

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

Finance Director Del Grande, Acting Public Works Director Filasky, and I met with representatives from New Castle County's Department of Public Works to continue discussions on renegotiating our existing sewer contract which has been in place since 1979.

We continued to receive responses as part of the climate survey working group solicitation from staff.

I continued to work with the Finance team on modifications to the draft 2019 budget.

Assistant to the Managers Brainard prepared revisions to the City's general provisions which I reviewed and provided comments.

I have continued to review the personnel manual and policies, specifically related to safety provisions.

Public Works hosted a training event with Gorman Rupp Pumps which I attended and will count toward continuing education credits required for my professional engineering license.

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

**Activity or Project:**
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**Activity or Project:**
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## City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

On October 1st, Assistant to the Managers Mark Brainard attended the Climate Working Group meeting and created draft documents as an action item from that meeting. On October 4th, Mr. Brainard along with Tom Coleman attended a meeting with the VFW regarding a proposed lease agreement. Also on the 4th, Mr. Brainard attended a Sustainability Steering Committee meeting and a council meeting regarding proposed charter changes. On October 9th, Mr. Brainard attended a UD/NAACP Partnership meeting on behalf of the City. Over the past two weeks, the mailroom has processed approximately 5,000 pieces of mail with the new equipment. Additionally, Mr. Brainard made updates to the general provisions section of all City contract documents.

On October 4th, HR Manager participated in Electric Groundhand interviews. Following those interviews an offer was made to the applicant and on October 12th, Mrs. Hardin will conduct onboarding for the new employee.

On October 10th, HR Manager Devan Hardin attended the Women Leading Government monthly meeting which included a presentation from DVHT on Wellness. Mrs. Hardin is a member of the executive committee of this organization.

On October 11th, Mrs. Hardin accepted an award from the Blood Bank of Delaware for the number of blood donations made by City of Newark employees. During the week, HR staff continue planning for the upcoming Go Baby Go project and a 50/50 raffle is currently underway in a continued fundraising effort.

Sign up continues for the upcoming biometric screening. Thus far, 95 employees have registered for the event.

During the week, HR staff worked on ACA reporting as part of the Affordable Care Act.

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

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

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 10/4/18 to 10/10/18. These sessions included arraignments, trials, pleas, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Bailiffs will have mandatory requalification training on 10/14/18.

**Activity or Project:**

Court Sessions

**Description:**

From 10/4/18 to 10/10/18 Alderman's Court handled 58 arraignments, 49 trials, 16 capias returns, 2 video hearings and 1 code violation. The court collected a total of 448 parking payments of which 295 were paid online and 153 were paid at court. The court also collected 142 online criminal/traffic payments and 83 court payments for a total of 225 payments.

**Status:**

Completed

**Expected Completion:**

10-11-2018

**Execution Status:**

Completed

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on October 4 and 8 for Council. Geena was in the office on October 5 for Court.

Paul and Renee staffed the special Council meeting on potential charter changes on October 4.

The City Secretary's Office staff participated in training on the new ticketing system for request by IT on October 5. This system has gone live and all requests for research, records scanning and retrieval and Council agenda requests from staff will be directed to this system to better enable the tracking of time for staff requests and have better data to provide to Council regarding workload. Thank you to Acting IT Manager Daina Montgomery and Systems Administrator David Hopkins for their efforts in setting this up and training staff.

Paul, Renee and Tara staffed the Council meeting on October 8. Items 3A, 3B and 3C were sent to Council on October 7. Follow up was completed by staff on October 9 and 10.

Renee met with a representative of the Newark Community Band on October 9 to discuss their continued use of City space for their practice facilities.

Renee and Whitney staffed the Conservation Advisory Commission meeting on October 9. The CAC received an update on the Newark Community Sustainability Plan, reviewed a proposed landscape screening and treatment ordinance change, had a presentation and discussion of the 0 Paper Mill Road development project and received an update on Reforestation Day scheduled for November 3.

Renee attended the Women Leading Government meeting in Dover on October 10.

Renee drafted the agenda for the October 22 Council meeting.

Renee spent time working on items related to the City Manager search.

