

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

This past Sunday was the annual Memorial Day Parade which I attended along with Councilman Clifton, Hamilton, Lawhorn, and Mayor Sierer.

This Monday was Bike to Work day which I attended along with staff from Parks and Planning along with the Mayor. The event was well attended despite being postponed from the previous Friday due to the weather.

This week was the 4th town hall presentation for the referendum and the first following finalization of the referendum questions. The event was held at the Newark Senior Center and was well attended.

PW&WR staff and I discussed the potential annexation of Covered Bridge Farms for sewer service with Greg Pope from the State Revolving Loan Fund to see what financing may be available should the project move forward. We are reviewing several options for extending sewer service including annexation, charter change, or agreement with the County.

Communications staff and I met with former mayor Vance Funk to discuss the referendum and provide additional information.

PW&WR staff and I held our quarterly meeting with DelDOT's Traffic section. We discussed several projects that are underway or in the pipeline. We should have more information on the initial round of changes that were part of the Cleveland Avenue Task Force in the coming weeks.

PW&WR staff and I met with representatives from the UD Water Resources Agency to discuss expanding our source water assessment into a full source water protection plan. We will be working with them over the coming year or so on this effort.

I attended a walkthrough of the STAR Campus with PW&WR staff and representatives of DNREC's sediment and stormwater program. We are going to be taking over sediment and stormwater review and inspection for all brownfield sites within the City this year, including the STAR Campus.

I attended the Angel Investor Act bill signing by Governor Carney at the Delaware Technology Park at STAR along with Communications staff and Mayor Sierer.

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

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

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

### City Manager's Weekly Report

<b>Department:</b> Administration - Deputy City Manager
<b>Notable Notes:</b> <p>During the week the HR team processed a disability pension following Council authorization. HR Manager Stewart conducted interviews for a vacant Customer Service Representative II position. This vacancy was created by the departure of a Court 40 employee. On Wednesday, Ms. Stewart attended Delaware's Women Leading Government monthly meeting. Ms. Stewart is one of the founding members of this organization.</p> <p>HR Administrator Pacheco has created two job postings for the vacant Property Maintenance Inspector I position in Code Enforcement and the Customer Service Representative I in Court 40. The part-time Mailroom Aide positions will close on Friday. HR Administrator Pacheco continues to finalize application packets for the police officer job posting and employment tests have been ordered. 109 Applications have been received.</p> <p>During the week Assistant to the Managers Brainard worked with Public Works on a large contract that was sent out to bid. He also worked with a vendor to resolve an issue with failing technology in the mail room and with the Electric Department on recommendations to City Council regarding contract 18-02.</p> <p>During the week Mark Farrall attended the White Clay Creek State Park Comprehensive Plan kickoff meeting at Deerfield and the referendum meeting at the Newark Senior Center. He also attended numerous budget meetings in anticipation of the upcoming budget preparation process.</p>
<b>Activity or Project:</b>
<b>Description:</b>
<b>Status:</b>
<b>Expected Completion:</b>

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

### City Manager's Weekly Report

<b>Department:</b> Alderman's Court	
<b>Notable Notes:</b>  Alderman's Court held three court sessions from 5/17/18 to 5/23/18. These sessions included arraignments, trials, capias returns, video hearings, and parking appeals. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.  Chris Janvier's last day will be 6/15/18. Her position as a Customer Service Representative II was posted and interviews were held on 5/22/18.	
<b>Activity or Project:</b> Court Sessions	
<b>Description:</b> From 5/17/18 to 5/23/18 Alderman's Court handled 110 arraignments, 68 trials, 8 capias returns and 1 video hearing. The court also collected a total of 383 parking payments which included 240 online payments and 143 court payments. The court also collected criminal/traffic payments which included 162 online payments and 55 court payments for a total of 217 payments.	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-23-2018
<b>Execution Status:</b>	Completed
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**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 21 and Geena was in the office on May 17.

Renee and Tara attended the staff meeting on May 17 where the May 29 Council agenda was discussed.

Renee met with IT staff on May 17 to discuss the 2019 budget for the Legislative Department.

