

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

This week I attended bike to work day at Downes Elementary School on Monday which had great participation from students and parents. The safe routes to school project is progressing and will be moving out of conceptual stage soon with the current plan to begin construction during 2019.

We had a special meeting of Council on Monday night to discuss and approve a resolution of support for HB 395, the proposed municipal lodging tax bill. The resolution was approved unanimously, and staff will continue working with our lobbyist to promote the bill in Dover.

On Wednesday we had our third official townhall meeting for the referendum, this one being in District 6. There were new faces in attendance again which was good to see, and the audience had good questions. Our next townhall is planned for May 22nd at the Newark Senior Center starting at 6:30.

I attended the Drinking Water State Revolving Fund Borrower's Conference in Dover with Acting PWWR Director Filasky and Water Operations Superintendent Neimeister.

I attended the annual advisory panel meeting for the Delaware Water Resources Center where we set water research priorities for the program and reviewed undergraduate and graduate research projects.

The rest of the week was spent on general administrative and personnel items

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

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

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

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

Administration - Deputy City Manager

**Notable Notes:**

## Administration/HR:

Assistant to the Managers Mark Brainard spent significant time on Wednesday, May 9th in Dover at Legislative Hall, effectively impacting the City's efforts with HB395 underway by Mr. Armitage. Mr. Brainard was able to confirm various 'yes' commitments, as well as help educate other legislators on questions they may have had - this effort and insight should benefit the pending future hearing(s) on HB395. HR Manager Devan Stewart, HR Administrator Marta Pacheco and Acting Deputy City Manager Mark Farrall worked with outgoing Deputy City Manager Andrew Haines on a large variety of ongoing or pending matters for the organization.

## Parking Division:

Parking staff completed April 2018 Finances, auditing, and gift card reconciliation. Division maintenance staff began regularly scheduled mowing across all lots. The Division created new "Additional Parking" sign designed for Lot #4 to direct customers to Lot #3 when Lot #4 is full. Replaced Meters 200 and 201 on Haines Street after they were knocked over by a vehicle. Multiple meters were bagged at no cost for Inframap to do underground/test hole work in preparation of the DelDOT Main Street repaving project. Staff participated in the T2 Quarterly Update webinar. Parking Supervisor Courtney Mulvanity attended the Parking Subcommittee Public meeting in Council Chamber on Monday, May 7th. Parking Manager Marvin Howard and Mr. Mulvanity attended the July 4th Fireworks meeting hosted by Parks and Recreation on Tuesday, May 8th. Division staff participated in the final T2 Residential Learning Session on Tuesday, May 8th. Training is now complete and live residential updating has begun. Expectation is complete system transfer and data entry (done manually) will be complete by July 15. Mr. Howard and Mr. Mulvanity attended the Lunch and Learn on policies and recent changes regarding conference travel, reimbursements, and time sheet coding on Tuesday, May 8.

**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 5/3/18 to 5/9/18. These sessions included arraignments, trials, code violations and violation of probation hearings. Parking Ambassadors were here on Monday and Wednesday to handle any parking violations.

**Activity or Project:**

Court Sessions

**Description:**

From 5/3/18 to 5/9/18 Alderman's Court handled 80 arraignments, 64 trials, 1 code violation, and 1 violation of probation. The court collected a total of 511 parking payments of which 350 were paid online and 161 were paid at court. The court also collected criminal/traffic payments which included 153 online payments and 78 court payments for a total of 231 payments.

**Status:**

Completed

**Expected Completion:**

05-09-2018

**Execution Status:**

Completed

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on May 7 for the Council meeting. Geena was in the office on May 4 for Court.

Renee attended the staff meeting on May 2 where the May 14 Council agenda was reviewed.

Staff drafted and posted the agenda and resolution for the May 7 special Council meeting on May 3. Paul and Renee staffed the May 7 Council meeting. Staff completed follow up on May 8 and 9.

Renee met with members of the Police Department on May 4 to review the recodification process.

