

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

On Monday, Mayor Clifton, Parks and Recreation Director Spadafino, and Deputy Director Martinson and I met with Freeman Williams of the NAACP to discuss partnership opportunities for upcoming events. The meeting was productive, and we are looking forward to working with Mr. Williams on an August event at the George Wilson Center.

I attended the quarterly meeting of the White Clay Wild and Scenic Steering Committee of which I am a member. Now that I am officially the City Manager I will be transitioning out of this role at the next meeting with a representative from Public Works and Water Resources taking my place.

On Wednesday, Mayor Clifton, Human Capital Manager Hardin, and I attended the quarterly DFIT Stewardship meeting, held at the Kent County Levy Court building. This was the first meeting where Newark was an official member. Overall, the program has performed very well over the start of 2019 which is great news. Since we joined DFIT mid-policy year that begins in September, we are beginning the annual insurance renewal process by providing estimated payroll data. There will also be a payroll audit for actual payroll expenses during the current policy year that will likely result in some adjustment up or down once it is complete depending on actual expenses versus our original estimate. Moving forward, this will be a regular, annual process.

I spent a considerable amount of time this week on DEMEC related tasks and research. I also continued reviewing options for an optional 100% renewable energy option for our electric customers and researching electric vehicle charging stations.

Our new Assistant to the City Manager Jeffrey Martindale starts on Monday the 10th. We are looking forward to Jeffrey joining the team and have a long list of items for him to dive into once he is here.

We are working with the NPD to schedule ALICE Active Shooter training for City staff. We hope to have this scheduled shortly.

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

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

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

**Activity or Project:**
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| <b>Expected Completion:</b> |  |
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| <b>Activity or Project:</b> |  |
| <b>Description:</b>         |  |
| <b>Status:</b>              |  |
| <b>Expected Completion:</b> |  |
| <b>Execution Status:</b>    |  |

### City Manager's Weekly Report

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| <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Administration - Deputy City Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Notable Notes:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <p>On Monday, June 3rd, the City hosted a Blood Drive in Council Chamber. Also on Monday, Human Capital Manager Devan Hardin conducted onboarding for five Public Works interns as well as a new police dispatcher. On Tuesday, June 4th, Acting HR &amp; Labor Relations Manager Mark Farrall and Devan Hardin attended the Delaware Valley Health Trust (DVHT) annual meeting. Updates on the health trust were provided at the meeting. On Wednesday, June 5th, Ms. Hardin held her first afternoon of bi-weekly office hours at the yard. In conjunction with the city leadership and City Manager Tom Coleman the yard office hours were established to facilitate better communication between field employees and city administration. On Wednesday, June 5th and Thursday, June 6th, two new part-time Community Center Attendants were on boarded. On Friday, June 7th, Mark Farrall, Devan Hardin and Marta Pacheco attended a labor relations training session hosted by the University of Delaware Institute for Public Administration and Connolly Gallagher at the Duncan Center in Dover.</p> |  |
| <b>Activity or Project:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Activity or Project:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 5/30/19 to 6/5/19. These sessions included arraignments, trials, capias returns, video hearings and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

**Activity or Project:**

Court Sessions

**Description:**

From 5/30/19 to 6/5/19 Alderman's Court handled 54 arraignments, 88 trials, 18 capias returns and 2 video hearings. The court collected a total of 376 parking payments of which 241 were paid online and 135 were paid at court. The court also collected criminal/traffic payments of which 211 were paid online and 59 were paid in court for a total of 270 criminal/traffic payments.

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| <b>Status:</b> | Completed |
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| <b>Expected Completion:</b> | 06-05-2019 |
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| <b>Execution Status:</b> | Completed |
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**Activity or Project:**
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**Activity or Project:**
**Description:**

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| <b>Execution Status:</b> |  |
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### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on 6/04.

Geena was in the office on 5/30.

Tara spent time coordinating with staff and Council to book future meetings.

Tara worked with staff to coordinate and schedule items for consideration at upcoming Council meetings.

Danielle and Tara distributed the CAC's agenda for the 6/11 meeting and distributed it to the CAC.

Anita, Danielle and Tara notarized, posted and distributed numerous upcoming agendas for departmental meetings.