Renee attended the International Institute of Municipal Clerks conference in Norfolk, Virginia May 19-23. Education sessions included fraud detection, strategic planning, boards and commissions management and recruitment, FOIA, creating training programs, federal and international issues affecting municipalities, ethical critical thinking and election security. This conference provided 12 of the 100 points needed for the Master Municipal Clerk certification.

Staff finalized and posted the agenda for the May 29 Council meeting on May 22. The packet items were posted and distributed on May 23.

Renee and Tara worked on several packet items for the May 29 Council agenda including subdivision agreements and resolutions.

Tara completed two proclamations.

Sarah and Mecia completed mailings for the Comprehensive Plan amendment and annexation of 3 and 5 Bridlebrook Lane and special use permit for 417 Creek Bend Drive, both of which are scheduled to be heard by Council at the June 11 meeting.

Staff continues to prepare for the June 19 referendum. Absentee ballots were finalized and have begun to be mailed out to residents who have requested them. Staff worked with the Department of Elections on the required paperwork and ballot proofs. Required notices have been created and submitted to the DOE and the required newspapers.

A complete FOIA update will be included in next week's report.

The May 29 Council and June 20 Newark Community Sustainability Plan Steering Committee agendas and May 23 Newark Community Sustainability Plan Steering Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the May 14 Council (Sarah drafting) minutes. The May 14 Council executive session minutes are currently in the queue.

Sarah fulfilled 9 discovery requests for upcoming Alderman's Court cases. 154 discovery requests have been filled so far for 2018. The office also received the court calendar for June 1 and the 15 associated case files were prepared for the Deputy City Solicitor. 22 court calendars with 316 associated case files have been compiled so far for 2018. Five plea by mail agreements were also processed.

The office received 17 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. So far, 204 lien certificates have been processed for 2018.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha worked on the strategic plan for the Records Division.

Samantha spent time working with PWWR staff on the organization of their records and training in TCM.

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 May 17-23 are below.

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<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:**

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**Description:**

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

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**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**

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**Department:**

Community Relations

**Notable Notes:**

Women Leading Government: Megan and Kelly were among several Newark colleagues who attended Delaware's Women Leading Government monthly meeting. The mission of the DEWLG is to support career development for women working in the public sector through presentations on best practices and opportunities to network with colleagues throughout the State.

Referendum Outreach: The video for the town hall forum on the planned referendum from Tuesday, May 22 is available for viewing on the City of Newark YouTube Channel and website. <https://youtu.be/RTQQjunwXag>. The next referendum educational video will feature Public Works Director Tim Filasky discussing the sewer projects included in the referendum. We are also creating a video explaining who is eligible to vote and what questions voters will see when they go to the polls.

Newark News Brief: The 21st Newark News Brief is now available on the City's social media channels, website and Channel 22. This week's 2-minute video features the upcoming referendum, the UDon't Need It? student move-out program, Memorial Day schedule changes and Flags for Heroes.

Memorial Day Parade Coverage: Megan did both photo and video coverage of the Memorial Day Ceremony and Parade on Sunday, May 20. The video is now on the homepage of [newarkde.gov](http://newarkde.gov). The photos can be seen on the City of Newark, Downtown Newark Partnership, Newark Police Department and Newark Parks and Recreation social media pages. Photos are also posted on the media page of the City's website.

**Creative Design/Web Updates**

- Designed Bike to Work Day 2018 Award; eligible voters graphic for News Brief video; and multiple creative pieces for the Newark News Brief referendum magazine
- Completed Newark News Brief Extended Edition magazine
- Created Bike to Work Day 2018 gallery on media webpage; and Constant Contact button for parks and recreation
- Posted holiday refuse change to News Flash
- Resized and updated employee portraits on City website
- Scheduled holiday refuse change InformMe message
- Updated the City referendum webpage; and City Secretary webpage

**Press Releases/Media Inquiries**

Registration Open for 4th Annual Mayor's Fun Ride: <https://bit.ly/2x9n3lN>

Public Notice: Road Patching Scheduled on E. Main Street: <https://bit.ly/2x8pPaV>

**Activity or Project:**

Communication Outreach: June Referendum

**Description:**

Our fourth town hall forum on the referendum was held this week at the Newark Senior Center, and more than 30 people attended. The next town hall is scheduled for Thursday, May 31, from 6:30 - 8 p.m. in Council Chamber. Most of the teams' efforts this week related to the referendum

focused on finalizing and submitting for print the 16-page, full-color magazine that includes articles on topics related to the referendum, including debt financing, the various capital projects included in the referendum, and who is eligible to vote. The proof was received and approved and is expected to be mailed to registered voters the first full week of June. An additional 150 copies were requested for anyone who may not receive a copy in the mail or to distribute, as needed, in the community.