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

- \* Provided an administrative cost estimate regarding a September 26 FOIA request from American Transparency regarding 2017 salary information.
- \* Spent time updating the FOIA log for the City.

The October 16 Newark Community Sustainability Plan Steering Committee workshop, and October 16 Planning Commission and October 29 Board of Building, Fire, Property Maintenance and Sidewalk Appeals agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the July 21 Election Board (Renee drafting), September 24 Council (Whitney drafted; Renee edited - complete), September 26 Council (Danielle drafted; Renee edited - complete), October 3 Council (Danielle drafting), October 4 Council (Tara drafting) and October 8 Council (Whitney drafting) minutes. The August 13, August 27, September 10 and October 8 Council executive session and October 9 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 17 discovery requests for upcoming Alderman's Court cases. 288 discovery requests have been filled so far for 2018. The office also received the court calendar for October 18 and the 25 associated case files were prepared for the Deputy City Solicitor. 41 court calendars with 611 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 19 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 21 lien certificates were completed and sent to the requestor. So far, 461 lien certificates have been processed for 2018.

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**Activity or Project:**

Digital Records Project

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**Description:**

Renee transferred 37 boxes of records for permanent preservation to the Delaware State Archives in Dover on October 10.

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

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

The scanned documents numbers for October 4-10 are below.

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

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**Activity or Project:**

**Description:**

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

**Description:**

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**City Manager's Weekly Report**

**Department:**

## Community Relations

### Notable Notes:

Joey Tosh-Morelli's STOP AHEAD Sign: On Monday, October 8, Megan covered the installation of the STOP AHEAD signs at Casho Mill and Church Roads. 10-year-old resident Joey Tosh-Morelli came up with the idea for the signs last year and was able to come out on Monday to help our Public Works crew install the signs. We posted photos of the installation on the City's Facebook and Twitter pages. The Facebook post reached more than 5,000 people and received more than 400 engagements, which makes it one of the most popular posts of 2018. The sign installation was also covered by local media:

- Newark Post: [https://www.newarkpostonline.com/news/newark-boy-helps-improve-safety-of-casho-mill-road/article\\_8f897cba-c5e9-5890-9dfb-fd8dc38002a3.html](https://www.newarkpostonline.com/news/newark-boy-helps-improve-safety-of-casho-mill-road/article_8f897cba-c5e9-5890-9dfb-fd8dc38002a3.html)
- WDEL: [https://www.wdel.com/news/video/video-newark-delivers-on-promise-to--year-old-boy/video\\_09589194-62bb-5b72-90ec-0329158f02e0.html](https://www.wdel.com/news/video/video-newark-delivers-on-promise-to--year-old-boy/video_09589194-62bb-5b72-90ec-0329158f02e0.html)
- NBC10: [https://www.nbcphiladelphia.com/traffic/transit/Letter-From-Boy-Leads-to-New-Sign-Over-Delaware-Intersection\\_Philadelphia-496008571.html](https://www.nbcphiladelphia.com/traffic/transit/Letter-From-Boy-Leads-to-New-Sign-Over-Delaware-Intersection_Philadelphia-496008571.html)

Public Power Week: This week is Public Power Week. To celebrate, Megan created a "Meet A Lineman" video that showcases our electric crew's relationship with Newark residents. The video is posted on the City's social media pages and on Channel 22: [https://youtu.be/kOFew\\_398nQ](https://youtu.be/kOFew_398nQ).

Refuse Police Videos: Work continues on the "Public Works Patrol" video campaign. Two "refuse police" videos are ready for release. Those videos highlight the importance of not contaminating the yard waste and recycling cans. Megan is currently editing a third refuse video. The "Public Works Patrol" video campaign will launch in the coming weeks on the City's social media platforms, website and Channel 22.

Megan and Kelly completed the ICS-200 training offered through the Delaware Emergency Management Agency this week. ICS-200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. It is the second in a series of emergency management training courses.