Staff finalized and posted the May 14 Council agenda and packet on May 7. An additional memo for item 11A1 was forwarded to Council and posted on May 9.

Sarah staffed the Conservation Advisory Commission meeting on May 8. The Commission discussed planning a Reforestation Day for September 29 and suggested drafting a recommendation to City Council for a Newark Sustainability Project at a future meeting.

Renee spent time drafting several items for the May 14 Council agenda packet.

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

- \* Provided final cost, received payment, sent relevant documents, completed and closed a March 28 FOIA request from Tarabicos Grosso, LLP regarding the Park N Shop.
- \* Received information from staff, forwarded information to requestor, corresponded with the requestor on additional questions, completed and closed an April 9 FOIA request from Bock and Clark regarding 121 South Main Street.
- \* Researched, found no responsive documents, completed and closed an April 11 FOIA request from Eric Keebler regarding Delaware Avenue speed limits. Mr. Keebler subsequently filed a FOIA complaint with the Attorney General's office, which was received on May 8 due to receiving the response in 16 business days instead of 15 business days.
- \* Received response from the Attorney General's office regarding the April 11 FOIA complaint by Amy Roe regarding Council's meetings with GovHR. The Council was found not to be in violation of FOIA with these meetings.
- \* Received additional correspondence and worked with staff on an April 13 FOIA request from American Transparency on personnel information.
- \* Worked with staff to determine the City had no additional relevant documents, sent response to the requestor, completed and closed an April 26 FOIA request from Sarah Bucic regarding Windy Hills water tower communications.
- \* Received and forwarded to relevant staff members a May 3 FOIA request from Dominic Diaz regarding codifier contracts and invoices.
- \* Received, determined there were no relevant records, directed requestor to other agencies, completed and closed a May 4 FOIA request from Environmental Professional regarding Christina Mill Apartments.
- \* Received and requested additional information from the requestor for a May 4 FOIA request from SLK regarding 104 King William Street.
- \* Received and worked with relevant staff on a May 5 FOIA request from Vanessa Naisha regarding police records.

The May 7 Council, May 14 Council, May 15 Planning Commission and May 16 Downtown

Newark Partnership Merchants Committee agendas and May 10 Downtown Newark Partnership Board cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the April 19 Council organization meeting (Renee edited - complete), April 23 Council (Tara drafting) and May 7 Council (Sarah drafted) minutes. The May 8 Conservation Advisory Commission meeting minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 133 discovery requests have been filled so far for 2018. The office also received the court calendar for May 17 and the 20 associated case files were prepared for the Deputy City Solicitor. 20 court calendars with 285 associated case files have been compiled so far for 2018. One plea by mail agreement was also processed.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. So far, 177 lien certificates have been processed for 2018.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha worked on the strategic plan for the Records Division.

Samantha and Sandy spent time researching Alderman's Court records for expungement records.

Samantha and Ana also continued working on quality control review for documents already scanned into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

Ana completed scanning of the six boxes of Planning Commission minutes from State Archives that had not been digitized before being sent down. This will provide efficiencies for Planning and Legislative staff in removing State Archives from the research and the boxes have been sent back to the Archives for permanent preservation.

Renee worked with the staff of the Christina School District's Networks Program to begin planning for Copyworks students to work with our Records Division for the fall semester. Copyworks students complete document preparation work for the Division at no cost to the City, which allows staff to be more efficient through focus on scanning instead of document preparation.

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

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

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**Activity or Project:**

Lobbyist Weekly Report

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**Description:**

No weekly report was submitted this week.

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
Recodification	
<b>Description:</b>	
Proofs were distributed to the various departments for review and comment. The deadline for submission of comments on the proofs to the codifier is June 15. Once comments are submitted, the codifier will create the final ordinance for Planning Commission and Council review and consideration.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	Behind Schedule

### City Manager's Weekly Report

**Department:**

Community Relations

**Notable Notes:**

**Referendum Outreach:** The video of the District 6 Town Hall Forum held at Temple Beth El is now available to watch on the City's YouTube channel and on the referendum page on the website. In addition, the latest referendum educational video features Public Works Director Tim Filasky discussing the water projects included in the proposed referendum, including water main replacement and the Laird Tract Well Field. The video can be viewed on the City of Newark social media pages, the website and Channel 22.

