

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Offices were closed on Monday in observance of Presidents' Day. We were also closed due to weather on Wednesday.

I am sad to announce that Assistant to the City Manager Mark Brainard has submitted his resignation effective March 8th. Mark will be taking a position in Dover working with the General Assembly. I would like to thank Mark for his dedicated service to the City and wish him the best in his new position.

I facilitated discussions between DelDOT and Aetna HHL to address some signal preemption issues Aetna had been having at the intersection of Cleveland Avenue and Library Avenue. The signal had not been consistently detecting Aetna's response vehicles which was impacting their responses. DelDOT will be adding additional sensors to address the problem.

Electric Director Patel, Deputy Electric Director Sneeringer, Finance Director Del Grande and I met with representatives from Merit SI, a solar consultant working with UD on a potential solar installation at STAR Campus.

On Tuesday I met with District 1 candidate James Horning. I have now met with candidates Horning and Kasai. Later on Tuesday I attended the February DEMEC board meeting and also the Newark Police Department's promotion and awards ceremony.

I held a phone meeting with Councilman Lawhorn and in-person meetings with Councilmen Clifton and Hamilton.

I began preliminary work on the water rate study to develop the framework for implementation of a fixed charge.

On Friday morning we hosted a field meeting with representatives from UD and DelDOT where we walked the South College Avenue corridor to review existing barriers to multi-modal connections between STAR and downtown. We are also going to review potential beautification, traffic calming, and safety improvements.

Later on Friday, staff and I met with Councilman Clifton and a resident of Stafford to review potential safety improvements to Woodlawn Avenue. We have already been reviewing potential lighting improvements and the Electric Department has performed lighting measurements of the existing street lights which we will be using to discuss potential lighting improvements.

Parks and Recreation Director Spadafino and I have been working on lead paint sampling at parks facilities, specifically playground equipment. At this time, we are not aware of any lead paint on playground equipment but are doing this check to provide a definitive answer and allow us to take action to remove equipment if lead paint is found.

Acting PW&WR Director Filasky and I met to discuss the potential scope expansion to the

Downes Elementary Safe Routes to School project. We now have preliminary design concepts and budgets which we will be bringing this to Council for consideration in the coming weeks.

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

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:

Administration - Deputy City Manager

Notable Notes:

On February 14th HR Manager Devan Hardin attended the City Managers Association of Delaware meeting. On February 19th, Ms. Hardin attended the DFIT Safety Committee meeting in Dover with employees Ryan Straub and Jon Parker. Also, during the week, she prepared job ads for Communication Officer I and Communication Officer II (internal) vacancies.

On February 14th, two officers, Paige Klein and Jean Almonte graduated from the Delaware State Police Academy. On February 15th, the HR team announced and posted a new police officer hiring process. The posting will remain active until March 29th. The Finance Assistant and Code Enforcement Manager positions will close on Friday, February 22nd and on the same date, the Communication Officer I job announcement will be posted.

Assistant to the Manager Mark Brainard continues his work assisting with the communications function. During the week he made numerous updates to the City's website and social media accounts and he coordinated InformMe notifications for employees and residents regarding several weather-related city closures and delays. Mr. Brainard also attended three Sustainability Subcommittee meetings, finalized Council recommendation documents for Contracts 19-01 and

19-02, finalized a draft RFP for ESCO services related to the HVAC systems and attended the Kick Off meeting for the 2019 UDon't Need It event.

Activity or Project:
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City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held two court sessions from 2/14/19 to 2/20/19. There was no court on 2/20/19 due to inclement weather. These sessions included arraignments, trials, capias returns, prisoners transported and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 2/14/19 to 2/20/19 Alderman's Court handled 34 arraignments, 74 trials, 8 capias returns, 4 prisoners transported and 1 video hearing. The court collected a total of 317 parking payments of which 228 were paid online and 89 were paid at court. The court also collected criminal/traffic payments which 220 were paid online and 45 were paid at court for a total of 265 payments.

Status:

Completed

Expected Completion:

02-21-2019

Execution Status:

Completed

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on February 8. Geena was in the office on February 7 and 14 for Court.

Renee met with Tara on February 7, 12 and 13, Anita on February 7 and 14, Whitney on February 14 and Danielle on February 7 and 13 for one-on-one staff training to prepare for Renee's upcoming leave. Renee and Tara reviewed City election items and subdivision agreements. Renee and Anita discussed the election process and went over the list of responsibilities to prepare for the election. Renee and Whitney reviewed miscellaneous items related to advertising and direct mail notices. Renee and Danielle covered the absentee ballot process for the upcoming election.

Due to the weather related cancellation of the February 11 Council meeting, follow up was completed for rescheduling agenda items.

