

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We held two public meetings together with DelDOT for the Main Street reconstruction project. Both meetings were well attended. Attached you will find copies of the boards that were provided by DelDOT as part of the open houses. I would suggest reviewing them if you have time, specifically the phasing plans.

I have been advised by the Parking Division that the countdown signage should be operational again by the end of next week. We have been waiting on a replacement sensor to replace the one that was damaged during snow removal operations.

The upcoming Council meeting is a full one and I spent a considerable amount of time reviewing items that will be discussed and finalizing memos and recommendations.

Finance Director Del Grande and I met with George Danneman at his Springhill Suites hotel to view the operation, discuss his plans for a hotel on Main Street and provide feedback on the proposal.

I met with council candidates Brandon Farzad and Sharon Hughes.

I met with Planning, Finance, and PW&WR GIS staff to discuss our ongoing rental permit audit initiative. I anticipate we will have actionable data to begin outreach to potentially unpermitted rentals in the next month or two.

Considerable time was spent responding to Councilmember inquiries.

On Thursday I met with representatives from Delaware City and the UD Water Resources Agency to further discuss and provide feedback on their water system RFP evaluation process.

Friday is Assistant to the City Manager Mark Brainard's last day with the City. We spent time this week planning for the transition and delegating his responsibilities to ensure nothing major is missed while we work to hire a replacement and get them up to speed.

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

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:	
During the week, HR Manager Devan Hardin conducted exit interviews for Assistant to the City Manager Mark Brainard. She also assisted with interviews for Communications Officer II, IT Infrastructure Manager and two potential summer interns interested in the areas of digital/media arts and public policy. Job ads for Sweeper Operator and Part-Time Sidewalk Sweeper have been created and will be posted next week. The employee 12 Week Weight Loss Challenge kicked off on March 7th. Approximately 40 employees have entered the challenge. During the week Assistant to the City Manager Brainard interviewed a potential intern for the communications unit. He also completed administrative tasks associated with the 2019 Wine & Dine event. Also, during the week, preparations were finalized for the transition of Mr. Brainard's responsibilities among various departments to ensure a continuity of operations after his departure.	
Activity or Project:	
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Expected Completion:	
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Activity or Project:	
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Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 2/28/19 to 3/6/19. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 2/28/19 to 3/6/19 Alderman's Court handled 57 arraignments, 62 trials and 11 capias returns. The court collected a total of 306 parking payments of which 246 were paid online and 60 were paid in court. The court also collected criminal/traffic payments of which 127 were paid online and 55 were paid in court for a total 182 payments.

Status:	Completed
Expected Completion:	03-06-2019
Execution Status:	Completed

Activity or Project:
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Expected Completion:	
Execution Status:	

Activity or Project:
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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 March 5 for Planning Commission and March 6. Geena was in the office on February 28 for Court.

Renee attended the management staff meeting on February 28 where the March 11 Council agenda was discussed.

Renee met with Anita on February 28, Tara on February 28, Danielle on March 6 and Whitney on March 6 for training for Renee's upcoming leave. Renee and Anita reviewed election related items. Renee and Tara discussed election related items and subdivision agreements. Renee and Danielle covered additional FOIA training. Renee and Whitney talked about newspaper advertisements.

Renee met with Councilman Lawhorn, Acting City Manager Coleman and Planning and Development Director Gray on March 1 to discuss items related to the March 27 City Council special meeting on student housing.

Staff finalized and posted the agenda and packet for the March 11 Council meeting on March 4. Item 6E (Rental Housing and TID Committee updates) was posted on March 5 and forwarded to Council. Item 3B (February 5 Planning Commission minutes) was forwarded to Council on March 6.

Renee and Tara met with Councilman Morehead on March 5.

Whitney completed and posted the Conservation Advisory Commission agenda for March 12 on March 5.

Tara began receiving comments back from staff on the draft of the subdivision agreement for College Square. Whitney drafted and submitted the required public notices and Anita completed the direct mailing to the surrounding property owners. The Comprehensive Plan amendment, major subdivision with site plan approval and special use permit are scheduled for second reading and public hearing at the March 25 Council meeting.

Tara began drafting the subdivision agreement for 924 Barksdale Road. Whitney drafted and submitted the required public notices and Anita completed the direct mailing to the surrounding property owners. The Comprehensive Plan amendment, rezoning and major subdivision with site plan approval are scheduled for second reading and public hearing at the March 25 Council meeting.

Whitney drafted and submitted the required public notices for the Green Mansion hotel project. The major subdivision with site plan approval and special use permit are scheduled for public hearing at the March 25 Council meeting.

Work for the 2019 City elections continues. The remaining Election Board members submitted their lists of poll workers and Renee and Anita completed the mailing to the poll workers notifying them of the details of the training and paperwork needed to be completed. Renee completed the initial draft of the mailing list for polling place postcards to voters by consolidating approximately 15,000 individual voters to the 7,564 households that have registered voters. This list will be revised after the voter registration deadline to add households with newly registered voters and the postcards sent out at that time. Renee also worked with the Communications team to review and finalize the postcard designs for the six districts. Absentee ballot requests are beginning to come in as well. 14 ballots have been requested with 6 returned so far. The district breakdown as of March 6 is as follows:

- * District 1 - 2 requested, 0 returned
- * District 2 - 4 requested, 4 returned
- * District 3 - 4 requested, 2 returned
- * District 4 - 2 requested, 0 returned
- * District 5 - 2 requested, 0 returned
- * District 6 - 0 requested, 0 returned

Information on the 2019 election can be found on the City website here:
<https://newarkde.gov/508/2019-City-Election-Information>.

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

- * Received payment, provided documents, completed and closed an August 29 FOIA request from Andrew Ruth regarding 1971 police reports.
- * Corresponded with staff, determined there were no relevant documents, notified the requestor, completed and closed a February 12 FOIA request from Joe Gregg regarding unmanned aerial vehicles.
- * Provided relevant documents to the requestor, completed and closed a February 12 FOIA request from Joe Gregg regarding NPD FOIA logs.
- * Corresponded with staff regarding a February 19 FOIA request from Delaware Elevator regarding elevators in the City of Newark.
- * Circulated to staff, staff provided relevant documents, completed and closed a February 21 FOIA request from David Matlusky, Esq. regarding a zoning verification for 49 and 65 South Chapel Street.
- * Circulated to staff, received relevant documents, provided documents to the requestor, completed and closed a February 22 FOIA request from The Newark Partnership via Mayor Sierer regarding business license data.
- * Circulated to staff, determined there were no relevant documents, notified the requestor, completed and closed a February 22 FOIA request from Richie Taffet regarding police records.
- * Received, circulated to staff, determined there were no relevant documents, notified the requestor, completed and closed a February 28 FOIA request from Andrew Dziedzic regarding 501 Hamlet Way and 501 East Retreat Avenue.
- * Received and circulated to staff a March 6 FOIA request from SmartProcure regarding City purchase orders.
- * Received and circulated to staff a March 6 FOIA request from Brian Frederick Funk, P.A. regarding 34 Georgian Circle.

The March 11 Council, March 12 Conservation Advisory Commission and March 13 Newark Partnership Events Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the February 12 Conservation Advisory Commission (Tara edited - complete), February 21 (Danielle drafting) and February 25 Council (Whitney drafting) minutes. The January 28 and February 25 Council executive session minutes are currently in the queue.

Danielle fulfilled 5 discovery requests for upcoming Alderman's Court cases. 102 discovery requests have been filled so far this year. The court calendar for March 14 was received and the 17 cases were prepared for the Deputy City Solicitor. 11 court calendars with 191 associated cases

have been prepared so far for 2019. No plea by mails were processed this week.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 74 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha drafted and sent monthly reports to each department regarding their records processed in February.

Samantha and Sandy met with Finance and Administration staff members to review the Records Strategic Plan and the roles of the departments and the Records Division staff. Meetings have now taken place with all City departments to roll out the Strategic Plan.

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

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

The scanned documents numbers for February 28-March 6 are below.

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

Description:

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Expected Completion:	
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Execution Status:	
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Activity or Project:

Description:

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews have been working on the installation of 12kV reclosers at various locations. The line crews also repaired underground cable at Jenney's Run and took primary current readings and checked fuse sizes for engineering.

The electricians worked at South Chapel Substation installing power and communication conduits ahead of the oil containment concrete pour for the new transformer arriving this month. The electricians also repaired Cooch's Bridge sewer pump, garage and park lights, and the boiler at City Hall.

Engineering walked the Elkton Road Project with DelDOT and designers going over every pole that needs to be moved. Engineering also worked on a DEMEC request for information about DOW/DuPont loads on Bellevue Road. They are trying to ascertain the extent that the DOW sites can help with load curtailment during the peak shaving days in the summer.

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:

Staff will be proposing to Council the 2019 Revenue Stabilization Adjustment (RSA) for the electric utility on 3/11. The RSA, a component of the City's electric rate, must be reset effective March 15, 2019 to reflect the City's reduced cost of providing electric service to our non-

contractual customers. The 2019 RSA has been recalculated to result in a recommended credit of \$0.01206 per kilowatt hour (kWh) and shall be applied to all customers assigned to rate classifications that are subject to the RSA. The proposed credit will result in an additional credit of \$8.24 per month for a 1,000-kWh customer, or an additional \$98.85 reduction annually from the current credit of \$0.00382. The current credit is providing a monthly reduction of \$3.82 per month. On the actual bill itself, the new credit will represent a full \$12.06/month credit for every 1000-kWh used.

The accounting team is busy preparing all the year-end journal entries and schedules for the auditors to complete their independent financial statement audit. The auditors will return Monday, March 25 for the final fieldwork phase of the audit with an anticipated issuance date of no later than June 30, 2019. The June 30th deadline for submitting the City's Comprehensive Annual Financial Report (CAFR) is imposed by the Government Finance Officers Association (GFOA) as part of their Excellence in Financial Reporting award program.

Activity or Project:

Finance Department Vacancies

Description:

Finance Assistant – (replacement of pending retirement) Job announcement closed on February 21. There were fifty-two applicants for the position. We are in the process of reviewing all of the applications and hope to begin scheduling interviews around the last week of March, or first week of April. There will be at least be two rounds of interviews, and we are looking to interview about 15 applicants.

IT Infrastructure Manager – (former IT Manager) Interviews are scheduled for March 8th. This position will lead IT's Infrastructure team and will report directly to the Finance Director. Six candidates will be interviewed in round one.

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

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

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

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

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

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:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Held weekly progress meeting with IT team to discuss 2019 projects.
Infrastructure Manager interviews will be held on 3/8/19.

