

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Monday was the first of our new weekly Council meetings. We received approval to move forward with the Efficiency Smart program and discussed initiative prioritization. Following up on this, Director Del Grande and I spent time working with the consultant to get the program off the ground. I also spent time making updates to the prioritization document as discussed in the meeting.

We are rapidly approaching the first Council departmental budget hearings. Director Del Grande and I are spending an increasing amount of time each week on budget related items. This year's budget is going to be particularly difficult due to the additional expense related to our recent move into the State's workers compensation program and increased pension obligations which, combined, have added around \$1.6 million in expenses alone. We have three collective bargaining agreements which expire at the end of 2019 which will also put pressure on our expenses in 2020 (and beyond).

The labor negotiation team met this week to begin preparations for AFSCME 1670, AFSCME 3919, and CWA 1036 negotiations. As mentioned above, all three contracts expire at the end of 2019 and we would like to have them all renegotiated ahead of expiration.

On Friday, Director Del Grande, Deputy Chief Farrall, and I participated in the Local Service Function Task Force which was organized by Representative Baumbach. I have an official seat as one of three DLLG City Managers and Deputy Chief Farrall is the Police Chief's Association representative. Director Del Grande's unique background in the finance department at New Castle County makes him an invaluable resource to DC Farrall and I so he will be attending as staff support whenever practicable.

IT Infrastructure Manager Reazor and I continued to research project management software options that will allow us to better track projects and Council requests. We have so far narrowed the options down to three front runners which we will dig into more deeply over the coming months.

I met with Councilman Clifton for a regular check in meeting. Afterwards, the two of us met with Code Enforcement Manager Petersen and Property Maintenance Inspector Straub to discuss a handful of outstanding property maintenance issues.

On Wednesday, I spent time with a resident discussing the Parks on Draft initiative that is on Monday's agenda for discussion.

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 six court sessions from 7/25/19 to 8/7/19. These sessions included arraignments, trials, capias returns, video hearings, code violations and prisoners transported for court hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals. Court staff attended ALICE training on Tuesday, 7/30/19 and Thursday, 8/1/19.	
Activity or Project: Court Sessions	
Description: From 7/25/19 to 8/7/19 Alderman's Court handled 56 arraignments, 95 trials, 31 capias returns, 8 video hearings, 1 code violation and 2 prisoners transported. The court collected a total 818 parking payments of which 504 were paid online and 314 were paid at court. The court also collected criminal/traffic payments of which 260 were paid online and 90 were paid at court for a total of 315 criminal/traffic payments.	
Status:	Completed
Expected Completion:	08-07-2019
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	

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

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on August 5 for Council and August 6 for Planning Commission. Geena was in the office on August 2 for Court.

Tara attended the management staff meeting on August 1 where the August 12 Council agenda was discussed.

Paul and Renee attended ALICE training on August 1.

Staff finalized and posted the agenda and packet for the August 12 Council meeting on August 5.

Paul and Renee staffed the Council meeting on August 5.

Danielle completed and posted the August 13 Conservation Advisory Commission agenda on August 6.

Renee attended a bid opening on August 6.

Renee and Danielle met to work on a path forward to complete the recodification project on August 6.

Renee drafted the agendas for the August 19 and August 26 Council meetings.

Renee worked with staff and the applicant to finalize the annexation agreement for 1089 and 1091 Elkton Road. This annexation and rezoning is scheduled for public hearing at the August 12 Council meeting.

Renee spent time drafting the subdivision agreement for 511 Valley Road. This minor subdivision with site plan approval is scheduled tentatively for public hearing at the August 26 Council meeting.

Renee and Danielle spent time on the cancellation of the August 15 Board of Adjustment meeting due to an error in the variance application and subsequent advertisement. This application will be rescheduled for a meeting to be determined.

Anita completed and sent the direct mail notices regarding the proposed changes to special residential parking districts as part of the larger downtown parking changes that are scheduled for public hearing at the August 12 Council meeting.

