

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

The Main Street Reconstruction project began this week with work focused on the east end of Main Street and some advanced water work near Trabant Student Center. DeIDOT has activated the project website ([www.mainstreetimprovements.com](http://www.mainstreetimprovements.com)) and I recommend everyone visit the site to check it out. DeIDOT will be updating this site regularly, with updates to current status, the two week schedule, and various other informational topics which will be helpful for residents to know.

We held another meeting of the Wellness and Employee Engagement Committee this week. This was the second meeting of the committee and we continued work on a formal Bring Your Child to Work Day event scheduled for April 25th. We also discussed the Administrative Professional's Day luncheon planned for April 24th and proposed updates and changes to the City's fitness room located in the NPD basement. The committee will be meeting again on May 6th.

For those who have been taking advantage of the Livestream service for City Council meetings, you have likely noticed we have had some audio connection issues recently. We spent a good bit of time on Monday morning diagnosing the issue and feel that we have sorted out the problem. I anticipate the sound will be back to normal for the organizational meeting on 4/18.

On Wednesday I met with representatives from Verizon Wireless who are planning a large-scale installation of small cell wireless antennas in Newark. This meeting was very early in their planning process, so they didn't share specific locations, but they were clear that they were planning to stay within the street right of way and were only really interested in locating on existing assets (street lights, utility poles, etc.) as opposed to erecting new poles. It also sounded like they were focusing on the downtown as opposed to the suburban perimeter of the City where assets are more likely to be underground. That was very encouraging as our primary concerns are around the proliferation of new poles in the right of way, especially in neighborhoods where we are underground. The currently planned small cells will be to add 4G LTE capacity in the near term but are primarily there to be converted to 5G once 5G phones are readily available and beginning to be adopted by consumers. They did not provide an estimate for when that was likely to occur, however. We have a meeting scheduled for later this month where the Electric and Planning Departments will be in attendance where I expect to get more specifics on the project. Electric is close to finalizing our pole attachment agreement and permitting process which will be critical now based on the recent FCC order which implemented review shot clocks. The shot clock gives us 60 days to review and approve attachments to existing assets and 90 days for new poles. If our review is not complete within that window, the permit is approved by default, not ideal...

On Thursday I met with the new FOP leadership that was recently elected by their membership. Later in the day I attended a meeting with Public Works and Wallace Montgomery, an engineering firm who is interested in submitting a bid for our on-call engineering contract when the current contract expires. Later in the day I met with Caitlin Olsen from UD to discuss general UD coordination topics.

On Friday we held our monthly "WOW" employee recognition breakfast. Later in the day we held the second-round interviews for the HR and Labor Relations Manager position. We have selected

two finalists to participate in the second round. Depending on how this round goes, they are giving presentations to the City's management team, I hope to be able to extend an offer to one of the candidates next week.

The remainder of the week was spent on personnel and general administrative tasks.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held one court session from 3/28/19 to 4/3/19. These sessions included trials, arraignments, capias returns and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Bailiffs are scheduled to do their first requalification of the year on 5/4/19.

**Activity or Project:**

Court Sessions

**Description:**

From 3/28/19 to 4/3/19 Alderman's Court handled 9 arraignments, 11 trials, 3 capias returns and 2 code violations. The court collected a total of 326 parking payments of which 157 were paid online and 169 were paid in court. The court also collected criminal/traffic payments of which 143 were paid online and 58 were paid at court for a total of 201 criminal/traffic payments.

**Status:**

Completed

<b>Expected Completion:</b>	04-03-2019
-----------------------------	------------

<b>Execution Status:</b>	Completed
--------------------------	-----------

<b>Activity or Project:</b>
-----------------------------

<b>Description:</b>
---------------------

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

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

<b>Activity or Project:</b>
-----------------------------

<b>Description:</b>
---------------------

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

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

<b>City Manager's Weekly Report</b>
-------------------------------------

<b>Department:</b>
--------------------

City Secretary and City Solicitor's Office

<b>Notable Notes:</b>
-----------------------

Geena was in the office on March 28 for Court. Paul was in the office on March 29.

Anita spent considerable time with absentee voters in the morning with Danielle and Whitney spending considerable time as well in the afternoon with absentee voters after Anita leaves.

Tara continued drafting the 20-22 Benny Street subdivision agreement.

Tara spent time with IT discussing the laptop issues as they pertain to presentations during the Council meetings.

Whitney spent considerable time with IT to address issues with the Livestream for meetings and to develop a plan going forward.

Whitney finalized two Conservation Advisory Commission recommendations and forwarded them to Council and the City Manager.

Whitney completed legal advertisements for the upcoming April 22 Council meeting and Tara proofed. Whitney also drafted the direct mail notices for upcoming bills.