Applications Team:

Open Tickets from previous week - 73
Tickets Opened in the Last Week - 42
Tickets Closed in the Last Week - 53
Remaining Open Tickets – 62

1. Customer Connect 6 upgrade is tentatively scheduled for 7/1/19 in our TEST environment.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Attended meeting with Honeywell and Wesco representatives to discuss Connexo 11.2 upgrade as well as new product offerings.
4. Continued working on Munis General Billing for PWWR in TEST environment.
5. Created reports for users as requested.

Infrastructure Team:

Open Tickets from previous week - 73

Tickets Opened in the Last Week - 53

Tickets Closed in the Last Week - 69

Remaining Open Tickets - 57

1. Identified equipment needed for VFW Internet connection, configured all equipment, testing connections and speed.
2. Created listing of all applications utilized in the City, broken down by department.
3. Created checklist for PD laptops, ensuring correct licenses and updates are applied.
4. Coordinated with dispatch to schedule monthly check of Command Post.
5. Completed design phase and configured equipment for Wollaston Camera project. Waiting for Electric to install cameras.
6. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

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

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

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

Activity or Project:

Sonicwall Firewall Replacement I1901

Description:

Approved Capital Improvement Project.

Still waiting on revised quote from the vendor to move forward.

Status:	Started
Expected Completion:	04-30-2019
Execution Status:	On Track

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

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

Scope of Work:

- Configure new servers - Completed
- Install new software - Scheduled for 3/13
- Migrate data from previous release to Connexo
- Training
- Site Acceptance
- Promote to production
- Decommission old production, build new test

Status:	Started
Expected Completion:	05-31-2019
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Tom Z. about Newark meadow management plan; met with Delaware State Parks Resource and Grant coordinator about upcoming projects and park development; attended meeting with JMT to discuss 30% buildout and design of Rodney Project; conducted the first meeting for the Landscape Screening and Treatment Ordinance and prepared information for the meeting; participated on the interview panel for New Castle County Park Planner/Manager position.

Deputy Director: Consolidated updates/changes for the camp guide and completed data entry forms for input into the recreation software program; conducted weekly staff meeting with recreation staff; worked with Shannon, the intern, on continuing to develop vision statements and goals and objectives and completed her mid-term review; attended meeting with Joe regarding the Rodney Project with JMT representatives; met with Joe and Sharon regarding the Fireworks bid; continued to process special event applications and issue permits once approved; reviewed and process financial assistance applications; worked with Rich on Snow Plan update; worked with Shelby on completing designs for marketing materials; made updates/suggestions for one theme of the Newark Sustainability Plan based on the subcommittee meeting held.

Recreation Supervisor of Athletics: Held orientation for additional new aftercare staff on 2/27, working with current staff to ensure training requirements and staff files are up to date prior to our annual inspection at Downes in March, completed and sent out March staff schedule; working to get Rittenhouse Camp staff in place; the Wednesday night adult volleyball program ended this week, Thursday league has one more week, payments for the summer adult volleyball league are coming in; working to finalize tennis instructors for upcoming classes; met with the lead custodian and principal at Downes Elementary regarding storage of After Care supplies; proofed Summer Camp guide.

Recreation Supervisor of Community Events: Preparing for the 2019 Summer Camp Fair; working on on-going programs, such as fitness and adult dance, which are starting new sessions.

Coordinator of GWC and Volunteers: Completed renewal for annual kitchen permit; continued finalizing summer camp information including finalizing the Camp GWC field trip schedule; reviewed and made edits to the Summer Camp Guide; continued working on summer programming; sent reminder emails and an event PSA for additional advertisement of the upcoming Spring Clean Out; met with a group from Newark Charter School for an upcoming volunteer project; spoke with Newark High School on an upcoming volunteer project; followed up on the volunteer group from UD that assisted with two projects on February 23 – Fairfield Park Community Garden bed maintenance and landscaping at Olan Thomas Park; coordinated a community service volunteer that finished up needed work at the community garden site; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed Aftercare Food Bank forms and sent them in; entered all the volunteer information from Garden/Olan Thomas UD MLK service event, including cleaning/weeding 31 garden beds, laid wood carpet at the Community Garden and cutting out Junipers at Olan Thomas Park; followed up on camp volunteer inquiries and questions as result of Astra Zeneca Camp Fair; entered 10+ new volunteer applications into the master volunteer spreadsheet, 5 new camp volunteer applications received, 18 applications received to date, 10 interviews completed; updated community event information on City website; edited PSA's, reviewed/marked edits for Summer Camp Guide; completed Soccerroos Certificates, delivered volleyball gift cards to Newark Charter for adult league championships; completed March Before/After School Care schedule; completed swimming certificates; met with Newark Charter kids, Tom, and Chrissy regarding McKees service project scheduled for Sunday, 3/24; sorted Easter Egg prize box to see what we have/need for Easter Egg Hunt; posted Facebook post recruiting summer camp volunteers.

Parks Superintendent: Started on first draft of Meadow Management Plan, updated meadow inventory and acreage, assisted Public Works with an tree issue, along with Code Enforcement looked at a dead tree in Arbor Park, met with arborist contractor to get an estimate on air-spading bed to be renovated at Olan Thomas Park, along with Volunteer Coordinator met with students from a local High School for an upcoming volunteer project in Miller Park/White Clay Valley Stream area, applied for and got approval from ISA for CEU's on upcoming OSHA Safety class put on by DelawareT2/LTAP Center on May 7 and 8 at the Delaware Biotechnology Institute, started PR request for arborist contractor awarded the Tree Pruning/Removal and Creek Clearance Contract #19-01 and removed old/faded/peeling numbers on Community Garden plots as needed and put on new numbers.

Parks Supervisor: Assigned field staff daily and assisted as needed, started park inspections on areas assigned to him, started on department's snow plan, continued on follow up concerning mowing equipment purchase with City Manager's office, coordinated snow/ice control operations for Park Department areas of responsibility and continued working with an Eagle Scout candidate on Eagle Scout project.

Parks/Horticulture: Staff started cleaning/organizing open space in front of Parks Maintenance Facility, completed cutbacks of plant materials throughout park system, did interior bed maintenance at City Hall, picked up downed branches/limbs throughout park system as needed, put plows on assigned plow trucks and did snow/ice control throughout park system, did trash removal in all park/horticulture areas as needed, repaired brick trim on island #1 on South Main

Street, dropped water levels in both pools and continued on work orders as assigned.

Activity or Project:

Newark Parks and Recreation Volunteers

Description:

Newark Parks and Recreation total number of volunteers for 2018 included 1,322 volunteers worked over 9,000 hours of volunteer time in a variety of projects throughout the community. This was an increase from the previous year of over 2,200 hours of volunteer time. When you put a monetary value to the volunteer time for 2018 there was \$222,852 of donated volunteer time to the City based on the current Independent sector's value of volunteer time. Quite an impressive savings to the City!

Various projects included volunteers at the community events, youth sports coaching, installation of Preston's Playground, Redd Park Reforestation, Adopt a Park and litter removal just to name a few by organizations, groups, companies, families and individuals.

If you are interested in volunteering for the City of Newark, please contact the Parks and Recreation Department at 302-366-7000 or visit or web site at www.newarkde.gov/play

Volunteers contribute toward making Newark a better community to live, work and play.

Status:	Started
Expected Completion:	12-31-2019
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:

Fire Marshal Dave Tynan responded to a broken sprinkler head at the Red Roof Inn; two wings of the building were closed until repairs were made. Dave also responded to 1 Easton Court for a sprinkler activation due to fire within a kitchen; multiple rooms sustained water damage, but no one was displaced. Dave assisted Aetna Hose, Hook & Ladder, residents, and property owners of Newark 19 times year-to-date for after-hour events such as fire alarms, fire sprinkler activations, and non-suspicious fires. Dave also attended multiple meetings at University of Delaware for ongoing and upcoming projects, conducted fire safety inspections on an as-need basis at daycares and public assembly buildings, worked with car dealerships on maintaining and not obstructing their fire lanes, continued work on revisions to the Business License application in an effort to streamline and simplify the process, continued to update and work on the Emergency Management Plan, worked with Parks and Recreation to create emergency plans for City events, and worked on preparations for fraternity and sorority inspections and the Saint Patrick's Day bar inspections.

Planning/Land Use:

At their regularly scheduled meeting on March 5, the Planning Commission took the following actions:

- Considered the proposed land-use development for a mixed-use building at 92 and 96 East Main Street, also known as the Green Mansion, to include a hotel, commercial space, office space with associated parking, amenities and accessory uses. The Planning Commission vote resulted in negative recommendations for the major subdivision (3-3) and special use permit (3-3), and a favorable recommendation for the parking waiver (4-2).
- Considered the proposed land-use development for nine garden apartments at 20-22 Benny Street. The Planning Commission vote resulted in favorable recommendations for the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0).

The Steering Committee for the Newark Community Sustainability Plan will meet on Monday, March 18, 4:00 – 6:00 p.m. in the City Council Chamber. The Committee will be reviewing the latest draft of the plan from the consultants AECOM. The Committee expects to have another public workshop in late April or early May, and then review a draft to present to Council in early June.

Planner Mike Fortner submitted Draw #6, covering the period through December 2018, for the Community Development Block Grant (CDBG) to New Castle County for reimbursement. Mike began the process of updating of U.S Census' Boundary and Annexation Survey (BAS) to ensure that the Census has current and accurate municipal boundary information. Mike will be working with the City's GIS division to update the Census' digital map files ("shapefiles") and complete the reporting requirements. Mike is also reaching out to U.S. Census to begin early planning efforts for the 2020 Census count in Newark. Mike also completed and submitted the Municipal Development Trends report for 2018 to the Delaware Office of State Planning Coordination. The report contained information on all new developments and building permits for new structures in Newark.

Planner Tom Fruehstorfer attended an addressing meeting with the Police Department on February 28.

The following was also completed this week:

- 6 Deed Transfer Affidavits

- 32 Building Permit Reviews
- 1 Certificate of Occupancy/Completion

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. SAC comments were forwarded to the applicant on February 21, 2019.

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 has been rescheduled for the March 11, 2019 Council meeting.

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 in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments were forwarded to the applicant on December 27, 2018. Revised plans were received by the Planning and Development Departments on January 23, 2019 and forwarded to the SAC for review. SAC comments were forwarded to the applicant on February 22, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At the March 5, 2019 meeting, the Planning Commission vote resulted in negative recommendations for the major subdivision (3-3) and special use permit (3-3), and a favorable recommendation for the parking waiver (4-2). The project will be placed on an upcoming City Council agenda.

