

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We spent a lot of time this week on preparation for potential impacts from the Coronavirus. Staff will be monitoring this situation closely as it evolves as it has the potential to cause significant disruptions to operations.

We will be holding a groundbreaking event for the Rodney Park project this coming Friday, March 13th, at 1:30. Parking will be available at the Oaklands Swim Club.

Monday night we held a Council meeting where several topics were discussed including our plan for addressing credit card fees. Staff will continue to work on implementing the direction received over the remainder of 2020.

I attended a meeting at STAR Campus with Director Gray where public artwork was discussed. One of the items coming out of this effort will be a recommendation to Council to create a Public Art plan, similar to the sustainability plan completed last year. The committee thinks there will be grants available to cover the expense which is helpful, and there are good examples of similar plans from other towns that we can use as a framework to save effort. I expect we will have something for Council to consider later this year.

DEMEC had a special meeting on Wednesday to discuss updates to the company's articles of incorporation and bylaws, as neither have been updated in a long time. We also spent time discussing personnel and performance assessment topics.

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

Communications:

- Developed Coronavirus webpage for Residents
- Park groundbreaking: distributed press release, created Facebook event, finished survey for name suggestions
- Participated in News Journal interview focused on Main Street parking
- Scheduled future social posts re Coronavirus education, prevention and encouraging residents to pay by phone and online
- Attended City Council and Planning Commission meetings
- Promoted UD's public art inventory project

Kappa Alpha, suspended since last year, pleads their case at City Hall to save the Kastle:
<http://udreview.com/kappa-alpha-suspended-since-last-year-pleads-their-case-at-city-hall-to-save-the-kastle/>

Amid wholesale change, a guide to parking in downtown Newark:
<https://www.delawareonline.com/story/news/local/2020/03/04/newark-where-and-how-park-downtown-amid-main-street-renovation-project/4739384002/>

Newark prevails in tax fight with New Castle County:

https://www.newarkpostonline.com/news/newark-prevails-in-tax-fight-with-new-castle-county/article_6979ad4c-8fdb-5970-a50d-cc7d380f92ab.html

Student serves on City of Newark Conservation Advisory Commission:

<https://enr.udel.edu/news/2019/11/engineering-community-engagement/>

Graphic Design/Web Content:

- Designed signage for Safety Committee's flu/coronavirus recommendations
- Created webpage for COVID-19 (Coronavirus) under "Residents" tab on City website
- Created instructions for creating public meeting notices and live stream events
- Created live stream events for 3/2 and 3/9 City Council meetings
- Posted press releases to the City website
- Scheduled public meeting notices for 3/9 and 3/16
- Updated staff directory on City website

Welcome Center:

- Answer and direct all incoming calls and visitors to the correct departments.
- Completed the April newsletter.
- Log Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.
- Edit copy from other departments for the communications team.
- Adding/changing InformMe customers information, selling DART cards, and assisting customers who need meter yokes, pay bulk pick-ups, or have trash fines for Public Works.
- Develop, edit and post social media copy for Facebook and NextDoor.
- Assisting with COVID-19 signage
- Began draft of a press release announcing a Parks grant

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale released Contract 20-01 (Parking Lot #1) as well as an addendum for RFP 20-01 (Planning Services). He also coordinated with staff to procure sanitation equipment in case of a COVID-19 outbreak in Delaware. He continued his work on the Newark Purchasing Manual and on a plastic straw resolution for City Council on the behalf of the CAC. Finally, he presented the Safety Manual to City Council and finalized an itinerary for a field trip for UD students later this month.

Facilities Maintenance:

The Facilities Maintenance staff increased their disinfecting/cleaning efforts to address growing concerns regarding COVID-19 as well as greater numbers of illness among City staff. Staff's ability to begin an intensified cleaning regimen on short notice is commendable.

Facilities also installed a cork board in the Municipal Center gym and they will finish sanding to smooth out the wall soon. They also installed a urinal in the Police Department and set up the Council Chamber for various meetings.

