

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

We kicked off the official start of the city manager search process this week and I met with the GovHR representative on Monday to discuss the process and provide my feedback on the position, challenges, and desirable traits for the next manager.

At his request I met with Candidate Lawhorn this week to answer questions about the City, ongoing initiatives, Rodney, the referendum, and other items. I have asked Ms. Bensley to extend an offer to all council candidates to have a similar meeting, and have so far been contacted by candidate Nietubicz to schedule a meeting for next week.

I had individual phone and/or in-person meetings with Councilman Clifton, Councilman Hamilton, Councilwoman Wallace, and Mayor Sierer to discuss a variety of items.

I attended the kick off meeting for the Emerson Bridge project with members of City staff, DelDOT, and representatives from the design firm for the project, Whitman and Requardt. While we are still very early in the process and there are many things that can throw this off, the current schedule is:

November 2019 - Remaining City match due

December 2019 - Plans, Specifications, and Estimates (PS&E) complete

January 2020 - Project is advertised for bidding

April-May 2020 - Construction begins

I met with the developer for Twin Lakes to discuss an operation and maintenance plan for the private sewer pump station. We are proposing to take over preventative maintenance operations for the station with an agreement for the costs of our work to be borne by the station owner, not the City. This station has had operational issues in the past and we expect that being more proactive will reduce the possibility of such issues happening again.

I have been notified by DelDOT that the new traffic signal proposed as part of the Cleveland Avenue Task Force recommendations for the intersection of Paper Mill and Creek View Roads (Timothy's) that will allow the conversion of Margaret Street to one-way has been passed off to their construction team. I don't have a hard date for when construction would begin but this means all plans, specifications, estimates, permits, and approvals have been obtained so there are no remaining barriers to construction. I will provide more information once I hear more from DelDOT. The entire cost of this project (over \$250,000) is being covered by DelDOT through their hazard elimination program.

I met with representatives from the owner and engineer for the Village of Chestnut Hill development plan this week. They were looking for feedback and guidance on moving forward. It is their desire to hold public meetings similar to what was done recently for the Park and Shop and I am working with Councilwoman Wallace, Director Gray, and City Secretary Bensley to set something up. The plans that were presented to me at the meeting were unchanged from the fall but it was clear that they were looking for feedback from staff and the public so they could make

modifications to the plan prior to resubmitting.

I met with the City Secretary, PWWR, and records team to discuss records retention policy.

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**City Manager's Weekly Report**

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

Administration/HR:

HR Manager Devan Stewart worked with PW&WR and Parking Division on promotional interviews as well as vacancy interviews for their respective needs. Ms. Stewart also lead the start of two wellness initiatives this week: Weight Watchers @ Work and the 12-Week to Wellness Challenge. Deputy City Manager Andrew Haines convened a Delaware Public Employer Labor Relations Association (DelPELRA) meeting, which planned out several education and professional developments events in 2018 (Mr. Haines is the DelPELRA state chapter president and services in the National PELRA board of directors). Mr. Haines participated in a conference call with the ICMA Task Force on Deputy/Assistant Managers; this appointed position is one of 43 peers from around the nation serving to develop tools and resources for future colleagues and enhance the professional manager position. Assistant to the Managers Mark Brainard worked with Acting Manager Coleman and various departments to update the fleet vehicle procurement memo after Monday's Council meeting; Mr. Brainard worked on additional February 26th Council packet materials as well. Mr. Brainard coordinated GovHR's site visit, and will transition over to City Secretary Renee Bensley the direct point of contact with the launch of the timeline/recruitment plan with Council. Mr. Haines, along with team members from Purchasing Div., Communications Div., Parking Div., IT and HR all met with Ms. Renee Bensley and Ms. Samantha Corson to

review, update and/or edit the paper retention schedules for the City and departmental needs.

**Parking Division:**

Parking staff held a Residential Permit Program “External Kickoff” conference call with T2/ParkingSoft on Thursday, 2/8/18 to discuss the expectation of the upcoming project and what each team’s responsibilities are moving forward. Based on this meeting, staff was delegated a total of three projects and how each project will be kept track of and reviewed to ensure completion by the agreed upon date of the two teams. Parking Manager Marvin Howard participated in the GovHR Consultant meeting regarding the search for a new City Manager on Monday. Mr. Howard and Parking Supervisor Courtney Mulvanity worked with Ms. Stewart in personnel recruitments, noted above. The Parking staff added a new user from Alderman Court to the T2 Enforcement System for payments and processing. Mr. Mulvanity attended the bi-weekly GIS Committee on Wednesday.

**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 2/8/18 to 2/14/18. These sessions included arraignments, trials, capias returns, prisoners transported and video hearings. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Carla Wallace started on Monday, February 12. She came from JP Court 20 and so far it has been an easy transition for her.

**Activity or Project:**

Court Sessions

**Description:**

From 2/8/18 to 2/14/18 Alderman's Court handled 67 arraignments, 62 trials, 18 capias returns, and 6 video hearings. The court collected a total of 349 parking payments which included 272 online payments and 77 were paid at court. The court also collected criminal/traffic payments which included 164 online payments and 64 court payments for a total of 228 payments.

|                             |            |
|-----------------------------|------------|
| <b>Status:</b>              | Completed  |
| <b>Expected Completion:</b> | 02-14-2018 |
| <b>Execution Status:</b>    | Completed  |

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

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

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

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

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office February 12 for Council and February 15 for Court and Board of Adjustment.

Renee participated in the management session with GovHR on February 12.

Paul and Renee staffed the Council meeting on February 12. Follow up was completed by staff on February 13.

Sarah staffed the Conservation Advisory Commission meeting on February 13. The CAC approved their 2017 Annual Report. They also decided that the April 10 meeting will be held in the City Manager's Conference Room so as not to conflict with the needs of the election. There was discussion about trying to get the reforestation recommendation before Council on February 26. Bob McDowell said he would email Mayor Sierer and Tom Coleman. They also discussed the possibility of coming before Council to make an oral report (likely during Public Comment). They would present the annual report and discuss the CAC being concerned with historic preservation

of old buildings.