Anita continued research on past city annexations at the request of John Taber with NCCo.

Anita continued research regarding past council minutes and budgets at the request of Director of Finance and City Solicitor.

Anita completed Council packet preparation and assembly on 6/3/19.

Anita drafted and finalized resolution for Girl Scout Troop 672 (for reading at 6/10 council meeting).

Anita prepared direct mail notices for 102 Delrem Drive (mailed 6/5/19).

Anita drafted and finalized two proclamations at the request of the Mayor.

Anita continued with general copying, filing, and scanning, telephones and walk-ins.

Anita did general correspondence with Mayor, council and staff.

Anita continued with general mail sorting and general calendar management for Council Chamber.

The office received 19 new lien certificate requests this week, which were sent to Finance for processing and 221 were completed and sent to the requestor (includes the properties for 501 Hamlet Way) 1,238 lien certificates have been processed for 2019.

Danielle worked on the following items regarding FOIA:

- Circulated to staff for review FOIA request for 402 Ogletown Road. There were three for the same address requesting the same information.
- Provided response and closed a 05/10 FOIA request for certificates of occupancy for 501 Hamlet Way
- Provided response with supporting documents and closed a 05/14 FOIA request for open permits/liens and violations for 204 Capitol Trail
- Provided supporting documents and closed a 05/15 FOIA request for 402 Ogletown Road
- Provided supporting documents and closed a 05/17 FOIA request for 402 Ogletown Road
- Provided supporting documents and closed a 05/20 FOIA request for 402 Ogletown Road

Danielle reviewed UDPD video to make sure the audio did not cut out: 3 hours.

Danielle assisted with the 05/28 Council minutes.

Danielle prepared Board of Adjustment packets to be sent.

Danielle posted Board of Adjustment agenda to the City website and on the public posting board in the Municipal Building.

Danielle assisted with the on-boarding of the department's temporary assistant.

Danielle logged the recorded instrument numbers for 81-105 New London Road Campus Walk II plans.

Danielle prepped letter for the Recorder of Deeds to record the Utility and Public Access Easement agreement for Parcel 1800700086.

Danielle sent to the 81-1058 New London Road Campus Walk II Stormwater and Maintenance agreement to the Recorder of Deeds.

Danielle sent 20-9225 Haines Street Stormwater Drainage and Maintenance agreement and Subdivision to signatures.

Danielle entered all work into TCM.

Danielle fulfilled 5 discovery requests for upcoming Alderman's Court cases. 223 discovery requests have been filled so far this year. 23 court calendars with 412 associated cases have been prepared so far for 2019. There are 15 outstanding discovery requests. There was one plea by mail case processed this week.

Tara completed the agenda and packet for the 6/10 Council meeting.

Tara assisted with the 5/28 Council minutes.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha modified 17 Permits and 49 Administrative records.

Samantha created 550 Complaints.

Samantha worked with IT and Police on the new template for Police Records (testing in TRAIN environment).

Samantha moved 33.5 boxes and 4 large map boxes out to trailer to wait for destruction.

Samantha brought in 12 x-lg boxes from trailer.

Samantha is working with Finance and PW&WR on records that were brought in – waiting on their

responses.

Samantha did records research for Alderman's Court.

Fred processed Subdivision/Annexation plans.

Fred processed work order attachments.

Ana modified 163 documents.

Ana scanned 245 documents.

Ana modified Easement and Subdivision agreements 5/30-5/31.

Ana modified Agendas and Minutes 5/30-6/05.

Ana scanned Complaints and Summons 5/30-6/05.

Ana modified Complaints and Summons - 06/04.

Sandy worked on Planning Correspondence Reports - 1990, 1991 (2,273 pages).

Sandy worked on Alderman's Court complaints and summons from 2001 and 2006.

Sandy worked on employee W-2's for multiple years for 1987, 1989, 2002.

Sandy worked on Daily Cash Reports.

Debbie processed PUBS daily cash receipts for August 2016, September 2017 and March 2017.