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

**Description:**

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

**Description:**

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

**Department:**

Electric Department

**Notable Notes:**

The line crews have been working on a temporary service at the train station. They have also been prepping South Chapel 11 substation transformer for removal and fixing hot spots found on the infrared scans.

The electricians also worked on the South Chapel 11 demo, salvaging relays, breakers, and any hardware that could be kept as spares. They also replaced lights and ran ethernet cables at the Police Station and started installing solar powered cameras at the reservoir.

Engineering is getting pricing for removing South Chapel 11. Engineering also worked with the automatic switching vendor and the City's IT department to fix communication issues with the system.

After being off for 6 months, a West Main Substation transformer is finally reenergized after 34kV bushings were replaced and testing was done. Months ago a squirrel caused damage to the bushings by entering a compartment through a primary cable conduit and shorting phases.

**Activity or Project:**

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

Finance Department

**Notable Notes:**

The Payments and Utility Billing Office is experiencing extremely high call volume and walk-in customers this week due to the university students moving out. This volume of business will continue through next week. We apologize in advance to the longer-than-average wait times on the phone and in our lobby, and appreciate everyone's patience.

The First State Community Action Agency (FSCAA) was in the PUB office on May 24th 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 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 and are only on Wednesdays.

New Castle County Council passed a sewer rate increase of 12% effective July 1, 2018. Per City Code, [https://library.municode.com/de/newark/codes/code\\_of\\_ordinances?nodeId=CH25SE\\_ARTIIISEFESESECH\\_DIV2SESECH\\_S25-17SESECHES](https://library.municode.com/de/newark/codes/code_of_ordinances?nodeId=CH25SE_ARTIIISEFESESECH_DIV2SESECH_S25-17SESECHES), the City will adjust the sewer fee for all billing of usage beginning July 1, 2018. We are waiting from the County for



official confirmation of the new rate and will provide more detail once this information is received. It could take up to two weeks for the County legislation to become official, when it is signed by the County Executive, and the bill becomes official.

The Referendum Road Show continues to come to a district near you. On Tuesday evening, the Referendum team visited the Newark Senior Center to give a presentation on the forthcoming referendum. I would like to thank the Newark Senior Center for allowing us to use your facilities. The Town Hall was well-received by those in attendance, and were appreciative of the time City staff spent with them, explaining why this referendum is needed.

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**Activity or Project:**

Automatic Bill Payment/Leak Detection System - CustomerConnect

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**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.

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

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**Activity or Project:**

Payment & Utility Billing (PUB)

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**Description:**

The group processed 3,530 utility payments and Munis transactions last week, 602 of which were imported automatically with our electronic processes and 2,827 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 101 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 718 calls out of 852 offered, reflecting an abandoned rate of 15.1%. The average speed to answer the phone was 4:03. The average call time was 3:43.

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

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

1. Completed all individual department meetings for the FY2019 Budget process.
2. Selected candidates to interview for the open Lead Desktop Technician position.
3. Met with PWWR on water meter related issues.

Applications Team:

1. Multiple report related solutions provided.
2. Held internal meeting with PUBs staff to discuss resolution of tickets and existing issues.
3. Assisted with computer refresh project.

Infrastructure Team

1. System Deployment and Retrievals related to the PC Refresh Project are continuing.
2. Extended discussion of Security and Network enhancements are continuing.
  - a. 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 Courts.
  - a. Other project and emergency issues has delayed testing and deployment.
4. Extensive work performed on other projects as noted.
5. Staff continuing assistance in PD Body Worn Camera system evaluations.