Whitney completed Twitter postings for the City's Twitter account for #ThankAnEngineer Day and for the City's Main Street Water Main Improvements.

Whitney and Tara continued work on the March 25 Council packet follow-up.

Anita continued follow-up work with election workers to obtain missing documents and updating

the spreadsheet, ballot packet assembly and updating of absentee voter log.

Anita continued copying voter registration lists for use on Election Day.

Anita drafted a listing of neighborhoods served for each polling location to post on Election Day. The document is saved in Sharepoint>Election Board Committee file>2019>Neighborhood Lists by District.

Anita updated the PowerPoint slides for the use at the upcoming election.

Anita registered Councilwoman Wallace for the upcoming FOIA/Ethics training at UD on April 12th.

Anita continued with general departmental filing, copying and scanning of documents.

- \* District 1 - 27 requested, 19 returned
- \* District 2 - 7 requested, 5 returned
- \* District 3 - 20 requested, 17 returned
- \* District 4 - 14 requested, 12 returned
- \* District 5 - 21 requested, 20 returned
- \* District 6 - 3 requested, 2 returned

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:

- \* Received and circulated to staff for review on March 27 a FOIA request from Smartprocure.
- \* Received, corresponded with staff for a March 28 FOIA request from BrightFields. Inc.

Regarding minutes, staff time was spent on the February 21 Board of Adjustment (Danielle proofing) minutes, January 28. The March 12 Conservation Advisory Commission minutes were drafted by Whitney and proofed by Tara. Whitney drafted and posted the April 9 Conservation Advisory Commission agenda. Whitney began editing the March 25 Council minutes, the March 26 Special Council meeting minutes and the March 27 Special Council meeting minutes are in the que.

Danielle spent 1 hour reviewing UDPD videos.

Danielle fulfilled 24 discovery requests for upcoming Alderman's Court cases. 137 discovery requests have been filled so far this year. 14 court calendars with 251 associated cases have been prepared so far for 2019. There were no plea by mail cases processed this week.

Danielle completed research regarding statistics of the length of Council meetings.

Danielle drafted correspondence for Paul Bilodeau on legal matters.

Danielle drafted amendments to Chapter 27 and forwarded to Paul Bilodeau and Mary Ellen Gray.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 114 lien certificates have been processed for 2019.

---

**Activity or Project:**

Digital Records Project

---

**Description:**

Samantha processed four boxes of subdivision files for transfer and received approval.

Samantha received approval for 17.25 boxes for destruction.

Samantha processed 55 complaints/summons.

Samantha continued TCM training with Administration.

Samantha set up Anthony Carlini with a laptop and trained him on prepping files.

Samantha worked on the purge schedule/procedure.

Samantha continued studying for her CRM and scheduled a workshop to attend.

Records Division staff worked on quality control review for documents already scanned or being directly imported 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 Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout. The students from the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City.

The scanned documents numbers for March 28 - April 3 are below.

---

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

---

**Activity or Project:**

---

**Description:**

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

---

**Activity or Project:**

---

**Description:**

---

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

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews have been working on the Christina Parkway reconfiguring the 34kV circuit in order to make room to build a 12kV circuit underneath. This would tie Sandy Brae substation to the Chestnut Hill Road substation and introduce another backup to the STAR Campus.

The line crews and electricians have been preparing the existing substation transformer at South Chapel to be moved so that the deteriorating wooden ties used as a foundation can be replaced with concrete ties. On Monday, April 8, a crane will be on site to set a new 70,000lb transformer and the crane can be used to replace the ties at no additional cost.

The line crews also helped the electricians with configuring radios and antennas at some of the reclosers that are having communication issues.

The electricians fixed and installed additional lighting at the garage and fixed the phone line at the Reservoir.

Engineering worked on the protection coordination for the Chemours site and worked with the electricians updating firmware on the recloser radios.

**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>	

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

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

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

Finance Department

**Notable Notes:**

2018 Audit - The auditors from CLA were onsite again this week finalizing their fieldwork. After the fieldwork is complete, the audit team still has significant wrap up and review work that will be done offsite and generally takes about a month. While CLA is finalizing their workpapers, the Finance team will be busy preparing the Comprehensive Annual Financial Report. The report is expected to be issued in late May or early June.

Monthly Financial Reports – Staff has been working on the January and February monthly financial reports. Due to staff resource constraints, we are looking to either present the January report on the 4/22 Council meeting or provide a quarterly update (which includes January and February) at the 5/13 Council meeting.

Staff met with Fulton Bank on 4/3 to review new options for the City to secure better returns on our daily operational account.

The Payments & Utility Billing Group has experienced a significant increase in volume this week. The PUB group has been reaching out to electric customers who have been delinquent in paying their electric bills. We would like to remind our customers that if you are having financial difficulties, please reach out to our PUB team prior to us reaching out to you. There are programs available that may be able to assist you with your electric bills if you qualify.

