

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

Staff was back for the first full week following the two short weeks associated with the holidays. We received some unfortunate news from DelDOT that they are now once again planning to start work on Main Street in April of this year as opposed to June as had been discussed more recently. We are still looking into this situation and it is my understanding that they have not yet finalized the start date, but this is an unfortunate development. The project is now almost guaranteed to impact two graduations and student move out periods. I will provide updates moving forward as we get more information from DelDOT.

I spent time this week creating and updating a tracking document for the charter change items that were discussed with Council this past fall. I have communicated preliminary information to our lobbyist, Rick Armitage, and we have scheduled a meeting for Friday the 18th to discuss in more detail and plan the path forward. The State legislative session began in earnest as well and we have been reviewing legislation as it is introduced and providing staff feedback to Rick.

Electric Director Patel, Finance Director Del Grande and I met with representatives from UD and DEMEC to discuss our Electric Service Agreement. We are now five years into the 15-year term of the agreement and we have identified a few shortcomings that we would like to clean up, specifically related to wholesale purchases and how to add new accounts to the ESA. The preliminary meeting went well, and we will be working together moving forward to develop mutually agreeable modifications.

Electric Director Patel, Finance Director Del Grande and I also continued our discussion about this year's electric rate study and will be bringing an item to Council for discussion at an upcoming meeting.

Finance Director Del Grande and I began discussions and work on the calculation work necessary to develop customer charges that will be proposed to Council for water and sewer rates. If you will remember, the 2019 budget included necessary water and sewer rate increases that we put off until we had a handle on other revenue generating ideas. We will be updating the revenue requirements and integrating the revised revenue needs into the customer charge calculations to avoid making two separate changes to the rates in close succession.

We are continuing to work with DFIT on soliciting workers compensation insurance quotes. We have now provided all information that was requested and are waiting on the quote. We have a meeting scheduled with representatives from DFIT next week and will have more information at that time.

I attended a meeting with Chris Hamilton, Paul Bilodeau, Chief Tiernan, and representatives from the NPD where we discussed the in development social host ordinance and other ideas that have been proposed by the Old Newark Civic Association. We will be bringing a discussion to Council in the coming month or so (assuming we stay on track) prior to developing ordinances for official consideration.

I held my regularly scheduled monthly meeting with Councilman Morehead.

I met with Director Spadafino to discuss the tree ordinance revision process and path forward.

Acting PW&WR Director Filasky and I held a conference call with representatives from Milford, DEMEC, and their consultant who are implementing a smart meter project similar to what Newark performed back in 2013. They are running into similar issues to what we experienced and wanted to discuss the methods that we used to tackle the difficulties.

With the departure of our two management members of the communications team we have now had to redistribute the workload across remaining staff to the extent possible. I held a meeting with communications staff and Assistant to the City Manager Brainard to discuss the process and current work items.

I reviewed and signed off on Spill Prevention, Control, and Countermeasure (SPCC) plans for two electric substations as required by EPA regulations. I also spent time this week reviewing preliminarily two new development plans that were received this week. The first is a small project on Corbit Street, the second is a large mixed-use rezoning on Main Street at the Fulton Bank property at the SE corner of the intersection with Tyre Avenue. I also reviewed the College Square developer's response to SAC comments and provided my thoughts to department directors as appropriate.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Administration - Deputy City Manager

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**Notable Notes:**

During the week, Assistant to the City Manager Mark Brainard issued documents for Contracts 19-01 and 19-02 which will have bid openings on February 5th. Several purchase orders were issued for yearly facilities maintenance agreements. Discussions were held with the City's grant writing firm regarding the next eight months of service. Also during the week, Mr. Brainard assisted with several items previously completed by the communications team including working with Public Works on a mailing regarding an upcoming sanitary sewer lining project, meeting with Delaware Today on the City's yearly supplemental issue to the magazine, and preparations for Restaurant Week.

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

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 1/3/19 to 1/9/19. These sessions included trials, arraignments, capias returns, video hearings, prisoners transported for trials, and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to hear any parking appeals.

**Activity or Project:**

Court Sessions

**Description:**

From 1/3/19 to 1/9/19 Alderman's Court handled 61 arraignments, 50 trials, 10 capias returns, 2 videos and 2 prisoners were transported. The court collected a total of 502 parking payments of

which 295 were paid online and 207 were paid at court. The court also collected criminal/traffic payments which 110 were paid online and 57 were paid at court for a total of 167 payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-10-2019
<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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on January 8. Geena was in the office on January 4 for Court.

