

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week was full council meeting. While there were several items reviewed, there were two items which required action of staff which we worked on throughout the week. The first was preparing a draft ordinance for the electric deposit changes and the second was addressing complaints related to the conversion from high pressure sodium to LED streetlights in Devan. We are currently reviewing the cut sheets for the Devan lights and reviewing options for lower wattage (brightness) LED's. It is our hope that we can work with the residents of Devan and the Newark Police Department to come to consensus on an appropriate level of brightness.

The management negotiation team met this week to continue preparing for upcoming AFSCME and CWA negotiations. This is an effort that is going to take considerable staff time to complete between now and the current contract's expiration dates of December 31st. We are working with our labor counsel on this effort.

Friday the 13th is the last day for Chief Communications Officer Liedel, who is leaving the City to go back to UD. We have begun efforts to backfill this position with the hope that it will be vacant for as little time as possible. In the meantime, Assistant to the City Manager Martindale will be taking over management of the remaining communications personnel and operations. As we are short staffed once again, I ask for a little more patience when it comes to response times. That said, we will continue to do our best to respond to all requests quickly.

We held the September Climate Survey Working Group meeting on Tuesday of this week. We are continuing to work through a number of initiatives, and I feel we are making relatively good progress. Coming out of this week's meeting we will be trialing a standardized scoring system for recruitment interviews across all non-police recruitments. We are hopeful that this will provide more transparency and improve objectiveness. This will also allow for an easier way to provide objective feedback to applicants who were not selected for a position.

On Wednesday I attended the Patriot Day ceremony in Olan Thomas Park. I would like to thank everyone who came out to the event along with our speakers, parks, and UD staff who made sure the event was a success.

On Thursday, Assistant to the City Manager Martindale and I attended the quarterly City Management Association of Delaware meeting in Dover. Later in the day I held a staff meeting in preparation for the September 23rd council meeting. I also held a planning meeting with Parks and Communications staff to prepare for Tuesday's ribbon cutting at the Fairfield Crest trail.

On Monday, I attended a meeting at UD with several UD departments, PW&WR, UDPD, and the NPD to discuss potential improvements to the intersection of Academy Street and Lovett Avenue. Pedestrian traffic is very heavy in this location near class change and UD has expressed concern about the safety of pedestrians considering the moderate vehicular traffic in that location. It was decided that we needed more information on vehicle and pedestrian volumes and movements before we can begin to evaluate the various alternatives available. UD is also going to review their internal operations to better understand their needs at that location, which is also the entrance to

their central utility plant and a major facilities maintenance hub.

I was out of the office on Friday.

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

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:

Administration - HR & Labor Relations Manager

Notable Notes:

During the week the HR team conducted prep work for the upcoming contract negotiations with AFSCME 1670, 3919 and CWA. Job offers were extended for Maintenance I in the Water Division and Part-Time Carpenter. Both offers were accepted. On Tuesday, September 10, 56 employees participated in the first anti-harassment training held in Council Chamber. All employees will attend the training by the end of 2019. Also on Tuesday, Mark Farrall and Assistant to the City Manager Jeff Martindale attended a meeting in Milford to discuss a proposal by Wilmington University to conduct a Supervisory Training Academy. On Wednesday, September 11, Devan Hardin conducted office hours at the city yard to improve access by field employees to the HR team. On Friday, September 13, Devan Hardin will conduct an exit interview for Chief Communications Officer Kevin Liedel who has submitted his resignation.

Activity or Project:

Description:

Status:

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

City Manager's Weekly Report

Department:	
Alderman's Court	
Notable Notes:	
Alderman's Court held three court sessions from 9/5/19 to 9/11/19. These sessions included arraignments, trials, capias returns, video hearings, code violations and prisoners transported for arraignments and trials. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.	
Activity or Project:	
Court Sessions	
Description:	
From 9/5/19 to 9/11/19 Alderman's Court handled 39 arraignments, 51 trials, 21 capias returns, 2 video hearings, 1 code violation and 5 prisoners transported for hearings. The court collected a total of 369 parking payments of which 271 were paid online and 98 were paid at court. The court also collected criminal/traffic payments of which 150 were paid online and 52 were paid at court for a total of 201 criminal/traffic payments.	
Status:	Completed
Expected Completion:	09-11-2019
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 September 5 and September 9 for Council. Geena was in the office on September 6 for Court.

Tara attended the management staff meeting on September 5 where the September 16 Council agenda was discussed.

Staff finalized and posted the agenda and packet for the September 16 Council meeting on September 9.

