

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

Newark Police Chief Paul Tiernan announced his retirement this week, his last day with the City will be January 31st, 2023. Chief Tiernan was hired by NPD in September 2007 after a distinguished law enforcement career in Teaneck, New Jersey. Chief Tiernan was first sworn-in as a police officer in 1980 and advanced through the ranks before becoming chief of the Teaneck Police Department in 2003, a position he held for four years. Under Chief Tiernan's leadership, the City experienced a significant reduction in violent crime including a 79% decrease in robberies and a 57% decrease in aggravated assaults. I would like to thank Paul for his dedication to public service and the residents of the City of Newark. I wish him the best in retirement. Deputy Chief Mark Farrall will be the acting chief while we select a permanent replacement.

I continued meeting with employees as part of my effort to meet individually or in small groups with all City employees. As part of the ongoing compensation study, I performed a review of all management job description and made edits where appropriate that were provided to Chief HR Officer Hardin. Our consultant will use these descriptions to appropriately match our positions against positions at other, comparable employers.

As we enter a new year, staff is gearing up to kick off many new projects that were approved in the 2023 budget and working to finish up projects that were identified as priorities by Council last year. As we approach the next Council election, I will work with staff to update our ongoing and planned initiatives spreadsheet to prepare for another prioritization discussion with Council immediately following the election.

### Human Resources:

- The HR team had two postings close in the last two weeks. One was an IT Desktop Support Technician which closed on December 16. The other was an internal posting for an HR Administrator which closed on Tuesday, December 20. Applications for the IT Desktop Support are currently being reviewed. Interviews for the HR Administrator were held on December 28 and an offer was made on January 3. Part-Time HR Coordinator Denyce Bradshaw was the successful candidate for the position and will begin her full-time duties on January 9.
- We posted an internal only position for an Administrative Professional I in PWWR on Friday, December 30 which will close on Friday, January 13.
- We have several postings in the pipeline for January across all departments. These vacancies are due to resignations, internal promotion, and retirements.
- Second round interviews for Maintenance I Sewer were held December 20th. An offer was made and accepted.
- We have several new employees beginning their career with the City on Monday, January 9 including police officer, Deputy Planning Director, HR Administrator, and Maintenance I's in PWWR.
- The HR team will continue to support the Newark PD with recruitment efforts to hire new and certified police officers. The posting for new officers in 2023 will be advertised in the coming weeks.
- 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.
- The HR team continues to work with Finance to process year-end reporting for benefits and W-2 preparations.
- Ms. Hardin completed several exit interviews for outgoing employees and retirees as well as completed pension paperwork for two retirees.

- Ms. Hardin attended the Diversity and Inclusion Commission meeting on December 27.
- Finally, Ms. Hardin continues working on the compensation study with the City's consultant. Managers have completed their interviews with the consultant. The external survey was sent to surrounding municipalities just before the holidays and will close on January 11.

#### Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer Jeff Martindale completed the following tasks last week and this week:

For Facilities Maintenance, Mr. Martindale:

- Bought new chairs for the Alderman's Court and Council Chamber. These chairs will be much safer than the often-broken chairs in these areas currently. They should be delivered next week.
- Bought one snowflake for Electric today as well for capital project A2301 (Holiday Lights); we would like to verify the purchased model works to our standard before we buy the remaining amount for the year. We are receiving a 33% discount on orders in January so we will need to rush this review.
- Scheduled a meeting with JMT along with Electric Director Bhadresh Patel for the electric warehouse expansion. Engineering review for this project as part of the 2023 budget; construction is slated for 2024 (pending budget approval).
- Coordinated the installation of new office furniture in IT Infrastructure's area and new office furniture for the Planning Director's office.

On the grants front, Mr. Martindale:

- Submitted a grant application to the National Park Service's Save America's Treasures program for the historic train station. He worked with the Newark Historical Society to put the application together.
- Worked through a question on our EV grant to Energize Delaware. Based on feedback, we should be receiving notice on this grant as early as next week.

For Purchasing, Mr. Martindale:

- Is nearing completion of the first run of the purchasing manual. Once completed, he will review with Finance and Admin, then move on to a review committee process with a select group of admin staff and managers before bringing to City Council for approval.
- We had 1,400 total POs issued in 2022, which is a record for us by about 250. This is indicative of a larger budget last year than in previous years as well as better purchasing policy compliance.
  - o Of the 1,400, 294 were not set up for EFT payment, so Purchasing will be working with departments to get those vendors set up correctly to save postage money and streamline payments.