Whitney staffed the February 12 Conservation Advisory Commission meeting. The CAC reviewed presentations on the Sustainability Plan Steering Committee and Zoning Code requirements for parking, land use and sustainability, discussed alternate dates for their April meeting and potentially applying for a grant for electric vehicle charging stations.

Renee attended the management staff meeting on February 14 where the February 25 Council agenda was discussed.

Renee met with Councilwoman Wallace on February 14 and Councilman Morehead on February 20.

Staff finalized and posted the February 25 Council agenda and packet on Friday, February 15 due to the Presidents' Day holiday.

Tara began drafting the subdivision agreement for College Square. The Comprehensive Plan amendment, major subdivision with site plan approval and special use permit is scheduled for first

reading on February 25 and second reading and public hearing at the March 25 Council meeting.

Renee and Whitney completed the readvertisements and Anita completed the direct mail notifications for 62 North Chapel Street. This rezoning, major subdivision with site plan approval and special use permit is scheduled for second reading and public hearing at the March 11 Council meeting due to the February 11 Council meeting cancellation.

Whitney completed the agenda and Anita completed the direct mail notices for the February 21 Board of Adjustment meeting on February 7. There is one request on the agenda for 38-40 Corbit Street for variances for minimum lot area, maximum lot coverage and minimum lot width.

Renee worked with Council members on boards and commission items.

Renee worked with attorneys for the Traders Alley subdivision amendment for final signatures and recordation.

Renee drafted the February 25 Council agenda and associated packet items.

Work for the 2019 City elections continues. Renee spent extensive time working with Board members on staffing for polling places for the upcoming election. Nicholas Fader submitted his withdrawal from the mayoral race. Renee worked with the candidates on informational items requested including voter history and hard copy lists. Renee updated the City website on election information including candidate withdrawal, absentee ballots and League of Woman Voters Candidate Forum. All election district polling places have been confirmed and are on the February 25 Council agenda for approval. Information on the 2019 election can be found on the City website here: <https://newarkde.gov/508/2019-City-Election-Information>.

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

- * Corresponded with the requestor, determined there were no relevant documents, completed and closed a January 24 FOIA request regarding stale check information
- * Denied, notified the requestor, completed and closed a January 25 FOIA request from Donald Ransom, Esq. regarding a 2018 vehicle accident
- * Provided relevant documents to requestor, completed and closed a January 28 FOIA request from the Newark Post regarding a withdrawn Board of Adjustment case
- * Received and circulated to staff a February 7 FOIA request from The Pelsa Company regarding 132, 136 and 140 East Main Street
- * Received, corresponded with relevant staff, notified requestor there were no responsive documents, completed and closed a February 8 FOIA request from Shield Political Research LLC regarding police records
- * Received, circulated to staff, received relevant information, provided information to the requestor, completed and closed a February 12 FOIA request from Brian Frederick Funk, P.A. regarding 7 Patrick Henry Court
- * Received, circulated to staff, determined there were no responsive documents, notified the requestor, completed and closed a February 13 FOIA request from Brian Frederick Funk, P.A. regarding 104 Old Oak Road
- * Received, circulated to staff, received relevant information, provided information to the requestor, completed and closed a February 13 FOIA request from Brian Frederick Funk, P.A. regarding 101 Cook Way

- * Received and began work on a February 13 FOIA request from Joe Gregg regarding 2017 and 2018 NPD FOIA logs
- * Received and corresponded with staff on a February 13 FOIA request from Joe Gregg regarding NPD unmanned aerial vehicles
- * Received, circulated to staff, received relevant documents, forwarded documents to the requestor, completed and closed a February 18 FOIA request from Pablo Melara regarding delinquent real estate taxes
- * Received, circulated to staff, determined there were no responsive documents, notified the requestor, completed and closed a February 18 FOIA request from Brian Frederick Funk, P.A. regarding 36 Julie Lane

The February 19 Economic Enhancement Working Group of The Newark Partnership, the revised February 19 Newark Partnership Organizing Committee, the February 21 Downtown Newark Partnership Design Committee, the February 22 Subcommittee for the Newark Community Sustainability Plan, the February 25 Council, and the February 26 Landscape Screening and Treatment Ordinance Review Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the December 10 Council executive session minutes (Renee drafted - complete), January 8 Conservation Advisory Commission (Whitney drafted; Tara edited - complete), January 14 Council executive session (Renee drafting), January 28 Council (Whitney drafted; Renee edited - complete) and February 12 Conservation Advisory Commission (Whitney drafting) minutes. The January 28 executive session minutes are currently in the queue.

Danielle fulfilled 13 discovery requests for upcoming Alderman's Court cases. 87 discovery requests have been filled so far this year. The court calendars for February 21 and March 1 were received and the 41 cases were prepared for the Deputy City Solicitor. Nine court calendars with 162 associated cases have been prepared so far for 2019. No plea by mails were processed this week.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 62 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha received approval for destruction of 19 boxes of files and 32 rolls of plans.