Renee attended the staff meeting on January 3 where the January 14 Council agenda was discussed.

Renee met with Acting City Manager Coleman to discuss Legislative department operations for the time she will be on leave in the spring.

Staff finalized and posted the January 14 Council agenda and packet on January 7. Item 1A (Newark Partnership update) was forwarded to Council and posted on January 8.

Whitney staffed the Conservation Advisory Commission meeting on January 8. The CAC was presented research during public comment regarding provisions on conduit and ideas on electric hybrid vehicles for the City, which will be on the March agenda for further discussion. The Newark Charter High School students presented their findings on plastic bags, which the CAC plans to make a formal recommendation regarding this matter at their February meeting. They also developed a list of topics as potential City newsletter material, which will be a monthly section of the agenda moving forward. Mr. Irvine, Ms. Sheedy and Ms. Hazelwood also agreed to do further research on plastic bags.

Renee met with Danielle and Whitney on January 9 for training related to her upcoming leave.

Renee received final comments from the developer on the subdivision agreement for 209-225 Haines Street and prepared the associated resolution for inclusion in the Council packet. The Comprehensive Plan amendment, rezoning and major subdivision with site plan approval for this project is on the agenda for the January 14 Council meeting.

Renee and Tara drafted and circulated to staff for review the subdivision agreement for 83-105 New London Road and 36-42 Wilson Street for Campus Walk II. Whitney completed the ads and Anita completed the direct mail notices for the Comprehensive Plan amendment and major subdivision with site plan approval which is scheduled for the January 28 Council meeting.

Renee finalized the minor subdivision amendment and associated resolution for Trader's Alley for inclusion in the Council packet. The amendment to eliminate the parking cross-access easements is on the agenda for the January 14 Council meeting.

Renee drafted the bill for the rezoning of 62 North Chapel Street for inclusion on the January 14 Council agenda for first reading. The second reading and public hearing for the rezoning and major subdivision with site plan approval for this project will be on the February 11 Council agenda for consideration.

Tara continued work on 2018 Council direction sheets.

Work for the 2019 City elections is continuing to ramp up. Two candidate petitions were picked up this week. Renee reached out to the Election Board members to schedule their organizational meeting and began receiving responses. Renee also fielded media requests regarding filed candidates for the election. Information on the 2019 election can be found on the City website here: <https://newarkde.gov/508/2019-City-Election-Information>.

Staff spent time on FOIA-related items this week. The following actions were taken on FOIA requests:

- \* Followed up with staff regarding a November 19 FOIA request from Acer Associates, LLC regarding 540 South College Avenue.
- \* Provided documents to Council members regarding a December 3 FOIA request from Katie Gifford regarding Mayor's Corner/Mayor's event communications.
- \* Received and circulated to staff a January 3 FOIA request from Sarah Bucic regarding the Windy Hills water tower.
- \* Received, circulated to staff, determined there were no relevant documents, notified the requestor, completed and closed a January 3 FOIA request from SBA Communications Corporation regarding cell tower applications.
- \* Received, circulated to staff and worked with the City Solicitor on January 3 and January 4 FOIA requests from O'Rourke Investigative Services regarding surveillance camera video and accident statistics.
- \* Spent time updating the FOIA log for the City.

The January 14 Council, January 15 Traffic Committee, January 15 Newark Partnership Economic Enhancement Working Group, January 23 Newark Partnership Civic Engagement Working Group, January 24 Newark Partnership Nonprofit Enhancement Working Group and February 19 Newark Partnership Organizing Committee agendas and the January 17 Board of Adjustment cancellation notices were posted and forwarded to Council.

Regarding minutes, staff time was spent on the November 12 Council executive session (Renee drafting), December 10 Council (Whitney drafting), and December 11 Conservation Advisory Commission (Whitney drafted; Tara edited - complete) minutes. The November 26, December 4 and December 10 Council executive session and January 8 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 30 discovery requests for upcoming Alderman's Court cases. 30 discovery requests have been filled so far this year. The court calendar for January 17 was received and the 18 cases were prepared for the Deputy City Solicitor. Three court calendars with 48 associated cases have been prepared so far for 2019. One plea by mail was processed this week.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 11 lien certificates have been processed for 2019.

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**Activity or Project:**

Digital Records Project

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**Description:**

Renee, Samantha and Ana met on January 3 to discuss the metadata cleanup project's progress and to strategize how to move forward with targeting specific document types to facilitate the opening of public portals for certain document types.