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

- * Provided a response and closed a 07/22 FOIA request for police records from an individual
- * Provided a response and closed a 07/26 FOIA request for video of auto accident
- * Provided a response to a 06/17 FOIA request to a follow up question regarding 905 Rockmoss Ave
- * Circulated to staff a 08/02 FOIA request for fire code violations, inspections, permits for 100, 200 and 300 Fountainview Circle

Regarding minutes, staff time was spent on the July 9 Conservation Advisory Commission (Danielle drafted and edited - complete), July 22 Council (Dawn drafted; Tara and Renee edited - complete) and August 5 Council (Tara and Dawn drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 17 discovery requests for upcoming Alderman's Court cases. 313 discovery requests have been filled so far this year. The court calendar for August 15 was received and the 22 cases were prepared for the Deputy City Solicitor. 31 court calendars with 560 associated cases have been prepared so far for 2019.

The office received 19 new lien certificate requests this week, which were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. 1,518 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha completed the monthly status reports for all departments.

Samantha requested approval from State Archives for destruction of 12.5 boxes.

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

The scanned documents numbers for August 1-7 are below.

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

Activity or Project:

Staff Recruitment

Description:

Renee and Tara participated in interviews for the vacant Administrative Professional I position on August 7. Interviews will continue August 8 and 9 with the top candidates invited to participate in a skills assessment before a final selection is made.

The posting for the vacant part-time Secretary position went out on August 2 and closes on August 16.

Status:	In-Progress
Expected Completion:	09-16-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

All the line crews were called out last Friday night when a large tree branch fell on the line in Fairfield Crest. At midnight the crews arrived to find primary and secondary cables down along with a broken pole. About 25 customers were out until repairs were completed by 8 a.m.

The line crews repaired hot spots at Wyoming Road and West Main Substations.

The line crews and electricians assisted a contractor testing the new transformer at South Chapel Substation.

The line crews energized and completed the Chimney Ridge project on South Main Street.

The electricians upgraded 10 cameras throughout the City, added outlets at Olan Thomas Park, and are repairing the service to the booth at parking lot 4 after a truck moved it off its foundation.

Engineering has been working with the SCADA developer to get Chestnut Hill Road on a cell modem because of bad radio communications. Engineering also worked on gathering information for a rate study and finishing up a pole attachment agreement with Comcast.

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The City will be launching a new utility payment portal on August 19. This portal will require all preauthorized payment customers to log in and enter their payment preference, as we are moving to the Paymentus platform. Utility bills going out between today and during the implementation period will contain the following message: “On August 19, our new and improved customer portal Customer Connect 6 will launch! Current Preauthorized Payment customers must re-register to continue to have payments debited from your account. Register today www.newarkde.gov/payments and be placed in a drawing for one of ten \$50 gift cards. Registration must be completed by September 30 for the October 15 drawing.” In addition, letters are being mailed to all our Preauthorized Payment customers to help us migrate towards Customer Connect 6. We are also highlighting the change on our website and social media. This new portal provides security enhancements and user-friendly features from our current payment portal.

Activity or Project:

Finance Department Vacancies

Description:

Lead Desktop Support Technician – (position open due to resignation) Job posting ended and six candidates will be interviewed the week of August 12th.

P/T Finance Assistant – Position vacated in January. Job posting will be open on August 12.

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. We are not planning on filling this position, and will use contractual help during peak times of the year.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	Behind Schedule

Activity or Project:

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:

Applications Team:

Open Tickets from Previous Week - 66

Tickets Opened in the Last Two Weeks - 57

Tickets Closed in the Last Two Weeks - 62

Remaining Open Tickets – 61

1. Watched Tyler Cash Management Webinar on 7/25/19.
2. Meeting with vendor to discuss Customer Connect 6 deposits on 7/29.
3. Weekly conference call with Harris/Paymentus to discuss status of Customer Connect 6 implementation on 7/31 and 8/7.
4. Meeting with vendor to review configured version of Customer Connect 6 in preparation for user acceptance testing on 7/31 and 8/1.
5. Meeting with vendor to review the administrative functions of Customer Connect 6 on 8/2.
6. Performed UAT testing and responding to PUB team UAT testing results in preparation for CC6 go live scheduled for 8/19.
7. Configured Tyler Munis to generate certifications of completed training for PD.
8. Researched and began configuration of employee tasks within Tyler Munis application.
9. Worked on and resolved support tickets for end users.
10. 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. Police Vehicle Technology Upgrades - Two vehicles still remain for cradlepoint installation (waiting on vendor).
4. Waiting for import of employee images from badging system for Sharepoint Employee Directory.