#### Communications:

Chief Communications Officer:

- AskNewarkDE continues to see an increase in downloads. At this time, there are approximately 700 users averaging 50 unique daily visits and the most visited categories are:
  - o City Services
  - o Make a Payment
  - o Police
- Completed and distributed the year-end newsletter to staff. The email had a 74% open rate.
- Participated in the Employee Engagement and Wellness Committee meeting to vote on the 2022 Employee of the Year.
- Participated in a follow-up call with DART and the Planning Department to talk about micro transit and ways to reach the community regarding its availability.
- Prepared remarks for Mayor Markham for several speaking engagements.
- Wrote and distributed Chief Tiernan's retirement announcement.

- Pursuing funding opportunities for the Newark Train Station and GWC.

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 projects including:
  - o Healthy Weight Challenge
  - o Steps/Walking Challenge
  - o Monthly lunch and learns supported by DVHT.
  - o Wealth Building Wednesdays with Fulton Bank.

Creative Designer & Web Specialist:

- All open boards, committees, commission positions have been updated on the City website.
- Christmas Tree Collection information has been added to the Newark News section of the City website.
- Public meeting notices have been sent via InformMe.
- Social media graphics were created for the Christmas and New Year's holiday refuse schedule change and City office closures, posted to City website.
- The bio sheet for Payments & Utility Billing Manager interviews has been updated for Human Resources.
- The City Council Agendas and Minutes webpage has been updated with the latest audio minutes.
- The Parking webpage has been updated with current rates and permit availability.
- Tickets from the RequestTracker website have been shared with the appropriate City 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 12/15/22 - 1/4/23. Although court was open to the public for walk-ins, we did not hold any court sessions from 12/21/22 - 1/2/23. Court resumed on 1/3/23. Even though there were no court sessions, Parking Ambassadors were here on Tuesdays and Wednesdays to handle any parking appeals in person.

Terri participated in a manager's meeting on 12/29/22.

The court processed 13 PBJ's for traffic violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 12/15/2 - 1/4/23 Alderman's Court handled 19 arraignments, 41 trials, 11 capias returns, and 2 video hearings. The court collected a total of 1,053 parking payments of which 792 were paid online and 261 were paid at court. The court also collected criminal/traffic payments of which 288 were paid online and 49 were paid at court for a total of 337 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

01-04-2023

**Execution Status:**

Completed

**Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:**

## City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

The weeks of 12/15/2022 – 1/4/2023

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

Paul Bilodeau – 01/04 meeting

Bobby O'Neill – 12/15 for Court

Danielle Mapp-Purcell, Paralegal, prepared the court docket for January 6th, 12th, 19th, and started January 26th. Fulfilled 60 discovery requests with 32 discovery requests remaining in process. Closed 7 FOIA requests. Circulated 2 FOIA requests to staff.

Recorder of Deeds:

- The Grove – sent for street name corrections

Added to TCM:

- 16 Benny Street addition/change supporting documents
- 16 Benny development agreement
- 132-134 East Main Street development agreement
- McKinly Lab Replacement Building X Stormwater Drainage and Maintenance Agreement

Meetings and minutes:

November 28th CC complete

December CAC ready for edit

December 12th CC and December D&I on deck

January Meetings Update:

January CAC – The Commission is aiming to have its annual report ready for February.

January Diversity and Inclusion Commission – The Commission will forego its regular agenda in January to hold an in-person work session to cement its goals and leadership.

February BOA – Staff has received one application for the BOA and is awaiting replies to determine quorum for a February meeting.

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 two boxes of documents 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 – 76 documents created, 636 pages scanned, and 797 documents modified.

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

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

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

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

614 lien certificates were processed for 2022.

4 lien certificates have been processed for 2023.

Scanner count 8,857, last week 6,907 = 1,950

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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

Electric Department

**Notable Notes:**

Engineering met with UD about the new substation, easements on Farm Lane for a new pole line, and about STAR infrastructure. UD is going to provide a new master plan for STAR so engineering can get a handle on how much load will be needed in the future. The old master plan and the City's forecast did not include the northern section of the site. UD is amenable to the substation at the old transfer station site but doesn't want circuits on Farm Lane because it would effectively cut the parcel in half and future changes to farm operations could become cumbersome. They suggested a new pole line along the railroad next to an existing pole line that has City and Delmarva circuits on them. It is a viable option but does make the transition to STAR and other ties to circuits more difficult because of the College Avenue bridge.

