

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

Administration - City Manager

Notable Notes:

This week we gave two more presentations on the proposed referendum, both on Tuesday night. First we gave a presentation to the UD Master Gardeners which was well received, with specific interest in the Rodney Project. We then presented to District 3 at Pilgrim Baptist Church in a meeting organized with Councilwoman Wallace. Turnout was good and there were a lot of new faces in the audience which was nice to see. Overall I felt that the conversation was constructive, with well thought out questions from the audience. Our next scheduled townhall meeting will be in District 6 at Temple Beth El, organized with Councilman Markham.

Staff and I spent time this week working on HB 395 which would authorize municipalities the ability to levy a lodging tax of up to 3%. For Newark this would be a source of potential revenue that would grow with inflation and help to further diversify our revenue sources which is critical to meeting our revenue needs if we are to maintain our current levels of service. Newark has around 1,000 hotel rooms and we anticipate this tax could bring in up to \$600,000 or more each year should Council choose to implement a tax once able. Currently, occupancy taxes in New Castle County are 2% less than Wilmington and 3% or more lower than surrounding states. New Castle County is also looking for similar authorization.

This week I met with or spoke on the phone with Councilwoman Wallace, Councilman Morehead, Hamilton, Clifton, Lawhorn, and Markham regarding a number of topics.

I met with the consultant working on the feasibility study for UD's potential hotel and conference center currently proposed for STAR Campus. It sounds like almost everything is still up in the air as far as size and scope but the consultant appeared to be performing a thorough review which is encouraging.

I attended a benefit committee meeting.

I met on-site at the Pomeroy Trail road crossing of Wyoming Road with Parks Director Spadafino and Acting PW&WR Director Filasky to discuss ways we can improve the crossing for pedestrian safety. We have had complaints about vehicles passing cars that had stopped for pedestrians on the shoulder and witnessed similar events during our time on-site. We will be working with DelDOT to explore options for installing flexible delineator posts to create faux curb extensions to block off the possibility for making the illegal shoulder pass in this location.

On the topic of DelDOT, the new signal on Delaware Avenue has been in place and operational for almost two weeks. I have not heard much feedback but what I have received has been all positive which is great. Please let me know if you have any questions or concerns regarding this signal.

I attended a wellness program presentation put on in coordination between our HR team and Delaware Valley Health Trust.

I met with the PW&WR team and Finance Director Del Grande to discuss the ongoing effort to

update our development fiscal impact model.

I met with Dave Culver and their Planning intern who are looking at ways to improve the city's website to be more business friendly by bringing together pertinent information into one location. Dave will be working with the Communication's team to implement some of these changes later this year.

I attended the "Clean Water Conference" this week which focused on bi-state solutions to addressing impairments to our streams and surface waters. The City has been involved in efforts over the last few years to create a method to meet our MS4 requirements, at least partially, by performing work upstream in the watershed outside of Newark's municipal limits which is much more cost effective. DNREC and PADEP both seem to be getting on board evidenced further by the fact that the head of both organizations spoke at the conference about the benefits of DE and PA working together.

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 coordinated three (3) wellness sessions and reached approximately 50% of the workforce. Two Breakfast and Learns and one Lunch and Learn continued the commitment to our employee development and wellness initiatives. Continued transition with Deputy City Manager Andrew Haines and Acting Deputy City Manager Mark Farrall happened throughout the week, which included review of personnel/labor matters, convening an Employee

Benefits Committee, a Pension Committee meeting and review of policy and software applications. Assistant to the Manager Mark Brainard spent significant time assisting Acting Manager Coleman and other staff working HB395; this effort was prioritized over other tasks, but Mr. Brainard also worked with staff on agenda items for the May 14th Council Agenda.