**Newark News Brief:** The 21st Newark News Brief can be viewed on City of Newark social media pages, the website and Channel 22. This week's video features the proposed referendum, House Bill 395, UDon't Need it and the Memorial Day parade.

**Parks & Recreation 50th Anniversary Video:** The Parks & Recreation 50th Anniversary video is now available on the City of Newark YouTube Channel, the Parks & Recreation Facebook page, the Parks & Recreation section of the website and Channel 22. The three-minute video tells the story of how the department went from the Greater Newark Recreation Association to the current Parks & Recreation Department: <https://youtu.be/BVK9ikTaa4M>

**Creative Design/Website Updates**

- Designed lodging tax PDF; comic book day NPD recruitment graphic for facebook
- Formatted Refuse Do's and Don'ts for 8.5 x 11" print
- Scheduled Parks and Recreation's 50's anniversary video to TV22 and Parks Webpage; Bike to Work Day to Newark News Flash; and Public Meeting Notices
- Updated propose referendum webpage; Traffic Committee member list document; and minimum standards webpage for NPD

**Press Releases/Media Inquiries**

Public Notice: Special Meeting Scheduled for City Council: <https://bit.ly/2G4iKHv>  
 City of Newark to Celebrate National Bike to Work Day: <https://bit.ly/2jM3bM7>  
 Doug Rainey, Delaware Business Now, inquired about a press conference at College Square regarding major development. He wanted to know if any plans had been submitted. None were.

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**Activity or Project:**

Communication Outreach: June Referendum

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**Description:**

The District 6 town hall was held this week, with a dozen participants in attendance. We also confirmed the date, time and location for the District 2 town hall, which will take place on Tuesday, June 5th, from 6:30 - 8 p.m. at the Newark Senior Center. With that confirmed, all 6 district town halls have been scheduled.

Work continues on the multi-page mailer we plan to send out following the vote by Council on May 14. We hope to have a final draft to the printer by the 15th, with a mail date of June 4th.

All other outreach materials have been ordered and delivered. We will plan to push those materials out next week, following the vote by Council, should the referendum remain scheduled for June 19th.

Updates continue on the referendum website, as needed ([newarkde.gov/vote](http://newarkde.gov/vote)) and videos, as described above, continue to be produced and distributed.

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

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

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

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**City Manager's Weekly Report**

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**Department:**

Electric Department

**Notable Notes:**

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The line crews installed a large transformer for Compassionate Care on Ogletown Road and worked on replacing spacer cable along Apple and Barksdale Roads. The crews also pulled in a guy wire over the South College Bridge for the train station project early Saturday morning so as not to interfere with traffic and installed conduits at the reservoir to reroute power around instead of through Preston's Playground.

The electricians continued helping a contractor with the infrared scans. They also worked on cameras at the Reservoir, fixed park lighting, and repaired the Police sump pump circuit.

Engineering finished writing the specifications for the South Chapel Substation transformer and put it out to bid. Engineering also attended a Cybersecurity training seminar provided by DEMEC.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

The Finance Department would like to wish Andrew Haines nothing but the best in his new career! Thank you Andrew for all that you have done for both the employees and residents of the City of Newark. You will be greatly missed!

The Summer rates for electric were effective April 1. All residential electric consumption will be billed on a tiered rate from April 1 through September 30. The change remains the same at 14.5 cents per kwh for the first 250 kwh consumed, but the next two tiers will change. Tier two includes consumption between 251 and 1000 kwh and will be 15.65 cents per kwh. Tier three includes all consumption over 1000 kwh, which will change to 17 cents per kwh. All tiers will go



back to 14.5 cents on October 1st.

The First State Community Action Agency (FSCAA) was in the PUB office on May 10th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. Our FSCAA rep is also here to provide services to our residents, and provide an avenue for them to obtain other levels of assistance. [www.firststatecaa.org](http://www.firststatecaa.org).

