

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

This week we hosted the first townhall meeting on the potential referendum at the George Wilson Center. Overall, I thought the event went well and the audience was actively engaged, asking many good questions. We are beginning development of our FAQ for the referendum and should have something up on the referendum specific page in the next week or so. The presentation and video recording of the presentation are already available on the web if you were unable to attend, [www.newarkde.gov/vote](http://www.newarkde.gov/vote)

I would like to point your attention to the Parks and Recreation report this week which describes the very successful community cleanup effort from last weekend. Parks staff and volunteers had an extremely successful cleanup this year and my thanks go out to everyone involved.

I attended the monthly DEMEC meeting in Smyrna on Tuesday along with Finance Director Del Grande. We also participated in a conference call with PFM Global related to modeling our potential debt service for the referendum.

On Thursday I attended full-day emergency management training along with a lot of other City staff members which covered an introduction to NIMS and ICS. We are obligated to follow NIMS and ICS principals in order to be eligible for federal grants and disaster relief. Emergency management is one area where I would like to focus to improve our ability to respond effectively. This training was free, provided by DEMA, and was organized by our Fire Marshal, Dave Tynan. It is our plan to focus on getting all critical staff through an initial round of training then start updating our all-hazards mitigation plan and developing a continuity of operations plan for the City later this year.

I attended the Council Organization meeting on Thursday night and would like to congratulate our new and returning councilmembers and thank them for their continued service to Newark.

I am happy to report that the new pedestrian signal on Delaware Avenue is scheduled to be installed this week with activation on Monday morning, 4/23/18. We will be working with the police department to staff the signal with an officer similar to what was done on Main Street previously.

The remainder of my week was spent preparing for the townhall presentation, council packet preparation, personnel items, and other general administrative tasks.

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

## City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

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

HR Manager Devan Stewart facilitated the interviews for the second round of the police department promotional process. She worked with three outside agency officers that scored each Newark officer that applied to the Master Corporal and/or Sergeant process. Assistant to the Managers Mark Brainard supported the leadership team with the first of the planned townhall meetings regarding the referendum. Deputy City Manager Andrew Haines attended a national board meeting for the National PELRA, which then lead into the 47th annual labor relations training conference.

**Parking Division:**

Parking Supervisor Court Mulvanity and Acting PWWR Director Tim Filasky attended a meeting between the City and the University of Delaware to have a discussion about the removal of meters on South College Avenue, a one-way Amstel Avenue, and relocation of meters to Amstel Avenue. Parking Manager Marvin Howard and Mr. Mulvanity attended the Traffic Committee meeting on 4/17. New mobile handheld units have been purchased, received, and programmed for the Parking Ambassadors for enforcement and operational needs. The Division maintenance team completed affixing hours of operation and parking rates stickers to all on-street parking meters to increase customer ease and service.

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

Alderman's Court

**Notable Notes:**

Alderman's Court held two court sessions from 4/12/18 to 4/19/18. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

The bailiffs completed one of their mandatory weapons requalifications today and the next one will be scheduled in September.

**Activity or Project:**

Court Sessions

**Description:**

From 4/12/18 to 4/18/18 Alderman's Court handled 99 arraignments, 40 trials, 6 capias returns and 4 video hearings. The court also collected a total of 419 parking payments of which 245 were paid online and 174 were paid at court. The court also collected criminal/traffic payments which included 152 online payments and 32 court payments for a total of 184 payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-18-2018
<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>	

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

This report covers April 5-18 for the Legislative Department.

Geena was in the office on April 6 for Court.

Renee had the pleasure of swearing in Judge Donald Gregory for his second term as Deputy Alderman on April 5 upon confirmation by the State Senate.

Tara attended weeks 4 and 5 of the Municipal Clerks Institute hosted by UD's Institute for Public Administration in Dover. Sessions included media relations, digital footprint, electronically stored data, capital budgeting, sexual harassment and grant writing. 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.

Sarah staffed the Conservation Advisory Commission meeting on April 10. The CAC heard a second presentation by Drs. Byrne and Chajes from the UD Sustainability Task Force. The presentation outlined possible financial options for the City to produce and sell its own power using PV systems on 11 City-owned buildings. The CAC members expressed interest in this pilot plan and stated they would speak to their respective Councilmembers for input. The UD professors also shared that they needed certain information from the City about sale and purchase of electric from DEMEC in order to get the correct projections on their presentation. The CAC also approved a Better Newark Award for 815 Rock Lane for landscape improvements. They started to discuss Reforestation Day and the members were told to brainstorm ideas and citizen groups to participate, which will be discussed more at the May meeting.

Renee met with Mayor Sierer on April 12 and Councilman Hamilton on April 18.

Staff finalized and posted the agenda and packet for the April 19 Council organizational meeting on April 12.

Staff finalized and posted the agenda and packet for the April 23 Council meeting on April 16. An addendum removing item 3H (3 and 5 Bridlebrook Road annexation) was posted and sent to Council on April 17. Item 3F (Referendum polling places) was posted and sent to Council on April 18.

Renee drafted and posted the agenda for the April 24 Election Board meeting on April 17.

Renee received staff comments, forwarded the agreement to the developer for review, received developer comments back and finalized the subdivision agreement for 24 and 30 Benny and 155 South Chapel Streets. The Comprehensive Plan amendment, rezoning and major subdivision with site plan approval for this project will be on the April 23 agenda for

Council consideration.

Renee drafted the agendas and several packet items for the April 19 and 23 Council meetings including five resolutions, two bills and two memos.

Renee drafted the annexation agreement for 3 and 5 Bridlebrook Road and circulated it to staff for review. The annexation of these two lots will be scheduled for a Council meeting to be determined.

Extensive staff time went into the preparation and follow up for the April 10 Council election. Sarah completed the polling place binders and other various voter lists that are used for Election Day. A steady stream of absentee voters provided extensive walk in traffic to the office. There was also increased phone and email volume from voters with questions about the election. Renee presented at and Tara attended training for poll workers for the Council elections on April 5 in New Castle. Renee staffed the Election Board meeting on April 12. The Election Board certified the results for Districts 3 and 5. Congratulations to Councilwoman Wallace and Councilman-elect Lawhorn on their victories. Follow up paperwork for payment processing to the workers and the polling places was also completed.

