

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City offices were closed this Monday in observance of Memorial Day. Our regularly scheduled Council meeting was held on Tuesday as a result. Staff will be reviewing grant opportunities for EV charging stations as a result of the Council direction received to incorporate EV's into the fleet to the extent possible. We will provide an update to Council once we have more information on our progress towards EVs. Also, as I mentioned Tuesday night, we have several new staff members starting over the next few weeks. We will be preparing announcements for each that provide a short bio and introduction for each person. I will also be inviting them to the next Council meeting to do official introductions with Council.

Chief Tiernan, Brian Cannon, and I attended a meeting with UD to discuss the need to relocate communications equipment from the Towers ahead of their demolition. Most critical to Newark is the 800 MHz emergency radio antenna which serves Newark and the surrounding area. We will be working with UD to find a suitable alternative for this and other antennas currently mounted to the existing structures.

We held a staff orientation meeting with representatives from DFIT and PMA Companies to review the changes associated with our new workers' compensation insurance coverage. HR staff and I will be completing additional training on the reporting software over the coming weeks. We are excited about the detailed reporting that will be available which will allow us to identify injury trends and patterns so we can focus interventions and training efficiently.

Councilwoman Wallace and I had a phone call in lieu of our regular monthly meeting.

On Thursday, Mayor Clifton, Chief Tiernan, Deputy Chief Farrall, and I attended the graduation ceremony for Sgt. Conover and Communications Officer II Fountain from the NJ Command and Leadership Academy. Both should be proud of their accomplishment. The command and leadership academy is a demanding program which requires considerable dedication to complete while working full time.

Later on Thursday, I met with Andrew O'Donnell, a Newark resident, to discuss our plans for electric vehicles, expanding green energy options, and other climate goal related items.

I performed a phone interview with a representative from the Conservation Finance Network on Newark's experience with the Brandywine Christina Healthy Water Fund and, more specifically, the pay for success pilot project which we are currently working on with the fund.

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

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

<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:**

Administration - Deputy City Manager

**Notable Notes:**

On May 20, 21 and 23, Acting HR & Labor Relations Manager Mark Farrall conducted police applicant interviews. On May 21, Human Capital Manager Devan Hardin attended a DFIT Safety meeting in Dover with four members of the City of Newark Safety Committee including Greg Shevchuck (Electric), Matt Catalano (Electric), Brad Conway (Streets) and Phil Campbell (Water). The committee provided great information to share with City employees during the month of June which is recognized as National Safety Month. On May 22, Ms. Hardin attended a meeting of the Delaware Chapter of Women Leading Government in Dover. Five other City staff attended the meeting including Jill Hollander, Daina Montgomery, Mary Ellen Gray, Paula Ennis and Larissa Jones. The guest speaker for the event was ICMA-RC Financial Representative Shantel Washington who discussed investments, retirement savings and financial management strategies for local government employees. On the same day, Ms. Hardin attended the Delaware National Guard Civilian Employer Workshop at the Smyrna Readiness Center. The workshop included a full range of National Guard topics including employing veterans and employer obligations under the USERRA law. During the week Ms. Hardin onboarded new IT Infrastructure Manager James Reazor and held interviews for seasonal Parks Maintenance positions. Two job offers were extended which were both accepted. Additionally, a job offer was extended for the vacant Planning and Design Engineer position which was also accepted. On May 24, Mark Farrall, Tom Coleman and Dave Del Grande along with the City's Pension Actuary met with members of the FOP regarding ongoing pension discussions.

During the week of May 27, Ms. Hardin onboarded new Code Enforcement Manager Stephanie Petersen. On Wednesday, May 29, Tom Coleman, Mark Farrall, Marta Pacheco and Devan Hardin met with members of the DFIT team to discuss our new membership and transition to this program. The DFIT team also introduced themselves to the City Management team and provided valuable information as we transition into the program. Also on Wednesday, more than 30 city