Infrastructure Team:

Open Tickets from Previous Week - 111
 Tickets Opened in the Last Week - 80
 Tickets Closed in the Last Two Weeks - 101
 Remaining Open Tickets - 90

1. Current phase of the Main Street camera refresh is complete.
2. Troubleshooting problems with the main door from the atrium.
3. Self service password reset is now available.
4. Ordered audio adapters for the Tri-Caster system for the media room.
5. Prepared space for our eventual new Desktop support person.
6. Worked on various issues.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Researching alternatives to the Comcast connection at GWC.
2. Waiting for a new video card for desktop that will be installed in the Roll Call Room.
3. Defining the specification for digital signage hardware.

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.

The integration is working successfully. Waiting on our meter data management vendor to resolve an automated processing issue prior to go live.

Status:	Near Completion
Expected Completion:	05-31-2019
Execution Status:	Behind Schedule

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed
 · Project Kick Off

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

July 1 - Completed

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15 - Currently testing

- User Acceptance Testing & Issues Remediation

July 22 - Currently testing, Admin training completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Currently testing, CSR review completed

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

Aug 19

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

Status:	Near Completion
Expected Completion:	08-23-2019
Execution Status:	On Track

Activity or Project:

Media Room

Description:

Resolve Desktop display issues - Complete
 Register system - Complete
 Configure Tricaster with a single camera- Complete
 Add second camera - Complete
 Configure Network Switch - In progress
 Work with Electric to cable for audio and video over ethernet - Complete
 Mount cameras - Complete
 Connect to Channel 22 - Pending
 Test - Pending
 Train - Pending

Status:	In-Progress
Expected Completion:	09-13-2019
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Working on completion of three Outdoor Recreation Parks and Trails grants; attended White Clay Creek State Park Master Plan meeting; met with JMT about the Rodney Park plan and Old Paper Mill Park master plan initiative; conducted meeting with DeIDOT and Millers Tree Service about shoulder closures due to tree removal along Elkton Road as part of the DeIDOT Elkton Road project; attended ALICE training with the Newark Police Department; met with Tyler about upcoming events and activities; met with Ethan about Pomeroy Trail Connection work that needs to be completed by parks staff; organized information in preparation for the Landscape Screening and Treatment Ordinance Review Committee meeting; reviewed subdivision plans for comment on landscaping and screening; worked on the Parks and Recreation CIP and operating budget.

Deputy Director: Continuing to work with Melinda on items needed for Camp REAL, confirming trip plans and staff; contacted previous performers and demonstration groups from Community Day inquiring of their interest for this year's event, continued to work with WXCX on sponsored performer for event; attended ALICE training; continued to finalize fitness and special interest fall program information with instructors; completed August PSA's for distribution; met with Newark Police regarding the set up for National Night Out; continued to update program information for the Fall Activity Guide; spoke with Communications regarding set up for Patriot Day ceremony; passed on updates for the sustainability plan to planning; completed submission for CDBG grant application; worked on securing inflatable movie screen for outdoor movie night and finalize movie selection and details with UD; worked on letters of recommendation for previous staff members; conducted weekly staff meeting with recreation staff; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Camps held this week included Tennis Camp and Rittenhouse Camp; finalizing details on fall programs; attended ALICE training; prepared and sent out the before and after care parents manual and packet, continues recruiting new staff, school begins 9/3/19; met with Electric Department and other staff at Olan Thomas in preparations for upcoming event; Adult volleyball league playoffs begun and all three nights are scheduled to be completed in the next few weeks.