### Creative Design/Web Updates

- Posted Newark Area Transit Study Survey to Newark News
- Researched WordPress integration options, and alternatives for NPD
- Scheduled News Brief, and Public Power Week video on TV22; and public meeting notices for InformMe
- Updated Public Works Standard Plan forms; Budget Central webpage; and noise waiver form to be downloadable DPF, rather than an e-form

### Press Releases/Media Inquiries

Upcoming Events: Fall Community Clean Up & GWC Halloween Party: <https://bit.ly/2C9uw1S>  
 Josh Shannon, Newark Post, inquired about the upcoming forum on the redevelopment of the Dickinson site. Responses provide, article posted.

### Activity or Project:

Media Room/Franchise Agreement Efforts

**Description:**

Work continues on the media room in the communications division. I am working with representatives from Washington Professional Systems to finalize the equipment order and schedule a time for those representatives to come on-site to install Tricaster equipment in the media room and run a connection to three cameras that will be installed in Council Chamber.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	10-26-2018
<b>Execution Status:</b>	On Track

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

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<b>Execution Status:</b>	

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

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

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

A substation transformer that came back from repair was set in place. The line crews had to switch the West Main Substation circuits and put line hose up and return everything to normal afterwards. The line crews also began removing a pole line at STAR Campus.

The line crews, electricians, and engineering attended a demonstration on the operation of the 34kV switch which feeds Chemours. Because it is the first and only switch of it's kind on the electric system, a demonstration by a manufacturer's engineer was scheduled.

The electricians escorted an infrared contractor into the substations. Two hot spots were found that required immediate attention. The line crews and engineering switched circuits and repaired a connection at Delmarva's meeting point to the City and at the Phillips Substation.

The electricians also changed banners, worked on cameras, and performed substation maintenance.

Engineering worked on the transformer foundation and oil containment for the new substation transformer to arrive early next year. Engineering also worked on relay and recloser coordination to the Chemours' feed.

**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:**

On July 1, 2018, Governor Carney signed HB435 into law, allowing the City of Newark to adopt a lodging tax within the City of Newark. On October 8th, City Council approved bill 18-23, which will impose a three percent (3%) tax on the cost of the rent, in addition to the amount imposed by the state, for any room or rooms in a hotel, motel or tourist home, as defined in 30 Del. C. §6101. Staff will be notifying all hotel operators shortly of the new tax, which will be effective on December 1, 2018. This new tax will provide a diverse source of revenue for the general fund, which supports our police, parks and streets.

The City will be meeting with New Castle County to discuss our sewer agreement, as all City sewage is sent through New Castle County to the Wilmington Treatment Plant. It is estimated that our annual sewer payment to the County will be \$5.3 million in 2019 after the County raised the sewer rate 12% on July 1, 2018.

The City will be accepting property tax payments online shortly. Current testing is underway and our plans are to roll out this feature before the end of the year.

All customers who have called into the City in the past to make a utility bill payment over the phone will see a change. On September 4, Paymentus is now accepting credit card payments over the phone on behalf of the City. No change to the phone number (302-366-7000), as customers



will be routed to Paymentus automatically. Moving to this system will free up call-waiting times in PUB and ensures credit card information is kept secure in order to protect our customers.

**Activity or Project:**

Automatic Bill Payment/Leak Detection System - CustomerConnect

**Description:**

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

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

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	12-31-2017
<b>Execution Status:</b>	Completed

**Activity or Project:**

2019 Budget

**Description:**

Staff has been working diligently with the departments on their 2019 budget. All budget documents can be provided on Budget Central. <https://newarkde.gov/1007/Budget-Central>. Recently added were the 2019-2023 Capital Improvement Plan (CIP) which will be presented to the Planning Commission on October 16, and the presentation itself.

The next Budget meeting scheduled with Council will be on November 5th.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-01-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

**Status:**

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

### Department:

Information Technology Department

### Notable Notes:

Reviewed and evaluated submissions for RFP18-02 Staff Augmentation for IT - Desktop Support Services.

#### Applications Team:

The applications team closed 55 tickets this past week.

