

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

This week I filmed interviews with "The Delaware Way" and "Comcast Newsmakers" on the topic of the referendum, Rodney, and the upcoming DelDOT project on Main Street.

I attended this month's WOW recognition breakfast.

I met with Alan Brangman and other staff from his team regarding the Pomeroy connector to Fairfield Crest, parking in Lot 1, water service at STAR and other topics. The meeting was very productive, and we will be following up on several items over the coming weeks.

I was interviewed by a researcher at UD about bicycling policy in the State, how we interact with DelDOT on cycling projects, and my opinion about DelDOT's current priorities.

I attended a meeting on the Delaware Avenue Cycle Track project with the engineer for the project, JMT.

We had a large snow event this week which required closing of City Hall on Wednesday for safety reasons. I was also out of the office on Thursday for a funeral.

The rest of the week was filled with general administrative and personnel related tasks.

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

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**
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## City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

**Notable Notes:**
**Administration/HR:**

The HR team continue to work with police leadership on the active police officer recruitment; this includes Communications with weekly recruitment graphics and video development. Pending job fairs, educational session and recruitment videos are planned to continue with expanded recruitment efforts. Assistant to the Managers Mark Brainard and the Facilities Maintenance team settled on new LED replacement bulbs for continued energy efficiency gains. Mr. Brainard worked with the Planning & Development team on information to create an addenda to the Sustainability RFP. The HR team spend many additional hours addressing labor/personnel matters with the closure of City Hall and field employees working during a declared State of Emergency.

**Parking Division:**

Parking Manager Marvin Howard prepared for the Traffic Committee, which was then canceled due to the weather. Mr. Howard and Parking Supervisor Courtney Mulvanity prepared for the nor'easter #4 snow event, which included adjusting staffing needs, as well as expanding the maintenance staff schedule(s) to clear snow and ensure safety within the Parking Division operations. Due to the snow event, the parking lots were no-charge from 5:00 p.m. on Tuesday and restarted operations at 7:00 a.m. on Thursday.

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

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

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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:**

## Alderman's Court

**Notable Notes:**

Alderman's Court held only two court sessions from 3/15/18 to 3/21/18 due to the snow storm. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Monday to handle any parking appeals.

**Activity or Project:**

Court Sessions

**Description:**

From 3/15/18 to 3/21/18 Alderman's Court handled 81 arraignments, 46 trials, 2 capias returns and 4 video hearings. The court collected a total of 435 parking payments of which 346 were paid online and 89 were paid at court. The court also collected criminal/traffic payments which included 163 online payments and 49 court payments for a total of 212 payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	03-22-2018
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<b>Execution Status:</b>	Completed
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**Activity or Project:****Description:**

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

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

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on March 15 for Board of Adjustment and March 20. Geena was in on March 15 and 22 for Court.

Tara attended the staff meeting on March 15 where the March 26 Council agenda was discussed.

Tara attended the quarterly Delaware Municipal Clerks Association meeting in Smyrna on March 15.

Paul and Sarah staffed the Board of Adjustment meeting on March 15. The Board granted the

variance request for 156 West Main Street for one additional renter in a student home with a 3-0 vote.

Tara attended week 2 of the Municipal Clerks Institute hosted by UD's Institute for Public Administration in Dover. Sessions included stress management and public speaking using the Dale Carnegie method. Tara is attending her third and final year of the institute, which will give her 20 credits towards the 110 needed for her Certified Municipal Clerk designation from the International Institute of Municipal Clerks. She is attending this year on scholarship, which has defrayed the costs to the City for her attendance.

Staff finalized and posted the agenda and packet items for the March 26 Council meeting on March 19.

Renee completed several items for the March 26 Council agenda including two bills and the final subdivision agreement, related resolution and cover memo for the Park 'N Shop project.

Renee spent some time working with GovHR on items related to the City Manager search which were finalized for the packet item to be presented on March 26.

Tara spent time corresponding with applicants for various boards and commissions appointments and reappointments.

Work continues on the preparations for the April 10 Council election. The voter registration deadline passed on March 19 and updated voter registration lists were requested from the Delaware Department of Elections for coding. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

FOIA issues took some staff time this week. The following actions were taken on FOIA issues:

- \* Received additional documents from staff and began review for a January 25 FOIA request from O'Rourke Investigative Associates, Inc. regarding 400 Ogletown Road.
- \* Sent follow up information requested for a February 14 FOIA request from Amy Roe regarding documents related to the meetings between GovHR and members of Council related to the City Manager search.
- \* Received request, circulated to staff, received relevant documents, sent documents to the requestor, completed and closed a March 8 FOIA request from ACER Associates regarding 15 Innovation Way.
- \* Received, retrieved and sent documents, completed and closed a March 14 FOIA request from Construction Monitor regarding building permits.
- \* Received and circulated to staff a March 17 FOIA request from Sarah Bucic regarding the DNREC Sandblasting Technical Committee.

