

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We had several evening meetings this week. Monday night we held our regular Council meeting. The topic that dominated the discussion was related to the future of the DNP. Based on the direction given by Council, staff will begin preparation of ordinances to complete the following goals:

1. Dissolve the DNP as an official committee of the City, including all subcommittees as of 1/1/19.
2. Create a standalone Design Committee that will have a similar charge to the functions it completed as part of the DNP.

These ordinances will have to pass through the Planning Commission due to the specific chapters within code where they are found. It is our plan to have them on a Planning Commission agenda that will allow Council consideration before the end of 2018.

In addition to the above ordinance changes, at the next DNP board meeting we will give direction to the Strategic Planning Committee to move forward with development of a business plan for the replacement organization. This plan will include bylaws, procurement standards, a more detailed budget, open records standards, and other items that will help give Council and other potential founding sponsors confidence necessary to make a commitment of funding.

Tuesday evening was the second "Newark Futures" workshop, hosted by UD's IPA. The topic for this meeting was planning efforts underway by both UD and the City. Presentations were given by UD's VP of Facilities and Auxiliary Services Peter Krawchyk, UD's Provost Robin Morgan, UD's Economic Development Director Tracy Shickel, and the City's Planning and Development Director Mary Ellen Gray. The next workshop is scheduled for December 5th at Clayton Hall.

Wednesday, we held a Council Workshop with UD's Executive VP Alan Brangman and UD's Strategic Policy Analyst Kimberly Reinagel-Nietubicz. The primary discussion was around the economic impact on the City by UD and UD's students, alumni, and faculty. Discussions expanded onto a variety of topics from there and overall, I feel that it was a great first step toward improving communications between the City and UD. It is my hope that we can continue similar meetings on a somewhat regular basis in the future. I would like to thank Alan and Kimberly for requesting the meeting.

Thursday evening was the regular Delaware League of Local Governments meeting. This meeting was particularly meaningful for Newark as our own City Secretary Renee Bensley, was selected as Municipal Clerk of the Year. I would like to congratulate Renee on this award which I feel was very warranted and reflects her hard work and dedication to the City.

Finance Director Del Grande and I continued to work on the 2019 budget and provided Council with the 10/3 presentation on Wednesday evening.

Following the Newark Futures Workshop where the UD Campus Framework Plan was discussed several times by UD. I spent time on Wednesday reviewing it. There were a few items where

coordination with the City or needs of the City were discussed which I plan to discuss with UD in an upcoming meeting.

This Wednesday we held an employee wellness fair and flu shot clinic for employees and retirees that was very successful. I would like to thank HR Manager Hardin for putting on yet another great event for our employees.

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

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

On Monday, the City Manager's Office hosted the WOW breakfast at the city yard to recognize more than 45 city employees who had been nominated for recognition. Over 30 city employees were in attendance for the recognition. Last Friday's Crockpot Cook Off held during the lunch hour raised over \$1,100 for the upcoming Go Baby Go initiative. On Wednesday, the city hosted the Health and Wellness Fair coordinated by HR Manager Devan Hardin. The fair was well attended with over 80 participants and 15 vendors (see attached photo). In addition, 85 flu shots were administered. During the week, three new full-time employees were onboarded. The new hires filled two vacancies in PW&WR and one in Code Enforcement.

During the week, Assistant to the Managers Mark Brainard worked on several contracts. On Tuesday a pre-bid meeting was held for Contract 18-09 with seven contractors in attendance. Additionally, an Addendum was issued for Contract #18-09 and bidding documents for Contract

18-10 were sent to prospective contractors and posted on the City's website. Mr. Brainard also worked with Electric on a Council recommendation for the October 8th meeting and RFP 18-02 proposals and scoring sheets were sent out to the evaluation committee. The mailroom processed over 5,000 pieces of mail during the week with the upgraded equipment.

Activity or Project:
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Execution Status:
City Manager's Weekly Report
Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/20/18 to 9/26/18. These sessions included arraignments, trials, capias returns, video hearings, code violations and violation of probation hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking violations.

