Land Use

\*Deed Transfer Affidavits: 12

\*Building Permit Reviews: 15

\*Staff from Planning and Development provided Comprehensive Plan information and maps showing land with poor development potential, lands with constrained development potential, and lands with limited development potential for Annexation Area 5 to interested parties concerning 0 Paper Mill Road on November 17. The group agreed to contact the landowner with their information and invite the landowner to explore conservation options.

\*Planner Higgins worked on drafting the memo and report to Planning Commission about updating Newark’s development Fees and Fines. A 10% increase in fees was proposed as part of the FY2023 budget.

Staff is also recommending additional fees for sketch plan, Construction Improvement Plan and lines and grades plan reviews as those were identified as gaps in the City's current fee schedule. The Planning Commission will hear this proposal at their December 6 meeting.

\*Planner Higgins along with Senior Planner Fortner completed the Community Development/Revenue Sharing Advisory Committee recommendations packet for Council review at their December 12 meeting.

\*Planning issued the Subdivision Advisory Committee comment letter with preliminary approval to the applicant for the administrative subdivision at 44 Corbit Street and 81 New London Road.

\*Planning prepared and issued the Planning Report and packet for 1119 South College to City Council. The project was approved by Council at their November 28 meeting.

\*Planning has completed comments for 65 South Chapel Street and 178 South Main Street and is awaiting final comments from the remaining departments for 65 South Chapel Street.

\*Planning has drafted the Subdivision Advisory Committee comment letter for Major Subdivision, Comprehensive Development Plan Amendment, Rezoning and Special Use Permit at 178 South Main Street (PR#22-07-01).

\*Senior Planner Mike Fortner completed reports for the December 6th Planning Commission meeting for Ordinance amendments to Chapter 27, Article II - Design Requirements of Parking Lots, and Chapter 32, Section 32-4 and 32-19 amending the definition and special requirements for a automobile gasoline service station.

\*Senior Planner Mike Fortner and Community Planner Jacob Higgins completed the Community Development/Revenue Sharing Advisory Committee's report to Council on their consensus recommendation for the 49th Year CDBG Program and 2023 Revenue Sharing Program. The report will be on the agenda for Council review at their December 12th meeting.

#### Code Enforcement

\*UD Drake Lab Addition: Pedestrian path restoration and above ceiling in progress.

\*UD Building X (McKinley Lab Replacement): Underground plumbing in progress.

\*Newark Charter School: Athletic field construction in progress, light bases installed and fitness room ceiling closed in.

\*93 & 97 Amstel Avenue (Conover Apartments): Demolition permits have been issued.

\*34 Continental Avenue: Renovations to boarding house permit issued.

\*Briar Creek North: Framing is ongoing.

\*924 Barksdale (The Vero): Finals and corrections are in progress.

\*Fairfield Apartments: Work is progressing with the contractor on site daily since current work has been restarted.

#### Property Maintenance

\*Complaints: 21

\*Violations: 19

\*Citations: 9

\*Inspections: 49

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

\*Todd Reese completed plan reviews for 700 Ogletown Road, 1001 Compass, and Newark Shopping Center Building C.

#### Certificate of Completions/Occupancies Issued:

\*1001 Compass Way: 7 additional units (Temporary Certificate of Occupancy)

\*513 Valley Road: Demolish existing house (Certificate of Completion)

\*17 Christiana Drive: New Cell Tower (Certificate of Completion)

\*6 Squirrel Lane: Structural repairs to building due to tree damage (Certificate of Completion)

\*100 Wilbur Street: Add full bath on first floor (Certificate of Completion)

\*213 Orchard Road: New window, entry door and deck (Certificate of Completion)

\*924 Barksdale Road (The Vero): Temporary Certificate of Occupancy

\*591 Collaboration Way, Unit 102 – Delaware Bio: Temporary Certificate of Occupancy

\*591 Collaboration Way, Unit 112 – RAAD 360: Temporary Certificate of Occupancy

\*591 Collaboration Way, Unit 602 – Tech Impact: Temporary Certificate of Occupancy

Parking

Statistics

\*Residential Permits Distributed: 19

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

\*Citations Issued: 1225

\*Online Appeals Answered: 104

\*Immobilized Vehicles: 26

\*Towed Vehicles: 1

Items of Interest

\*Discussion with TS Systems regarding Pay Station Version 8, which allow for online configuration of rates on the Luke Cosmo multi-space kiosks. Quote received for a software warranty. Further discussions needed to implement software update.

\*Request for parts list from Integrated Technical Systems. City can order individual parts for Luke Cosmo kiosks for quick fixes and replacement parts as kiosks are struck.

\*Found instance where a vehicle was illegally driving down the new bike lane on Delaware Avenue. Working with multiple entities for adjustments to signage to reduce errors by drivers.

\*Working with Parks and Recreation in preparation for the Annual Winterfest and Reindeer Run on the first Friday in December.