Preparation began for the June 19 capital referendum. Polling places were secured for all seven districts. Poll worker recruitment also began. The website was also updated with information regarding the referendum election. For information about the election, please visit <https://newarkde.gov/508/2018-City-Election-Information> and <https://newarkde.gov/vote>.

Tara spent time reviewing and updating Council members with boards and commissions vacancies and upcoming term expirations.

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

- \* Completed scanning, completed review, sent final costs, received payment, sent documents, completed and closed a January 25 FOIA request from O'Rourke Investigative Associates, Inc. regarding 400 Ogletown Road.
- \* Continued document review for a February 20 FOIA request from Environmental Alliance regarding 200 Carroll Court.
- \* Resent the responsive documents for a March 14 FOIA request from Construction Monitor regarding building permits.
- \* Completed document review, sent relevant documents to requestor, completed and closed a March 17 FOIA request from Sarah Bucic regarding the DNREC Sandblasting Technical Committee.
- \* Received documents from staff, sent relevant documents to the requestor, completed and closed a March 22 FOIA request from Everett Jones regarding 19 Squirrel Lane.
- \* Sent and received approval for an administrative cost estimate and began document review for a March 28 FOIA request from Tarabicos Grosso, LLP regarding the Park N Shop.
- \* Began receiving information on an April 3 FOIA request from LCS, Inc. regarding 165, 167, 169, 173 and 175 East Main Street.
- \* Received and circulated to staff an April 9 FOIA request from Bock & Clark Corporation on 121 South Main Street.
- \* Received and circulated to staff an April 11 FOIA request from Eric Keebler on Delaware Avenue speed limits.
- \* Received, drafted a response, interviewed relevant Council members for affidavits, and sent response to the Attorney General's office for an April 11 FOIA complaint from Amy Roe et al regarding Council member interviews with GovHR regarding the city manager search.
- \* Received, asked requestor for clarification and circulated to staff an April 12 FOIA request from Ken Siew regarding code violations.
- \* Received and circulated to staff an April 13 FOIA request from American Transparency regarding employee salary information.

The April 18 Downtown Newark Partnership Merchants Committee, April 19 Council Organizational meeting, April 23 Council and April 24 Election Board agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the March 26 Council (Tara drafting), April 10 Election Board (Renee drafted – complete), April 10 Conservation Advisory Commission (Sarah drafted - complete), April 12 Election Board (Sarah drafted - complete) minutes. The March 26 Council executive session minutes are currently in the queue.

Sarah fulfilled 21 discovery requests for upcoming Alderman's Court cases. 115 discovery requests have been filled so far for 2018. The office also received the court calendars for April 19 and 26 and the 27 associated case files were prepared for the Deputy City Solicitor. 17 court calendars with 230 associated case files have been compiled so far for 2018. Five plea by mails were processed.

The office received 29 new lien certificate requests in the last two weeks, which were sent to Finance for processing. 26 lien certificates were completed and sent to the requestor. So far, 137 lien certificates have been processed for 2018.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha worked with IT to implement a new template in TCM for budget documents. She worked on transfer notices to send to State Archives for approval. She also worked with State Archives to request retrieval of documents that were sent prior to being scanned so they can be digitized.

Samantha and Ana also continued working on quality control review for documents already scanned into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for April 5-18 are below. Additionally, the year to year comparison for modified documents has been added in addition to the new document comparison that was already in place.

<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:**

The lobbyist report is attached below and can be found on the website here: <https://newarkde.gov/Archive.aspx?ADID=5560>.

<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:**

Newark Parks & Recreation 50th Anniversary Video: A video highlighting the 50th anniversary of the Parks & Recreation Department will be released on Monday, April 23. The three-minute video begins with the Greater Newark Recreation Association and shows viewers how the department became what it is today. The video will be posted on the City's social media sites as well as the website and Channel 22.

Referendum Educational Videos: The video of the town hall forum on the proposed referendum can be viewed here: <https://youtu.be/tyBxFy0f4Ok>. The video currently has 130 views. Megan is also creating a video series on the proposed referendum. The first video features Finance Director David Del Grande explaining debt financing and why it is a balanced approach to the City's annual budget process. Each week a new video will be released. Future videos will highlight the projects that are proposed for the referendum. The videos will all be posted to the City's social media channels, website and Channel 22.

Newark Police Department Recruitment Videos: A video highlighting the physical agility test recruits must complete as part of the application process for the Newark Police Department will be released at NPD's event Road to Success: Achieving a Career with the Newark Police on Wednesday, April 25 at Newark High School. Megan is also working with M/Cpl. Will Smith to create a video promoting the Road to Success seminar. That video will be released on Monday, April 23rd.

**Creative Design/Web Updates**

- Designed multiple graphic elements for town hall presentation on proposed referendum, and UDNI directional signs
- Scheduled Public meeting notices; Earth Day Raffle to Newark News Flash; TV22 with Police Recruitment and Newark News Brief
- Sent proposed referendum yard signs, big belly signs, and vinyl banners out for print
- Updated City Manager Search webpage; Mayor's Off-Campus Guide Letter; Mayor's Rack Card; proposed June 2018 referendum webpage

**Media Inquiries/Press Releases**

Nationwide Search for Newark City Manager Underway: <https://bit.ly/2HygzRj>

New Traffic Signal Coming to Delaware Avenue: <https://bit.ly/2H9ItUp>

Josh Shannon, Newark Post, inquired about the city efforts to get approval to charge a lodging tax (referred to Finance Director)

Katie Peikes, WDDE, inquired about city efforts regarding policies related to lead paint and sandblasting (interview conducted with Tom Coleman and Tim Filasky)

**Activity or Project:**

Communication Outreach: June Referendum

**Description:**

About 35 guests attended the City's first town hall on the proposed referendum this Monday. In addition to the formal presentation, the event included four posterboards with information on the various projects. The presentation was videotaped, as shared above, and is included on the referendum page ([www.newarkde.gov/vote](http://www.newarkde.gov/vote)). Also added to the referendum page were the graphic images for the posters and the PowerPoint presentation.