Engineering met with the developer of The Grove to work out the next steps for infrastructure installation. There are only four more transformers needed and about 4,500 feet of cable left to pull. Priority was put on sections by the developer based on contracts and timelines.

Engineering has been working with relay engineers on the Fremont Road Substation to get settings for the new relays to be installed. The relay circuit settings can be copied from the existing microprocessor relays, but the differential protection settings need to be designed. Currently, old mechanical relays are being used to protect the transformer and breakers and the settings will have to be transposed into a digital program.

**Activity or Project:****Description:**

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

**Activity or Project:****Description:**

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<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:**

Finance Department

**Notable Notes:**

The Accounting staff is actively working on our insurance renewals for 2023. We have successfully transitioned brokers from WillisTowersWatson to USI Insurance Services. Our current insurance policies end on March 31st. Staff plans on bringing our policy renewals to Council mid-March.

DSHA announced that DEHAP will stop accepting new applications as of January 2, 2023. DSHA will still accept utility shut-off applications for our utility customers. Here is the link to their website: <https://decovidhousinghelp.com/application-assistance/>. DSHA = Delaware State Housing Authority, DEHAP = Delaware Housing Assistance Program

Accounting staff is working on the November monthly report.

Staff worked on the loading the 2023 budget into the accounting system.

2022 Audit is underway. Preliminary field work for the annual financial statement audit is scheduled to begin Monday, January 30. Final fieldwork is scheduled for the end of March. The accounting team is working on year-end schedules for auditors as well as various year-end filings for IRS and contractual payroll adjustments in addition to normal daily work.

Utility rates were updated effective January 1 to reflect the new water and sewer rates that were approved by Council for 2023. The January bills will have duplicate lines that reflect consumption used before and after January 1.

**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 - 38  
Open Project Tickets from Previous Week - 18  
Open Tickets with Vendor R&D from Previous Week - 18  
Tickets Opened in the Last Three Weeks - 102  
Tickets Closed in the Last Three Weeks - 95  
Remaining Open Support Tickets - 44  
Remaining Open Project Tickets - 19  
Remaining Tickets with Vendor R&D - 18

## Summary of meetings attended 12/14-1/4:

Applications Manager Montgomery, Applications Analyst Karanja along with HR and Finance had a meeting to discuss ESS New Hire Enrollment and displaying of Total Compensation on 12/15. Applications Manager Montgomery and Applications Administrator Nichols attended a meeting with SilverBlaze PM to discuss new timeline for the project on 12/16. Applications Manager Montgomery attended Microsoft true up and renewal meeting with Infrastructure Manager Lynch on 12/19. Applications Manager Montgomery, Applications Analyst Karanja along with CED staff held a meeting to discuss January rental billing issue on 12/19. The Applications and Infrastructure teams attended the weekly status call with SilverBlaze team to discuss project status on 12/20 & 1/3.

1. Worked with vendor to automate Northstar GL month.
2. Created monthly bill file for UD.
3. Performed IT year-end tasks in Munis ERP.
4. Assisted Code Enforcement with January rental billing.
5. Assisted PUB with payment import discrepancy.
6. Assisted PUB with deposit discrepancy.
7. Assisted Billing Technician with solar credit issue on an account.
8. Ran report of current employees to update intranet important dates.
9. Updated GB workflow to include both department name and department number.
10. Researched how Northstar utilizes SCAP & LIHEAP with EAP on account at the same time.
11. Imported meter marriage files for Electric Department.
12. Created 2023 electric, water and sewer rates in Northstar.
13. Worked with vendor to resolve image not uploading in mCare.
14. Worked with vendor to configure auto sending of ebill notifications when billing journals are posted.
15. Assisted Accounting and PUB team with year-end closing process, payments in maintenance mode, disabling late payment journals and running end of day reports.
16. Updated recipients on the paid violation report.
17. Ensured all updates were in Munis ERP production environment and refreshed Train for Accounting year-end processing.
18. Assisted PUB with duplicate payment.
19. Created 2023 archiving folders for PUB and updated Northstar for auto archiving of journals.
20. Provided street listing for water/sewer accounts to City Secretary's Office.
21. Added sub-address locations to Munis ERP as requested by CED.
22. Processed new employee and termination requests for applications.
23. Worked on and resolved support tickets for end users.
24. Created reports for users as requested.