The March 26 Council agenda and the March 21 Downtown Newark Partnership Merchants Committee, March 21 Downtown Newark Partnership Economic Enhancement Committee and March 21 Planning Commission Parking Subcommittee cancellation notices were posted and forwarded to Council.

Regarding minutes, staff time was spent on the March 12 Council (Tara and Sarah drafting), March 13 Conservation Advisory Commission (Sarah drafted - complete) and March 15 Board of Adjustment (Sarah drafted - complete) minutes. The February 26 Council executive session

minutes are currently in the queue.

Sarah fulfilled 3 discovery requests for upcoming Alderman's Court cases. 84 discovery requests have been filled so far for 2018. The office also received the court calendar for March 29 and the 13 associated case files were prepared for the Deputy City Solicitor. 13 court calendars with 183 associated case files have been compiled so far for 2018. Three plea by mails were processed.

The office received 5 new lien certificate requests in the last week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. So far, 82 lien certificates have been processed for 2018.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha continued work on the draft City of Newark document retention schedule and the standardized naming and metadata conventions for the City's digital documents. Samantha also sent several destruction and transfer notice to State Archives for approval. Mecia worked on preparing the permanent Board of Adjustment files for transfer to State Archives.

The scanned documents numbers for March 15-21 are below. Numbers are lower this week due to the inclement weather closure on March 21.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Lobbyist Weekly Report

**Description:**

No report was submitted this week.

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

**Description:**

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

**Department:**

Community Relations

**Notable Notes:**

**Snow Coverage:** Megan did a ride-along with Public Works and Water Resources Supervisor Dan Zebley during the afternoon of Wednesday, March 21 to cover the snow storm. She took photos and video of the snow and the crews working. She also posted information to the City's social media accounts, including snow emergency reminders and the proper way to use a snow blower on the sidewalk. The photos and videos can be seen on the City's social media pages and on the City's website homepage.

**Newark Police Department Recruitment Video:** Megan shot photos and video of the Newark Police Department on patrol downtown on St. Patrick's Day. She also shot staged video with the Newark Police Department's Traffic Control Unit. This video will be used for promotional purposes during their recruitment period.

**Newark News Brief:** The 17th Newark News Brief was published on Friday, March 16. The video includes information on voter registration and the League of Women Voters City Council Candidate Forum. It also highlights Newark Police Department recruitment, spring leaf collection and the 6th Annual Newark Summer Camp Fair. The News Brief can be viewed on Newark's social media pages, the website and channel 22.

**Five & Wine/Wine & Dine:** The 2nd annual Five & Wine 5-Mile Run/Walk and the 14th annual Wine & Dine will both be held on Saturday, March 24. The Five & Wine kicks off at 9 a.m.. After participants cross the finish line they'll be treated to after parties at Stone Balloon and Klondike Kate's. Stone Balloon's after party will run from 9:30 – 11:30 a.m. Klondike Kate's after party will be 10 a.m. – noon. 291 participants are registered so far. Registration is currently \$35. Registration link: <https://runsignup.com/Race/DE/Newark/FiveWine?remMeAttempt=>

The Five & Wine is immediately followed by the 14th annual Wine & Dine. The culinary and wine extravaganza is a pay-as-you-go event that runs from 12-5 p.m. at a dozen downtown restaurants. The menus being featured at Wine & Dine can be found on the Wine & Dine Facebook event and on [enjoydowntownnewark.com/winedine](http://enjoydowntownnewark.com/winedine). This year, the first 2,000 participants will receive a free stemless wine glass. There will also be live music from acoustic musicians traveling throughout downtown during the event. All City of Newark municipal parking meters and lots will be free for both events.