A second presentation was given on Tuesday, April 17, by Tim Filasky to several members of the Cherry Hill Manor development at their annual meeting held in Council Chamber.

Staff is continuing to coordinate additional town hall events with members of Council and community organizations. A District 4 town hall with Councilman Hamilton is scheduled for Wednesday, June 6, at 6:30 p.m. in Council Chamber. Proposed dates and locations were offered by Councilman Markham and Councilwoman Wallace, and will be shared and advertised once details are finalized. In addition, staff will present at a public workshop entitled, "Water Warrior Training with Master Gardeners." The workshop is open to the public and being held at the UD Cooperative Extension, room 132A. Interested attendees are requested to register here:

[https://docs.google.com/forms/d/e/1FAIpQLSdwAY5C4U\\_RgzxrFEKzy\\_pLpTjXnBqoWkZZe6Q3o8DWI9oIzw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdwAY5C4U_RgzxrFEKzy_pLpTjXnBqoWkZZe6Q3o8DWI9oIzw/viewform).

<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>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**  
Electric Department

**Notable Notes:**

The line crews completed the spacer cable replacement behind the old Rodney and Dickinson Dorms. The line crews also worked on rerouting the service to the gas pumps at the yard as the old service goes through the warehouse that is to be replaced.

The electricians checked all the switched capacitor banks for proper operation and inspected the fixed banks for blown fuses. They are escorting a contractor around the system looking for hot spots with an infrared camera. They also moved and fixed network ports in the Police and City Hall buildings.

Engineering is working with the SCADA developer to update the communication devices at the Chestnut Hill Road Substation so the new transformer can be on SCADA. Engineering is working with GE on Bellevue Road to set up renting a transformer and worked with the developer of South Main Plaza on transformer placement and specifications.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

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**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Finance - Accounting Department

**Notable Notes:**

Finance Week of 4/20

The Summer rates for electric were effective April 1. All residential electric consumption will be billed on a tiered rate from April 1 through September 30. The change remains the same at 14.5 cents per kwh for the first 250 kwh consumed, but the next two tiers will change. Tier two includes consumption between 251 and 1000 kwh and will be 15.65 cents per kwh. Tier three includes all consumption over 1000 kwh, which will change to 17 cents per kwh. All tiers will go back to 14.5 cents on October 1st.

The First State Community Action Agency (FSCAA) was in the PUB office on April 19th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. Our FSCAA rep is also here to provide services to our residents, and provide an avenue for them to obtain other levels of assistance. [www.firststatecaa.org](http://www.firststatecaa.org).

Catholic Charities is now providing office hours at City Hall. Clients who previously had to travel to Wilmington for an appointment are now able to come directly to our office for assistance. Please contact the Payment and Utility Billing office for more information at 302-366-7000.

Participated in the first Town Hall meeting at the George Wilson Center on April 16th for the upcoming referendum. The Town Hall was well attended and the feedback from those in attendance was encouraging.

## 2019 Budget

Preliminary work has begun on the 2019 budget process. Finance is preparing a timeline for department managers and council. We will be providing Council with some options as to how they would like to proceed with the departmental budget hearings that were held between July and September of last year.

### Automatic Bill Payment/Leak Notification System – CustomerConnect

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.

#### Activity or Project:

Payments and Utility Billing (PUBS)

#### Description:

The group processed 3,815 utility payments and Munis transactions last week, 476 of which were imported automatically with our electronic processes and 3,251 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,254 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 474 calls out of 538 offered, reflecting an abandoned rate of 10.8%. The average speed to answer the phone was 3:51. The average call time was 3:17.

<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>	

#### 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. Purchase Cards – We went live with purchase cards in February. We are currently working out the kinks while Finance/Purchasing revisits our purchasing policy.

2. Stormwater – We have received a quote from the vendor to revise our custom import for the one to many accounts. Waiting on acceptance from PWWR/Finance.
3. Northstar & Customer Connect Upgrade – We are waiting on confirmation from our vendor on a bug fix. Once we receive confirmation, we will upgrade both test environments and have tentatively scheduled testing with the PUBs team on 5/15/18.
4. Munis Upgrade – We have requested the vendor to schedule an upgrade of Munis to 2018.1.
5. Lead Desktop Support position is being re-advertised.
6. Assisted in Body Camera Evaluation deployment.
7. Participated in PD Motorola Demonstration.
8. Extended discussion of Security and Network enhancements are continuing.
  - a. Infrastructure Team working on Network Address space issues for better IP address management.
  - b. Team discussion continue related to network and other system enhancements.
9. Extensive work performed on other projects as noted.

Project not shown below:

Reservoir Camera Project            Started

1. All items received.
2. Practical install requirements under review.

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**Activity or Project:**

Workstations System Refresh

**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.

1. Lease agreement has been reviewed and signed.
2. Delivery schedule sent from vendor.
3. The replacement system cross reference is under review.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	07-31-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

PD Vehicle IT System Update

**Description:**

<b>Status:</b>	Started
<b>Expected Completion:</b>	07-31-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

PD PTZ Camera

**Description:**

Working on Deployment plan and Strategy with IT and Electric personel

<b>Status:</b>	Started
<b>Expected Completion:</b>	10-31-2018
<b>Execution Status:</b>	On Track

