

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

There will be no weekly report next week. The weekly report for the following week (a short week due to July 4th) will cover two weeks.

It is hard to believe but we are once again entering budget season for the 2020 budget. We are wrapping up initial departmental budget submissions for the 2020 operating and capital budget, with draft submissions due Friday the 21st. Much of my week was spent meeting with staff and preparing the City Manager's Office and Facilities budgets.

On Monday, Finance Director Del Grande and I met with a local resident to discuss our electric vehicle (EV) plans and other green initiatives. We are moving forward with developing a recommendation for Council consideration for a 100% green electric rate option. I hope to have a plan fully formed and recommendation to Council in time for a January 1st implementation, should Council choose to implement the plan.

We have scheduled a meeting for the week of July 1st with Public Works, Electric, Parking, Planning, and Manager's Office staff to begin development of a plan for how to roll out EV charging stations in our municipal parking lots. While on its surface, this seems like an easy rollout, there are many details that will need to be worked out ahead of time such as if/how to charge for the EV charger, how this fee will integrate into the parking lot fee structure, whether to restrict the EV charging spaces to EV's, whether those EV's need to be actively charging, how many EV charging spaces will we eventually want, do we have adequate electric infrastructure in place to handle the load, where should we lay conduits in anticipation of future EV charging stations, etc. Also, with the impending expansion and resurfacing of Lot 1, we need to have all of these items worked out beforehand so we can lay conduit before the lot is paved. We are also beginning discussions with EV charging station manufacturers so we can develop an RFP to select a brand/model to standardize around. We anticipate rolling out many more charging stations over the coming years so it will be important to choose wisely with our initial stations. Lastly, we have been researching grant opportunities for charging stations.

I spent quite a bit of time this week on DEMEC related items. On Wednesday, I had my monthly meeting with Councilwoman Wallace. I attended a wellness event on Wednesday at the yard. The event was well attended and received by those in attendance. We held our regular staff meeting on Thursday for the July 8th Council meeting. I attended the Newark PAL fundraiser at Klondike Kate's on Tuesday night. While I wasn't able to attend for long, it seemed to be well attended which is great to see. We held our monthly WOW, employee recognition breakfast on Friday.

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

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

### City Manager's Weekly Report

<b>Department:</b> Alderman's Court	
<b>Notable Notes:</b> Alderman's Court held three court sessions from 6/13/19 to 6/19/19. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.	
<b>Activity or Project:</b> Court Sessions	
<b>Description:</b> From 6/13/19 to 6/19/19 Alderman's Court handled 42 arraignments, 33 trials, 7 capias returns, 1 video hearing and 1 code violation. The court collected a total of 362 parking payments of which 227 were paid online and 135 were paid at court. The court also collected criminal/traffic payments of which 92 were paid online and 81 were paid at court for a total of 173 criminal/traffic payments.	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	06-19-2019
<b>Execution Status:</b>	Completed
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**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 6/17.

Geena was in the office on 6/13.

Tara spent time coordinating with staff to book future meetings.

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

Tara completed the agenda for the 6/24 Council meeting and posted the materials on the City's website.

Tara attended the 6/13 staff meeting.

Anita finalized research request for John Taber, GIS Technician at New Castle County.

Anita did set up/clean up for 6/17/19 Special Council meeting.

Anita completed Council packet assembly for 6/24/19 regular Council meeting.

Anita did general calendar management for Council Chamber.

Anita did general printing, scanning, and filing for office.

Anita placed office supply order on 6/18/19.

Anita had an email exchange with Embassy Suites representative to obtain a contract for 2019 Holiday Party.

Anita drafted thank you letters from Mayor and Council to presenters from 6/17/19 Special Council meeting.

Anita had considerable general correspondence with Mayor and Council via email.

Anita processed two check requests for approval by staff.

Anita began research request for resident re: April, 2019 general election.

Anita assisted with resolving property owner complaint originating in PUBS re: sheriff's sale and subsequent utility billing; forwarded property owner's contact information to City Solicitor for follow up.