DEMEC, Newark Toyota World and Del-One Federal Credit Union, and JMT are sponsoring the events. Anyone interested in sponsoring can click here: <https://newarkde.gov/DocumentCenter/View/9907>. The Five & Wine is not possible without help from volunteers. We specifically need volunteers to be course marshals and water station attendants. Anyone interested in volunteering during the Five & Wine can find a list of the volunteer opportunities and job descriptions here: <https://runsignup.com/Race/Volunteer/DE/Newark/FiveWine>

**Firefly Music Festival VIP Ticket Raffle:** We are raffling off 4 VIP tickets to the Firefly Music Festival. The tickets are being raffled in pairs of two, so there are two chances to win. Raffle tickets are \$50 each, and only 300 raffle tickets are available. Raffle tickets can be purchased here: <https://www.paypal.me/CityofNewark/50> or at the municipal building with cash or check. The winners will be announced during Wine & Dine on Saturday, March 24.

**Creative Design/Web Updates**

- Designed Wine and Dine music poster; new signs for Alderman's Court; NPD hiring

graphics for social media; Candidate Forum, and district candidate graphics for Newark News Brief; Wine and Dine social media poster; Newark sign for Public Works; Newark referendum 8.5 x 11 ad

- Converted Wine and Dine poster to 11 x 17 format
- Created City referendum webpage; Newark Community Sustainability Plan webpage and agendas/minutes archive
- Updated Parks and Recreation slides on TV22; Better Newark Award nomination form with CAC's requested edits; Parks and Recreation Community Event webpages; and Wine and Dine menus for 2018
- Scheduled public meeting notices, Newark News Brief on TV22, and InformMe for weather alert, yard waste collection, and Devon/Binns development parking
- Worked with Jay Hodny to create a printed version of the City parking map
- Posted Firefly ticket raffle, Jefferson Award press release, Wine & Dine and Five & Wine, Spring Leaf Collection, and City office 3/21 closure to News Flash

#### Press Releases/Media Inquiries

Upcoming Events: Summer Camp Fair & Egg Hunt: <http://bit.ly/2G0Ubfm>

Five & Wine and Wine & Dine Returning to Main Street: <http://bit.ly/2pwh7Np>

Volunteers Recognized at City of Newark Jefferson Awards Ceremony: <http://bit.ly/2HXJFGD>

City of Newark Announces Closure Due to Severe Weather: <http://bit.ly/2ucxaVy>

City of Newark: Severe Weather Update: <http://bit.ly/2pAZbAK>

City of Newark Declares End of Storm: <http://bit.ly/2FTkRTm>

#### Activity or Project:

Communication Outreach: June Referendum

#### Description:

Tom Coleman participated in two interviews regarding the referendum. On Tuesday, March 20, he participated in a scheduled taping with The Delaware Way with Larry Mendte (<http://metv2.com/the-delaware-way/>) and on Friday, March 23, he participated in a scheduled taping with Comcast Newsmakers (<https://comcastnewsmakers.com/>).

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-19-2018
<b>Execution Status:</b>	On Track

#### Activity or Project:

#### Description:

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

#### Activity or Project:

#### Description:

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

**Execution Status:****City Manager's Weekly Report****Department:**

Electric Department

**Notable Notes:**

During the latest snow storm, 31 customers were out for about 15 minutes while the line crews cleared a tree limb from the lines. This happened mid-day Wednesday. At midnight the crews were called out to Yorkshire Woods and removed a limb from the overhead circuit feeding the underground. Once again the line had to be deenergized to safely remove the branch. Ninety customers were out for less than a half hour.

The line crews have been getting the fuse sizes that are unknown on the system, so the GIS maps can be updated and everything will eventually get exported to the engineering modelling software. The crews are also working at Compassionate Care installing the service pole.

The electricians continued with the infrared scan of the substation equipment, fixed outlets at City Hall and the Police Station, worked on various projects at the Warehouse Facility, and installed a heater in one of the parking lot booths.

Engineering has been working on the possible transition of the University Courtyard Apartments to the UD rate. Engineering also worked on coordinating the new Chestnut Hill Road transformer with the rest of the system and programming it's tap changer controller.

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



**Department:**

Finance Department

**Notable Notes:**

Staff worked with Willis Towers Watson on executing the renewals for the City's insurance coverage for 2018-2019.

The Accounting Department submitted a claim to the State of Delaware's, Office of Unclaimed Property. We identified 43 accounts that belonged to the City of Newark. Last year's claim netted the City over \$22,000.

On Tuesday, March 20th Director Del Grande attended the monthly DEMEC meeting in Smyrna, DE.

Accounting staff is preparing for the auditors from Clifton Larsen Allen to be on site the week of April 2nd.

Office was closed on Wednesday, March 21st.