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**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Organization of the Community Garden and attended the Garden Committee meeting; attended the Memorial Day Parade Committee meeting; met with DelDOT and JMT Engineering about landscaping for the Elkton Road improvement project; met with the Newark Senior Center about potential grant opportunity that we could partner on; worked on the review of several landscape plans that were submitted with subdivision plans; met with Laura Fickes and Councilman Jerry Clifton at Rittenhouse Park to give a tour of the trail. The Rittenhouse Park Trail will be part of a resolution that the trail now be named the Jerry Fickes Trail; conducted parks maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: Updated items for the Mayor's Bike Ride; confirmed use of New Castle County Show mobile and performer's and sent contracts out for July 4th/Liberty Day celebration; ordered first aid supplies for the summer camps; processed special event applications received through City departments and sent out approved permits for upcoming events; completed data entry forms of confirmed programs for input into recreation software and continued to update summer brochure information for Shelby; conducted Memorial Day Parade meeting, confirmed additional participation from UD ROTC, Delaware Military Academy, Dover AFB Honor Guard, and the Newark Community Band; attended Spring Clean Up meeting; worked on guest speakers for the upcoming summer camp staff orientation; worked with Shelby on marketing material including Spring Concert Series, E-blasts and Memorial Day Parade; completed PSA's for Spring Concert Series and the Memorial Day Parade with Kelly; first draft of combined summer activity guide was sent out for final edits by staff; conducted weekly staff meeting; continued to work on license exemptions for summer camps through the Office of Child Care licensing.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Camp and summer camps, held additional staff interviews and sent out staff contracts, planning and confirming camp field trips; several spring programs began this week including soccer shots, afterschool tennis, our final session of afterschool gymnastics at Downes this year and the skateboarding clinic; we are receiving many calls about outdoor park permits; working on schedules for adult sports leagues starting soon including three nights of volleyball and softball; opened the George Wilson Center for Friday morning yoga.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs and Camp GWC; met with the previous Camp GWC Director and current Camp GWC Director to discuss the camp; finalized all volunteer information and event details for the Spring Community Clean Up, picked up supplies for the clean-up from Artesian Water, set up for the event on Saturday, met with the Parks Superintendent, parks crew, Deputy Director, Recreation Specialist and Public Works crew members about the upcoming event; continued recruitment of volunteers for upcoming events including the Spring Community Clean Up and Earth Day Volunteer Day; set up for the Curtain's Up Class with a full roster of 12 participants; Adult Pottery and Bring Your Parent to Pottery Classes began; continued to meet with potential renters for the George Wilson Center.

Spring Community Clean Up Information: A total of 181 volunteers devoted 503.25 hours on Saturday, April 14 at the Spring Community Clean Up. An estimated 300 trash bags were filled. In addition, volunteers removed 20 tires, 5 shopping carts, 2 bikes and various other large items. Trash weight totaled 1.14 tons (2,288 lbs.). Volunteers were sent to local parks, trails, and roadways totaling 38 areas. These areas included 896, Apple Road, Hillside Road, Cleveland Avenue, Cherry Hill Manor Open Space, Christina Parkway, Dorothy Miller Park, Douglas D. Alley Park and Matthew Flaco Drive Stormwater Basin, Edna C. Dickey Park and surrounding roadways, Elan Park, Chestnut Hill Road, Coleman Park, Elkton Road, Fairfield Park, Fairfield Crest Park, Folk Memorial Park and surrounding areas, George Read Park and surrounding areas, the James F. Hall Trail, Kells Park, Lewis Park, LeRoy Hill Park and surrounding areas, Library Avenue, Lumbrook Park and surrounding areas, McKees Lane, New London Road, Newark Reservoir, Old Paper Mill Park, Curtis Mill Park, Handloff Park, Barksdale Road and surrounding areas, the Pomeroy Trail, Old Cooches Bridge Road near Christina River, Park Place Open Space, Orville Clark Park and Creek Road along White Clay Creek, Phillips Park, Redd Park, Sandy Brae Open Space Area, White Chapel Park and Marrows Road, Wyoming Road and surrounding areas. As part of the Christina River Watershed Clean Up, volunteers were asked to report on the types of trash found. Only 13 of 38 areas reported for their site and included finding over 1,000 beverage containers (cans, plastic and glass), over 1,300 wrappers (fast food, candy, chips, etc.), over 300 straws/coffee stirrers, over 600 cups and plates (plastic and paper), over 130 take out containers, over 600 plastic bags, 20 balloons, 2,000 cigarette butts and lighters, 20 toys/balls, 50 hub caps and car parts, 6 appliances, and more. Volunteer groups included American Public Works Association, Bloom Energy, Cherry Hill Manor Neighborhood Association, CityLight Church, UD Alpha Phi Omega, UD Blue Hen Leadership Program (as part of their Annual Day of Service), UD Beta Theta Pi, UD Employee Health & Wellbeing, UD Library, families and individuals. The Newark Lions Club volunteered and sponsored the clean up by purchasing and offering refreshments and drinks to volunteers before and after the cleanup. Volunteer Hours: One volunteer (Samantha Phymale) devoted 6 Hours on Friday, April 13 assisting with Spring Community Clean Up preparations.

Recreation Specialist: Posted upcoming events to local radio station Event Calendars; contacted potential vendors for

Memorial Day Parade and attended Memorial Day Parade meeting; confirmed with the Aetna Fire Hall that we may use their facility as a rain location for Spring Concert Series; held phone interview for summer camp volunteer position; aftercare Soccer Shots started at Downes and West Park Place Elementary; confirmed the time for Arbor Day tree planting at Downes Elementary; went to purchase supplies for Friday Clubs; confirmed and sent roster to instructor for the start of Pony Up with 4 registrants; confirmed second band for Liberty Day/Fireworks.

Parks Superintendent: Inspected 10 park/open space areas and did work lists as needed, assisted Volunteer Coordinator in organizing for the City/Christina River Clean Up event this weekend including overseeing cleanup efforts in the Valley Stream corridor, met twice with the Site Engineer/Landscape Contractor and Site Superintendent on relocating some plant materials at Spring Hill Suites development, attended meeting with State Forestry to review the 2018 Urban Tree Grant award and to sign contract for grant as the City representative, met with homeowner concerning tree/plant growth behind his residence, along with Parks Director attended meeting concerning upcoming DelDOT project on Elkton Road specifically the landscape portion of the contract, did final 2 year warranty review of landscape plantings at Campus Circle along with representative from Bainbridge Properties, along with Volunteer Coordinator went out to 2 sites needing vine removal/control for Earth Day event next week, continued course on Native Plants at Longwood Gardens, and approached Cooperative Extension at the University of Delaware concerning the possibility of having a Master Gardener attend Community Garden meeting at Fairfield Park.