Renee drafted the agenda for the February 26 Council meeting.

Renee spent significant time working on items for the February 26 Council agenda.

Renee and Sarah drafted and submitted the required advertisement for the February 27 Council/Planning Commission joint meeting.

Work continues on the preparations for the April 10 Council election. Council approved the polling places for the election at their meeting on February 12, The website and polling place application were updated accordingly. Final paperwork was sent to the Delaware Department of Elections. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

FOIA issues took some staff time. The following actions were taken on FOIA issues:

- \* Continued scanning of responsive documents for a January 23 FOIA request from Stutman Law regarding 1 Easton Court.
- \* Completed document review, forwarded responsive documents to the requestor, completed and closed a January 24 FOIA request from Sarah Bucic regarding the Windy Hills Water Tower project.
- \* Received documents and began document review on a February 5 FOIA request from Mullaney & Mullaney, LLC regarding 26 and 28 Choate Street.
- \* Received and provided to City Solicitor for review a February 6 FOIA request from The Bassett Firm regarding 215 Murray Road.
- \* Received documents and began document review on a February 9 FOIA request from Cross & Simon, LLC regarding 153 West Main Street
- \* Received and circulated to staff a February 12 FOIA request from Environmental Alliance, Inc. regarding 200 Carroll Court.
- \* Received and circulated to Council a February 14 FOIA request from Amy Roe regarding documents related to the meetings between GovHR and members of Council related to the City Manager search.

The February 21 Downtown Newark Partnership Merchants Committee agenda and the February 20 Traffic Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the February 12 Council (Tara drafting) and February 13 Conservation Advisory Commission (Sarah drafted - complete) minutes. The February 12 Council executive session minutes are currently in the queue.

Sarah fulfilled 7 discovery requests for upcoming Alderman's Court cases. 48 discovery requests have been filled so far for 2018. The office also received the court calendar for February 22 and the 16 associated case files were prepared for the Deputy City Solicitor. 8 court calendars with 121 associated case files have been compiled so far for 2018. Three plea by mails were processed this week.

The office received 7 new lien certificate requests in the last week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. So far, 56 lien certificates have been processed for 2018.

**Activity or Project:**

Digital Records Project

**Description:**

Renee and Samantha met with staff from Parks and Recreation, Electric, Finance, Administration and Public Works and Water Resources regarding the draft City of Newark retention schedule for their respective departments.

Sarah and Mecia spent extensive time preparing documents for transfer to State Archives.

The document and page count for February 8-14 as well as 2017 vs. 2018 monthly numbers is attached below. IT was able to resolve the previously reported issue regarding the undercounting of documents this week, so the weekly numbers reflect that change. The monthly numbers for 2017 vs. 2018 will be updated in next week's report.

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

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

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

**Activity or Project:**

Lobbyist Weekly Report

**Description:**

The weekly report from Mr. Armitage is attached below and can be found on the website here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5467>.

|                |             |
|----------------|-------------|
| <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> |  |
|--------------------------|--|

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

Community Relations

**Notable Notes:**

Facebook Live with GovHR: On Monday, February 12, we hosted a live chat with the City's GovHR USA representative Joellen Earl. We discussed the search process for the next City Manager, and what she planned to discuss with City Council at that night's meeting. We also took questions from residents watching the broadcast. Video statistics: 1,707 people reached, 798 video views, 74 reactions, comments & shares. Peak live viewers: 22; Unique viewers: 664; Top audience: Women, 35-44.

In addition, we have sent out a press release regarding the City Manager Search community survey (link is below), developed a page on our website to house the survey and other information related to the search efforts ([www.newarkde.gov/CityManagerSearch](http://www.newarkde.gov/CityManagerSearch)), and distributed paper copies of the survey to locations throughout the City: municipal building, downtown parking office, Newark Senior Center, Newark Free Library and the George Wilson Center.

Livestream City Council meeting (2/12/18) video statistics: 159 total live views; 92 unique live views; Average watch time – 27:59

Newark News Brief: The 15th Newark News Brief was posted on Friday, February 16. This week's video highlights the search for the next City Manager, the City Council election, Delmarva work at Cleveland Avenue and Paper Mill Road and the Presidents' Day closure. The News Brief can always be seen on the City of Newark social media pages as well as the website and Channel 22.

Fox 29 Good Day Philadelphia Town Takeover: On Monday, February 12 Bob Kelly from Fox 29 did a Town Takeover at Grain Craft Bar & Kitchen on E. Main Street. He broadcasted his traffic reports and conducted live interviews from 4 a.m. – 10 a.m. He spoke with Mayor Sierer and Director of Parks & Recreation Joe Spadafino. He also interviewed representatives from various University of Delaware organization, including UDance, UDairy and the Deltones. The Newark High School Marching Band also performed live during two segments. A few clips from the show can be viewed here: <http://www.fox29.com/good-day-videos/312653562-video>

Five & Wine/Wine & Dine: The 2nd annual Five & Wine 5-Mile Run/Walk kicks off on Saturday, March 24 at 9 a.m.. After participants cross the finish line they'll be treated to after parties at Stone Balloon and Klondike Kate's. So far, 215 people are registered to participate in the Five & Wine. Registration is currently \$30. Registration link: <https://runsignup.com/Race/DE/Newark/FiveWine?remMeAttempt=>

The Five & Wine is immediately followed by the 14th annual Wine & Dine. The culinary and wine extravaganza is a pay-as-you-go event that runs from 12-5 p.m. More information about participating restaurants and their menus will be released in the coming week. This year, the first 2,000 participants will receive a free stemless wine glass. There will also be live music from acoustic musicians traveling throughout downtown during the event, All City of Newark municipal parking meters and lots will be free for both events. DEMEC and Del-One Federal Credit Union are sponsoring the events. Anyone interested in sponsoring can click here: <https://newarkde.gov/DocumentCenter/View/9907>