Anita, Samantha and Ana met on January 9 for additional TCM training.

Samantha worked on scheduling TCM training for the remaining departments unable to attend the December trainings in February.

Samantha also scheduled meeting with the various departments and Records Division employees regarding the strategic plan rollout.

Samantha sent destruction notices for 16 rolls of building plans and 2 boxes of documents and transfer notices for one box of documents to State Archives for approval.

185 boxes previously approved by State Archives for destruction were shred on site by the City's vendor on January 9.

The scanned documents numbers for January 3-9 are below.

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

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**Activity or Project:**

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**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>	

### City Manager's Weekly Report

<b>Department:</b> Electric Department
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**Notable Notes:**

The line crews worked on the services to projects on Benny Street, covered the primary at UD Baseball Field for a light tower install, and worked on aerial circuitry reconfiguration at the South Well Field Substation as prep work for the new transformer coming soon.

The electricians worked at City Hall, the George Wilson Center, and the yard on various maintenance issues. They also helped remove the Main Street holiday tree and fixed an issue with the Silverbrook Sewer Pumping Station's generator.

Engineering worked on refining the design for the foundation and oil retainment system of the new transformer at South Well Field and met with contractors bidding on the project. Engineering also worked on the pole line design on Christina Parkway where the lines are to be upgraded for more capacity to STAR Campus.

<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>	

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

Information Technology Department

**Notable Notes:**

The agreement with Vtech Solutions has been signed and the purchase order was generated. We will begin to review resumes to fill the contractual desktop support position.

The Infrastructure Manager position was posted on 1/4/19, this position will remain posted through 2/1/19.

**Applications Team:**

The applications team closed 151 tickets over the past three weeks.

1. Customer Connect 5.13, still waiting on vendor for a fix to continue testing.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Coordinated and attended training with various staff members for Tyler Cashiering on 12/20.
4. Coordinated and attended training with Planning and Code Enforcement for Tyler Business License module on 1/9.
5. Attended meeting to finalize migration of snow citations to Tyler Munis.
6. Continued working on Munis General Billing for PWWR in TEST environment.
7. Created reports for users as requested.
8. Completed the Patriarch upgrade for Delaware Information and Analysis Center.

**Infrastructure Team:**

The infrastructure team closed 136 tickets over the past three weeks.

1. Continued working on migrating network documentation into new software.
2. Continued working on computer relocation automation process.
3. Continued working on using the licensing section of helpdesk system for compliance and simplified reporting as well as updating the asset section of helpdesk system to track additional items such as monitors and locations.
4. Continued imaging and deploying replacement DELJIS machines.
5. Continued developing a plan to upgrade older windows servers.
6. Moved Police Department main page to Sharepoint.
7. Created a script to generate an alert notification in the event of an ISP failover.
8. Created a script to force checkin of computers with our systems management appliance.

**Activity or Project:**

Police Vehicle Technology Upgrades

**Description:**

Approved Capital Improvement Project.

New computers have been deployed to all vehicles. Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

New consoles have been installed in 4 of 12 vehicles. Cradlepoints have been installed in vehicles

#909, #935, #926, #915, #923, #928, #925, #907, #934, #910, #905, #918, #939, #906, #930 & #908. We have 8 vehicles remaining.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-01-2018
<b>Execution Status:</b>	Behind Schedule

**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:**

Parks and Recreation Department

**Notable Notes:**

Director: Attended the climate survey working group meeting; reviewed the complete list of 2019 projects and worked on creating a timeline for each; evaluated several park areas with Tom Z. to discuss improvements and maintenance; attended Subdivision Advisory Committee to discuss 20-22 Benny Street and 321 Hillside Road; working on the Reservoir restroom design in preparation of organizing the bid packet for the project; conducted supervisors' meeting to discuss upcoming projects, work orders and events.

Deputy Director: Worked with Shelby to update information/changes for the winter/spring activity guide, worked with her to complete flyers for upcoming programs, updating the banners on social media and posters for the building, creating a summer camp ad for the University of Delaware summer camp guide, and completing items for distribution through Peachjar to the local schools; attended meeting with Joe, Shelby, Megan and Kelly to review items needed for upcoming events for the year to ensure banners and calendars are completed for marketing; started work on updating the vendor packets and sponsorship opportunities with Shelby and Sharon to distribute no later than the end of January; met with Shannon, our intern, to discuss mission statements as she works on assisting with the establishment of a strategic plan for the department to include a mission, vision and goals; conducted weekly staff meeting with recreation staff; continued to process special event applications and issue permits once approved; continued to gathered certificates of insurance for outside contracted vendors and continued to work with Jill regarding recent audit.

