

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We did not have a weekly report last week due to the Good Friday holiday so this week's report will cover both the week of the 15th and the week of the 22nd.

I attended a legislative meeting along with representatives from the DLLG, DEMEC, and other statewide utilities where we discussed and provided feedback on DelDOT's proposed Utility Accountability Act. The language in the proposed legislation appeared to be written with the intent that it didn't apply to municipalities, but we felt it could be clearer. DelDOT confirmed that we were not the intended target of the legislation and agreed to add clarifying language to the bill as it moves forward. Leaving the meeting there was consensus that DelDOT would work with the private utility companies to further refine the bill. DEMEC and the DLLG both agreed that we should stay involved in the bill modification process to insure we aren't inadvertently, or purposefully, wrapped into the final version.

Staff met internally to review the possibility of adding electric vehicles into our fleet. We have identified two sedans, one in Parking and one in Stormwater, where we will focus initially. Before we can add the vehicles, we will need to install charging stations. We are reviewing grant opportunities currently and would like to install one station here at City Hall and one in a downtown lot for the Parking vehicle to use. Once we have some experience with electric vehicles, we anticipate rolling them out into the fleet where possible and appropriate.

Acting HR and Labor Relations Manager Farrall, Finance Director Del Grande and I continued our discussions with the FOP on changes to their pension plan as agreed to as part of the most recent FOP contract negotiation. We have reached a tentative agreement which will be presented to Council at the next Council meeting, the first meeting in May, for consideration.

Finance Director Del Grande and I attended the April DEMEC Board meeting. Later in the week I participated in a call with DEMEC's consultant who is preparing a business model assessment of DEMEC as part of a review of the business practices and structure of DEMEC.

Finance Director Del Grande and I met with representatives from Efficiency Smart to discuss the path forward for the program. We will be bringing this back to Council before beginning the full roll-out to discuss prioritization of the residential components of program.

Planning and Development Director Gray, Electric Director Patel, and I attended a meeting with representatives from Verizon who are working on preliminary design for a small cell deployment in Newark. While this deployment would initially be 4G, it would set the groundwork and install the infrastructure that will be used as the backbone for their upcoming 5G deployment. According to Verizon's reps, timing of 5G deployment is going to be driven by the availability and adoption rate of 5G phones. These phones are not readily available yet so it will likely still be a year or two out.

We held the annual Council organizational meeting on Thursday the 18th. Afterwards I attended a social gathering hosted by Mayor Clifton along with several department directors.

The offices were closed on the 19th in observance of Good Friday.

I met with Mayor Clifton ahead of the 4/22 Council meeting to prepare and discuss agenda items and items Mr. Clifton intended to discuss during his time at the beginning of the meeting.

We held a regular Council meeting on Monday, 4/22. Much of my time on Monday was spent preparing for the meeting. One large item of discussion during the meeting was the upcoming electric rate study. We received clear direction from Council and will be moving forward with soliciting a proposal from UFS for the cost of service portion of the study only which we will have on an upcoming agenda for waive bid.

I met with representatives from the Parking team and Director Gray to review their presentation for the 4/29 special council meeting on parking. The presentation has been uploaded to the agenda portion of the City's website. We will be discussing ways to mitigate the negative parking impacts associated with the Main Street construction project.

I attended the City's semi-annual meeting with DelDOT's traffic section along with Director Filasky and Deputy Director Robinson. We touched on many different items ranging from Cleveland Avenue to bridge strikes on Casho Mill Road and North Chapel.

On Wednesday the 24th we held an Administrative Professionals Day luncheon to recognize the hard work and dedication of all our administrative professionals in the office. We had great attendance and feedback from those who attended was positive. On Thursday the 25th we held our first formal Bring Your Child to Work Day event which was very well attended. We had 25 children attend who were taken on a tour of all our operating departments, they later planted a tree in Phillips Park in observance of Arbor Day. At lunch we held a "touch a truck" event where the children were able to see and interact with our large trucks and equipment along with a police Tahoe. After this we took them on a tour of the Curtis Water Treatment Plant, the City's reservoir, Preston's Playground, and ended with ice cream provided by UD's Creamery back at City Hall. Feedback was very positive, and I expect we will have an even larger group next year. I would like to thank Devan Hardin for all of her hard work making both of these events so successful.

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

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 five court sessions from 4/11/19 to 4/24/19. These sessions included arraignments, trials, capias returns, parking appeals, and prisoners transported fro trials. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs are scheduled for their mandatory weapons requalifications on 5/4/19.

Activity or Project:

Court Sessions

Description:

From 4/11/19 to 4/24/19 Alderman's Court handled 63 arraignments, 85 trials, 14 capias returns, 2 parking appeal hearings and 4 prisoners transported for trials. The court collected a total of 955 parking payments of which 573 were paid online and 382 were paid at court. The court also collected criminal/traffic payments of which 329 were paid online and 143 were paid at court for a total of 472 criminal/traffic payments.