Coordinator of GWC and Volunteers: Camp GWC was held at the George Wilson Center during the week of July 29 - August 2, Camp GWC had a Movin' & Groovin' themed week with a field trip to Christiana Skating Center on July 31 and a Talent Show/Dance Party on Friday, August 2 with 60 Full Day Campers, 14 Before Care Campers, 23 After Care Campers; confirmed busses and items needed for Camp GWC field trips in the upcoming weeks; attended an ALICE Training at Newark Charter School; met with one of the officers on August 2 to discuss hosting an ALICE Training specifically for the George Wilson Center; continued to finalize Fall programs; finalized staff schedules and information for an upcoming Volunteer Camp scheduled for August 19; interviewed a returning staff member who will be working the week of August 12; sent information to registered campers for Camp GWC IX and Pottery Camps scheduled to begin August 5; attended a TTT meeting; continued to coordinate volunteers for the upcoming Police events including National Night Out and PAL Party in the Park; coordinated with the Inspector for Elections to set up a time for her to come in to the George Wilson Center to inspect for 2020 Elections; continued to communicate and meet with potential renters of the George Wilson Center. The overall attendance at Dickey Park pool was 118 patrons; the overall attendance at the George

Wilson Center was 144 patrons (including Camp GWC campers that used the pool on Tuesday and Thursday).

Recreation Specialist: Put away supply items from Family Fun Night and Camp Olympics, tallied and recorded volunteer hours for the events, sent verification of hours to both groups; tallied and recorded hours for Rittenhouse Session #2 and GWC #3/4/5/6, issued verification of hours for camp volunteers who have no more camps, 15 volunteers have finished their camp service as of July 26, sent out GWC Week #9 volunteer information to volunteers and staff; attended ALICE training; sent out thank you letters to Family Fun Night vendors, asked for comments/suggestions for 2020 and the only suggestion so far is to change time from 5-7 to 6-8 so it doesn't start as people are getting off work; updated volleyball scores on website; sent letter to participants about field trips next week to the Bike Project and Elk Neck State Park for Camp REAL, purchased snack supplies, followed up with Newark Bike Project regarding camp visit on Monday. Four bikes/locks will be given to the four children who have a need; determined Friday, October 4th to be the final date for the Outdoor Movie Night at UD, movie to start at 7 p.m., researching movie title ideas.

Volunteer Hours: Family Fun Night – 6 volunteers / 21.5 hours, Camp Olympics – 18 volunteers/76.5 hours

Parks Superintendent: Met with resident concerning tree issue, attended ALICE training, along with Parks Director and Finance Department representative met with all concerned parties involved with upcoming tree removal project along Elkton Road with DelDOT, located area within Dickey Park for play unit installation and received approval from Parks Director, met with contractor to get quotes on two upcoming tennis/multi-purpose court resurfacing projects, set up meeting with Eagle Scout on possible project with Parks Department, attended meeting with Parks Director, Recreation Supervisor, and representative from Electric Department concerning upcoming Brew Fest on site at Olan Thomas Park, delivered ice and water to CAMP REAL and Handloff tennis camp locations, started coordinating with staff on fence installation for Public Works at Reservoir and rock wall installation in Dickey Park including rental of 18 inch auger bit for skid steer unit, watering of nursery stock at Parks Maintenance Facility, coordinated staff for the upcoming week, completed proposal for 2020 YBC grant thru CDBG funding program and reviewed current 2019 YBC expenses to keep within CDBG awarded funding.

Parks Supervisor: Assigned field staff daily and assisted as needed and continued coordinating with Eagle Scout on his project.

Parks/Horticulture: Staff continue mowing and bed maintenance operations, did trash removal throughout park system, started locating pins for soccer field mark outs at Kells and Handloff Parks, raked off all horseshoe pits, did interior bed maintenance at City Hall, watering of all newly planted plant materials throughout park system, applied fungicide on all White Spruce at Folk and Curtis Mill Parks for Swiss Needle Cast, did a substantial amount of tree removal and pruning throughout park system, several members of full-time staff attended ALICE training, and continued on work orders as assigned.

Activity or Project:

Newark Before and After School Care

Description:

Newark Before and After School program at Downes and West Park Elementary Schools begins at the start of the school year with over 150 children enrolled in the program. Over 25 Before and After Care staff will participate in training this month as well as completion of all of the State of Delaware licensing requirements need for the program.