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. SAC comments were forwarded to the applicant on February 20, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At their March 5, 2019 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0). The project will be placed on an upcoming City Council agenda.

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. At their meeting on February 25, 2019, City Council denied the special use permit request for a used car lot with accessory parking.

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. On February 21, 2019, the Board of Adjustment denied the appeal of the applicant for variances on minimum lot area, maximum lot coverage, and minimum lot width, and voted to table the application until the next Board of Adjustment meeting on March 21, 2019 where the applicant and Counsel will provide additional information requested by the Board.

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 operation plans for the Saint Patrick's Day weekend have been finalized and distributed to department members.

Auxiliary Services Division:

- In anticipation of Communication Officer II Michael Conomon's retirement after 30 years of service, internal interviews are being held on March 6th and March 7th to fill a shift team lead position created by his retirement.

Criminal Investigations Division:

- On 2/26/19 Detectives arrested a 39-year-old male and a 37-year-old male both from New Jersey for several copper thefts that occurred at the former Rodney Dorm complex on Hillside Road. Patrol officers located the suspects in a pickup truck with cut copper pipes in the bed of the truck parked near the complex. Additional investigation determined that copper pipes had been removed from the complex on 2/16/19, 2/25/19, and 2/26/19. Both suspects were charged with Burglary 3rd Degree (3 counts), Conspiracy 2nd Degree (2 counts), and Theft Under \$1,500 (3 counts). One of the males was released on his own recognizance and the other posted \$4,000 secured bond and was released.
- On 2/27/19 Street Crimes Officers initiated a prostitution investigation at a local hotel after observing a suspicious escort advertisement on a website. Undercover officers subsequently arrested two females, a 36-year-old female from New Castle and a 27-year-old female from Wilmington, at their hotel room for Prostitution, Conspiracy 3rd Degree, Possession of Heroin, and Possession of Drug Paraphernalia. A third subject, a 32-year-old male from New Castle, who was determined to be involved in the incident, fled from officers in the parking lot. Officers from Street Crimes, Patrol, and Special Operations pursued the male suspect and ultimately located him hiding in a shed in the 700 block of Brooke Drive. The suspect was arrested and charged with Burglary 3rd Degree, Promoting Prostitution, Conspiracy 3rd Degree, Resisting Arrest, and Possession of Cocaine. The two females were issued summonses and released. The male was arraigned and released on his own recognizance.

Administration Division:

- Sgt. Jones is half way through the department's tri-annual firearms qualification.

Special Operations Unit:

- During the week the Traffic Unit continues to work toward finalizing the fatal traffic collision on Woodlawn Avenue. The unit will begin an increased focus on distracted driving

offenses and will conduct speed enforcement at several locations throughout the City including South College Avenue at Welsh Tract Road and Delaware Avenue in the vicinity of Newark High School.

- The Special Operations Unit (SOU) will conduct uniformed proactive patrols in the business district and college rental areas of the city focusing on order maintenance issues. Several members of the unit will attend training sessions throughout the week including Master Instructor, Expandable Baton Instructor, and K9 Narcotics Training. The unit continues work on the proposed Unruly Gathering Ordinance including working with UDPD to draft correspondence to UD students and roll call training for police officers if the ordinance is approved by Council.

Patrol Division:

- On March 6th and 7th, Lt. Scott Rieger, Sgt. Truman Bolden (Traffic Unit) and Cpl. Andrew Vari attended a two-day Operation RAILSAFE training hosted by partner agency Amtrak Police Department. This two-day training is designed to strengthen coordination and integration between Amtrak and first responder/emergency management agencies.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	03-07-2019
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:

Acting Director Filasky attended the monthly Field Operations Safety Talk at the Field Operations Complex. These monthly meetings for all field staff present timely safety advice and gives an opportunity for all staff to provide feedback or ask any questions related to the work they do and

observe on a daily basis.

Staff met with representatives from the State Revolving Loan funds to review project requirements for referendum related items. Increased reporting and documentation are necessary for this funding, which originates at the federal level.

Activity or Project:

Recycling Collection and Destination

Description:

After a recent article from WHYY about the City of Philadelphia landfilling or incinerating a portion of their recyclable materials, several residents have reached out to state legislators and our department. Delaware Solid Waste Authority (DSWA) receives all of our refuse and recycling material, so we reached out to them for information on the destination of our recyclable materials. I have paraphrased the answer below:

The short answer is that DSWA is not landfilling or burning any of the recyclables. While it is true the demand for recyclables is low, it does not mean recycling markets don't exist. The change in policy by the Chinese Government has caused most recycling values to be negative, but DSWA is committed to getting recyclables to markets to make new products. DSWA uses revenue from tipping fees to cover the increase in cost to get recyclables to markets.

DSWA makes sure all the recyclables collected in Delaware go to the Material Recovery Facility (MRF) in New Castle. At the MRF the recyclables are sorted out and each individual commodity is separated and baled. Those baled recyclables get sent out to different markets all around the United States and other parts of the world depending on the market price.

The City of Philadelphia made a choice to not pay the higher fees to move their products to market and instead send their recyclables to the Chester Plant. DSWA has made the choice to pay the higher fees and move their recyclables to market.

Status:	In-Progress
Expected Completion:	03-31-2019
Execution Status:	On Track

Activity or Project:

Sewer Lining on Main Street

Description:

Sewer lining will continue on Main Street the week of March 11. The schedule is below and the map of the affected areas is attached.

Monday, 3/11/19: Night work, Area 3 – East Main Street – Segment GM02141

Wednesday, 3/13/19: Night work, Area 4 – East Main Street – Segment GM00057

Status:	Near Completion
Expected Completion:	03-22-2019
Execution Status:	On Track

Activity or Project:

Main Street Paving

Description:

DelDOT held two informational meetings regarding the Main Street paving project. One meeting was meant for the general public and the other geared toward business owners that may be affected. Both meetings held in Council Chamber were well attended and many of the lingering questions were answered based on the most up to date schedule and phasing.

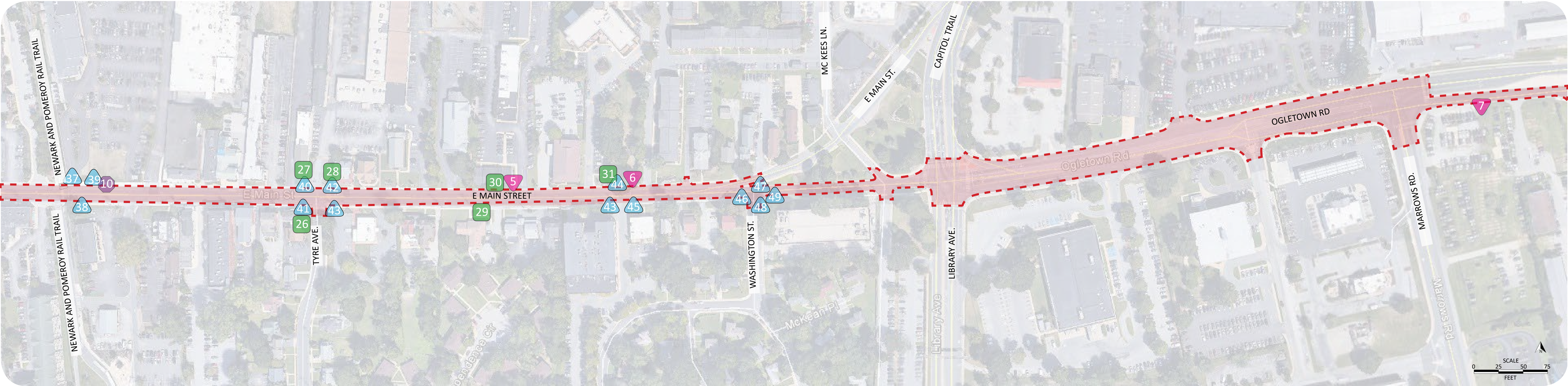
Staff continues to meet with DelDOT, A-Del Construction, inspection staff, and Newark Police on the logistics and phasing of the Main Street rehabilitation project. A meeting with UD and the contractor is scheduled for March 8 to review possible contractor parking solutions that would keep the contractor employees off of Main Street and keep those spots open to the public.

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

Main Street Newark Rehabilitation & Pedestrian Improvements



Project Overview



- ▲ Curb Ramp
- ▼ Bus Stop
- ▭ Asphalt Mill & Overlay
- Bump-Out
- Accessible Parking