## Infrastructure Team:

Open Support Tickets from Previous Week - 78  
Open Project Tickets from Previous Week - 46  
Tickets Opened in the Last Three Weeks - 243

Tickets Closed in the Last Three Weeks - 197  
Remaining Open Support Tickets - 128  
Remaining Open Project Tickets - 42

1. Worked with Microsoft and reseller for new Microsoft Enterprise Agreement.
2. Updated Parking programming software for new rates.
3. Project calls with Dell for infrastructure replacement.
4. Updated office space.
5. Meeting with Tri-M to discuss fiber expansion.
6. Deployed four (4) new workstations.
7. Preparing laptops for HR training.
8. Working on new employee knowledge base.
9. Troubleshooting Council Chamber audio/video system.
10. Updated birthday and anniversary list for Intranet.
11. Deployed cellular network extender to PD basement.

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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) : 8/29-1/20 (IN PROGRESS)

Phase IV - User Acceptance Testing (Updated dates): 1/23-2/17

Phase V - Deployment to PROD (Updated dates): 3/7

Phase VI - Post Live Support (Updated dates): 3/7-3/24

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<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-31-2022
<b>Execution Status:</b>	Behind Schedule

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**Activity or Project:**

Data Center Upgrade (Infrastructure)

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**Description:**

Supply chain issues has caused this project to be delayed. All equipment has been received and weekly implementation calls have started.

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  
N2200s - Received  
S5224s - Received

<b>Status:</b>	Started
<b>Expected Completion:</b>	12-31-2022
<b>Execution Status:</b>	Behind Schedule

**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:**

Youth basketball league games began on December 12 with 13 teams among the 3 divisions.

Confirmed final details for stabilization grant after the completion of pavilion and sidewalk installation at both after care school sites.

Finalized details for winter/spring program information for the activity guide and in the registration software system.

Ceiling tiles were replaced at the George Wilson Center in all areas except the kitchen.

Worked on proposal for Camp REAL to relocate to Alder Creek to submit to the Alder Creek Management Company.

Removed graffiti from the Hillside Park stone wall.

Removed fallen split rail fence from the Reservoir.

**Activity or Project:**

Winter/Spring Activity Registration

**Description:**

Winter/Spring Activity registration has begun with over 200 programs for tots through adults. This includes registration for several summer programs such as Camp G.W.C and Rittenhouse Camp. For a complete listing of programs and activities and to register, please visit [www.newarkde.gov/play](http://www.newarkde.gov/play) or call the recreation office at 302-366-7000.

**Status:**

Started

**Expected Completion:**

03-31-2023

**Execution Status:**

On Track

**Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:**

## City Manager's Weekly Report

**Department:**

Planning and Development Department

## Notable Notes:

### Director's Report

#### Projects

\*BB/RA Zoning District Changes – This project is considered substantially complete with the adoption of the new regulations at the December 12 Council meeting and will have no further updates in the weekly report.

\*Nuisance Properties Ordinance – Code Enforcement staff and the City's consultant will be meeting on January 13 to continue work on the nuisance abatement plan format. 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. This is scheduled to be on the February 13 Council agenda.

\*Downtown Newark Parking Plan Implementation – The proposed amendments to the downtown parking lot design requirements have been submitted to Council for first reading on January 9 with second reading scheduled for February 13. Staff distributed parking permits to all businesses that requested them and have invoiced all new and existing permit holders who have decided to keep permits under the new parking rates. Staff completed the software updates for the new parking fine structure which was launched on January 3 and training for parking ambassadors regarding the new parking fine structure has taken place. Staff continues to reprogram parking kiosks with the new rates adopted by Council to go into effect January 17 after the Martin Luther King, Jr. Day holiday.

\*Property Maintenance Code Update – Code Enforcement staff and the City's consultant will be meeting on January 13 to continue review of the 2021 International Property Maintenance Code updates.

\*Transportation Improvement District Implementation – Senior Planner Fortner and representatives from DelDOT presented the proposed TID and associated fee schedule to the Planning Commission on January 3 for feedback. Director Bensley and Senior Planner Fortner met with DelDOT and AECOM representatives on January 4 to debrief and prepare a supplemental memo for Council for the TID presentation scheduled for the January 9 Council meeting for feedback. Once feedback is received from both groups, the TID Working Group will be reconvened to review the comments at their regularly scheduled February 8 meeting.

#### Items of Interest

\*The new Deputy Director of Planning and Development is starting on January 9.

\*A special use permit request for an indoor recreation facility located at 141 East Main Street was received on December 13.

\*The second submission for 515 Capitol Trail was received on December 20. This plan includes a rezoning, minor subdivision and special use permit to construct two one-story office buildings with related accessory buildings.