Local Government Management Fellow:

LGMF John Steponick submitted a Favrot Fund grant application requesting \$15,000. He also began making updates to the Safety Manual based on staff recommendations and began investigating DNREC electric vehicle charging station rebates, which the City will apply for once receiving stations from LilyPad EV.

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 2/27/20 to 3/4/20. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 2/27/20 to 3/4/20 Alderman's Court handled 46 arraignments, 80 trials, 11 capias returns and 2 video hearings. The court collected a total of 373 parking payments of which 282 were paid online and 91 were paid at court. The court also collected criminal/traffic payments of which 178 were paid online and 44 were paid at court for a total of 222 criminal/traffic payments.

Status:

Completed

Expected Completion:

03-04-2020

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 March 2 for Council and March 3 for Planning Commission. Geena was in the office on February 27.

Renee attended the management staff meeting on February 27 where the upcoming Council agenda was reviewed.

Danielle and Nichol attended and completed voter registrar training with Department of Elections staff on February 27.

Renee participated in the iMap Strategic Solutions Women in Leadership training at UD on February 28.

Nichol attended the IPA Land Use Administration class in Dover on February 28.

Nichol completed and posted the cancellation notice for the March Board of Adjustment meeting on February 28.

Staff finalized and posted the agenda and packet for the March 9 Council meeting on March 2. Items 2A (February 24 Council minutes), 2B (February 4 Planning Commission minutes) and 5B (2020 Revenue Stabilization Adjustment) were forwarded to Council and posted on the website on March 4.

Paul, Renee and Tara staffed the Council meeting on March 2. Follow up from the meeting was completed throughout the week.

Nichol finalized and posted the agenda for the March 10 Conservation Advisory Commission

meeting on March 3.

Renee drafted the agenda for the March 16 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into July of 2020.

Renee drafted the newspaper and direct mail notices and Sharon completed the mailing for the project to construct two five-bedroom townhouses between three existing four-bedroom houses located at 118, 126 and 130 New London Road. This Comprehensive Development Plan amendment and minor subdivision with site plan approval are scheduled for the March 23 Council meeting.

Renee drafted the newspaper and direct mail notices and Sharon completed the mailing for the new Planning Area 7 that is proposed to be added to the Growth and Annexation chapter of the Comprehensive Development Plan. This Comprehensive Development Plan amendment is scheduled for the March 23 Council meeting.

Renee spent time working on preparations for the April 14, 2020 Council elections for Districts 3 and 5. All polling place workers have been submitted by the Election Board. Absentee ballots are now available. Five absentee ballots (all for District 5) have been requested with one returned. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee reviewed the applicants and submitted names to Human Resources to schedule interviews for the soon-to-be vacant part-time Secretary position in the Legislative Department. 19 applications were received and four applicants have been scheduled for interviews.

Nichol drafted the direction sheet for the February 24 Council meeting, which was forwarded to staff and Council.

Tara worked on plan reviews.

Tara drafted two proclamations for upcoming recognition events.

Renee, Tara and Sharon spent time researching several items for staff and Council.

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

- * Provided documents and closed a February 12 FOIA request for all correspondence/requests/approvals/permits regarding traffic control devices at the Apple Road entrance/exit for the Park N Shop Shopping Center
- * Provided a document and closed a February 27 FOIA request for a copy of the postage equipment lease for the mailing equipment used at the Newark Police Department from Quadient
- * Circulated to staff a February 27 FOIA request for documents pertaining to an adjudicated court case from Levow Law
- * Circulated to staff a February 27 FOIA request for recent inspections for 311 South Chapel Street/141 South Chapel Street/52 Benny Street/25 Benny Street/205 Haines Street
- * Circulated to staff a February 27 FOIA request for open violations/permits/liens pertaining to

819 Elkton Road from Brian Funk, P.A.

* Circulated to staff a March 4 FOIA request regarding Victoria Mews open or closed permits/violations regarding steps from Robin Billy