Status:

Completed

Expected Completion:

04-24-2019

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:

Paul was in the office on 4/16 for Council member training, April 18 for Alderman's Court and the Organizational meeting and 4/22 for a regularly scheduled Council meeting.

Geena was in the office on 4/11.

Tara completed, circulated the 20-22 Benny Street subdivision agreement to staff and the developer for comments and approval for submission on the 4/22 Council meeting agenda.

Tara spent additional time with IT discussing the laptop issues as they pertain to presentations during the Council meetings.

Whitney spent considerable time with IT to address issues with her For the Record system on her computer. Additionally, Danielle spent time with IT addressing DELJIS issues on her computer with the IT Division.

Whitney staffed the Organizational meeting on 4/18 and 4/22 for Livestreaming coverage for Communications Division. In addition, Whitney drafted two additional recommendations from the Conservation Advisory Commission and upon finalization they will be forwarded to Council and the City staff for consideration.

Whitney completed legal advertisements for the following: 4/22 Council meeting, 4/29 Special Council meeting, the passage of the 20-22 Benny Street project and Tara proofed.

Whitney completed Twitter postings for the City's Twitter account for the Communications Division on the following topics:

- *Earth Day
- *DEMEC Raffle
- *April is Financial Capability Month
- *National Lineman Appreciation Day
- *Job Postings for open City positions
- *Twitter Posts for the 4/18 Organizational meeting and the 4/22 City Council meeting.

Whitney completed the 3/25 Council meeting minutes and the 3/27 Special Council meeting minutes.

Whitney completed the 4/8 CAC minutes.

Whitney completed the 4/18 Organizational meeting minutes.

Whitney is drafting the 4/22 Council meeting minutes and is in the process of doing 4/22 City Council meeting follow up.

Anita continued follow-up work with election workers to obtain missing documents and updating

the spreadsheet, ballot packet assembly and updating of absentee voter log.

Anita did extensive post election follow up to include:

- *Updating City directory with new Council information
- *Ordering of business cards for new Council members
- *Ordering of signature stamp for Mayor Clifton
- *Ordering of nameplates for new Council members and Mayor
- *Finalized check requests and timesheets for poll workers
- *Drafting, assembling and mailing of thank you letter for all district poll workers
- *Set up/Clean up for Board of Elections meeting on 4/11

Anita assisted for Council packet for the 4/22 Council meeting.

Anita emailed Mayor and Council members for upcoming training/networking opportunities.

Anita drafted a proclamation for Mayor Sierer for Genocide Awareness Month.

Anita continued with general departmental filing, copying and scanning of documents.

Tara prepared and posted the agenda and packet for the 4/18 Organizational meeting.

Tara scheduled training for the new Council members with Paul Bilideau.

Tara proofed the 3/25, 3/26 and 3/27 Council meeting minutes.

Tara posted agendas and packets for the 4/18, 4/22 and 4/29 Council meetings on the website.

Tara worked with Kyle Glazier to modify/fix existing issues with the posting of numerous items and several broken links on the City website.

Tara prepared the 4/22 paper packets for Council and staff.

Tara attended the 4/11 Election Board meeting, the April 18 and the April 22 Council meeting.

Tara completed the distribution of agreements and plans to developer for 20-22 Benny Street.

Tara addressed staff inquiries on the Curtis Mill Certificate of Completion of Remedy.

Staff spent time on FOIA-related items this week. The following actions were taken on FOIA requests:

- * Received and circulated to staff for review a 4/16 request for building permits both new construction and multi family permits from 2/19 through 3/19
- * Received and circulated to staff for review a 4/17 request for inspections, complaints and violations
- * Received and circulated to staff for review a 4/15 request for fire report on 3/20 at East Village Road
- * Provided a response and closed a 4/10 request for building permits both commercial and residential
- * Provided a response and closed an 4/17 request for property outside of City limits

* Provided a response and closed a 4/22 request for Board of Adjustment meeting minutes and agenda items 6C and 7C from the 4/22 City Council meeting

* Provided a response and closed a 3/28 request for Brightfields regarding University Courtyard Apartments

* Provided an estimate to requestor for review regarding a March 28 request.

Danielle completed the 3/27 Special Council meeting minutes.

Danielle attended the 4/18 Board of Adjustment meeting and completed the 3/26 minutes.

Danielle spent 1 hour reviewing UDPD videos.

Danielle fulfilled 24 discovery requests for upcoming Alderman's Court cases. 165 discovery requests have been filled so far this year. 17 court calendars with 299 associated cases have been prepared so far for 2019. There are 5 outstanding discovery requests. There were no plea by mail cases processed this week.

The office received 3 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 130 lien certificates have been processed for 2019.

Tara spent extensive time preparing for the upcoming City election.

Tara staffed the Election Day events at City Hall from 5:30 a.m. to 10:30 p.m.

Tara prepared the Election Day results when the polls closed and presented in Council Chamber on the evening of the Election.

Tara spoke with City residents up to and including on Election Day to assist them with ensuring they voted at the proper location.