\*A special use permit request for a restaurant to sell alcohol for consumption on premises at 174 East Main Street was received on December 26.

\*Final copies of plans for 532 Old Barksdale Road were received on December 30. The Comprehensive Development Plan amendment, rezoning, major subdivision and special use permit for this five-story building with parking on the first floor and 54 two-bedroom apartments on the second through fifth floors is scheduled for first reading at the January 23 Council meeting and second reading and public hearing at the February 27 Council meeting.

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

\*Director Bensley met with developers regarding various proposed projects on December 15, December 28 and January 4.

\*Director Bensley, Senior Planner Fortner and Administrative Professional Dinsmore staffed the Planning Commission meeting on January 3. Planner Fortner prepared and presented a brief presentation on the TID planning process. The Commission also set their 2023 meeting schedule.

\*Director Bensley met with UD researchers regarding National Science Foundation grants they are pursuing related to research on microtransit in relationship to housing and employment for persons with disabilities on January 4.

\*Director Bensley met with representatives from the Delaware State Housing Authority to discuss the eligibility of Newark residents for their existing programs and potential partnerships for affordable housing

initiatives at the state level on January 4.

\*Continued meetings for the Property Maintenance Inspectors changes of the IPMC Chapter 17 codes and Nuisance Ordinance.

\*Fire Protection Specialist Reese met with Paul Eldridge from Aetna Fire for a pre-plan on Knox box keys. He also had a meeting with Ryan German via phone regarding 406 Capitol Trail.

\*Lead Code Enforcement Officer Poole met with the project team at The Grove. He also met with the NCC Assessment Officer.

#### Land Use

\*Deed Transfer Affidavits: 15

\*Building Permit Reviews: 21

\*On December 22, Senior Planner Fortner distributed the special use application for an indoor commercial recreation business at 141 East Main Street (former Wooden Wheels bike shop and Del-One Credit Union locations). The use is for an arcade. The application was distributed to all relevant Departments for staff review and will be brought to Council for review in February.

\*Senior Planner Fortner prepared final reports and memos for Council items including ordinances regarding automobile gasoline service stations and design requirements for parking lots that are scheduled for first reading at the January 9 Council meeting.

\*Senior Planner Fortner distributed the application for 62 North Chapel Street regarding a change in architectural design that does not substantially conform with the submitted plans approved by Council during major subdivision. Specifically, the changes include adding balconies to the north and south sides of the building and changes to the roof line. Since these changes are determined to be substantial changes from the design that was approved by Council under site plan approval, the revised design will need to be reviewed and approved by Council in a regular scheduled meeting in February.

\*Planner Higgins worked to obtain the Supplemental Census Count Information which he sent to the Director prior to the holidays.

\*Planner Higgins added more of Newark's data into the Bicycle Friendly Communities application.

\*All staff reviewed and provided feedback on the Unicity survey questions which will be distributed to Newark residents during public outreach about Newark Connect.

#### Code Enforcement

##### Projects

\*Raising Cane's: Gas pressure test completed.

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

\*UD Perkins: Close in inspections.

\*94 East Main Street (Green Mansion): (Apartments): Plumbing, HVAC, and Electric. (Hotel): Interior work continues.

\*Fintech: First floor bathroom expansion complete.

\*18 Country Club Drive (Fairfield Apartments): Working beyond permit – Placed stop work on interior framing.

\*Bloom: Underground plumbing complete.

\*310 MacDuff Road: Above ground pool.

#### Property Maintenance

\*Complaints: 37

\*Violations: 10

\*Citations: 21

\*Inspections: 92

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

\* Fire Protection Specialist Reese completed plan reviews for the following fire alarm/sprinkler projects:

\*262 South College Avenue: fire sprinkler plans approved.

\*UD Building X: fire alarms plans approved.

\*Lead Property Maintenance Inspector Straub went on several complaints:

\*No heat complaint at Main Towers. The complaint was unfounded as it was 80 degrees in the unit where the complaint was located along with the adjacent unit.

\*Met with the owner of 773 Arbour Drive to assist with identifying how to resolve current code violations – working on a solution.

\*Interchange Boulevard Building 100 spoke to management about trash/litter and overflowing dumpsters.

\*Pro-active meeting with Lambda Chi at 163 West Main Street about the exterior property filled with litter/trash/pallets with Fire Inspector and UD.