Parks Supervisor: Assigned field staff daily and assisted as needed, along Parks Superintendent attended City/Christina River Clean Up meeting for this weekend's event, and continued researching options for sign at Wilson Center.

Parks/Horticulture: Staff did mowing of horticulture sites as needed, continued spring bed clean up and started mulching of some bed areas, did interior bed maintenance at City Hall, moved desk from Parks and Recreation office up to Wilson Center, completed mowing meadow areas, did tree pruning at East Park Place Open Space, dragged/scarified all ballfields, continued relocating plates at both Handloff ballfields, continued working on Rittenhouse Day Camp punch list, switched over both Kubota mowing units from snow to mowing operations, did trash removal throughout park system, and continued on work orders as assigned.

**Activity or Project:**

Flags For Heroes

**Description:**

The Newark Evening Rotary is partnering with the Newark Memorial Day Parade Committee and the Parks & Recreation Department to hold their 4th annual Flags for Heroes program in Newark. Once again this year, flags will be displayed in front of the Newark's Municipal Building from May 18-29. Individuals or organizations are encouraged to sponsor flags in memorial or in honor of service members or veterans, with proceeds from the sponsorships being donated to local veterans' organizations.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-18-2018
<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>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

This report covers April 5 through April 18.

**CODE ENFORCEMENT:**

Property Maintenance reported moderate activity the weekend of April 7-8 and heavy activity this past weekend. Code and the Newark Police Department (NPD) will be meeting with the fraternity at 720/724 Academy whose national charter has been revoked and was not reinstated at a hearing with the National Board. The fraternity may file another appeal with the National Board at its annual meeting in June. In addition, Code and NPD will be coordinating efforts and site visits to the restaurants for Cinco de Mayo.

The renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of shopping center have been received and are being reviewed. Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The steel work and framing on South Main Street for the next phase of Chimney Ridge is ongoing. The building and site work for the new hotel at 400 Ogletown Road is nearing completion and it is scheduled to open May 1; a temporary Certificate of Occupancy has been issued for training purposes. Staff continued to meet and discuss projects with University of Delaware staff. Staff expects the new South Campus Dormitory plans to be submitted in the next several weeks; construction is expected to begin this summer with a completion date of August 2020.

The plans for the new rail station on the STAR Campus have been approved and construction should begin in the near future. The new STAR Campus exterior work is nearing completion; interior work in the building and atrium is progressing. The structural steel installation is ongoing for the new six-story lab at the site. The Chemours Building foundation work is continuing and the structural steel is being installed.

Code Enforcement continues to correct issues with the data on business and rental licenses.

**PLANNING/LAND USE:**

At their meeting on April 3, 2018, the Planning Commission took the following actions:

- Recommended approval of annexation and rezoning for 3 Bridlebrook Lane and 5 Bridlebrook Lane to make sanitary sewer available to the existing homes on the sites.
- Recommended approval of a minor subdivision for 0 and 1365 Marrows Road to combine the two parcels and build a 2,500+/- structure for use as a car rental business.
- Discussed reprioritization of the Planning Commission 2018 Work Plan Schedule.
- Discussed a special meeting regarding recommendations from the Rental Housing Needs Assessment Study.
- Had an initial discussion of rezonings and Comprehensive Development Plan amendments per Work Plan Item 8.
- Received an updated on the Parking Subcommittee.

The Planning Commission is scheduled to meet on Tuesday, May 1, 2018 at 7:00 p.m. Tentative agenda items include:

- DelDOT informational session
- Comprehensive Development Plan amendment to Annexation Map for 3 Bridlebrook Lane and 5 Bridlebrook Lane
- Revisions to amendment to Sec. 32-96 – Use Regulations for Flood Plain
- Ordinance proposing amendments to Chapter 32 for the purpose of regulation of sidewalk cafes, patios, deck, balconies, and parklets in the downtown district
- Parking Subcommittee recommendation

The Planning Commission Parking Subcommittee will hold a public workshop on the Subcommittee's recommendations to the Planning Commission and City Council regarding parking management, parking mandated zoning requirements, and future parking development and strategy. The workshop is scheduled for Monday, May 7, 7:00 p.m. in the Council Chamber, and will include a presentation by members of the Parking Subcommittee on their recommendations, followed by questions and discussion with members of the public.

The Planning Commission has scheduled a meeting for Tuesday, May 15, 7:00 p.m. in the Council Chamber to consider proposed ordinances relating to recommendations from the Rental Housing Needs Assessment Study.

On April 3, the City received three (3) submissions to the City's RFP for Newark's Sustainable Community Planning Grant. The Steering Committee appointed by Council is reviewing and scoring the proposals submitted and will hold a meeting on May 23 to interview the three consulting firms, with a recommendation by the Committee going to Council in June 2018.

Planner Mike Fortner is working to develop maps and a Department report for the Rental Housing ordinances to be considered by Planning Commission at a specially scheduled Planning Commission meeting on Tuesday, May 15; met with Director Mary Ellen Gray and members of the Planning Commission's Parking Subcommittee to work on the presentation to the Planning Commission and a public workshop scheduled for May 7; and has been working with members of BikeNewark to organize the Bike to Work Day in Newark event scheduled for Friday, May 18, 7:30 – 9:00 a.m. at Mentors' Circle.

The following was also completed March 29 through April 18:

- 23 Deed Transfer Affidavits
- 92 Building Permit Reviews
- 1 Certificate of Occupancy

#### 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). Revised plans were submitted by the applicant on April 5, 2018, incorporating revisions as per comments from the Planning Commission meetings on February 6, 2018 and March 6, 2018.

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. At its meeting on March 26, 2018, City Council passed a motion to postpone a vote indefinitely on the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for this project.

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. SAC comments were forwarded to the applicant on March 27, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the minor subdivision for 0 and 1365 Marrows Road.

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. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review.