Regarding minutes, staff time was spent on the October 28 Council Executive Session (Renee drafted - complete), November 4 Council Executive Session (Renee drafted - complete), November 11 Council Executive Session (Renee drafted - complete), November 25 Council Executive Session (Renee drafted - complete), December 2 Council Executive Session (Renee drafted - complete), February 24 Council (Nichol drafted; Renee edited - complete), February 25 Election Board (Tara drafting) and March 2 (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 10 discovery requests for upcoming Alderman's Court cases. 110 discovery requests have been filled so far for 2020. The court calendar for March 12 was received and the 12 cases were prepared for the Deputy City Solicitor. 10 court calendars with 163 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 58 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha submitted destruction notices for 12.3 boxes of documents to State Archives for approval.

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 scanned documents numbers for February 27-March 4 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Recodification

Description:

Renee began review on the revised recodification proofs that were received on February 29 from Municode.

Renee worked with IT to create a strategy to update the City's software with new code citations so there are no lag times for employees who issue citations once the new Code is adopted.

Status:	In-Progress
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Expected Completion:	06-30-2020
Execution Status:	On Track

Activity or Project:

Electronic Council Packets

Description:

Renee worked with CivicClerk regarding questions for the buildout of the electronic Council packet software.

After internal discussions with staff, it has been decided to push the launch from the April 27 Council meeting to the May 4 Council meeting in order to be able to provide adequate time to train Council members on the new software.

Status:	In-Progress
Expected Completion:	05-04-2020
Execution Status:	On Track

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

Electric Department

Notable Notes:

Delmarva changed a rotting pole on Capitol Trail two weeks ago. The line crews transferred the City's circuit and equipment early in the morning last week to avoid traffic issues. Verizon also set a new pole at Cheltenham and Old Oak Roads and another on Lynn Drive that the crews transferred facilities to.

The electricians installed outlets in the Council Chamber and monitors in the police interview rooms. They also worked on the parking lot lights at the Green Mansion project.

Engineering compiled the monthly University loads for billing. Engineering also spent considerable time going over change orders that the contractor submitted for the Elkton Road project.

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:

Finance Department

Notable Notes:

Over the next few weeks, the Payment and Utility Billing section will be significantly short-staffed. We apologize in advance for any increased hold times, or lines at our customer service windows. Just a reminder that most services offered by PUBs are available through our website.

Governor Carney has upcoming Town Hall meeting at the Newark Senior Center regarding the State's 2021 budget.

7:00 p.m. – March 11 – Newark Senior Center (200 Whitechapel Drive, Newark, DE 19713)

The City's website was updated in February 2020 to provide one location where customers can go to make payments. To access the site directly, please refer to this link:

<https://newarkde.gov/payments>

Ten electric customers were selected at random for their registration in the City's new utility billing system. Congratulations to Phyllis Smith, the Newark Barber Shop, Jennifer Barnes, Kevin McCarthy, Brian Shannon, Claire Hazelton, Aileen Westbrook, Ryan German, Diana Deangelis, and Yi Wang for each winning a \$50 VISA gift card!

Staff reviewed and prepared the 2020 Revenue Stabilization adjustment. Staff is recommending no change from the 2019 credit, and to transfer funds to the City's electric rate stabilization reserve in order to offset future rate adjustments. <https://newarkde.gov/DocumentCenter/View/13473/5B>

Staff reviewed and prepared the 2020-2021 insurance renewals for the City. Discussion slated for the March 16 Council meeting.

Staff reviewed and prepared the 2019 December Financial Report for Council.

March 4 – Directors Gray, Del Grande, Patel, Filasky and Deputy Director Robinson met to discuss capital recovery fees for the City's utility infrastructure.

March 5 – Director Del Grande attended the City of Wilmington's Utilities Citizens Advisory Board meeting where he serves as a board member, appointed by New Castle County.