Anita assisted staff member from NCCo Council Member Lisa Diller's office with request for information re: City assistance to residents with stormwater issues.

Anita completed research request for property owner of 23 N. Chapel Street re: driveway easement.

Anita printed and prepared for mailing to troop leader, a copy of the recent resolution for Girl Scout Troop 672.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing and 189 were completed and sent to the requestor (included in this number were requests for Retreat 1 and Retreat Apartments), contacted one attorney for outstanding lien certificate payment at the request of Jim Smith. 1,437 lien certificates have been processed for 2019.

Danielle worked on the following items regarding FOIA:

- Provided a response and closed a 05/28 FOIA request for property outside City limits, provided NCC and DNREC contact info (401 Bellevue Road).
- Provided a response and closed a 05/29 FOIA request for property outside City limits, provided NCC contact info (17 Cobble Creek Curve).
- Provided a response and closed a 05/29 FOIA request for property outside City limits, provided NCC contact info (1019 Marrows Road).
- Provided a response and closed a 05/29 FOIA request for property outside City limits, provided NCC contact info (2204 Dickens Terrace).
- Provided a response and closed a 05/29 FOIA request for property outside City limits, provided NCC contact info (148 Hawk Drive).
- Provided a response and closed a 05/29 FOIA request for property outside City limits, provided NCC contact info (913 Linfield Road).
- Provided a response and closed a 06/05 FOIA request for a property outside City limits, provided NCC contact info (4 Strauss Way).
- Provided a response and closed a 06/17 FOIA request for contractors names and bids for the 2019 Street Improvement Program.
- Provided a response and closed a 06/18 FOIA request for property outside City limits, provided NCC contact info (207 Merderia Circle).
- Closed a 06/11 FOIA request for court transcripts; Alderman's Court contacted requestor.
- Closed a 06/19 FOIA request for agenda items from the Council meeting held on 06/24.
- Circulated to Alderman's Court a 06/11 FOIA request for transcripts.
- Circulated to staff for review a 06/17 FOIA request for any and all contractors names and bids for the 2019 Street Improvement Program.
- Circulated to staff for review a 06/17 FOIA request regarding 905 Rockmoss Avenue.

Danielle reviewed 2 hours of UDPD video.

Danielle completed research for a ticket request pertaining to an easement for 23 N. Chapel Street; response sent to requestor.

Danielle completed research for a ticket request pertaining to outdoor speakers at public locations; response sent to requestor.

Danielle started the City Council Special meeting minutes from the 06/17/2019 meeting.

Danielle prepped and completed a letter for Paul to New Castle County and packaged 13 packets to be distributed externally as well as internally.

Anita, Danielle and Tara assisted with the on-boarding of the department's temporary assistant.

Danielle fulfilled 22 discovery requests for upcoming Alderman's Court cases. 242 discovery requests have been filled so far this year. 25 court calendars with 454 associated cases have been prepared so far for 2019. There are 12 outstanding discovery requests. There was one plea by mail

case processed this week.

Tara completed the agenda and packet for the 6/10 Council meeting.  
Tara staffed the 5/28 Council meeting.

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**Activity or Project:**

**Description:**

Samantha created 300 Complaints.  
Samantha created 250 Activity Registrations (Parks and Rec).  
Samantha created 1 Use Permit (Parks and Rec).  
Samantha modified 59 Permits.  
Samantha modified 1 Administrative Plan.  
Samantha met with Police on new template for Complaint Files.  
Samantha met with Donald and gave the go ahead to create the new template for Police in the LIVE environment  
Samantha sent destruction request to Archives for 10.5 boxes of records

Fred processed Miss Utility Tickets.  
Fred processed Building Plans.  
Fred processed Subdivision Plans

Sandy modified Alderman's Court Complaints & Summons from November and December 2008.  
Sanday processed Employee Timesheets and Payroll Reports from 05-05-19 and 05-19-2019 and ticket 44194 (in process).