Samantha processed requests for records expungements, a case transcript and a case disposition for the Alderman's Court.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout to the departments.

The students from the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City.

The scanned documents numbers for February 7-20 are below.

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

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
The line crews terminated underground cables at South Well Field. New cables were installed for both 34kV and 12kV feeds. The crews also built up the service and terminated the primary cables for a padmount transformer on Marrows Road for the new Enterprise Car Rental Building. The electricians installed a panel and rewired lights for the tunnel at the old Rodney Dorms. They also replaced parts in a variable frequency drive at the Curtis Water Plant, worked on exit and emergency lights, and fixed lights at the yard. Engineering has procured new VHF frequencies from the FCC and is setting up to get the Electric Department on a separate channel to facilitate switching and construction needs. Engineering had a pre-bid meeting with several contractors about the DelDOT Elkton Road Project that is to start this year.	
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:**

Finance Department

Notable Notes:

Office was closed on Monday, February 18th in observance of President's Day.

On Tuesday, February 19th, Director Del Grande attended DEMEC's monthly Director meeting with Acting City Manager Coleman.

Office was closed on Wednesday, February 20th due to inclement weather.

The Finance Director and the Acting City Manager have been working with DEMEC and the University to amend the current Electric Services Agreement. As the University grows, so does their demand for electric. Amendments to the current agreement are needed to ensure that DEMEC's costs to supply electric to UD are fully covered, as UD electric consumption grows over time. Since Newark owns a portion of DEMEC, it is important to ensure the ESA remains equitable for all parties, and not cause any undue harm to any party.

Activity or Project:

Automatic Bill Payment/Leak Notification System

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:

Finance Department Vacancies

Description:

Finance Assistant – (replacement of pending retirement) position was posted on February 1 and will remain open until February 22. If anyone is interested in applying, please review the Position Classification Plan via this link: https://newarkde.gov/DocumentCenter/View/11688/19-03-Finance-Assist-Ad_Job-Description. We are encouraged in seeing the strong response for this posting and are looking forward to filling this position.

IT Desktop Support Contractual position. This position was filled this week. We are happy to have Paul Spigner on the team! This position has been vacant since last June and Paul will fill a critical need of daily desktop support to our staff.

IT Infrastructure Manager – (former IT Manager) job posting closed on February 1. We have narrowed down the application pool to six. We are planning on conducting interviews the first week of March. This position will lead IT's Infrastructure team and will report directly to the Finance Director.

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

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

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

P/T Finance Assistant - On hold. Position vacated January 2019.

Status:	In-Progress
Expected Completion:	09-30-2019
Execution Status:	On Track

Activity or Project:

Council Initiatives

Description:

Credit Card Fees - in progress. We are awaiting the ability to upgrade our billing system to allow for the flexibility of the vendor adding service fees/convenience fees for credit card usage. Two critical upgrades need to occur, and it is estimated that this feature will not be available until the last quarter of the fiscal year.

Water/Sewer customer service charges - in progress.

Electric Rate Study - in progress. Staff and Council will be attending the "Basic Cost of Service: Concepts and Rate Planning" held by DEMEC on March 12th.

Water/Sewer rate increase as proposed in the 2019 Budget - held over. In progress.

Status:	In-Progress
Expected Completion:	09-30-2019
Execution Status:	On Track

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

We filled our contractual desktop support position, Paul Spigner started with us on 2/19.

Held weekly progress meeting with IT team to discuss 2019 projects.

The Infrastructure Manager position closed on 2/1/19, we have reviewed the resumes and are looking to schedule interviews in March.

From 1/28 - 2/7 the IT team worked diligently to restore our virtual environment after an outage on the evening of 1/28 during a planned maintenance upgrade.

Applications Team:

The applications team closed 79 tickets over the past four weeks.

1. Signed statement of work for Customer Connect 6 upgrade, waiting on an implementation date from the vendor.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Attended multiple Parks and Recreation demos for a replacement to their Max Galaxy system.
4. Held Code Enforcement module training for Planning, Codes and PWWR staff.
5. Continued working on Munis General Billing for PWWR in TEST environment.
6. Created reports for users as requested.
7. Kick off meeting with Honeywell EASM for software upgrade scheduled for 2/22.
8. Configured csv file for UD so that previous balance amounts correspond to summary bill.
9. Requested and received statement of work for flat file bill print to potentially assist with UD monthly file generation.
10. Assisted with unprocessed move in/out orders and generated bills.

Infrastructure Team:

The infrastructure team closed 116 tickets over the past four weeks.

1. Continued working on migrating network documentation into new software.
2. Continued working on using the licensing section of helpdesk system for compliance and

simplified reporting as well as updating the asset section of helpdesk system to track additional items such as monitors and locations.