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

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 85

Tickets Opened in the Last Week - 26

Tickets Closed in the Last Week - 36

Remaining Open Tickets – 75

1. Kick off call with Harris for the mCare 6 project on 2/28.
2. Held CAFR Statement Builder training for Finance staff on 3/4.
3. Continued onboarding of new Application Support Analyst.
4. Worked on and resolved support tickets for end users.
5. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Tickets from Previous Week - 122

Tickets Opened in the Last Week - 52

Tickets Closed in the Last Week - 59

Remaining Open Tickets - 115

1. Worked on and resolved support tickets for end users.

2. Actively responded to and resolved Secureworks alerts.

Pending:

1. Evaluating SSL/TLS vulnerabilities for remediation.
2. Building the Always on VPN server.
3. Issuing new certs for AeroHive.
4. Standby procedures are being established for after-hours support.
5. Axon Fleet software will be installed next week.

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

3/9/20 - 3/13/20 - Scheduled

Phase 3 Onsite End User Training and Configuration

4/6/20-4/24/20 - Scheduled

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Scheduled

Phase 5 Go Live

6/1/20-6/5/20 - Scheduled

Status:	Started
Expected Completion:	06-01-2020
Execution Status:	On Track

Activity or Project:

Stormwater Distribution Modification (Applications Team)

Description:

This project will modify the existing stormwater import process, identifying one to many accounts (one parcel to many utility accounts) thus eliminating an existing manual process.

Phase 1 Import Modification

3/16/20-3/27/20 - Scheduled

Phase 2 Client Led End User Acceptance Testing

3/25/20-3/30/20 - Scheduled

Phase 3 Go Live

3/31/20 - Scheduled

Status:	Not Started
Expected Completion:	04-01-2020
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Tyler about potential sponsorships for upcoming events; met with Tom Z. about Main Street tree pits replacement plantings; visited several parks for potential plantings and trees in decline that may need to be removed; worked on information for the Council packets for the Parks and Recreation agenda items; researching grant opportunities for several potential park projects; working on a path forward for Phillips and Fairfield Tennis Courts crack repairs and resurfacing; met with Paula and Sharon regarding Memorial Day Parade and Community Day; met with Paula and Jayme about the groundbreaking ceremony for the Rodney project.

Deputy Director: Worked with Shelby to send out the vendor packet for 2020 events and complete the Memorial Day Parade application to send out next week to previous parade participants; worked with Kathy to finalize numbers needed by Finance for seasonal staff and volunteers; started to receive bids back for the arts and crafts and sports equipment, deadline to submit is March 6; worked with the TNP to get a listing of businesses in Newark for Melinda to update the Egg Hunt sponsor list; worked with Joe to update the memos for Council on the Preston's Playground restroom and Parks on Draft; compiled list of start dates for summer camps, ballfield and tennis court reservations and pool start dates for the Parks Department staff to work on preparations for the seasons; sent out the schedule for the DRPS Conference to staff; conducted weekly staff meeting with recreation staff; continued to work with Jayme and Shelby regarding park naming contest for the Rodney project and ground breaking ceremony invitation; continued to finalize information and process the paperwork needed for the installation of the new recreation registration software; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Planning for potential Parks on Draft events this summer, met with NKS Distributors; spent Tuesday morning with the Parks Superintendent inspecting ballfields at Handloff, Dickey, Kells, Lumbrook, Fairfield, and Folk in preparation for spring season, also inspected Rittenhouse Park in preparation for summer camp; Adult Winter Volleyball league concluded this week; youth basketball leagues are winding down with the Elementary and Junior leagues ending the first week of March; completed and sent out the before/after care staff schedule for March, preparing for our annual inspection at Downes.

Recreation Supervisor of Community Events: Working on filling the Community Garden plots, emails were sent to past wait list gardeners, 1 registered, so only 1 plot remains unsold, worked with Paula, Chrissy, Melinda, Rich and Tom to get plots for new gardeners cleaned and prepped; Egg Hunt background signs were completed by Parks Department staff to be used prior to the event for advertisement; cancelled classes as needed and sent rosters to instructors for current classes, sent instructors reminders about class minimums, course evaluations, etc.; emailed Will Mathers about UD construction on the Green and how it will impact 2020 Community events; requested information from the Newark Rotary regarding Flags for Heroes to be linked to Memorial Day Parade information; submitted a request for Egg Hunt supplies.