Parking Division:

Parking Supervisor Court Mulvanity attended the Employee Benefits Committee meeting on Tuesday, 5/1/18 to discuss possible 2018 topics for further Committee consideration. All full-time, benefit eligible employees attended the DVHT Wellness Program Tutorial on Wednesday, 5/2/18. The Parking Division and Communication Division approved the proof for the new Lot Countdown Signage approved by Council. Production will start at week's end with approval of purchase request. Completed April 2018 financials and provided to Finance and City Manager's Office. Gift Card April 2018 audit completed.

Activity or Project:

Millennium Strategies

Description:

Attached please find the April 2018 Monthly Activity Report from Millennium Strategies.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held thee court sessions from 4/26/18 to 5/2/18. These sessions included trials, arraignments, capias returns, and video hearings. The Judge also handled two parking appeals. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 4/26/18 to 5/2/18 Alderman's Court handled 87 arraignments, 62 trials, 19 capias returns, and 2 video hearings. The court collected a total of 448 parking payments of which 304 were paid online and 144 were paid at court. The court also collected criminal/traffic payments which included 176 online payments and 44 court payments for a total of 220 payments.

Status:	Completed
Expected Completion:	05-02-2018
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on May 1 for Planning Commission and Geena was in the office on April 26 for Court.

Renee met with Councilman Morehead on April 26, Councilman Lawhorn on April 27 and Councilman Markham on April 30.

Renee drafted the May 14 Council agenda and spent time working on several packet items for that meeting.

Renee spent time on various items regarding the City Manager search including an updated schedule and requested training for Council.

Renee spent time on several referendum related items including contracts with the Department of Elections, website updates, poll worker recruitment advertisements, and working with Election Board members on their progress in recruiting poll workers.

Tara spent time reviewing and updating information regarding boards and commissions.

Tara spent time completing 17 plan reviews for Code Enforcement.

Tara drafted proclamations for Bike to School and Bike to Work Days.

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

- * Received payment, provided documents, completed and closed a January 23 FOIA request from Stutman Law regarding 1 Easton Court.
- * Received additional inquiry, provided response and closed a March 22 FOIA request from Everett Jones regarding 18 Squirrel Lane.
- * Completed document review for a March 28 FOIA request from Tarabicos Grosso, LLP regarding the Park N Shop.
- * Determined there were no relevant documents, notified the requestor and closed an April 4 FOIA request from LCS, Inc. regarding 165-176 East Main Street.
- * Documents sent, completed and closed an April 16 FOIA request from Vanessa Naisha regarding police records.

The May 7 Planning Commission Parking Subcommittee, May 8 Conservation Advisory Commission, May 9 Downtown Newark Partnership Strategic Planning Committee, May 9 Newark Housing Authority and May 10 Downtown Newark Partnership Board agendas and May 2 Council training and May 17 Board of Adjustment cancellation notices were posted and forwarded to Council.

Regarding minutes, staff time was spent on the March 26 Council executive session (Renee drafted - complete), April 19 Board of Adjustment (Mecia drafted, Sarah edited - complete), April 23 Council executive session (Renee drafted - complete) and April 23 Council (Tara drafting) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases. 125 discovery requests have been filled so far for 2018. The office also received the court calendar for May 10 and the 16 associated case files were prepared for the Deputy City Solicitor. 19 court calendars with 265 associated case files have been compiled so far for 2018.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 21 lien certificates were completed and sent to the requestor. So far, 161 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha worked on the strategic plan for the Records Division.

Samantha 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.

Sandy and Samantha met with staff from the Delaware River and Bay Authority to review Newark's procedures for streamlining the batch scanning process to help the DRBA with their digital records project.

Ana continued work on the six boxes of Planning Commission minutes from State Archives that had not been digitized before being sent down. These minutes will be scanned before being returned, which will provide efficiencies in removing State Archives from the research.