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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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**City Manager's Weekly Report**

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**Department:**

Police Department

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**Notable Notes:**

Administration Division:

- Sgt. Conover, M/Cpl. Menden, and M/Cpl. Whitt began the Active Bystandership for Law Enforcement (ABLE) instruction block for officers on Wednesday, November 30th. ABLE employs evidence-based

practices to give officers the tools and skills they need to perform an intervention. Officers are trained in how to give an intervention, how to receive an intervention, and how to follow up on the intervention to prevent future harm.

#### Criminal Investigations Division:

- Detectives are continuing to investigate an armed carjacking that occurred on Thursday, November 24th, 2022 at approximately 1232 hours. According to the victim, they left a store at The Grove shopping center and were returning to their vehicle, when they were approached by the suspect. The suspect displayed a handgun to the victim and demanded the keys to the victim's car. The victim complied with the suspect's demands. The suspect then drove away from the scene, in the victim's car, towards Marrows Road. The victim was not injured during the carjacking. The suspect is described as a black male, approximately 6'00" to 6'02" with a thin build and armed with a handgun. The suspect was possibly wearing a gray hooded sweatshirt and a mask. The victim's car has not been located. The car taken during this incident is a white Toyota Rav-4 with New Jersey license plate E93PCT. If you see the car, do not approach it, immediately call 9-1-1. Anyone with information about this incident is asked to contact Detective Paige Klein at (302) 366-7100 extension 3480 or [pklein@newark.de.us](mailto:pklein@newark.de.us).
- On November 22nd, 2022, Mandy A. Frank (23 years old from Mount Ephraim, NJ), Nicholas Williams (24 years old from Mount Ephraim, NJ), Lisa John (27 years old with no permanent address), and Angelo Bimbo (27 years old with no permanent address) were arrested at the Baylor Women's Correctional Institution (BWCI) and Howard Young Correctional Institution (HYCI) following an investigation by Newark Police Detectives into a burglary that occurred on November 12th at a residence in the unit block of Winslow Road. During the incident, the residents reported that subjects had entered their residence after identifying themselves as being from the fire department. The residents later determined that the suspects took an undisclosed amount of cash from the residence. Detectives were able to link the suspects to this incident through other similar cases in New Castle City and New Castle County Police Departments as well as through surveillance camera footage. All four suspects were charged with Burglary 1st Degree, Theft Under \$1,500 Where Victim is 62 Years of Age or Older, and Conspiracy 2nd Degree and remained committed to BWCI and HYCI on cash bond.

#### Patrol Division:

- On Thursday, November 24th, 2022 at approximately 1232 hours, officers from the Patrol Division responded to the parking lot at The Grove for a report of a carjacking which had just occurred. During the incident, a male victim was walking to his vehicle when he was approached by a male suspect wearing a facemask and brandishing a handgun. The suspect took the victim's keys and fled the parking lot in the victim's car towards Ogletown Road. The investigation was turned over to the Criminal Division and is ongoing.
- On Thursday, November 24th, 2022, at approximately 1342 hours officers from the Patrol Division responded to Sandy Brae Industrial Park for a reported theft in progress where two male suspects were seen underneath a work van and believed to be cutting catalytic converters from a vehicle. The two suspects observed the reporting person and fled into the woods near the railroad tracks. Responding officers located a cut catalytic converter and tools underneath the truck. Through further canvass of the area, officers were able to locate one suspect hiding in the industrial park. The second suspect was not located; however, the investigation is ongoing.

#### Special Enforcement Division:

- The Newark Police Department, Newark PAL, and Newark Parks and Recreation are still seeking donations for their second annual Presents with Police program. Presents with Police is an opportunity for the community, the police, and the City of Newark to come together and brighten the holidays for families who may need a little extra help. In 2021, the event was started to bring the community together, help each other as neighbors and friends, and to bring smiles to the children in the community. As a result of the generous donations from residents, community members, officers, city employees, local businesses, and Santa and his elves, Sgt. Santa was able to help deliver gifts to 70 children and families, who may otherwise have had to do without. The Newark community was nothing short of amazing with its donations last year and showed everyone that one of the true hallmarks of community is the care that its members show for each other. We

have helped each other through trying times over the past few years and we know that we will continue to do so, because that is the great community in which we live and work. If you can and would like to donate, the donations of new, unwrapped gifts, toys, etc. can be dropped off in a donation bin in the lobby of the City of Newark municipal building at 220 S. Main Street, Newark, DE. Donations will be accepted until December 15, 2022. At that point, Sgt. Santa and his elf helpers will be checking his lists and sorting the gifts for the families and children who have registered with the City of Newark Parks and Recreation Department. If you would like to register to receive gifts, please register for Presents with Police with our Parks & Recreation Department at [www.newarkde.gov/play](http://www.newarkde.gov/play).