3. Continued imaging and deploying replacement DELJIS machines.
4. Continued developing a plan to upgrade older windows servers.
5. Actively responded to and resolved Secureworks alerts.
6. Kick off meeting with Dell for deployment of blade and VRTX scheduled for 2/22.
7. Completed design phase of Wollaston Camera Project, configuring equipment. Estimated completion is end of February.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

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

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

Status:	In-Progress
Expected Completion:	11-01-2018
Execution Status:	Behind Schedule

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
Description:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report
Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Paula about part-time staff hiring and advertisement of positions; worked on Delaware Forestry grant with Tom Z.; organized the agenda for the Landscape Screening and

Treatment Ordinance review committee; reviewed bids and prepared memo to Council for tree maintenance and creek clearance to award contract; conducted parks maintenance and snow removal meetings with the parks staff; reviewed landscape plans for two subdivisions; reviewed plans and conducted meeting for the Preston Playground Restroom design in preparation for bid to go out to contractors.

Deputy Director: Completed first draft of summer camp guide; conducted weekly staff meeting with recreation staff; worked with Shannon (the intern) on continuing to finalize the mission and worked on vision statements and goals and objectives; continued demonstrations of registration software companies with recreation staff attending along with representatives from Finance and IT; completed 2018 End of Year Report and Volunteer Report and worked with Shelby to combine; continued to work with UD representatives on the Big Event scheduled for May 4; attended Main Street meeting to discuss the DelDOT renovation project and timeline; met with Sharon and Joe regarding Community Day and reviving the committee that includes representation from UD and the Christina School District on the committee, attended meeting with Sharon, Caitlin Olsen from UD and Taylor Green from Christina School District to discuss their assistance with spreading the word to various organizations and groups to promote participation in Community Day; attended logistics/planning meeting for Community Events for the year; sent up PSA for the Summer Camp Fair; continued to process special event applications and issue permits once approved; continued to process financial assistance applications.

Recreation Supervisor of Athletics: Continues recruiting additional before and after care staff, scheduling and conducting interviews and onboarding new staff, held orientation for three new staff, working with current staff to ensure training requirements and staff files are up to date prior to our annual inspection at Downes in March, working on plans for summer camp offerings, scheduled pool visits for Rittenhouse Camp; attended recreation registration software demonstrations with other office staff; the wintry weather led to many cancellations and rescheduling of programs due to school closings; youth basketball programs are winding down, pictures were held on 2/4, the Jump Shot program concluded on 2/14; ordered t-shirts for adult volleyball league champions, the leagues are scheduled to conclude on 2/20 and 3/7; met with the new principal at Downes Elementary to discuss program offerings we hold there; afterschool gymnastics began on 2/13 at Downes.

Recreation Supervisor of Community Events: Accepting bids and meeting with prospective contractors for signs and banners and sound for 2019 events; assisting in the creation and finalization of the 2020 Delaware Division of the Arts Grant; confirming summer camp programs; updating program information as classes are cancelled due to weather; working on spring and summer programs and events.

Coordinator of GWC and Volunteers: Attended multiple registration software demonstrations throughout the weeks; continued finalizing Summer Camp dates with additional instructors/contractors; sent Camp GWC Information to the Newark Parks and Recreation Intern to begin researching prices and theme ideas for camp; continued searching for Lifeguard and Swim Instructor staff for swim lessons and the 2019 pool season; sent information to the Deputy Director on the CATCH Program; finalized information for Dance classes to begin on February 5; finalized and sent School's Out staff schedules to staff for programs scheduled for Friday, February 15 and Monday, February 18; met with the coordinator at the Newark Free Library with the Recreation Specialist to finalize details for the Newark Community Volunteer Fair scheduled for February 17 from 1 - 4 p.m.; sent final reminders to Volunteer Group Organization Leaders for

the event; continued meeting with potential renters for the George Wilson Center; continued finalizing Summer camp dates with additional instructors/contractors; interviewed a potential Swim Instructor for Spring and Summer swim lessons; finalized information and attended an Essential Oils Workshop offered at the George Wilson Center on February 13; attended a Christina River Clean Up Committee meeting on February 14 in preparation for the Spring Community Clean Up on April 6; hosted the first ever Newark Community Volunteer Fair at the Newark Free Library on February 17 from 1 - 4 p.m. All organizations scheduled to participate attended and were very happy with the turnout of approximately 200 people. The Newark Post article can be found at https://www.newarkpostonline.com/news/volunteer-fair-matches-organizations-with-newarkers-looking-to-help/article_96eb6337-45ff-571f-93ca-cc0f0c99d7ad.html.