Projects not shown below:

Reservoir Camera Project      Started      Status: In-Progress      Expected Completion:  
31MAY18      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. An evaluation of the initial design showed some safety concerns.
  - a. Testing on the safer system redesign was successful.
4. Full install on Site 47 (far back of Reservoir) is complete and functional.
5. Other tasks for installation crew are delaying completion.

**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. Deployment of new systems and retrieval of old units is close to completion for Non-PD systems. PD System deployment and retrieval is in process. Return of Lease systems in process.

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

**Activity or Project:**

PD Vehicle IT System Update

**Description:**

Approved Capital Funded Project.  
PO is in process.  
Most of installation work on PD vehicles will be performed by vendor.

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

**Activity or Project:**

PD PTZ Camera

**Description:**

This is a Grant funded Project.  
Most items have been received.  
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.  
Fiber optic and communications engineering is still in process.

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

### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Attended the Memorial Parade meeting and worked the Memorial Parade; met with Tom Zaleski in reference to reforestation plan for Elm Tree plantings with the University of Delaware; met with Parks staff about pool opening and maintenance issues at the pools; met with Public Works and Electric about Preston's Playground and getting utilities moved in preparation for construction of the playground; met with Public Works about the parking lot paving at the George Wilson Center; reviewed several landscape plans for comments for upcoming projects; completed final inspections for two-year landscape surety for three development projects and released the

surety and escrow for those projects; completed two Outdoor Recreation, Parks and Trails grants for the Pomeroy Trail Connection from Fairfield Crest and Preston's Playground.

Deputy Director: Sent out final Memorial Day parade placement information with Allison to participants, continued to receive additional registrants for the parade, followed up with the cannon detail, Newark Community Band and the sound contractor for Memorial Day ceremony details, conducted meeting with Public Works, Newark Police and Parks staff working the parade and ceremony, finalized information with groups on narratives for parade, conducted final meeting with the parade committee prior to the event, completed read through of script and participant narratives and updated as needed, worked the Memorial Day Ceremony and Parade; sent out Fall brochure preparation information to recreation staff; scheduled another 4th of July/Liberty Day meeting prior to the event with UD staff, DelDOT, and Aetna who were involved from the first meeting; scheduled a guest speaker for the summer camp orientation

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Camp and summer camps, planning and finalizing field trips, sent out bus bid request for field trips, gathering staff background checks, contracts and new hire paperwork; the before and after care staff schedule for June was completed and sent out, met with Program Administrator to discuss staff for next year; worked on lots of weather cancellations and rescheduling issues this week due to all the rain; worked the Memorial Day parade.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs and Camp GWC; continued to research possible speakers for staff orientation; continued to complete contracts and paperwork for instructors and camp staff; continued working on statistics and program analysis forms for the winter/spring season; continued recruitment for lifeguards, scheduled and conducted interviews for potential lifeguards, met with the Head Lifeguard and began training on pool opening procedures and maintenance; worked with the parks crew on pools and pool maintenance; scheduled staff for the upcoming School's Out Kids Day Off date scheduled for Friday, May 25; completed and sent out the GWC attendant schedule for June; continued recruitment of volunteers for upcoming events including the Memorial Day Parade and Mayor's Bike Ride and summer camps; conducted phone interviews for potential summer camp volunteers; coordinated with a Bank of America volunteer group scheduled to do a special park maintenance project May 18 but had to be rescheduled to a date in July due to inclement weather conditions; coordinated and sent final information for the volunteers scheduled to assist with the Memorial Day Parade on May 20; continued to meet with potential renters for the George Wilson Center; the George Wilson Center parking lot will undergo repaving beginning the week of May 14; Dickey Park pool was filled, fully vacuumed, salt was added and the chlorinator was also replaced; the George Wilson Center pool was power washed, acid washed, vacuumed and salt was added.