- On Friday, December 16th, 2022, at 6:00 p.m., Sgt. Santa, his elves, community helpers, and local service groups will be along East Main Street and Academy Street, at the City of Newark Christmas tree, to help celebrate the holidays, make the event a joyous occasion, and deliver the gifts to the registered families. Newark PAL will have its trailer with games and activities to enjoy, an inflatable movie screen will be set up to enjoy a holiday film and there will be holiday favorites of hot chocolate, candy canes, and more treats to enjoy.

- On Friday, December 2nd, 2022, the Traffic Unit will be assisting with a funeral escort for a Wilmington PD police officer. Also, on December 2nd, the unit will assist with the Reindeer Run/Winterfest activities on Academy Street. During the week, the Traffic Unit will focus traffic enforcement at various locations throughout the city including West Chestnut Hill Road, South College Avenue, Delaware Avenue, Plymouth Drive, and Elkton Road.

- The Special Operations Unit will attend a Family Curriculum Night at Downes Elementary School on Thursday, December 1st.

**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:**

Director Filasky, Deputy Director Robinson, and Water Operations Superintendent Mark Neimeister joined DNREC Dam Safety personnel and our consulting engineer for our annual inspection of the Newark Reservoir. The inspection identifies minor repairs and ongoing maintenance required for the upcoming year. This inspection is also required for our annual insurance renewal.

In order to perform inspections on the storm sewer under the road on Academy Street at East Park Place, it will require us to put the signal on flash and flag the intersection. This is not a closure, but will create some delay. A police officer will also be at the intersection. We expect the work to be done during the day on December 13 and 14 with good weather.

As a result of DelDOT's closure of Otts Chapel Road and the increase in traffic on other area roads, DelDOT has been monitoring and making revisions to timing of traffic signals. They will continue to tweak them as necessary for the duration of the closure.

The final regular yard waste collection for the year will be on December 7. The regular service will resume March 1, 2023. Residents that need yard waste collection after December 7 can call Public Works and schedule a pickup at any time.

**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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**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 11/20/22-11/26/22

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	2	3	0	6	4	0
Rape	5	9	0	2	9	0
Unlaw. Sexual Contact	8	5	0	2	3	0
Robbery	22	15	1	33	14	0
- Commercial Robberies	3	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	11	1	13	9	0
Assault/Aggravated	25	18	0	71	34	0
Burglary	31	31	0	13	27	4
- Commercial Burglaries	6	7	0	4	6	0
- Residential Burglaries	22	14	0	6	10	4
- Other Burglaries	2	10	0	2	11	0
Theft	650	711	14	116	150	7
Theft/Auto	58	58	2	14	12	0
Arson	0	0	0	0	0	0
All Other	14	25	0	62	49	4
<b>TOTAL PART I</b>	<b>815</b>	<b>875</b>	<b>17</b>	<b>318</b>	<b>302</b>	<b>15</b>
<u>PART II OFFENSES</u>						
Other Assaults	228	268	3	195	300	0
Rec. Stolen Property	0	1	0	10	12	0
Criminal Mischief	177	161	1	56	63	1
Weapons	8	15	0	57	68	0
Other Sex Offenses	10	6	0	4	8	0
Alcohol	159	256	2	159	385	0
Drugs	125	132	0	87	159	7
Noise/Disorderly Premise	780	500	0	259	155	1
Ordinance Violation	125	0	0	24	0	0
Disorderly Conduct	396	350	4	104	107	0
Trespass	342	579	4	93	109	3
All Other	409	540	9	239	261	3
<b>TOTAL PART II</b>	<b>2759</b>	<b>2808</b>	<b>23</b>	<b>1287</b>	<b>1627</b>	<b>15</b>
<u>MISCELLANEOUS:</u>						
Alarm	501	578	8	0	0	0
Animal Control	425	399	2	9	19	0
Recovered Property	168	175	2	0	0	0
Service	30614	26642	582	0	0	0
Suspicious Per/Veh	392	357	7	0	0	0
<b>TOTAL MISC.</b>	<b>32100</b>	<b>28151</b>	<b>601</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	766	39,587	728	36,300



**Newark Police Department  
Weekly Traffic Report**



**11/20/22-11/26/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	11641	9864	161	72
DUI	157	132	4	1
<b>TOTAL</b>	<b>11798</b>	<b>9996</b>	<b>165</b>	<b>73</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	169	165	2	2
Property Damage (Reportable)	976	866	17	18
*Hit & Run	212	160	5	4
*Private Property	228	179	2	2
<b>TOTAL</b>	<b>1146</b>	<b>1032</b>	<b>19</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



11/20/22 – 11/26/22

Telephone Calls	2021 YTD	2022 YTD	This Week 2021	This Week 2022
911	10,732	10,483	201	157
Non-Emergency / Admin	51,818	53,420	922	937
Total	62,550	63,903	1,123	1,094

Calls For Service	2021 YTD	2022 YTD	This Week 2021	This Week 2022
Caller initiated	16,179	15,112	287	239
Officer Initiated	27,597	25,082	547	549
Total	43,776	40,194	834	788

\*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.