Pedestrian Bump-out Rendering

Plan & Perspective at Main Street and Haines

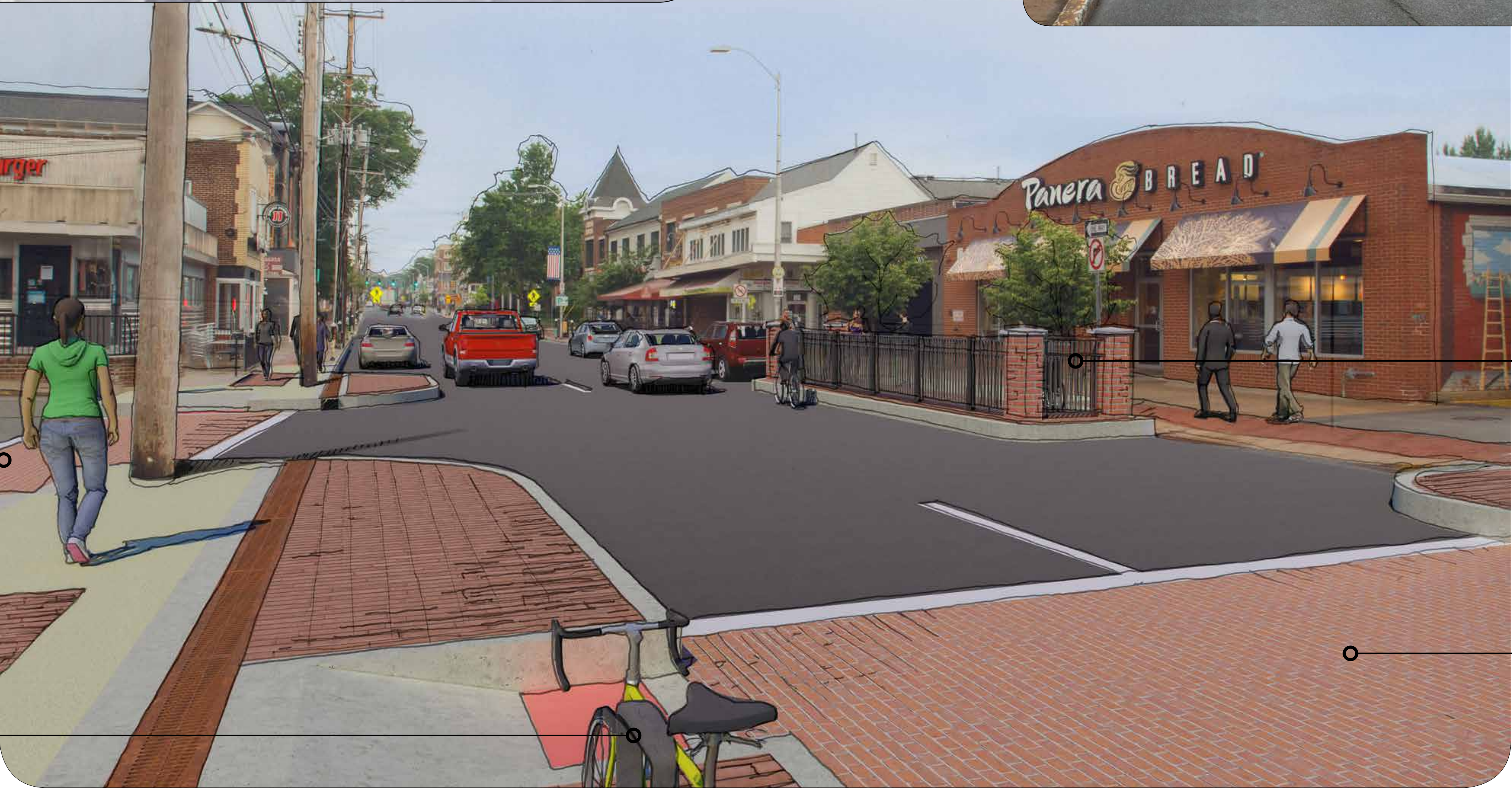


Existing Conditions



Surface Applied
Decorative Crosswalk
Marking

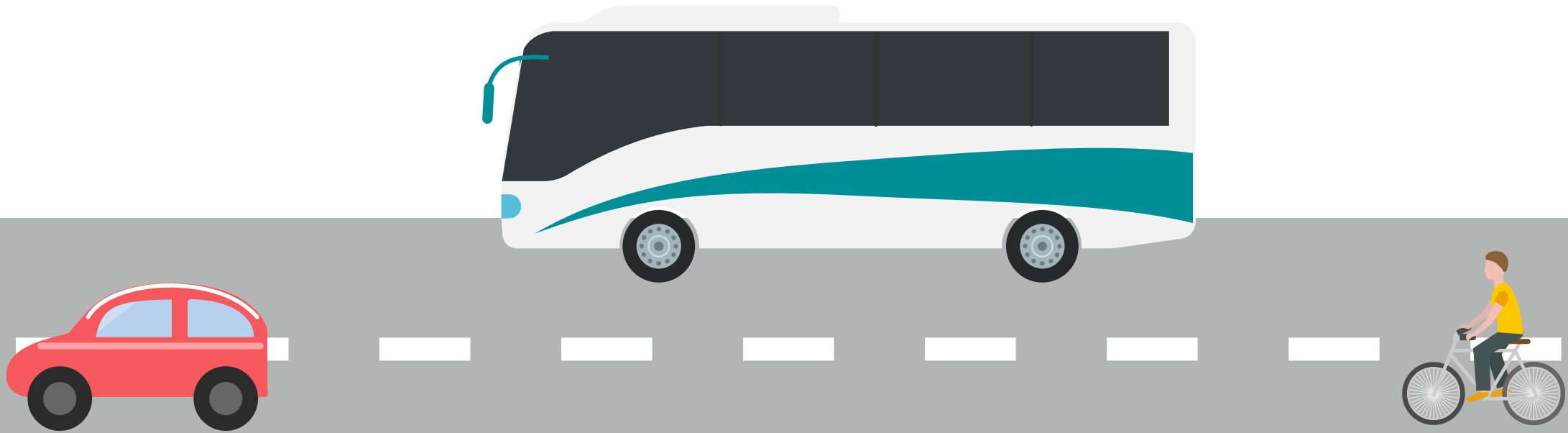
Bicycle
Storage



Parklet

Surface Applied
Decorative Crosswalk
Marking