The scanned documents numbers for April 26-May 2 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Lobbyist Weekly Report	
Description:	
No report was submitted for this week.	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Recodification	
Description:	
Proofs of the revised code were received on April 30. Sarah spent time preparing the proofs for distribution to the various departments.	
Status:	In-Progress
Expected Completion:	
Execution Status:	Behind Schedule

City Manager's Weekly Report

Department:
Community Relations
Notable Notes:
Referendum Outreach: There is a Facebook event on the City of Newark page for each town hall forum on the proposed referendum. The video of the District 3 Town Hall Forum held at Pilgrim Baptist Church is now available to watch on the City's YouTube channel at the referendum page on the website (https://youtu.be/ZsfsNDxcxx8). So far, the video has more than three dozen views. The latest referendum educational video features Tim Filasky discussing the proposed stormwater pond project at the former Rodney dorm site. The video can be viewed on City of Newark social media sites, as well as Channel 22 and the referendum page on the website.

Newark Police Department Videos: Megan recorded a promotional video with Newark Police Department officers at Captain Blue Hen Comics to promote Free Comic Book Day. The video was posted on the Captain Blue Hen Facebook page and has been shared two dozen times, including on the DNP and NPD pages. On Saturday, May 5, she will be attending Free Comic Book Day to take photos and videos of the officers handing out comic books and interacting with the community.

She also worked with Cpl. Walker to do a voice over to go along with the video previously shot of the NPD fitness assessment for recruits. That video is available for interested applicants to view on the career opportunities section of the NPD page on the City's website.

Creative Design/Website Updates

- Designed NPD recruitment graphics for social media
- Scheduled Public Meeting Notices; UDon't Need It? information, updated proposed referendum schedule and Safewise press release to News Flash;
- Updated Council Members webpage, Parks and Recreation's webpage and Proposed Referendum Webpage, as well as Town Hall forum News Flash post, and Facebook event graphics

Press Releases/Media Inquiries

Public Notice: Additional Town Hall Forums on Proposed Referendum Scheduled:

<https://bit.ly/2KuGWpY>

Public Notice: Three Town Hall Forums on Proposed Referendum Added to Schedule:

<https://bit.ly/2KAzfPk>

City of Newark Ranked Among Safest Cities in Delaware: <https://bit.ly/2HN8CVy>

Activity or Project:

Communication Outreach: June Referendum

Description:

The District 3 town hall took place this Tuesday at the Pilgrim Baptist Church on Barksdale Road. Earlier that evening, we gave a presentation on the proposed referendum to the Master Gardeners group at the UD Cooperative Extension. Between the two events, about 30 people participated. We filmed the District 3 town hall and have the video up for those who wish to view it. We have confirmed dates/times and locations for town hall events in every district except District 4. The current schedule is:

- Wednesday, May 9, from 7 - 8:30 p.m. at the Temple Beth El (Hosted by Councilman Stu Markham, District 6)
 - o301 Possum Park Road, Newark
- Tuesday, May 22, from 6:30 - 8 p.m. at the Newark Senior Center (City-hosted)
 - o200 White Chapel Drive, Newark
- Thursday, May 31, from 6:30 - 8 p.m. in Council Chamber (Hosted by Councilman Mark Morehead, District 1)
 - o220 S. Main Street, Newark
- Wednesday, June 6, from 6:30 - 8 p.m. in Council Chamber (Hosted by Councilman Chris Hamilton, District 4)
 - o220 S. Main Street, Newark
- Thursday, June 7, from 6:30 - 8 p.m. in Council Chamber (City-hosted)
 - o220 S. Main Street, Newark

- Thursday, June 14, from 6:30 - 8 p.m. at the George Wilson Center (Hosted by Councilman Jason Lawhorn, District 5)
o303 New London Road, Newark

Status:	In-Progress
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Expected Completion:	06-19-2018
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Execution Status:	On Track
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Activity or Project:

Description:

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Expected Completion:	
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Execution Status:	
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Activity or Project:

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews have been working on installing new lighting at the intersection of Marrows and Wyoming Roads at the request of DeIDOT. They are also working to repair bad underground cable on South Townview Lane. The tree trimmers are in the backyards of the Devon Binns area.

As part of the yearly preventative maintenance, the electricians are escorting a contractor pulling oil samples of all the substation transformers and tap changers and also escorting an infrared scanning contractor around the system and into substations looking for hot spots.