#### Creative Design/Web Updates

- Designed Newark Police Department's 2017 Annual Report; and Printable Community Survey and Printable District Map
- Scheduled Public Meeting Notices and TV22, GovHR video
- Posted McKees Solar Park information, GovHR Facebook Live Chat, and Upcoming Events & Vendor Opportunities to Newark News
- Updated McKees Solar Park webpage
- Created City Manager Search webpage

Press Releases/Media Inquiries

Newark's McKees Solar Park Hits Power Generation Milestone: <http://bit.ly/2Hhd132>  
 Upcoming Events & Vendor Opportunities: <http://bit.ly/2o18Lga>  
 Newark City Council Seeks Resident Input on City Manager Search: <http://bit.ly/2EKIyMn>  
 Josh Shannon, Newark Post, inquired about discussions during a recent Planning Commission meeting regarding the Benny Street Project  
 Josh Shannon, Newark Post, inquired about who's decision it was to have GovHR meet with Council members individually and if there was a violation of FOIA

**Activity or Project:**

Communication Outreach: June Referendum

**Description:**

No new information to report.

|                             |             |
|-----------------------------|-------------|
| <b>Status:</b>              | In-Progress |
| <b>Expected Completion:</b> | 06-19-2018  |
| <b>Execution Status:</b>    | On Track    |

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

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

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

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

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

A squirrel chewed up an underground riser on a circuit at East Main Substation knocking out the power to the car dealerships on Cleveland Avenue for less than an hour on Tuesday morning. The line crews have switched out circuits so they can pull in new cables. The line crews also pulled in the underground cables on Christina Parkway that will feed the Chemours site.

The engineering technician was tracing out aerial circuits in preparation for inputting into modeling software, when he found an error in the overhead system. A tie point between two circuits was not phased in properly. If used, the circuit would have tripped out. The line crews rectified the issue.

The meter technician and an electrician worked on a power quality issue at the STAR Campus. The Health Sciences building was tripping out intermittently, but no indications on the circuit or metering showed any issues. A recording meter was installed to prove the issue is on the customer's side, but no tripping of the main breaker since. The customer has had the main GFCI breaker tested and the settings looked at, so possibly the issue is resolved.

Engineering met with STAR Campus developers about the 34kV and 12kV future infrastructure. Engineering also met with the developer about putting antennas on the water tower at STAR for cellular providers.

**Activity or Project:**

n/A

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

### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

The First State Community Action Agency (FSCAA) was in the PUB office on February 15th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. Our FSCAA rep is also here to provide services to our residents, and provide an avenue for them to obtain other levels of assistance. [www.firststatecaa.org](http://www.firststatecaa.org)

New Tax Billing System: The Finance Department is now live on the new Munis Tax Billing Software and processing payments. Data conversion was completed in January. We came across

some issues and are working with our vendor to get them resolved. Our quarterly billing for the first quarter is delayed, but will not impact our revenue for the year. We have approximately 20 invoices to process for January quarter. We anticipate that by the time the annual tax bills are processed in July, taxpayers will be able to view their tax information directly on the website and make online tax payments.

The December Monthly Financial Update will be available for the March 12th Council meeting. Since December is the last month of the fiscal year, the month-end process takes longer than usual, and we have not yet closed out the fiscal year. The accounting staff is performing the year-end close process of the accounting system on February 12th. The Accounting staff is also working on the 2018 Rate Stabilization Adjustment (RSA) and the 2018 insurance renewals. We are planning on presenting these items to Council on March 12th also.

---

**Activity or Project:**

Automatic Bill Payment/Leak Detection System - CustomerConnect

**Description:**

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by 12 months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

---

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

---

**Activity or Project:**

Payment & Utility Billing (PUB)

**Description:**

The group processed 5,362 utility payments and CityView transactions last week, 738 of which were imported automatically with our electronic processes and 4,519 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 2,102 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 635 calls out of 750 offered, reflecting an abandoned rate of 15.3%.

The average speed to answer the phone was 3:28. The average call time was 3:51. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of Customer Connect and pre-authorized payments.

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

#### Activity or Project:

#### Description:

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

### City Manager's Weekly Report

#### Department:

Information Technology Department

#### Notable Notes:

1. Marius Motoc and JD McCormick attended meeting discussing the University of Delaware submittal for a \$3M grant from the National Science Foundation for Autonomous Vehicle Research in the UD/City of Newark, DE area.
  - a. Others in attendance were Acting City Manager Thomas Coleman; Planning and Codes Director Mary Ellen Gray; Whitman, Requardt & Associates, LLP, Vice President Matthew Buckley; and University of Delaware, Associate Policy Scientist Philip Barnes, PhD.
2. John Herring, with the assistance of Rich Burtell, repaired the LPR camera on South College Avenue.
  - a. Found to be water damaged.
  - b. Researching potential connectivity savings by finding replacement for Comcast links.
3. John Herring completed changeover of City Maintenance Yard connection from Comcast to the new City Fiber.
  - a. Savings of \$114.85 per month are realized through this changeover.
4. Discussed with Electric Department on developing a cooperative process for consultant access to City applications.
  - a. Allow this access will have the benefit of efficient consultant time use, reducing total project costs.
5. The Infrastructure team is working toward the development an enterprise stabilization project.
  - a. The purpose of this project is to increase individual department's continuity of operations.
6. New systems for the 911 Center and PD.
  - a. Image testing found that the K2000 system would not be efficient enough to justify the cost of support.
  - b. New imaging process is under testing and has shown initial promising results.
7. The Infrastructure team is continually working on securing the applications and network.
8. Continued evaluation of Enterprise configuration and modification of some division processes.