Perspective



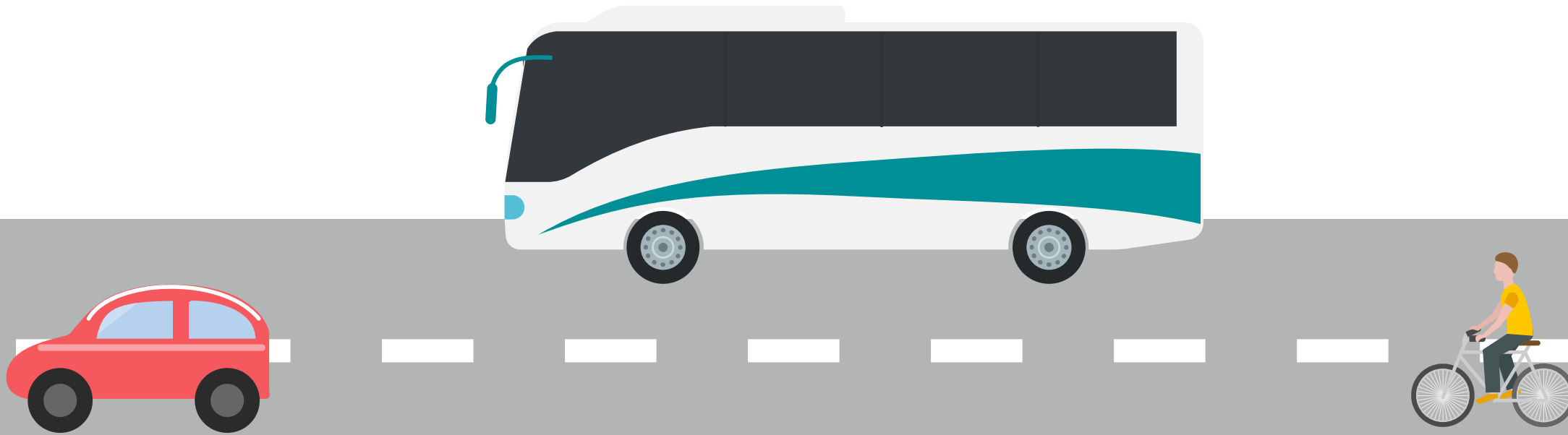
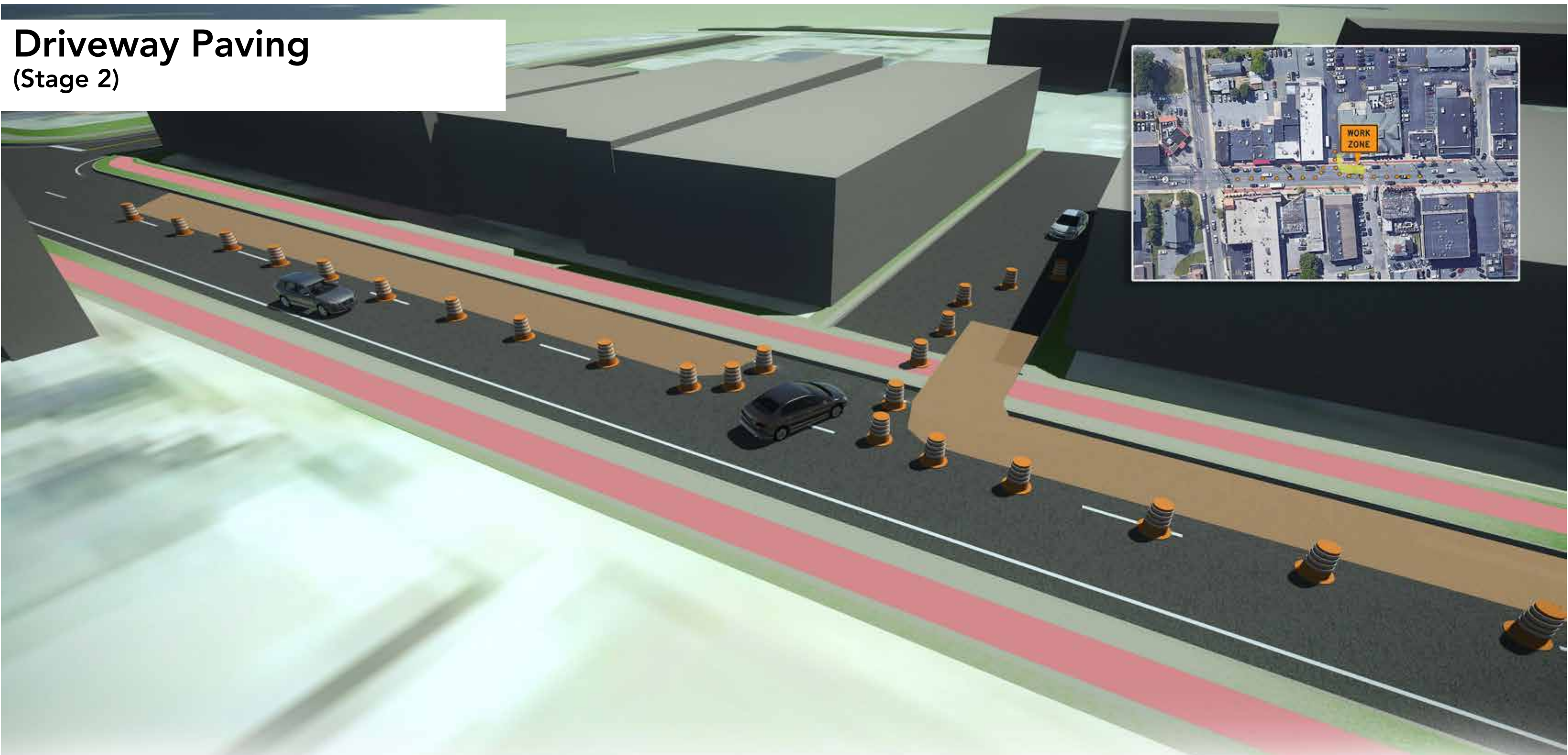
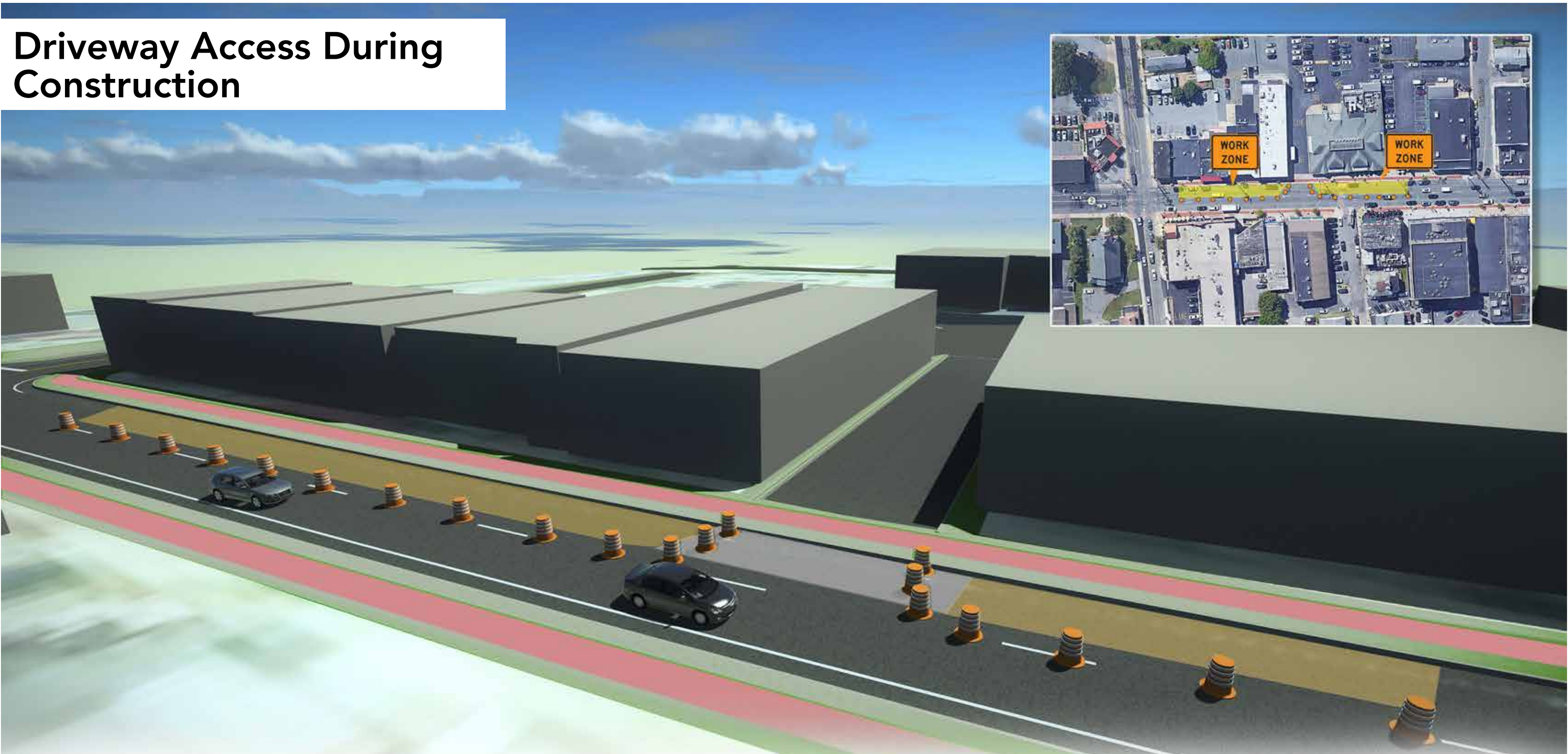
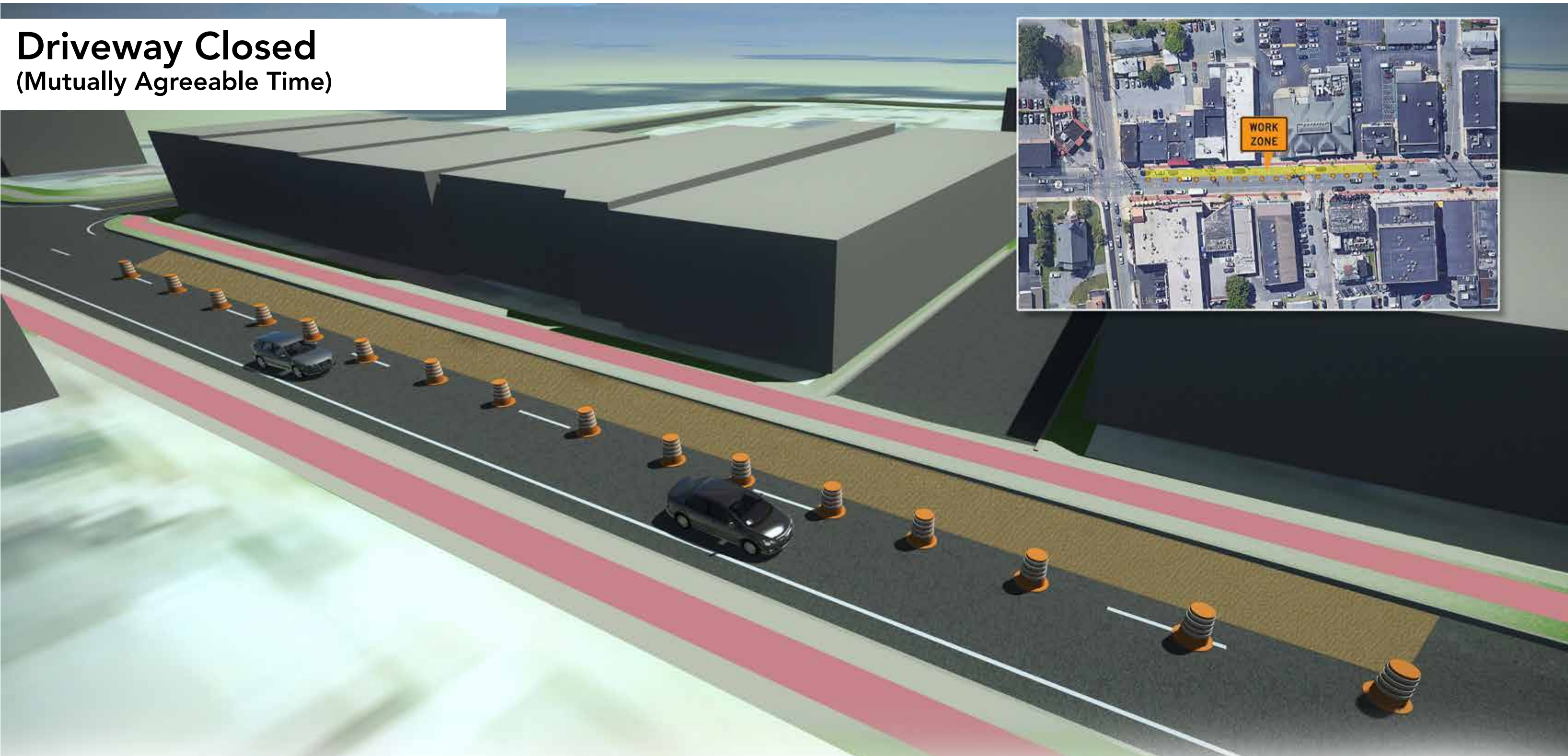


Streetscape: Main Street & Haines





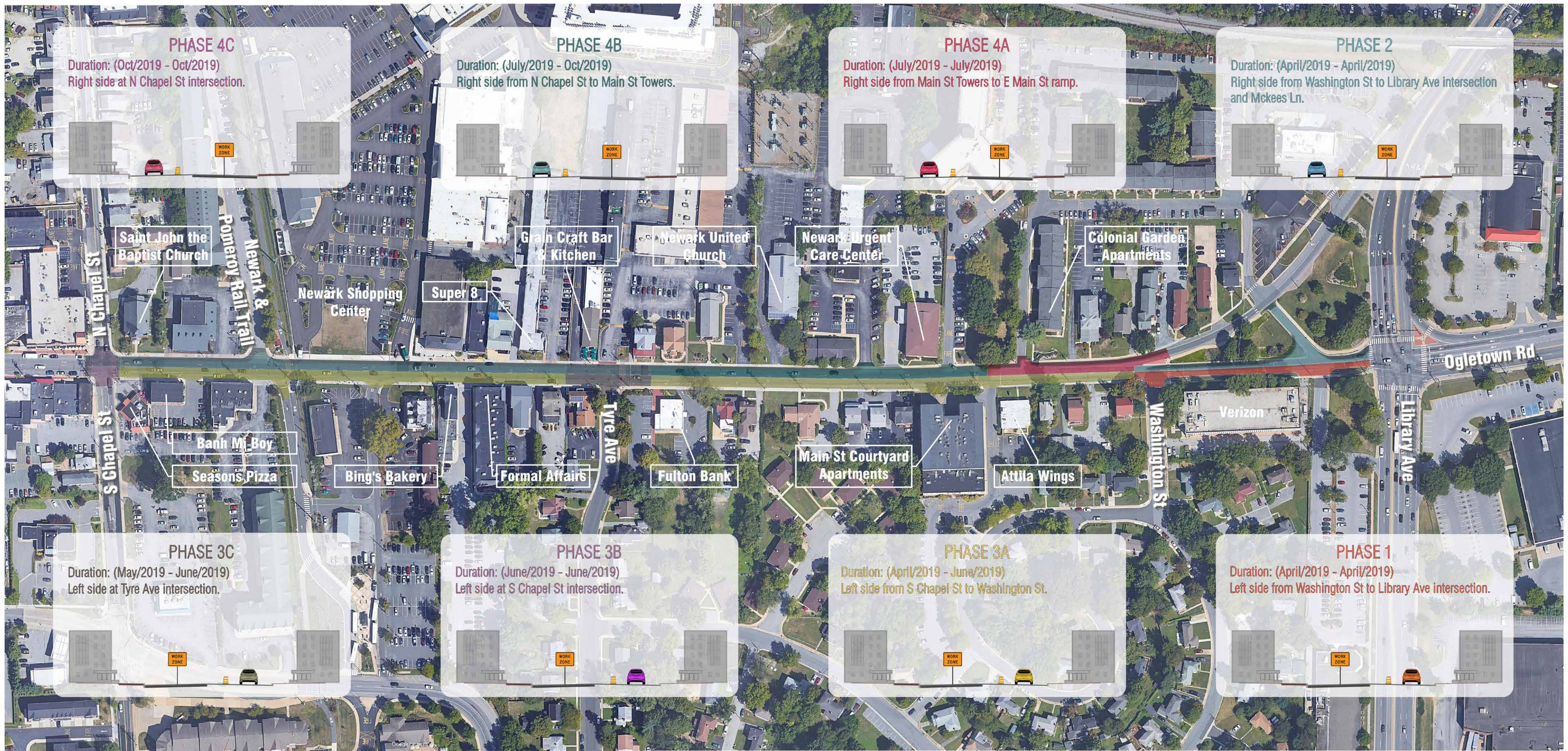
E Main Street Driveway Impacts During Rehabilitation