Tara worked with the Election Board at City Hall on Election Day to field questions/concerns from workers at the polling locations.

Tara prepped and posted agendas for the April 11 Certification of Election Results meeting.

Tara posted agendas on the City's website and on the Agenda Board in City Hall.

Tara posted various agendas on the City Hall bulleting board

Activity or Project:

Digital Records Project

Description:

Samantha received approval for 29.10 boxes and 24 rolls of plans for destruction.

Samantha processed 352 Work Order Attachments, 409 Complaints and 19 Special Use Permits.

Samantha modified 40 permits, 207 agendas, 54 affidavits of publication and 11 sets of minutes,

and 16 modification of permits.

Samantha reported all minutes and agendas have been modified in TCM.

Samantha noted all Oaths of Office have been modified from 1960 to present.

Samantha reported all affidavits of publication have been modified form 1960 - 2013 (255 records)

Samantha completed a sample test online for CRM studies.

Samantha met with Jean from Archives and transferred 12 boxes for permanent retention.

Samantha trained Anthony Carlini how to enter work order attachments on TCM.

Samantha met with Finance to discuss 2015 records and to schedule a day to organize the outside trailers.

Samantha met with Electric to go over a records retention extension request and agreed to a 2 year extension rather than 1 year on the Miss Utility tickets.

Debbie processed complaints and summons for 2008, 1979, 1980, 1982, 2007, 2008.

Debbie modified agendas dated 1975-1988.

Debbie modified PUBS daily cash receipts for March and April 2019.

Ana scanned complaints and summons, activity registrations and modified BOA documents.

Ana scanned and modified appointments, resignations, affidavits of publication and agenda and minutes.

Sandy worked on Alderman's Court complaints and summons from 1981.

Sandy worked on November and December cash receipts folders and tickets 42657, 42658 (closed) and 42902 and 42903.

Sandy modified agendas and minutes from 1989-1994.

Anthony processed 137 work order attachments and scanned building plans.

Status:	In-Progress
Expected Completion:	
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:
Electric Department
Notable Notes:
The new substation transformer that arrived two weeks ago is being tested by the vendor's contractors before energization. A contractor hired by the City will perform a full gamut of testing for a future comparison baseline. The line crews are setting poles and breakers for this transformer. The line crews also worked on the 12kV extension along the Christina Parkway and trimmed trees along Rt. 273 from Maryland to South Main. The electricians drove the infrared contractor around the system looking for hot spots, worked at the South Chapel Substation on the new unit, and wired up a new lift at the garage. Engineering worked on getting contractors to quote on grading and clean up at South Chapel Substation and testing the new unit. Engineering and the meter technician fixed metering issues at Chemours and the BPI Building at STAR before loading starts. Engineering and the meter technician attended a two-day seminar on the smart meter system.

Activity or Project:	
Description:	
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Activity or Project:	

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

Finance Department

Notable Notes:

2018 Audit - The auditors from CLA will be onsite Friday, April 26 to finish up their fieldwork. After the fieldwork is complete, the audit team still has significant wrap up and review work that will be done offsite and generally takes about a month. While CLA is finalizing their workpapers, the Finance team will be busy preparing the Comprehensive Annual Financial Report. The report is expected to be issued in late May or early June.

Monthly Financial Reports – Staff has been working on the February and March financial reports to be discussed at the May 13 Council meeting.

The Finance Department welcomed the children of our fellow co-workers on April 25, celebrating "Take Your Children to Work Day."

On Monday, the City moved its cash account used for daily operations into an Insured Cash Sweep (ICS). This program, which is FDIC insured, will reduce the City's banking fees, and provide interest income on our daily cash account. This program is estimated to return about \$150,000 annually.

Activity or Project:

Finance Department Vacancies

Description:

Finance Assistant – (replacement of pending retirement) – New employee will be starting on Monday, April 29th.

IT Infrastructure Manager – (former IT Manager): Our finalist's start date of April 15 has been pushed back. Tentative start date is May 13.

IT Network Administrator III – (position open due to resignation) Position will be reviewed after the IT Infrastructure Manager position is filled.

P/T Finance Assistant – Position vacated in January. Will review once the full-time Finance Assistant position is filled.

P/T Meter Reader – Approved by Council in the 2019 budget and is on hold.

P/T Customer Service Clerk I – Approved by Council in the 2019 budget and is on hold.