employees attended a luncheon to recognize their participation in the Weight Loss Challenge wellness program. In total, 40 employees participated in the challenge over 12 weeks losing a combined 237.7 pounds! On Thursday, May 30, Tom Coleman, Chief Tiernan, Mark Farrall and Mayor Clifton attended the NJ State Association of Chiefs of Police Command and Leadership graduation ceremony where Sgt. Jay Conover and Communications Officer Logan Fountain were recognized for their completion of this rigorous program. On Friday, May 31, Mark Farrall and Devan Hardin will attend an informational session with the City's Labor Law attorneys to discuss a new interactive webinar training on sexual harassment. Under a new Delaware law, the city must conduct training for all employees and supervisors and this webinar is being researched to satisfy this requirement. Also on Friday, Ms. Hardin will attend the summer camp/recreation employees orientation and will speak with them regarding HR policies and procedures when working as a City employee and in the public eye.

**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:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 5/23/19 to 5/29/19. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

**Activity or Project:**

Court Sessions

**Description:**

From 5/23/19 to 5/29/19 Alderman's Court handled 51 arraignments, 59 trials, 18 capias returns and 2 code violations. The court collected a total of 394 parking payments of which 291 were paid online and 103 were paid at court. The court also collected criminal/traffic payments of which 249 were paid online and 54 were paid at court for a total of 303 criminal/traffic payments. The court processed 1 plea by mail.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-29-2019
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on 5/28.

Geena was in the office on 5/23.

Tara spent time coordinating with staff and Council to book future meetings.

Tara worked with staff to coordinate and schedule items for consideration at upcoming Council meetings.

Tara and Whitney attended the 5/28 Council meeting, with Whitney Livestreaming the meeting.

Whitney met with IT staff to address issues related to the Livestream.

Whitney drafted a thank you to John Horner for serving time on the CAC.

Whitney drafted an appointment letter to Beth Chajes for appointment to a mayoral appointment on the CAC.

Whitney updated the Boards and Commissions list and distributed it via email to appropriate staff and for publication on the City's website.

Whitney is drafting the meeting minutes for the 5/28 Council meeting.

Whitney drafted the CAC's agenda for the 6/11 meeting and distributed it to George Irvine, Chair for edits and approval at the upcoming meeting.

Whitney drafted Department staff notarized, posted and distributed numerous upcoming agendas for departmental meetings.

Anita continued research on past city annexations at the request of John Taber with NCCo.

Anita continued work on duplicate file processing for Records Department.

Anita worked on research request/HelpTicket submitted by Director of Finance.

Anita did the set up/cleanup for City Council meeting held on 5/28/19.

Anita finalized three proclamations for review by Acting City Secretary.

Anita continued with general filing and scanning and general mail sorting to departmental staff and Council.

Anita completed some general correspondence with Council.

Anita provided general frequently detailed assistance with walk-in visitors.

Anita monitored and forwarded applicable emails from the City Secretary email box to Council and various staff.

Anita updated vehicle titles and paperwork at the request of Dave Vispi.

Anita forwarded a Boards and Commissions application for the vacant Newark Housing Authority position to Dr. Horacio Lewis at the request of Mayor Clifton

Anita completed office supply and minute book orders.

Danielle worked on the following items regarding FOIA:

- Provided a response and closed a 05/16 FOIA request for applications and/or site plans for proposed new cell towers between 02/25/2019 through 05/16/2019
- Circulated to staff for review a 05/29 request for 2204 Dickens Terrace
- Circulated to staff for review a 05/29 request for 148 Hawk Drive
- Circulated to staff for review a 05/28 request for 913 Linfield Road
- Circulated to staff for review a 05/28 request for 401 Bellevue Road
- Provided an updated estimate for a 05/21 request for building inspections and code enforcement activities for all Newark properties
- Provided an estimate and update for a 05/10 request for occupancy certificates regarding 501 Hamlet Way

Danielle is editing minutes for the 05/20 Special Council meeting.

Danielle handled a lengthy resident call pertaining to the Unicity bus and forwarded their concerns to the Planning and Development.

Danielle received and sent out escrow release check to Newark United Methodist Church for the completion of landscaping.

Danielle notified the Board of Adjustment members and associated staff that there will be a meeting on 06/20.

Danielle submitted a check request for the Recorder of Deeds to record the Utility and Public Access Easement Parcel 1800700086.

Danielle entered all work into TCM.