Recreation Specialist: Reviewed Aftercare Food Bank Forms; completed Delaware Division of the Arts Grant write up and made final edits, completing the additional documents needed prior to submission; updated applicable sign-in sheets and emergency contact file for Before and After Care; continued camp volunteer interviews – three more this week; held phone meeting with Dunkin' Cruiser regarding their participation at Spring Clean Out; fielded phone calls/requests while staff was in software presentations; completed Jump Shot and Pint Size Basketball certificates and picked up trophies for Tyler; accomplished more cleaning/organizing at the Maintenance Yard of supplies; represented Parks and Recreation at the Downes Elementary Heart Healthy Night; met with Chrissy/Newark Library regarding Volunteer Fair details, sent final email with setup/parking details to vendors, printed and packed event materials. worked the event with Chrissy – AWESOME turnout – approx. 200; set up Soccer Shots at Downes and West Park after school care sites as an additional program offered and researched other activities to offer at each location; attended Event Logistics/Planning meeting.

Parks Superintendent: Inspected three park areas and developed work lists as needed, met with homeowner concerning tree and driveway issues, reviewed revised landscape plan and commented as needed, attended two meetings with Parks Director concerning bathroom facility construction at the Reservoir and future planting installation at the Reservoir/Preston's Playground site, attended CAC meeting to advise and assist them on the Urban Tree Grant application for this fall's reforestation project at Folk Park, coordinated with Public Works on filling holes along entry drive going into Kershaw Park/electric sub-station and met with Code Enforcement concerning ongoing tree issue. Parks Superintendent inspected nine park/open space areas and developed work lists as needed, continued working on 2019 Urban Tree Grant through State Forestry, worked with volunteer doing Community Service hours on various park maintenance activities, met with Delaware Audubon representative concerning doing some upcoming plantings and invasive removal and sat in on webinar on "Salt and Trees" through Utah State University.

Parks Supervisor: Met with volunteer group concerning upcoming projects for the UD Big Event, assigned field staff daily and assisted as needed and assisted in developing an Eagle Scout project list with our Volunteer Coordinator. Parks Supervisor assigned field staff daily and assisted as needed, worked on Munis work order system dealing with upcoming special events and their associated work order numbers, arranged and conducted equipment demonstration for City staff concerning possible future purchase and assisted Parks Superintendent with purchase of activated charcoal to reduce sodium levels on Elkton Road traffic island #8.

Parks/Horticulture: Staff did snow/ice control as needed, did interior bed maintenance at City Hall, continued on cutbacks of plant material, completed tree pruning as assigned, did trash

removal throughout park system, put together clean up kit as recommended by play surface manufacture for Preston's Playground and continued on work orders as assigned.

Parks/horticulture staff continued on work orders as assigned, completed cutting out and treating tree saplings growing in front meadow area at Handloff Park, took soil sample for testing to University soils lab, did interior bed maintenance at City Hall, did tree pruning at several park sites, refurbished wooden picket fence sections for use by recreation section for special events, did trash removal throughout park system, continued on cut backs throughout park system and washed several vehicles to remove salt dust/spray from painted surfaces.

Activity or Project:

Newark Community Garden

Description:

The Newark Community Garden is taking registrations for the 2019 garden season at Fairfield Park. All 56 garden plots have sold out each year, so get your registrations in early!

Status:	Not Started
Expected Completion:	04-01-2019
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

The Certificate of Occupancy was issued for the "Qualitea" restaurant at 245 Newark Shopping Center. The roof work at the Park Place Apartments is complete. Site work has started at the new building proposed at the Millcroft Senior Living facility at 275 Possum Park Road.

Parking:

Parking was 'no charge' in observance of Presidents' Day on February 18; meters had a digital

display message coded and off-street equipment had signage affixed showing the ‘no charge’ status. Parking was also ‘no charge’ on February 11 and February 20 due to inclement weather; gates were raised to allow City plows to clear the lot. The parking maintenance team salted walkways and other problem areas to combat icing. Parking staff worked with ParkingLogix to fix a Lot 1 issue where the right lane was not recording as vehicles were exiting the lot; staff worked diligently to try to keep signage accurate through the week while awaiting a new sensor from the vendor.

Student move-in and the beginning of the UD Spring Semester brought a major increase in requests for residential and municipal parking permits, keeping office staff busy on the customer service side. Customer Service Representative Carol Massa participated in TCM Munis training on February 13; topics included payment processing, data storage, and recordkeeping. Parking Supervisor Court Mulvanity went to the Holiday Planning and Logistics meeting on February 14; topics included holiday events through 2019 and the operation to each event, including which parking lots were open/no charge.

Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, March 5. Items on the agenda include:

- Review and consideration of a major subdivision, special use permit, and parking waiver for 92 and 96 East Main Street, also known as the Green Mansion;
- Review and consideration of a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for 20-22 Benny Street;
- Review and consideration of potential changes to Planning Commission Rules of Procedure; and
- An update on Focus Areas.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for Monday, March 18 in the City Council Chamber.