Status:

In-Progress

Expected Completion:	12-31-2019
Execution Status:	Behind Schedule
Activity or Project:	
Proposed New Castle County Tax Rate FY2020	
Description:	
New Castle County has disclosed their Recommended Operating & Capital Budgets for FY2020.	
Here are the following highlights:	
SEWER FEE – No requested change. No proposed sewer fee increase effective 7/1/2019. Since just over ½ of the City’s sewer fee includes our contractual payment to the County, this is a good thing for the City.	
COUNTY TAX RATE: - The County informed the City on March 18th that City residents will no longer receive a credit on the County bill for fire services. For the past few decades, the County has always considered Newark’s subvention to AETNA Fire Company sufficient enough to qualify for a local service credit. The County informed us that since Newark does not have its own fire company, we no longer qualify for this credit. The removal of this credit will equate to a 7% increase in the County tax rate. When you add the overall tax Newark residents pay the County, they will see their County tax bill go up over 10% on July 1 pending no changes. One issue at hand is that the review process has not yet been fully completed by the County’s finance office, and more changes could occur in future fiscal years. The City has respectfully requested the County to avoid any significant changes such as this, until the process has been fully reviewed. At this moment, it appears that some municipalities are being treated differently than others. CITY STAFF ARE WORKING TO DEFEND THIS CHANGE. FEEL FREE TO CALL YOUR COUNTY COUNCIL REPRESENTATIVE TO EXPRESS YOUR CONCERNS.	
New Castle County FY2020 Recommended Operating Budget: https://www.nccde.org/DocumentCenter/View/30141/FY2020-Recommended-Operating-Budget	
New Castle County FY2020-2025 Recommended Capital Budget: https://www.nccde.org/DocumentCenter/View/30140/FY2020-Recommended-Capital-Program-and-Budget	
Annual Revenue Ordinance: https://www.nccde.org/DocumentCenter/View/30238/19-035	
Annual Sewer Ordinance (establishes the annual sewer fee – Newark is a contract user and do not pay for the County’ collection system): https://www.nccde.org/DocumentCenter/View/30239/19-036	
Annual Operating Budget Ordinance: https://www.nccde.org/DocumentCenter/View/30242/19-039	
Status:	In-Progress
Expected Completion:	05-21-2019
Execution Status:	On Track
Activity or Project:	

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

Information Technology Department

Notable Notes:

Applications Manager, Server Administrator and Applications Analyst attended the Tyler Technologies Munis and New World Public Safety Conference in Dallas, TX from 4/7 - 4/11. Application Administrator attended the Honeywell User Conference in Lansdale, PA from 4/24-4/25.

Applications Team:

Open Tickets from Previous Week - 75

Tickets Opened in the Last Week - 82

Tickets Closed in the Three Weeks - 98

Remaining Open Tickets – 59

1. Went live with ESS acknowledgements for Police Department on 4/4/19.
2. Coordinated and attended training for staff on the upgrade of EAMS to Connexo Netsense 11.2 on 4/4/19.
3. Upgraded Munis TEST environment from 11.2 to 11.3 on 4/17.
4. Met with PW&WR staff to discuss off hour vendor access.
5. Met with Code Enforcement to review business accounts and provided training on reversals.
6. Telephone conference with Paymentus to finalize SOW for Tyler Technologies integration.
7. Finalized Munis General Billing for PW&WR in TRAIN environment, waiting for approval from Finance to promote to LIVE.
8. Created reports for users as requested.

Pending:

1. Customer Connect 6 upgrade dates have been set, kick off meeting is the last week of June with a go live date around mid-August.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.

Infrastructure Team:

Open Tickets from Previous Week - 83

Tickets Opened in the Last Week - 188

Tickets Closed in the Last Week - 192

Remaining Open Tickets - 79

1. Worked on various issues.
2. Actively responded to and resolved Secureworks alerts.

Pending:

1. All equipment for VFW Internet connection is configured and testing is complete. Electric Department installation complete. Waiting on VFW's electrician to run wiring internally, they will contact us when they are ready.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

New computers have been deployed to all vehicles. Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

New consoles have been installed in 5 of 12 vehicles. Cradlepoints have been installed in vehicles #917, #909, #935, #926, #915, #923, #928, #925, #907, #934, #910, #905, #918, #939, #906, #930, #908, #911 & #936. We have six vehicles remaining.

Status:	In-Progress
Expected Completion:	11-01-2018
Execution Status:	Behind Schedule

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.
- Migrate data from previous release to Connexo
- Training - Scheduled for 4/4/19
- Site Acceptance - Currently testing
- Promote to production
- Decommission old production, build new test

Status:	In-Progress
Expected Completion:	05-31-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:

Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Posted social media information in preparation for the White Clay Creek Bicycle and Pedestrian Bridge Workshop, attended the workshop that was held on Tuesday, April 16; met with the construction firm that is doing work for Amtrak about temporary access points through some of our parks; along with JMT Engineering, met with the Oaklands Swim Club about the Rodney project; organized and attended the Landscape Screening and Treatment Review Committee meeting; met with JMT Engineering and Bhadresh about electric requirements for Rodney Park; met with the IT Division about SharePoint and updates for files; discussed grant opportunities with Millennium Strategies; met with the Parks Maintenance staff about upcoming work orders and projects.