Catholic Charities is now providing office hours at City Hall on Wednesdays. Clients who previously had to travel to Wilmington for an appointment are now able to come directly to our office for assistance. Please contact the Payment and Utility Billing office for more information at 302-366-7000. Consultations are by appointment only and are only on Wednesdays.

Tom Coleman, Mark Brainard, Andrew Haines and David Del Grande have been working diligently to get a lodging tax bill introduced in the General Assembly. House Bill 395, if it were to be passed, would permit City Council to incorporate our own lodging tax up to 3%. This bill would provide a source of revenue diversification, and will share some of the financial costs of providing services to those who visit Newark. It was encouraging to see that New Castle County's version of the bill passed the House this week. A special meeting was held by City Council to support HB395 on Monday evening. This resolution asks state legislature to support the bill and was approved by Council 6-0.

The Referendum Road Show continues to come to a district near you. On Wednesday, the meeting for District 6 was hosted by Temple Beth El. I would like to thank the members of Temple Beth El for allowing us to use your facilities, and to Councilman Markham for his efforts for securing our audience. The Town Hall was well-received by those in attendance, and were appreciative of the time City staff spent with them, explaining why this referendum is needed.

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**Activity or Project:**

Automatic Bill Payment/Leak Detection System - CustomerConnect

**Description:**

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

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

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep

costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

<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>	

**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. Began individual department FY2019 Budget meetings.
  - a. Had reviews with NPD and Courts.
2. Began resume reviews for the open Lead Desktop Technician position.
3. System Deployment and Retrievals related to the PC Refresh Project have begun and will continue for the next couple of weeks.
4. IT Manager JD McCormick attended the Executive Cyber-Security Training hosted by DEMEC and APPA.
  - a. Sam Sneeringer from Electric Department attended as well.
5. Extended discussion of Security and Network enhancements are continuing.
  - a. Infrastructure Team working on Network Address space issues for better IP address management.
  - b. Team discussion continue related to network and other system enhancements.
6. Marius Motoc has completed development on a more robust and economical Kiosk Solution for Court.
  - a. Other project and emergency issues has delayed testing and deployment.
7. Extensive work performed on other projects as noted.
8. Staff assisted in PD Body Worn Camera systems are in testing and evaluation phase.

Projects not shown below:

Reservoir Camera Project      Started      Status: In-Progress      Expected Completion:

05/31/18 Execution Status: On Track

1. Core Radio and PTZ camera have been deployed and are under testing.
2. All network and camera equipment has been configured and ready for deployment.
3. First system deployment has been scheduled for Thursday, May 10, 2018.

**Applications Team:**

- Met with Administration to create a timeline for the launch of Newark University
- Collaborated with the City of Wilmington to discuss Tyler Munis Applicant Tracking module
- Held preliminary budget meetings with Alderman's Court and NPD
- Attended Northstar mCare 6 Webinar
- Gathered customer data for DEMEC request
- Created new doc types in TCM for Records Division
- Worked with VOIP to configure phone tree for Paymentus project
- Assisted with computer refresh project

**Activity or Project:**

Workstations System Refresh

**Description:**

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. IT has met with the impacted departments for this project. Developing processes to make deployment more efficient. including imaging, inventory, and placement still in progress. All new units have arrived and deployment testing is complete. Deployment of new systems and retrieval of old units has begun.

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

**Activity or Project:**

PD Vehicle IT System Update

**Description:**

Approved Capital Funded Project.  
Request for Waive Bid is scheduled for presentation to City Council on 5/14/18.  
Most of installation work on PD vehicles will be performed by vendor.

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

**Activity or Project:**

PD PTZ Camera

**Description:**

- a. This is a Grant funded Project.
- b. Most items have been received.
- c. City owned conduit, along the South College Ave. Bridge, has been identified. This will allow the extension of City Fiber Optic Infrastructure to connect these cameras along with other

City Assets saving reoccurring costs.

d. Verification of Conduit availability is in process.

e. Awaiting response from Grantor to verify if these funds may be used for fiber optic installation.