On February 7, Planner Michael Fortner represented the City of Newark at the Delaware Summit on Civics Education sponsored by the University of Delaware’s Biden School of Public Policy and Administration. On February 12, Michael attended the Conservation Advisory Commission’s meeting to update them on the progress of the Newark Community Sustainability Plan and seek their input. In addition, he also gave a presentation to the Commission on the Parking Subcommittee’s Report and Work Plan to discuss the impact of land use policies regarding parking and their impact on sustainability and city planning.

The following was also completed February 6 through February 20:

- 9 Deed Transfer Affidavits
- 47 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on

November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

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

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

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

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

sent to the applicant on December 29, 2017.

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

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

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018. Revised plans were received by the Planning and Development Department on October 31, 2018 and distributed to the SAC for review on November 1, 2018. Revised plans were received by the Planning and Development Department on January 29, 2019. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0). The project has been placed on City Council agendas for February 25, 2019 (first reading) and March 25, 2019 (second reading and public hearing).

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

for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018. Revised plans were received by the Planning and Development Department on November 8, 2018. SAC comments were sent to the applicant on November 27, 2018. At their meeting on December 4, 2018, the Planning Commission recommended approval of the rezoning (5-2) and major subdivision with site plan approval (4-3). The project has been placed on City Council agendas for January 14, 2019 (first reading) and February 11, 2019 (second reading and public hearing). The February 11, 2019 City Council meeting was cancelled due to inclement weather, therefore second reading and public hearing for this project in in the process of being rescheduled.

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting was held on November 5, 2018. SAC comments were forwarded to the applicant on December 21, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. SAC comments were forwarded to the applicant on January 29, 2019. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), major subdivision with site plan approval (7-0), and special use permit (7-0). The project will be placed on an upcoming City Council agenda. The project has been placed on City Council agendas for February 25, 2019 (first reading) and March 25, 2019

(second reading and public hearing).

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

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

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

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

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and

accessory uses. The special use permit is required for a hotel the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments were forwarded to the applicant on December 27, 2018. Revised plans were received by the Planning and Development Departments on January 23, 2019 and forwarded to the SAC for review. This project is scheduled for review and consideration by the Planning Commission at their March 5, 2019 meeting.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019.

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019. SAC comments were forwarded to the applicant on January 25, 2019. The project is scheduled for review and consideration by the Planning Commission at their March 5, 2019 meeting.

804-810 South College Avenue, Parcel IDs 1804400122, 1804400121 (PR#18-12-01): On December 4, 2018, the Planning and Development Department received plans for a special use permit for the property at 804-810 South College Avenue. The plan proposes utilization of 804/808 South College Avenue as a used car lot, with 810 South College Avenue to be used for overflow parking and storage. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on December 11, 2018. This project has been placed on the February 25, 2019 City Council agenda for public hearing.

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

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story

mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to use the existing building for educational purposes. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019.

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:

- The police department recently celebrated two events. On February 14th, two new Newark Police Officers graduated the Delaware State Police Municipal Academy class. Paige Klein and Jean Almonte joined the ranks of the NPD and began their field training.
- On February 19th, Joseph Conover was promoted to the rank of Police Sergeant and Darryl Saunders was promoted to the rank of Master Corporal during a well-attended ceremony. Numerous awards were given out to department members as well as civilians from the surrounding community. Mayor Sierer, Acting City Manager Coleman, Chief Tiernan and DE

Attorney General Jennings addressed the attendees.

Auxiliary Services Division:

- The Newark Police 911 Center will be accepting applications for Communications Officer beginning on Friday, February 22, 2019 through Friday, March 8, 2019. Additionally, current NPD Communications Officers interested in the Communications Officer II will be interviewed in early March for the vacant position.

Criminal Investigations Division:

- Detectives made two additional arrests stemming from the investigation into multiple residential burglaries in December 2018 and January 2019 along the Pomeroy Trail area of Newark. On 2/8/19 detectives executed a search warrant at the residence of Richard Vazquez (19) and arrested him without incident for Burglary 2nd Degree and related charges. [REDACTED]

- On 2/12/19 Victim Services Coordinator Melissa Pennachi attended a proclamation signing ceremony by Governor Carney declaring February Teen Dating Violence, Awareness and Prevention Month.
- On 2/7/19 Antwine A. Banks, who had an arrest warrant from a robbery at the Wells Fargo Bank on 12/21/18, was extradited from New Jersey and arraigned on the Robbery 1st Degree warrant. Banks was committed to Howard Young Correctional Institution in lieu of \$60,000 cash bond.
- At the request of the Delaware Coalition Against Domestic Violence (DCADV), Victims Services Coordinator Melissa Pennachi wrote a blog on human trafficking that will be featured on the DCADV website this week.