Paul, Renee and Tara staffed the September 9 Council meeting. Follow up was completed by staff throughout the remainder of the week.

Renee attended the Climate Survey Working Group meeting on September 10.

Renee had a conference call with Councilman Lawhorn on September 10 and met with Councilwoman Hughes on September 11.

Danielle staffed the Conservation Advisory Commission meeting on September 10. The CAC discussed their participation in Community Day, planned the 2019 Reforestation Day (date TBD), and talked about the City's animal sheltering ordinance and the Emerald Ash Borer issue.

Tara and Danielle attended the Patriots' Day ceremony on September 11.

Renee updated the agenda draft for the September 23 Council meeting and drafted the agendas for October 7, 14 and 21.

Renee contacted several applicants regarding submission of their materials for various boards and commissions appointments and reappointments.

Renee spent time reviewing the current CWA contract and provided HR with comments regarding the upcoming negotiations.

Renee reviewed and updated the project prioritization spreadsheet for the department's projects.

Renee drafted several items for the September 23 Council agenda, including three bills for first

reading.

Renee spent time on several personnel related items.

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

Tara drafted proclamations for Patriots' Day and Constitution Week.

Tara spent time on several union-related matters.

Danielle completed and mailed the packets for the September 19 Board of Adjustment meeting.

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

- * Provided a response and closed an August 21 FOIA request pertaining to copies of 911 Calls from Nicholas Krayer.
- * Provided a response and closed an August 29 FOIA request pertaining to a closed FOIA request from Albert Porach
- * Circulated to staff a September 6 FOIA request for permits/certificates of occupancy/violations/complaints/site plans pertaining to 30 South Chapel Street from Environmental Alliance
- * Circulated to staff a September 10 FOIA request for open permits/code violations/liens for 110 Walker Way for Andrea Funk
- * Circulated to staff a September 10 FOIA request for open permits/code violations/liens for 113 East Main Street Unit 207 from Andrea Funk
- * Provided a response and closed a September 11 FOIA request pertaining to the Addendum to 909 West Church Road from Juanita Palopoli

Regarding minutes, staff time was spent on the August 13 Conservation Advisory Commission (Danielle drafted; Tara edited - complete), August 26 Council (Tara drafted; Renee edited – complete) and September 9 Council (Tara drafting) minutes. The September 10 Conservation Advisory Commission and several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 14 discovery requests for upcoming Alderman's Court cases. 371 discovery requests have been filled so far this year. The court calendar for September 19 was received and the 22 cases were prepared for the Deputy City Solicitor. 36 court calendars with 649 associated cases have been prepared so far for 2019. One plea by mail was processed.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 1,566 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha completed and sent the monthly reports for the Records Division for August.

Samantha received approval for destruction of 9.5 boxes of documents from State Archives.

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 29-September 11 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project: Staff Recruitment	
Description: An applicant was offered and has accepted the Administrative Professional I position in the Legislative Department. Her tentative first day is September 30.	
Status:	In-Progress
Expected Completion:	09-30-2019
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department: Electric Department
Notable Notes: The line crews finished up the Pine Brook Apartments underground cable replacement due to a fault a few weeks ago, just in time to get into two other cable failures. One on Janice Drive and another on Alexandria Drive. The Janice Drive cable will be replaced, while the fault was located and repaired on Alexandria Drive. The line crews also started a 12kV circuit pull on South College to eventually get the Morris Library and surrounding UD buildings off a 4kV circuit. The electricians worked on Community Day preparations. They also worked on two Phillips Avenue Substation breakers. One needed to be regreased and exercised while the other is scheduled for maintenance as it intermittently will not close. Engineering worked on gathering needed data for the rate study and the RP3 application. RP3 is a Reliable Public Power Provider designation for operational excellence.
Activity or Project:

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

Finance Department

Notable Notes:

The upgrade to the City's utility billing system, Customer Connect, has been delayed by the vendor. As the vendor works through their issues, we will have a better idea of when the new go-live date will be. Please refer back to our website for updates as they become available.

Property tax bills are due on September 30th to avoid a penalty. Any property owner who does not have a mortgage escrow account or has not received an annual bill should notify the tax office immediately. For more information, or if you have any questions about your city property tax bill, please contact the Finance Department at (302) 366-7000. Our residents can now pay their tax bill online using this link: <https://selfserve.cityofnewarkde.us/MSS/citizens/RealEstate/Default.aspx?mode=new>

Staff prepared a budget overview presentation for PW&WR and Administration, which will be presented at the September 16 Council meeting. Here is the link to the agenda: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6244>

Staff will be discussing with Council on September 16 a request to amend the Green Energy Fund grant program.