Activity or Project:

Court Sessions

Description:

From 9/20/18 to 9/26/18 Alderman's Court handled 84 arraignments, 67 trials, 7 capias returns, 1 violation of probation, 2 video hearings and 3 code violations. The court also collected a total of 366 parking payments which included 247 online payments and 119 court payments. The court also collected criminal/traffic payments which included 177 online payments and 61 court payments for a total of 238 payments.

Status:

Completed

Expected Completion:	09-26-2018
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Execution Status:	Completed
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Activity or Project:
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on September 24 and 26 for Council. Geena was in the office on September 20 for Court.

Renee attended the Climate Survey working group meeting on September 20.

Renee attended the Delaware Municipal Clerks Association quarterly meeting, an education session on ordinance writing and a DMCA conference committee meeting on September 20.

Danielle and Whitney attended the UD IPA Board of Adjustment training on September 21 in Dover.

Renee and Tara, in partnership with the Delaware Municipal Clerks Association, hosted and attended an Athenian Dialogue education session for Region II city clerks on September 22. 15 clerks from Delaware, Maryland and Virginia were in attendance for the six hour session and each earned three points towards their Certified Municipal Clerk or Master Municipal Clerk designation through the International Institute of Municipal Clerks.

Paul, Renee and Tara staffed the Council meeting on September 24. Follow up was completed by staff on September 25 and 26.

Renee attended the WOW breakfast on September 25 where she was recognized with other staff members for outstanding performance in August.

Renee attended the Newark Futures workshop on September 25.

Paul and Renee staffed the Council workshop on September 26.

Tara and Danielle spent time proofing Code supplements.

A complete FOIA update will be provided next week.

The October 2 Downtown Newark Partnership Design Committee, October 2 Planning Commission, October 3 Council, October 4 Pension Committee, October 4 Council, October 4 Newark Community Sustainability Plan Steering Committee and October 11 Community Development/Revenue Sharing Advisory Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the September 10 Council (Whitney drafted; Renee edited - complete), September 11 Conservation Advisory Commission (Whitney drafted) and September 24 Council (Whitney drafting) minutes. The July 21 Election Board; August 13, August 27 and September 10 Council executive session and September 26 Council minutes are currently in the queue.

Danielle fulfilled 15 discovery requests for upcoming Alderman's Court cases. 268 discovery requests have been filled so far for 2018. The office also received the court calendar for October 5 and the 16 associated case files were prepared for the Deputy City Solicitor. 39 court calendars with 568 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 12 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 21 lien certificates were completed and sent to the requestor. So far, 423 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha spent extensive time preparing for Samantha's upcoming leave.

The Records Division welcomed back the Networks students from the Christina School District for the new school year. Students from their Copyworks program will be helping with document preparation for the Division weekly by removing staples, paper clips and other bindings from City records that need to be scanned. This helps the efficiency of the Division at no additional cost to the City.

Samantha processed 4 boxes of documents to be transferred to State Archives and 4 boxes of documents for destruction. The City also received approval for transfer of 37 boxes of documents to State Archives.

Samantha worked with IT staff to provide training for departments identified as needing additional Munis/TCM training.

Samantha and Ana continued working on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are

opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for September 20-26 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Description:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
A contractor is finishing up the underground pulls at Chemours and is terminating the 34kV risers. The line crews repaired underground cables on Country Club and Edjil Drives. They also built up the risers for the services to the parking lot lots and charging stations at the Train Station. The electricians worked on a substation breaker at the South Chapel Sub after numerous false alarms were coming from the relay in the middle of the night. The electricians also performed maintenance on all the substation batteries, checked all the spill prevention kits, and worked on Main Street outlets. Engineering met with the bridge designers and Delmarva about electrical power line issues when installing a pedestrian/bicycle bridge across White Clay Creek on Paper Mill Road. Engineering also worked on the 12kV recloser design and the 34kV recloser coordination at the Chemours site.	
Activity or Project:	
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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:

Tax bills are due September 30th. All tax bills can now be viewed directly online at <https://newarkde.gov/taxbill>. Online payment option has not yet been released.