Engineering has finished writing the specifications on the 12kV breaker and started on the 34kV breaker needed for the new transformer to be put out for bid this year to replace South Chapel 11. Engineering worked on fault calculations for the South Main Plaza and a Comcast Building on Chapel Street.

Activity or Project:

Description:

Status:	
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Expected Completion:	
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Execution Status:	
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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:

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 May 3rd 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.

Catholic Charities is now providing office hours at City Hall on Wednesdays. 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. Consultations are by appointment only.

The Referendum Road Show has been going well. On Tuesday, we presented the referendum plan to The Master Gardeners, and then to the constituents of District 3. I would like to thank Councilwoman Wallace for her efforts for securing our audience, and to the Pilgrim Baptist Church for being great hosts for our event.

Tom Coleman, Mark Brainard, Andrew Haines and David Del Grande have been working diligently to get a lodging tax bill introduced in the General Assembly. House Bill 395, if it were to be passed, would permit City Council to incorporate our own lodging tax up to 3%. This bill

would provide a source of revenue diversification, and will share some of the financial costs of providing services to those who visit Newark.

<https://legis.delaware.gov/json/BillDetail/GenerateHtmlDocument?>

[legislationId=26602&legislationTypeId=1&docTypeId=2&legislationName=HB395](https://legis.delaware.gov/json/BillDetail/GenerateHtmlDocument?legislationId=26602&legislationTypeId=1&docTypeId=2&legislationName=HB395)

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.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

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

Information Technology Department

Notable Notes:

1. Deployments have begun on the PC Refresh.
2. 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.
3. Marius Motoc has completed development on a more robust and economical Kiosk Solution for Court.
 - a. Testing has begun and deployment of Kiosk is expected early next week.
4. Extensive work performed on other projects as noted.

Projects not shown below:

Reservoir Camera Project Started Status: In-Progress Expected Completion:
5/31/18 Execution Status: On Track

1. Core Radio and PTZ camera have been deployed and are under testing.
2. All network and camera equipment has been configured and ready for deployment.
3. Weather permitting, first full solar panel, battery, radio and camera installation expected early next week.

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.

All new units have arrived and testing for deployment is in process.
Some units have been deployed for departmental testing.

Status:	In-Progress
Expected Completion:	07-31-2018
Execution Status:	On Track

Activity or Project:

PD Vehicle IT System Update

Description:

Approved Capital Funded Project

Request for Waive Bid has been submitted to City Manager's Office.

Most of installation work on PD vehicles will be performed by vendor.

Found printers missing in original submission.

a. These printers will be part of a quote process not included in this waive request.

Project expected to be under budget by \$59,706.59.

Status:	Started
Expected Completion:	07-31-2018
Execution Status:	On Track

Activity or Project:

PD PTZ Camera

Description:

a. This is a Grant funded Project.

b. Most items have been received.

c. City owned conduit, along the South College Avenue Bridge, has been identified. This will allow the extension of City fiber optic infrastructure to connect these cameras along with other City assets saving reoccurring costs.

d. Request for Information from Grantee submitted to verify if these funds may be used for fiber optic installation.

Status:	Started
Expected Completion:	10-31-2018
Execution Status:	On Track

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

Parks and Recreation Department

Notable Notes:

Deputy Director: Completed final edits of summer activity guide with Shelby, sent E-blast out to the mailing list and advertised through Facebook and through schools; conducted Memorial Day Parade Committee meeting, discussed ceremony and participants registered to date, continued to send out additional invitations to parade participants, confirmed new banner design and completion, set up meeting for City departments involved; set up and introduced speaker for the Stewards of Children training class; conducted weekly staff meeting; completed contracts for summer camp independent contractors; worked with intern to complete contracts for fitness instructors for summer classes; worked with Kyle regarding updates to the website.