Recreation Supervisor of Athletics: Completed year-end report; sent out staff contracts for Winter/Spring programs, securing insurance certificates; recruiting additional before and after care staff for February and beyond; contacted Rittenhouse camp staff to start the process of determining who will return in 2019; promoted and prepared for Pint Size Basketball and Socceros which start next week.

Recreation Supervisor of Community Events: Completed and distributed new tracking and invoicing information to fitness instructors, promoted upcoming fitness and special interest programs via Facebook and email; continuing to work on statistics and program analysis forms.

Coordinator of GWC and Volunteers: Sent verification of volunteer hours to all 2018 volunteers; created tentative staff schedules for School's Out Days scheduled for January; sent updated photos of the George Wilson Center for the website; sent a list of program flyers to Shelby for upcoming programs; completed all winter/spring P.S.A.'s; continued to work on program analysis forms, statistics and End of Year report; took brochures and flyers to the Newark Free Library, Newark Senior Center and Newark Reservoir; attended a meeting pertaining to volunteers with the Director, Deputy Director, Parks Superintendent and Parks Supervisor; continued coordinating with new volunteer groups for upcoming events; continued meeting with potential renters for the George Wilson Center.

Recreation Specialist: Continued researching event emergency planning and what our needs might be; continued store room inventory and checklist for supply ordering; assisted in reviewing statistics of summer/fall events/classes for Sharon; updated Volunteer Fair date/time/location information on websites and community calendars already posted; completed after care grocery shopping and delivery for cooking clubs; took fitness instructor packets to the Senior Center and George Wilson Center for Sharon.

Parks Superintendent: Inspected two park areas and developed work lists as needed, continued gathering quotes for upcoming purchases, started working on planting design/estimate to renovate the two long berm bed areas at Olan Thomas Park, attended meeting with Parks Director/Deputy Director/Parks Supervisor/ Volunteer Coordinator on upcoming volunteer events/projects, along with entire Parks/Horticulture staff attended safety meeting at City Yard, along with Parks Supervisor went to several rock quarries to access cost and appearance of rock needed for upcoming projects, and reviewed submission to Delaware Recreation and Parks Society for Hopkins Scholarship to take classes at Longwood Gardens School of Horticulture.

Parks Supervisor: Continued working on pricing for upcoming equipment purchases, along with Parks Director/Deputy Director/Parks Superintendent/Volunteer Coordinator attended meeting concerning upcoming volunteer projects/events, completed doing yearly employee reviews with Parks/Horticulture staff, assigned field staff daily and assisted as needed and along with Parks Superintendent went to several rock quarries to access rock types/sizes for upcoming projects.

Parks/Horticulture: Staff hung new style "Mom and Me" swing seat at Preston's Playground as well as switching out the other swing seat in the same bay to a bucket seat as per ASTM recommendations, continued on plant material cutbacks throughout park system, did interior bed maintenance at City Hall, did trash removal throughout park system as needed, did equipment maintenance on walk behind mowers and continued on work lists as assigned.

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**Activity or Project:**

## Preston's Playground Drainage System

**Description:**

We are working a new drainage system design for Preston's Playground to help elevate the erosion around the retaining wall. Once the design is complete, installation will begin in the early spring.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	03-29-2019
<b>Execution Status:</b>	On Track

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

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

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

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

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

Planning and Development Department

**Notable Notes:**

## Code Enforcement:

The Fairfield Shopping Center parking lot replacement is in the final stage of work; renovations to the Food Lion store are ongoing. The Certificate of Occupancy was issued for Boulden Brothers' new office building at 107 Sandy Drive. Renovations to the retail and sorting areas of the Goodwill Store at 311 Newark Shopping Center are completed and the store has reopened; work being performed in the storage area should be completed in 7-10 days.

## Parking:

ParkingSoft/T2 was on-site on January 7 and January 9 for off-street parking equipment fixes, testing, and pre-maintenance. Maintenance staff has been working on IPS Smart Meters to ensure battery life and accuracy over the winter months; winter months are harsher on meters due to less sunlight and colder temperatures. An inventory was taken of parking lot light poles to identify those that were not working properly, to report to the Electric Department.