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
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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 - 57

Tickets Opened in the Last Week - 20

Tickets Closed in the Last Week - 29

Remaining Open Tickets – 48

The City of Newark hosted the Tyler Munis User Group meeting on Monday, September 9th. The meeting was well attended by representatives from the City of Dover, City of Rehoboth Beach, City of Wilmington, DRBA, Sussex County and Cecil County, MD.

1. Configured and presented the request for check process to Deputy Finance Director.
2. Assisted Parking Division with obtaining merchant accounts for new kioks and parking app.
3. Gathered information to complete COOP document for IT Division.
4. Revised police application for HR in preparation for police recruitment.
5. Had status update call with Harris on 9/11 for CC6 project, they are still working with their internal R&D dept.
6. Performing data integrity on Tyler Munis in preparation for our TEST upgrade between 9/23-9/25.
7. Watched GFOA webinar on GASB leases.
8. Worked on and resolved support tickets for end users.
9. 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. Waiting to hear back from a few Depts/Divs regarding the Employee Directory.
4. Scheduled a call with Harris Smartworks on integration with Connexo Netsense for 9/13.

Infrastructure Team:

Open Tickets from Previous Week - 85

Tickets Opened in the Last Week - 39

Tickets Closed in the Last Week - 42

Remaining Open Tickets - 82

1. Completed COOP questionnaire and worksheet.
2. Completed an inventory of IT assets broken down by department in support of the COOP effort.
3. Resolved issues related to ISP failover.
4. Interview contractor candidates and made an offer. Offer was declined.
5. Submitted a personnel requisition to fill the Desktop support role.
6. Worked on various issues.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Setting up new interviews to fill the open contract spot.
2. Migrating the Planning Department's documents to SharePoint.
3. Set meeting with the integrator that originally installed the FTR system.

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 recheck. 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.

Worked with Server Admin and vendor to troubleshoot the issue. Vendor will take back TLS error to their R&D for assistance. Still waiting on the Harris R&D team.

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 - Completed

- User Acceptance Testing & Issues Remediation

July 22 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Waiting on vendor on issue remediation

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

Aug 19 - No scheduled date for go live.

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

Status: Near Completion**Expected Completion:** 08-23-2019**Execution Status:** Behind Schedule**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 - Complete.

Work with Electric to cable for audio and video over ethernet - Complete

Mount cameras - Complete

Connect to Channel 22 - Pending

Test - In progress

Train - Pending

*We have a hiss in the audio that we can't get rid of. We have contacted the integrator that originally installed the system to understand the function of the DSP. It was installed when the FTR would only accept 4 channels. The integrator has agreed to meet with us to go over his design in more detail.

Status:	Near Completion
Expected Completion:	09-13-2019
Execution Status:	Behind Schedule

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Completed three Outdoor Recreation Parks and Trail grant applications for Newark reservoir restroom, White Clay Creek Bridge and Old Paper Mill Road Park; worked with Dave Tynan on the City of Newark Continuity of Operations Plan (COOP); met with Paula and event staff about Community Day logistics; conducted parks maintenance meeting to discuss upcoming projects and work orders throughout park system; reviewed several subdivision plans for comment; visited two parks for inspection of maintenance issues and potential improvements; met with Nic DeCaire of the Preston's Playground Committee about potential funding for the Newark Reservoir ADA Restrooms that would benefit Reservoir and Playground participants.

Deputy Director: Worked with Jason from Public Works and Dennis from NPD regarding Community Day, worked with Christina School District representative and Caitlin Olsen, UD's representative, on placement for their groups and performers; worked with Marta to update the pay scale for the personnel manual due to the increase in minimum wage; completed PSA for Community Day including the performance and demonstration schedule and sent out to media; conducted meeting with Ron from the Parks staff and Melinda regarding Community Bike Days; met with Chrissy in preparation for her upcoming maternity leave; completed a walk through with Caitlin Olsen from UD and Kevin from Communications regarding the set up for the Patriot Day ceremony; worked on scheduling staff for required anti-harassment training; worked with Kevin and Kyle regarding the Pomeroy Trail ribbon cutting ceremony; attended management meeting regarding upcoming negotiations for union groups; 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: The before and after school care programs at Downes and West Park began this week, Downes after care is full and West Park is just under the capacity, continue recruiting and hiring new staff, the office was busy with many parents submitting last minute or late paperwork to start the school year; new sessions of tennis lessons began 9/8 with several more starting throughout the week, finalizing details and equipment with instructors; soccer games for all age groups are scheduled to begin 9/14, continue adding players to teams and working to hire instructors for Preschool age Little Kickers and Tiny Tots Soccer, ordered team shirts.