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| <b>Status:</b>              | In-Progress |
| <b>Expected Completion:</b> |             |
| <b>Execution Status:</b>    | Completed   |
| <b>Activity or Project:</b> |             |
| <b>Description:</b>         |             |
| <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:**

Finance Department

**Notable Notes:**

Through the next week, the Payments and Utility Billing group will continue to experience high call volumes due to the moving out of the university students. If customers are calling in to make a utility payment, they will not be impacted since all phone payments bypass our normal business calls. We strongly encourage all customers to utilize setting up their accounts to be paid automatically using Customer Connect. This information is provided below. Normal call volume will double and triple our normal business day during the move-in/move-out period.

2018 Audit – The Finance team and Clifton Larsen Allen (CLA) have completed the audit, and we are in the final stages with CLA in reviewing the 2018 Comprehensive Annual Financial Report. The report is expected to be issued to Council at either the last meeting in June, or the first meeting in July (depending on the schedule of the auditor).

Monthly Financial Reports – April and May financials will be reviewed at the June 24th Council meeting.

New Castle County passed their annual budget on May 28th. The County did not change their annual sewer fee, but the County tax rate did increase. The second part of the two-year 15% phase-in takes place on 7/1/2019, plus the County removed the City's credit for the local fire service, which will also increase the County tax bill. Taxpayers can expect to see a 10.9% increase overall, or \$19 annually for the average resident.

Friday, June 7th through Wednesday, June 12th Director Del Grande will be attending the annual American Public Power Association (APPA) conference in Austin, Texas. The conference and expenses are reimbursed by DEMEC.

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

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| <b>Status:</b>              |  |
| <b>Expected Completion:</b> |  |
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**Activity or Project:**
**Description:**

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

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

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

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

The IT team met with Dell representatives to discuss WiFi network expansion in City Building and FOC as well as backup and recovery options.

**Applications Team:**

Open Tickets from Previous Week - 73

Tickets Opened in the Last Week - 39

Tickets Closed in the Last Week - 44

Remaining Open Tickets – 68

1. Watched a webinar about the Rate and Revenue Analysis Module offered in our Smartworks application.
2. Conference call with our hardware support vendor to introduce James and discuss service level agreements (SLA's).
3. Performed user acceptance testing on Tyler Munis TEST environment for 11.3 upgrade.
4. Met with Finance to discuss path forward regarding CIP I1603.
5. Worked on and resolved support tickets for end users.
6. 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.
4. Finalized Munis General Billing for PW&WR in TRAIN environment, waiting for approval from Finance to promote to LIVE. Go live date is scheduled for July 1, 2019.
5. Police Vehicle Technology Upgrades - Five vehicles still remain for cradlepoint installation (waiting on vendor).

**Infrastructure Team:**

Open Tickets from Previous Week - 76

Tickets Opened in the Last Week - 105

Tickets Closed in the Last Week - 103

Remaining Open Tickets - 78

1. Troubleshooting OWA issue at GWC. There appears to be an issue with our external DNS provider.
2. Fingerprint software has been package for automated deployment.
3. New Munis server has been built.

4. Worked on various issues.
5. 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.
2. Parks and Recreation to be moved to SharePoint.
3. "WNRK" setup and install to begin on 5/31.
4. Clean up of user core switch ports started.

**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 - Postponed date not yet determined
- Decommission old production, build new test

Working with meter data management software vendor for integration between CIS and upgraded software.

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| <b>Status:</b>              | Near Completion |
| <b>Expected Completion:</b> | 05-31-2019      |
| <b>Execution Status:</b>    | Behind Schedule |

**Activity or Project:**

For The Record FTR Replacement

**Description:**

Equipment has been received.  
New FTR server build is complete.

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| <b>Status:</b>              | Started    |
| <b>Expected Completion:</b> | 07-01-2019 |
| <b>Execution Status:</b>    | On Track   |

**Activity or Project:**

Council Chamber Projector

**Description:**

The equipment has been received. Installation is scheduled for 6/17/2019.