Management conducted a meeting with Night/Weekend PT Parking Managers to prepare for the upcoming UD spring semester and as a refresher of expectations for those employees. December End-of-Month and 2018 End-of-Year financial data was completed, and a report is being prepared.

PT Parking Ambassador Maurice Coleman (light-duty) completed training to handle appeals for the Parking Ambassadors while in the office, freeing up time for FT Parking Ambassadors during the day. Personnel evaluations and meetings are ongoing.

#### Planning/Land Use:

The Green Building Code Work Group is scheduled to meet on Tuesday, January 22 at 3:30 p.m. in the City Council Chamber to continue discussion of the City's energy conservation and efficiency standards. Items on the agenda include review of the concepts list for energy reduction, renewable energy, resources, and indoor air quality and selection of concepts to be included in a points chart.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for Tuesday, January 29 at 4:00 p.m. in the City Council Chamber. The Committee will continue to discuss and refine "themes," goals, and objectives for the plan.

On January 9, Planner Michael Fortner attended the "kick-off" meeting for the Statewide Fair Housing Consortium to work on the "Statewide Analysis of Impediments to Fair Housing Choice" report. The process is being lead by the Delaware State Housing Authority with the assistance of consultants for technical support. The analysis is part of the State's compliance with federal law and receiving federal funds. The City of Newark Planning and Development Department will also be cooperating with New Castle County and the Newark Housing Authority, as well as other local government and non-profit partners, to collect data and organize public outreach efforts. Michael is also working with subgrantees of the City's Revenue Sharing program with collected final invoices and reports to close out the 2018 Fiscal Year and has completed the Financial Draw through October's expenditure report for the Community Development Block Grant program.

The following was also completed this week:

- 4 Deed Transfer Affidavits
- 17 Building Permit Reviews

#### Land Use Projects Currently Under Review:

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

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

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.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

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 was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018. Revised plans were received by the Planning and Development Department on October 31, 2018 and distributed to the SAC for review on November 1, 2018.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility

shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018.

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 was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018. At their meeting on November 6, 2018, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (4-3), and major subdivision with site plan approval (4-3). The project is scheduled for second reading and public hearing at the January 14, 2019 City Council meeting.

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 meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018. Revised plans were received by the Planning and Development Department on November 8, 2018. SAC comments were sent to the applicant on November 27, 2018. At their meeting on December 4, 2018, the Planning Commission recommended approval of the rezoning (5-2) and major subdivision with site plan approval (4-3). The project has been placed on City Council agendas for January 14, 2019 (first reading) and February 11, 2019 (second reading and public hearing).

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting was held on November 5, 2018. SAC comments were forwarded to the applicant on December 21, 2018.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments will be sent to the applicant in the near future.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs 1801300106, 1801300107, 1801300108, 1801300109, 1801300196, 1801300110, 1801300111, 1801300112, 1801300113, 1801900157, 1801900156, 1801300161, 1801300086, 1801300085, 1801300198, 1801900143 (PR#18-08-01): On August 9, 2018, the Planning and Development Department received plans for the property located at 105-83 New London Road and 36-42 & 41 Wilson Street. The plan, to be known as Campus Walk II, proposes a Comprehensive Development Plan amendment and major subdivision with site plan approval to demolish the existing structures located at 83-105 New London Road and 41 Wilson Street, relocate the existing structure at 87 New London Road to 41 Wilson Street and repurpose it as a 4-person student rental, and construct 28 garden apartments on the parcels fronting on New London Road, with vehicular access via the original Campus Walk accessway. The parcels located at 36-42 Wilson Street are incorporated into the land use proposal for the purpose of relocating lot lines and are not being redeveloped as part of the plan. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on August 9, 2018, and a SAC meeting was held on September 5, 2018. SAC comments were forwarded to the applicant on September 21, 2018. Revised plans were received by the Planning and Development Department on October 9, 2018. SAC comments

were forwarded to the applicant on October 30, 2018. The project was reviewed and considered by the Planning Commission at their November 6, 2018 meeting, at which time they recommended approval of the Comprehensive Development Plan amendment (6-1) and major subdivision with site plan approval (4-3). The project is scheduled for second reading and public hearing at the January 28, 2019 City Council meeting.

511 Valley Road, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018.

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments were forwarded to the applicant on December 27, 2018.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments will be forwarded to the applicant in the near future.

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 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 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019.