**Activity or Project:**

Munis Permitting and Tax Project

**Description:**

During project closeout, tax reporting issue and A/R issues are awaiting Tyler Support for resolution.

|                |                 |
|----------------|-----------------|
| <b>Status:</b> | Near Completion |
|----------------|-----------------|

|                             |            |
|-----------------------------|------------|
| <b>Expected Completion:</b> | 12-31-2017 |
|-----------------------------|------------|

|                          |                 |
|--------------------------|-----------------|
| <b>Execution Status:</b> | Behind Schedule |
|--------------------------|-----------------|

**Activity or Project:**

Workstation System Update

**Description:**

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. I have met with the impacted departments for this project. IT Division is working on getting PO and request for purchase information to the Purchasing Division, for Council agenda.

Developing processes to make deployment more efficient. including imaging, inventory, and placement.

|                |         |
|----------------|---------|
| <b>Status:</b> | Started |
|----------------|---------|

|                             |            |
|-----------------------------|------------|
| <b>Expected Completion:</b> | 05-31-2018 |
|-----------------------------|------------|

|                          |          |
|--------------------------|----------|
| <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:**

Parks and Recreation Department

**Notable Notes:**

Director: Along with Public Works and Planning Departments, met with a developer about 648 Paper Mill Road and possible annexation and public easement; conducted Preston's Playground meeting with Committee, Playground manufacturer and City support staff; met with staff about 50th anniversary marketing and promotional video; met with a sport court company about the rehab of Kershaw Park Courts; met with parks staff about potential skilled laborer test for different classifications.

Recreation Superintendent: Completed Jefferson Award nomination for Carole Walsh; completed site visit with Joe to a local sign company to discuss new park signage throughout the park system; attended Mayor's Bike Ride meeting to discuss set up for the event, date has changed to June 2, worked with Chrissy to update letters of sponsorship; attended I-9 webinar and lunch n' learn

session on sick time and FMLA; sent out information on new special event applications to Public Works and NPD for their approval; worked with NPD on graffiti removal along the Hall & Pomeroy trail; worked with Tom to create a new activity code for the Munis work order system and two new master work orders for work completed at the downtown parking lots and on Main Street.

Recreation Supervisor of Athletics: Compiled motor coach quotes and booked bus for NYC bus trip in December; assessing needs and making plans for summer camp staff; continues organizing staff files, submitting background check information and submitting qualifications upgrade requests to Delaware First for our before and after care staff; compiling bids for our summer camp van rental; ordered trophies for the Junior basketball league; ordered t-shirts for the adult volleyball leagues, had to change location of adult volleyball on Wednesday as the roof was leaking at Newark Charter Intermediate, games were moved to Newark Charter High School and went well; working on scheduling summer specialty camps.

Recreation Supervisor of Community Events: Sent more potential camp fair vendors information about the upcoming camp fair in March; 2018 Sponsorship Packages were sent out via email and responses and donations have been coming in.

Coordinator of GWC and Volunteers: Worked with staff members to prepare for a birthday party package with a theme of "Nerf Wars" and a total of 20 children; continued to prepare for CATCH scheduled to begin February 26; contacted potential camp staff members to set up interviews; continued contacting volunteers for recruitment of special events and programs; continued to contact and finalize the guest list for the volunteers attending the DRPS Award Ceremony; researched a new free software Signup.com for volunteers to register, will work with the Recreation Specialist on utilizing this resource; continued planning summer programs and camps; attended a TTT meeting.

Recreation Specialist: Researched information and received pricing quoted for Mayor's Bike Ride event; input new volunteer information.

Parks Superintendent: Started gathering pricing and ordering materials for upcoming landscape installation in open air atrium at City Hall, wrote up specification sheet for upcoming tennis court conversion to basketball at Kershaw Park, along with Parks Director and staff civil Engineer met with contractor concerning Kershaw Park conversion, attended FMLA meeting at City Hall for management staff, and inspected downtown parking lot tree/bed areas and inspected planters along Main Street and wrote up work list as needed.

Parks Supervisor: Assigned all field staff daily and assisted as needed, and continued working on Munis work order system.

Parks/Horticulture: Staff continue on plant cut backs, did interior bed maintenance at City Hall, did tree work as assigned, did maintenance on Ventrac (repaired door), completed several park inspections and completed work as identified, trash removal throughout park system, did ice removal as needed throughout park system, checked/opened inlet pipes/basins in all park areas as needed, and continued on work orders as assigned.

---

**Activity or Project:**

Outdoor Adventure Showcase Cancelled

**Description:**

The Outdoor Adventure Showcase has been cancelled due to low vendor enrollment. We may try another date and season for the event in 2019.

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

|                             |            |
|-----------------------------|------------|
| <b>Expected Completion:</b> | 02-16-2018 |
|-----------------------------|------------|

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

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

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

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

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

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

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

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

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

### City Manager's Weekly Report

**Department:**

Planning and Development Department

**Notable Notes:****CODE ENFORCEMENT:**

Property Maintenance has started weekend patrols again, and will be creating a schedule to visit establishments on Main Street to discuss regulations for St. Patrick's Day and Cinco de Mayo. Property Maintenance will be patrolling the establishments during these events.

Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The foundation and steel work on South Main Street for the next phase of Chimney Ridge is ongoing. The building and site work is ongoing for the new hotel at 400 Ogletown Road. Staff has continued to meet and discuss projects with University of Delaware staff.

The STAR Campus exterior work is ongoing, with expected close-in of the building in the next two weeks. Interior work is progressing on floors that are now closed-in and out of the weather. Work on the atrium space connecting the buildings is ongoing. The foundation for the new six-story lab at the site is ongoing, and the Chemours Building foundation work is continuing.

Code Enforcement is still correcting issues with the data on business and rental licenses. Staff is continuing to work on correcting the data that is in MUNIS.

## PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray worked on follow-up issues from the February 6, 2018 Planning Commission meeting and is working on preparing documents and related materials for the March 6, 2018 Planning Commission meeting; met with Newark City staff to discuss and prepare for the joint City Council/Planning Commission meeting which is scheduled to occur on February 27, 2018 at 7:00 p.m. in the Council Chamber; participated in a meeting with Newark City staff, Mayor Sierer and representatives from the University of Delaware (UD) to discuss a grant proposal to the National Science Foundation Smart and Connected Communities proposal for automated vehicles; sent out the Subdivision Advisory Committee (SAC) letter for the land use proposal located at 924 Barksdale Road, a description of this project as well as other projects that have a land use development application in-house can be found at <https://newarkde.gov/1035/Development-Plan-Proposals>; and, worked on administrative related issues.

The Planning Commission Parking Subcommittee meeting, originally scheduled for February 28, has been rescheduled for Thursday, March 1, 2018, 2:00 – 4:00 p.m., in Council Chamber.

The Planning Commission is scheduled to meet on Tuesday, March 6, 2018 starting at 7:00 p.m. in Council Chamber. The agenda tentatively includes the following items:

- Major subdivision with site plan approval for 24 and 30 Benny Street and 155 South Chapel Street. The Comprehensive Development Plan amendment and rezoning necessary for the project were decided at the February 6, 2018 Planning Commission meeting.
- Major subdivision, special use permit, and parking waiver for 92 East Main Street.
- DelDOT informational session.
- Amendments to the Zoning Code to allow minor structures and grading in the Special Flood Hazard Areas be approved administratively without a special use permit.
- An amendment to Subdivision Regulations requiring submission of floor plans during the subdivision process for hotels and multi-family structures.
- Discussion of proposed Rental Housing Needs Assessment Study ordinances.
- Amendments to the Zoning Code limiting the number of cars allowed per household in selected residentially zoned areas.
- Discussion of Planning Commission GIS needs.
- Parking Subcommittee update.

On Thursday, Planner Mike Fortner attended the 2020 Local Update of Census Address (LUCA) training in Dover. The training session reviewed the 2020 Decennial Census and the 2020 LUCA Operation, the methods of participation used, and how to get support and assistance for specific questions about the program now and during the operation. The City of Newark Planning Department will be participating in the process to ensure that the U.S. Census Bureau will have specific locations and addresses for all residential properties in Newark to support accurate counts for the 2020 Census.

The following was also completed this week:

- 3 Deed Transfer Affidavits
- 19 Building Permit Reviews

## LAND USE PROJECTS CURRENTLY UNDER REVIEW:

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

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

30 Benny Street and 155 South Chapel Street (PR#16-08-01): Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 4, 2017 and are currently under review. A SAC meeting was held on November 13, 2017. SAC comments were sent to the applicant on November 17, 2017. The Planning and Development Department received revised plans on December 12, 2017. The project, originally scheduled for review and consideration by the Planning Commission on January 2, 2018, was tabled at that meeting due to lack of public notification sign posting at the development site. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment and rezoning of 24 and 30 Benny Street. Approval of the major subdivision and site plan approval plan for 24 and 30 Benny Street and 155 South Chapel Street was continued to allow the applicant to provide additional documentation on questions and issues raised at the meeting. Planning Commission review and consideration of the major subdivision and site plan approval, with the additional documentation, will occur at the Commission's March 6, 2018 meeting.

65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

275 South Main Street, Park N Shop (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017. Revised plans were received by the department on January 16, 2018, and staff comments were sent back to the applicant via a SAC letter on January 30, 2018. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan

amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. The project has tentatively been placed on the City Council agenda for February 26, 2018 (first reading) and March 26, 2018 (second reading).

92 East Main Street (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017. The project will be reviewed and considered by the Planning Commission at an upcoming meeting.

0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. Staff comments were sent to the applicant on November 30, 2017.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017.

67-69 New London Avenue (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. Staff comments will be sent to the applicant in the near future.

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

419 and 421 Paper Mill Road (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve)

New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

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

924 Barksdale Road (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. Plans were distributed to the Subdivision Advisory Committee on December 1, 2017.

3 Bridlebrook Lane, Parcel ID 0900730033 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. Plans were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review has been scheduled for February 28, 2018.

---

**Activity or Project:**

---

**Description:**

---

**Status:**

---

**Expected Completion:**

---

**Execution Status:**

---

**Activity or Project:**

---

**Description:**

---

**Status:**

---

**Expected Completion:**

---

**Execution Status:**

---

**Activity or Project:**

---

**Description:**

---

**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

This week a considerable amount of time was spent on a two-day police in-service training. Topics such as arrest, search and seizure, prevention of biased based policing, dealing with emotionally disturbed persons, and landlord/tenant issues were discussed.

**Administration Division:**

- On Tuesday, Lt. Rubin taught Legal Updates at the NPD in-service training.
- On Tuesday, Cpl. Walker taught non-biased policing at the NPD in-service training.
- On Monday and Tuesday, Lt. Rubin, Sgt. Bryda, M/Cpl. Potocki and Cpl. Walker attended the NPD in-service training.
- Sgt. Jones is attending firearms class in New Hampshire during this week.

**Criminal Investigations Division:**

- On 2/8/18, a defendant in a felony theft investigation conducted by Det. Anderson was extradited to Delaware from Pennsylvania. He was committed to Howard Young Correctional facility.
- On 2/7/18, Street Crimes officers arrested a female for prostitution at a residence in the City. The female had been advertising her services online and an undercover sting was set up at the residence.
- On 2/9/18, members of CID executed a residential search warrant in reference to a harassment investigation.
- On 2/10/18, SCU arrested a female for prostitution and a male for assault against the female and promoting prostitution. The female had been advertising her services online and an undercover sting was set up at a local hotel.
- On 2/12/18, Victim's Services Coordinator Melissa Pennachi and Det. Keld gave a presentation at the University of Delaware to S.O.S. (Sexual Offense Support) advocates describing the process of what happens when victims report sex offenses to the police.
- Lt. Nelson attended Advanced ICS (Incident Command System) for Command and General Staff at the Delaware Emergency Management Agency on 2/14 and 2/15/18.
- Members of CIU and SCU attended in-service training on 2/12 and 2/13/18.