Main Street Newark Rehabilitation & Pedestrian Improvements



Phasing 1



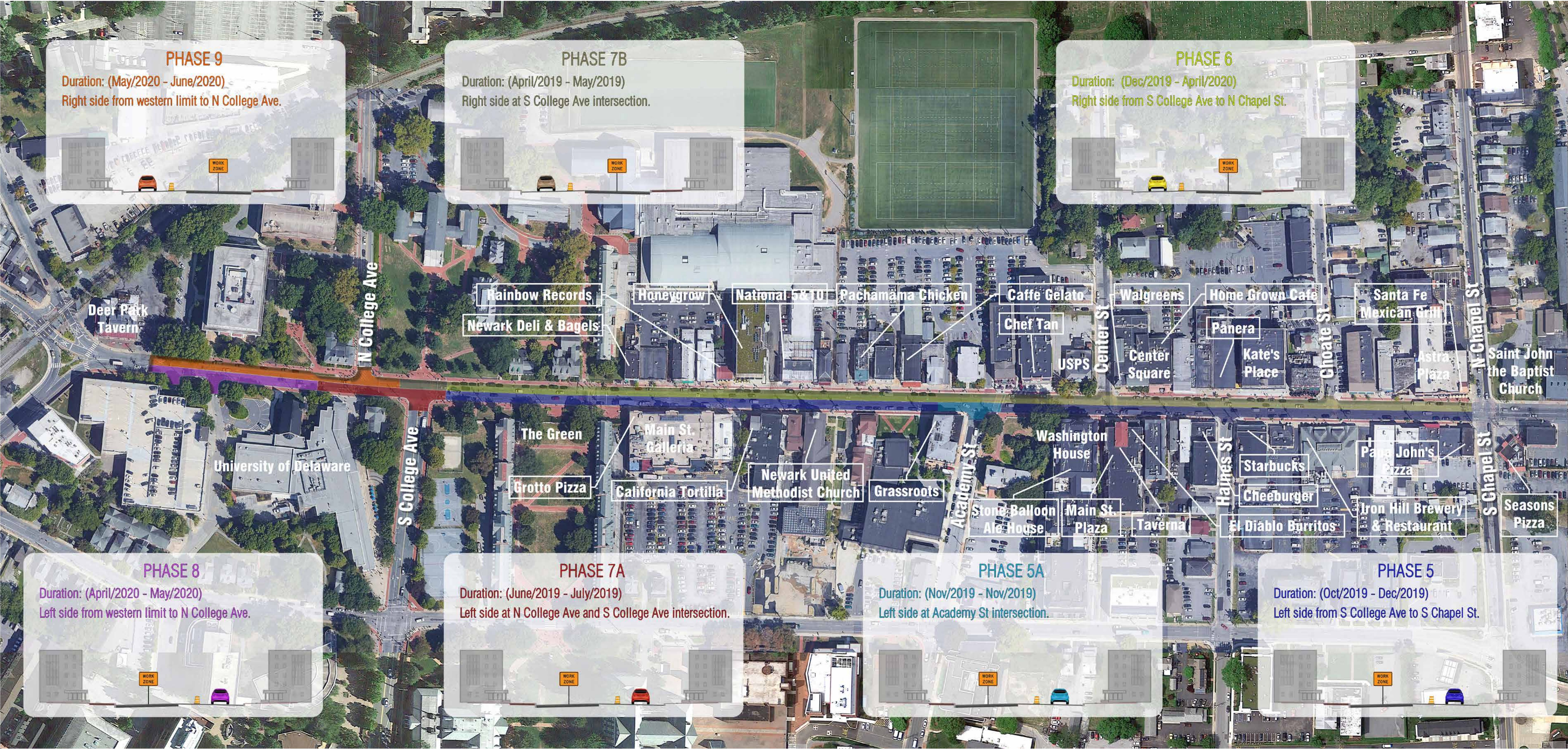
Final Overlay of the Project Limits - June 2020



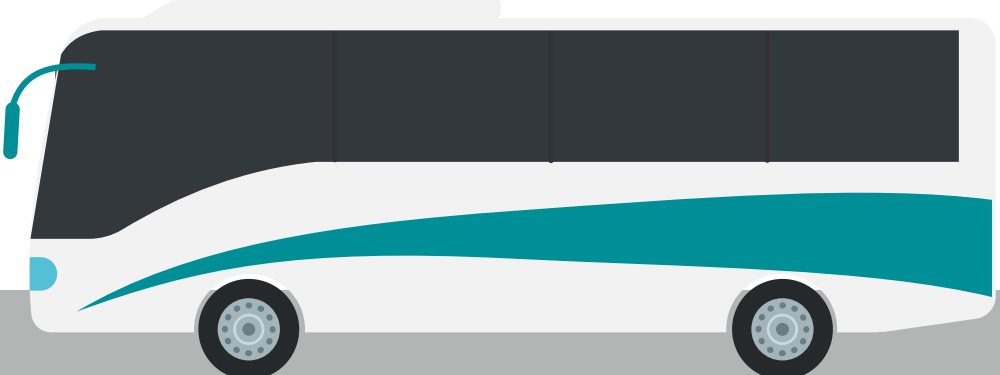
Main Street Newark Rehabilitation & Pedestrian Improvements



Phasing 2



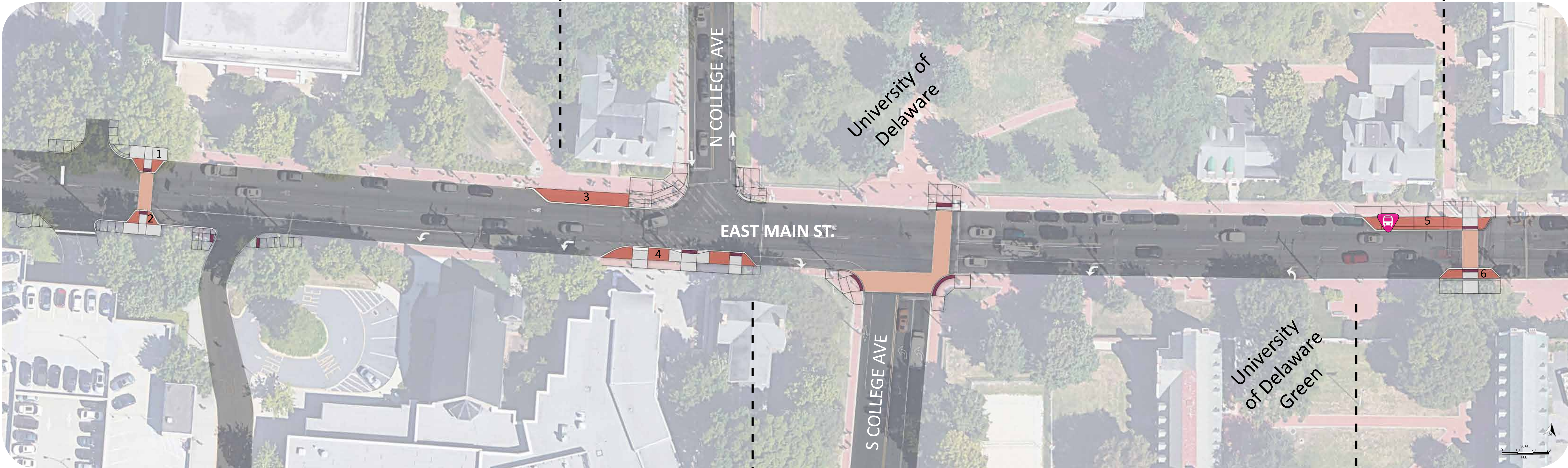
Final Overlay of the Project Limits - June 2020





Pedestrian Bump-out Locations

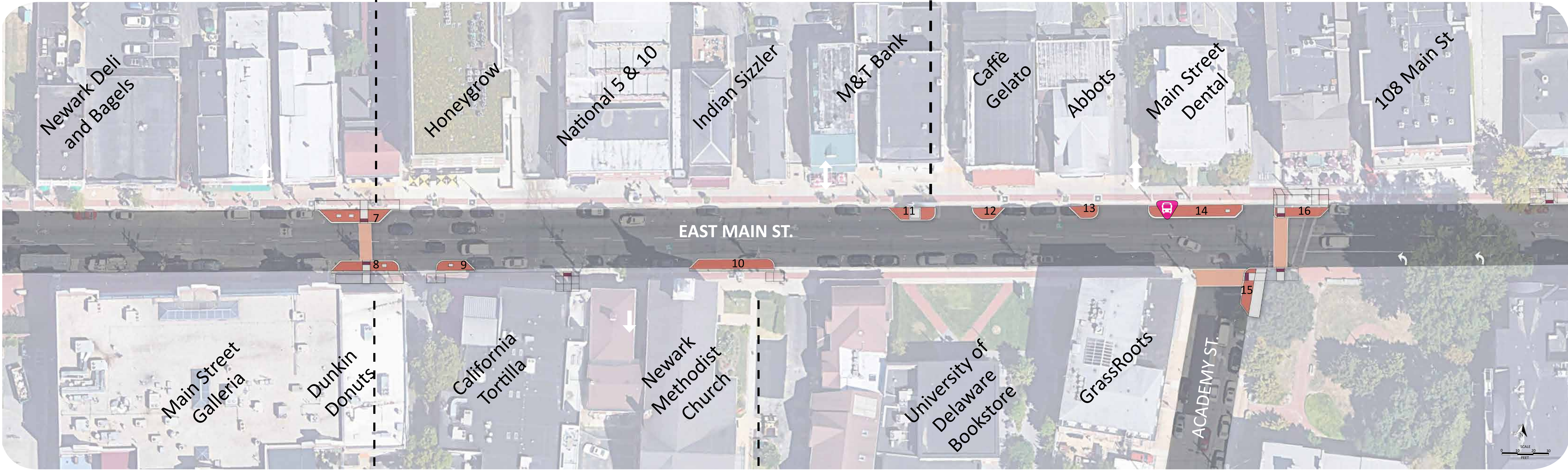
Bump-Out Key Plan (1 of 4)