\*Property Maintenance requested the contractor for clean ups for homes left with litter/trash at the following properties:

\*74 East Park Place

\*82 East Park Place

\*84 East Park Place

\*98 East Park Place

\*3 Annabelle Street

\*392 South College Avenue

\*394 South College Avenue

\*404 South College Avenue

\*402 South College Avenue

\*16 Prospect Avenue

\*14 Prospect Avenue

\*17 Hillside Road

\*Code Enforcement Officer Greenplate sent notices to two different contractors for no inspections on 19 HVAC units and unpaid permit fees on 3 completed jobs. All fees are paid, and 17 units have been inspected to date.

\*Fire Protection Specialist Reese handled 11 sprinkler system issues between December 25 and December 26 and followed up on December 27, 2022.

\*Code Enforcement Officer Condiff covered inspections for Lead Code Enforcement Officer Poole at UD Building X while on vacation. He also completed inspections at the Compass apartments unit. Code Enforcement Officer Condiff also attended a pre-construction meeting/plan approved for demolition at 34 Continental Avenue.

#### Parking

\*The Parking Division held off from booting and towing vehicles during the holiday week of Christmas and New Years.

#### Projects

\*Continued signage replacement coming out of the Signage Walkthrough Project.

\*Submitted request for recurring monthly charges for Parking Lot lease agreements for 2023

\*Continue invoicing renewals of current permit holders with new rate increase.

\*Staff working on new civic form for New Business Staff Parking enrollment and lot information interest forms.

#### Items of Interest

\*Continued handling residential permitting for residents. Continued decrease in overall permits handed out.

\*Continued handling online and in-person parking appeals. Currently up-to-date on appeals and responding to them as they come in.

\*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.

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#### 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:**

- The end of 2022 crime statistics show that Newark experienced the lowest number of robberies in over a decade and a half. Last year we had 16 reported incidents of robbery as compared to 78 robberies in 2006. The vigilant work of our police officers, communications staff, as well as the assistance of the community, had a meaningful impact on this violet crime category.
- The year 2023 will begin a change in how the Newark Police Department records and tracks crime data. As you will read below in the Administration Division section, instead of manually recording and classifying crimes that occur, we will access the FBI Crime Data Explorer. This will ensure that the FBI, Delaware State Police, and Newark Police crime numbers match. Since this is the first year we will be solely utilizing this method, it will be difficult to compare our previous years crime statistics to future years but will ensure that data reported in 2023 and future years will match. More explanation is in the Administration section below. Since this web-based system is available to the public, we will no longer be reporting crime statistics in the weekly report.
- We may have a minor delay in rolling out the new recruiting website we hired a firm to complete. The submitted videos do not completely represent the City of Newark and the work done by the Newark Police. We have requested changes be made to show that Newark is home to a university, has a vibrant downtown area, our own communication division, and highlight more of the variety of police work performed by our officers. We are hopeful these changes can be made quickly.

**Patrol Division:**

- On December 13th, 2022, at approximately 1949 hours, Newark Police responded to the Acme, 100 Suburban Drive, for a report of a shoplifting in progress. Upon arrival, an officer contacted a male suspect in the rear of the store. While speaking with the suspect, the suspect attempted to walk away from the officer. When the officer attempted to detain the suspect, the suspect began to assault the officer by repeatedly striking him in the head. During a struggle to detain the suspect, the suspect attempted to remove the officer's firearm from its holster. Additional Newark Police Officers responded to the scene and assisted in taking the suspect into custody. The officer, an 8-year veteran, was transported to an area hospital by



ambulance for treatment of serious physical injuries suffered during the struggle. He was treated and later released from the hospital.

- On December 18th, 2022, at approximately 0713 hours, Newark Police received a report of a vehicle stolen from a residence in the 1200 block of Janice Drive. In addition, officers received a report of a second vehicle stolen from a driveway in the 400 block of Douglas D. Alley Drive. As officers began to investigate these theft reports, officers were notified that the location of one of these vehicles was being tracked by the vehicle's built-in tracking system. Officers were directed to the area of Keith Street in Newark. Newark officers stopped two suspects leaving the vehicle. One suspect fled on foot and was taken into custody after a brief foot pursuit. He was identified as a 16-year-old juvenile from Wilmington. The other suspect stopped at the scene and was detained by Newark Police. During a search incident to arrest, the juvenile was found in possession of a handgun magazine and ammunition. He is prohibited from possessing a firearm or ammunition. During a track conducted by a New Castle County Police K-9, a firearm was located that had been discarded during the foot pursuit. The juvenile appeared before Justice of the Peace Court #11 by video. He was ordered to be held in default of \$62,100 cash bail and was turned over to the custody of the New Castle County Detention Center in Wilmington.