**Special Operations Unit (SOU):**

- On Monday, February 12th, Sgt. D'Elia conducted a presentation to the UD Greek Life organization.
- On Monday and Tuesday, February 12th and 13th, the Special Operations Unit handled patrol operations while members of the patrol division participated in two-day annual in-service training.
- On Tuesday, February 13th, Sgt. D'Elia instructed a segment on Fair and Impartial Policing during the in-service training.
- On Wednesday, February 14th, Sgt. D'Elia will attend the Command and Leadership Program hosted by the New Castle County Police Department.

- Also on Wednesday, M/Cpl. Conover will lead the department's annual HUB meeting.
- On Thursday, Officer Whitt will attend a Newark Bike Project meeting.
- Sgt. D'Elia, Lt. Aniunas, the City Solicitor, and the planning department will meet with the owner of a local Main Street restaurant who is required to attend a mandatory meeting following repeated alcohol violations at his establishment.
- During the week, Lt. Graber will attend a Defensive Tactics Instructor course.

**Patrol Division:**

- On Monday and Tuesday, February 12th and 13th members of the patrol division will participate in annual In-Service training.
- During the week, Officer Gruszecki will participate in a temporary rotation in the Criminal Division. The temporary rotation is designed to provide officers with a greater understanding of the various operating units within the agency.
- On Wednesday and Thursday, February 14th and 15th, Deputy Chief Farrall, Lt. Rieger and Lt. Nelson will attend Advanced Incident Command/ICS 400 Training at the Delaware Department of Emergency Management headquarters in Smyrna.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

**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:**

**Activity or Project:**

Potholes

**Description:**

In part due to recent weather patterns, potholes have been opening up around the City on both City and State roads. Crews have been temporary patching using cold patch on a daily basis and are currently making more permanent repairs with the hot mix machine. We have contacted DelDOT several times to report potholes on state roads. Unfortunately, it is a bit of a catch 22 that if DelDOT does not respond in a reasonable time, we will fill the pothole. By the time DelDOT can respond, the hole is filled so they tend to de-prioritize the potholes within City limits. We encourage residents and others to report potholes via the website or calling 302.366.7000. We will then evaluate and repair as soon as possible.

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

|                             |            |
|-----------------------------|------------|
| <b>Expected Completion:</b> | 04-30-2018 |
|-----------------------------|------------|

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

**Activity or Project:**

Sidewalk Snow Clearing

**Description:**

Based on comments from the February 12 Council meeting, PW&WR and Parks staff are putting together estimates for the removal of snow from City sidewalks along DelDOT roads. We are also evaluating several other recommendations and options for mitigating the snow which is thrown back on the sidewalks after being cleared by the homeowner. We intend to have this data and recommendations as part of our larger report on changes to our Snow Plan, which is tentatively on track for the end of April.

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

|                             |            |
|-----------------------------|------------|
| <b>Expected Completion:</b> | 02-28-2018 |
|-----------------------------|------------|

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

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

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

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

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

Digital Records Project Documents Scanned – February 8-14

| Name       | # of Documents | # of Pages | Types   |
|------------|----------------|------------|---|
| Samantha   | 20             | 195        | HR Historical Files/Business Licenses           |
| Sandy      | 210            | 1,994      | HR Historical Files/Business Licenses           |
| Fred       | 151            | 548        | Court Documents/HR Historical Files             |
| Ana (PT)   | 504            | 3,781      | Court Documents/HR Historical Files/AP Invoices |
| Mecia (PT) | 6              | 74         | Board of Adjustment Historical Files            |
| Sarah      | 79             | 181        | Miscellaneous Current Files                     |
| Total      | 965            | 6,773      |   |

Monthly Year-Over-Year Page Totals

| Month     | 2017    | 2018   | Change +/- |
|-----------|---------|--------|------------|
| January   | 45,159  | 45,288 | +129       |
| February  | 28,898  |        |            |
| March     | 32,952  |        |            |
| April     | 31,188  |        |            |
| May       | 18,988  |        |            |
| June      | 15,578  |        |            |
| July      | 26,106  |        |            |
| August    | 22,939  |        |            |
| September | 29,779  |        |            |
| October   | 31,314  |        |            |
| November  | 36,662  |        |            |
| December  | 32,295  |        |            |
| Totals    | 352,488 |        |            |