**Activity or Project:**

Finance Department Vacancies

**Description:**

Finance Assistant – Conditional offer has been made, and is going through the pre-employment. Tentative start date is April 29th

IT Infrastructure Manager – (former IT Manager): Our finalist's start date of April 15 has been pushed back.

IT Network Administrator III – (position open due to resignation) Position will be reviewed after the IT Infrastructure Manager position is filled.

P/T Finance Assistant – Position vacated in January. Will review once the full-time Finance Assistant position is filled.

P/T Meter Reader – Approved by Council in the 2019 budget and is on hold.

P/T Customer Service Clerk I – Approved by Council in the 2019 budget and is on hold.

**Status:**

In-Progress

**Expected Completion:**

12-31-2019

**Execution Status:** Behind Schedule

**Activity or Project:**

New Castle County Budget FY2020 - City Impact

**Description:**

New Castle County has disclosed their Recommended Operating & Capital Budgets for FY2020. Here are the following highlights:

SEWER FEE – No requested change. No proposed sewer fee increase effective 7/1/2019. Since just over ½ of the City’s sewer fee includes our contractual payment to the County, this is a good thing for the City.

COUNTY TAX RATE - The County informed the City on March 18th that City residents will no longer receive a credit on the County bill for fire services. For the past few decades, the County has always considered Newark’s subvention to AETNA Fire Company sufficient enough to qualify for a local service credit. For reference, Newark has budgeted to provide AETNA a direct cash subvention of \$177,246 and free utilities of \$55,200 for a total of \$232,446 for 2019. The County informed us that since Newark does not have its own fire company, we no longer qualify for this credit. The removal of this credit will equate to a 7% increase in the County tax rate. When you add this increase to the 7.5% increase that will be implemented this year (passed last year, but not fully implemented), Newark residents will see their County tax bill increase by approximately 15%. One issue at hand is that the review process has not yet been fully completed by the County’s finance office, and more changes could occur in future fiscal years. The City has respectfully requested the County to avoid any significant changes such as this, until the process has been fully reviewed. At this moment, it appears that some municipalities are being treated differently than others.

New Castle County FY2020 Recommended Operating Budget:

<https://www.nccde.org/DocumentCenter/View/30141/FY2020-Recommended-Operating-Budget>

New Castle County FY2020-2025 Recommended Capital Budget:

<https://www.nccde.org/DocumentCenter/View/30140/FY2020-Recommended-Capital-Program-and-Budget>

Annual Revenue Ordinance: <https://www.nccde.org/DocumentCenter/View/30238/19-035>

Annual Sewer Ordinance (establishes the annual sewer fee – Newark is a contract user and do not pay for the County’ collection system): <https://www.nccde.org/DocumentCenter/View/30239/19-036>

<b>Status:</b>	In-Progress
----------------	-------------

<b>Expected Completion:</b>	06-30-2019
-----------------------------	------------

<b>Execution Status:</b>	On Track
--------------------------	----------

**Activity or Project:**

**Description:**



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

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

IT Applications Manager assisted with Finance Assistant interviews.

IT team members attended the IT & Cybersecurity Roundtable session held at DEMEC on 3/29/19.

IT team members met with City Secretary's office to review Livestream setup and configurations to improve streaming for Council meetings on 4/1/19.

**Applications Team:**

Open Tickets from Previous Week - 75

Tickets Opened in the Last Week - 22

Tickets Closed in the Last Week - 22

Remaining Open Tickets – 75

1. Gave demo to PD on the policy acknowledgement module in Munis on 4/1/19.
2. Met with Code Enforcement staff to review billing processes for abatements on 4/1/19.
3. Attended meeting with Parks and Recreation to discuss potential new recreation software and credit card integration on 4/2/19.
4. Met with external auditors to answer additional questions related to IT functions.
5. Scheduled Connexo Netsense 11.2 training for staff on 4/4/19.
6. Created reports for users as requested.

**Pending:**

1. Customer Connect 6 upgrade dates have been set, kick off meeting is the last week of June with a go live date around mid-August.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
4. Continued working on Munis General Billing for PWWR in TEST environment.

**Infrastructure Team:**

Open Tickets from Previous Week - 81

Tickets Opened in the Last Week - 61

Tickets Closed in the Last Week - 59

Remaining Open Tickets - 83

1. Prepped for and performed Sonicwall Firewall replacement on 4/3/19.
2. Installed new hard drives in camera servers.
3. Continued to tweak an IT onboarding process for new employees to include things such as Cybersecurity training, while coordinating with HR.
4. Actively responded to and resolved Secureworks alerts.

Pending:

1. All equipment for VFW Internet connection is configured and testing is complete, Electric department has begun installation.