Deputy Director: Attended a meeting with Melinda and Shannon regarding the Community Bike Ride that will take place in September sponsored by Bike Newark; met with Joe and Shannon, our intern, regarding another vision theme for the strategic plan; worked with Sharon to complete the VIP letter for the Memorial Day Parade to send out; met with Newark Police Department to discuss upcoming events and their assistance with them including summer camps, summer camp orientation, and more; met with Joe, JMT and representatives from the Oaklands Pool regarding the Rodney project; consolidated updates/changes for the first draft of the summer activity guide; assisted with preparation for the Egg Hunt and worked the event; continued to review and compare registration software programs and contact current users for input; conducted weekly staff meeting with recreation staff; continued to process special event applications and issue permits once approved; set up meeting to discuss emergency action plans for upcoming events with staff and Dave Tynan; reached out to representatives from UD regarding the upcoming Big Event to finalize details; met with a representative from Civic Rec regarding the registration software program; attended the Civic Engagement Committee meeting which is a part of the Newark Partnership; met with IT Division regarding migrating files into Sharepoint and set up training date for the staff; met with representatives from JMT and the Electric Department regarding the Rodney stormwater and park project; gathered supply items for the staff working Fandemonium.

Recreation Supervisor of Athletics: Finalizing details with staff and instructors for summer programs, proofed the summer brochure draft; afterschool tennis program began on Monday at Downes/Handloff Park; working to get new after care site supervisors on board, working to satisfy licensing requirements after recent inspection, planning for the start of adult softball and volleyball leagues, working to get teams finalized; finalizing Rittenhouse Camp staff, continues recruiting an arts and crafts coordinator, held interviews, sent out bus bid request for summer camp field trips and finalizing information; visited the weRUNewark youth program held at the Reservoir, this new program is going well; completed the adult volleyball schedules, leagues begin 4/22; the new session of after school gymnastics began on 4/17; the free skateboarding clinic was held on 4/17 with approximately 10 participants, instructional classes are scheduled to begin 5/1.

Recreation Supervisor of Community Events: Worked on Egg Hunt donations from local

businesses and finalized preparations for the Egg Hunt; completed contracts for performers for the Spring Concert Series which is being sponsored by Bloom Energy this year and will begin on May 2nd with the Honeycombs, concerts are held Thursdays from 7-8 p.m. on the Academy Building Lawn in May and June; VIP letters for the Memorial Day Parade have been sent and invitees have been confirming/declining attendance, the ceremony and parade is scheduled for Sunday, May 19th.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs; continued to finalize summer camp field trips, staff and items for Camp GWC; coordinated with recreation staff for the upcoming Spring Break Camp that will be held April 22 - 26 at the George Wilson Center; sent pool supply bids to local pool companies for the 2019 season and submitted a work order for preparations for the opening of the pools; continued finalizing volunteer information for the Egg Hunt that was held on April 13 at White Clay Creek State Park, worked with the Recreation Specialist to lead volunteers in Egg Hunt preparations, volunteers stuffed nearly 11,000 eggs in just three days; posted on social media reports from the Spring Community Clean Up and sent volunteers a thank you email; attended the Lavender and Lemon Grass Soap making class at the George Wilson Center on April 10; the first Second Saturday History Stroll was held on April 13 at the Academy Building Lawn; continued meeting with and communicating with potential renters for the George Wilson Center; the George Wilson Center pottery studio and outdoor area were used April 8 - 11 for a Veteran paper making group called Frontline Paper in which their organization turns uniforms into paper to tell their stories through art; made final revisions to the summer brochure; sent camp Information and emergency contact forms to participants registered for Spring Break Camp; attended a reporting meeting for the Christina River Watershed Clean Up; continued to do outreach and coordinate volunteers for the upcoming Earth Day Volunteer Day on Saturday, April 27; followed up with some companies for pool supply bids; sent Recital information to parents of dance participants; created a purchase order for Dance Costumes; The Friday Full Moon Hike scheduled for Friday, April 19 was canceled due to thunderstorms; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted Aftercare Food Bank forms; entered/tallied all volunteer information for the Spring Clean Up, Newark High School George Read Cleanup, the Egg Hunt preparations and for the day of the Egg Hunt; assisted with the Egg Hunt preparations at the George Wilson Center including checking in and starting volunteers each day and picking up basket donations from local businesses, worked the Egg Hunt and signed in/out volunteers, handed out prizes, assisted with cleanup, sent out verification of service hours and thank you notes to all Egg Hunt volunteers; inventoried and put away summer camp supplies as they arrived; entered volunteer/camp volunteer applications; purchased supplies for Friday Cooking Clubs for the After School Care sites and took additional paperwork to Downes/West Park After Care and egg hunt supplies for their activity; attended Bike Days organizational meeting with Paula and Bike Newark Committee; reviewed/commented on Shannon's fiscal responsibility vision; purchased and delivered supplies for spring break camp being held at the George Wilson Center; reviewed volleyball schedules for Tyler; represented the department at the Networks Career Fair. Volunteer Hours: Egg Hunt - 27 volunteers, 81.5 hours

Parks Superintendent: Coordinated the chain saw safety/maintenance workshop with assistance from the Parks Director and Parks Supervisor, met with our annual grower to reduce the number of plants to be purchased, met with homeowner about tree issue, attended meeting with Parks Director and Amtrak representative concerning access issue along Hall Trail to train tracks, met

island sponsor about location of a second sign along Elkton Road, met with developer concerning landscape installation issues, coordinated with contractor awarded bid to put on new roof at Fairfield Park shelter, weeded all open Community Garden plots as needed at Fairfield Park and followed up with 2019 Urban Tree Grant through State Forestry Department.