Coordinator of GWC and Volunteers: Went to the Newark Free Library and Newark Senior Center to drop off flyers and brochures promoting Newark Parks and Recreation events and programs; continued researching/scheduling locations for Camp GWC field trips in preparation for sending out the bus bids; continued working on summer programming and meeting with instructors of potential programs; attended staff meeting on February 27; met with the Recreation Specialist and Parks Superintendent at Lumbrook and Dorothy Miller Park in preparation for an upcoming volunteer group; continued volunteer recruitment for upcoming events; met and conducted an orientation for a community service volunteer; made final preparations for the UD MLK Day of Service Volunteer Group; connected with two new Adopt-a-Park volunteers for Devon Park and Redd Park; interviewed a candidate for the Lifeguarding/Swim Instructor open position; continued to communicate and meet with several current and potential renters of the George Wilson Center. Volunteer Hours: 1 volunteer partnering with Goodwill volunteered a total of 8.5 hours assisting with the Broadway Musical Theater Program and office assistance; 1 volunteer devoted a total of 2.5 hours assisting with the theater program; a total of 14 volunteers devoted a total of 18.25 hours on February 29 performing maintenance on the Community Garden site in preparation for opening on Sunday, March 1.

Recreation Specialist: Reviewed all student files and listed which ones were missing items at Before and After Care which was mostly physicals, made March staff schedules, shopped for and delivered cooking club supplies; sent out the survey and began compiling responses from the camp/volunteer fair; completed swimming certificates for Chrissy; began comparing/updating The Newark Partnership vs Egg Hunt business listings; supervised volunteers for UD MLK Day of Service, marked garden plots that needed to be cleaned, checked in/out volunteers; four more camp volunteer interviews completed.

Parks Superintendent: Assisted Code Enforcement with tree issue at a residence in town, met with arborist contractor to review several creek blockages in Valley Stream corridor, assisted Recreation Athletics Supervisor in developing punch list of items needing attention for upcoming league play on the ballfields and at Rittenhouse for this year's day camp, along with Parks Director evaluated possible planting site for the 2020 Reforestation event in Redd Park, along with Parks Director and Parks Supervisor met with representative of a tennis/basketball court construction company to evaluate the problems at Phillips and Fairfield Parks tennis courts, continued studying for upcoming Certified Playground Equipment Inspector class and exam, met with Volunteer Coordinator to review site for possible cleanup effort next week, met with a local fruit grower to gather advise and direction on startup of planting fruit trees at Community Garden and researched prices to purchase trees, developed suggested list of tree types for possible tree give away and reviewed one proposed planting plan and commented as needed.

Parks Supervisor: Assigned field staff daily and assisted as needed, along with Parks Director and

Parks Superintendent met with representative of a tennis/basketball court construction company concerning issues at Phillips and Fairfield Parks tennis courts, coordinated with Recreation Supervisor for upcoming Community Garden Clean Up at Fairfield Park, followed up with repairs on auger attachment on Kubota tractor with vendor and started working on trash removal plan throughout park system for Parks Director.

Parks and Horticulture: Staff continued meadow mowing throughout park system, did interior bed maintenance at City Hall, completed working on advertisement signs for upcoming Egg Hunt event at White Clay Creek State Park for Recreation Division, tree work at several sites throughout park system, did trash removal throughout park system, sprayed herbicide control in planting beds as needed, continued on work orders as assigned and delivered tables to Council Chamber for Planning Department meeting/removed at end of day and returned to Wilson Center.