---

**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 5 of 12 vehicles. Cradlepoints have been installed in vehicles #917, #909, #935, #926, #915, #923, #928, #925, #907, #934, #910, #905, #918, #939, #906, #930, #908, #911 & #936. We have six vehicles remaining.

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

---

**Activity or Project:**

Sonicwall Firewall Replacement I1901

**Description:**

Approved Capital Improvement Project.

Revised quote received.  
 Purchase order sent to vendor.  
 Equipment received.  
 Call scheduled on 3/28/19 with vendor to assist with deployment services.  
 Prepped for and performed cutover on 4/3/19.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-30-2019
<b>Execution Status:</b>	Completed

---

**Activity or Project:**

Honeywell EAMS/Connexo NetSense Upgrade

**Description:**

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.

- Migrate data from previous release to Connexo
- Training - Scheduled for 4/4/19
- Site Acceptance
- Promote to production
- Decommission old production, build new test

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2019
<b>Execution Status:</b>	On Track

### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Met with the Engineering Committee about the Newark Bike Loop signage; met with developer about potential easement agreement from Redd Park to Paper Mill Road; worked with DelDOT to schedule the White Clay Creek Public meeting notice,.

Deputy Director: Worked with Shelby and Sharon on the Memorial Day Parade invitation letter and application and sent it out to all previous participants and interested groups; finalized program information and converted the information for the Summer Activity Guide and sent to Shelby to start formatting it; submitted the Summer Camp License Exemption packages to the Office of Child Care Licensing for our summer day camps; worked with the coordinator of the special event Gravel Grape Crusher on a possible rerouting or joint use of White Clay Creek State Park for April 13 when the Egg Hunt and their event will be held; set up meeting with Finance and IT to discuss the recreation registration software program; conducted weekly staff meeting with recreation staff; continued to process special event applications and issue permits once approved; worked with parks staff regarding graffiti at Handloff Park.

Recreation Supervisor of Athletics: Working to get Rittenhouse Camp staff in place, holding and scheduling interviews with new staff and working with returning staff to finalize plans, sent out staff contracts; finalizing details with staff and instructors for summer programs; the weRUNewark youth running program began on 3/28 with nine children participating; held after care site supervisor interviews, working to satisfy licensing requirements after recent inspection, sent out parents newsletters including registration information for next year, completed the April staff schedule; sent out bus bid request for December NYC trip.

Recreation Supervisor of Community Events: Worked on/confirmed Summer fitness and special interest classes; sent Egg Hunt donation requests to local businesses and have received confirmation of approximately 800 donated prizes valued at over \$12,800 with additional donations expected this coming week leading up to the Egg Hunt on April 13.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs; sent facility requests to the Newark Senior Center; continued to finalize summer camp field trips and items for Camp GWC; interviewed a potential candidate for the Before & After Camp Care program and continued reaching out to potential staff to set up interviews; continued working with the Recreation Specialist to finalize information for Summer Camp Volunteers; ordered supplies

for Summer Camps and for the upcoming Spring Clean Up; continued contacting participants for the upcoming Spring Clean Out Sale and finalizing information and details for the event, coordinated volunteers who were essential assisting vendors during set up and break down for the event, a total of 25 registered vendors all participated and made for a very successful Spring Clean Out Sale drawing over 400 people who stopped by after seeing signs or finding out about the sale through Craigslist, garage sale sites, flyers, News Journal, radio, City of Newark advertisement emails/website and social media; continued to recruit volunteers for the Spring Community Clean Up scheduled for Saturday, April 6 and the Egg Hunt preparations and event; updated staff on upcoming School's Out Programs scheduled for March 29; attended a Christina River Watershed Clean Up meeting on March 27 in preparation for the Spring Clean Up; stopped by the Library and Newark Senior Center to drop off flyers for upcoming events and programs; sent information to potential participants about an added Curtain's Up Theater class that will be offered; continued coordinating event information for volunteer events coming up with Newark High School and Newark Charter; went to Newark High School with the Recreation Specialist to participate in a Senior Volunteer Day on March 2, volunteers assisted in playground and park maintenance at George Read Park; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted Aftercare Food Bank forms; all camp volunteers interviewed have received schedules and recruitment continues for more volunteers; created/posted Facebook events for Egg Hunt, Spring Clean Up, Memorial Day Parade, Earth Day Volunteer Day and the White Clay Creek Pedestrian Bike Bridge Workshop; updated Memorial Day VIP list from League of Women Voters list; updated Easter Egg Hunt donor spreadsheet with current emails, mailing, phone numbers; selected/sent photos for an article in Newark Life Magazine – Halloween/Memorial Parades, Community Day; submitted photo for Parks & Recreation Magazine Cover Photo Contest, biking along Pomeroy Trail; attended NHS Community Service work day at NHS and George Read Park; assisted with the Spring Clean Out event at the Wilson Center. Volunteer Hours: Spring Clean Out - 7 volunteers 20.75 hours, Senior Volunteer Day Newark High - 12 volunteers, 15.5 hours, Newark Charter Service Project at McKees Lane - 24 volunteers, 41.5 hours.