**Activity or Project:**

Automatic Bill Payment/Leak Detection System - CustomerConnect

**Description:**

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	12-31-2018
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Payment &amp; Utility Billing (PUB)

**Description:**

The group processed 3,106 utility payments and CityView transactions last week, 340 of which were imported automatically with our electronic processes and 2,670 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 696 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 457 calls out of 502 offered, reflecting an abandoned rate of 9%. The average speed to answer the phone was 3:25. The average call time was 3:41. Pre-authorized payment customer billing will be back on track in our April billing. Only 20% of the impacted PAP customers we contacted changed their draft date to due date themselves, so staff changed the remaining accounts manually.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track

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

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

**City Manager's Weekly Report****Department:**

Information Technology Department

**Notable Notes:**

1. Lead Desktop Support position has been posted and closing on March 23, 2018.
  - a. reviewing resumes next week
2. John Herring found and redeployed an unused Wireless Access Point to the George Wilson Center for corporate and guest wireless access.
  - a. Marius Motoc provided security configuration assistance.
  - b. Rich Burtell provided installation support to increase coverage.
  - c. Wireless internet and corporate network access is available inside GWC to the pool area.
3. PTZ Cameras installation project for the College Avenue PD application is in process.
  - a. Parts list completed and ordering process started.
4. Extended discussion of Security and Network enhancements are continuing.
  - a. Marius Motoc created a Wireless Network Address space for better IP address management.
  - b. Firewall reconfiguration.
  - c. Continued VMWare discussions.

Totals for the week  
 Tickets created - 69

Tickets Closed - 78  
 Tickets in Process - 38  
 Projects in Process - 14  
 Projects Closed - 1

**Activity or Project:**

Munis Permitting and Tax Project

**Description:**

Project in Closeout phase

1. Planning and Codes is in maintenance mode with enhanced training being developed and scheduled.
2. Tax application
  - a. Data issues are resolved and first round of Tax Bills have been prepared.
  - b. Printing and report configuration issues still exist and in process of completion during project closeout.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	12-31-2017
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

Workstation System Update

**Description:**

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. IT has met with the impacted departments for this project. Developing processes to make deployment more efficient. including imaging, inventory, and placement still in progress. Systems have been ordered through Dell. Network issues resulting from added systems to network, during imaging process, are being resolved.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2018
<b>Execution Status:</b>	On Track

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

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

### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Conducted meeting with Parks Superintendent and representatives from Public Works/Planning/Code Enforcement on the City's responsibilities relating to tree issues; attended a Bike Newark meeting; organization of the Community Garden and organizing the kick off meeting; working on facility permits with Tyler and Paula; talked with Delaware Today about Newark Parks and Recreation 50th Anniversary; conducted parks maintenance meeting to discuss upcoming work orders and projects; met with recreation staff about upcoming events and programs.

Recreation Superintendent: Sent out the Camp Guide to our E-blast list and boosted it through Facebook including the Camp Fair information; attended a referendum meeting regarding the marketing efforts scheduled; met with Tyler regarding summer programming; conducted interviews for the George Wilson Center attendant position; assisted in preparation for the Camp Fair, gathering supplies and equipment needed and worked the Camp Fair, great job done by all the staff; reviewing submitted bids for arts and crafts and sports equipment supplies and determining final needs to complete purchase orders; worked with Allison on Memorial Day Parade preparations, sent out reminders to committee members for upcoming meeting, worked with Shelby on final brochure, completed packet that will be sent to previous participants and other military organizations for participation in parade; completed special event applications and permits for review; continued to finalize performers for the Spring Concert Series and worked on contracts to send to performers; worked with Allison and Chrissy on finalizing Egg Hunt details for volunteers and for the actual hunt scheduled for March 24.

Recreation Supervisor of Athletics: Held the captains meeting for adult summer volleyball leagues, continues collecting payments, leagues are scheduled to begin 4/23/18; held planning meeting, prepared supplies and held the annual Summer Camp and Program Fair on Saturday, March 17 at the University of Delaware's Community Music School, we had 26 vendors and approximately 135 people attend; the annual random inspection by the Office of Child Care Licensing at Downes After School Care took place on Tuesday, March 13, inspection went very well and we are on track to receive our updated license; the Junior Basketball league concluded with the championship game on March 12, there was a large crowd in attendance for the closely contested game with the Knicks defeating the Heat by 4 points; prepared supplies and rosters and confirmed instructors for tennis lessons which started on Sunday, March 18; met with Deputy Director regarding summer programs; met with Rittenhouse Camp Director to discuss staff and summer plans, camp counselor interviews are being scheduled.