Activity or Project:

Baseball/Softball Field Preparations and Court Lighting

Description:

Newark baseball and softball field preparations and grooming are underway and will be ongoing once a week across the 10 ballfields throughout our park system. Also, with the warmer weather and daylight savings time arriving, court lighting will be activated at all parks next week with lights remaining on until 10:00 p.m.

Status:	Started
Expected Completion:	03-13-2020
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:

Work continues at Campus Walk II on New London Road. In Building 3, six units will be ready

for finals next week, two units are into trim, two units have been drywalled, and two units will have drywall starting this week. In Building 2, eight units are in various stages of trim and cabinets. In Building 1, four units have the plumbing completed.

Property Maintenance Inspectors initiated a College Park sweep where every house – over 200 in total – was posted with notice. The re-inspection date has been set for March 9. Inspectors also completed Officer Safety Procedures training by ICC this week.

Also completed by Property Maintenance this week:

- 62 Inspections
- 19 Response to Complaints
- 6 Citations Issued
- 22 Violations Issued

Parking:

Parking management met with Chief Communications Officer Jayme Gravel and Brandon Holveck of The News Journal to discuss parking hardware, construction, and inventory. Staff worked with Newark United Methodist Church during a funeral concerning Lots 1 and 7 parking; worked with Finance concerning an insurance claim related to the Lot 4 booth that was hit in August 2019; worked on programming for new T2 Kiosks; and, continued correspondence from the parking workshop that was held the previous week.

Parking Ambassadors have moved to new high-visibility safety uniforms. The solar rental light that was being used in Lots 1 and 7 has been returned. The March 2020 Parking Ambassador scheduled was completed this week. An audit of online parking appeals was also completed.

Planning/Land Use:

At their regularly scheduled meeting on March 3, the Planning Commission took the following actions:

- Recommended approval of the major subdivision at 1 North Twin Lakes Boulevard (6-1);
- Recommended approval of an increase in the Schedule of Fees in the Municipal Code, Chapter 27 Subdivisions and Chapter 32 Zoning (7-0); and
- Discussed amendments to the 2018 International Energy Conservation Code proposed by the Green Building Code Work Group.

The Transportation Improvement District (TID) Committee is scheduled to meet on Wednesday, March 11 from 1:30 p.m. to 3:30 p.m. in Council Chamber.

The Rental Housing Workgroup is scheduled to meet on Thursday, March 12 from 4:00 p.m. to 6:00 p.m. in Council Chamber.

On March 3, Planner Mike Fortner attended Fair Housing Act training. The training is a requirement for Newark's participation in the Community Development Block Grant program. On March 4, Mike attended the Delaware Climate Action Plan Technical Advisory Workshop to provide input from Newark's Planning and Development Department on Delaware's developing plan.

The following was also completed this week:

- 11 Deed Transfer Affidavits
- 13 Building Permit Reviews
- 2 Certificates of Completion/Occupancy

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. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

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.

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.

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 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019.

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. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 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.

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. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on

September 24, 2019. Staff comments were forwarded to the applicant on January 27, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting. Staff comments were forwarded to the applicant on February 25, 2020. At their meeting on March 3, 2020, the Planning Commission recommended approval of the major subdivision (6-1). The project will be scheduled for an upcoming Council agenda.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 2019. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0). The project has been placed on the City Council agenda for February 24, 2020 (first reading) and March 23, 2020 (second reading).

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project will be placed on an upcoming City Council agenda.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the

proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. No objections have been received from adjacent property owners.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020.

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:

- Newark Police Officer Jose Santos graduated from the Delaware State Police Academy on Wednesday. Mayor Clifton, Councilwoman Hughes, Chief Tiernan, police command staff and fellow officers attended the graduation ceremony. Officer Santos will now begin the field training process back in Newark.
- Chief Tiernan received a letter from two residents of North Carolina. The writers were on their way to Princeton University to deliver donated books to its East Asian Library. While in Newark, the rear door of their vehicle opened, and a box of books fell out. By the time the writers were able to turn around, someone had picked up the box and driven away. The incident was

reported to Officer Zappaterrini who was eventually able to recover and return the books. The letter went on to state: “We were very grateful to Cpl. Zappaterrini and your police department for the hard work of your officers and the efficiency of your department. Thank you very, very, much”. Officer Zappaterrini’s actions are a fine example of the everyday activities by our police officers that often go unnoticed.