Parks Superintendent reviewed one proposed landscape plan and commented as needed, met with homeowner concerning tree issue, coordinated with Gia-Tronics for annual emergency phone maintenance visit as there are some issues with phones on the Pomeroy/Hall Trails and at Reservoir, gathered and delivered supplies/equipment to recreation staff for cleanup/invasive vine removal volunteer effort this weekend along the White Clay, met with representative from Delaware Audubon Society concerning setting out additional plantings at Curtis Mill Park and started spring inspection for pests at all horticulture areas throughout park system.

Parks Supervisor assigned all field staff daily, washed off eggs for upcoming Easter Egg event and delivered to Wilson Center for filling by volunteers as well as washing gloves for this weekend's volunteer effort along the White Clay, met with Eagle Scout on possible Eagle project, assisted with volunteer event along with Volunteer Coordinator at George Reed Park and started coordinating with parks/horticulture staff on two upcoming projects for next week. Emergency phone contractor did annual maintenance visit to check/repair all emergency phones along the Hall/Pomeroy Trails and at the Reservoir.

Parks/horticulture staff continued cutting back Junipers at Olan Thomas Park for removal of stumps as well as digging out selected perennials next week, did trash removal throughout park

system, dragged/scarified ballfields at Folk/Handloff/Kells Parks, completed mowing of meadow areas, started herbicide applications to control winter Chickweed in all bed areas, did interior bed maintenance at City Hall, staff started/continued on assigned park area inspections, potted up all pots at City Hall/Wilson Center/Train Station with seasonal color, did equipment maintenance on Ventrac unit, and delivered supplies for Wine and Dine to several restaurants along Main Street. Team Works (student group from Christina School District) continued working on putting down woodcarpet in walkways and soil in raised beds at Community Garden.

---

**Activity or Project:**

White Clay Creek/Charles Emerson Bicycle and Pedestrian Bridge Public Workshop

**Description:**

The Delaware Department of Transportation (DelDOT), in conjunction with the City of Newark, invites the public to review and comment on the proposed White Clay Creek bicycle and pedestrian bridge located parallel to the west side of the existing Paper Mill Road bridge. The proposed bridge will provide a separated multimodal connection between Paper Mill Park and Olan Thomas Park and will also serve a regional purpose in connecting the Pomeroy Trail and downtown Newark with Redd Park and points north.

The public is invited to attend on Tuesday, April 16 at the Newark Municipal Building anytime between the hours of 4 p.m. until 7 p.m. Residents and businesses can learn about the project, share ideas, and ask questions to DelDOT's staff. DelDOT welcomes your input and encourages you to identify and discuss project related issues throughout the design process. Interested persons are invited to express their views in writing giving reasons for, or in opposition to the proposed project. Comments will be received during the Public Workshop or can be mailed to DelDOT Community Relations, P.O. Box 778, Dover, DE 19903 or sent via email to dotpr@delaware.gov.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	11-27-2020
<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:**

Code Enforcement Officer Tim Poole responded to an incident the evening of March 30 when a vehicle struck the building at 270 East Main Street (Grain Craft Bar + Kitchen). The building sustained some minor structural damage to the exterior bearing wall on the west side and was ordered to be evacuated and the business closed until temporary repairs could be performed. Code Enforcement Officer Brian Daring reported on Sunday morning to verify the temporary repairs had been completed and cleared the business to open at 12:00 p.m. on March 31.

On Tuesday, Property Maintenance Inspector Justin Murray successfully passed the ICC Property Maintenance test. Congratulations, Justin!

**Parking:**

Parking Division staff, with the assistance of representatives from ParkingLogix, are working on Lot Countdown Signage in all lots for accuracy over the UD spring break. A display error is also being corrected on the Lot 3 sign. The Parking Division bagged meters for the Five and Wine Race on March 30 and continues to work with DelDOT and contractors to block off parking meters. Parking was no-charge/complimentary on March 30 for the Annual Wine and Dine event. Meters were programmed to show status on the digital display and equipment had signage affixed.

Parking Division staff are working on a parking lot/equipment/building lease “quick” guide for budgeting and informational purposes, as well as linking historical documents to explain how agreements have changed over the years. Staff is also working on a PowerPoint presentation for the April 29 Special Council meeting regarding T2 multi-space parking and license plate readers, and met with a representative of ComSonics to discuss license plate reader potential with current systems in response to the Main Street Rehab. March 2019 financials were completed.