1. Testing Customer Connect 5.13, reached out to the vendor regarding failed testing.
2. Promoting security group permissions in Northstar to LIVE on 10/18.
3. Scheduling training for PUB team by Harris Computers in November.
4. Spent significant time working with VOIP to understand reporting since implementation of Paymentus.
5. Setup online tax payments in TEST, setting up demo with Finance.
6. Working on moving PWWR to Munis for General Billing, scheduling meeting with PWWR staff week of 10/15.
7. POS Cashiering for Welcome Center is complete, training with staff towards end of October, promoting to live on 11/1.
8. Will work with Finance week of 10/15 to test new withholding module for Accounts Payable.
9. Upgraded Red Hat on Smarkworks Server.
10. Created reports for users as requested.

#### Infrastructure Team:

The infrastructure team closed 54 tickets this past week.

1. Created user guide for Criminal Investigation Division to access virtual machine, training to take place 10/11.
2. Attended meeting with Hive I/O on 10/9, full demo will be scheduled week of 10/15.
3. Began installation of camera boxes for parking lot #5.
4. Upgraded helpdesk system.
5. Created and went live with new City Secretary helpdesk queue.
6. Working to create GIS and PD records helpdesk queue.
7. Working on using the licensing section of helpdesk system for compliance and simplified reporting.
8. Working on updating the asset section of helpdesk system to track additional items such as monitors and locations.
9. Picked up laptops from DELJIS, will work to image these new machines and swap them with the older machines.

### Activity or Project:

Police Vehicle Technology Upgrades

### Description:

### Approved Capital Improvement Project.

New computers have been deployed to vehicles with the exception of those in need of new consoles.

Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

Cradlepoints have been installed in vehicles #909 & #935.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-01-2018
<b>Execution Status:</b>	On Track

#### Activity or Project:

V1601 - Parking Lot Surveillance Cameras

#### Description:

All equipment for parking lot #5 has been received and configured. Electric Department has begun Installation of boxes.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-30-2018
<b>Execution Status:</b>	On Track

#### Activity or Project:

#### Description:

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

### City Manager's Weekly Report

#### Department:

Parks and Recreation Department

#### Notable Notes:

Director: Attended a subdivision advisory meeting; reviewed several subdivision plans for future projects; met with Deb Buenaga about Preston's Playground and final adjustments to the play features; attended a meeting with Matt Mayer about the New Castle County plans on connecting communities; met with the recreation staff about the Mayor's Harvest Festival, it was a great event and it had very good attendance for a first year event; conducted a parks maintenance meeting to discuss upcoming projects and work orders; worked on finalizing the 2019 budget as well as coordinating hard surface projects for 2019.

Deputy Director: Prepared for Mayor's Harvest Festival, gathering supplies, completing banners, signs, etc., held the Mayor's Harvest Festival which was a great day with over 500 visitors stopping by for the various activities including face painting, balloon animals, pony rides, hay

ride, games and crafts; continued to receive and process special event applications; worked with IT to secure a desktop computer for the Wilson Center so the facility can utilize the laptop there for programming needs; contacted various Christmas Tree companies regarding ornaments for the Winterfest tree; continued to work with Joe on finalizing budget information; met with Recreation Supervisors on upcoming winter/spring programs and events in preparation for the activity guide; attended a Sustainability Steering Committee meeting; conducted weekly staff meeting.

Recreation Supervisor of Athletics: Continues taking registrations for Adult Winter Volleyball leagues, leagues start 11/7; sending out requests and collecting items for before and after care staff files, met with Recreation Specialist to review requirements and solicit her assistance, posted Site Supervisors ad online; working on program analysis statistics information; the afterschool tennis program at Downes began after two weeks of rainouts; soccer pictures were held on Friday at the George Wilson Center; met with Deputy Director regarding winter/spring program offerings and working to finalize information with instructors.