Coordinator of GWC and Volunteers: Continued finalizing information for summer camps, the summer Camp Guide and the Summer Camp Fair; met with the recreation staff on Summer Camp Fair items and worked the Summer Camp Fair; met with the Recreation Specialist and a potential new fitness instructor to go over a new possible program for Summer and Fall 2018; scheduled staff and planned the School's Out Days scheduled for March 16, 23 and 30; prepared for a new session of Swim Lessons to starting March 17; coordinated with the instructors for the CERT Training scheduled for April; interviewed candidates for the open George Wilson Center attendant position; spoke with Delaware Today regarding the volunteer program; continued recruitment of volunteers for upcoming events including the Annual Egg Hunt, Spring Community Clean Up and Earth Day Volunteer Day.

Recreation Specialist: Met with Downes Elementary School Principal to select a location for the Arbor Day tree planting; continued picking up donations for the Egg Hunt and reaching out to more organizations for Egg Hunt donations; updated Memorial Day Parade flyers and letters;

confirmed the start of Yoga for Stress for March 15th; updated presentation information for the Summer Camp Fair and worked; placed Summer Camp Fair guides at the Newark Reservoir.

**Parks Superintendent:** Attended meeting with Parks Director and representatives from Public Works/Planning/Code Enforcement on the city's responsibilities relating to tree issues, along with Recreation Specialist met with principal of Downes school to choose a spot for tree planting as part of the city's Arbor Day ceremony, continued working with landscape architecture firm on planning proposed site on Paper Mill Road across from Redd Park, revised 2018 seasonal budget resulting from new seasonal pay scales, checked conditions of several trees and play units throughout park system, completed final report for grant to remove Bamboo along the Christina to the First State Resource Council, met with homeowner on Paper Mill Road concerning tree issue after property line was established, assigned field staff as needed, and assisted on updating Munis work order system with Parks Supervisor and Deputy Parks Director.

**Parks Supervisor:** Continued assigning field staff and assisting as needed, continued updating Munis work order system with Deputy Parks Director, and followed up on status of new vehicle purchase for Parks Department.

**Parks/Horticulture:** Staff continue meadow mowing operations, continue pruning back roses at several horticulture sites, doing tree pruning/removal throughout park system, did interior bed maintenance at City Hall, dragged ballfields, did trash removal throughout park system as needed, installed new bike racks at City Hall along Veteran's Lane, and continued on work orders as assigned.

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**Activity or Project:**

Christina Valley Stream Blockages

**Description:**

There are a number of large trees down along the Christina Valley Stream, most are a result of the root system being compromised due to the rising waters and high winds during the recent storms. We are working with our tree contractor to schedule removals of the tree blockages.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	05-04-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

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

**Execution Status:****City Manager's Weekly Report****Department:**

Planning and Development Department

**Notable Notes:****CODE ENFORCEMENT:**

Property Maintenance reported moderate activity this past St. Patrick's Day weekend. We assisted police in multiple large private property dispersals and contacted police for immediate assistance with a confrontation involving a homeowner arguing with a male urinating on her fence. We spoke with multiple citizens about cleaning up their property and issued 5 trash citation warnings and 14 citations on Saturday. We also performed compliance checks at local bars. On Sunday, 3 citation warnings and 12 citations were issued. We have not received any major damage reports to structures as a result of the most recent snow event. The owner of the property at 720/724 Academy Street has been notified of the status of the building as per the City Code as it relates to a fraternity at this location that had its national charter revoked (pending appeal).

Renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of the shopping center have been received and are being reviewed. The plans for the new rail station on the STAR Campus have been received and are being reviewed. Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The foundation and steel work on South Main Street for the next phase of Chimney Ridge is ongoing. The building and site work is ongoing for the new hotel at 400 Ogletown Road, with a completion date scheduled for this spring. Staff continued to meet and discuss projects with University of Delaware staff.

The STAR Campus exterior work is ongoing. Interior work is progressing on floors that are now closed-in and out of the weather. Work on the atrium space connecting the buildings is ongoing. The structural steel Installation is ongoing on the new six-story lab at STAR Campus. The Chemours Building foundation work is continuing. The foundation work for the main office building is completed and the foundation work for the warehouse is ongoing.

Code Enforcement continues to correct data on business and rental licenses in MUNIS.