Danielle fulfilled 3 discovery requests for upcoming Alderman's Court cases. 218 discovery requests have been filled so far this year. 22 court calendars with 396 associated cases have been prepared so far for 2019. There are 8 outstanding discovery requests. There were no plea by mail cases processed this week.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing and 2 were completed and sent to the requestor. 737 lien certificates have been processed for 2019.

Tara posted agendas on the City's website and on the Agenda Board in City Hall.

Tara completed and finalized the Addendum for Subdivision Agreement for Martin Honda.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha sent destruction notice for 20.10 boxes of records.

Samantha modified Permits and Complaints.

Samantha created Complaints and W-2's.

Samantha is researching records for Alderman's Court and Finance.

Samantha sent 10 records to the Finance Director for review.

Samantha completed 3 requests for expungements.

Fred processed subdivision/project developments.

Fred processed complaints/summons.

Ana modified 104 documents.

Ana scanned 210 documents.

Ana modified complaints and summons on 5/23.

Ana modified agendas and minutes 5/23-5/29.

Ana prepped and scanned complaints and summons 5/23-5/29.

Sandy worked on A/P Batch scans, ticket 43682.

Sandy worked on Alderman's Court complaints and summons from 2001.

Sandy worked on employee W-2's for multiple years.

Debbie processed PUBS daily cash receipts for July 2017 - August 2017 and started September 2017.

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

**Activity or Project:**

**Description:**

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

Sunday night into Memorial Day, a 34kv fault at the Kershaw Substation caused two breakers to trip taking out the West Main Substation. About 4,000 customers lost power for an hour and a half. The cause of the outage is suspected to be an animal or lightning, although no evidence was

found. After a blown fuse and burned up fuse holder for the substation power was replaced, the circuits were switched back to normal.

The line crews continued pulling wires on the Christina Parkway to extend a 12kV circuit.

The electricians worked at the South Chapel Substation pulling control wires and also installed a couple of power connections for the Police's Mobile Command Unit at City Hall.

Engineering is working with the vendor to troubleshoot a recloser that is not working properly. Engineering is also working with the engineers on the software side of the recloser system to incorporate transformer and bus differential lockout into the system. If this was in place, the Memorial Day outage would have only been a couple of minutes. New control wiring and SCADA reconfiguration can make that possible.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Tickets from Previous Week - 68

Tickets Opened in the Last Two Weeks - 53

Tickets Closed in the Last Two Weeks - 48

Remaining Open Tickets – 73

1. Met with PW&WR staff to discuss placement of Water Treatment Plant cameras.



2. Worked with Northstar application and staff on some billing modifications.
3. Performed user acceptance testing on Tyler Munis TEST environment for 11.3 upgrade.
4. Assisted with onboarding new Infrastructure Manager.
5. Created reports for users as requested.

Pending:

1. Customer Connect 6 upgrade dates have been set, kick off meeting is the last week of June with a go live date around mid-August.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
4. Finalized Munis General Billing for PW&WR in TRAIN environment, waiting for approval from Finance to promote to LIVE.
5. Police Vehicle Technology Upgrades - Six vehicles still remain for cradlepoint installation (waiting on vendor).

Infrastructure Team:

Open Tickets from Previous Week - 84

Tickets Opened in the Last Two Weeks - 167

Tickets Closed in the Last Two Weeks - 175

Remaining Open Tickets - 76

1. Added storage and increased resolution for cameras.
2. 3 new copiers installed during refresh.
3. Worked on various issues.
4. Actively responded to and resolved Secureworks alerts.

Pending:

1. All equipment for VFW Internet connection is configured and testing is complete. Electric Department installation complete. Waiting on VFW's electrician to run wiring internally, they will contact us when they are ready.
2. Parks and Recreation to be moved to SharePoint.
3. "WNRK" setup and install to begin on 5/31.
4. Clean up of user core switch ports started.

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**Activity or Project:**

Honeywell EAMS/Connexo NetSense Upgrade

**Description:**

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

Scope of Work:

- Configure new servers - Completed
- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.
- Migrate data from previous release to Connexo
- Training - Scheduled for 4/4/19

- Site Acceptance - Currently testing
- Promote to production - Postponed date not yet determined
- Decommission old production, build new test

Working with meter data management software vendor for integration between CIS and upgraded software.