Recreation Specialist: Attended a Memorial Day Parade meeting with Newark Police and parks staff, attended a Memorial Day Parade meeting with the parade committee; finalized the parade participants, script, and gathered supplies we would need for the day of the event; worked the Memorial Day Parade, instructed participants to their correct parade position, and coordinated volunteers; purchased club supplies for after school program; ordered marketing material for Mayor's Fun Ride; met with a new Camp R.E.A.L. staff member. Volunteer Hours: 6 volunteers dedicated 14.75 hours for the Memorial Day Parade. Total Volunteer Hours: 14.75 hours.

Parks Superintendent: Reviewed two development sites for final two-year inspection to release

surety bond and inspected another site for start of the two year warranty, met with manager of Newark Natural Foods who became sponsor of section of the Pomeroy Trail between Main Street and Cleveland Avenue, met with representative of Bartlett Tree to get quote on relocating two trees at Reservoir for installation of Preston's Playground, completed Native Plants course at Longwood Gardens school of Horticulture, reviewed two proposed development landscape plans for compliance to city code and commented as needed, coordinated pick up/delivery of trees to be planted along the Pomeroy Trail behind Newark Shopping Center, picked up trees at Forest View Nursery for planting along the Pomeroy Trail next week and coordinated annual pick up next week from our supplier.

Parks Supervisor: Assigned all field staff daily and assisted as needed, and coordinated parks/horticulture staff for Memorial Day parade.

Parks/Horticulture Staff: Continue mowing operations throughout park system, continue on bed maintenance, installed annual plantings in all pots along Main Street and at City Hall, did interior bed maintenance at City Hall, loading/set up/take down of materials/supplies from Memorial Day parade, planted roses in rear berm planting bed at Folk Park, continued on pool opening punch list and on Rittenhouse Park Day Camp punch list, dragged/scarified all ballfields, did tree work as assigned, did equipment maintenance to mowing equipment, did trash removal throughout park system, and continued on work orders as assigned.

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**Activity or Project:**

Mayor's Bike Ride

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**Description:**

The Mayor's Bike Ride will be held on Saturday, June 2. This event will feature educational and safety information, raffles and prizes, children's activities and the option of a 2.5 mile family fun bike ride at 10:15 a.m. or a scenic 8.5 mile bike ride around Newark at 11 a.m. Registration and ride starts at the Newark Shopping Center. Free cinch bags will be given to everyone who pre-registers. Cinch bags will be available for onsite registration while supplies last. The fee for the event is \$5 for an adult. Children (17 & under) are FREE! The Mayor's Bike Ride benefits the bike community of Newark.

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<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	06-02-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

<b>Status:</b>	

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

## City Manager's Weekly Report

### Department:

Planning and Development Department

### Notable Notes:

#### CODE ENFORCEMENT:

Property Maintenance again reported heavy activity this past week; we have numerous property maintenance complaints for grass/weeds and trash/debris that we are working to resolve. The demolition of the vacant end of the Park N Shop Shopping Center fronting along South Main Street is completed; we anticipate the tenant fit out for the new space in the near future. The next level of façade replacement at the Washington House for the stone veneer has begun. The renovation plans for the Food Lion at Fairfield Shopping Center are approved and the permit will be issued shortly. Demolition inside the Food Lion area is ongoing in preparation for the fit out. Plans for the overall renovation of the shopping center have been approved and the permit issued. We anticipate Food Lion placing temporary 'Coming Soon' signs at the shopping center in the near future. Construction is nearly completed at Cleveland Avenue for the new townhomes. 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. Staff continued to meet and discuss projects with University of Delaware staff. These meetings are with UD personnel, as well as with the general contractors at the various projects, to discuss progress and issues. Staff is waiting for an update on the new South Campus Dormitory plans and construction schedule.

Construction of the new rail station on the STAR Campus 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 and are due at the end of May. After this, we will begin the collection process as outlined in City Code.

#### PARKING:

Parking Manager Marvin Howard and Parking Supervisor Court Mulvanity attended the IT Department's budget meeting on Thursday, May 17 to discuss the technical needs and service costs in the upcoming 2019 fiscal year prior to CIP Budget hearings. Mr. Howard and Mr. Mulvanity also attended the Finance Department's meeting on Monday, May 21 to go over the 2019 CIP budgeting process in the upcoming months. The Lot 4 'Additional Parking' sign has arrived and installation has been scheduled. Staff continued data input and clarification for the Residential Parking System. A meeting was held with Tim Ro of T2 to discuss field operations once the data input is complete on Friday, May 18. Parking was provided at no charge on Sunday, May 20 for the Newark Memorial Day parade and celebration. Two Parking Ambassadors assisted with the event and meters on the parade route were bagged with No Parking bags. Meters

that were not on the parade route showed a digital message and parking lots provided signage or parking status. Staff worked on programming and preparation for the Memorial Day holiday this upcoming weekend.