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| <b>Status:</b>              | Started    |
| <b>Expected Completion:</b> | 06-17-2019 |
| <b>Execution Status:</b>    | On Track   |

### City Manager's Weekly Report

#### Department:

Parks and Recreation Department

#### Notable Notes:

Director: Attended the DFIT workmen's compensation meeting with the management team; conducted the landscape screening and treatment committee meeting; worked on the Preston's Restroom bid contract with Tim Filasky and Preston's Playground Committee members; conducted parks maintenance meeting to discuss upcoming park projects and workorders; working on the 2020 budget figures, attended the Police Athletic League Committee meeting to discuss fundraising efforts and bylaws; attended Council meeting to discuss easement and sanitary sewer agreement with the owner of Tax parcel 08-047.00-007 along with Tim Filasky.

Deputy Director: Met with Caitlin Olsen and Mark Deshon regarding the Community Bike Ride event in September co-sponsored by the University, Bike Newark and the City; attended a training on the new DFIT workmen's compensation program; attended a Newark PAL meeting; ordered summer staff shirts for the upcoming season for camp counselors, lifeguards and volunteers; prepared for, organized and led the summer camp orientation for summer camp counselors; continued to collect background check forms to process prior to summer camps beginning; set up trial with Civic Rec for our front line staff to "play" around in the system to determine how user friendly this program is for recreation registration software; submitted fire permit for the July 4th Fireworks celebration; continued to process special event applications and issue permits once approved, continued to process financial assistance applications.

Recreation Supervisor of Athletics: Prepared for assisted with summer camp staff orientation with all camp counselors, will hold an additional Rittenhouse Camp staff orientation on June 13 & 14, met with Melinda to work on preparations for the start of Rittenhouse Camp; worked on finalizing events for the end of the school year for the before and after care programs, coordinated pick up times for equipment to store for the summer; continued to process background forms for contracted camp staff.

Recreation Supervisor of Community Events: Approximately 25 people were in attendance for the May 30th Spring Concert, featuring, Mike Barry. There were storms in the area, so the concert moved to the Aetna H,H,&L Ambulance Bay on Academy Street; prepared for and assisted with the Summer Camp staff orientation, worked on staff paperwork, and specifics related to each camp; continued to update specialty camp contracts.

Coordinator of GWC and Volunteers: Finalized items for the pools scheduled to open on Friday, June 7; finalized items needed for staff orientation on June 7 and Lifeguard orientations scheduled for June 3 and 4; conducted four interviews for summer staff including one lifeguard and three Before/After Camp Care staff members; conducted reference checks on potential staff members and finalized remaining employee paperwork; checked in with the new George Wilson Center

attendants to see how they were getting accustomed with the new positions; they will begin on their own on June 4; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted weekly Aftercare Foodbank forms; created and updated summer fitness and camp contracts with dates/rates; emailed all 2018 Family Fun Night Vendors about participation/interest in 2019 event; refilled the 10 First Aid Kits for Rittenhouse Camp in preparation for the start of camp; received four new volunteer applications; made final updates to summer staff manual and printed copies for orientations; attended summer staff orientation & presented Leadership/Volunteer segments; reviewed supply list with Tyler for Rittenhouse Camp for purchasing.

Parks Superintendent inspected two park/open space areas and developed work list as needed, picked up bulbs donated to City park system from Longwood Gardens, sprayed upper meadow area to control Chinese Lespedeza at Curtis Mill Park, gave playground safety presentation to all summer employees for upcoming summer camps, participated in biological control wasp release in Valley Stream area off Barksdale Road and in Coleman Park to control EAB (Emerald Ash Bore), met contractor at Kershaw Park court area to discuss conversion project of court area from tennis to basketball (contractor began work this week), coordinated with Public Works for boulder placement at North College Avenue trail head on Pomeroy Trail, met with builder and landscape contractor installing trees at 14 sites in Newark Preserve for tree replacement for release of surety bond, attended DFIT meeting at City Hall and assisted Public Works with tree issue.

Parks Supervisor assigned field staff daily and assisted as needed, continued working on getting "Certificate of Origin" for all new mowing units and continued coordinating with Recreation Division for upcoming special events.

Parks/Horticulture staff continue mowing and bed maintenance operations, dragged/scarified all ballfields, raked off all horseshoe pits, did trash removal throughout park system as needed, continued mulching bed areas throughout park system, did tree removal in Valley Stream area, continued on work orders as assigned, did equipment maintenance on Ventrac unit/Jacobson mowing unit/both Kubota mowing units, continued on pool opening list and set up/stored away stages from concert series on Main Street.