The City has been utilizing the services of Paymentus since September 4th to accept utility bills payments via phone. Utilizing Paymentus' platform, credit cards and banking information is secure and PCI compliant. Callers now can bypass PUB directly when they call in to make a payment, and will no longer need to sit in the phone cue. Since we process about 1,100 utility payments each month over the phone, this should decrease (over time) the length customers are on hold to talk to a customer service representative. As of now, there is no charge being passed along to the customer. Between September 4 and September 23, Paymentus processed 755 payments on behalf of the City. Once the City's software is updated in 2019, we will move forward with utilizing Paymentus for online payments via CustomerConnect and the processing of walk-in customers.

Activity or Project:

2019 Budget

Description:

The Financial Workshop presentation will be Wednesday, October 3 with City Council. Staff has provided the presentation, revenue details, equipment listing, and an overall summary that will be posted in the Newark Post. I would like to thank the accounting staff, the department directors and their staffs for all of their hard work over the past several months getting us to this point in the budget process. Everything provided during the budget cycle is available on Budget Central. <https://newarkde.gov/1007/Budget-Central>.

Status:

In-Progress

Expected Completion:

12-03-2018

Execution Status:

On Track

Activity or Project:

Automatic Bill Payment/Leak Notification 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.

Status:	Completed
Expected Completion:	12-31-2017
Execution Status:	Completed

Activity or Project:

Payment and Utility Billing (PUB)

Description:

The group processed 3,987 utility payments and Munis transactions last week. The breakdown of the balance was as follows:

Manual payments (Check/Cash/etc.): 375

Web Payments: 1.629 via Customer Connect

Lockbox: 600

Online Banking payments: 255

PUB import (single owner with multiple accounts): 168

IVR (via Phone – Paymentus): 302

Tyler Cashiering (tax bills and licensing (contractor, business, rental, etc.): 658

In addition, PUB answered 304 calls out of 357 offered, reflecting an abandoned rate of 14.3%.

The average speed to answer the phone was 5:24. The average call time was 4:35.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Conducted parks maintenance meeting to discuss upcoming projects and work orders; met with staff to discuss Community Day wrap up and plans for 2019; met with Planning Department in reference to updating Article XXV Landscape Screening and Treatment Ordinance; attended the Bike Newark Committee meeting; met with Tom Z. about hazardous tree removal and creek blockages and scheduling maintenance of those areas.

Deputy Director: Continued to finetune details for the Drive-In Movie Night with UD Athletic Department; continued to process special event applications and permits; worked on finalizing details and confirming sponsors and vendors for the Mayor's Harvest Festival; attended a post Community Day meeting with staff to discuss changes for next year; worked on updating the Delaware Division of the Arts grant registration through their new system.

Recreation Supervisor of Athletics: Sent out Adult Winter Volleyball league information and started accepting payments, leagues start 11/7; met with new Recreation Specialist and took her to visit the after school care sites, went over Friday club information with her; before/after care parents newsletter was sent out, CPR for after school staff was held on Sunday, 9/23 at the Newark Senior Center; Skateboarding classes began at Handloff Park on Wednesday; Intro to Pickleball session was held at the George Wilson Center on Thursday; visited soccer programs on 9/22 including Little Kickers, Tiny Tots, Elementary and Junior leagues and also our Elementary league participating at Crossan Park in Landenberg, PA.

Recreation Supervisor of Community Events: Working on summer financials and wrapping up items from Community Day; applications for the Halloween Parade were sent to participants from the past several years and the information was updated on the Facebook Event page; PSAs for the fall were updated; Community Garden Committee meeting was scheduled with the committee.

Coordinator of GWC and Volunteers: Continued recruitment of volunteers for upcoming Fall Events; met with the Recreation Specialist to go over the volunteer program and the George Wilson Center procedures; coordinated with the Newark Morning Rotary Club and Downes Elementary School to plan dates for the fall session of CATCH; completed October PSA's; continued planning for the Mayor's Harvest Festival; coordinated with dance instructors for dance classes beginning September 25; a School's Out, Kids Day Off program was held at the George Wilson Center on September 19 with an attendance of 19; the Curtain's Up Theater program began September 21 with a full roster, participants will be working on the Wizard of Oz.