Status:	Not Started
Expected Completion:	08-30-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Code Enforcement Officer Brian Daring attended a pre-construction meeting for 22 Benny Street and a pre-demolition meeting for the Rodney complex. New seating is being installed at 625 South College Avenue, Whitney Stadium. The Mazda showroom renovations have been completed and the showroom is open; temporary sales trailers are in the process of being removed from the Marrows Road site. Footings have started on the Campus Walk II project on New London Road.

Parking:

The parking booth in Lot 4 was hit by a truck on August 3. Parking staff ensured the employee was checked for injuries, closed the booth, and lifted the gates for public access. Staff is currently working on getting the booth back up and running, with the optimistic goal of having it back in regular operation by end-of-business on August 9, pending the amount of electrical work and networking that needs to be done.

Parking staff added information to the Parking webpage and GIS map to include University of Delaware (UD) parking options, specifically guiding customers toward the night/weekend permit

offered by UD; continued working with Finance on changes toward the 2020 Capital Improvement Program/General Operating Budget for Parking; continued working with GIS Coordinator Jay Hodny on parking changes in lots, on-street, in residential areas, and in preparation for multi-space kiosks; sent GIS information, parking information tables, permit lists, and hot lists over to T2, Passport, Genetec, and Comsonics; worked with the IT Division in preparation for Comsonics and Genetec's License Plate Recognition installation; and, received the License Plate Recognition system and 25 multi-space kiosks with solar panels in preparation for installation and training. Staff also participated in half-day ALICE (Active Shooter) training on July 30 through August 1; participated in the weekly Tuesday License Plate Recognition and Multi-Space Kiosk status call; and, continued providing support to A-Del and DelDOT in meter bags preparation and sign removal on the Main Street Rehab.

Parking management met with City Manager Tom Coleman and Planning and Development Director Mary Ellen Gray on July 29 to discuss the Danneman hotel and parking garage proposal; worked with residents from Grays Avenue to get them on the upcoming Traffic Committee agenda to discuss their road's status of Special Residential Parking; and, responded to the Newark Post, via the Communications Division, on the Lot 4 booth accident and off-street multi-space kiosks.

Planning/Land Use:

At their meeting on July 30, the Planning Commission took the following actions:

- Recommended approval of a minor subdivision at 18 North Street
- Recommended approval of a minor subdivision with site plan approval at 511 Valley Road
- Discussed the Planning Commission 2020 Work Plan

At their August 6 meeting, the Planning Commission took the following actions:

- Recommended approval of the Comprehensive Development Plan amendment for 321 Hillside Road and recommended not to approve the major subdivision proposed for the site
- Recommended approval of amendments to the Zoning Code related to Industrial zoning districts

Applications for the Community Development Block Grant and Revenue Sharing Program were due on August 2. Planner Mike Fortner assembled the applications in a packet for all the Advisory Committee members, along with supplemental materials, and delivered the packets to Committee members' address of record. The Committee meetings are scheduled for Tuesday, August 27, Thursday, September 5, and Thursday, September 12. All meetings will start at 7:00 p.m. in the City Council Chamber. The Committee's recommendation will likely come to Council in October.

Planner Mike Fortner attended a meeting with AECOM, City Manager Tom Coleman, Finance Director Dave Del Grande, and Electric Director Bhadrash Patel on August 1 to discuss draft proposals in the Newark Community Sustainability Program; attended the City Council meeting on August 5; and, attended the Planning Commission meeting on August 6.

The following were also completed this week:

- 14 Deed Transfer Affidavits
- 59 Building Permit Reviews
- 2 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. Staff comments were forwarded to the applicant on July 22, 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. Staff comments were sent to the applicant on June 25, 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. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been rescheduled for July 30, 2019, at which time this project will be considered. The Commission recommended approval of the minor subdivision at their meeting on July 30, 2019. The project will now be placed on an upcoming City Council agenda.

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. Staff comments were forwarded to the applicant on July 11, 2019. Revised plans were received by the Planning and Development Department on July 18, 2019, with staff comments forwarded to the applicant on July 23, 2019. This project is scheduled for consideration by the Planning Commission at their meeting on August 6, 2019. At their meeting on August 6, the Commission recommended approval of the Comprehensive Development Plan amendment and recommended not to approve the proposed major subdivision. The project will now be placed on an upcoming City Council agenda.