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. At their meeting on April 3, 2018, the Planning Commission recommended approval of the annexation and rezoning of 3 Bridlebrook Lane and 5 Bridlebrook Lane.

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.

1364 Marrows Road and 701 Ogletown Road, Martin Honda (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.

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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:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

On Friday, April 13, 2018, at approximately 6:00 p.m. the Newark Police responded to the unit block of North Chapel Street for a report of an assault. Officers arrived on scene and located a 23-year-old male suffering from a leg fracture. The victim was transported to Christiana Hospital for treatment by Aetna Hose, Hook, and Ladder Company. Investigating officers learned from witnesses that the victim was involved in an altercation at a party. The victim was then assaulted by

several people at the party, leading to the leg injury. Officers further learned that during the assault, derogatory statements in reference to sexual orientation were made. The Newark Police are actively investigating this assault and the elements of it which may lead to a charge of a hate crime in addition to the assault. The assault occurred between people attending the same house party and there was no ongoing threat to the public.

**Uniform Division:**

- During the week of April 3rd, the Newark Police Department conducted a “Distracted Driving Enforcement” initiative. This resulted in 184 summonses being issued for such violations as driving while speaking on a cell phone, driving while license suspended/revoked, speeding, and failure to yield.

**Auxiliary Services:**

- Members of the Special Operations Unit and Patrol participated in user training for a body worn camera (BWC) pilot project. BWC implementation will follow the user training for a period of time.
- PSAP & Records Manager Cannon will attend a State-Wide PSAP meeting on 04/19/18 in Dover, DE.

**Administration Division:**

- Cpl. Walker attended a recruitment job fair at the DelTech Stanton Campus on Friday, April 13th, in anticipation of the current hiring process which ends May 11th.
- Cpl. Walker attended the Newark Chapter of the Coalition to Dismantle the New Jim Crow on Monday, April 16th. The meeting was held at the Unitarian Universalist Church on Willa Road. Cpl. Walker spoke and participated in a Q&A session regarding Newark PD’s community interactions and the policies and practices of the department.
- The citizens police academy class on DUI investigations was held Tuesday night, April 17th. This was a hands-on class involving teaching and practical exercises in regard to DUI detection and investigations.

**Criminal Investigations Division:**

- Sgt. Maiura has scheduled a meeting with Embassy Suites staff to provide information on how to recognize signs that customers may be involved in human trafficking.
- On 4/12/18, detectives assisted patrol with a death investigation in which a heroin overdose is suspected.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-19-2018
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Acting Director Filasky attended the quarterly meeting of the Water Supply Coordinating Council on 4/19/18. While the snow melt and recent rainfalls have helped with the available supply of water, our creek levels remain at or near the 25th percentile of historical flow. The impending leaf-out and flowering of trees will affect the water levels from all of our sources.

The remaining work for the 2017 Street Program is underway. Crews will be mobilizing to Bellevue Road on April 23. The notice is attached and is distributed to all Council members and the appropriate public safety personnel.

**Activity or Project:**

Corrugated Metal Pipe Replacement (In House)

**Description:**

PWWR Streets and Stormwater field staff are replacing a section of CMP in Lumbrook Park. This segment of pipe was designated in our CMP Inspection and Prioritization report to be replaced as part of the Stormwater Utility. In order to reduce overall program costs, we plan to replace as many off-road segments as possible using city crews.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-30-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

Covered Bridge Farms Septic Elimination

**Description:**

PWWR staff has met with several residents of the Covered Bridge Farms (CBF) neighborhood, which borders the City of Newark to the North of Christianstead and West Branch developments. CBF is predominantly served by individual septic systems and wells. As the septic systems fail, the residents are finding that they are difficult to replace due to site constraints and associated costs. Newark has already annexed several of these properties in order to provide sewer service. Due to the volume of requests, staff will be reaching out to the community to gauge interest in future connections with the City. It is in the City's and the CBF resident's best interest to work together toward a solution, rather than piecemeal as each lot requests sewer service.

<b>Status:</b>	Started
<b>Expected Completion:</b>	10-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

Preston's Playground

**Description:**

PWWR staff held a pre-construction meeting with the contractor and representatives of the Preston's Playground project. City of Newark Electric will work with the contractor to relocate an existing electric service. Once the electric is relocated, the contractor will begin site work in preparation for the playground install.

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

Digital Records Project New Documents Created – April 5-18

Name	# of Documents	# of Pages	Types
Samantha	644	5,041	Court Documents
Sandy	494	5,646	Accounts Payable/Operating Budgets/Audits/Court Documents
Fred	888	2,070	Court Docs/Inspection Reports/Timesheets/Finance Statements
Ana (PT)	119	606	Court Documents
Mecia (PT)	117	1,306	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	58	140	Miscellaneous Current Files
Total	2,320	14,809	

Digital Records Project Documents Modified\* – April 5-18

Name	# of Documents	# of Pages	Types
Samantha	128	5,318	Quality Control
Sandy	833	8,653	Accounts Payable/Operating Budgets/Audits/Court Documents
Fred	763	1,624	Court Docs/Inspection Reports/Timesheets/Finance Statements
Ana (PT)	908	1,323	Quality Control
Mecia (PT)	37	264	Miscellaneous Current Files
Sarah	232	3,683	Miscellaneous Current Files
Total	2,901	20,865	

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	25,727	-7,225
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		

Monthly Year-Over-Year Modified Document Page Totals\*

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492		
May	14,718		
June	14,906		
July	28,804		
August	18,646		
September	19,716		
October	23,730		
November	27,776		
December	29,452		
Totals	353,240		

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

\*\*Entire database was modified in April 2017.