<b>Status:</b>	Near Completion
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<b>Expected Completion:</b>	05-31-2019
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

For The Record FTR Replacement

**Description:**

Equipment has been received.  
New FTR server build is complete.

<b>Status:</b>	Started
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<b>Expected Completion:</b>	07-01-2019
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Mobile Command Center Technology Update

**Description:**

New laptops have been provisioned, tested and installed in the truck.  
We have developed a plan to keep those machines up to date going forward.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	05-28-2019
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<b>Execution Status:</b>	Completed
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**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Completed three grants for the Delaware Outdoor Recreation Parks and Trail grant program; met with the developer of the Newark Preserve concerning tree replacement and planting schedule; completed the agenda for the next Landscape Screening and Treatment Committee meeting; attended conference call with Paula, USA Cycling, Bike Newark and others regarding information on possible Newark bicycling event; attended subdivision meeting for the Hillside Road project with developer and all City departments; worked with JMT Engineering and Tom Zaleski about tree work as part of the Elkton Road project.

Deputy Director: Attended meeting at UD with representatives from EDIS to discuss the layout for the Liberty Day and Fireworks event on July 4th with Dave Tynan, Sharon and Melinda, completed request for New Castle County to use the Show Mobile for July 4th; placed order for

summer staff, volunteer and lifeguard shirts for the summer; called in to a wrap up meeting for the Memorial Day parade to discuss ideas/changes for next year; completed June PSA's for distribution; attended conference call with Joe, USA Cycling, Bike Newark and others regarding information on possible Newark bicycling event; continued to gather background check forms from contracted and summer staff to submit to the Department of Youth and Family Services and DELJIS; continued to process special event applications and issue permits once approved, continued to process financial assistance applications.

Recreation Supervisor of Athletics: Continues gathering contracts and background checks from camp staff, working on finalizing field trips; ordered new t-shirts for summer basketball camps; completed June staff schedule for before and after care, planning end of program year events including ice cream parties at both after care sites; checked chemicals at both outdoor pools on Wednesday; our most recent sessions of skateboarding classes concluded on Wednesday, 5/22; working on Winter/Spring program statistics.

Recreation Supervisor of Community Events: The fourth spring concert featuring The Jimmies was held on the Academy Building lawn, wrapped up items regarding the Memorial Day Parade including a post parade meeting with the committee, worked on the Community Garden party; continued to receive applications for July 4th; completed hiring for Camp REAL and working on completing employment paperwork; worked on contracts for fitness and summer camp contractors.

Recreation Specialist: Reviewed and submitted weekly Aftercare Foodbank forms; collected rental permits/payments from the weekend from the Wilson Center, checked notebook for any concerns/actions required from the weekend, printed/delivered GOJU sign-in sheets for classes, fired the kiln for pottery classes, opened/closed for Friday Yoga, purchased and delivered baking soda to GWC for pools, swapped out three first aid kits stored in the office; attended Fireworks meeting with EDIS with Paula, Sharon and Dave Tynan; received three more volunteer applications; tallied and entered all volunteer information from the Memorial Day Parade, sent out Thank You email to all those who participated; updated volleyball scores on website; purchased cabinet key and two new locks and replaced sports cabinet lock that broke at Fairfield; finalized before/after care staff schedule for June; updated Rittenhouse Camp information in Summer staff manual; edited/printed the camp volunteer manual; created my leadership training PowerPoint presentation for camp staff orientation; helped set up/tear down at the Garden Party Wednesday evening; created contracts for fitness instructors for summer classes along with summer camp instructors including Ground Up Computer and It's Simply Delicious.

Parks Superintendent coordinated the planting at Olan Thomas Park directing the horticulture crew, sprayed herbicide to control Chinese Lespedzia (invasive weed) in upper meadow at Curtis Mill Park, coordinated tennis post removal (in house staff) and fencing removal (contractual) at tennis court at Kershaw Park to get site ready for construction/conversion from tennis to basketball, along with Deputy Director of Public Works met with resident concerning erosion issue, attended meeting with Parks Director and builder concerning tree replacements at Newark Preserve, assisted Electric Department with resident compliant concerning tree pruning operation, inspected all planting sites installed last fall for plant growth/health issues, coordinated with Longwood Gardens for bulb donation and pick up to be planted this fall in our traffic islands and along with Parks Supervisor interviewed several applicants for seasonal position openings.