Recreation Specialist: Met with Paula and Recreation Supervisors regarding duties/responsibilities; continued with orientation with Paula; refilled library flyers with Sharon; entered volunteer hours for Chrissy; updated Downes before/aftercare rosters and went to Downes/WP with Tyler; purchased/distributed Friday/Cooking Club supplies; worked on Mayor's Harvest Fest vendor letter.

Parks Superintendent: Met with owner representatives and landscape contractor to review replacement plantings/necessary pruning for release of surety bond at Newark Shopping Center, evaluated existing plantings at Parkway/Elkton Road berm planting to dig up/divide/relocated divisions to other park and traffic island areas, completed audit at Preston's Playground but not

including fall height measurement as surfacing is not in as of writing of this report, continued training at Longwood Gardens School of Horticulture, coordinated relocation of traffic island sponsor sign from Parkway berm to island #9 on Elkton Road with sponsor and followed up on several Purchase orders (status with vendor).

Parks Supervisor conducted park inspections at three park/open space areas and developed work list as needed, assigned field staff daily and assisted as needed, and met with Team Works Representative from Christina School District concerning possible projects within park areas.

Parks/Horticulture staff continued mowing/bed maintenance operations, unloaded/stored away all materials/supplies from Community Day including policing green at university, raked out all horseshoe pits and leveled them, picked up all volleyball nets from Downes School and stored away in loft area at Parks Maintenance Building, prepped both soccer fields for league play, dragged/scarified as many ballfields as possible, did interior bed maintenance at City Hall, did equipment maintenance on both Kubota mowing units, did trash removal throughout park system, and did tree pruning/removal as assigned.

Activity or Project:

Mayor's Harvest Festival

Description:

The Parks and Recreation Department will be hosting its first ever Mayor's Harvest Festival this year at Olan Thomas Park on October 6 from 11 a.m. - 2 p.m. Grab your friends and family for an afternoon full of fall fun with pony rides, inflatables, hay rides, games, crafts, local food vendors, and more! Rain date is scheduled for October 7 from 11 a.m. - 2 p.m.

Status:	In-Progress
Expected Completion:	10-06-2018
Execution Status:	On Track

Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:**Code Enforcement:**

Property Maintenance again reported heavy activity this past week and weekend. Weekend patrol is ongoing, with an emphasis on trash and debris, high grass, and miscellaneous inspections on complaints within units. Construction is underway on Benny Street for the new townhome development. The tenant fit-out for Dominos and Drip Café at 60 North College Avenue is continuing; both of these establishments should be completed in October. The next level of façade replacement at the Washington House for the stone veneer is ongoing. The renovation work for the Food Lion at Fairfield Shopping Center is ongoing; construction for the overall renovation of the shopping center is continuing. Façade renovations at College Square Shopping Center are ongoing. The framing on South Main Street for the next phase of Chimney Ridge is continuing. Plans are under review for the new Millcroft Memory Care Facility building. Staff has continued to meet and discuss projects with University of Delaware staff. These meetings are with UD personnel, as well as with the general contractors at the various projects, to discuss progress and issues.

Construction of the new rail station on the STAR Campus is continuing. The structural steel installation is ongoing for the new six-story lab at the site; the façade installation began last week. The Chemours Building structural steel is being installed, as well as the exterior walls.

Parking:

Parking staff worked with ParkingLogix on Thursday, September 20 finishing the Lot Countdown Signage infrastructure and testing for Lots 3 and 4. The next work session is scheduled for September 27, where the expectation is that the new signage will be operational and displaying open spaces in lots to patrons.

Parking Manager Marvin Howard and Parking Superintendent Court Mulvanity met with Jody Backes of T2 to discuss their new model on-street multi-space equipment. Staff participated in the T2 webinar: Inside Parking at the University of British Columbia. Staff also worked with T2 to complete a Crystal Reports project to update Alderman's Court letter templates on which days the judge is in-house for appeals. The October 2018 Parking Ambassador schedule was completed, and new Parking Attendants Benjamin Huenecke and James Desmond completed training sessions.