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. SAC comments were sent to the applicant on June 25, 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. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been rescheduled for July 30, 2019, at which time this project will be considered. The Commission recommended approval of the minor subdivision with site plan approval at their meeting on July 30, 2019. The project will now be placed on an upcoming City Council agenda.

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the

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

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.

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

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

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

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings.

436 Christina Mill Drive, Parcel ID 1803000130 (PR#19-07-02): The Planning and Development Department received an application for a special use permit for 436 Christina Mill Drive on July 10, 2019. The applicant is requesting approval for a part-time massage therapy business.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On

August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel.

5 and 11 Possum Hollow Road and 734 Paper Mill Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- On August 6, 2019, National Night Out was held on Academy Street. The weather was perfect, and the attendance was great. We received many positive comments from attendees about the quality of public safety in Newark. M/Cpl. Will Smith did a great job organizing the event. We especially appreciate the former Council members who attended to show their support.
- On August 7, 2019, Chief Tiernan and members of the command staff met with U.S. Attorney David Weiss at the Newark Police Department. On-going investigations and relations were discussed.

- This Friday is the Battle of the Bars at the Courtyard Marriott hotel. Money will be raised to support the Newark Police Department, Newark Parks and Recreation, and breast cancer awareness.

Special Enforcement Division:

- During the week, the Traffic Unit will address complaints of stop sign violations in the Nottingham Green Community.
- The unit will conduct traffic enforcement at various locations throughout the city.
- The Traffic Unit and the Special Operations Unit participated in National Night Out that included static displays of traffic equipment and police motorcycles along with a police K9 demonstration.
- On Wednesday, the Special Operations Unit will attend a planning meeting with Bike Newark to discuss the community ride scheduled for September 7th.
- Throughout the week, the Special Operations Unit will conduct proactive drug interdiction along with residential and commercial business patrols.

Patrol:

- Officers have been busy with preventive patrols and responding to calls for service. One such incident occurred on August 4th, where officers responded to a report of an impaired subject on Christina Mill Drive. Upon arriving at the scene, officers arrested a motorist for DUI and an open container in the vehicle.
- The schedule has been set and orders issued for our annual “Fall Crime Suppression Plan.”

Auxiliary Services Division:

- NPD SWAT supported National Night Out activities by providing security as well as equipment demonstrations.

Administration Division:

- The Newark Police hosted its 2019 National Night Out event on August 6th from 6-8 p.m. on Academy Street between East Main Street and East Delaware Avenue. The program was a collaborative effort between the Newark Police, University of Delaware Police, Aetna Hose Hook & Ladder, Delaware Natural Resources Police, US Attorney’s Office and the Delaware Department of Corrections. Food for the event was donated by ACME Markets.
- NPD offered conditional employment to a police applicant. Upon successful completion of the medical and psychological screening, the applicant is expected to attend the 93rd DSP/89th Municipal Recruit Training class at the Delaware State Police Academy in Dover beginning in mid-September.

Criminal Investigations Division:

- On February 22, 2019, Newark Police detectives arrested a 23-year-old male from Middletown, DE for Burglary 2nd Degree, Theft Under \$1,500, Criminal Mischief Under \$1,000, and Littering in reference to a residential burglary on Center Street. The victim reported stolen were gaming equipment, jewelry, clothes, medicine, and other household items. Detectives arrested the male through the use of surveillance footage, witness statements, and physical evidence located during a search of his temporary residence. The male was also found to be in violation of his probation. He received \$11,600 secured bail during arraignment and was committed to Howard R. Young Correctional Institution.

Activity or Project:

N/A

Description:**Status:** Not Started**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:**

Public Works and Water Resources Department

Notable Notes:

A Public Workshop for the Rodney Complex will be held on Wednesday, August 21 from 4-7 p.m. in Council Chamber. Staff and our consultant will provide brief presentations on the status of the project, upcoming demolition, and the current design package.

DelDOT is near completion on the patching work along Delaware Avenue and South College Avenue. They will be moving to North College and Elkton Road late next week to complete minor patching in those areas.