Parks Supervisor assigned field staff and assisted as needed, met with Eagle Scout concerning

project at Community Garden site in Fairfield Park, along with Parks Superintendent interviewed several applicants for seasonal position openings and resolved issue with tagging new Jacobsen mowing unit.

Parks/horticulture staff continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, installed plantings at Olan Thomas Park, removed four tennis net posts at Kershaw Park and filled holes with concrete to meet existing grade of court surface, did trash removal throughout park system, dragged/scarified all ballfields, raked off/leveled all horseshoe pits throughout park system, stored away all materials/supplies from Memorial Day Parade, continued on pool opening items at both pool sites, continued on work orders as assigned, watering of outdoor pots at City Hall and Wilson Center and did equipment maintenance on Jacobsen and Kubota mowing units.

Fencing contractor completed removal of southeast tennis court gate opening and one 10 foot section of fence line along south side of tennis court area at Kershaw Park. Team Works started installing woodcarpet under play equipment at Handloff Park.

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**Activity or Project:**

Kershaw Park Hard Surface Improvements

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**Description:**

The conversion of the Kershaw Park hard surface area will begin this week. The tennis courts will be converted in to two basketball courts. The basketball courts will be a better fit for that area and we believe will be used more frequently than the tennis courts. The tennis courts were due for an overlay, so the timing was good for the changeover.

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<b>Status:</b>	Started
<b>Expected Completion:</b>	06-14-2019
<b>Execution Status:</b>	On Track

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**Activity or Project:**

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**Description:**

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

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**Activity or Project:**

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**Description:**

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

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**City Manager's Weekly Report**

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**Department:**

Planning and Development Department

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**Notable Notes:****Code Enforcement:**

On May 28, the Code Enforcement Division welcomed new Code Enforcement Manager Stephanie Petersen. The certificate of occupancy was issued for the renovations to the recruiting offices at 604 Newark Shopping Center. Applications were received to do selective demolition to interior non-loadbearing walls in the existing buildings in Park Place and Studio Green Apartments in order to prepare for proposed renovations to the complexes. Certificates of completion have been issued for the renovations and Starbucks coffee kiosk in the Acme store at Suburban Plaza. The certificate of occupancy was issued for the Wing Stop Restaurant located at 107 Newark Shopping Center. The demolition of Warehouse #3 at the City's Phillips Avenue complex is complete. Demolition and removal of debris is in process for the vacant bank building at the Park N Shop shopping center. Work at the Mazda showroom continues.

**Parking:**

Parking was complimentary on Memorial Day, Monday, May 27. Meters had a digital display and a signage was affixed to parking equipment notifying patrons of the complimentary parking status.

Parking Division staff continued to work with T2, Genetec, and Passport on statements of work, service agreements, and quotes for the Multi-Space/License Plate Recognition Capital Project; continued to work with DelDOT and A-Del on meter/parking space blockage to complete the Main Street Rehab Project on schedule; worked with landlords on Main Street to secure areas for dumpsters required for UD student move-out; and, notified tenants of parking rules regarding student move-out. Management attended a mandatory Workers' Compensation meeting on May 29.

**Planning/Land Use:**

The Planning Commission is scheduled to meet on Tuesday, June 4 at 7:00 p.m. in Council Chamber. Items on the agenda tentatively include:

- Review and consideration of amendments to Chapter 32 Zoning for the regulation of sidewalk cafes, patios, decks, balconies, and parklets in the downtown district

The next meeting for the Transportation Improvement District (TID) Committee is set for June 12 at 1:30 p.m. in the Council Chamber.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for June 24 at 4:00 p.m. in the Old Newark Conference.