#### PLANNING/LAND USE:

Director Mary Ellen Gray worked on follow-up issues related to the Parking Subcommittee May 7 Public Workshop <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; worked on preparing documents and related materials and then participating in the May 15 Planning Commission meeting to consider proposed ordinances relating to recommendations from the Rental Housing Needs Assessment Study initiated by City Council in 2013 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5590> and then follow-up issues related to this meeting; worked on documents and related issues for the June 5 Planning Commission meeting; had multiple meetings with Parking Division Manager Marvin Howard and Parking Supervisor Courtney Mulvanity regarding budget issues and onboarding with the Parking Division, as well as issues related to the Parking Division; along with Parking and Code Enforcement staff, participated in budget meetings with Finance and IT; met with DelDOT to continue the discussion regarding the process and next steps for establishing a Transportation Improvement District in Newark; started work on the 2019 budget; held a Subdivision Advisory Committee (SAC) meeting regarding the land use development project located on 924 Barksdale Road to construct a 112-unit assisted living and memory care facility <https://newarkde.gov/1035/Development-Plan-Proposals>; reviewed and sent a SAC letter for an amendment to a plan for an automobile/vehicle repair facility located 1364 Marrows Road <https://newarkde.gov/1035/Development-Plan-Proposals>; participated in Newark's Bike to Work Day event on May 21; continued 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.

Planner Mike Fortner attended a training class on Compliance with Federal Fair Housing Requirements on Thursday, May 17. The course is a requirement of Newark's participation in the Community Development Block Grant Program. The Steering Committee meeting to interview consultants for the Newark Sustainability Plan, originally set for May 23, was postponed because the meeting was not publicly advertised correctly. The meeting has been rescheduled to June 20 at 4:00 p.m. in the Council Chamber. Information regarding the interview process and questions have been sent to Steering Committee members and the consultants. After the interviews, the Steering Committee will provide their recommendation to City Council. On Monday, May 21, the City of Newark, the University of Delaware, BikeNewark, and the Newark Bike Project hosted Newark's Bike to Work Day event. Drinks and refreshments were available for participants. DelDOT gave away event t-shirts. Speakers included Mayor Polly Sierer and County Executive Matt Meyer. John Bare was presented with the Bicycle Friendly Community Leader Award for his help in creating the Bicycle Friendly Delaware Act passed by the State Legislature.

The following was also completed this week:

- 9 Deed Transfer Affidavits
- 46 Building Permit Reviews
- 15 Certificates of Occupancy/Completion

#### LAND USE PROJECTS CURRENTLY UNDER REVIEW:

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

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

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (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, Parcel ID 1802500157 (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, Parcel ID 1802000033 (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.

0/1365 Marrows Road, College Square, Section 1, Parcel IDs 1802100203, 1802100204 (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 has been scheduled for City Council consideration on Tuesday, May 29, 2018.

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. A SAC meeting has been scheduled for May 29, 2018 to discuss the plans with City operating departments.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 2, 2018 and distributed for SAC review.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

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

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

924 Barksdale Road, Parcel ID 1802400155 (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. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting is scheduled for May 23, 2018 to discuss the plans with City operating departments.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033, 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, rezoning, and amendment to the annexation/planning area maps has been scheduled for the City Council agenda on May 14, 2018 (first reading) and June 11, 2018 (second reading).

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. 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, Parcel ID 1802100215 (PR#16-01-

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

304 Research Boulevard, Parcel ID 1803900002 (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 were distributed to the Subdivision Advisory Committee on May 8, 2017.