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

### City Manager's Weekly Report

#### Department:

Parks and Recreation Department

#### Notable Notes:

Director: Met with Tom Coleman and Tim about the Pomeroy Trail crossing at Wyoming Road and developing a plan to make the cross walk safer; attended the Town Hall meeting for the referendum at Pilgrim Baptist Church; attended the Walkable/Bikeable Delaware Summit in Dover; reviewed several landscape plans from developers for comment; met with Paula about the Memorial Day Parade organization; met with Parks staff about several projects and work orders.

Deputy Director: Continued to send additional invitations for Memorial Day Parade participants, sent invitation to City Council regarding participation as a group marching in the parade; conducted weekly staff meeting; processed special event applications received through City departments and sent out approved permits for upcoming events; attended the Walkable/Bikeable Summit in Dover; worked on possible field trip locations for Camp R.E.A.L. with the University of Delaware athletics staff, continued to work with Newark Police on details for bike rodeos for summer camp and Safe Kids Camp; continued to sign off purchase orders for sports and arts & craft supplies ordered and received; continued to work on camp staff orientation schedule and guest speakers; worked with fitness instructors rescheduling classes; worked with Mike Fortner to finalize details for Bike to Work Day.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Camp and summer camps, the full Rittenhouse staff is in place and employment contracts are being sent out, continued planning and finalizing of field trips; met with some before/after school staff regarding plans for next year, annual staff evaluations are being completed, contacted Friendly's for the end of year ice cream parties at both sites; receiving many calls for outdoor park permits; the free adult tennis lesson offered by the USTA and Handloff and Fairfield Parks began this week; working on the program statistics for Winter Spring activities.

Coordinator of GWC and Volunteers: Attended the 2018 Volunteer Delaware Conference in Dover on April 30; continued finalizing information for summer programs and Camp GWC; continued working on statistics and program analysis forms for the Winter/Spring season; met with a potential instructor for Fall special interest programs; continued recruitment of volunteers for upcoming events including the Memorial Day Parade; continued to meet with potential renters for the George Wilson Center.

Recreation Specialist: Sent Memorial Day Parade reminders to VIP participants that have not RSVP; held an Arbor Day celebration and tree planting at Downes Elementary School with a

kindergarten class who helped plant a Birchwood Tree; Horse Riding lessons started May 1st, confirmed with instructor and sent roster, completed check request for previous Horse program held; sent 2018 summer & fall contracts to fitness instructors; updated the Memorial Day Parade registration list; interviewed summer camp volunteers and sent verification of summer schedule; gathered supplies for Friday after school care clubs for Downes and West Park Place Elementary.

Parks Superintendent: Inspected 6 park areas and developed work orders/work lists as needed, conversed with State Community Forest Coordinator concerning possible tree give away within Newark to promote Community Forestry as well as increasing our urban tree canopy, marked out and coordinated with Newark Rotary Club and one of our Landscape Specialist for this weekend's tree planting at 8 park/open space sites planting 32 trees of mixed tree species, researched pricing to get needed replacement parts to repair several collapsible bollards along the Hall Trail, met with our staff Civil Engineer concerning a turf repair issue with a resident, attended "Wellness" session at City Yard, identified several possible planting sites for Elm tree plantings as part of a study being conducted by the U.S. Forest Service, coordinated with our horticulture staff to conduct tree planting at Downes School for our Arbor Day celebration, marked out along Pomeroy Trail tree placement locations for "Miss Utility" mark out in section that runs by Newark Shopping Center, along with Plant Pathologist from University of Delaware looked at several Fir trees at Curtis Mill Park and Folk Park concerning foliar issue and treatment options, met with representative from Code Enforcement Division and developer concerning tree issue at future construction site, talked with two residents concerning tree issues, and continued on course at Longwood Gardens school of Horticulture.