|    | A                      | B  | C                      | D                                      | E  | F                                   |
|----|------------------------|--|------------------------|--|--|-------------------------------------|
| 1  | <b>Bill #</b>          | <b>SYNOPSIS</b>  | <b>DATE INTRODUCED</b> | <b>SPONSORS OR AGENCY THAT MANAGES</b> | <b>STATUS</b>                            | <b>CITY POSITION</b>                |
| 2  | <a href="#">HB 38</a>  | Limits permitting of wells in water utility districts without approval from utility                          | 1/17/2017              | D. Short/Sokola                        | <b>Senate Natural Resource Committee</b> | Support with amendment              |
| 3  | <a href="#">HB 49</a>  | Requires bulletproof glass, intruder alarms and double sided lockable classroom doors in school construction | 1/24/2017              | Jaques/Poore                           | <b>House ready list</b>                  | Monitor for Code Enforcement        |
| 4  | <a href="#">HB 53</a>  | Allow limited fireworks in Delaware  | 1/25/2017              | Miro/Lawson                            | <b>House Public Safety Committee</b>     | Monitor for PD                      |
| 5  | <a href="#">HB 63</a>  | Constitutional amendment changing voting by absentee ballot  | 3/7/2017               | Jaques/Henry                           | <b>House ready list</b>                  | Monitor for City Secretary          |
| 6  | <a href="#">HB 67</a>  | Requires classroom doors to be lockable from both sides in schools   | 3/8/2017               | Jaques/Sokola                          | <b>House Appropriations Committee</b>    | Monitor for Code Enforcement        |
| 7  | <a href="#">HB 79</a>  | Opt out voter registration at DMV when acquiring a license   | 3/16/2017              | Bentz/McDowell                         | <b>House Administration Committee</b>    | Monitor for City Secretary          |
| 8  | <a href="#">HB 110</a> | Legalizing marijuana use   | 3/30/2017              | Keeley/Henry                           | <b>House ready list</b>                  | <b>Monitor for HR</b>               |
| 9  | <a href="#">HB 152</a> | Increase court fines \$2.00 to support DEJIS   | 5/2/2017               | Briggs King/Pettyjohn                  | <b>House ready list</b>                  | <b>Monitor for Alderman's Court</b> |
| 10 | <a href="#">HB 177</a> | Update qualifications for Board of Adjustment members  | 5/16/2017              | Baumbach/Sokola                        | <b>Senate ready list</b>                 | Introduce bill and support          |
| 11 | <a href="#">HB 221</a> | 3 year exemption from prevailing wage, city and county projects  | 6/13/2107              | D. Short/Lavelle                       | <b>House Administration Committee</b>    | Monitor                             |
| 12 | <a href="#">HB 244</a> | 3 year exemption from prevailing wage, all DelDOT projects   | 6/20/2017              | D. Short/Lavelle                       | <b>House Administration Committee</b>    | Monitor                             |
| 13 | <a href="#">HB 260</a> | Creates new Joint Committee to oversee appropriations for Grants in Aid                                      | 6/23/2017              | Longhurst/Townsend                     | <b>Senate Finance</b>                    | Monitor                             |

|    | A                             | B  | C          | D                    | E   | F                                   |
|----|-------------------------------|--|------------|----------------------|---|-------------------------------------|
| 14 | <a href="#">HB 267</a>        | Regulates towing vehicles from private property  | 6/29/2017  | Potter               | <b>House Public Safety Committee</b>      | Monitor for PD and Solicitor        |
| 15 | <a href="#">HB 270</a>        | creates a fund managed by DNREC to ensure clean water, funding is from individual income taxes and added costs of business licenses  | 12/14/2017 | Murooney/Townsend    | <b>House Natural Resources Committee</b>  | Monitor for impacts to City         |
| 16 | <a href="#">HB 325</a>        | Governor's recommended Capital budget, p-34 Sect. 65, epilogue language for reservoir; p-39 Sect. 76, land donation to construct new police firing range and driving course; P-40 Sect. 79, Municipal Street Aid \$5M, Community Transportation Funding \$17.68M; Addendum P-1, Police laptop replacements \$340.K | 1/25/2018  | Schwartzkopf/McBride | <b>Assigned Joint Bond Committee</b>      | Monitor for funding                 |
| 17 | <a href="#">SB 9</a>          | Work a day public works  | 1/18/2017  | Marshall/Briggs King | <b>Senate ready list</b>                  | Monitor for HR                      |
| 18 | <a href="#">SB 10</a>         | Increases minimum wages 50 cents per year from 2017-2020   | 1/12/2017  | Marshall/Baumbach    | <b>Senate ready list</b>                  | Monitor for HR                      |
| 19 | <a href="#">SB 30</a>         | Requires campaigns to gather contributors occupation and employer information  | 3/21/2017  | Townsend/Baumbach    | <b>Senate ready list</b>                  | Monitor for City Secretary          |
| 20 | <a href="#">SB 33</a>         | Changes resisting arrest statute   | 3/16/2017  | Henry/Mitchell       | <b>Senate Judicial Committee</b>          | Monitor for PD                      |
| 21 | <a href="#">SB 49</a>         | Homeless Bill of Rights  | 3/28/2017  | Townsend/Bolden      | <b>Senate Community Affairs Committee</b> | Newark neutral, League opposed      |
| 22 | <a href="#">SB 57</a>         | Requires clearing snow and ice from vehicle before driving   | 4/4/2017   | Lavelle/Mitchell     | <b>House ready list</b>                   | Monitor for Alderman's Court        |
| 23 | <a href="#">SB 58</a>         | Victims Bill of Rights   | 4/4/2017   | Bushweller/Lynn      | <b>Senate Judicial Committee</b>          | Monitor for Alderman's Court        |
| 24 | <a href="#">SS1 for SB 76</a> | Requires apprenticeship programs w/ prevailing wage projects   | 5/2/2017   | Walsh/Mulrooney      | <b>Senate Labor Committee</b>             | Neutral, monitor for contract costs |

|    | A  | B  | C         | D  | E   | F                   |
|----|--|--|-----------|--|---|---------------------|
| 25 | <a href="#">SB145</a>                              | Governors recommended operating budget see page 43 line 31, appropriation for Unicity bus system of \$143,300. | 1/25/2018 | McBride/Schwartzkopf                               | <b>Assigned Joint Finance Committee</b>                       | Monitor for funding |
| 26 | <a href="#">SB 147</a>                             | Creates immunity for any emergency responder who administers "Naloxone" to save life for narcotic overdoses    | 1/22/2018 | Delcollo/Mitchell                                  | <b>Senate Corrections and Pubic Safety</b>                    | Monitor for PD      |
| 27 | <a href="#">Hotel/Motel tax</a>                    | What parameters give best chance of passing  |           | League/City interest, 1% increase generates \$2.5M | <b>Can City be given authority in Charter?</b>                | Monitor             |
| 28 | <a href="#">Unionization thresholds</a>            | Monitor to keep at current level of 25 to petition for unionization  |           | League and City interest                           | <b>No bills introduced to change thresholds</b>               | Monitor             |
| 29 | <a href="#">PJM</a>                                | Monitor for impact on rate payers  |           | League, City and State interest                    | <b>State has passed resolutions, Public Advocate opposing</b> | Monitor             |
| 30 | <a href="#">Governor's State of the State 2018</a> | Governor's priorities for 2018   | 1/18/2018 | City and League interest                           |   |                     |