Administration Division:

- The Newark Police Department will be accepting applications for the position of Police Officer through March 29, 2019. Additional information can be found on the City of Newark website.
- Administrative Division staff worked on plans for the Newark Police Awards & Promotion Ceremony which was held at the Newark Senior Center in February 19, 2019.
- New recruits attended firearms instruction at the range and begin field training later in the week.
- Lt. Rubin attended a statewide Impaired Driving Taskforce meeting last week in Dover.

Special Operations Unit:

- On Tuesday, members of the Special Operations Unit and the City Fire Marshal met with the General Manager of Grotto's Pizza to discuss containment of their lines and other issues. Also on Tuesday, SOU officers assisted with road coverage while the patrol division attended mandatory firearms training. On Thursday Sgt. D'Elia and M/Cpl. Fountain attended a meeting with the Newark Bike Project. Throughout the week, the unit will focus on pro-active patrol in the business district and residential areas surrounding the University of Delaware campus to curtail nuisance activity.

Traffic Unit:

- On Tuesday, Traffic Unit officers assisted with road coverage while the patrol division attended mandatory firearms training. The unit continues to conduct follow-up investigation to the recent fatality on Woodlawn Avenue. The unit will focus enforcement activities at several

locations throughout the community including Old Cooches Bridge Road, Elkton Road, Capitol Trail and Ogletown Road.

Patrol Bureau:

- Officers have increased patrol in Jenney's Run at the request of residents.
- Officers dealt with the hazardous driving conditions during the winter storm on February 20th.
- On Monday, February 11, A Platoon officers responded to the Newark Police Department for the report of a physical domestic which occurred at a residence on Madison Drive. During the physical altercation, the female suspect repeatedly stuck the male. The assault then escalated to the female swinging an axe at the male victim. The male was able to avoid the bladed portion of the axe; however he did sustain minor injuries during the course of the assault. The female fled the residence prior to police arrival. As a result of the investigation, warrants were obtained charging the suspect with Assault 3rd, Aggravated Menacing, Offensive Touching, Possession of a Deadly Weapon During the Commission of a Felony, Criminal Mischief, Reckless Endangering 1st and Possession of a Deadly Weapon During the Commission of a Felony.
- On Saturday, February 19, at 0937 hours, C Platoon responded to an apartment in the 900 block of Cedar Tree Lane in Claymont to serve an active arrest warrant for a female for stalking. While the two officers were in the apartment to effect the arrest, the suspect's father arrived at the apartment and began to interfere with the officers' attempts to arrest the wanted suspect. The father became increasingly agitated which led to a physical struggle with officers' attempts to take him into custody. During the struggle, one officer sustained an abrasion to his hand for which he did not need medical treatment. Officers received assistance from the New Castle County Police and both suspects were taken into custody and arrested.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	02-21-2019
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Mother Nature and timing helped with our response to the snow event on Wednesday, February 20. We were able pre-treat all City roads ahead of the storm with brine and we had full crews working on snow removal for the duration of the storm. Primary roads were kept open during the bulk of the storm, which dropped several inches in only a few hours. Rising temperatures and less traffic allowed us to clear all of the roads, including secondary streets, by early evening.

Acting Director Filasky participated in a Newark Community Sustainable Plan Steering Committee meeting as well as a sub-committee review of the Water and Refuse section in order to narrow down goals and challenges associated with meeting the stated goals. The Planning and Development Department is heading up this grant funded project with the help of a consultant, AECOM, and input from community volunteers and several City operating departments.

Parking Lot #1 Expansion - Staff is reviewing the final plan for the surveyor for the expansion of Lot #1. Once all of the comments are addressed, they will be sent to adjacent property owners, Planning Commission, and Council for comment. When the comment period is complete, the plan will be recorded and we can move forward with the demolition and construction of the new parking spaces.

Activity or Project:

UD GIS Coffee Hour

Description:

The UD GIS (Geographic Information Systems) Coffee Hour is a meeting held every other month by the UD GIS Department and it usually includes a couple of presentations from students, faculty, ESRI personnel, City of Newark staff, regarding various GIS topics. Discussions typically involve updates to software we are using, or new software that we could use, or ideas on web maps or web applications that have been used, or even learning opportunities that are available at UD or in the area. GIS staff regularly attend these functions to foster a relationship with the UD's GIS department as well as pick up some useful and educational topics. GIS is a powerful tool that many City departments have embraced and utilized to help accurately track data on assets, create maps, analyze data, and much more.