Debbie processed PUBS daily cash receipts for April 13-28 and May 1-3, 26-30 and 6-15 to 6-30 2017 and 6-10 to 6-14 2019.

Ana modified 189 documents.  
Ana scanned 231 documents.

The breakdown is as follows:

- 06-13 through 06-19 – Scanned complaints and summons.
- 06-14 through 06-19 – Modified agenda and minutes.
  - o 06-14 – Broke down an 86-page document containing separate agenda, minutes, and attachments.
  - o 06-17 – Separated City Council agenda attached to City Council minutes into the respective administrative type.
  - o 06-18 – Broke down a 75-page document containing separate minutes and attachments.
  - o 06-18 – Broke down a 17-page document containing separate minutes and attachments.
  - o 06-18 – Broke down a 90-page document containing separate minutes and attachments.
  - o 06-19 – Broke down a 56-page document containing separate agenda, minutes, and attachments.

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

Electric Department

**Notable Notes:**

A truck on New London Road hit communication wires causing them to get wrapped in a 34kV circuit. At 2:30 a.m. Tuesday morning, the circuit breaker opened dropping the Phillips Substation load. 1,850 customers lost power. The City's new automatic switching software tried to bring the customers back but was unsuccessful in isolating the fault. Engineering remotely isolated the fault and restored the customers in 17 minutes. Engineering is working with the automatic switching vendor to find the cause of the issue. If the system worked as planned, the outage would have been less than 2 minutes. Because the remote reclosers were installed, even without the system working correctly, restoration was 17 minutes. Before that, restoration would have taken more than an hour and without SCADA even longer with more crews needed to switch. So, while the first outage that could have been limited by automatic reclosing failed, the reclosers installed on the lines have enabled engineering to easily switch loads during daily activities and emergencies with far less men and much faster.

The line crews pulled the back feed to Chimney Ridge on South Main Street. The line crews also installed a unique transformer bank to provide a 3 phase 208V service to one customer and single phase 240V to another. First of its kind in the City which saved a pole and a transformer.

The electricians replaced banners, performed maintenance on substation batteries and on the sump and sewer pumps at City Hall. The electricians also trouble shot the phone at Rittenhouse Park and worked on communication issues at substations.

Engineering met with STAR Campus developers to go over infrastructure requirements. Engineering also attended a SCADA system presentation as part of a project to upgrade the current SCADA system and worked on the design of the electric feed for the Newark Senior Living Project on Barksdale Road.

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

<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

<b>Department:</b> Finance Department	
<b>Notable Notes:</b> 2018 Audit –The Finance team and Clifton Larsen Allen (CLA) have completed the audit, and staff is preparing the final report for submission to the Government Finance Officer's Association (GFOA) for annual consideration.  Monthly Financial Reports –April and May financials will be reviewed at the June 24th Council meeting.	
<b>Activity or Project:</b> Finance Department Vacancies	
<b>Description:</b> P/T Finance Assistant – on hold until late summer.  IT Network Administrator III – (position open due to resignation). On hold.  P/T Meter Reader – Approved by Council in the 2019 budget and is on hold.  P/T Customer Service Clerk I – Approved by Council in the 2019 budget and is on hold.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2019
<b>Execution Status:</b>	Behind Schedule
<b>Activity or Project:</b>	

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

Information Technology Department

**Notable Notes:**

Met with Department Directors/Managers to discuss their IT budget needs for FY2020.

**Applications Team:**

Open Tickets from Previous Week - 68

Tickets Opened in the Last Two Weeks - 81

Tickets Closed in the Last Two Weeks - 81

Remaining Open Tickets – 68

1. Watched a webinar about Tyler Detect, a Cybersecurity solution offered by Tyler Technologies.
2. Meeting with VOIP to introduce James Reazor and discuss our current agreement.
3. Conference call with Paymentus to discuss current projects (CC6 and Tyler Ingetration).
4. Reviewed refuse violations and general billing with Finance team.
5. Worked on and resolved support tickets for end users.
6. Created reports for users as requested.