West Chestnut Hill Road bridge repairs are going to go a week later than they originally anticipated and is scheduled to be opened Friday, August 16. The patching required was more extensive than originally thought after taking off the top layer of asphalt. Due to the delay on West Chestnut Hill, Welsh Tract is now scheduled to be closed starting on Monday, August 19th for two weeks, completion on or about August 30. The message boards were slated to change on Thursday to reflect the new dates.

Staff attended a workshop on the upcoming FEMA/DEMA Pre-Disaster Mitigation Grant program which we plan to take advantage of to leverage stormwater and water funding to complete several projects dealing with flooding or disaster preparation.

Director Filasky met with representatives of the Oaklands Pool to discuss the impacts the Rodney project will have on the pool and assist with efforts to mitigate the impacts. We will be working with the pool to address the impacts throughout the rest of the design phase of the project.

Staff met with New Castle County Public Works staff regarding the logistics of the recent Newark Charter change, allowing the City to serve sewer customers outside of City limits. Each side has some research to do and the talks are part of a larger sewer rate discussion between the City and County, but they are moving in a positive direction.

Activity or Project:

Rodney Stormwater Pond and Park Project

Description:

Staff and our consultant, JMT, will hold a public workshop and information session on Wednesday, August 21 from 4-7 p.m. in Council Chamber at the Newark Municipal Building. Information regarding the upcoming demolition of the buildings as well as the overall project plans and design update will all be provided in a brief presentation. Staff will be on hand to answer any questions and gather feedback. Staff will formally resent an update to Council during the PW&WR Departmental Budget hearing on September 16. Any feedback will be incorporated into the final plans.

Status:	In-Progress
Expected Completion:	08-21-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – August 1-7

Name	# of Documents	# of Pages	Types
Samantha	278	1,890	NPD Files
Sandy	91	5,569	PUBS Daily Cash Receipts/Finance Daily Cash Reports/NPD Files
Fred	450	757	Work Order Attachments/Court Documents
Debbie	69	3,551	PUBS Daily Cash Receipts
Ana (PT)	158	1,111	NPD Files
Anita (PT)	49	129	Miscellaneous Current Files
Total	1,095	13,007	

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	69,471	+51,809
July	23,131	45,789	+22,658
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	79,209	+48,619
July	30,099	48,442	+18,343
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 07/28/19-08/03/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	7	5	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	16	10	0	23	10	0
- Commercial Robberies	7	7	0	8	8	0
- Robberies with Known Suspects	1	0	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	3	0	12	1	0
Assault/Aggravated	13	17	0	24	16	0
Burglary	28	42	2	7	84	1
- Commercial Burglaries	9	5	0	0	8	1
- Residential Burglaries	17	28	1	5	49	0
- Other Burglaries	2	9	1	2	27	0
Theft	310	326	11	100	259	5
Theft/Auto	30	27	0	5	5	0
Arson	0	0	0	0	0	0
All Other	62	68	0	29	81	0
TOTAL PART I	470	498	13	195	457	6
<u>PART II OFFENSES</u>						
Other Assaults	158	165	3	119	101	1
Rec. Stolen Property	0	0	0	11	9	0
Criminal Mischief	94	88	0	96	72	0
Weapons	6	14	0	27	44	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	122	74	1	181	121	1
Drugs	81	115	5	109	185	6
Noise/Disorderly Premise	400	370	2	157	122	0
Disorderly Conduct	81	93	2	58	73	0
Trespass	132	146	2	44	66	0
All Other	244	202	5	193	255	6
TOTAL PART II	1318	1267	20	995	1048	14
<u>MISCELLANEOUS:</u>						
Alarm	118	100	6	0	0	0
Animal Control	297	357	5	2	2	0
Recovered Property	171	136	4	0	0	0
Service	24204	20704	773	0	0	0
Suspicious Per/Veh	288	278	8	0	0	0
TOTAL MISC.	25078	21575	796	2	2	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,072	31,028	976	26,972



**Newark Police Department
Weekly Traffic Report
07/28/19-08/03/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	6988	7281	196	218
DUI	117	120	5	7
TOTAL	7105	7401	201	225

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	122	131	3	6
Property Damage (Reportable)	694	638	20	27
*Hit & Run	153	108	3	6
*Private Property	194	155	8	7
TOTAL	816	771	23	33

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.