Status:	In-Progress
Expected Completion:	04-30-2019
Execution Status:	On Track

Activity or Project:

State Revolving Loan Closing

Description:

PW&WR has been working with the Finance Department and the State's Bond Attorney to close several loans that were approved by the Capital Projects Referendum and most recently by Council. The following loans totaling \$5,850,000 are scheduled to close on February 28.

Sanitary Sewer Study and Repair - \$1.3mm
 South Well Field WTP Improvements - \$3mm
 Water SCADA - \$550,000
 Water Main Replacement - \$1mm

Status:	In-Progress
Expected Completion:	02-28-2019
Execution Status:	On Track

Activity or Project:

Main Street Sanitary Sewer Lining

Description:

AM-Liner East is approximately 80% complete with the sanitary sewer lining project on Main Street.

The week of February 25, our contractor, AM-Liner, will be circling back to segments that were previously postponed due to weather or required improvements prior to lining the main. On Monday night, February 25th, AM-Liner will return to continue lining operations on East Main between Center Street and Academy Street. On Tuesday night, February 26th, they will be lining the segment between South College Avenue and 36 East Main Street (Newark Deli and Bagel). A Newark police officer will be posted at the intersection of South College and Main Street on Tuesday night while the traffic signal is set to flash. After Tuesday's work, the remainder of the lining will be on the far end of East Main, east of Chapel Street and the schedule will be set when we move to that area. All of this work is weather dependent and notices will be sent out with any changes.

Status:	In-Progress
Expected Completion:	03-15-2019
Execution Status:	On Track

Digital Records Project New Documents Created – February 7 - 20

Name	# of Documents	# of Pages	Types
Samantha	216	1505	Court Documents
Sandy	413	1797	Administrative Reports/Court Documents/AP Batch Scans
Fred	232	1442	Building Plans/Court Documents
Debbie	444	3137	Court Documents/Daily Cash Receipts
Ana (PT)	347	1996	Court Documents
Anita (PT)	19	36	Miscellaneous Current Files
Total	1671	9913	

Digital Records Project Documents Modified* – February 7- 20

Name	# of Documents	# of Pages	Types
Samantha	384	2782	Minutes/Court Documents
Sandy	801	3822	Administrative Reports/Court Documents/AP Batch Scans
Fred	241	1462	Building Plans/Court Documents
Debbie	453	3291	Court Documents/Daily Cash Receipts
Ana (PT)	536	4021	Agendas/Minutes/Court Documents
Anita (PT)	30	167	Miscellaneous Current Files
Total	2445	15545	

Monthly Year-Over-Year New Document Page Totals

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

Monthly Year-Over-Year Modified Document Page Totals*

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

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

NEWARK POLICE DEPARTMENT

WEEK 02/10/19-02/16/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	1	1	1	1	0	0
Unlaw. Sexual Contact	0	1	0	0	0	0
Robbery	6	3	1	10	4	1
- <i>Commercial Robberies</i>	1	1	0	0	3	0
- <i>Robberies with Known Suspects</i>	1	0	0	2	0	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	4	2	1	8	1	1
Assault/Aggravated	3	4	1	5	5	0
Burglary	10	17	0	2	4	0
- <i>Commercial Burglaries</i>	5	1	0	0	0	0
- <i>Residential Burglaries</i>	5	15	0	2	3	0
- <i>Other Burglaries</i>	0	1	0	0	1	0
Theft	63	71	15	17	50	6
Theft/Auto	7	6	2	1	3	1
Arson	0	0	0	0	0	0
All Other	15	17	4	10	12	3
TOTAL PART I	105	120	24	46	78	11
<u>PART II OFFENSES</u>						
Other Assaults	36	35	4	25	15	5
Rec. Stolen Property	0	0	0	0	3	0
Criminal Michief	40	10	0	7	11	2
Weapons	1	2	0	4	9	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	11	7	2	16	17	4
Drugs	15	29	3	14	35	4
Noise/Disorderly Premise	92	72	27	39	24	8
Disorderly Conduct	21	19	4	13	14	2
Trespass	19	30	3	2	16	0
All Other	59	42	10	45	55	13
TOTAL PART II	294	246	53	165	199	38
<u>MISCELLANEOUS:</u>						
Alarm	23	15	2	0	0	0
Animal Control	39	57	9	1	1	1
Recovered Property	31	21	4	0	0	0
Service	5069	4655	601	0	0	0
Suspicious Per/Veh	49	49	15	0	0	0
TOTAL MISC.	5211	4797	631	1	1	1

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	859	6,384	816	5,977



Newark Police Department
Weekly Traffic Report
02/10/19-02/16/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	1393	1270	154	181
DUI	22	27	5	2
TOTAL	1415	1297	159	183

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	32	28	4	6
Property Damage (Reportable)	142	141	28	36
*Hit & Run	38	33	11	6
*Private Property	39	26	9	10
TOTAL	174	170	32	42

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.