Recreation Supervisor of Community Events: Vendor letters were sent to pre-registered vendors for Community Day, performance schedule was completed with two UD groups added to the schedule, additional vendors have been registering and a second email was sent to late registrants on Friday, a final email for new registrants will be sent next week, vendor late registration will close at noon on Thursday (9/12), continue to answer emails and phone calls regarding the event, spoke with WXCY regarding their setup for the event and the headlining performance.

Coordinator of GWC and Volunteers: Met with the Deputy Director to go over information for maternity Leave tentatively beginning October 2; met with the Recreation Supervisor and Recreation Specialist on the Fall Community Clean Up, Halloween Party at the George Wilson Center and Thanksgiving Day Breakfast; continued to recruit volunteers for upcoming National Day of Service and Community Day; followed up on items needed for the CATCH Program beginning in October; finalized items needed for Adult Pottery and the Kid's Emotional Wellness Workshop; continued training new George Wilson Center Attendants; completed an IT ticket for items needed at the George Wilson Center including follow up on a AC unit, floors and electrical rewiring needed in the kitchen; continued to communicate and meet with potential renters of the George Wilson Center.

Recreation Specialist: Continued to receive and file paperwork for Before and After School Care, continued to make changes/updates to site paperwork with drops/add-ons, made new display board for Downes Before/After Care, went to Downes After Care on the first day, updated craft/supply cabinets inventory for Downes; took brochures and flyers to library, Senior Center and Reservoir; completed the breakdown of volunteer hours per camp and distributed to Recreation Supervisors and updated these hours on the statistics spreadsheet; added all Fall events to City website calendar and Newark Post Online; worked Parks & Recreation table for the Community Bike Ride.

Parks Superintendent gathered quotes on plant materials for fall planting, completed survey of picnic tables needing renovation and play/swing units in all park areas needing additional engineered wood fiber safety surfacing for parks staff and Teamworks staff, attended meeting with Parks Director/Planning Director/City Planner concerning proposed housing development at UD dorm site, sprayed for invasive control at several park sites and assisted acting Parks Supervisor with scheduling field staff.

Acting Parks Supervisor assigned field staff daily and assisted as needed, coordinated with garage on several equipment issues, coordinated with full-time staff who was working the different shifts for upcoming Community Day event and followed up with all staff on Anti-Harassment training they will be attending.

Parks/Horticulture staff continue mowing and bed maintenance operations as needed, did trash removal throughout park system, did interior bed maintenance at City Hall, watering of new plant materials at several park/horticulture sites, loading/set up/take down from Bike Ride event, removed vandalized bench from Dickey Park, removed graffiti at Preston's Playground, repaired vandalized picnic table at Handloff Park, continued bush hogging of Electric Department ROW's and blew off Pomeroy and Hall Trails for Community Bike Ride event.

Activity or Project:

Pomeroy Connector Trail Ribbon Cutting

Description:

Pomeroy Connector Trail Ribbon Cutting will be held on Tuesday, September 17 at 9:00 a.m. at the trailhead located on Fremont Road. The project transformed the previous rocky and water saturated gravel path into a much more user friendly path while keeping safety, connectivity, accessibility and diversity of use in mind. The multi-use trail connects Fremont Road to Creek Road and provides our residents and visitors access to Newark's Pomeroy and Newark Rail Trail.

Status:	Completed
Expected Completion:	09-17-2019
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:

Planning and Development Department

Notable Notes:

Code Enforcement:

A demo permit application has been submitted and is in the process of being reviewed by all applicable City departments for the Green Mansion project at 94-96 East Main Street. On September 11, a meeting was attended by Code Enforcement Manager Stephanie Petersen, Lead Code Enforcement Officer Jim Keisel, and Fire Marshal Dave Tynan, along with the architect, owner and builder, to discuss preliminary demo plans.

The Chemours project will be looking to get approval for core and shell by September 17. All life safety components will be in place by that date. The BPI project is progressing toward a Certificate of Occupancy date some time in February 2020. Margherita's Pizza is scheduled to open on September 23. Construction at Campus Walk II is ongoing. An application has been received for the demolition required for the new Martin Honda Service Center at 1364 Marrows Road.