Parks Supervisor: Assigned field staff daily and assisted as needed, attended "Wellness" session at City Yard, called in a "Miss Utility" ticket for mark out along Pomeroy Trail for future tree planting, represented City at Arbor Day ceremony in Dover at dedication event, and continued working on streamlining Munis work order system with Deputy Director.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, adjusted settings on ballfield conditioner and greased unit, continued mulching bed areas throughout park system, did tree work as needed throughout park system, continued woodcarpet safety surfacing application under play/swing units throughout park system, did interior bed maintenance at City Hall, set up/removed stages/stairs for the Spring Concert series at Academy and Main Streets, applied fungicide on Firs at Curtis Mill Park and Folk Park for Swiss Needle Cast and Rhizosphaera Blight (first of four applications at 10 day intervals), dragged/scarified all ballfields, trash removal throughout park system, raked off/leveled/ painted pegs white in all horseshoe pit areas, all full time staff attended "Wellness" session at City Yard, and continued on work orders as assigned.

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**Activity or Project:**

Memorial Day Parade

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**Description:**

The Memorial Day Parade will be held Sunday, May 20 with the Ceremony beginning at 1:00 p.m. on the UD Green and the Parade stepping onto Main Street at 2:00 p.m. The Ceremony honors our Nations Veterans followed by a wreath laying ceremony at the Academy Building Lawn. Local and military groups and drill team will then participate in a silent march followed by the parade on Main Street.

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**Status:**

Near Completion

<b>Expected Completion:</b>	05-20-2018
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<b>Execution Status:</b>	On Track
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**Activity or Project:**


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**Description:**

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


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**Description:**

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

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**Department:**

Planning and Development Department

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

Property Maintenance reported heavy activity this past weekend; an increase in property maintenance issues is anticipated over the next several weeks for grass/weeds and trash/debris.

The demolition of the vacant end of the Park N Shop Shopping Center fronting along South Main Street is scheduled to begin this week. The next level of façade replacement at the Washington House for the stone veneer is scheduled to start in the next several weeks. The renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of the shopping center have been received and are being reviewed. Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The steel work and framing on South Main Street for the next phase of Chimney Ridge is ongoing. Staff continued to meet and discuss projects with University of Delaware staff. Staff expects the new South Campus Dormitory plans to be submitted in the next several weeks; construction is expected to begin this summer with a completion date of August 2020.

Construction of the new rail station on the STAR Campus should begin in the near future. The new STAR Campus exterior work is nearing completion; interior work in the building and atrium is progressing. The structural steel installation is ongoing for the new six-story lab at the site. The Chemours Building foundation work is continuing and the structural steel is being installed. Plans for the interior of the building were received and will be reviewed over the next several weeks.

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

## PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray worked on preparing documents and related materials and then participating in the Parking Subcommittee Public Workshop scheduled for May 7, 2018 from 7:00 pm to 9:00 pm in the Council Chambers <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; worked on preparing documents and related materials for the May 15, 2018 Planning Commission meeting to consider proposed ordinances relating to recommendations from the Rental Housing Needs Assessment Study initiated by City Council in 2013 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5590>; attended a quarterly meeting of Planning Directors and planners of New Castle County, the purpose of which is to update each other on pending projects and to exchange ideas on planning efforts in New Castle County – topics discussed included annexations, upcoming census, and GIS mapping efforts; attended a planning meeting with Newark staff to prepare for a meeting with the Covered Bridge Farms Maintenance Corporation scheduled for May 10, 2018 at 7:00 pm to discuss the annexation process with the City for the purpose of obtaining sewer and possibly water; met with Parking Division Manager Marvin Howard and Parking Supervisor Courtney Mulvanity regarding budget issues and onboarding with the Parking Division; continues to work with Code Enforcement Manager Dave Culver on business licenses and related issues; continued work on plan review, related reports and issues; and, worked on administrative and personnel related issues.

On Monday, May 7, the Planning Commission Parking Subcommittee held a public workshop on the Subcommittee’s recommendations regarding parking management, parking mandated zoning requirements, and future parking development and strategy. The Parking Subcommittee will present their recommendations to the Planning Commission at its meeting on June 5, 2018.