**Planning/Land Use:**

At their meeting on April 2, the Planning Commission took the following actions:

- Received a debrief on the status of the Comp Plan amendments regarding Focus Areas;
- Discussed potential changes to Planning Commission Rules of Procedure, which will be brought back for their review and consideration at a future Planning Commission meeting;
- Approved revisions to the Planning Commission Submission Deadline Schedule (attached);
- Discussed potential new uses for RM and RA zoning district, which will be brought back for their review and consideration at a future Planning Commission meeting;
- Received an update from Planning and Development Department staff on the 2020 Census.

April 2, 2019 marked Commissioner Frank McIntosh’s last meeting as a member of the City of Newark Planning Commission. Planning and Development Director Mary Ellen Gray and Planning Commission Chair Alan Silverman recognized Frank for his service to the City, including the leadership and resolve he brought as Chair of the Parking Subcommittee. Photos from the meeting are attached.

The following were also completed this week:

- 5 Deed Transfer Affidavits

- 42 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.

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. The Planning and Development Department received revised plans on March 12, 2019.

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. Revised plans were received by the Planning and Development Department on January 29, 2019. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0). At their meeting on March 25, 2019, Council approved the Comprehensive Development Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0).



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. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. SAC comments were forwarded to the applicant on February 21, 2019. The Planning and Development Department received revised plans on April 3, 2019.

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. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), major subdivision with site plan approval (7-0), and special use permit (7-0). The project will be placed on an upcoming City Council agenda. At their meeting on March 25, 2019, Council approved the Comprehensive Development plan amendment (7-0), major subdivision with site plan approval (7-0), special use permit for fast food restaurant, cafeteria style restaurant, and apartments (7-0), and special use permit for drive-in restaurant (6-1).

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 were sent to the applicant on August 17, 2018.

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. SAC comments were sent to the applicant on April 3, 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.

511 Valley Road, Briarcreek Lot 21, 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. Revised plans were received by the Planning and Development Department on February 28, 2019 and forwarded to the SAC for review on the same date.

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. Revised plans were received by the Planning and Development Departments on January 23, 2019 and forwarded to the SAC for review. SAC comments were forwarded to the applicant on February 22, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At the March 5, 2019 meeting, the Planning Commission vote resulted in negative recommendations for the major subdivision (3-3) and special use permit (3-3), and a favorable recommendation for the parking waiver (4-2). The project will be placed on an upcoming City Council agenda. Revised plans were received by the Planning and Development Department on March 13, 2019 in anticipation of a future Council meeting. At their meeting on March 25, 2019, Council approved the major subdivision (5-2) and special use permit (5-2).

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 were forwarded to the applicant on January 17, 2019.

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. SAC comments were forwarded to the applicant on January 25, 2019. Revised plans were received February 14, 2019, with SAC comments forwarded to the applicant on February 20, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At their March 5, 2019 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0). The project has been placed on City Council agendas for March 25, 2019 (first reading) and April 22, 2019 (second reading/public hearing).

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. A SAC meeting was held on March 11, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and

rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019.

42, 46, and 54 East Delaware Avenue, Municipal Parking Lot 1 Expansion, Parcel IDs 1802000068, 1802000070, (PR#19-02-02): On February 19, 2019, the Planning and Development Department received an application for an administration subdivision at 42, 46, and 54 East Delaware Avenue for the expansion of Municipal Parking Lot #1. The Department received site plans from the applicant on March 20, 2019 and letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on the same date.

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

- This week officers from the Traffic Unit and Special Operations Unit will be working together on enforcing distracted driving violations. A grant from the Delaware Office of Highway Safety will provide funding for the officers.
- Deputy Chiefs Farrall and Feeney, along with Captain VanCampen and Lieutenant Rieger, are attending an FBI National Academy training program three days this week.

**Criminal Investigations Division:**

- This week, on the evening of April 1st, Melissa Pennachi, NPD Victim Services

Coordinator, participated in the YWCA Sexual Assault Response Center's kickoff to Sexual Assault Awareness Month. SARC hosted a wellness fair at Christiana Care Education Building and Melissa had a table for Newark Police Department Victim Services, as well as featured information on the Delaware Victim Rights Task Force. Resources were given out, including information on Victim Services at NPD, and the Delaware Victim Services website, which is a project of the Victim Rights Task Force (VRTF).

- During this week, the target of an ongoing drug investigation was contacted following a car stop. Pursuant to a search warrant, the vehicle was searched, and officers located approximately 8 grams of crack cocaine and a bag of heroin. SCU and CID then executed a related search warrant at a residence in the 200 block of Madison Drive. Officers located a small amount of cocaine and marijuana along with a large quantity of heroin packaging materials. Additionally, officers located a loaded .380 semi auto handgun.