#### **Activity or Project:**

Biocontrol for the Defense of the Emerald Ash Borer in Newark

#### **Description:**

The United States Department of Agriculture (USDA) has been working with the Newark Parks Department to save ash trees from the invasive beetle, the Emerald Ash Borer. The pest beetle was accidentally introduced from China to Detroit, Michigan sometime before 2002 and has since killed millions of North American ash trees in 35 US States. This beetle was first detected in Delaware in August of 2018 and is being combated through pesticide injections and releases of biocontrol agents – the stingless wasps from the beetles native home (Northeast Asia). Several ash trees along Elkton Road were discovered to be heavily infested with EAB this week. Researchers believe this is the first time that there has been a discovery of infested ash trees in New Castle county. These infested trees had woodpecker damage, adult emergence holes, and serpentine galleries. There were also sightings of adult EAB climbing on some of the trees. The United States Department of Agriculture is now planning to release additional biocontrol agents in this area. Releases in this

area of the Oobius agrili egg parasitoid began last week and will continue with larval parasitoids throughout the summer. We are fortunate to have some of the nations leading researchers in the fight against the Emerald Ash Borer from the USDA right here in Newark doing research at the University of Delaware. The link provided has additional information about controlling the Emerald Ash Borer <https://tellus.ars.usda.gov/stories/articles/controlling-emerald-ash-borer/>

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| <b>Status:</b>              | Started    |
| <b>Expected Completion:</b> | 01-01-2020 |
| <b>Execution Status:</b>    | On Track   |

#### Activity or Project:

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

#### Activity or Project:

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

### City Manager's Weekly Report

#### Department:

Planning and Development Department

#### Notable Notes:

Code Enforcement:

Water, sewer, and gas are being disconnected ahead of the demolition of the nine houses on New London Road for Campus Walk II.

Parking:

Parking staff continued one-on-one meetings with Parking Attendants concerning the upcoming construction of the Hyatt Hotel (Green Mansion) project on East Main Street and multi-space kiosks; met with multiple landlords and property/business managers about the future of parking permits and where those under lease obligation could park; signed off and coded T2 umbrella agreement, terms of service and quote for License Plate Recognition, and quote for Multi-Space Kiosks (Year 1); signed off on the Passport Pay-by-App agreement; and, continued working with A-Del/DelDOT on the Main Street Rehab.

Staff supported student move-out efforts by sectioning off some parking spaces for “move-out” dumpsters and keeping discarded furniture and move-out trash in the proper areas to ensure it could be easily hauled away by trash companies; prepared for upcoming UD Alumni Weekend;

attended a fireworks meeting in preparation for July 4; worked with DNP Gift Card holders on refunds for cards that were not working in the field.

#### Planning and Development Director:

I spent time onboarding the new Code Enforcement Manager Stephanie Peterson.

Worked with Cathy Trykowski on finalizing the Request for Proposal for the Newark Downtown Parking Plan Request for Proposal which is out for bid.

Worked on preparing for the City Council meeting and plan review.

Worked on request for proposals and tasks related to the Transportation Improvement District and Rental Housing Workgroups in preparation for the upcoming meetings next week as described below.

I worked with staff on preparing the June 4, Planning Commission packet and then preparing for and attending the Planning Commission meeting and related tasks.

I participated in the second of four mini courses of the International City Managers Association (ICMA) Mid-Career Managers Institute in which I am enrolled. The Mid-Career Manager's Institute is designed to enhance and develop participants' leadership abilities and effectiveness by providing: a broader understanding of their responsibilities as leaders; perspective on some of the critical leadership and management issues facing mid-career managers; and understanding and awareness of concepts and techniques relevant to local government management. This is accomplished through a series of readings, four mini courses, a coach, completion of a management application project and attendance at the ICMA Annual Leadership Institute Session.

A fair bit of time was spent on meeting with staff, permit related issues, parking related issues, program management, plan review, and administrative tasks.