The Planning Commission will hold a meeting on Tuesday, May 15 at 7:00 p.m. in the Council Chamber to consider proposed ordinances relating to recommendations from the Rental Housing Needs Assessment Study initiated by City Council in 2013. The proposed ordinances are:

- Amend the Zoning Code to allow single-family rental units on all streets or subdivision listed as exempt under Section 32-4(a)(123.1) to be occupied by up to four (4) unrelated tenants.
- Amend the Zoning Code to add nine (9) streets to the list of exempt streets under the definition of student home under Section 32-4(a)(123.1).

Planner Mike Fortner met with Director Gray, Assistant to the Managers Mark Brainard, and Bahareh van Boekhold, Chair of the Newark Community Sustainability Plan Steering Committee, to discuss the upcoming interviews for hiring a consultant for the Newark Sustainability Plan. The Steering Committee will meet on May 23 to conduct the interviews of three consultants. Mike also completed department reports for two proposed ordinances to be considered at the special Planning Commission meeting on May 15.

The following was also completed this week:

- 8 Deed Transfer Affidavits
- 32 Building Permit Reviews
- 1 Certificate of Completion/Occupancy

## LAND USE PROJECTS CURRENTLY UNDER REVIEW:

1119 South College Avenue (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119

South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

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

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

275 South Main Street, Park N Shop (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017. Revised plans were received by the department on January 16, 2018, and staff comments were sent back to the applicant via a SAC letter on January 30, 2018. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. At its meeting on March 26, 2018, City Council passed a motion to postpone a vote indefinitely on the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for this project.

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

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



were sent to the applicant on November 30, 2017. Revised plans were received by the Planning and Development Department on February 22, 2018 and forwarded to the Subdivision Advisory Committee on February 23, 2018. SAC comments were forwarded to the applicant on March 27, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the minor subdivision for 0 and 1365 Marrows Road. This land use proposal has been scheduled for City Council consideration on Tuesday, May 29, 2018.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review.

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

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

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

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

November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018.

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

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033 and 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the annexation and rezoning of 3 Bridlebrook Lane and 5 Bridlebrook Lane. At their meeting on May 1, 2018, the Planning Commission recommended approval of an amendment to the annexation map and planning area map in Comprehensive Development Plan V to include 3 and 5 Bridlebrook Lane. The annexation, rezoning, and amendment to the annexation/planning area maps has been scheduled for the City Council agenda on May 14, 2018 (first reading) and June 11, 2018 (second reading).

515 Capitol Trail, Charlotte's Way (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018.

1364 Marrows Road and 701 Ogletown Road, Martin Honda (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for SAC review.

304 Research Boulevard (PR#18-04-01): On April 30, 2018, the Planning and Development Department received a special use permit application for a telecommunications facility at 304 Research Boulevard, on the University of Delaware campus. The plan proposes the colocation of antennas on the existing water tank at the site and an equipment compound at the base of the tank, which will be enclosed by a 10' high security fence and landscaping. Plans were distributed to the Subdivision Advisory Committee on May 8, 2017.

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

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

Uniform Division:

- The Traffic Unit and the Special Operations Unit are assisting Downes Elementary with their bike to school week. Bicycle and motorcycle officers will be on hand to interact with the children and help to ensure a safe and enjoyable event.
- The Special Operations Unit conducted alcohol compliance checks at various restaurants and liquor stores throughout the community.

**Auxiliary Services:**

- On May 8, 2018, the Newark Police Department S.W.A.T. initiated a State of Delaware search/seizure warrant in support of an ongoing Criminal Investigations Division investigation.

**Administration Division:**

- On Monday, May 7, 2018, members of the Newark Police Explorers Post learned about NPD's firearms program.
- On Tuesday, May 8, 2018, the Newark Citizen's Police Academy will be learning about patrol procedures and defensive tactics.