Planning/Land Use:

The Planning Commission is scheduled to meet on October 2 at 7:00 p.m. in Council Chamber. Items on the agenda tentatively include:

- Election of Planning Commission Officers
- Review and consideration of a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval plan to demolish the existing structures at 209-225 Haines Street and construct a four-story high-rise apartment with 24 units (12 three-bedroom and 12 two-bedroom) with 22 garage parking spaces on the first floor on the site
- Review and consideration of the Planning Commission 2018 Annual Report and 2019 Work Plan
- Update on LEED Certification Standards work group

The Steering Committee for the Newark Community Sustainability Plan will host a “Drop In” Community Workshop on Tuesday, October 16, 4:00 - 6:00 p.m., at the George Wilson Community Center, 303 New London Road. Members of the public are invited to “drop in” any time between 4:00 p.m. and 6:00 p.m. to review information of sustainable communities, give feedback, and discuss ideas.

Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting and the BikeNewark meeting on September 20.

Planner Tom Fruehstorfer attended the Newark Futures Workshop at the University of Delaware (UD) on September 25 which is part of the UD Community Engagement Initiative.

The following was also completed this week:

- 13 Deed Transfer Affidavits
- 32 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

92 East Main Street, Parcel ID 1802000033 (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans

were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017.

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

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

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

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

Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

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

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018.

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

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The

plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project is scheduled to be reviewed by the Planning Commission at their meeting on October 2, 2018.

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

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

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story

townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments will be sent to the applicant in the near future.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments will be sent to the applicant in the near future.

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

703 Valley Road, Parcel ID 0902000011 (PR#18-07-02): The Planning and Development Department received plans on July 23, 2018 for the property located at 703 Valley Road. The plans propose an annexation and rezoning of the parcel to provide water and sewer services to the existing house on the site. The applicant has withdrawn the request for annexation and rezoning.

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

511 Valley Road, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision.

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

Police Department

Notable Notes:

- On 9/25/18, Chief Tiernan, along with other city staff, attended the Newark Futures workshop held at the Trabant Center.
- After the workshop meeting, Chief Tiernan and Councilman Lawhorn met at the police station to discuss police operations and issues.
- On 9/26/18, Councilman Clifton, Chief Tiernan, and Deputy Chief Feeney met with Cecil County Sheriff Scott Adams and Major Stanko, to discuss possible police firearms qualifications in Cecil County.

Auxiliary Services Division:

- On 9/19/18, Captain Van Campen attended a Brite Solutions demonstration hosted at Cecil County Sheriffs' Office.
- On 9/24/18, Captain Van Campen presented the Department's Funds to Combat Violent Crimes grant to the State Committee. The grant application included equipment, advanced training opportunities and overtime. The application was approved.

Criminal Investigations Division:

- On 9/18/18, officers from the Street Crimes Unit received information on Liberty Wiggins, who was wanted by Newark Police for two sexual offenses involving a minor. Officers conducted surveillance at Mill Creek Village Apartments in Wilmington and arrested Wiggins in the parking lot without incident. Wiggins was later committed to the Howard Young Correctional Institution

in lieu of \$85,000 cash bail.

- On 9/22/18, at approximately 11:30 p.m. officers from the Street Crimes Unit stopped a group of subjects in the 200 block of E. Main Street after observing suspicious activity. During the encounter, officers recovered a wallet that was determined to have been stolen earlier in the day on University of Delaware property. The wallet owner was contacted and did not want to proceed with prosecution. The wallet was turned over to the owner.
- On 9/24/18, Detective Keld assisted Cpl. Saunders, the School Resource Officer, in the investigation of a threat at Newark High School. The suspect in this incident was arrested on the same date.
- On 9/25/18, Melissa Pennachi, Victims Services Coordinator, helped to coordinate the “Day of Remembrance for Murder Victims” at the Route 9 Library and Innovation Center in New Castle. The event is held to support families and friends of victims murdered in Delaware. Lieutenant Nelson, Lieutenant Rieger, and Sergeant Watson attended the event.
- During the week of 9/24/18, Melissa Pennachi, Victim Services Coordinator, participated in practical training for upcoming faculty of the Victim Services Assistance Academy at the University of Delaware’s Clayton Hall. Ms. Pennachi will be one of the faculty members of the Victim Services Assistance Academy in 2019, who will be training new victims’ advocates.