City Planner Michael Fortner has begun the process of collecting proposals for the 46th Year (July 1, 2020 – June 30, 2021) Community Development Block Grant (CDBG) program and the 2020 Revenue Sharing program. The Planning and Development Department will hold a public information meeting for the CDBG and Revenue Sharing programs on Wednesday, July 17, 4:00-5:00 p.m. in the City Council Chamber. The applications will be due on August 2, 2019. If you know of any organizations that may benefit from any of these programs, please refer them to Michael Fortner at (302) 366-7000, ext. 2041.

The following were also completed this week:

- 7 Deed Transfer Affidavits
- 13 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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

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

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

regarding the conversation 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. The Planning and Development Department received revised plans on March 12, 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.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701

Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. SAC comments were forwarded to the applicant on February 21, 2019. The amendment to the major subdivision plan has been placed on City Council's May 28, 2019 agenda for consideration.

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 were sent to the applicant on August 17, 2018. The Planning and Development Department received revised plans on April 10, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been withdrawn until a future Planning Commission meeting.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting.

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



review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

511 Valley Road, Briarcreek Lot 21, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018. Revised plans were received by the Planning and Development Department on February 28, 2019 and forwarded to the SAC for review on the same date. The project is scheduled for review by the Planning Commission at their June 4, 2019 meeting.

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

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019. The project is scheduled to be reviewed and considered by the Planning Commission at their June 4, 2019 meeting.

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**Activity or Project:**

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**Description:**

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<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>	
<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:**

- On May 30, 2019, Mayor Clifton, City Manager Coleman, Chief Tiernan and Deputy Chief Farrall, attended the ceremony for Sgt. Jay Conover, and Communication Officer II Logan Fountain. Both employees graduated from the New Jersey State Association of Chiefs of Police Command and Leadership Academy hosted by the New Castle County Police Department. This intensive fourteen-week program focused on leadership skills, behavioral theories, stress management, communication skills and how to manage groups and inter-group conflict. The curriculum, which was developed through the United States Military Academy at West Point, teaches the students how to use organization theory in a law enforcement context.

Special Enforcement Division:

- The Traffic Unit will conduct enforcement operations at various locations throughout the city including Delaware Avenue, Nottingham Road and the Fairfield community.
- The unit will begin planning for a move over law traffic enforcement operation later in the summer.
- The Special Operations Unit (SOU) will conduct proactive order maintenance enforcement throughout the community focusing on the student rental areas and the business district.
- On May 28th, Sgt. D'Elia conducted a presentation to City Council on the newly formed NPD Police Athletic League.
- On May 29th, M/Cpl. Fountain will assist the Parks and Recreation Department with their summer camp counselor orientation and safety presentation.
- On Friday and Saturday SOU will conduct foot patrol in the business district due to the increase in visitation due to the UD graduation.

Patrol:

- Officers have responded to several thefts from unlocked motor vehicles this past week. As always, the Newark Police Department advises residents to lock unattended vehicles and remove all valuables. If thefts from unlocked vehicles continue, the department may rotate the sign message board throughout the neighborhoods as was done in the past.

**Criminal Investigation Division:**

- Lt. Fred Nelson is nearing completion of his course of study at the Federal Bureau of Investigation National Academy. Police executives from across the country and around the world attend this prestigious program in Quantico, Virginia.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

05-31-2019

**Execution Status:**

Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

The contractor at Millcroft will begin the improvements along Cullen Way on Monday, June 3. Additional work on the site will be coordinated through the various departments over the next few weeks.

DelDOT will be holding a Public Information Session on the Main Street Improvements, tentatively scheduled for Thursday, June 20 from 9 a.m. to Noon. This update is geared toward the business community, but all are welcome to hear a brief update on progress made so far and any changes to the schedule moving forward.

Staff and our environmental consultant will hold a public information session regarding the PCB removal from the basements at the Rodney Complex on Wednesday, June 5 from 4 p.m. -7 p.m. at City Hall.

PW&WR summer interns will be starting the week of June 3. We have five engineering students from UD on board this year and will have them performing various tasks around the city, including catch basin and manhole inspections, GIS mapping, and environmental reporting. Look for bio videos on our social media feeds throughout the summer. This program has been very successful over the last few years benefitting both the students and the City.