417 Creek Bend Drive, Parcel ID 1800900030 (PR#18-05-01): A special use permit application for deck improvements in the Special Flood Hazard Area (SFHA) was received on May 4, 2018 for the property at 417 Creek Bend Drive. The plan proposes the replacement of an older deck with a covered deck/porch. Plans were distributed to the Subdivision Advisory Committee for review on May 8, 2018.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting has been scheduled for June 14, 2018.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC has been scheduled for June 14, 2018.

100, 115, 121 College Square, Williams Crossing, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space.

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**Activity or Project:**

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**Description:**

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**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

Administration Division:

- Four officers are currently attending ALICE Instructor Training on May 22nd and 23rd. ALICE is a training program which will certify our officers to teach organizations throughout the community on how to prepare and provide a plan in proactively handling the threat of an aggressive intruder or active shooter event.
- On Tuesday, May 22nd, the Citizens Police Academy held its final class and graduation in Council Chamber.

Criminal Investigations Division:

- On Friday, May 18th, detectives arrested Shaun C. Bingham and Josh A. Perry after witnessing Bingham conduct a robbery at Exxon, 820 S. College Avenue. Bingham fled on foot after the robbery and was captured on Plymouth Drive. Perry was located in the driver's seat of the suspect vehicle on Plymouth Drive. Detectives had been surveilling this business and several others along S. College Avenue after recognizing a robbery trend in the area. Both Bingham and Perry were linked to three additional commercial robberies, two in the City of Newark and one in Delaware State Police jurisdiction, that occurred between 5/11–5/15/18.
- On Friday, May 18th, members of the Street Crimes Unit arrested a female for prostitution at the Rodeway Inn, 1120 S. College Avenue. Officers discovered this female had been advertising her services on a website and arranged an undercover meeting with her. The female was also found to have an active capias for her arrest and drug paraphernalia was discovered in her room.

Special Enforcement Division:

- The NPD Traffic Unit continues to investigate a serious collision, involving a motorcycle, that took place on Monday, May 21st, at approximately 8:21 pm. The initial investigation indicates that a burgundy 1999 Honda Accord, operated by a 30-year-old female from Newark,

was eastbound on Elkton Road approaching Thorn Lane in the left turn lane preparing to turn left onto Thorn Lane. A red 2005 Honda 600cc motorcycle, operated by a 27-year-old male, also from Newark, was westbound on Elkton Road in the right thru lane, also approaching Thorn Lane. As the light turned yellow for traffic on Elkton Road, the Honda Accord made a left turn and struck the motorcycle as they were both passing through the intersection. The motorcycle operator was ejected from the motorcycle and came to rest on the sidewalk on the north side of Elkton Road, west of the intersection with Thorn Lane. The motorcycle operator, who was wearing a helmet, was transported to Christiana ER via DSP helicopter.

- Planning efforts are underway by Traffic Unit officers for the upcoming UD Commencement ceremonies scheduled to take place on Saturday, May 26th. Traffic Unit officers are also involved in the final planning meeting for the Mayor's Bike Ride scheduled for June 2nd.

**Patrol Division:**

- Following a 9-1-1/medical alert call at a Newark residence, Officers Olicker and Coughlin received praise from the resident for their quick response and professionalism in handling her issue. The resident relayed that she was experiencing a problem with an electric wheelchair causing her to be stuck inside the residence. Officers were able to communicate with the resident and quickly gain entry to provide assistance.
- NPD officers assisted with the City of Newark Memorial Day Parade held on Saturday, May 19th.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-23-2018
<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:**

Paving work continues on Apple Road. The pedestrian island and paving should be complete by June 1.

DelDOT has confirmed that the TEMPORARY patching on Main Street will begin on June 4, weather permitting. This will be a mill and overlay of the worst sections. The work should take the better part of a week to complete. The full reconstruction of Main Street is still slated to begin later in the fall of 2018.