Administration Division:

- The two Newark recruits are in their third week at the Delaware State Police Academy and are doing well.
- Officer MacDowell has entered his third week of Field Training and is doing a great job.

Special Operations:

- The unit worked with Delaware Alcohol and Tobacco Enforcement on an underage witness operation. Five (5) establishments failed the test and served alcohol to the underage undercover witness. Three establishments have exceeded the 10-point violation system and will be reviewed for possible action by City Council.

Traffic Unit:

- Traffic Officers worked with Amtrak Police on providing railroad safety information to the public.
- Officers have been concentrating on enforcement on Apple Road and Dallas Avenue, South College Avenue, Barksdale Road, Old Papermill Road and Cleveland Avenue.
- A resident complained of speeding and stop sign running in the area of Apple Road and Dallas Avenue during the early morning hours. The speed sign was placed in the area of Apple Road. Traffic will perform some selective enforcement in the area. Patrol has been assisting with enforcement in the early morning hours.

Patrol:

- Lt. Rieger, Lt. Nelson and Sgt. Watson attended the Day of Remembrance for homicide victims in New Castle on Tuesday, 9/25/18.
- On 9/21/18, at approximately 0230 hours two separate witnesses called to report a group of males standing around a bike rack in the area of 1 Easton Place, with one of the subjects observed riding off on a bike. Arriving units checked surrounding areas and located the group just off Independence Circle which initiated three simultaneous foot pursuits. Officers were able to apprehend three subjects who were found to be juveniles. Two of the suspects were summoned on scene for receiving stolen property, resisting arrest and night prowling. They were then transported home and turned over to family members. The third suspect continued to provide false

information and, upon obtaining a positive identity, he was eventually charged on a warrant. The juvenile was then turned over to the University of Delaware Police Department who had additional warrants from an unrelated matter earlier in the night. The juvenile was transported to family court by UDPD where he was arraigned on both warrants.

- On 9/24/18, The Newark Police began investigating a written threat found inside the building at Newark High School (750 E. Delaware Avenue). Additional Newark Police Officers from the Patrol Division responded and were present at the school to ensure the safety of students and employees at the school. The suspect was later identified and arrested for the threats.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	09-27-2018
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:

Public Works and Water Resources Department

Notable Notes:

City Street crews will be performing patch work on West Park Place between Orchard Road and Beverly Road on Tuesday, October 2. Crews will begin the work at 4 a.m. and the road will be closed to through traffic. We anticipate the work to be completed by 5 p.m. Please follow the marked detour and use caution when driving in the area.

Acting Director Filasky was a speaker and panelist at the NJ Stormwater Conference held at The Watershed Center in Pennington, NJ. The state of New Jersey does not have enabling legislation in place for municipalities to enact a stormwater utility. A bill allowing the creation is currently in their legislature and expected to be passed by 2019. The NJ municipalities and government agencies are interested in the process Newark went through in order to start our utility in 2018.

Waze Project Mapping - Waze is a mobile navigation app which relies on crowdsourced information. Our Waze Connected Citizens Program (CCP) membership went live last Tuesday, September 18th. We are now able to give and receive data through the CCP and most importantly provide reports directly to the Waze dataset which can be updated on the Waze maps in just a matter of minutes. Log on to Waze <https://www.waze.com/livemap> on your PC or mobile app and slide over to Center Street or Hullihen Drive to check it out. Very preliminary right now, but it does allow us to notify motorists using the app of construction areas along their routes and reroute users around road closures or construction areas in real time. The Waze CCP is still being developed but it has several useful features as it stands. We will continue to monitor other ways it can assist us getting our project information out to the public.

Activity or Project:

Annual Street Program - Center Street

Description:

The contractor for our Annual Street Program continues to make progress ahead of schedule on Center Street. The concrete work (curb, sidewalk, curb ramps) on the east side of Center Street from New Street to Linden Street has been completed. Concrete work will continue down the east side of the street next week.