NEWARK POLICE DEPARTMENT

WEEK 02/04/18-02/10/18

INVESTIGATIONS

CRIMINAL CHARGES

|                                 | 2017<br>TO<br><u>DATE</u> | 2018<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2018</u> | 2017<br>TO<br><u>DATE</u> | 2018<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2018</u> |
|---------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|-----------------------------|
| <u>PART I OFFENSES</u>          |                           |                           |                             |                           |                           |                             |
| a)Murder/Manslaughter           | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| b)Attempt                       | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Kidnap                          | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Rape                            | 1                         | 1                         | 0                           | 0                         | 1                         | 0                           |
| Unlaw. Sexual Contact           | 1                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Robbery                         | 2                         | 5                         | 0                           | 2                         | 7                         | 0                           |
| - Commercial Robberies          | 1                         | 1                         | 0                           | 1                         | 0                         | 0                           |
| - Robberies with Known Suspects | 0                         | 1                         | 0                           | 0                         | 0                         | 0                           |
| - Attempted Robberies           | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| - Other Robberies               | 1                         | 3                         | 0                           | 1                         | 7                         | 0                           |
| Assault/Aggravated              | 2                         | 2                         | 0                           | 6                         | 5                         | 0                           |
| Burglary                        | 8                         | 9                         | 0                           | 1                         | 2                         | 0                           |
| - Commercial Burglaries         | 3                         | 5                         | 0                           | 0                         | 0                         | 0                           |
| - Residential Burglaries        | 5                         | 4                         | 0                           | 1                         | 2                         | 0                           |
| - Other Burglaries              | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Theft                           | 64                        | 54                        | 16                          | 23                        | 14                        | 0                           |
| Theft/Auto                      | 11                        | 7                         | 2                           | 1                         | 1                         | 1                           |
| Arson                           | 1                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| All Other                       | 20                        | 13                        | 3                           | 5                         | 4                         | 0                           |
| <b>TOTAL PART I</b>             | <b>110</b>                | <b>91</b>                 | <b>21</b>                   | <b>38</b>                 | <b>34</b>                 | <b>1</b>                    |
| <u>PART II OFFENSES</u>         |                           |                           |                             |                           |                           |                             |
| Other Assaults                  | 25                        | 32                        | 4                           | 13                        | 23                        | 1                           |
| Rec. Stolen Property            | 1                         | 0                         | 0                           | 1                         | 0                         | 0                           |
| Criminal Michief                | 23                        | 36                        | 5                           | 5                         | 6                         | 0                           |
| Weapons                         | 0                         | 1                         | 0                           | 2                         | 4                         | 0                           |
| Other Sex Offenses              | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Alcohol                         | 7                         | 11                        | 3                           | 12                        | 15                        | 4                           |
| Drugs                           | 13                        | 13                        | 5                           | 10                        | 14                        | 3                           |
| Noise/Disorderly Premise        | 65                        | 77                        | 20                          | 24                        | 33                        | 6                           |
| Disorderly Conduct              | 21                        | 16                        | 2                           | 3                         | 12                        | 1                           |
| Trespass                        | 15                        | 16                        | 4                           | 6                         | 2                         | 0                           |
| All Other                       | 47                        | 49                        | 8                           | 32                        | 37                        | 2                           |
| <b>TOTAL PART II</b>            | <b>217</b>                | <b>251</b>                | <b>51</b>                   | <b>108</b>                | <b>146</b>                | <b>17</b>                   |
| <u>MISCELLANEOUS:</u>           |                           |                           |                             |                           |                           |                             |
| Alarm                           | 40                        | 19                        | 1                           | 0                         | 0                         | 0                           |
| Animal Control                  | 40                        | 33                        | 7                           | 0                         | 1                         | 0                           |
| Recovered Property              | 35                        | 26                        | 6                           | 0                         | 0                         | 0                           |
| Service                         | 4404                      | 4382                      | 796                         | 0                         | 0                         | 0                           |
| Suspicious Per/Veh              | 56                        | 40                        | 7                           | 0                         | 0                         | 0                           |
| <b>TOTAL MISC.</b>              | <b>4575</b>               | <b>4500</b>               | <b>817</b>                  | <b>0</b>                  | <b>1</b>                  | <b>0</b>                    |

|             |                             |                           |                             |                           |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
|             | THIS<br>WEEK<br><u>2017</u> | 2017<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2018</u> | 2018<br>TO<br><u>DATE</u> |
| TOTAL CALLS | 1,016                       | 5,703                     | 1,029                       | 5,525                     |



Newark Police Department  
Weekly Traffic Report  
02/04/18-02/10/18



| TRAFFIC SUMMONSES | 2017 YTD    | 2018 YTD    | THIS WEEK 2017 | THIS WEEK 2018 |
|-------------------|-------------|-------------|----------------|----------------|
| Moving/Non-Moving | 1194        | 1243        | 205            | 311            |
| DUI               | 16          | 16          | 5              | 4              |
| <b>TOTAL</b>      | <b>1210</b> | <b>1259</b> | <b>210</b>     | <b>315</b>     |

| TRAFFIC COLLISIONS                     |            |            |           |           |
|--|------------|------------|-----------|-----------|
| <b>Fatal</b>                           | 0          | 0          | 0         | 0         |
| Personal Injury                        | 27         | 26         | 4         | 6         |
| Property Damage<br><b>(Reportable)</b> | 95         | 109        | 17        | 16        |
| *Hit & Run                             | 23         | 19         | 4         | 2         |
| *Private Property                      | 14         | 27         | 1         | 2         |
| <b>TOTAL</b>                           | <b>122</b> | <b>135</b> | <b>21</b> | <b>22</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.