Animal Control:

- On February 12, 2020, the Animal Control Officer responded to the unit block of Plymouth Drive for two small birds that had flown into a residence through an open door. While one bird escaped on its own, the ACO was able to successfully capture the second bird and release it back into the wild, uninjured.

Administration Division:

- On March 2, 2020, a local Boy Scouts Troop was provided a tour of the Newark Police Department by M/Cpl. Will Smith.

Criminal Investigations Division:

- On March 2, 2020, detectives arrested 20-year-old Jamal L. Whittlesey in reference to an on-going burglary investigation stemming from an incident that occurred at a residence in the unit block of E. Cleveland Avenue on February 24, 2020. Whittlesey was identified through various investigative means and turned himself in at the Newark Police Department after being notified about a warrant for his arrest. Whittlesey was charged with Kidnapping 2nd Degree, Burglary 2nd Degree, Theft \$1,500 or Greater, Conspiracy 2nd Degree, and Theft Under \$1,500. He was video arraigned in front of Justice of the Peace Court 2 and committed to the Howard Young Correctional Institution in lieu of \$17,000 secured bond.

Patrol Division:

- On February 27, 2020 at approximately 4:44 p.m., officers responded to a business in the 1500 block of Casho Mill Road, for the report of a theft from a motor vehicle. The victim reported that she parked her car for two minutes and when she returned she found that an unknown suspect had used a center punch to break a window and steal her backpack. There are no known suspects in this investigation.
- On February 29, 2020, at approximately 12:20 a.m., officers from the Patrol Division and the Special Operations Unit responded to a home in the 400 block of Beverly Road for a loud party. Upon arrival approximately 200-300 people were cleared from behind the residence. Three residents of the home were arrested for loud music, disorderly premise, unruly social gathering, and failing to obtain a special event permit. During the investigation one of the residents became disorderly with officers and was transported to NPD HQ for arrest processing. That resident was additionally charged with underage consumption.

Special Enforcement Division:

- During the week, the Traffic Unit will focus enforcement efforts on various locations throughout the community. The unit will conduct a speed study on W. Chestnut Hill Road eastbound in the area of Arbour Park.
- During the week, the Special Operations Unit is conducting follow up with several landlords and the Office of Student Conduct following two Unruly Gathering citations issued this past weekend. The unit also hosted the monthly Newark HUB meeting with allied agencies.
- On Thursday, SOU Officers attended meetings with fraternities and sororities, hosted by Greek Life, to discuss appropriate behavior and avoiding disruptions to the community.

- The unit will conduct both uniformed and plain clothes patrols focusing on order maintenance and quality of life issues throughout the downtown area and university rental areas.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

03-05-2020

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:**

Public Works and Water Resources Department

Notable Notes:

The construction on the South Well Field Water Treatment Plant will be getting underway soon. The contractor has tentatively scheduled to mobilize to the site on March 16. Letters have been sent to the surrounding neighborhoods to all properties within 1,000 feet of the site. The letters detail the work being completed and due to the presence of lead paint on the site, a lead fact sheet was also included. Air monitoring will be performed for the duration of the demolition.

Stormwater crews have been utilizing a rented mini-excavator to clear drainage ditches and the adjacent areas to provide access for future maintenance. If you are on the Hall Trail, you may see evidence of this work at the footbridges near Apple Road, Wyoming Road, and in Lewis Park. The areas will be seeded in the near future with a wildflower mix that can be mowed once per year to allow for an attractive access to the drainage structures when maintenance is required. We have had great success with the use of the mini-excavator over the past three years and are currently evaluating the possibility of purchasing, rather than renting each year. Photos of one location near Apple Road is attached.