Status:	In-Progress
Expected Completion:	10-31-2018
Execution Status:	On Track

Activity or Project:

CMP Storm Sewer Lining

Description:

PW&WR staff held a pre-construction meeting with IPR Northeast, our contractor, for the corrugated metal pipe (CMP) lining. This project will rehabilitate the failing pipes in our storm system as outlined in our Capital Improvement Plan. The crews expect to begin the preliminary CCTV work within two (2) weeks and start the lining process in early November.

Status:	Not Started
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	



Digital Records Project New Documents Created – September 20-26

Name	# of Documents	# of Pages	Types
Samantha	9	26	Destruction and Transfer Notices
Sandy	388	2,087	AP Batch Scans/Daily Cash Reports/Timesheets/Payroll Reports/Admin Correspondence
Fred	7	933	PWWR Development Plans
Debbie	721	2,126	Court Documents/Timesheets
Ana (PT)	77	404	Miscellaneous
Anita (PT)	27	90	Miscellaneous Current Files
Total	1,229	5,666	

Digital Records Project Documents Modified* – September 20-26

Name	# of Documents	# of Pages	Types
Samantha	10	27	Miscellaneous
Sandy	388	2,087	AP Batch Scans/Daily Cash Reports/Timesheets/Payroll Reports/Admin Correspondence
Fred	31	3,966	PWWR Development Plans
Debbie	721	2,126	Court Documents/Timesheets
Ana (PT)	273	958	Legal Opinions/Ordinances/Administrative Easements/Drainage Agreements
Anita (PT)	28	93	Miscellaneous Current Files
Total	1,451	9,257	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779		
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	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716		
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 09/16/18-09/22/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	2	0	0
Rape	4	11	0	0	4	1
Unlaw. Sexual Contact	9	4	0	2	6	1
Robbery	21	16	0	11	24	0
- <i>Commercial Robberies</i>	8	7	0	2	8	0
- <i>Robberies with Known Suspects</i>	0	1	0	0	2	0
- <i>Attempted Robberies</i>	2	0	0	5	1	0
- <i>Other Robberies</i>	11	8	0	4	13	0
Assault/Aggravated	20	16	0	19	24	0
Burglary	31	30	1	12	8	0
- <i>Commercial Burglaries</i>	6	9	0	3	1	0
- <i>Residential Burglaries</i>	18	19	1	9	5	0
- <i>Other Burglaries</i>	7	2	0	0	2	0
Theft	390	397	17	162	149	41
Theft/Auto	36	41	2	4	6	1
Arson	1	0	0	0	0	0
All Other	74	74	1	55	62	0
TOTAL PART I	588	589	21	267	283	44
<u>PART II OFFENSES</u>						
Other Assaults	226	190	5	107	137	4
Rec. Stolen Property	2	0	0	16	16	3
Criminal Michief	154	121	5	42	103	1
Weapons	14	8	0	28	27	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	118	168	6	212	267	13
Drugs	111	101	1	136	150	1
Noise/Disorderly Premise	582	565	26	218	235	26
Disorderly Conduct	118	107	5	111	82	10
Trespass	149	157	5	94	50	0
All Other	316	300	8	294	245	13
TOTAL PART II	1790	1717	61	1258	1312	71
<u>MISCELLANEOUS:</u>						
Alarm	225	136	1	0	0	0
Animal Control	364	367	14	3	2	0
Recovered Property	241	214	8	0	0	0
Service	27610	29428	680	0	0	0
Suspicious Per/Veh	425	355	10	0	0	0
TOTAL MISC.	28865	30500	713	3	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	860	35,219	919	37,910



Newark Police Department
Weekly Traffic Report
09/16/18-09/22/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	6132	8183	139	174
DUI	113	145	0	3
TOTAL	6245	8328	139	177

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	192	157	8	4
Property Damage (Reportable)	793	817	30	13
*Hit & Run	173	180	8	2
*Private Property	177	219	4	2
TOTAL	986	974	38	17

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.