804-810 South College Avenue, Parcel IDs 1804400122, 1804400121 (PR#18-12-01): On December 4, 2018, the Planning and Development Department received plans for a special use permit for the property at 804-810 South College Avenue. The plan proposes utilization of 804/808 South College Avenue as a used car lot, with 810 South College Avenue to be used for overflow parking and storage. Plans were distributed to the Subdivision Advisory Committee

(SAC) for review on December 11, 2018.

34 and 38 Corbit Street, Parcel IDs 1801300087, 1801300088 (PR#18-12-02): Plans for a Comprehensive Development Plan amendment and minor subdivision of 34 and 38 Corbit Street were received by the Planning and Development Department on December 27, 2018. The plans propose the demolition of the existing structure at 38 Corbit Street and elimination of the existing driveway servicing that parcel, subdivision of the lot into two lots, construction of a semi-detached dwelling for purposes of a student rental, and construction of a parking lot encompassing the rear yards of both 34 and 38 Corbit Street.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

We have completed our compilation of reported crime in Newark for the year 2018. Comparing crime in 2018 with 2017, we had a 38% reduction in robbery. Our reduction in robbery since we began our Street Crimes Unit and Fall crime suppression plan in 2007 and 2008, is an astounding 75%. Aggravated assault decreased by 38% and unlawful sexual contact decreased by 50% in 2018 as compared to 2017. We did have an increase in reported rape. Most of the rape investigations involved the victim and the suspect having a dating or acquaintance relationship. We also experienced a 6% increase in thefts. Most of this rise can be attributed to our holiday retail theft program. Plainclothes police officers conduct surveillance at retail establishments throughout the city and arrest shoplifters. We had over 100 criminal charges with the program this year. This program has the added benefit of reducing robberies. Often a shoplifter will physically resist being detained by a civilian store employee. When physical force or resistance is used, it elevates the crime from a theft offense to a robbery.

Our officers issued 1,161 more traffic summons in 2018 as compared to 2017 and arrested 19 more motorists for driving under the influence. Newark experienced a 5.62% reduction of personal injury motor vehicle accidents.

**Special Enforcement Division:**

- The Special Operations Unit continues the retail theft operation. During the week, the unit will attempt to locate several wanted subjects as a result of the operation. Sgt. D'Elia continues to work on proposed changes to order maintenance laws and the addition of an Unruly Gathering law. On Tuesday, January 8th, Sgt. D'Elia, along with Lt. Aniunas, Chief Tiernan and Deputy Chief Farrall met with Councilman Hamilton, Acting City Manager Coleman, and City Solicitor Bilodeau to provide an update on the proposed changes.

**Traffic Unit:**

- Effective January 7, 2019, Sgt. Truman Bolden has been assigned as the supervisor of the Traffic Unit. During the week, the unit will conduct traffic enforcement activities at various locations throughout the city.

**Patrol Division:**

- On Thursday, January 3, 2019, at about 1814 hours, a Newark Police Officer conducted a traffic stop of a tractor trailer on the right shoulder of Elkton Road about 1/2 mile south of Christina Parkway in Newark. While the police officer was out of his vehicle and speaking with the operator of the tractor trailer, a 2013 Hyundai struck the rear of the 2017 Newark Police Department Chevrolet Tahoe. The Tahoe was fully marked and had its emergency lights on at the time of the crash. After striking the police vehicle, the Hyundai continued forward and struck the rear of the tractor trailer. The driver was transported to an area hospital by ambulance for minor injuries and was later released. He was charged with Driving Under the Influence of Alcohol, Failing to Move Over for an Emergency Vehicle and Operating an Unregistered Vehicle. He was released pending a future appearance in Newark Alderman's Court #40.
- On January 2, 2019, at about 0300 hours, Newark Police were dispatched to a report of a carjacking that had just occurred in the parking lot of the Rodeway Inn at 1120 South College Avenue. Officers responded to the incident and contacted the female victim. The victim advised officers that she was pulled into the parking lot and observed the suspect, who walked toward her. The suspect approached her vehicle and asked her a question. The suspect then opened the door to her vehicle and displayed a silver handgun. While pointing the gun at her, he demanded the keys

to the vehicle. The suspect then struck the victim in the head and pulled her from the vehicle. The suspect entered the vehicle and fled south through the parking lot. The investigation is ongoing.

**Auxiliary Services Division:**

- On January 8, 2019, Capt. Van Campen presented the department's SALLE and EIDE grant applications to the state committee. NPD was awarded grant funding to be used for advanced training, overtime, equipment, and drug investigations.