Parks Supervisor: Assisted with set up for chain saw workshop at City Yard, assigned field staff daily and assisted as needed, picked up field paint supplies and parts to repair light control box at Phillips Park, continued working with Networks on general clean-up of branches/twigs at several park areas and coordinated pick up of debris/trash from Christina River Clean Up/City Clean Up.

Parks/Horticulture Staff: Continued prepping bed at Olan Thomas Park for upcoming planting operation, did trash removal throughout park system, dragged/scarified ballfields including starting to cut in foul lines at fields, attended chain saw safety/maintenance workshop, continued weed control at all horticulture sites, added topsoil to several open bed areas in Community Garden, blew off Hall Trail and Reservoir Trail for races this weekend, did interior bed maintenance at City Hall, picked up all debris/trash collected from Christina River Clean Up/Community Clean Up events, did tree removal/pruning as assigned and continued working on work lists as assigned. Contractor started installation of new fence line and replacing center section of backstop at Handloff #2 ballfield.

Activity or Project:

Earth Day Volunteer Day

Description:

The City of Newark will be conducting its first annual Earth Day Volunteer Day this Saturday, April 27 from 9:00 a.m. -12:00 p.m. at Handloff Park. Volunteers will be participating in plantings, installing wood carpet, landscape maintenance and a number of other environmental initiatives. To volunteer, please email parksrec@newark.de.us or call the recreation office at 302-366-7000.

Status:	Not Started
Expected Completion:	04-27-2019
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:**Parking:**

The Parking Division issued high-visibility reflective sashes to the Parking Ambassadors to help with visibility while performing their work duties. Parking staff prepared on-street meters and parking lots for the no-charge parking that was provided on Good Friday and Easter. Parking staff picked up 50 meter pole assemblies that were removed from the beginning of Main Street and have been stored at the warehouse.

Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, May 7 at 7:00 p.m. in the Council Chamber. Items on the agenda include:

- Election of Planning Commission Secretary
- Review and consideration of Comprehensive Development Plan amendment regarding Focus Areas
- Review and consideration of proposed changes to Planning Commission Rules of Procedure
- Review and consideration of a Comprehensive Development Plan amendment and major subdivision with site plan approval for 321 Hillside Road

On April 18, the Board of Adjustment heard the appeal of the property owner of 15 Prospect Avenue for an area variance on maximum lot coverage from a maximum of 25% to a proposed of 27.5%. The case was approved over one year ago without the project starting. Therefore, the variances had sunset and the applicant had to reapply. At the rehearing, the Board unanimously approved the variance extension for nine months.

The Green Building Code Work Group scheduled for April 23 was cancelled due to lack of a quorum. The next meeting is scheduled for Tuesday, May 21 at 3:30 p.m. in the Council Chamber.

On April 18, Planner Michael Fortner attended the WILMAPCO Technical Advisory Committee meeting and the BikeNewark meeting. On April 24, Mike Fortner, along with the consultant at AECOM, attended a joint-meeting with City of Wilmington staff and consultant to discuss progress and ideas of now-developing sustainability plans. Both Newark and Wilmington received DNREC grants to develop sustainability plans.

Planner Tom Fruehstorfer attended the meeting of the Landscape Screening and Treatment Ordinance Review Committee on April 15 and represented Newark at the WILMAPCO PAC meeting, also on April 15.

The following were also completed April 11 through April 24:

- 17 Deed Transfer Affidavits
- 46 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single-family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation,

rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

419 and 421 Paper Mill Road, Parcel IDs 0805200010, 0805200011 (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018. The Planning and Development Department received revised plans on March 12, 2019.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018.

Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. SAC comments were forwarded to the applicant on February 21, 2019.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments were sent to the applicant on August 17, 2018. The Planning and Development Department received revised plans on April 10, 2019.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. The land use project is scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

511 Valley Road, Briarcreek Lot 21, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018. Revised plans were received by the Planning and Development Department on February 28, 2019 and forwarded to the SAC for review on the same date.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019.

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019. SAC comments were forwarded to the applicant on January 25, 2019. Revised plans were received February 14, 2019, with SAC comments forwarded to the applicant on February 20, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At their March 5, 2019 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0). The project has been placed on City Council agendas for March 25, 2019 (first reading) and April 22, 2019 (second reading/public hearing). At their April 22 meeting, City Council approved the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (5-1).

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019.