**Pending:**

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
3. PWWR General billing go live date is scheduled for July 1, 2019.
5. Police Vehicle Technology Upgrades - Five vehicles still remain for cradlepoint installation (waiting on vendor).
6. Tyler Munis scheduled for upgrade to V11.3 on July 13, 2019.

**Infrastructure Team:**

Open Tickets from Previous Week - 78

Tickets Opened in the Last Two Weeks - 147

Tickets Closed in the Last Two Weeks - 139

Remaining Open Tickets - 86

1. Cameras and radios are being configured for the water treatment plant.
2. New process have been developed, tested and documented for the Council meetings live stream.
3. Rapid Recovery has been upgraded to the latest version.
4. Worked on various issues.
5. Actively responded to and resolved Secureworks alerts.

Pending:

1. The new projector for the Council Chamber is scheduled to be installed on 6/21.
2. Locations have been identified for the first two Hall Trail cameras.
3. 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.

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<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	05-31-2019
<b>Execution Status:</b>	Behind Schedule

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**Activity or Project:**

Customer Connect 6 Upgrade

**Description:**

Phase Activities

June 24

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1

- CustomerConnect Installation & Configuration

- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15

- User Acceptance Testing & Issues Remediation

July 22

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug 19

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

<b>Status:</b>	Started
<b>Expected Completion:</b>	08-23-2019
<b>Execution Status:</b>	On Track

**Activity or Project:**

User Onboarding Automation

**Description:**

We are building automation scripts that will allow user accounts to be provisioned automatically based on input in a Kace ticket. This will reduce the delay inherent in manual provisioning.

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-17-2019
<b>Execution Status:</b>	On Track

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Worked with Public Works on hard surface improvement schedule through 2024 for Capital Improvement budget; we continue to meet with the United States Department of Agriculture about the Emerald Ash Borer and control methods; worked in the Capital Improvement Project budget and the operating budget; conducted parks maintenance meeting to discuss upcoming projects and work orders; reviewed two subdivision landscape plan as part of the landscape screening and treatment requirements.

Deputy Director: Met with Joe regarding the 2020 budget; coordinated the previous arts and crafts counselor to meet with the new arts and crafts counselor for Rittenhouse Camp to go over ideas, supplies, and preparation for camp starting; met with Trevor and Joe regarding inputting the

budget in Budget Center; met with Chrissy regarding Fall programs; continued to collect background check forms to process prior to summer camps beginning; coordinated Sharepoint training for staff and going live with it; confirmed another individual for the Job Shadow program with UD; continued to work with Parks Department and Dave Greenplate to finalize items from Public Health inspections prior to the start of camps; continued to process special event applications and issue permits once approved, continued to process financial assistance applications.

Recreation Supervisor of Athletics: Spent most of my time preparing for the start of Rittenhouse Camp and catching up from being out for vacation; Rittenhouse Camp staff training was held on Thursday, June 13; attended SharePoint training and worked through the changeover; coordinated move of equipment box from Fairfield to Dickey for start of Camp Real working with Little League to get their items removed.

Recreation Supervisor of Community Events: Approximately 25 people were in attendance for the June 11th Spring Concert, featuring Joe Baione. There were storms in the area so the concert moved to the Aetna H,H,&L Ambulance Bay on Academy Street; prepared for start of Camp REAL and held camp specific staff orientation.