Administration:

- Lieutenant Rubin and M/Cpl. Smith attended a career fair at Del Tech.
- The Newark Police Department 2018 Annual Report was completed and distributed to City Council. An electronic version will be uploaded to the police department's website.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

04-04-2019

**Execution Status:**

Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Director Filasky will be out of the office from April 8-16.

DelDOT's contractor has begun work on the rehabilitation of Main Street and are moving along on the south side of the east end from Library Avenue to Washington Street. They will continue to work in that area and switch to the north side of the street in the next two weeks. The website for the project is up and will be continuously updated throughout the project. The website is: [www.mainstreetimprovements.com](http://www.mainstreetimprovements.com)

On Wednesday, April 3, 2019, PW&WR staff held a public information session for the residents and businesses on the east end on Main Street that will be affected by water system improvements scheduled for April 14-18. The session was held from 4 p.m.-7 p.m. at the Newark Free Library. Approximately 20 people were in attendance and all questions were answered about the proposed work, which will require a Boil Water Advisory when the work is complete. A larger public information session is planned for mid-May for the remainder of the water work, which will affect a larger portion of the Main Street area.

Leaf collection continues through this week and residents may still call in to schedule or simply place the leaves in their yard waste carts for collection on Green Wednesday.

PW&WR staff attended training associated with the new Sediment and Stormwater Regulations from DNREC. All new development plans are subject to the new regulations and this training will help to ensure our reviews reflect the new regulations.

---

**Activity or Project:**

Stormwater Catch Basin Repairs

**Description:**

Stormwater field crews have completed repairs on more than 80 catch basins throughout the City so far in 2019. A cleaning and inspection crew provides a report on each catch basin in the City and gives each a grade based on the condition. The repair crew then prioritizes and makes the repairs throughout the year. The repairs range from simple brick replacement to full reconstruction.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	10-31-2019
<b>Execution Status:</b>	On Track

---

**Activity or Project:**

2018 Street Paving Program - Shenandoah

**Description:**

Work will begin again on the completion of the 2018 Street Program at Shenandoah Drive on or about April 9th. The mill and overlay of the road is the final step to complete the rehabilitation of the street. Notices to affected residents will be distributed before any work begins. Any weather delays will also be communicated to residents.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	05-31-2019
<b>Execution Status:</b>	Behind Schedule

---

**Activity or Project:**

## Alternative Fueling for City Vehicles

### Description:

On Tuesday, April 2, 2019 the PW&WR Field Operations Superintendent and the Senior Mechanic II attended the Fleet Management Summit on Environmental Responsibility in Dover, DE. Several speakers were on the agenda to discuss items such as alternative fuel corridors, obstacles in converting fleets to alternative fuels, grant funding availability and successful fleet transitions in Delaware. Contacts were made with Waste Management to further discuss their successful transition to Compressed Natural Gas (CNG) for refuse trucks and visit their facility. Additionally, information was gathered on both light duty electric vehicles and DART's conversion to Propane (PNG) for buses.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-30-2019
<b>Execution Status:</b>	On Track

Digital Records Project New Documents Created – March 28-April 3

Name	# of Documents	# of Pages	Types
Samantha	55	454	Court Documents
Sandy	1863	2468	Court Documents/AP Batch Scans
Fred	86	582	Miss Utility Tickets/Court Documents
Debbie	106	8700	Court Documents/Miss Utility Tickets
Ana (PT)	207	3824	Planning Dept. Correspondence Books/Community Dev. Block Grant Files/Complaints/Summons
Anita (PT)	28	66	Miscellaneous Current Files
Total	2345	16,094	

Digital Records Project Documents Modified\* – March 28-April 3

Name	# of Documents	# of Pages	Types
Samantha	55	454	Minutes/Building Permits/Agendas
Sandy	1516	2446	Employee Timesheets/Payroll Reports/Alderman Complaints/Summons from 1994
Fred	72	550	Miss Utility Tickets/Court Documents/Building Plans
Debbie	90	7545	Complaints/Miss Utility Tickets
Ana (PT)	221	3354	BOA Documents/Agendas/Minutes
Anita (PT)	16	38	Miscellaneous Current Files
Total	1,970	14,387	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595		
May	40,272		
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

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

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42064	-10,073
April	53,599		
May	49,087		
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