42, 46, and 54 East Delaware Avenue, Municipal Parking Lot 1 Expansion, Parcel IDs

1802000068, 1802000070, (PR#19-02-02): On February 19, 2019, the Planning and Development Department received an application for an administration subdivision at 42, 46, and 54 East Delaware Avenue for the expansion of Municipal Parking Lot #1. The Department received site plans from the applicant on March 20, 2019 and letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on the same date. No comments or objections were received by the Planning and Development Department in response to the letters mailed on March 20. The administrative subdivision was approved by the Planning and Development Director and City Manager on April 8, 2019.

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:

Auxiliary Services Division:

- During the week of April 15th, PSAP Manager Cannon and Captain Van Campen conducted interviews for a Communications Officer's position.

Administration Division:

- On April 12, 2019, Newark Police Department joined ACME in Suburban Plaza as they celebrated their Grand Re-Opening. Officers in attendance interacted with customers and employees that attended the event. ACME also presented the Newark Police Department with \$1,000 in Gift Cards that will be used to help with events throughout the community.
- On April 25, 2019, the Newark Police Department will join the City of Newark and participate in "Bring Your Child to Work Day". Throughout the day, employees and kids will be able to tour the Police facility and what it is expected in the day-to-day job duties as a police

officer. In the afternoon, participants will have the opportunity to explore several vehicles from the City to include a police SUV and the police Mobile Command vehicle.

- On April 28, 2019, members of the Newark Police Department will be on hand at the Newark Museum for Founders Day. Attendees will be able to interact with the officers and get a look at the vehicles and equipment used by the police department. To conclude the event a police K9 demonstration will be presented that will show police dog behaviors and the jobs they perform.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi attended the International End Violence Against Women conference during the week of April 22nd.
- On April 15, 2019, officers from the Street Crimes Unit arrested a 30-year-old female from Newark for prostitution and a 31-year-old male from Bear for patronizing a prostitute at a local hotel following an investigation. Officers began their investigation after observing an escort advertisement on a website. Undercover officers subsequently made an agreement to meet the female for prostitution purposes. While conducting surveillance prior to the agreed arrangement officers contacted the two above subjects as a part of the investigation. Both were issued their summons and released.

Patrol Division:

- On April 10, 2019, at approximately 1736 hours, Newark Police Officers responded to Home Depot located at 1000 Suburban Drive in reference to a shoplifting in progress. Prior to officer's arrival, the female suspect displayed a knife toward an employee immediately after fleeing the store. A plain clothes officer observed the female matching the description walking away from the area carrying a knife. The officer then attempted to contact the female later identified as Sherri Phillips, 44, of Newark. During the contact, Phillips brandished the knife in the direction of the officer.

Phillips eventually complied with the officer's commands and dropped the knife. Additional responding officers determined that there were two other co-conspirators in reference to the shoplifting. Raymond Strong, 59, and Brian Dunlap, 45, both of Elkton MD, were contacted on Suburban Drive as they were attempting to exit the shopping center.

- On Sunday, April 14, 2019, at approximately 0150 hours, an unknown suspect entered a residence in the 100 block of East Park Place and removed property from within the residence. The suspect is described as a white male, 6'0" – 6'1", 250 – 300 lbs. and wearing a black long-sleeved shirt, black shorts and a black baseball hat. He entered the residence via unknown means. There was no apparent forced entry. Once inside the residence, the suspect attempted to enter various bedrooms within the residence before leaving with property found within the residence. No one was injured during the incident and no victim confronted the suspect. The incident was reported to the police about 12 hours after it occurred.
- On 4/22/19, at approximately 1450 hours, East Main Street, between Library Avenue and Chapel Street, was closed due to a gas leak. The roadway was opened two hours later after the gas leak was repaired.

Special Enforcement Division:

- On April 22, 2019, the Traffic Unit motorcycle officers conducted an escort for Staff Sergeant Christopher Slutman, a marine killed in a roadside bombing incident in Afghanistan. Staff Sergeant Slutman, a local resident and volunteer firefighter, was transported from Dover Air Force Base to New York City where a funeral service will be held. He will then be transported to Arlington National Cemetery for burial. The Traffic Unit motorcycle officers will assist with this escort next week.

- Throughout the week, Traffic Unit officers will conduct traffic enforcement at various locations throughout the city including Welsh Tract Road, Otts Chapel Road and Ogletown Road.
- During the week, the Special Operations Unit will conduct trespassing enforcement in the area of the CSX rail line.
- The unit will also conduct proactive enforcement in the business district and student rental areas.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	04-25-2019
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:**

Public Works and Water Resources Department

Notable Notes:

PW&WR crews participated in Stihl chainsaw training along with other field operations staff. Chainsaws are typically necessary during emergency and non-routine situations and it is important to always maintain safe operating procedures and protective equipment. Thank you to the Parks Department for setting this up. Photo attached.

PW&WR contractor, TFE Resources, is currently cleaning and televising the sewer main through Redd Park along Jenney's Run. This work will help determine any repairs or lining necessary in the area. They will generally be in the open space area, but may need to access through the easements in the neighborhood and in side and rear yards. The work is anticipated to be complete within two weeks, weather dependent.