#### Special Enforcement Division:

- During the week, the Traffic Unit will conduct enforcement in various locations throughout the city including Paper Mill Road, Capitol Trail, South Main Street, and Delaware Avenue. The unit will conduct speed studies on Elkton Road at Interchange Boulevard. A car seat installation for a resident was completed on January 3rd.
- During the week of December 19th, the Special Operations Unit participated in West Park School reading program. The unit also helped distribute gifts for families in need that could not be present for the Presents with Police event. On December 28th, SOU Officers conducted a Cocoa with a Cop event at the Newark Free Library where officers read books to kids and interacted with them and their families over a cup of hot chocolate. On January 4th, Sgt. Darryl Saunders will begin the intensive 13-week Command & Leadership Academy. The program, developed through the United States Military Academy at West Point in collaboration with law enforcement experts, is designed to expose law enforcement leaders to leadership strategies in order to effectively lead and develop the law enforcement profession.

#### Administration Division:

- In an effort to improve the overall quality of crime data available to the public, Newark Police Department will be changing the way crime statistics are reported. Beginning January 1st, 2023, NPD will rely on the National Incident Based-Reporting System or NIBRS. NIBRS replaces the traditionally utilized Summary Reporting System (SRS) which solely consists of aggregate data thus omitting some important data in accordance with the Hierarchy Rule. The SRS Hierarchy Rule states only the most serious offense within an incident is counted. NIBRS utilizes incident-based data which is information about specific details of occurrences or crime including information about victims, offenders, times, and locations for one or more offenses in the occurrence. This incident-based data helps to provide a more detailed understanding of crime than the Summary Reporting System (FBI, 2018, October "30 Questions and Answers about NIBRS Transition. [www.fbi.gov](http://www.fbi.gov)).
- The State of Delaware and the Newark Police Department have been submitting NIBRS data to the FBI since the early 2000s. Members of the public are encouraged to visit the FBI's Crime Data Explorer at <https://cde.ucr.cjis.gov/> or the link provided in the City of Newark website at Crime Statistics | Newark, DE - Official Website ([newarkde.gov](http://newarkde.gov)).
- The Administration Unit continues to work with Epic Recruiting on the PD Recruiting website and upcoming marketing plan.

#### Criminal Investigations Division:

- The Street Crimes Unit has been investigating drug sales in the Newark area. During the investigation, one of the suspects was identified as Eliel Cruz-Castillo, 40, of New Castle. On December 5th, 2022, Cruz-Castillo was observed in an active drug transaction outside of a residence in Wilmington. Cruz-Castillo was taken into custody by Newark Police officers without incident. A search warrant was then executed at Cruz-Castillo's residence in New Castle and on a vehicle he possessed. During the course of the searches, officers

seized more than 14 grams of crack cocaine, marijuana, drug packaging, and United States currency. Cruz-Castillo was transported to Newark Police headquarters where he was charged with Possession with Intent to Deliver a Controlled Substance in a Tier 2 Quantity, Possession with Intent to Deliver a Controlled Substance (6 counts stemming from various identified drug sale transactions), Conspiracy Second Degree, Possession of Drug Paraphernalia, and Possession of Marijuana. Cruz-Castillo appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$5,650 secured bail. Cruz-Castillo was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

- On January 1st, 2023, at approximately 1100 hours, officers responded to a residence in the unit block of East Park Place for a report of a residential burglary that occurred overnight. Responding officers were advised by a resident that they discovered property missing from their unlocked residence. The resident reported that there was no forced entry and they were not home when the burglary occurred. The investigation determined that the burglary occurred between 0430 – 0500 hours. While investigating the burglary, officers contacted the resident of another house in the unit block of East Park Place. The resident advised that personal property, along with the resident’s vehicle and vehicle key, was stolen from the residence. The resident was home at the time of the burglary but was unaware the burglary was occurring. There was no forced entry to the residence. The stolen vehicle is a 2011 silver Hyundai Sonata with Delaware tag 48930. The vehicle has not been recovered. While these burglary investigations were ongoing, Newark Police received a call from a residence in the 100 block of South Chapel Street reporting a burglary. This burglary occurred sometime after 0100 hours and personal property was found to have been removed from the residence. The resident was home at the time of the burglary but was unaware the burglary was occurring. There were no signs of forced entry at the residence. The investigation into these incidents and their connection, if any, has been turned over to detectives for follow up. Anyone with information about this incident is asked to contact Det. P. Klein at (302) 366-7100 x. 3480 or [pklein@newark.de.us](mailto:pklein@newark.de.us).