Coordinator of GWC and Volunteers: Delivered updated flyers and brochures to the Newark Library; met with the Deputy Director to discuss winter/spring programs; met with our swim instructor on swim lessons; prepared for the Bring Your Parent To Pottery Program that began October 3, discussed kiln firing issues due to new elements with the pottery instructor; continued with preparations for the Mayor's Harvest Festival, attended and coordinated the volunteers for the festival; continued preparing for CATCH at Downes Elementary beginning on October 22; sent PSAs for upcoming events to the Communications Manager; continued preparing for upcoming events including the Fall Community Clean Up, the Halloween Party at the George Wilson Center, and the Thanksgiving Day Breakfast; coordinated with Berkshire Hathaway Home Services Fox & Roach volunteer group to assist with special park maintenance at White Chapel Park; continued recruitment of volunteers for upcoming fall events; began taking George Wilson Center reservations for 2019, booked 17 dates from January – August 2019 in just one week. Volunteer Hours: 17 Volunteers from Berkshire Hathaway Home Services Fox & Roach devoted 34 hours on October 4 scraping and painting a play feature at White Chapel Park; 31 volunteers devoted 135.75 Hours assisting with the Mayor's Harvest Festival on October 6 at Olan Thomas Park. The total number of volunteer hours for the week is 169.75.

Recreation Supervisor of Community Events: Met with Paula regarding winter/spring programs; solicited donations for upcoming events and Halloween Parade participants; worked on financial program statistics; reached out to previous vendors for NewBark Pawlooza and contacted the school district and other organizations for participation in Winterfest.

Recreation Specialist: Scanned and saved 2017/2018 volunteer paperwork and met with Chrissy regarding Community Cleanup and the Halloween Party at the GWC; updated After Care call sheet for 2018-2019, collected/distributed Friday Club/Craft Club supplies, reviewed/scanned/emailed Food Bank forms to the Food Bank; scouted out final hayride route with Paula and Rich for the Harvest Festival, placed event signs out, met with WXCY DJ at Olan Thomas prior to event, worked the Mayor's Harvest Festival; continued work orientation.

Parks Superintendent: Inspected six parks and developed work lists as needed, assisted Electric Department with tree issue at George Reed Park, started on developing reforestation plan for proposed development off Kirkwood Highway, met with Public Works Superintendent concerning tree planting at Windy Hills water tank and located materials needed, completed course at Longwood Gardens School of Horticulture, oversaw making perennial/ornamental grass divisions

and planting at several park/horticulture sites, supervised plant installation at White Chapel entry island, and coordinated annual Tree Board meeting for 2018.

Parks Supervisor: Coordinated volunteers working on play piece at White Chapel Park, assigned field staff daily and assisted as needed, picked up supplies for Harvest Festival this weekend as well as volunteering his time at the festival making popcorn, and continued working on upcoming purchase of mowing equipment.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, dragged/scarified all ballfields, prep of both soccer fields for league play, raked off all horseshoe pits, continued working on two pieces of equipment at Preston's Playground, loading/set up/take down of materials/supplies for Harvest Festival, did interior bed maintenance at City Hall, made divisions of perennials/grasses and planted them at several park/horticulture sites, mowing of Electric Department ROW's, did grass seeding in disturbed area at Lumbrook Park, did tree pruning at several park areas and continued on work orders as assigned.

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**Activity or Project:**

Redd Park Reforestation

**Description:**

Hundreds of trees will be planted in Redd Park on Saturday, November 3 as part of our Redd Park Reforestation project. The reforestation will enhance wildlife habitat, help fight invasive species and improve water quality. Anyone interested in volunteering for the event should contact the Parks and Recreation Office at 302-366-7000 or email [parksrec@newark.de.us](mailto:parksrec@newark.de.us).

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**Activity or Project:**

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**Activity or Project:**

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**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

## Code Enforcement:

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

Construction of the new rail station on the STAR Campus is continuing. The tenant fit-out for the 8th floor has been issued. The structural steel installation is ongoing for the new six-story lab at the site; the façade installation is continuing. The Chemours Building structural steel is being installed, as well as the exterior walls.

## Parking:

Parking Division staff assisted the Newark Police Department during the Main Street Mile on Saturday, October 6. Meters on Main Street were bagged before the race and Parking Ambassadors notified temporary parkers of the parking restrictions due to the race. Parking staff was positioned during the race for traffic safety and after the race removed the bags as traffic and parking was allowed back on Main Street. The Lot 4 entrance/exit on Center Street is currently having work done at the sidewalk and the street in front of the booth. Lot Countdown signage has been negatively affected during this time due to having to redirect traffic out of the entrance at certain times and having to pull the exit sensor out during the sidewalk work. The Division has been keeping the number as accurate as possible during this time by manually adjusting the number throughout the day. Lots 1 and 3 are unaffected by the work. ParkingSoft/T2 maintenance/engineers were on-site on October 4 and 5 to work on a number of issues the Division is having with the pay-on-foot parking stations, as well as some connectivity issues we are experiencing in Lot 3 with a number of pieces of equipment.