Recreation Supervisor of Athletics: Continued planning for Rittenhouse Camp and summer camps, finalizing staff and sending out contracts; adult softball and adult volleyball leagues began this week, schedules were posted to the City website; registration began for next school year for our before and after school care programs, Downes aftercare filled in a day and a half and we have started a waiting list, sent out staff schedules for May, received the new annual operating license for Downes; continued checking in and taking supplies downstairs from our large annual arts and crafts and sports equipment supply orders.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs and Camp GWC; finalized and set up for the CERT Training that was held at the George Wilson Center on April 27 & 28, a total of 30 participants attended the CERT Training; received the shipment for dance costumes for the upcoming recital on May 12 and sent out dance recital packets to participants; the CATCH program ended on April 25 at Downes Elementary; met with a Lifeguard and Swim Instructor to discuss employment for the 2018 Summer season; created a work order for opening the pools for the summer season; sent pool bid letters to pool supply companies; sent Thank You emails to Earth Day Volunteers; attended the Christina River Watershed Clean Up Committee meeting; continued recruitment of volunteers for upcoming events including the Memorial Day Parade; continued to meet with potential renters for the George Wilson Center; created purchase orders for a microwave, tables and chairs for the George Wilson Center; conducted a GWC attendant staff meeting and sent out the May GWC attendants schedule.

Recreation Specialist: Took upcoming program flyers and summer brochures to Newark Library; sent reminder e-mails for the Memorial Day Parade invitations; created an event for the Memorial Day Parade on Facebook; updated the Memorial Day Parade spreadsheet with current registrants, attended a Memorial Day Parade meeting, contacted Aetna Hose, Hook & Ladder to find and confirm EMS staffing for the parade; opened the George Wilson Center for a rental; rescheduled the Arbor Day tree planting to Wednesday, May 2nd due to inclement weather; searched through old photos to be used for upcoming 50th Anniversary video; reached out to Rita's Water Ice regarding the Mayor's Fun Ride.

Parks Superintendent: Inspected 10 park/open space areas and developed work lists as needed, reviewed proposed landscape plan and commented as needed, helped set up for Administrative Professionals Day luncheon at City Hall, met with landscape contractor installing plantings at Springhill Suites several times concerning plant material relocation on the site, started coordinating tree planting event with the Lions Club scheduled for Sunday, May 6, to plant various tree species at six park/open space sites, met with representative from Bartlett Tree to do tree removal along trail by creek (Jenney's Run) in Redd Park as part of the Christina River Clean Up, continued coordinating with Newark Natural Foods on tree donation to be planted along the Pomeroy Trail, reviewed two installed plantings for release of 2 year surety bond and commented as needed, met with survey crew leader behind basin area at the Shoppes at Louviers to discuss property line and dead/declining trees, met with Facilities Maintenance Superintendent concerning deck/raised walkway installation in Atrium at City Hall as part of landscaping project, and talked with resident concerning Bamboo issue.

Parks Supervisor: Assigned field staff daily and assisted as needed, assisted with Administrative Professionals Day, checked water tank/pump for proper operation, and attended meeting along with Parks Director concerning installation of play unit at Reservoir (Preston's Playground).

Parks/Horticulture: Staff continued mowing operations, continued on bed maintenance throughout park system, did interior bed maintenance at City Hall, dragged/scarified all ballfields, did tree work at several park/open space areas, did trash removal throughout park system as needed, delivered supplies for Administrative Professionals Day, picked up trash/debris collected from the Earth Day event, did equipment maintenance on chain saws/mowing equipment, raked off horseshoe pits, and continued on work orders as assigned.

Activity or Project:

Municipal Building Courtyard Improvements

Description:

The Municipal Building Courtyard improvements will begin this month. This will include putting in a small deck with picnic tables and landscaping throughout the courtyard and around the memorial.

Status:	Not Started
Expected Completion:	06-04-2018
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Planning and Development Department

Notable Notes:**CODE ENFORCEMENT:**

Property Maintenance again reported moderate activity this past weekend; an increase in property maintenance issues is anticipated over the next several weeks for grass/weeds and trash/debris. Code and the Newark Police Department will be coordinating efforts for Cinco de Mayo.