**PLANNING/LAND USE:**

Planning and Development Director Mary Ellen Gray worked on documents and related materials for the March 26, 2018 Council meeting packet; worked on preparing documents and related issues for the Parking Subcommittee meeting scheduled for March 21, 2018 – however, due to inclement weather, this meeting was cancelled, and we have preliminarily set the next meeting date for April 11, 2018 but are awaiting feedback from the Subcommittee members on availability <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; participated in an internal meeting regarding tree policies; attended the monthly meeting of the Executive Board of the Delaware Chapter of the American Planning Association (DE APA), of which I am the Vice President - the DE APA is currently planning a Regional Conference scheduled for October 23 and October 24, 2018 in Rehoboth Beach, Delaware, more information can be found at

<https://delawareapa.wordpress.com/2014-conference/>; is working on preparing documents and related materials for the April 3, 2018 Planning Commission meeting; continued work on plan review and related issues; worked on administrative and personnel related issues; collaborated in the recent past on peer review for the Delaware Journal of Public Health March edition titled “Creating Healthy Communities - The Intersection of Planning and Public Health” – this work is a result of the ongoing collaboration from my work through the Plan4Health and Planners4Health grant – the journal can be accessed through this weblink: [http://delamed.org/?page\\_id=63](http://delamed.org/?page_id=63).

The Planning Commission is scheduled to meet on Tuesday, April 3, 2018 starting at 7:00 p.m. in Council Chamber. Agenda items include:

- DelDOT informational session.
- An annexation and rezoning for 3 and 5 Bridlebrook Lane to make sanitary sewer available to the existing homes on the sites.
- A minor subdivision for 0 and 1365 Marrows Road to combine the two parcels and build a 2,950+/- structure for use as a car rental business.
- Discussion of reprioritization of Planning Commission 2018 Work Plan Schedule.
- Discussion of special meeting regarding recommendations from the Rental Housing Needs Assessment Study.
- Initial discussion of rezonings and Comprehensive Development Plan amendments per Work Plan Item 8.
- Parking Subcommittee update.

The following was also completed this week:

- 7 Deed Transfer Affidavits
- 31 Building Permit Reviews

#### LAND USE PROJECTS CURRENTLY UNDER REVIEW:

1119 South College Avenue (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.

30 Benny Street and 155 South Chapel Street (PR#16-08-01): Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 4, 2017 and are currently under review.

A SAC meeting was held on November 13, 2017. SAC comments were sent to the applicant on November 17, 2017. The Planning and Development Department received revised plans on December 12, 2017. The project, originally scheduled for review and consideration by the Planning Commission on January 2, 2018, was tabled at that meeting due to lack of public notification sign posting at the development site. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment and rezoning of 24 and 30 Benny Street. Approval of the major subdivision and site plan approval plan for 24 and 30 Benny Street and 155 South Chapel Street was continued to allow the applicant to provide additional documentation on questions and issues raised at the meeting. Planning Commission review and consideration of the major subdivision and site plan approval, with the additional documentation, will occur at the Commission's March 6, 2018 meeting. The applicant submitted additional documentation on February 20, 2018. At their March 6, 2018 meeting, the Planning Commission recommended approval of the major subdivision and site plan approval plan. The project has been placed on the City Council agenda for March 26, 2018 (first reading) and April 23, 2018 (second reading).

65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

275 South Main Street, Park N Shop (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017. Revised plans were received by the department on January 16, 2018, and staff comments were sent back to the applicant via a SAC letter on January 30, 2018. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. The project has been placed on the City Council agenda for February 26, 2018 (first reading) and March 26, 2018 (second reading).

92 East Main Street (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017. The project will be reviewed and considered by the Planning Commission at an upcoming meeting.

0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College



Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. Staff comments were sent to the applicant on November 30, 2017. Revised plans were received by the Planning and Development Department on February 22, 2018 and forwarded to the Subdivision Advisory Committee on February 23, 2018. The project is scheduled to be reviewed and considered by the Planning Commission at their April 3, 2018 meeting.

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 RH (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.

67-69 New London Avenue (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.

46 Welsh Tract Road (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 (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 (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.

924 Barksdale Road (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. Plans were distributed to the Subdivision Advisory Committee on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033 and 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. This project is scheduled to be reviewed and considered by the Planning Commission at their April 3, 2018 meeting.