Parking and Planning staff are working with the Public Works and Water Resources Department on the Lot 1 Expansion project. With assistance from the Newark IT Division, the Parking Division successfully downloaded and is using Crystal Reports. The first project undertaken was to update wording on an Alderman's Court letter, which has been successfully updated and uploaded to the T2 server for use. Crystal Reports will be used to generate letters and reports for Residential Parking and Enforcement that require information from T2 to be automatically plugged into the document prior to printing. Parking staff had preliminary discussions with GIS Technician Jay Hodny to prepare for changes to the current Parking GIS map and a possible residential parking map for use by Division staff and the public. A meeting is scheduled Thursday, October 11 at which time direction will be given as to how to proceed. Some changes have already been applied to the current map, such as moving available meters off South College Avenue. The Parking Division reached out to peers in the C-PARK registry to find better pricing on used meter housing supplies and equipment for the Duncan Single-Space Model 76 housing. A

few municipalities/universities have the older model parts sitting in their storage and the Parking Division is working on pricing with each entity. Staff updated some CIP projects for budget purposes. Training has begun for new part-time Parking Ambassadors Michael Loudell and Bradley Borowski.

#### Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, October 16 at 7:30 p.m. in the Municipal Building Council Chamber for review and consideration of the 2019-2023 Capital Improvements Program,

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

The Planning Commission will hold a Drop-In Public Workshop for the neighborhood surrounding South Chapel Street on October 30 from 4:00 to 6:00 p.m. in the Council Chamber. The purpose of the workshop is to gather community input on proposals to make changes to the area’s Comp Plan Future Land Use designations and zoning.

Planner Mike Fortner staffed the Steering Committee meeting for the Newark Community Sustainability Plan on October 4, as well as the Community Development/Revenue Sharing Advisory Committee meeting on October 11. The CDBG/RS Committee is expected to develop its final recommendation for Council consideration.

The following was also completed this week:

- 4 Deed Transfer Affidavits
- 34 Building Permit Reviews

#### Land Use Projects Currently Under Review:

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

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

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

92 East Main Street, Parcel ID 1802000033 (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017. PR#17-09-01 is proposed to be withdrawn by the applicant in the near future, replaced by PR#18-10-01, 92 & 96 East Main Street.

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.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033, 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory

Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the annexation and rezoning of 3 Bridlebrook Lane and 5 Bridlebrook Lane. At their meeting on May 1, 2018, the Planning Commission recommended approval of an amendment to the annexation map and planning area map in Comprehensive Development Plan V to include 3 and 5 Bridlebrook Lane. The annexation, rezoning, and amendment to the annexation/planning area maps has been scheduled for the City Council agenda on May 14, 2018 (first reading) and June 11, 2018 (second reading). The second reading for 3 and 5 Bridlebrook Lane annexation and rezoning was postponed at the request of the applicant and has now been scheduled for the October 8, 2018 City Council agenda.

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.

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

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018.

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

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

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

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

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

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs

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

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.

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.

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**Activity or Project:**

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**Description:**

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**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

**Criminal Investigations Division:**

- On 10/4/18, the Criminal Investigations Unit assisted with a burglary investigation in which a juvenile was arrested for stealing a bicycle from a garage at a residence on Woodshaw Road.
- On 10/9/18, Melissa Pennachi, Victim's Services Coordinator, attended a roundtable discussion on the Family Court Enhancement Project.
- Lt. Nelson and Ms. Pennachi also attended the annual Domestic Violence Awareness Month Proclamation signing by Governor Carney.

**Administration Division:**

- Beginning this week, officers are being trained on and issued tourniquets.
- Lt. Rubin spoke at a University of Delaware journalism class on October 8th about law enforcement and interaction with the media. Several students will be doing ride alongs over the coming weeks.