The next level of façade replacement at the Washington House for the stone veneer is scheduled to start in the next several weeks. The 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. 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 new Springhill Suites hotel at 400 Ogletown Road opened May 1; a temporary Certificate of Occupancy has been issued for the site. 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. Plans for the interior of the building were received and will be reviewed over the next several weeks.

Code Enforcement continues to correct issues with the data on business and rental licenses. Delinquent notices for business licenses have been sent for 2018 renewals.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray: worked on preparing documents and related materials and then participating in the May 1, 2018 Planning Commission meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5569>; worked with the Parking Subcommittee, prepared documents and materials related to the May 1 Planning Commission meeting and an upcoming Parking Subcommittee Public Workshop scheduled for May 7, 2018 from 7:00 p.m. to 9:00 p.m. in the Council Chamber <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; attended a planning meeting with UD staff and their consultant regarding the anticipated submittal in the next several weeks for construction of the new South Campus Dormitory; attended the monthly meeting of the Downtown Newark Partnership Design Committee; continues to work with Code Enforcement Manager Dave Culver on business licenses and related issues; continued work on plan review, related reports, and issues; and, worked on administrative and personnel related issues.

At their meeting on May 1, 2018, the Planning Commission participated in a DeIDOT informational session and recommended approval of a Comprehensive Development Plan amendment to the Annexation Map for 3 Bridlebrook Lane and 5 Bridlebrook Lane.

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.

Planner Mike Fortner completed the annual recertification application for the FEMA Community Rating System (CRS) program. Newark voluntarily participates in this program each year by implementing community floodplain management activities that exceed the minimum National Flood Insurance Program (NFIP) standards. As a result, residents in participating communities have lower flood insurance rates, as well as enhanced public safety, reduced risk of damages to public and private infrastructures, and improved protections on the environment. The program also provides the City with technical assistance on floodplain management. The City's CRS class rating is a Class 7, the highest-rated community in Delaware. Mike also participated in assisting members of the Planning Commission's Parking Subcommittee preparing their presentation for the Planning Commission meeting on May 1; continues to assist in the planning of Bike to Work Day

in Newark, scheduled for Friday, May 18, 7:45 – 9:00 a.m. at Mentors' Circle on the UD campus; and, continues to work on the ordinances recommended in the Rental Housing Needs Assessment Study for a special Planning Commission meeting to be held on May 15.

The following was also completed this week:

- 13 Deed Transfer Affidavits
- 38 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.

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. This land use proposal will be scheduled for an upcoming City Council agenda.

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. Revised plans were received by the Planning and Development Department on May 2, 2018 and distributed for SAC review.

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. At their meeting on May 1, 2018, the Planning Commission recommended approval of an amendment to the annexation map and planning area map in Comprehensive Development Plan V to include 3 and 5 Bridlebrook Lane. The annexation and rezoning, as well as the amendment to the maps, will be scheduled for an upcoming City Council agenda.

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 (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 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. Plans have been distributed for SAC review.

304 Research Boulevard (PR#18-04-01): On April 30, 2018, the Planning and Development Department received a special use permit application for a telecommunications facility at 304 Research Boulevard, on the University of Delaware campus. The plan proposes the colocation of antennas on the existing water tank at the site and an equipment compound at the base of the tank, which will be enclosed by a 10' high security fence and landscaping. Plans will be distributed to the Subdivision Advisory Committee (SAC) in the near future.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- Each year "SafeWise" lists the safest cities within each of the 50 states. This year Newark was ranked as the largest safe city in the state and 4th safest overall. This ranking is a testament to the hard work of the men and women of the Newark Police Department and the support and partnership of the community and other city departments.

- Members from various units within the department will travel to Dover on Wednesday to participate in the Delaware Law Enforcement Memorial service held at Legislative Hall.