**Criminal Investigations Division:**

- On January 3, 2019, Street Crimes officers were conducting plain clothes surveillance in a parking lot in the 800 block of S. College Avenue when they observed a 46-year-old Elkton man and a 42-year-old Newark man seated in a vehicle. Officers subsequently observed these subjects with syringes in their hands about to inject a substance believed to be heroin. Officers contacted both men and arrested them without incident. Both subjects were issued summonses for possession of heroin and drug paraphernalia.
- On January 4, 2019, Street Crimes officers assisted Patrol officers by locating and arresting a 37-year-old male who had an active arrest warrant for three counts of breach of release. Officers conducted surveillance in the 800 block of S. College Avenue after receiving information that he may be in the area. The suspect was arrested without incident, arraigned through Justice of the Peace Court 2, and released on his own recognizance.

**Administration Division:**

- On January 7, 2019, M/Cpl. Will Smith began his assignment as the department's Crime Prevention/ Crime Analysis officer.
- On January 7, 2019, Cpl. Pete Barnes began his assignment in the Evidence Detection Unit. He will spend the next 10 weeks training at the National Forensic Academy at the University of Tennessee.
- On January 7, 2019, Cpl. Andy Pagnotti began his assignment as the School Resource Officer.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-10-2019
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

<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:**

Public Works and Water Resources Department

**Notable Notes:**

Staff met with 1743 STAR Campus staff to review road construction, sewer construction and water and sewer metering for the site. These regular quarterly meetings allow us to stay on top of any new developments and reviews, as well as any site issues that our inspectors report.

PWWR welcomes Chris DeLeo as a winter intern from UD's Civil Engineering Program. Chris will be helping out the department with various tasks while learning what we do in the PWWR Department.

**Activity or Project:**

Rodney Project - Environmental

**Description:**

Plymouth Environmental continues to work on the hazardous material removal from the Rodney buildings. Staff held a progress meeting with the contractor on January 8, roughly one month into the job. The job is on schedule with about 30% of the material removed. Air monitoring results are posted on the website daily and no tests have exceeded the reporting limits. We continue to update the Rodney website with any information we receive. The website address is:  
<https://newarkde.gov/992/Stormwater-Project-Rodney-Dormitory-Site>

**Status:**

In-Progress

**Expected Completion:**

03-31-2019

**Execution Status:**

On Track

**Activity or Project:**

CMP Storm Sewer Lining

**Description:**

The contractor has completed the lining contract for the CMP rehabilitation project. They will be completing the post lining CCTV inspections over the next week to wrap up the project. Any deficiencies will be repaired as necessary.

**Status:**

Near Completion

**Expected Completion:**

01-31-2019

**Execution Status:**

On Track

**Activity or Project:**

Sanitary Sewer Lining - Main Street

**Description:**

The City's contractor, AM-Liner East, will be rehabilitating the sanitary sewer along East main Street ahead of the DelDOT paving project. Notices were sent to Main Street businesses and residents regarding the upcoming work along Main Street. Portions of East Main Street will be restricted from generating sanitary sewer discharge for one scheduled night beginning January 21, weather dependent. Individual notices will be distributed when the schedule is finalized. I have attached the notice that was delivered to all occupants on January 8. We have been fielding several phone calls and working with any resident and business needs.

<b>Status:</b>	Started
<b>Expected Completion:</b>	02-15-2019
<b>Execution Status:</b>	On Track

Digital Records Project New Documents Created – January 3-9

Name	# of Documents	# of Pages	Types
Samantha	0	0	
Sandy	62	6,486	Daily Cash Reports/Timesheets/Payroll Reports/AP Invoices/Court Documents/Administration Correspondence
Fred	24	186	Building Plans
Debbie	87	7,797	PUBS Daily Cash Receipts
Ana (PT)	256	1,323	Court Documents
Anita (PT)	23	75	Miscellaneous Current Files
Total	452	15,867	

Digital Records Project Documents Modified\* – January 3-9

Name	# of Documents	# of Pages	Types
Samantha	60	65	Building Permits
Sandy	64	6,488	Daily Cash Reports/Timesheets/Payroll Reports/AP Invoices/Court Documents/Administration Correspondence
Fred	24	186	Building Plans
Debbie	87	7,797	PUBS Daily Cash Receipts
Ana (PT)	289	3,009	Court Documents
Anita (PT)	33	303	Miscellaneous Current Files
Total	557	17,848	