Pedestrian Bump-out Locations

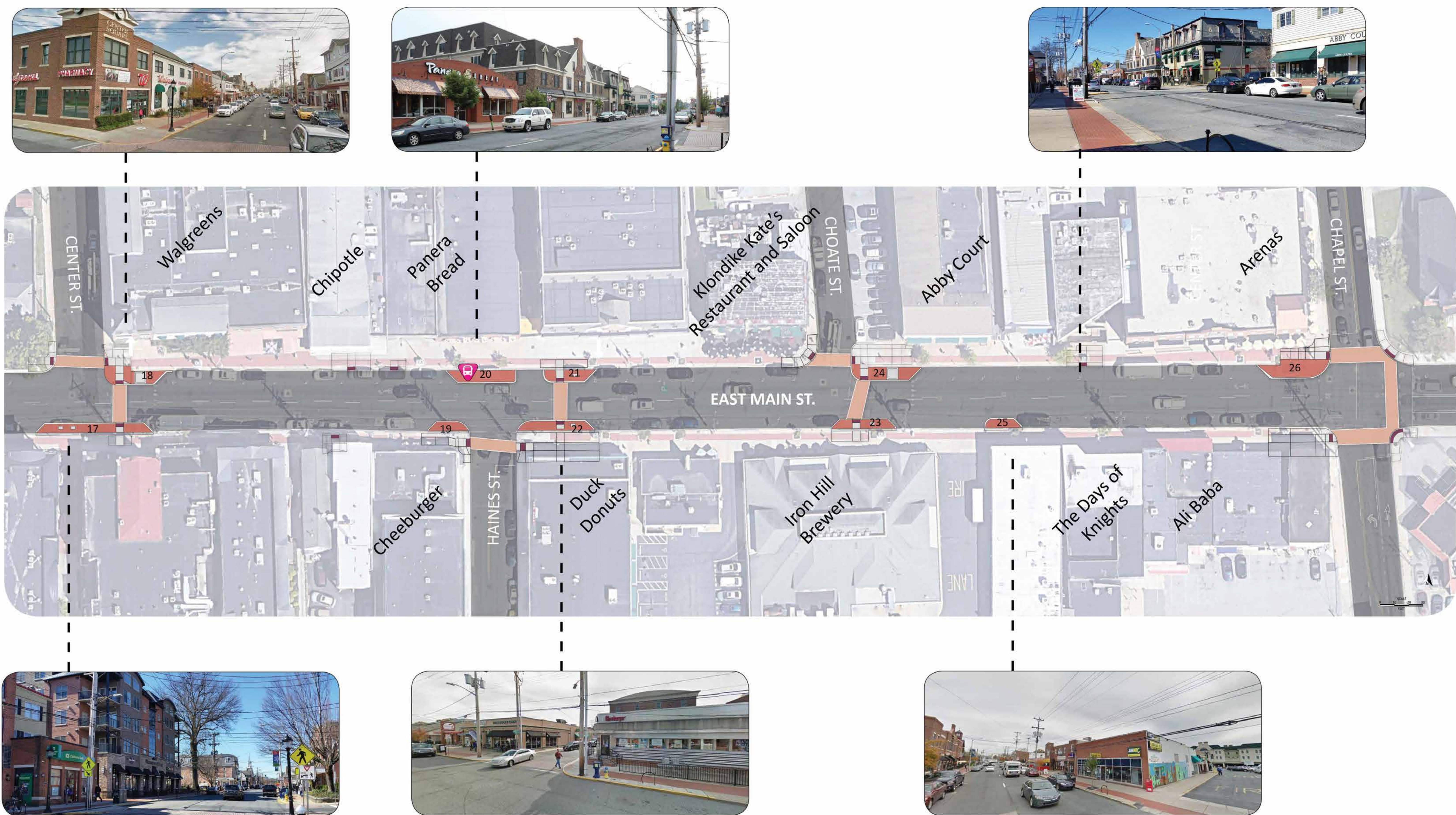
Station #1 Bump-Out Key Plan (2 of 4)





Pedestrian Bump-out Locations

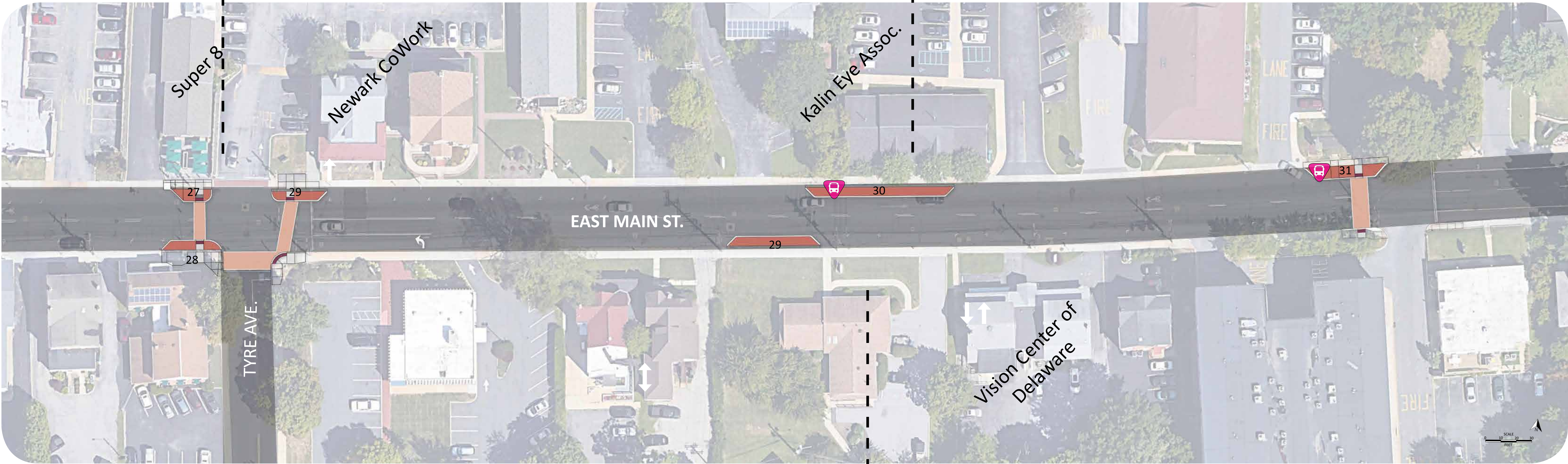
Bump-Out Key Plan (3 of 4)





Pedestrian Bump-out Locations

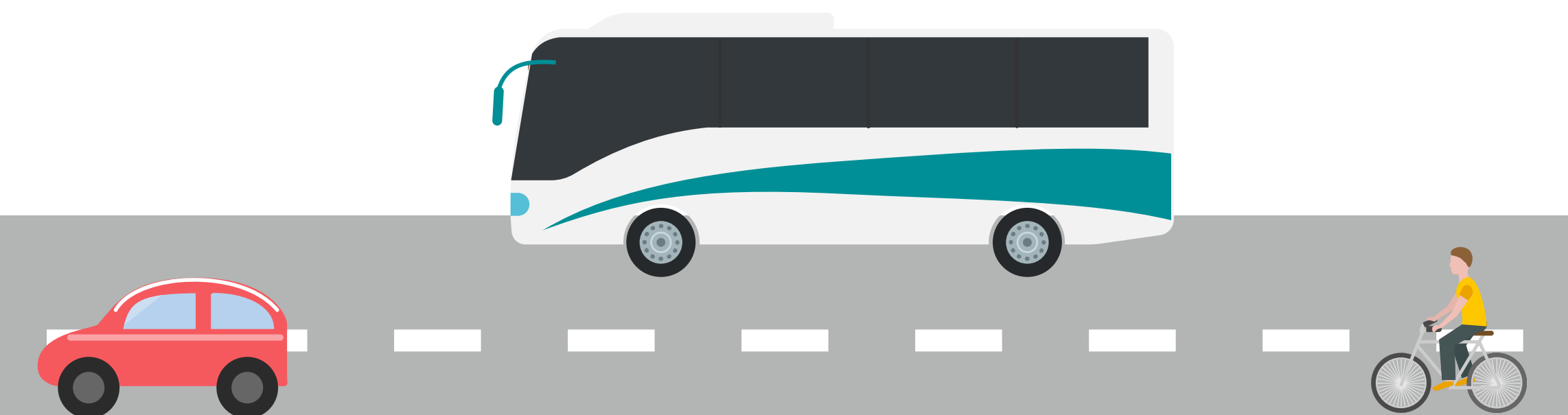
Bump-Out Key Plan (4 of 4)





Stay Informed!

- Listen for radio advertisements
- Look for flyers along Main Street
- Follow DelDOT on Facebook and Twitter @DelawareDOT
- Visit our project website at mainstreetimprovements.com this spring



Digital Records Project New Documents Created – February 28-March 6

Name	# of Documents	# of Pages	Types
Samantha	0	0	
Sandy	420	1,764	AP Batch Scans/Court Documents
Fred	161	961	Building Plans/Court Documents
Debbie	413	2,528	Court Documents
Ana (PT)	152	941	Court Documents
Anita (PT)	26	91	Miscellaneous Current Files
Total	1,172	6,285	

Digital Records Project Documents Modified* – February 28-March 6

Name	# of Documents	# of Pages	Types
Samantha	234	4,039	Minutes/Building Permits
Sandy	270	1,764	AP Batch Scans/Court Documents
Fred	173	1,028	Building Plans/Court Documents
Debbie	264	2,528	Court Documents/Minutes
Ana (PT)	164	2,247	Agendas/Minutes/Court Documents/Board of Adjustment Files
Anita (PT)	73	820	Miscellaneous Current Files
Total	1,178	12,426	