Patrol:

- In response to the report of vehicles passing stopped school buses on Elkton Road, the Patrol Division is working alongside of the Traffic Unit to cut down on traffic violations in this area to make it a safer environment for children to load and unload from the bus. Several violations of passing a stopped school bus have already been issued as well as several speeding violations.

Special Operations Unit:

- The Special Operations Unit will participate in a community event at Captain Blue Hen Comics on Saturday. They will also conduct proactive order maintenance enforcement associated with the Cinco de Mayo holiday.

Traffic Unit:

- Cpl. Rob Vernon has returned from four weeks of advanced collision investigation training at the Institute of Police Technology and Management. This training included the two-week Advanced Traffic Crash Investigation and the two-week Traffic Crash Reconstruction training.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	05-03-2018
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

MILLENNIUM

STRATEGIES

MEMORANDUM

TO: Andrew Haines
FROM: Megan O'Brien
DATE: May 1, 2018
RE: Monthly Activity Report
CC: Peter Blanos, Mark Brainard, Jill Hollander, and Ed Farmer

This memo will provide an overview of all work performed to date by Millennium Strategies on behalf of Newark during calendar year 2018. For more information, please contact Megan O'Brien.

- **Applications Submitted – Awaiting Decision**

Date Submitted	Funding Program	Purpose	Amount Requested	Anticipated Response
3/16/18	FEMA – Fire Prevention and Safety (FP&S) Grants	RMS Software and Toughbook Tablets	\$101,500.00	Summer 2018
3/9/18	USA Football – Equipment Grants Program	Equipment Funding	\$1,000.00	5/2018
3/1/18	National Recreation and Park Association (NRPA), Walt Disney Company – Play Spaces Grant	The Ecological Play Trail – Dickey Park	\$20,387.28	5/2018
12/20/17	Walmart Foundation—Community Grant Program	After-School Programming	\$2,500.00	3/1/2018
12/15/17	DE Dept. of Safety and Homeland Security—Emergency Illegal Drug Enforcement	Illegal Drug Enforcement	\$6,730.46	3/15/2018
12/15/17	DE Dept. of Safety and Homeland Security—State Aid to Local Law Enforcement	Law Enforcement	\$11,653.98	3/15/2018
11/7/17	FEMA—Pre-Disaster Mitigation	Back-up Generator	\$104,168.00	4/15/2018
8/30/17	US DOJ - Edward Byrne Memorial Justice Assistance Grant (JAG)	Officer Overtime	\$18,887.00	10/1/17

- **Grant Applications Submitted, Funding Not Awarded**

Funding Program	Purpose	Requested Amount
Firehouse Subs Public Safety Grant	Fire Extinguisher Training System	\$18,940.89
People for Bikes Grant	Newark and Pomeroy Rail Trail Connection	\$10,000

- **Grant Applications in Progress**

Due Date	Funding Program	Amount Available	Date Noticed
5/18/18	Delaware Land and Water Conservation Trust Fund – Outdoor Recreation, Parks, and Trails Program (ORPT)	unspecified	4/11/18
7/1/18	Major League Baseball’s Baseball Tomorrow Fund Program	\$40,000.00	3/12/18
5/17/18	Dollar General Foundation – Youth Literacy Grant	\$4,000.00	3/12/18

- **Other Grant Opportunities Recommended**

Due Date	Funding Program	Amount Available	Date Noticed
TBD	PetSafe- Bark for Your Park Contest	\$25,000.00	4/23/18
8/9/2018	National Endowment for the Arts (NEA) - Our Town 2018	\$200,000.00	4/23/18
Rolling	Walmart Foundation – Community Grant Program	\$5,000.00	4/23/28
5/29/18	US Department of Justice (DOJ), Bureau of Justice Assistance (BJA) – Bulletproof Vest Partnership (BVP) Program	Unspecified Amount	4/16/18
5/16/18	AARP – Community Challenge	\$10,000.00	4/2/18
5/7/18	US Department of Agriculture (USDA) - Farmers Market Promotion Program (FMPP)	\$500,000.00	3/12/18
4/27/18	US DHS, FEMA - Staffing for Adequate Fire and Emergency Response (SAFER)	\$345,000,000	3/5/18
Rolling	KaBOOM! Creative Play Grants	2-4 carts of playground equipment	2/26/18
Rolling	KaBOOM! Build it with KaBOOM!	Custom-Designed Playspace	2/26/18
Rolling	KaBOOM! Build it Yourself	\$15,000.00	2/26/18
3/7/18	USA Football – Field Building Grants Program	\$50,000.00 FieldTurf Voucher	2/20/18