**Patrol Division:**

- On October 8, 2018, a business in the 900 block of Interchange Boulevard, Newark, reported the theft of multiple vehicle batteries from trucks belonging to the business. The theft occurred over the weekend while the business was closed. The owner of the business contacted a Newark-area battery company and found that a male and female had recently been at the business to sell batteries to the battery company. During the course of the investigation by Officer Lee, a 39-year-old white female from Elkton, MD was identified as the female who sold the batteries to the battery company. Subsequent investigation, including witness interviews and surveillance video, linked the female and a 44-year-old white male from Elkton, MD, to the theft. The value of the batteries stolen was over \$2,300.
- On October 3, 2018, a bicycle was reported stolen from an attached garage on Woodshaw

Road. The garage door had been left open. Officers developed a 17-year-old Newark juvenile male as a suspect. On October 4, 2018, officers observed the juvenile riding on a bicycle in the area of Church Road in Newark. Officers attempted to stop the juvenile and he fled from officers on the bicycle. Officers were able to get the juvenile stopped and took him into custody. The bicycle he was riding was found to have been stolen the day before from the driveway of a residence on Chrysler Avenue in Newark. When the juvenile was taken into custody, he was found to have marijuana in his possession. The juvenile was transported to Newark Police Headquarters and appeared before Justice of the Peace Court #11 in New Castle and was ordered held in default of \$5,100 secured bail. He was turned over to the New Castle County Detention Center. The juvenile was charged with Burglary Second Degree (Felony), Possession of Marijuana, Theft Under \$1,500, Receiving Stolen Property Under \$1,500 and Resisting Arrest.

**Special Enforcement Division:**

- On Monday, Traffic Unit officers attended a planning meeting for the Turkey Trot race.
- On Wednesday, the unit assisted with Walk to School Day at Downes Elementary School.
- The unit will conduct enforcement activities at various locations throughout the city including Chrysler Avenue, Apple Road and Old Cooches Bridge Road due to citizen complaints.
- The unit continues to investigate a Serious Pedestrian Crash which occurred on Friday, October 5th.
- During the week, the Special Operations Unit continues working on background investigations for new hires. The unit also continues to work on aggressive enforcement of alcohol and order maintenance issues.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	10-11-2018
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<b>Execution Status:</b>	Completed
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**Activity or Project:**

**Description:**

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

**Description:**

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

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Leaf Collection began October 8 and will continue through December. Please rake leaves to the grass plot between the sidewalk and curb at your convenience. While there is no set schedule, residents should expect one collection per week during the beginning of the season and every other week as the peak leaf drop. See more details at <https://newarkde.gov/CivicAlerts.aspx?AID=1180>

PW&WR was happy to have a concerned resident suggest pavement markings to make our streets safer in Newark. With the help of Joey, a 12 year old living near Casho Mill Road, we installed 'Stop Ahead' pavement marking ahead of a stop sign which is the scene of frequent violations of running the sign. PW&WR would like to congratulate Joey on his civic engagement and encourages others to do the same.

We experienced our first water main break of the 'season' this past week on Cheltenham. Water main breaks are typically associated with colder weather, but can happen at any time. As we move into colder weather, we would like to remind residents to disconnect outside hoses during the winter months when not in use and report any suspicious water coming out of the ground.

**Activity or Project:**

Lot #1 Parking Expansion

**Description:**

PW&WR has been working with Planning and Parking on the agreement, planning, design, and ultimate purchase of the two lots along Delaware Avenue from UD in order to expand Lot #1 ahead of the planned reconstruction of Main Street. Our preliminary design shows the parcels would add approximately 40 spaces to the current lot. The following is a list of items that are necessary to complete and a status update.

Preliminary Design - Complete

Discussion with UD on final alignment - Ongoing. Completion after survey complete.

Boundary Survey - Received quote from surveyor, waiting on revised scope estimate. Estimated completion October 31.