UDon't Need It? donations are picking up, first sale is Friday, May 31 at 10 a.m. Donations will be collected until the final sale on June 6 at 10 a.m.

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**Activity or Project:**

Fremont Road Connector to Pomeroy Trail

**Description:**

Trail work is progressing nicely and the contractor expects to begin final paving during the week of June 10. Final touch up and installation of amenities and lighting will follow closely after. Staff will be coordinating a ribbon cutting for the formal opening of the trail.

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<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-30-2019
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

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

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Digital Records Project New Documents Created – May 22 – May 29

Name	# of Documents	# of Pages	Types
Samantha	120	403	Complaints/Personnel Records/Payroll Records
Sandy	411	2161	W-2's/Complaints/Summons/Court Monthly Reports
Fred	54	1432	Personnel Records/Alderman Court Monthly Reports
Debbie	67	6187	W-4's/Employee Service and Status Records/Complaints and Summons
Ana (PT)	238	1410	Complaints/Summons
Anita (PT)	6	9	Miscellaneous Current Files
Total	896	11,602	

Digital Records Project Documents Modified\* – May 22 – May 29

Name	# of Documents	# of Pages	Types
Samantha	120	403	Employee Status/Pemits
Sandy	413	2225	Employee Timesheets/Complaints/Summons
Fred	55	1434	Personnel Records/Alderman Court Monthly Reports
Debbie	67	6187	Employee Status and Service Records
Ana (PT)	251	1501	Agendas/Minutes/Complaints & Summons
Anita (PT)	6	9	Miscellaneous Current Files
Total	912	11,759	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595	36,965	+4,370
May	40,272	62,286	+22,014
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

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

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

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

NEWARK POLICE DEPARTMENT

WEEK 05/19/19-05/25/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	5	4	0	2	1	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	13	5	0	15	5	0
- Commercial Robberies	5	3	0	2	4	0
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	7	2	0	11	1	0
Assault/Aggravated	10	14	1	16	12	1
Burglary	20	33	4	3	58	1
- Commercial Burglaries	8	3	2	0	0	0
- Residential Burglaries	11	24	2	3	44	1
- Other Burglaries	1	6	0	0	14	0
Theft	219	195	16	59	182	5
Theft/Auto	19	19	2	4	4	0
Arson	0	0	0	0	0	0
All Other	40	50	2	16	62	1
<b>TOTAL PART I</b>	<b>330</b>	<b>322</b>	<b>25</b>	<b>120</b>	<b>324</b>	<b>8</b>
<u>PART II OFFENSES</u>						
Other Assaults	119	117	2	87	61	3
Rec. Stolen Property	0	0	0	10	4	0
Criminal Mischief	79	52	8	91	31	1
Weapons	5	11	0	18	35	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	113	64	3	156	99	8
Drugs	56	80	2	61	121	3
Noise/Disorderly Premise	348	302	16	142	120	22
Disorderly Conduct	63	67	5	43	56	8
Trespass	98	99	5	31	43	0
All Other	147	146	8	141	172	8
<b>TOTAL PART II</b>	<b>1028</b>	<b>938</b>	<b>49</b>	<b>780</b>	<b>742</b>	<b>55</b>
<u>MISCELLANEOUS:</u>						
Alarm	83	55	3	0	0	0
Animal Control	191	228	13	1	1	0
Recovered Property	115	91	10	0	0	0
Service	16331	14074	631	0	0	0
Suspicious Per/Veh	202	200	11	0	0	0
<b>TOTAL MISC.</b>	<b>16922</b>	<b>14648</b>	<b>668</b>	<b>1</b>	<b>1</b>	<b>0</b>

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,115	21,203	857	18,492



**Newark Police Department  
Weekly Traffic Report  
05/19/19-05/25/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	4962	5469	193	279
DUI	74	81	3	8
<b>TOTAL</b>	<b>5036</b>	<b>5550</b>	<b>196</b>	<b>287</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	1	0	0
Personal Injury	91	87	4	8
Property Damage <b>(Reportable)</b>	477	484	22	33
*Hit & Run	106	75	5	6
*Private Property	120	115	5	9
<b>TOTAL</b>	<b>568</b>	<b>572</b>	<b>26</b>	<b>41</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.