3/31/18	FM Global Foundation – Fire Prevention Grant Program	\$5,000.00	2/12/18
Rolling	The Home Depot Foundation – Community Impact Grants	\$5,000.00	2/12/18

Digital Records Project New Documents Created – April 26-May 2

Name	# of Documents	# of Pages	Types
Samantha	98	776	Court Documents
Sandy	318	1,100	Accounts Payable/Personnel Documents/Court Documents
Fred	177	1,101	Court Documents
Ana (PT)	405	5,754	Planning Commission Minutes
Mecia (PT)	136	790	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	23	223	Miscellaneous Current Files/Legal Historical Files
Total	1,157	9,744	

Digital Records Project Documents Modified* – April 26-May 2

Name	# of Documents	# of Pages	Types
Samantha	3	18	Development Plan Troubleshooting
Sandy	98	345	Accounts Payable/Timesheets/Court Documents
Fred	0	0	
Ana (PT)	0	0	
Mecia (PT)	0	0	
Sarah	20	50	Miscellaneous Current Files
Total	121	413	

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	32,595	+1,407
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	53,599	-121,893
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.

NEWARK POLICE DEPARTMENT

WEEK 04/22/18-04/28/18

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	1	0	0	1	0	0
Rape	1	3	0	0	1	0
Unlaw. Sexual Contact	5	2	0	0	1	0
Robbery	9	9	1	3	13	0
- Commercial Robberies	5	2	0	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	1	0	0	1	0	0
- Other Robberies	3	6	1	1	11	0
Assault/Aggravated	8	7	1	14	9	1
Burglary	16	18	1	5	3	0
- Commercial Burglaries	5	8	1	1	0	0
- Residential Burglaries	8	9	0	4	3	0
- Other Burglaries	3	1	0	0	0	0
Theft	176	171	11	68	47	1
Theft/Auto	20	16	1	2	4	1
Arson	1	0	0	0	0	0
All Other	34	31	1	17	15	0
TOTAL PART I	271	257	16	110	93	3
<u>PART II OFFENSES</u>						
Other Assaults	104	85	3	49	71	6
Rec. Stolen Property	1	0	0	2	7	0
Criminal Michief	81	64	4	19	13	0
Weapons	8	4	0	13	13	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	42	98	8	76	118	5
Drugs	55	35	5	62	45	6
Noise/Disorderly Premise	284	283	25	93	121	7
Disorderly Conduct	54	49	2	32	30	1
Trespass	58	67	6	25	16	3
All Other	150	122	4	122	118	15
TOTAL PART II	837	807	57	493	552	46
<u>MISCELLANEOUS:</u>						
Alarm	140	66	3	0	0	0
Animal Control	131	139	13	2	1	0
Recovered Property	98	88	9	0	0	0
Service	12710	12980	794	0	0	0
Suspicious Per/Veh	204	156	16	0	0	0
TOTAL MISC.	13283	13429	835	2	1	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	818	16,550	1,079	16,826



**Newark Police Department
Weekly Traffic Report
04/22/18-04/28/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	2972	3829	114	211
DUI	57	62	5	5
TOTAL	3029	3891	119	216

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	89	64	11	3
Property Damage (Reportable)	357	376	19	22
*Hit & Run	83	82	5	4
*Private Property	80	88	6	6
TOTAL	446	440	30	25

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.