Activity or Project:

Main Street Improvements Update

Description:

DelDOT's contractor continues to make progress on Phase 6 of the Main Street Improvements. This phase has considerably more storm drainage work than the other phases, which has to be completed before curb work and road reconstruction can start. The contractor has been concentrating on getting the new pipe and drainage inlets installed with new concrete curb and "bump-outs" following right behind. We anticipate that the asphalt plants will re-open in late March, allowing the removal and replacement of the roadway to resume in the right lane between N. Chapel Street and N. College Avenue. Barring any major weather issues before the end of March, they should complete Phase 6 construction some time in late April. The final mill and overlay will be scheduled once the base concrete and paving is complete as outlined above.

Status:	In-Progress
Expected Completion:	04-30-2020
Execution Status:	On Track

Activity or Project:

Rodney Project

Description:

Groundbreaking at the Rodney site is scheduled for Friday, March 13 at 1.30 p.m. Staff will be on hand to discuss the project and the next steps with those interested in attending. The mass excavation work is slated to begin within the next few weeks and will take approximately six weeks to complete. Final park construction design is nearly complete and should be out to bid within the next two weeks.

Status:	In-Progress
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – February 27-March 4

Name	# of Documents	# of Pages	Types
Samantha	65	6,294	
Sandy	1,108	4,581	Personnel Files/A/P Batch Invoices/PUBS Daily Cash Receipts and Returned Mail
Fred	21	4,040	PWWR Inspection Reports
Ana (PT)	216	1,246	Court Documents
Sharon (PT)	34	275	Miscellaneous Current Files
Total	1,444	16,436	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

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

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 02/23/20-02/29/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO DATE	2020 TO DATE	THIS WEEK 2020	2019 TO DATE	2020 TO DATE	THIS WEEK 2020
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	3	0	0	1	0
Rape	3	0	0	0	0	0
Unlaw. Sexual Contact	1	2	1	0	0	0
Robbery	3	3	2	4	7	7
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	1	1	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	2	1	1	7	7
Assault/Aggravated	5	2	0	5	1	0
Burglary	20	4	0	10	12	4
- Commercial Burglaries	1	0	0	0	10	4
- Residential Burglaries	16	4	0	3	2	0
- Other Burglaries	3	0	0	7	0	0
Theft	88	73	11	59	41	7
Theft/Auto	9	11	0	3	0	0
Arson	0	0	0	0	0	0
All Other	24	38	3	16	25	18
TOTAL PART I	153	136	17	97	87	36
<u>PART II OFFENSES</u>						
Other Assaults	42	52	4	20	46	12
Rec. Stolen Property	0	0	0	3	0	0
Criminal Michief	11	18	2	11	23	6
Weapons	3	2	0	11	6	4
Other Sex Offenses	0	0	0	0	0	0
Alcohol	17	13	5	32	9	5
Drugs	38	14	2	63	19	3
Noise/Disorderly Premise	106	85	18	38	36	17
Disorderly Conduct	23	19	2	19	20	4
Trespass	46	47	9	23	15	0
All Other	58	43	4	68	60	10
TOTAL PART II	344	293	46	288	234	61
<u>MISCELLANEOUS:</u>						
Alarm	20	24	8	0	0	0
Animal Control	73	79	6	1	15	0
Recovered Property	29	46	8	0	0	0
Service	6001	6179	706	0	0	0
Suspicious Per/Veh	70	76	9	0	0	0
TOTAL MISC.	6193	6404	737	1	15	0

	THIS WEEK	2019 TO DATE	THIS WEEK	2020 TO DATE
TOTAL CALLS	933	7,762	913	7,842



Newark Police Department
Weekly Traffic Report
02/23/20-02/29/20



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	1770	1784	286	164
DUI	37	21	7	2
TOTAL	1807	1805	293	166

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	43	38	5	6
Property Damage (Reportable)	207	152	31	28
*Hit & Run	52	33	5	6
*Private Property	48	31	9	9
TOTAL	251	190	36	34

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.