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



CITY OF NEWARK  
DELAWARE  
PLANNING COMMISSION  
SUBMISSION DEADLINES  
2019

*Revised April 2, 2019*

*(Effective with August 6, 2019 Planning Commission Meeting Due Dates)*

PLANNING COMMISSION MEETING DATE	INITIAL SUBMISSION FOR REZONING/ANNEXATION/ MINOR SUBDIVISION/MAJOR SUBDIVISION/PARKING WAIVER/ SPECIAL USE PERMIT ( <u>ALL REQUIRED INFO*</u> )	FINAL REVISIONS IN RESPONSE TO SUBDIVISION ADVISORY COMMITTEE COMMENTS ( <u>ALL REQUIRED INFO*</u> )
JANUARY 2, 2019 (Wednesday)	OCTOBER 5, 2018	NOT APPLICABLE
FEBRUARY 5, 2019	NOVEMBER 8, 2018	NOT APPLICABLE
MARCH 5, 2019	DECEMBER 6, 2018	NOT APPLICABLE
APRIL 2, 2019	JANUARY 3, 2019	NOT APPLICABLE
MAY 7, 2019	FEBRUARY 7, 2019	NOT APPLICABLE
JUNE 4, 2019	MARCH 7, 2019	NOT APPLICABLE
JULY 2, 2019	APRIL 4, 2019	NOT APPLICABLE
AUGUST 6, 2019	APRIL 8, 2019	JULY 3, 2019
SEPTEMBER 4, 2019 (Wednesday)	MAY 7, 2019	AUGUST 2, 2019
OCTOBER 1, 2019	JUNE 3, 2019	SEPTEMBER 6, 2019
NOVEMBER 5, 2019	JULY 8, 2019	OCTOBER 4, 2019
DECEMBER 3, 2019	AUGUST 5, 2019	NOVEMBER 1, 2019

*\*For projects to be considered for the Planning Commission meeting schedule above, submittals must include, at the time of submittal, ALL required documents, ALL supporting materials, including a plan in digital format and ALL Application and Review Fees payable to the City of Newark, and the information required in the Subdivision and Development Regulations Appendices. In addition, the required Stormwater Assessment Study (SAS) must have been submitted to Public Works and Water Resources (PWWR) and a project application meeting scheduled prior to submission. Contact PWWR at 302-366-7000 for more information on SAS requirements. Projects may not be considered, as scheduled, if required State review is not completed prior to the Planning Commission meeting.*

FOR INFORMATION AND APPLICATION MATERIALS, PLEASE CONTACT THE PLANNING AND DEVELOPMENT DEPARTMENT IN THE MUNICIPAL BUILDING, 220 SOUTH MAIN STREET, NEWARK, DELAWARE 19711, OR CALL 302-366-7000.





NEWARK POLICE DEPARTMENT

WEEK 03/24/19-03/30/19

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	2	3	0	1	0	0
Unlaw. Sexual Contact	1	1	0	1	0	0
Robbery	6	3	0	13	4	0
- Commercial Robberies	1	1	0	0	3	0
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	4	2	0	11	1	0
Assault/Aggravated	6	8	1	6	7	1
Burglary	15	25	1	3	53	1
- Commercial Burglaries	7	1	0	0	0	0
- Residential Burglaries	7	18	1	3	40	1
- Other Burglaries	1	6	0	0	13	0
Theft	123	125	6	41	157	2
Theft/Auto	14	14	3	2	3	0
Arson	0	0	0	0	0	0
All Other	23	35	2	14	52	5
<b>TOTAL PART I</b>	<b>190</b>	<b>214</b>	<b>13</b>	<b>81</b>	<b>276</b>	<b>9</b>
<u>PART II OFFENSES</u>						
Other Assaults	67	74	8	55	36	1
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	55	22	2	12	29	1
Weapons	2	8	0	8	23	5
Other Sex Offenses	0	0	0	0	0	0
Alcohol	77	35	2	96	61	2
Drugs	22	52	5	34	75	1
Noise/Disorderly Premise	205	161	11	95	61	3
Disorderly Conduct	35	36	4	23	33	1
Trespass	44	65	2	11	34	1
All Other	96	88	6	84	110	7
<b>TOTAL PART II</b>	<b>603</b>	<b>541</b>	<b>40</b>	<b>420</b>	<b>466</b>	<b>22</b>
<u>MISCELLANEOUS:</u>						
Alarm	47	34	3	0	0	0
Animal Control	96	125	15	1	1	0
Recovered Property	64	50	9	0	0	0
Service	9758	8820	740	0	0	0
Suspicious Per/Veh	107	113	8	0	0	0
<b>TOTAL MISC.</b>	<b>10072</b>	<b>9142</b>	<b>775</b>	<b>1</b>	<b>1</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	1,019	12,556	947	11,479



Newark Police Department  
Weekly Traffic Report  
03/24/19-03/30/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	2883	2792	230	276
DUI	39	44	4	0
<b>TOTAL</b>	<b>2922</b>	<b>2836</b>	<b>234</b>	<b>276</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	1	0	0
Personal Injury	54	48	5	2
Property Damage <b>(Reportable)</b>	281	290	11	20
*Hit & Run	61	55	3	2
*Private Property	73	74	4	8
<b>TOTAL</b>	<b>335</b>	<b>339</b>	<b>16</b>	<b>22</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.