External meetings attended by the Planning and Development Director recently included:

- City Managers Association of Delaware, May 28
- City Council, May 28
- Delaware Population Consortium, May 23, 2019
- Delaware Chapter of the American Planning Association, May 31
- 2nd class of the MICMA Class, June 4, 2019
- June 4, 2019 Planning Commission Meeting

#### Planning/Land Use:

At its meeting on June 4, the Planning Commission took the following actions:

- Recommended approval of the annexation and rezoning at 1089/1091 Elkton Road
- Recommended approval of amendments to Chapter 32 Zoning for the regulation of sidewalk cafes, patios, decks, balconies, and parklets in the downtown district

The Rental Housing Workgroup subcommittees are scheduled to meet next week:

- Rental Permits Subcommittee – June 11, 3:00 p.m., Old Newark Conference Room
- UD Student Growth Subcommittee – June 11, 3:00 p.m., Council Chamber

- Non-Student Housing and Affordable Housing Subcommittee – June 13, 3:00 p.m., Council Chamber

The next meeting of the Transportation Improvement District (TID) Committee is scheduled for June 12 at 1:30 p.m. in the Council Chamber.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for June 24 at 4:00 p.m. in the Old Newark Conference.

Applications for the 46th Year (July 1, 2020 – June 30, 2021) Community Development Block Grant (CDBG) program and the 2020 Revenue Sharing program are available. The Planning and Development Department will hold a public information meeting for the CDBG and Revenue Sharing programs on Wednesday, July 17, 4:00-5:00 p.m. in the City Council Chamber. The applications will be due on August 2, 2019. If you know of any organizations that may benefit from any of these programs, please refer them to Michael Fortner at (302) 366-7000, ext. 2041.

Planner Mike Fortner attended the New Castle County Bike Plan meeting in the WILMAPCO office on June 4 and completed Financial Draws through May 2019 to New Castle County for the 45th Year CDBG Program.

Planner Tom Fruehstorfer attended the meeting of the Landscape Screening and Treatment Ordinance Review Committee on May 30.

The following were also completed this week:

- 7 Deed Transfer Affidavits
- 13 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. The subdivision request was withdrawn, and a single-family structure built on the existing parcel via the building permit process.

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. At its meeting on May 28, City Council approved the amendment to the major subdivision plan.

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. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting.

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. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission 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. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting.

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.

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. At their meeting on June 4, 2019, the Planning Commission recommended approval of the annexation and rezoning. The project will be placed on an upcoming City Council agenda.

**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:**

- Last week's report mentioned Sergeant Jay Conover and Communications Officer II Logan Fountain graduating from the New Jersey State Association of Chiefs of Police/West Point Command and Leadership program. Upon attending the graduation ceremony, it was announced that Jay Conover was awarded the Chief Harry Wilde Academic Award for having the highest academic average in his class. This award is a credit to the hard work Sgt. Conover put into the program and reflects highly on the Sergeant and the Newark Police Department. We commend both individuals on completing this challenging program.
- Many units including Patrol, Traffic, Special Operations and other units will be monitoring the city for the University's Alumni weekend.

**Auxiliary Services Division**

- Newark Police was awarded a Criminal Justice Council (CJC) Grant purposed for the acquisition and installation of security cameras for portions of the James F. Hall Trail.

**Administration Division**

- Summer range qualifications began this week and are being held at the Chester County Public Safety Training Center.
- NPD Accreditation Manager, Sgt. Bryda attended the regional CALEA quarterly meeting on June 7th in Salisbury, MD.
- M/Cpl. Smith met with members of the Newark Parks and Recreation Department this week to begin planning NPD's National Night Out event.

**Criminal Investigations Division**

- Beginning this week, we welcome Laurel Bradley (intern) that is working with Victim Services at NPD. Ms. Bradley is a practicum student at the University of Delaware. Ms. Bradley is double majored in Criminal Justice and Women and Gender Studies with a concentration in Domestic Violence Prevention and Services.

**Special Enforcement Division**

- Sgt. D'Elia will be meeting with a Pennsylvania municipal police department that is interested in adapting Newark's unruly gathering ordinance.
- Work continues on establishing Newark's PAL program.
- On June 5th, the monthly HUB meeting will be held at Newark Police Department.