Monthly Year-Over-Year New Document Page Totals

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

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137		
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 02/24/19-03/02/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO DATE	2019 TO DATE	THIS WEEK 2019	2018 TO DATE	2019 TO DATE	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	3	3	1	1	0	0
Unlaw. Sexual Contact	0	1	0	0	0	0
Robbery	6	3	0	13	4	0
- Commercial Robberies	1	1	0	0	3	0
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	4	2	0	11	1	0
Assault/Aggravated	4	5	0	6	5	0
Burglary	10	20	1	2	10	6
- Commercial Burglaries	5	1	0	0	0	0
- Residential Burglaries	5	16	0	2	3	0
- Other Burglaries	0	3	1	0	7	6
Theft	81	88	9	19	59	8
Theft/Auto	8	9	1	1	3	0
Arson	0	0	0	0	0	0
All Other	16	24	5	12	16	4
TOTAL PART I	128	153	17	54	97	18
<u>PART II OFFENSES</u>						
Other Assaults	47	42	2	26	20	3
Rec. Stolen Property	0	0	0	1	3	0
Criminal Michief	49	11	1	11	11	0
Weapons	1	3	0	4	11	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	19	17	7	31	32	10
Drugs	18	38	5	21	63	23
Noise/Disorderly Premise	132	106	20	56	38	12
Disorderly Conduct	27	23	3	14	19	5
Trespass	28	46	9	4	23	3
All Other	69	58	8	50	68	10
TOTAL PART II	390	344	55	218	288	67
<u>MISCELLANEOUS:</u>						
Alarm	32	20	3	0	0	0
Animal Control	55	73	8	1	1	0
Recovered Property	41	29	3	0	0	0
Service	6681	6001	703	0	0	0
Suspicious Per/Veh	72	70	11	0	0	0
TOTAL MISC.	6881	6193	728	1	1	0

	THIS WEEK 2018	2018 TO DATE	THIS WEEK 2019	2019 TO DATE
TOTAL CALLS	988	8,429	933	7,762



Newark Police Department
Weekly Traffic Report
02/24/19-03/02/19

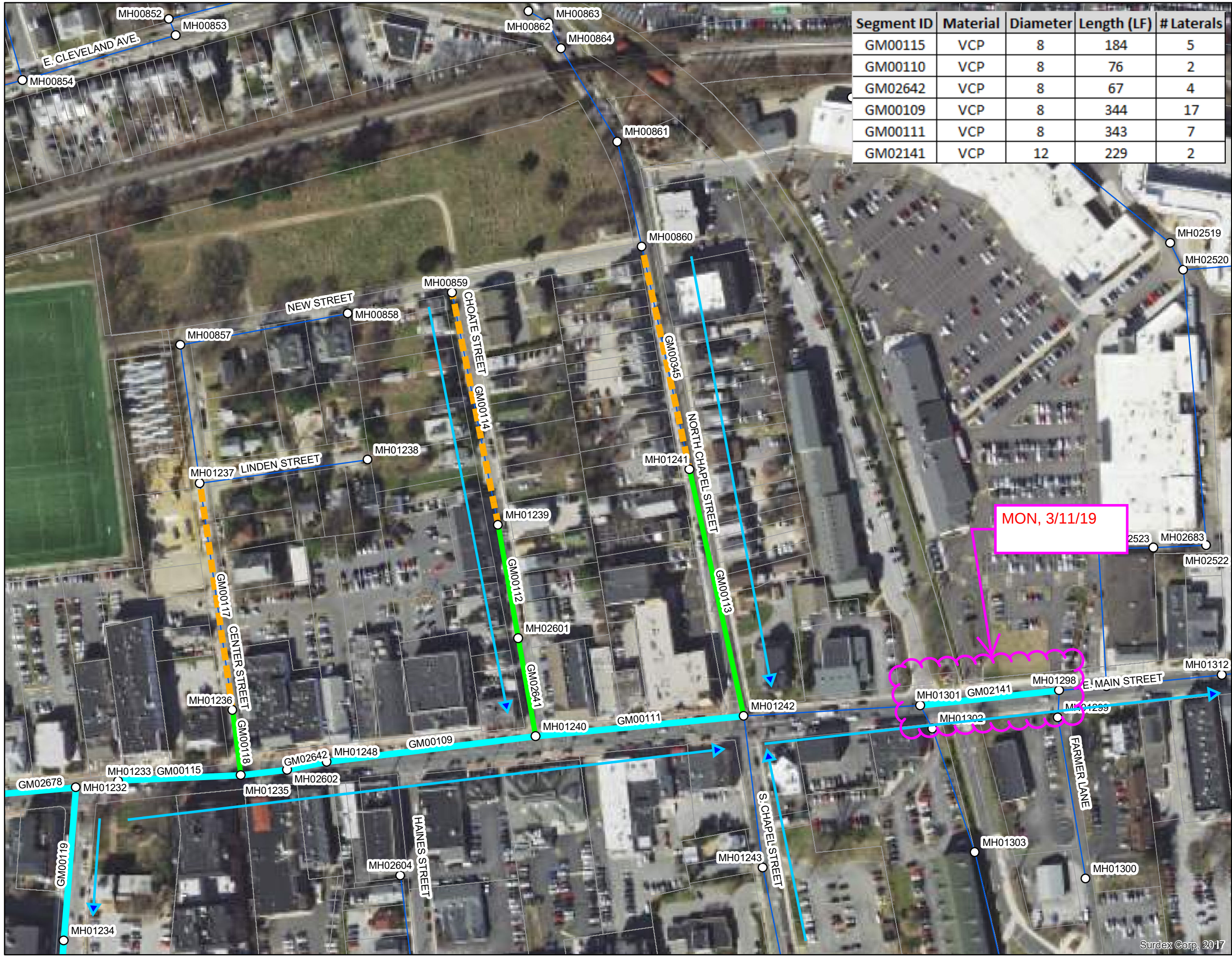


TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	1909	1756	222	289
DUI	27	32	2	3
TOTAL	1936	1788	224	292

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	41	34	4	2
Property Damage (Reportable)	185	194	19	29
*Hit & Run	47	40	2	3
*Private Property	52	41	5	7
TOTAL	226	229	23	31

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.



Segment ID	Material	Diameter	Length (LF)	# Laterals
GM00115	VCP	8	184	5
GM00110	VCP	8	76	2
GM02642	VCP	8	67	4
GM00109	VCP	8	344	17
GM00111	VCP	8	343	7
GM02141	VCP	12	229	2

CITY OF NEWARK

DELAWARE

CIPP
REHABILITATION

AREA 3

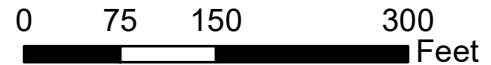
Legend

- Manhole
- Gravity Main
- Contract 1 CIPP**
- TBD
- Completed
- CIPP Optional
- Contract 2 CIPP**
- CIPP
- ⊕ Parcel

→ = Flow Direction

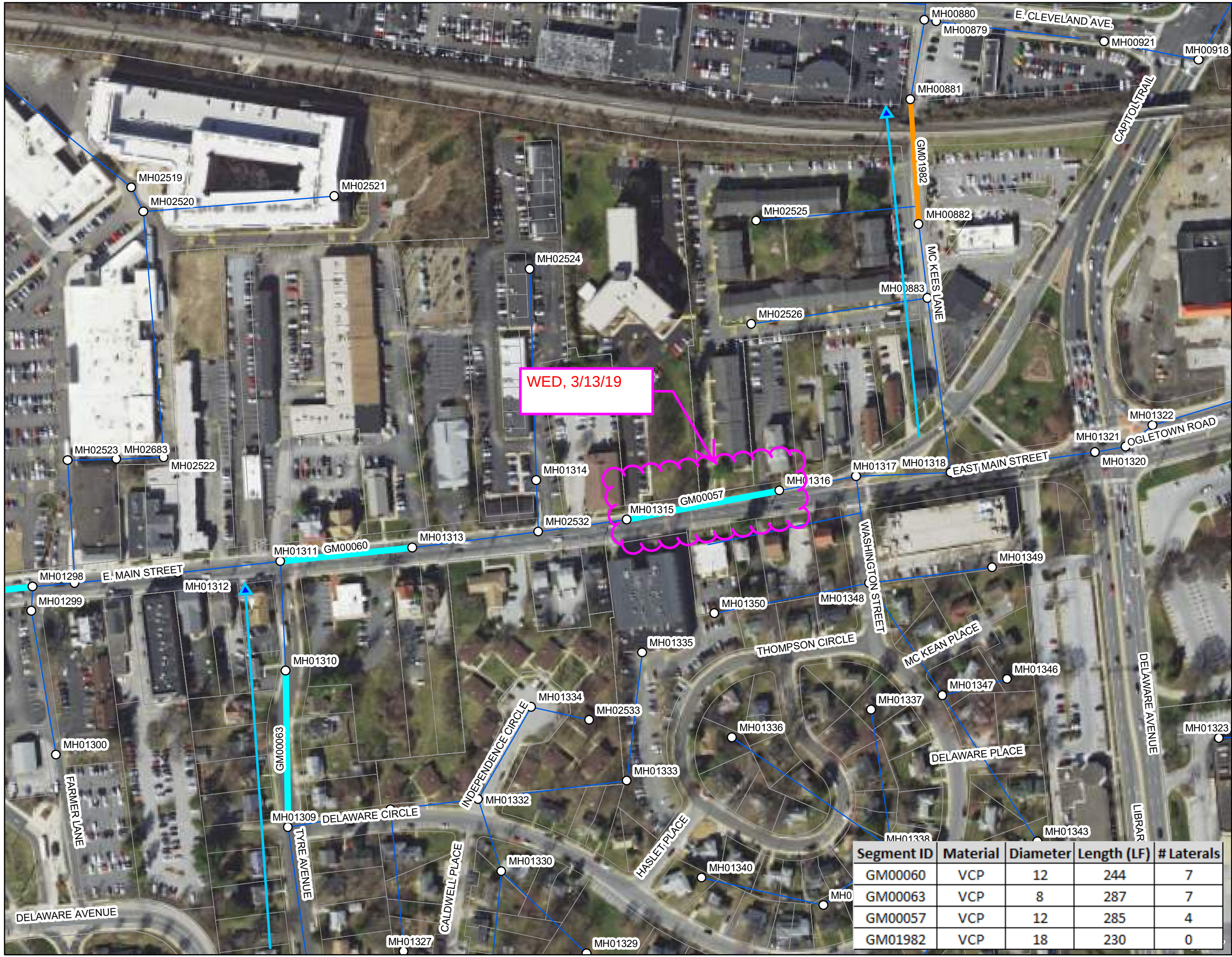


1 inch = 150 feet



AUGUST 2018

Surdex Corp. 2017



CIPP
REHABILITATION
AREA 4

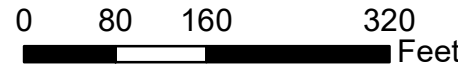
Legend

- Manhole
- Gravity Main
- Contract 1 CIPP**
- TBD
- Completed
- CIPP Optional
- Contract 2 CIPP**
- CIPP
- ⊕ Parcel

→ = Flow Direction



1 inch = 168 feet



Segment ID	Material	Diameter	Length (LF)	# Laterals
GM00060	VCP	12	244	7
GM00063	VCP	8	287	7
GM00057	VCP	12	285	4
GM01982	VCP	18	230	0