Activity or Project:

DelDOT Main Street Rehabilitation

Description:

DelDOT's contractor, A-Del, has provided us with a tentative two-week schedule, summarized below.

Work will continue in Phase 3, which is Tyre Avenue to Chapel Street with curb and road rehabilitation and curb ramp construction. Concrete removal should be complete within the next week. Drainage pipe and inlet installation west of North College should be complete within the next week. North College Avenue Closure and Detour is tentatively scheduled for May 9th. More information on that closure will be sent with future reports.

Status:	In-Progress
Expected Completion:	09-01-2020
Execution Status:	On Track

Activity or Project:

Rodney Stormwater and Park Project

Description:

Environmental remediation is about 95% complete, with the remaining material to be removed during the full demolition phase. Air monitoring results showed there were no asbestos releases detected during the entire remediation project.

A pre-bid meeting was held on April 23 for the demolition contract, which will begin in September. The meeting was well attended and we expect a number of bids based on the feedback we received at the meeting.

A meeting was held with concerned residents regarding the grove of trees along the northeastern corner of the property. The City Arborist has evaluated the trees based on the current plan and marked the trees accordingly. Councilmen Horning and Hamilton attended the meeting in which PW&WR and Parks staff sought input on changes that could be made in order to save some of the quality trees on site. Our design consultant is weighing the options now and will provide us with design change options to evaluate and share. We intend to balance the desire to save as many trees as possible with the potential liability of trees that may be in decline and the overall design of the park amenities. A third party will also perform a TRAQ (Tree Risk Assessment Qualification) Assessment to help guide our decisions.

Status:	In-Progress
Expected Completion:	08-31-2020
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – April 11 – April 24

Name	# of Documents	# of Pages	Types
Samantha	784	2829	Complaints/Work Order Attachments
Sandy	429	7916	Court Documents/Cash Receipts
Fred	482	1685	Building Plans/Subdivision Agreements
Debbie	675	3926	Court Documents/PUBS Daily Cash Receipts
Ana (PT)	921	2564	Complaints/Summons
Anita (PT)	23	37	Miscellaneous Current Files
Total	3314	18,957	

Digital Records Project Documents Modified* –April 11 – April 24

Name	# of Documents	# of Pages	Types
Samantha	822	3225	Minutes/Building Permits/Agendas
Sandy	436	8526	Employee Timesheets/Payroll Reports/Alderman Complaints/Summons from 1994
Fred	517	2836	Miss Utility Tickets/Court Documents/Building Plans
Debbie	676	3930	Complaints/Miss Utility Tickets
Ana (PT)	987	3002	BOA Documents/Agendas/Minutes
Anita (PT)	29	22	Miscellaneous Current Files
Total	3,467	21,541	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595		
May	40,272		
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42064	-10,073
April	53,599		
May	49,087		
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

NEWARK POLICE DEPARTMENT

WEEK 04/14/19-04/20/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	3	3	0	1	0	0
Unlaw. Sexual Contact	2	1	0	1	0	0
Robbery	8	4	0	13	4	0
- <i>Commercial Robberies</i>	2	2	0	0	3	0
- <i>Robberies with Known Suspects</i>	1	0	0	2	0	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	5	2	0	11	1	0
Assault/Aggravated	6	10	1	8	7	0
Burglary	17	26	1	3	53	0
- <i>Commercial Burglaries</i>	7	1	0	0	0	0
- <i>Residential Burglaries</i>	9	19	1	3	40	0
- <i>Other Burglaries</i>	1	6	0	0	13	0
Theft	160	143	6	46	170	6
Theft/Auto	15	15	0	3	3	0
Arson	0	0	0	0	0	0
All Other	30	40	1	15	53	0
TOTAL PART I	241	242	9	90	290	6
<u>PART II OFFENSES</u>						
Other Assaults	82	88	7	65	40	2
Rec. Stolen Property	0	0	0	7	4	0
Criminal Michief	60	32	1	13	29	0
Weapons	4	9	1	10	23	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	90	51	4	113	79	4
Drugs	30	64	7	39	88	4
Noise/Disorderly Premise	258	197	18	114	72	6
Disorderly Conduct	47	45	5	29	39	3
Trespass	61	71	2	13	38	4
All Other	118	115	11	103	135	11
TOTAL PART II	750	672	56	506	547	34
<u>MISCELLANEOUS:</u>						
Alarm	63	43	4	0	0	0
Animal Control	126	155	14	1	1	0
Recovered Property	79	63	3	0	0	0
Service	12186	10945	691	0	0	0
Suspicious Per/Veh	140	139	11	0	0	0
TOTAL MISC.	12594	11345	723	1	1	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,043	15,747	951	14,296



Newark Police Department
Weekly Traffic Report
04/14/19-04/20/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	3629	4085	196	350
DUI	56	52	9	4
TOTAL	3685	4137	205	354

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	62	61	3	6
Property Damage (Reportable)	360	342	26	25
*Hit & Run	78	64	7	3
*Private Property	87	84	6	4
TOTAL	422	404	29	31

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.