- January is Stalking Awareness Month. Over the course of a year, 3.4 million individuals over the age of 18 are stalked in the United States. Three (3) in four (4) stalking victims are stalked by someone they know. People ages 18 to 24 experience the highest rate of stalking. Stalking is often associated with behavior within a current or previous intimate partner relationship; however, can occur with individuals that have never had that type of association. In Delaware, stalking is done by a person who intentionally engages in a course of conduct directed at a specific person which would cause a reasonable person to fear physical injury to him or herself. Stalking can include sending unwanted contact to the victim by means of phone calls, texts, emails, or social media messages. It can include sending unwanted gifts, showing up uninvited at the person’s home, place of employment, or school, or following the victim. Technology may be used to track or spy on a victim. Stalking can have lethal consequences and is a felony charge in the state of Delaware. For more information about stalking, please visit the Stalking Resource Center: <https://victimsofcrime.org/stalking-resource-center/>.

For local assistance:

- Local Domestic Violence hotline: 302-762-6110
- Newark Police Victim Services: 302-366-7100 x3137

**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:**

Field crews are now collecting Christmas trees through the month of January. In order to collect as efficiently as possible, trees must be put on the curb by 7 a.m. on Monday for collection that week. Trees placed out after the Monday 7 a.m. deadline may not be picked up that week, but will be collected the following week.

Leaf collection has ended for the season. Any remaining leaves may be put in your yard waste cart. Yard waste cart collection can be scheduled by calling the Public Works Department at (302) 366-7000.

The recent cold snap has reminded us that any exposed piping or pipes in unconditioned areas of a home are at risk for freezing and breaking. Crews have responded to numerous reports of water coming out of houses and businesses to shut the water off. Residents, landlords, and tenants are reminded to keep heat on minimum settings if a building will be unoccupied for a period of time.

**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:**

NEWARK POLICE DEPARTMENT

WEEK 12/18/22-12/31/22

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	10	0
Unlaw. Sexual Contact	8	6	0	2	3	0
Robbery	22	16	1	34	16	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	12	1	14	11	0
Assault/Aggravated	29	20	0	73	37	0
Burglary	36	36	4	15	31	3
- Commercial Burglaries	6	8	1	4	7	0
- Residential Burglaries	25	18	3	6	13	3
- Other Burglaries	4	10	0	3	11	0
Theft	703	765	18	135	158	3
Theft/Auto	62	61	1	17	18	5
Arson	0	0	0	0	0	0
All Other	14	26	0	74	64	9
<b>TOTAL PART I</b>	<b>881</b>	<b>942</b>	<b>24</b>	<b>356</b>	<b>341</b>	<b>20</b>
<u>PART II OFFENSES</u>						
Other Assaults	244	295	9	206	318	7
Rec. Stolen Property	0	1	0	12	12	0
Criminal Mischief	190	179	8	60	78	6
Weapons	10	17	0	68	76	4
Other Sex Offenses	10	7	0	4	8	0
Alcohol	161	263	1	169	392	1
Drugs	135	140	3	90	173	1
Noise/Disorderly Premise	799	527	2	263	165	0
Ordinance Violation	125	0	0	24	0	0
Disorderly Conduct	424	372	6	110	117	1
Trespass	365	601	5	105	116	2
All Other	471	577	13	270	276	4
<b>TOTAL PART II</b>	<b>2934</b>	<b>2979</b>	<b>47</b>	<b>1381</b>	<b>1731</b>	<b>26</b>
<u>MISCELLANEOUS:</u>						
Alarm	564	669	35	0	0	0
Animal Control	555	419	6	9	19	0
Recovered Property	184	188	5	0	0	0
Service	33458	29418	1108	0	0	0
Suspicious Per/Veh	428	395	5	0	0	0
<b>TOTAL MISC.</b>	<b>35189</b>	<b>31089</b>	<b>1159</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	1,251	43,222	1,390	39,987



**Newark Police Department  
Weekly Traffic Report**



**12/18/22-12/31/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	12332	10578	161	226
DUI	179	156	6	11
TOTAL	12511	10734	167	237

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	188	182	3	4
Property Damage (Reportable)	1061	959	32	32
*Hit & Run	231	183	6	9
*Private Property	245	204	5	10
TOTAL	1250	1142	35	36

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.