515 Capitol Trail, Charlotte's Way (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. Plans were distributed to the Subdivision Advisory Committee on February 16, 2018.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

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

**Department:**

Police Department

**Notable Notes:**

City code enforcement and NPD officers did an outstanding job on Saint Patrick's Day. The proactive enforcement by the city made this one of the calmest Saint Patrick Day weekends in recent years. Below is a summary of enforcement activity:

On Saturday, March 17, 2018, the Newark Police Department had additional officers working in an effort to maintain order during anticipated St. Patrick's Day celebrations. Between the hours of approximately 10:00 a.m. and 5:00 p.m., officers handled 70 calls for service. During these calls, Newark Police Officers warned 18 different locations for music in violation of City ordinance.

Officers took the following arrest action:

Disorderly Conduct	2
Disorderly Premise	6
Littering	3
Open Container of Alcohol	25
Possession of False ID	2
Resisting Arrest	2
Underage Consumption of Alcohol	13
Vehicle Blocking the Roadway	3

All defendants were arrested and released on their own recognizance. There were no serious incidents or assaults reported during the timeframe listed above.

On Friday, March 16, 2018, at about 2117 hours, a Newark Police Officer was on patrol on South Main Street in Newark. The officer observed a vehicle disregard a traffic light and conducted a traffic stop. Upon contacting the occupants of the vehicle, the officer detected an odor of marijuana coming from the vehicle. Officers then conducted a search of the vehicle. During the search, officers located marijuana, paraphernalia, materials used to package drugs for sale and a loaded 9mm handgun.

Two of the occupants of the vehicle, the driver and front seat passenger, were arrested as a result. They were identified as Isaiah Cheeks (passenger) and Malcolm Cheeks (driver). They were each charged with the offenses listed below. Both subjects appeared before Justice of the Peace Court #11 in New Castle and were ordered to be held in default of \$21,500 secured bond. They were both transported to the Howard R. Young Correctional Institution in Wilmington.

Newark Detective Taras Gerasimov, did a great job tracking down the student that posted a threat on social media of a school shooting at Newark High School. The 17-year-old female, confessed to the crime and appeared before the Justice of the Peace Court #11 in New Castle.

Officers and dispatch did a great job patrolling and responding to calls during the Nor'easter snow storm on March 21st.

<b>Activity or Project:</b>	
N/A	
<b>Description:</b>	
N/A	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	03-22-2018
<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>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b>	
Public Works and Water Resources Department	
<b>Notable Notes:</b>	
<p>Due to the recent snow storm, DelDOT's weekend closure of SR 4 Eastbound (Christina Parkway Bridge) has been canceled for the weekend of March 23, 2018. The closure has been rescheduled for the weekend of Friday, April 6, 2018 and Friday, April 13, 2018.</p> <p>Nor'easter #4 was a significant storm, however, warmer temperatures before and after helped with the quick melt and the timing helped with our staffing levels to be able to clear the roads efficiently. We are still compiling notes on complaints, kudos and everything in between for a comprehensive update to our Snow and Ice Control Plan. Please forward any comments to <a href="mailto:tfilasky@newark.de.us">tfilasky@newark.de.us</a> and encourage your residents to do the same.</p>	
<b>Activity or Project:</b>	
Main Street Paving	
<b>Description:</b>	
<p>DelDOT is planning on some patching along Main Street to hold over until the complete reconstruction is underway. Starting in early June, there are approximately 20 patches along Main Street that will be addressed. Similar to what was completed on West Cleveland Avenue in 2017, these patches will take care of the deteriorated top layer of paving, but will not be the permanent repair that is upcoming in late 2018 through 2019.</p>	

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-31-2019
<b>Execution Status:</b>	Behind Schedule
<b>Activity or Project:</b>	
Vehicle Purchases	
<b>Description:</b>	
<p>We have been informed by several of our suppliers of a significant increase in the cost of steel. These increases will affect our large vehicle prices for the foreseeable future. We expect increases in vehicle prices by 10%. Budgets for 2019 will be adjusted accordingly and we will look at other options to bring down the costs of the vehicles in the 2018 budget. Supplier letter attached.</p>	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – March 15-21

Name	# of Documents	# of Pages	Types
Samantha	450	3,288	Court Documents
Sandy	334	908	AP Batch Warrants/Court Documents/Timesheets
Fred	378	426	Court Documents/Parks & Recreation Inspections/Timesheets
Ana (PT)	170	1,079	Court Documents
Mecia (PT)	41	292	Board of Adjustment Historical Files/Miscellaneous Current Files
Sarah	4	8	Miscellaneous Current Files
Total	1,377	6,002	