**Activity or Project:**

Repurpose Fleet Vehicle

**Description:**

Fleet Maintenance staff repurposed our out of service street sweeper truck into a flatbed truck, primarily for use as a brine application truck in the winter, but able to be used all year to transport material for all City departments. Sweeper parts were removed, and saved to be used on our current unit and old steel was scrapped. The flatbed was purchased from a local scrap yard, the deck removed, cleaned, painted, and new deck installed. Photos attached. The total cost was less than \$2,000.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	09-30-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

UDon't Need It? Student Moveout Project

**Description:**

The Annual UDon't Need It? Student Move out Project is currently underway at the UD Star Campus. Students and Landlords are able to drop off unwanted goods for resale or disposal. The successful program is now in it's 12th year and each year diverts tons of garbage from the landfill. It also helps keep our City clean during this transitional period. Please visit the website for more information:

<https://newarkde.gov/836/UDont-Need-It-Student-Move-Out-Program>.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-10-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

CMP Storm Sewer Rehabilitation

**Description:**

Requests for Bids have gone out for the first major CIP project in our recently implemented Stormwater Utility. This project is specific to pipe lining and will address some of the larger pipes that have been identified in our City-wide evaluation of the known Corrugated Metal Pipe.

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

<b>Execution Status:</b>	On Track
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Digital Records Project New Documents Created – May 17-23

Name	# of Documents	# of Pages	Types
Samantha	4	82	Miscellaneous
Sandy	110	8,494	Insurance Files/Court Files/Cash Receipts
Fred	11	956	PWWR Development Plans
Ana (PT)	3	4	Agendas/Minutes/Resolutions/Ordinances
Mecia (PT)	18	149	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	7	17	Miscellaneous Current Files
Total	153	9,702	

Digital Records Project Documents Modified\* – May 10-16

Name	# of Documents	# of Pages	Types
Samantha	4	82	Development Plan Troubleshooting
Sandy	83	6,536	Personnel Documents
Fred	44	4,995	PWWR Development Plans
Ana (PT)	169	748	Resolutions
Mecia (PT)	0	0	
Sarah	7	17	Miscellaneous Current Files
Total	307	12,378	

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 05/13/18-05/19/18

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	5	1	0	2	1
Unlaw. Sexual Contact	7	4	0	0	2	0
Robbery	11	13	3	3	15	0
- Commercial Robberies	5	5	3	1	2	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	1	0	0	1	0	0
- Other Robberies	5	7	0	1	11	0
Assault/Aggravated	11	9	0	14	14	2
Burglary	18	18	0	6	3	0
- Commercial Burglaries	5	8	0	1	0	0
- Residential Burglaries	10	9	0	5	3	0
- Other Burglaries	3	1	0	0	0	0
Theft	199	202	7	79	57	5
Theft/Auto	22	17	0	2	4	0
Arson	1	0	0	0	0	0
All Other	41	38	2	17	15	0
TOTAL PART I	312	306	13	122	112	8
<u>PART II OFFENSES</u>						
Other Assaults	128	113	12	59	82	3
Rec. Stolen Property	1	0	0	6	10	0
Criminal Michief	98	77	3	24	90	0
Weapons	10	4	0	14	17	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	52	113	4	85	153	25
Drugs	62	47	4	70	57	5
Noise/Disorderly Premise	342	333	12	115	139	3
Disorderly Conduct	60	56	1	37	39	0
Trespass	73	89	10	30	27	5
All Other	178	136	7	137	138	9
TOTAL PART II	1004	968	53	577	752	51
<u>MISCELLANEOUS:</u>						
Alarm	151	81	4	0	0	0
Animal Control	172	178	12	2	1	0
Recovered Property	115	109	10	0	0	0
Service	14740	15487	815	0	0	0
Suspicious Per/Veh	239	185	8	0	0	0
TOTAL MISC.	15417	16040	849	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	1,005	19,239	1,047	20,088



**Newark Police Department  
Weekly Traffic Report  
05/13/18-05/19/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	3519	4750	234	282
DUI	63	73	2	2
<b>TOTAL</b>	<b>3582</b>	<b>4823</b>	<b>236</b>	<b>284</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	110	79	5	10
Property Damage <b>(Reportable)</b>	445	438	28	21
*Hit & Run	95	95	5	6
*Private Property	95	105	10	3
<b>TOTAL</b>	<b>555</b>	<b>517</b>	<b>33</b>	<b>31</b>

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



  
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SC8000  
**232**