Coordinator of GWC and Volunteers: Camp GWC and Abrakadoodle Mad About Movies Camp kicked off the summer camp season at the George Wilson Center on June 10, Camp GWC had 53 full day campers, 5 half day, 17 Before Care and 26 After Care campers for an “Around The World” themed week with a field trip to Plumpton Park Zoo and a Pinata Party on Friday, the first Abrakadoodle Art Camp had a total of 7 campers registered; followed up on items still needed for Camp GWC, sent information to registered campers for Camp GWC session II and Broadway Musical Theater Camp for the following week; met with the Deputy Director on June 14 for Fall and Winter/Spring Program planning; met with the Recreation Specialist on items needed for Summer Camp volunteers the week of June 17; continued to coordinate with the IT Division on fixing IT issues the George Wilson Center attendants are experiencing with emails; coordinated a Bank of America volunteer group that volunteered on June 13 from 10 a.m. - 2 p.m. at the George Wilson Center; evening swim lessons began on Wednesday, June 12 for Beginner Swim, Advanced Beginner Swim and Advanced Swim, Saturday morning swim lessons also began on Saturday, June 15 with Beginner Swim and Advanced Beginner Swim. Volunteer Hours: 8 volunteers devoted a total of 32 volunteer hours painting the Lifeguard Stands at the George Wilson Center and Dickey Park Pools, painting the hand railings at the George Wilson Center and organizing storage areas.

Recreation Specialist: Reviewed and submitted weekly Aftercare Food bank forms; 9 interviews completed for volunteers for camp and sent out all their volunteer schedules, over 12 new applications received this week; completed follow up inspection for Rittenhouse Camp items; sent camp directors their lists of volunteers for GWC Session 2 & 3 and Rittenhouse session I; went over the camp volunteer binder with Chrissy and any outstanding applications who have yet to be interviewed; removed student files/binders/crates from Downes/West Park on last day of school after Before Care, cleaned up the storage room at West Park – got rid of trash, lost/found items, etc., started emptying student files.

Parks Superintendent: Inspected five park/open space areas and developed work lists as needed, laid out and supervised annual plantings by horticulture crew at several horticulture sites, met with resident of Scottfield concerning tree issue aside well field, coordinated with fencing contractor to

repair damaged fence line at Fairfield Park tennis court, watering of plant materials at nursery area at Parks Maintenance Facility, assisted Volunteer Coordinator with volunteer event by picking up painting supplies, attended Safety Talk at City Yard, attended meeting with IT concerning new "U" drive, placed umbrella in Atrium garden at City Hall and sprayed meadow line at Old Paper Mill Road Park to control Canada Thistle and Chinese Lespedeza.

Parks Supervisor: Assigned field staff daily and assisted as needed, attended Safety Talk at City Yard, marked for bench installation at Preston's Playground and attended IT meeting concerning new "U" drive.

Parks and Horticulture: Staff continued mowing and bed maintenance operations, planted three Bald Cypress at Reservoir, continued planting annuals throughout park system as per annual plan, dragged/scarified all ballfields, added sand and raked off all horseshoe pits throughout park system, tree pruning/removal at several park sites, did interior bed maintenance at City Hall, did equipment maintenance on mowing equipment, mowed hillside meadow area Curtis Mill Park, installed drip irrigation lines on two islands on Elkton Road/South Main Street, oversaw volunteers at Wilson Center for Recreation Division doing painting and other items, did trash removal throughout park system and continued on work orders as assigned. Fencing contractor completed fence repair at Fairfield Park tennis court area.

**Activity or Project:**

Kershaw Park Hard Surface Improvements

**Description:**

Kershaw Park hard surface improvements should be completed by the end of next week. The improvements include the removal of the existing tennis courts nets and markings and the installation of a basketball court on the same hard surface.

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-28-2019
<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:**

## Planning and Development Department

### Notable Notes:

#### Code Enforcement:

Work at Campus Walk II has begun, with the first house having been moved to Corbit Street, the second house lifted and ready to be moved to Wilson Street, demolition of the remaining houses started, and 28 permits issued for the project. The Mazda showroom renovations continue.

#### Parking:

Parking Maintenance purchased paint and worked on the paint machine to do summer touch-up jobs around off-street lots. Parking Manager Marvin Howard attended the Traffic Committee meeting on June 18. Staff worked on the 2020-2024 General Operating and Capital Improvement Program budgets for the Parking Division. Part-Time Attendant personnel expense estimates through the remainder of 2019 were provided to Finance. A higher-than-normal number of residential parking passes were issued this week.

#### Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, July 2, 2019 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Review and consideration of a minor subdivision at 18 North Street
- Review and consideration of a minor subdivision with site plan approval at 511 Valley Road
- Discussion of Planning Commission 2020 Work Plan

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

The Green Building Code Work Group is scheduled to meet next on Tuesday, June 25, 2019 at 3:30 p.m. in the Council Chamber.

Planner Tom Fruehstorfer represented Newark at the WILMAPCO PAC meeting on June 17. Meeting topics included a presentation on the Transportation Justice Report (more information available at <http://www.wilmapco.org/ej/>) and a presentation on the Public Participation Plan Update (with a survey available at <http://www.wilmapco.org/ppp/>). Additionally, WILMAPCO is seeking help from the public to identify the best way to reach the public for their opinion. They are asking for people to take the following survey: <https://www.surveymonkey.com/r/2019ppp>.

The following were also completed this week:

- 13 Deed Transfer Affidavits
- 45 Building Permit Reviews
- 5 Certificates of Occupancy/Completion

#### Land Use Projects Currently Under Review:

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

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

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

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

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.

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 rescheduled for the July 2, 2019 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. On June 14, 2019, the Planning and Development Department received revised plans proposing one 3-story/9-unit apartment building, three 3-story/12-unit apartment buildings, and 46 3-story townhome-style apartments. The revised plans were distributed to the SAC for review on June 20, 2019.

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

511 Valley Road, 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, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission 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. SAC comments were forwarded to the applicant on June 10, 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. At their meeting on June 4, 2019, the Planning Commission recommended approval of the annexation and rezoning. The project will be placed on an upcoming City Council agenda.

45 and 51 Lovett Avenue, St. Thomas More Oratory, Parcel IDs 1802600058 & 1802600057 (PR#19-05-01): The Planning and Development Department received a request for an administrative subdivision on May 2, 2019 for the property at 45 and 51 Lovett Avenue, proposing to combine three existing lots into one lot.

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

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

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

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

- On June 19, 2019 the Newark Police Department hosted the training course “Public Safety Crowd Management.” The course is designed to instruct participants on how to design a crowd management plan to manage a crowd in a safe and strategic way, thereby minimizing the need for crowd control tactics. The course was first piloted in the City of Indianapolis in preparation for Super Bowl XLVI. The course was attended by the Chief of Police, Deputy Chiefs and the command staff. Staff from Newark Parks and Recreation, Public Works and Water Resources, and Planning and Development departments attended. In addition, eight (8) Delaware police agencies participated in the course. The course was paid for with grant funds.

**Patrol:**

- On June 13, 2019, at 8:02 p.m., officers responded to the Red Roof Inn in reference to the report of a subject pointing a gun at another subject. Upon arrival the male was immediately detained. Upon the male’s arrest, it was determined that he was in possession of two BB guns, marijuana, oxycodone pills and crystal methamphetamine. The male was arrested for Disorderly Conduct, CCDI/Possession of Crystal Meth/Possession of Oxycodone / Possession of Marijuana (civil).

**Traffic:**

- Traffic is conducting traffic enforcement at Cherry Hill Manor, South College Avenue, Nottingham Road, Papermill Road, Otts Chapel Road and other locations as needed or requested.
- The sign board advising motorists to remove valuables from their vehicle and lock the doors has begun its rotation through the neighborhoods.

**Auxiliary Services Division:**

- On June 17, 2019, PSAP Manager Cannon attended an Active Shooter Response meeting in Dover, Delaware. PSAP Manager Cannon serves on a committee which is developing a standardized method of call taking/dispatch in the event of an active shooter/critical incident.

**Administration Division:**

- On June 20, 2019, members of the Newark Police Department attended a 1st Responders breakfast provided by Paramount Senior Living at the Newark Senior Center.