**Criminal Investigations Division:**

- On April 28, 2018, 430 pounds of items were collected at the Prescription Drug Take-Back Day event at the Newark Police Department. A total of 5,385 pounds of items were collected in Delaware.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

05-10-2018

**Execution Status:**

Completed

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

Digital Records Project New Documents Created – May 3-9

Name	# of Documents	# of Pages	Types
Samantha	301	1,478	Court Documents
Sandy	338	2,819	Personnel Documents
Fred	222	2,282	Court Documents/PWWR Development Plans
Ana (PT)	194	2,607	Planning Commission Minutes
Mecia (PT)	78	528	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	13	27	Miscellaneous Current Files
Total	1,146	9,741	

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

Name	# of Documents	# of Pages	Types
Samantha	3	145	Development Plan Troubleshooting
Sandy	339	2,822	Personnel Documents
Fred	3	774	Court Documents/PWWR Development Plans
Ana (PT)	0	0	
Mecia (PT)	0	0	
Sarah	13	27	Miscellaneous Current Files
Total	358	3,768	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988		
June	15,578		
July	26,106		
August	22,939		
September	29,779		
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

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

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718		
June	14,906		
July	28,804		
August	18,646		
September	19,716		
October	23,730		
November	27,776		
December	29,452		
Totals	353,240		

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

\*\*Entire database was modified in April 2017.

NEWARK POLICE DEPARTMENT

WEEK 04/29/18-05/05/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO DATE	2018 TO DATE	THIS WEEK 2018	2017 TO DATE	2018 TO DATE	THIS WEEK 2018
<b><u>PART I OFFENSES</u></b>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	1	0	0
Rape	1	4	1	0	1	0
Unlaw. Sexual Contact	6	3	1	0	1	0
Robbery	10	9	0	3	15	2
- Commercial Robberies	5	2	0	1	2	2
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	1	0	0	1	0	0
- Other Robberies	4	6	0	1	11	0
Assault/Aggravated	9	9	2	14	10	1
Burglary	16	18	0	6	3	0
- Commercial Burglaries	5	8	0	1	0	0
- Residential Burglaries	8	9	0	5	3	0
- Other Burglaries	3	1	0	0	0	0
Theft	183	179	8	74	50	3
Theft/Auto	20	16	0	2	4	0
Arson	1	0	0	0	0	0
All Other	35	33	2	17	15	0
<b>TOTAL PART I</b>	<b>282</b>	<b>271</b>	<b>14</b>	<b>117</b>	<b>99</b>	<b>6</b>
<b><u>PART II OFFENSES</u></b>						
Other Assaults	121	92	7	57	77	6
Rec. Stolen Property	1	0	0	2	8	1
Criminal Michief	92	71	7	21	15	2
Weapons	8	4	0	14	14	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	50	106	8	81	122	4
Drugs	56	39	4	62	47	2
Noise/Disorderly Premise	309	306	23	103	132	11
Disorderly Conduct	55	54	5	35	34	4
Trespass	62	74	7	27	18	2
All Other	163	126	4	126	123	5
<b>TOTAL PART II</b>	<b>917</b>	<b>872</b>	<b>65</b>	<b>528</b>	<b>590</b>	<b>38</b>
<b><u>MISCELLANEOUS:</u></b>						
Alarm	142	72	6	0	0	0
Animal Control	140	153	14	2	1	0
Recovered Property	103	93	5	0	0	0
Service	13358	13843	863	0	0	0
Suspicious Per/Veh	217	162	6	0	0	0
<b>TOTAL MISC.</b>	<b>13960</b>	<b>14323</b>	<b>894</b>	<b>2</b>	<b>1</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	839	17,389	1,135	17,961



Newark Police Department  
Weekly Traffic Report  
04/29/18-05/05/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	3120	4233	148	404
DUI	57	66	0	4
<b>TOTAL</b>	<b>3177</b>	<b>4299</b>	<b>148</b>	<b>408</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	96	66	7	2
Property Damage <b>(Reportable)</b>	392	397	35	21
*Hit & Run	86	85	3	3
*Private Property	82	93	2	5
<b>TOTAL</b>	<b>488</b>	<b>463</b>	<b>42</b>	<b>23</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.