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	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779	38,612	+8,833
October	31,314	48,801	+17,487
November	36,662	43,574	+6,912
December	32,295	37,262	+4,337
Totals	352,488	404,696	+52,208

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	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716	43,957	+24,241
October	23,730	62,239	+38,509
November	27,776	46,455	+18,679
December	29,452	39,846	+10,394
Totals	353,240	571,130	+217,890

\*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 01/01/19-01/05/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	0	1	1	5	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	0	1	1	5	0	0
Assault/Aggravated	0	0	0	0	0	0
Burglary	2	3	3	2	0	0
- Commercial Burglaries	0	0	0	0	0	0
- Residential Burglaries	2	3	3	2	0	0
- Other Burglaries	0	0	0	0	0	0
Theft	3	7	7	2	3	3
Theft/Auto	1	0	0	0	0	0
Arson	0	0	0	0	0	0
All Other	1	1	1	2	0	0
<b>TOTAL PART I</b>	<b>7</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>3</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	2	4	4	5	0	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	6	1	1	1	2	2
Weapons	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	0	2	2	1	5	5
Drugs	0	3	3	1	4	4
Noise/Disorderly Premise	9	4	4	4	0	0
Disorderly Conduct	3	1	1	2	0	0
Trespass	3	4	4	0	1	1
All Other	6	3	3	11	7	7
<b>TOTAL PART II</b>	<b>29</b>	<b>22</b>	<b>22</b>	<b>25</b>	<b>19</b>	<b>19</b>
<u>MISCELLANEOUS:</u>						
Alarm	5	0	0	0	0	0
Animal Control	3	4	4	0	0	0
Recovered Property	4	5	5	0	0	0
Service	645	563	563	0	0	0
Suspicious Per/Veh	5	2	2	0	0	0
<b>TOTAL MISC.</b>	<b>662</b>	<b>574</b>	<b>574</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	765	765	684	684



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



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	90	114	90	114
DUI	2	1	2	1
<b>TOTAL</b>	<b>92</b>	<b>115</b>	<b>92</b>	<b>115</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	1	1	1	1
Property Damage <b>(Reportable)</b>	16	7	16	7
*Hit & Run	2	2	2	2
*Private Property	1	2	1	2
<b>TOTAL</b>	<b>17</b>	<b>8</b>	<b>17</b>	<b>8</b>

\*Included in the total collision numbers

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



**PUBLIC WORKS & WATER RESOURCES**  
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

January 3, 2019

**Notification to Residents**  
**Sanitary Sewer Main Rehabilitation**

The City of Newark has contracted with AM-Liner East, Inc. to rehabilitate the sanitary sewer mains that run under East Main Street and a few other nearby streets. They will be installing a liner in the main that will extend its useful life. This work has been planned in advance of the DeIDOT Main Street Rehabilitation project scheduled to begin in Spring 2019. This is a “trenchless technology” process that will not require the need for digging or excavation. All work is anticipated to be completed at night.

The work will be performed in two (2) phases of which the first phase (Phase 1) has been completed already.

The second phase (Phase 2) of the project will involve the actual lining of the main, which will take about three weeks. Each night, (normally Monday through Thursday) the work will start with setting up traffic controls around 7 p.m. and will conclude around 7 a.m. the following morning. You will be notified approximately one week in advance as to which night your property will be affected. We expect this phase to start on or around January 21, 2019. Snow, ice or temperatures below 25°F may cause postponements of this work and you will be notified of any changes.

**NOTE:** On the night your property is affected by the lining process, starting at 7 p.m., **DO NOT FLUSH OR DRAIN WATER** into the sanitary system until the work is completed. **During the lining process your sewer connection into the sewer main is sealed off. Any wastewater that goes down your drains while the sewer main is being lined will NOT enter the main but will collect in your lateral and may cause a back-up.**

Also, on the night your property is affected, **FILL ALL PLUMBING TRAPS** by running water for 10-15 seconds or pouring a bucket of water into all sinks, tubs, showers, slop sinks, laundry tubs and floor drains. **If you miss a trap you may smell a chemical aroma while the contractor is working. If this happens, open the windows to air out your property and then fill the missed trap.**

Once the liner is installed, the contractor then robotically cuts open the lateral connections to reestablish sewage flow from each affected property. **Neither the City nor the contractor shuts off water to affected properties.**

Should you have any questions regarding this planned work, please do not hesitate to contact Public Works and Water Resources at (302)-366-7000.

Your patience and cooperation will be greatly appreciated,

City of Newark  
Public Works and Water Resources Department