**Criminal Investigations Division:**

- Victim Services Coordinator Melissa Pennachi is a council member on the Human Trafficking Interagency Coordinating Council. She attended a Proclamation signing at Gov. Carney’s office on June 20, 2019 for House Bill 102. HB 102 allows a person who is arrested or convicted of any crime, except a violent felony, which was a direct result of being a victim of human trafficking to file an application for a pardon or expungement or make a motion to vacate judgment.

**Activity or Project:**

NA

**Description:**

<b>Status:</b>	Completed
<b>Expected Completion:</b>	06-20-2019
<b>Execution Status:</b>	

**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:**

Public Works and Water Resources Department

**Notable Notes:**

Staff has received plans for the long-term stabilization of the Millcroft site. Review is expected to be completed by the end of the week and comments will be forwarded to the owner's representative for any necessary revisions. Staff will work with the owner to develop a timeline for the work to be completed and will continue to update the surrounding areas as the work progresses.

Weather has delayed the final paving of the Fremont to Pomeroy connector trail. Once the weather cooperates, the contractor will pave and complete the other items including fence and lights.

Rodney PCB removal is moving along well and is expected to be complete by June 30.

Main Street Improvements - The transition from Phase 8 to 9 near South College Avenue is complete. The transition from Phase 3 to Phase 4 at the eastern side of project is scheduled for Monday, June 24th.

Delmarva Gas is planning to upgrade their 4" gas transmission main on West Park Place from Orchard Road to Apple Road. As part of the project they will be milling and overlaying the north side of West Park Place within the project boundary.

**Activity or Project:**

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

NEWARK POLICE DEPARTMENT

WEEK 06/09/19-06/15/19

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	6	4	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	15	5	0	21	6	1
- Commercial Robberies	7	3	0	8	4	0
- Robberies with Known Suspects	1	0	0	2	1	1
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	7	2	0	11	1	0
Assault/Aggravated	11	15	1	19	12	0
Burglary	24	35	1	3	63	3
- Commercial Burglaries	8	4	0	0	3	2
- Residential Burglaries	14	24	0	3	45	0
- Other Burglaries	2	7	1	0	15	1
Theft	240	241	11	64	211	5
Theft/Auto	21	20	1	4	4	0
Arson	0	0	0	0	0	0
All Other	44	59	4	25	73	5
<b>TOTAL PART I</b>	<b>365</b>	<b>381</b>	<b>18</b>	<b>143</b>	<b>371</b>	<b>14</b>
<u>PART II OFFENSES</u>						
Other Assaults	133	131	7	92	79	11
Rec. Stolen Property	0	0	0	10	5	1
Criminal Mischief	84	63	3	91	45	3
Weapons	5	12	1	19	35	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	121	68	0	169	107	1
Drugs	65	92	4	76	136	8
Noise/Disorderly Premise	361	331	8	150	120	0
Disorderly Conduct	70	78	3	50	61	1
Trespass	110	113	7	36	44	1
All Other	177	163	5	150	210	8
<b>TOTAL PART II</b>	<b>1126</b>	<b>1051</b>	<b>38</b>	<b>843</b>	<b>842</b>	<b>34</b>
<u>MISCELLANEOUS:</u>						
Alarm	101	66	7	0	0	0
Animal Control	227	269	15	1	2	0
Recovered Property	129	112	7	0	0	0
Service	18789	15995	614	0	0	0
Suspicious Per/Veh	227	228	11	0	0	0
<b>TOTAL MISC.</b>	<b>19473</b>	<b>16670</b>	<b>654</b>	<b>1</b>	<b>2</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	1,039	24,368	813	21,011



Newark Police Department  
Weekly Traffic Report  
06/09/19-06/15/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	5654	6082	264	144
DUI	86	89	8	3
<b>TOTAL</b>	<b>5740</b>	<b>6171</b>	<b>272</b>	<b>147</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	1	0	0
Personal Injury	101	102	4	6
Property Damage <b>(Reportable)</b>	539	527	19	15
*Hit & Run	118	85	3	3
*Private Property	145	124	9	5
<b>TOTAL</b>	<b>640</b>	<b>630</b>	<b>23</b>	<b>21</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.