Digital Records Project Documents Modified\* – March 15-21

Name	# of Documents	# of Pages	Types
Samantha	0	0	N/A
Sandy	234	286	AP Batch Warrants/Court Documents/Timesheets
Fred	373	382	Court Documents/Parks & Recreation Inspections/Timesheets
Ana (PT)	1	677	Court Documents
Mecia (PT)	0	0	N/A
Sarah	3	6	Miscellaneous Current Files
Total	611	1,351	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952		
April	31,188		
May	18,988		
June	15,578		
July	26,106		
August	22,939		
September	29,779		
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

\*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 03/11/18-03/17/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</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	1	2	0	0	1	0
Unlaw. Sexual Contact	2	1	0	0	1	0
Robbery	6	6	0	2	13	0
- Commercial Robberies	4	1	0	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	4	0	1	11	0
Assault/Aggravated	4	4	0	9	6	0
Burglary	9	12	2	1	2	0
- Commercial Burglaries	4	6	1	0	0	0
- Residential Burglaries	5	6	1	1	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	121	108	12	45	26	4
Theft/Auto	16	13	2	1	2	1
Arson	1	0	0	0	0	0
All Other	27	17	1	7	12	0
<b>TOTAL PART I</b>	<b>187</b>	<b>163</b>	<b>17</b>	<b>65</b>	<b>63</b>	<b>5</b>
<u>PART II OFFENSES</u>						
Other Assaults	56	58	4	25	44	2
Rec. Stolen Property	1	0	0	2	2	1
Criminal Michief	49	53	3	10	11	0
Weapons	5	2	1	6	4	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	73	44	45	72	31
Drugs	36	20	2	35	21	0
Noise/Disorderly Premise	183	192	41	54	84	17
Disorderly Conduct	37	34	6	14	21	6
Trespass	34	37	5	14	10	6
All Other	104	82	8	87	75	16
<b>TOTAL PART II</b>	<b>525</b>	<b>551</b>	<b>114</b>	<b>292</b>	<b>344</b>	<b>79</b>
<u>MISCELLANEOUS:</u>						
Alarm	94	38	3	0	0	0
Animal Control	87	76	12	1	1	0
Recovered Property	58	51	5	0	0	0
Service	8344	8239	807	0	0	0
Suspicious Per/Veh	131	88	9	0	0	0
<b>TOTAL MISC.</b>	<b>8714</b>	<b>8492</b>	<b>836</b>	<b>1</b>	<b>1</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	978	10,841	1,129	10,563



**Newark Police Department  
Weekly Traffic Report  
03/11/18-03/17/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	2016	2373	100	220
DUI	28	35	5	2
<b>TOTAL</b>	<b>2044</b>	<b>2408</b>	<b>105</b>	<b>222</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	52	41	6	3
Property Damage <b>(Reportable)</b>	225	239	23	25
*Hit & Run	57	45	8	2
*Private Property	46	57	6	2
<b>TOTAL</b>	<b>277</b>	<b>280</b>	<b>29</b>	<b>28</b>

\*Included in the total collision numbers

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.





March 20, 2018

Re: Terex Utilities Equipment Steel Surcharge

Dear Valued Terex Utilities Customer:

I'm writing as a follow-up to John Garrison's March 6 letter, which informed you of Terex Corporation's intentions to implement a steel surcharge due to the rapidly escalating price of steel to heights not seen in many years. This has only been accelerated by the recent announcement and signing of the Presidential Proclamation imposing U.S. tariffs on steel. The following provides additional background and the specific surcharge plans for Terex Utilities products.

Current steel futures prices for the remainder of 2018 are ~40% higher than steel prices were in Q4 2017, when we planned and established our prices for the year. Commodity cost increases of this magnitude in such a short period of time were not and could not be anticipated.

Terex Utilities cannot absorb all these costs, so we are applying a 3% surcharge on all new orders and those orders in our backlog with delivery dates on or after May 1, 2018. The price of the chassis will be excluded from this surcharge.

We realize that this type of increase is difficult and unexpected. Terex Utilities is absorbing much of the steel increase and we will be closely monitoring and doing everything we can to mitigate cost increases, while ensuring the quality and continuity of supply that you expect. We will adjust or remove the surcharge as steel prices normalize and return to prior levels.

We appreciate your business and loyalty and are committed to work through this with you. Please contact your account manager with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Clint Weber", written in a cursive style.

Clint Weber

Vice President & General Manager, Terex Utilities

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