	A	B	C	D	E	F
1	<a href="#">Bill #</a>	<b>SYNOPSIS</b>	<b>DATE INTRODUCED</b>	<b>SPONSORS OR AGENCY THAT MANAGES</b>	<b>STATUS</b>	<b>CITY POSITION</b>
2	<a href="#">HB 38</a>	Limits permitting of wells in water utility districts without approval from utility	1/17/2017	D. Short/Sokola	<b>Senate Natural Resource Committee</b>	<b>Support with amendment</b>
3	<a href="#">HS1- HB 49</a>	Requires bulletproof glass, intruder alarms and double sided lockable classroom doors in school construction	1/24/2017	Jaques/Poore	<b>Passed House 3/29/18</b>	<b>Monitor for Code Enforcement</b>
4	<a href="#">HB 53</a>	Allow limited fireworks in Delaware	1/25/2017	Miro/Lawson	<b>Passed House, Senate Public Safety Committee</b>	<b>Monitor for PD</b>
5	<a href="#">HB 63</a>	Constitutional amendment changing voting by absentee ballot	3/7/2017	Jaques/Henry	<b>House ready list</b>	<b>Monitor for City Secretary</b>
6	<a href="#">HB 67</a>	Requires classroom doors to be lockable from both sides in schools	3/8/2017	Jaques/Sokola	<b>House Appropriations Committee</b>	<b>Monitor for Code Enforcement</b>
7	<a href="#">HB 75</a>	allows different fees for FOIA requests in requester is non-resident	3/15/2017	Baumbach/Sokola	<b>House Administration Committee</b>	<b>Monitor for City Secretary</b>
8	<a href="#">HB 79</a>	Opt out voter registration at DMV when acquiring a license	3/16/2017	Bentz/McDowell	<b>House Administration Committee</b>	<b>Monitor for City Secretary</b>
9	<a href="#">HB 110</a>	Legalizing marijuana use	3/30/2017	Keeley/Henry	<b>House ready list</b>	<b>Monitor for HR</b>
10	<a href="#">HB 136</a>	increase local election filing fee to \$100.	4/27/2017	Viola/Poore	<b>Senate Elections</b>	<b>M. for City Secretary</b>

	A	B	C	D	E	F
11	<a href="#">HB 152</a>	Increase court fines \$2.00 to support DEJIS	5/2/2017	BriggsKing/Pettyjohn	<b>Stricken</b>	<b>Monitor for Alderman's Court</b>
12	<a href="#">HB 177</a>	Update qualifications for Board of Adjustment members	5/16/2017	Baumbach/Sokola	<b>Governor signed 3/29/18</b>	<b>Introduced and supported</b>
13	<a href="#">HB 221</a>	3 year exemption from prevailing wage, city and county projects	6/13/2107	D. Short/Lavelle	<b>House Administration Committee</b>	<b>Monitor</b>
14	<a href="#">HB 244</a>	3 year exemption from prevailing wage, all DeIDOT projects	6/20/2017	D. Short/Lavelle	<b>House Administration Committee</b>	<b>Monitor for Finance</b>
15	<a href="#">HB 256</a>	requires babies <2 years old in rear facing child seats	6/22/2017	Smith/Cloutier	<b>House Public Safety Committee</b>	<b>Monitor for PD &amp; Court</b>
16	<a href="#">HB 260</a>	Creates new Joint Committee to oversee appropriations for Grants in Aid	6/23/2017	Longhurst/Townsend	<b>Senate Finance</b>	<b>Monitor</b>
17	<a href="#">HB 267</a>	Regulates towing vehicles from private property	6/29/2017	Potter	<b>House Public Safety Committee</b>	<b>Monitor for PD and Solicitor</b>
18	<a href="#">HB 270</a>	creates a fund managed by DNREC to ensure clean water, funding is from individual income taxes and added costs of business licenses	12/14/2017	Mulrooney/Townsend	<b>Tabled House Nat. Resou. Committee 3/28/18</b>	<b>Monitor for impacts to City</b>
19	<a href="#">HB 314</a>	clarifies de-certification from unions and collection of non-member dues	2/28/2018	Mulrooney/Marshall	<b>House ready list</b>	<b>Monitor for HR</b>

	A	B	C	D	E	F
20	<a href="#">HB 321</a>	mandates renewal notification deadlines for "Evergreen Contracts"	3/1/2018	Heffernan/McDowell	House Economic Committee	Monitor-ask to exempt cities
21	<a href="#">HB 325</a>	Governor's recommended Capital budget, p- 34 Sect. 65, epilogue language for reservoir; p-39 Sect. 76, land donation to construct new police firing range and driving course; P-40 Sect. 79, Municipal Street Aid \$5M, Community Transportation Funding \$17.68M; Addendum P-1, Police laptop replacements \$340.K	1/25/2018	Schwartzkopf/McBride	Assigned Joint Bond Committee	Monitor for funding
22	<a href="#">HB 348</a>	changes age 65 property tax relief residency from 3 to 10 years	3/20/2018	Mulrooney/Poore	House Community Affairs	Monitor for Finance
23	<a href="#">HB 350</a>	protection of bio-metric information by employers	3/20/2018	Paradee/Sokola	House Economic Development Comm.	Monitor for HR
24	<a href="#">SB 9</a>	Work a day public works	1/18/2017	Marshall/BriggsKing	Senate ready list	Monitor for HR
25	<a href="#">SB 10</a>	Increases minimum wage \$8.75 10/1/18, to \$9.25 10/1/2019	1/12/2017	Marshall/Baumbach	Defeated in Senate 3/20/18	Monitor for HR
26	<a href="#">SB 30</a>	Requires campaigns to gather contributors occupation and employer information	3/21/2017	Townsend/Baumbach	Senate ready list	Monitor for City Secretary
27	<a href="#">SB 33</a>	Changes resisting arrest statute	3/16/2017	Henry/Mitchell	Senate Judicial Committee	Monitor for PD
28	<a href="#">SB 49</a>	Homeless Bill of Rights	3/28/2017	Townsend/Bolden	Senate Community Affairs Committee	Newark neutral, League opposed