**Activity or Project:**

N/A

**Description:**

N/A

|                             |            |
|-----------------------------|------------|
| <b>Status:</b>              | Completed  |
| <b>Expected Completion:</b> | 06-06-2019 |
| <b>Execution Status:</b>    | Completed  |

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

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| <b>Expected Completion:</b> |  |
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| <b>Expected Completion:</b> |  |
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| <b>Execution Status:</b> |  |
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### City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Parking Lot #1 Expansion plans are currently under development. City and UD attorneys are working on the transfer of the property and the financial transaction.

Paving of the Fremont Road to Pomeroy Trail Connector is scheduled to begin on or around June 17. The Parks Department is working to set up a ribbon cutting ceremony to be held later this summer when the trail is fully complete.

DelDOT Main Street Improvements. The contractor plans to pave the current phases 3 and 9 on June 12. The switch to phases 4 and 8 is scheduled for June 14. More information on the project and phasing can be found at [mainstreetimprovements.com](http://mainstreetimprovements.com). Hunt at Louviers residents were sent a letter regarding site restoration which is attached. Cullen Way curb and sidewalk restorations are scheduled to be complete by June 7. Site restoration is still in progress and we are awaiting a site plan for permanent restoration. Plans are anticipated to be submitted to the City by June 7. DNREC has sent out a Press Release for a grant that we received through the Community Involvement Advisory Council. This \$20,000 grant will help fund the environmental educational signage at the new Pond and Park. Press release is at the path below.  
<https://news.delaware.gov/2019/06/05/dnrec-allocates-158728-to-community-environmental-projects-through-states-community-involvement-advisory-council/>

**Activity or Project:**

Rodney Stormwater Pond and Park - Environmental

**Description:**

PW&WR staff and their consultants from JMT and Brightfields, Inc. held a public information session to discuss the PCB removal at the Rodney Site. Council approved the contract for the work to be completed, subject to holding this meeting. Thanks to Council members Horning and Hamilton for their attendance and sharing the information with their districts. The work will be completed over the next 2-3 weeks and we will continue to monitor the progress and address any concerns.

|                |         |
|----------------|---------|
| <b>Status:</b> | Started |
|----------------|---------|

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|-----------------------------|------------|
| <b>Expected Completion:</b> | 06-30-2019 |
|-----------------------------|------------|

|                          |          |
|--------------------------|----------|
| <b>Execution Status:</b> | On Track |
|--------------------------|----------|

**Activity or Project:**

Sanitary Sewer Inspection - Devon/Binns Area

**Description:**

Our engineering consultant, JMT, will be performing condition assessment of the sanitary sewer system in the Devon neighborhood during the week of June 10th (see attached map, testing areas in green). This type of assessment uses acoustic technology to provide real-time blockage assessment in gravity sewer mains. The Sewer Line Rapid Assessment Tool (SL-RAT) has two components a sender and receiver that are placed into two connected sewer manholes. Sound waves are transmitted from the sender to the receiver and are analyzed to determine if a sewer line is partially or fully blocked. This test takes approximately 5-10 minutes to complete and you may hear a tone noise for a few seconds while the signal is transmitted. Testing of the entire area should take approximately two weeks. Any need for access to residents yards will be preceded by notification and acknowledgement by the resident. Workers will have safety vests on and may block a portion of the road for short durations during the testing. Please contact PW&WR if you have any questions or concerns during this work.

|                             |             |
|-----------------------------|-------------|
| <b>Status:</b>              | Not Started |
| <b>Expected Completion:</b> | 06-30-2019  |
| <b>Execution Status:</b>    | On Track    |

**Activity or Project:**

Electric Utility Fleet Conference

**Description:**

Senior Mechanic II, Dave Vispi attended the Electric Utility Fleet Manager's Conference in Williamsburg, VA June 3-5. The conference is an educational seminar and equipment show. Seminar topics included Legal issues, Benchmarking Performance, Organization, and Electrification of Fleets. New equipment on display included next generation electric powered vehicles, 5G integration, and inspection systems. NASA Astronaut Commander Mark Kelly was a keynote speaker. Dave remarked that it was the best conference he has attended.