Administrative Subdivision

Building Demolition

Final Design

Grading and Parking Lot Construction

Final Striping

Project Completion

**Status:**

Started

**Expected Completion:**

03-31-2019

**Execution Status:****Activity or Project:**

2018 Annual Street Improvement Contract

**Description:**

Our contractor, Grassbusters, has completed the curb and entrance work at the Lot #4 entrance ahead of the weekend rush. Work will continue on the west side of the street and cross the Lot #3 entrance in the early part of next week. Curb work along Hullihen has also progressed in the last week and we anticipate completing that work by the end of next week. All work and estimated timelines are weather dependent.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	



Digital Records Project New Documents Created – October 4-10

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of the Office
Sandy	745	4,589	Cash Receipts/Timesheets and Reports/Daily Reconciliation Reports
Fred	13	745	PWWR Development Plans
Debbie	94	6,266	PUBS Daily Cash Receipts
Ana (PT)	76	183	Miscellaneous
Anita (PT)	58	252	Miscellaneous Current Files
Total	986	12,035	

Digital Records Project Documents Modified\* – October 4-10

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of the Office
Sandy	744	4,208	AP Batch Scans/Daily Cash Reports/Admin Correspondence
Fred	224	4,618	PWWR Development Plans
Debbie	94	6,266	Court Documents/Timesheets
Ana (PT)	352	1,830	Legal Opinions/Administrative Easements/Drainage Agreements/Subdivision Agreements
Anita (PT)	61	257	Miscellaneous Current Files
Total	1,475	17,179	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779	38,612	+8,833
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

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

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716	43,957	+24,241
October	23,730		
November	27,776		
December	29,452		
Totals	353,240		

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

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

NEWARK POLICE DEPARTMENT

WEEK 09/30/18-10/06/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	2	0	0
Rape	5	12	1	0	4	0
Unlaw. Sexual Contact	10	5	1	2	6	0
Robbery	23	16	0	13	24	0
- Commercial Robberies	10	7	0	2	8	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	11	8	0	6	13	0
Assault/Aggravated	20	17	1	19	24	0
Burglary	32	31	1	13	13	4
- Commercial Burglaries	6	9	0	3	2	0
- Residential Burglaries	18	20	1	9	9	4
- Other Burglaries	8	2	0	1	2	0
Theft	417	434	24	168	161	11
Theft/Auto	39	43	1	4	6	0
Arson	1	0	0	0	0	0
All Other	76	76	2	58	63	0
<b>TOTAL PART I</b>	<b>625</b>	<b>634</b>	<b>31</b>	<b>279</b>	<b>301</b>	<b>15</b>
<u>PART II OFFENSES</u>						
Other Assaults	238	202	3	110	142	3
Rec. Stolen Property	2	1	1	16	17	1
Criminal Michief	157	125	1	42	108	4
Weapons	15	10	1	30	31	4
Other Sex Offenses	0	0	0	0	0	0
Alcohol	123	179	4	225	286	9
Drugs	113	108	2	136	153	1
Noise/Disorderly Premise	633	604	21	245	279	40
Disorderly Conduct	124	116	6	117	86	4
Trespass	161	169	5	98	54	3
All Other	348	315	6	306	260	13
<b>TOTAL PART II</b>	<b>1914</b>	<b>1829</b>	<b>50</b>	<b>1325</b>	<b>1416</b>	<b>82</b>
<u>MISCELLANEOUS:</u>						
Alarm	232	141	3	0	0	0
Animal Control	386	380	5	3	2	0
Recovered Property	249	221	3	0	0	0
Service	28966	30881	680	0	0	0
Suspicious Per/Veh	450	375	11	0	0	0
<b>TOTAL MISC.</b>	<b>30283</b>	<b>31998</b>	<b>702</b>	<b>3</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	957	37,138	904	39,824



**Newark Police Department  
Weekly Traffic Report  
09/30/18-10/06/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	6801	8497	352	157
DUI	124	153	8	8
<b>TOTAL</b>	<b>6925</b>	<b>8650</b>	<b>360</b>	<b>165</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	204	171	4	7
Property Damage <b>(Reportable)</b>	849	875	25	28
*Hit & Run	184	188	5	3
*Private Property	186	230	3	8
<b>TOTAL</b>	<b>1054</b>	<b>1046</b>	<b>29</b>	<b>35</b>

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.