	A	B	C	D	E	F
29	<a href="#">SB 50</a>	Del. Tech property taxing authority <10 cents /\$100 assessed value	4/28/2017	McDowell/Mulrooney	Senate ready list	impact to property tax bills
30	<a href="#">SB 57</a>	Requires clearing snow and ice from vehicle before driving	4/4/2017	Lavelle/Mitchell	House ready list	Monitor for Alderman's Court
31	<a href="#">SB 58</a>	Victims Bill of Rights	4/4/2017	Bushweller/Lynn	Senate Judicial Committee	Monitor for Alderman's Court
32	<a href="#">SS1 for SB 76</a>	Requires apprenticeship programs w/ prevailing wage projects	5/2/2017	Walsh/Mulrooney	Senate Labor Committee	Neutral, monitor for contract costs
33	<a href="#">SB 91</a>	requires carbon monoxide detectors in lodging establishments	5/18/2017	Sokola/Bentz	Senate Public Safety	Monitor for Building
34	<a href="#">SB 94/SB 127</a>	requires voter be 18 before being allowed to vote	5/23/2017-6/21/2017	Lavelle/Short Townsend/Viola	Senate Elections/House Administration	Monitor for City Secretary
35	<a href="#">SB145</a>	Governors recommended operating budget see page 43 line 31, appropriation for Unicity bus system of \$143,300.	1/25/2018	McBride/Schwartzkopf	Assigned Joint Finance Committee	Monitor for funding
36	<a href="#">SB 147</a>	Creates immunity for any emergency responder who administers "Naloxone" to save life for opioid overdoses	1/22/2018	Delcollo/Mitchell	Passed Senate, House Public Safety Comm.	Monitor for PD
37	<a href="#">Hotel/Motel taxing authority</a>	What parameters give best chance of passing		League/City interest, 1% increase generates \$2.5M	Sharing draft of enabling legislation w/ other muni's	Support

	A	B	C	D	E	F
38	<a href="#">Unionization thresholds</a>	Monitor to keep at current level of 25 to petition for unionization		League and City interest	<b>No bills introduced to change thresholds</b>	<b>Monitor</b>
39	<a href="#">PJM</a>	Monitor for impact on rate payers		League, City and State interest	<b>State has passed resolutions, Public Advocate opposing</b>	<b>Monitor</b>
40	<a href="#">Governor's State of the State 2018</a>	Governor's priorities for 2018	1/18/2018	City and League interest	<b>public interest</b>	
41	<a href="#">Federal Tax bill</a>	Monitor for impact on tax payers and DEFAC projections			<b>monitor for Council</b>	
42	<a href="#">ACLU school suit</a>	will lawsuit force reassessment			<b>monitor for Council</b>	

NEWARK POLICE DEPARTMENT

WEEK 04/08/18-04/14/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO DATE	2018 TO DATE	THIS WEEK 2018	2017 TO DATE	2018 TO DATE	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	1	0	0
Rape	1	3	0	0	1	0
Unlaw. Sexual Contact	5	1	0	0	1	0
Robbery	9	7	1	2	13	0
- Commercial Robberies	5	2	1	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	1	0	0	0	0	0
- Other Robberies	3	4	0	1	11	0
Assault/Aggravated	7	6	0	14	6	0
Burglary	14	17	2	2	3	0
- Commercial Burglaries	5	7	0	0	0	0
- Residential Burglaries	8	9	2	2	3	0
- Other Burglaries	1	1	0	0	0	0
Theft	148	147	14	61	44	1
Theft/Auto	19	15	1	2	2	0
Arson	1	0	0	0	0	0
All Other	33	30	2	15	14	0
<b>TOTAL PART I</b>	<b>238</b>	<b>226</b>	<b>20</b>	<b>97</b>	<b>84</b>	<b>1</b>
<u>PART II OFFENSES</u>						
Other Assaults	87	76	4	42	59	0
Rec. Stolen Property	1	0	0	2	3	0
Criminal Michief	69	59	1	12	13	0
Weapons	8	2	0	11	8	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	28	88	2	66	107	4
Drugs	51	27	2	49	35	0
Noise/Disorderly Premise	234	242	23	71	103	3
Disorderly Conduct	46	44	6	28	27	1
Trespass	51	52	6	19	12	0
All Other	129	110	8	114	97	0
<b>TOTAL PART II</b>	<b>704</b>	<b>700</b>	<b>52</b>	<b>414</b>	<b>464</b>	<b>8</b>
<u>MISCELLANEOUS:</u>						
Alarm	134	59	5	0	0	0
Animal Control	113	117	12	2	1	0
Recovered Property	76	67	1	0	0	0
Service	11358	11388	831	0	0	0
Suspicious Per/Veh	172	131	9	0	0	0
<b>TOTAL MISC.</b>	<b>11853</b>	<b>11762</b>	<b>858</b>	<b>2</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	1,005	14,796	1,099	14,704



**Newark Police Department  
Weekly Traffic Report  
04/08/18-04/14/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	2738	3420	160	219
DUI	46	49	3	4
<b>TOTAL</b>	<b>2784</b>	<b>3469</b>	<b>163</b>	<b>223</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	75	58	6	4
Property Damage <b>(Reportable)</b>	323	331	34	29
*Hit & Run	77	72	6	8
*Private Property	73	78	8	4
<b>TOTAL</b>	<b>398</b>	<b>389</b>	<b>40</b>	<b>33</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.



**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)

April 19, 2018

## Notice to Businesses on Bellevue Road

On Monday, April 23, 2018 Donegal Construction will begin milling the existing asphalt surface on Bellevue Road as part of the Annual Street Improvement Program. The milling operation will be followed by base hot mix patching (if needed), the installation of the base layer of hot mix, utility adjustments (if necessary) and the installation of the final wearing course hot mix overlay.

Driveways will be accessible except for short delays when the milling machine or paving operation is in front of an entrance.

**NO PARKING WILL BE PERMITTED ON THE STREET** between the hours of 7 a.m. and 6 p.m., Monday thru Friday, until all the work on the street is completed. Vehicles that are left parked on the street during these working hours will be **towed at the owner's expense** because of the considerable delay and expense this situation can cause the contractor. Owners of towed vehicles must obtain a "Vehicle Release Form" from the Newark Police Department at 220 S. Main Street to retrieve their vehicle.

If you have any questions regarding the proposed work, feel free to call the Public Works and Water Resources Department at 366-7000.

Your patience and cooperation will be greatly appreciated!