|                             |            |
|-----------------------------|------------|
| <b>Status:</b>              | Completed  |
| <b>Expected Completion:</b> | 06-06-2019 |
| <b>Execution Status:</b>    | Completed  |



Newark Police Department  
Weekly Traffic Report  
05/26/19-06/01/19



| TRAFFIC<br>SUMMONSES | 2018<br>YTD | 2019<br>YTD | THIS<br>WEEK<br>2018 | THIS<br>WEEK<br>2019 |
|----------------------|-------------|-------------|----------------------|----------------------|
| Moving/Non-Moving    | 5144        | 5745        | 182                  | 276                  |
| DUI                  | 75          | 82          | 1                    | 1                    |
| TOTAL                | 5219        | 5827        | 183                  | 277                  |

\*Included in the total collision numbers

| TRAFFIC COLLISIONS                     |            |            |           |           |
|----------------------------------------|------------|------------|-----------|-----------|
| <b>Fatal</b>                           | 0          | 1          | 0         | 0         |
| Personal Injury                        | 95         | 94         | 4         | 7         |
| Property Damage<br><b>(Reportable)</b> | 495        | 499        | 18        | 15        |
| *Hit & Run                             | 112        | 78         | 6         | 3         |
| *Private Property                      | 129        | 118        | 9         | 3         |
| <b>TOTAL</b>                           | <b>590</b> | <b>594</b> | <b>22</b> | <b>22</b> |

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.



Newark Police Department  
Weekly Traffic Report  
05/26/19-06/01/19



| TRAFFIC<br>SUMMONSES | 2018<br>YTD | 2019<br>YTD | THIS<br>WEEK<br>2018 | THIS<br>WEEK<br>2019 |
|----------------------|-------------|-------------|----------------------|----------------------|
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**PUBLIC WORKS & WATER RESOURCES**  
**CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7160 · [www.newarkde.gov](http://www.newarkde.gov)

May 31, 2019

**TO: Residents of Hunt at Louviers**

**RE: Millcroft Memory Care Facility – Construction Update**

Dear Resident,

As you may be aware, the Millcroft Memory Care Facility project located on the southwest corner of the Cullen Way and Possum Park Road intersection has been cancelled by the owner. As a result, the contractor (Horst Construction) was directed by the owner to cease all work and has been released from their original contract.

Prior to the project being cancelled, the contractor had begun significant earth moving activities and infrastructure installations on the site. This has left the site partially graded with stockpiles present and a small section of Cullen Way and the adjacent sidewalk in need of permanent restoration. On May 15, 2019 the contractor was directed to temporarily stabilize the site in accordance with Delaware Sediment and Stormwater Regulations and City of Newark Code. This work was completed as of May 21, 2019. The work stoppage was sudden and unexpected so there are still details that are being worked out between the respective parties regarding permanent site restoration and timing thereof.

The Department has directed the contractor to expedite the restoration work on Cullen Way while the project team works to put together a plan and schedule for the work on the private lot. **The Cullen Way curb and sidewalk restoration will begin on Monday, June 3, 2019 and will take approximately one week to complete.**

We anticipate receiving a proposed grading and site restoration plan by June 7, 2019. Once received, all operating departments in the City will have an opportunity to review the plans and comment accordingly. The review of the revised project plans will be expedited, yet thorough.

Staff realizes this project is in direct line of sight for several residents and we are committed to ensuring the site is brought to a condition that meets city and state requirements and addresses residents' concerns of an unsightly construction site adjacent to their neighborhood. Please note that the site is private property and as such, the final site conditions will generally be the owner's prerogative as long as all regulations and city standards are met.

In order to ensure residents' concerns are addressed, staff will be conducting a public information session for the residents of the Hunt at Louviers to listen to your concerns in an effort to see that they are addressed as part of the restoration operation. We will provide additional information regarding the timing and location of this meeting in the coming weeks.

Please do not hesitate to contact the City of Newark Public Works and Water Resources Department at 302.366.7000 if you have any questions.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

SL-RAT INSPECTION  
AREA

JUNE 2019

Legend

- Manhole
- SL-RAT Inspection
- - - Gravity Main
- Parcel
- ▭ City Limits



0 250 500 1,000  
Feet

1 inch = 500 feet



JUNE 2019