Completed by Property Maintenance Inspectors this week:

- 24 Inspections

- 15 Responses to Complaints
- 11 Citations Issued
- 22 Violations Issued

Planning/Land Use:

The latest Draft (August 2019) of the Newark Community Sustainability Plan is available on the City's website at the following link: <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>. The Draft plan was distributed to Steering Committee members and to members of the Conservation Advisory Commission (CAC). Planner Mike Fortner presented the Draft Plan to the CAC at their September 10 meeting. The Steering Committee will hold a Public Workshop on October 10 and give presentation to the CAC for final recommendation to Council. The Final Draft of "Sustainable Newark" will be presented to Council at their November 11 meeting.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for September 17 at 4:00 p.m. at the WILMAPCO office in the Tower at STAR Campus. The Steering Committee and Planning staff will also be present at Newark Community Day on September 15.

On September 5, Planner Mike Fortner staffed the second meeting with the Community Development/Revenue Sharing Advisory Committee to review proposals for the 46th Year CDBG program and the 2020 Revenue Sharing Program. The Committee completed their recommendation. The Committee's recommendation will come to Council likely in October or November. On September 11, Mike attended the Transportation Improvement District meeting.

The following was also completed:

- 10 Deed Transfer Affidavits
- 35 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

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

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

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family

home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

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 was approved by City Council at their meeting on September 9, 2019.

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. Revised plans were received on July 25, 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.

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

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. As of the August 12, 2019 revised submission, this project no longer requires site plan approval. 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. Revised plans, received on August 12, 2019, no longer require site plan approval. The plans were distributed to the SAC on August 13, 2019. The project will be considered by the Planning Commission at their meeting on October 1, 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. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting has been scheduled for September 24, 2019.

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. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting has been scheduled for September 24, 2019.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting has been scheduled for September 24, 2019.

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:

Auxiliary Services Division:

- Capt. Van Campen presented the Edward Byrne Memorial Justice Assistant Grant to City Council for approval on September 9, 2019. This grant award will support supplemental overtime patrols/details.
- On September 10, 2019, Capt. Van Campen presented State Grants to committee for applications to support technology enhancements and training software and equipment.
- Emergency Police Dispatch training has begun and implementation for EPD is anticipated for the second week in November 2019 for the 9-1-1 center.

Administration Division:

- Lt. Rubin and M/Cpl. Smith will be attending a University of Delaware job fair on Thursday, September 12th.
- NPD will be accepting applications for police officer beginning on Friday, September 13th.
- Recruit Jose Santos begins the Delaware State Police Academy on Sunday, September 15th.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi participated in an informational meeting with the Biden Institute and the Department of Women and Gender Studies at University of Delaware. The Biden Institute and Department of Women and Gender Studies are joining together to launch the Center for the study and prevention of gender-based violence. Professionals from the field were invited to hear about the center and provide feedback on limitations or challenges in the field, and to provide suggestions for the way the Center could best provide support, research, or training to those in the room.

Patrol:

- On September 2, 2019 at approximately 1718 hours, the Newark Police located an autistic, non-verbal, male child wandering in the area of South Main Street and Apple Road. Thanks to the press release the family was quickly located.
- On September 9, 2019, Newark Police responded to the area of East Cleveland Avenue and Prospect Avenue for the report of numerous unsecured vehicles being entered during the overnight

hours and property being removed from within the vehicles. Through investigation, and the use of citywide cameras, officers were able to develop a suspect. A search warrant application was granted by Justice of the Peace Court #2 and the warrant was executed at the suspect's residence on Tuesday, 9/10/19. During the search, officers found stolen items from the car break-ins and the male suspect was taken into custody. While in the cellblock, the male began complaining of difficulty breathing and an ambulance was requested. During transport to the Christiana Emergency Room he escaped out of the back of the ambulance in the area of Harmony Road and Route #4. Officers were able to quickly apprehend the suspect and take him back into custody. As a result of the investigation, he was charged with burglary 2nd, 9 counts of burglary 3rd, 10 counts of theft, 11 counts of tampering with a motor vehicle, criminal mischief, resisting arrest and escape 3rd.

- On August 29, 2019 at approximately 0028 hours, Newark Police were dispatched to the unit block of Bassett Place for a report of a subject breaking into a vehicle. Arriving officers found that the suspect had been detained by witnesses. The investigation revealed that the owner of the vehicle was outside of his residence when he observed an unknown male rummaging through the victim's vehicle. The vehicle was not locked at the time of the incident. The victim made contact with the suspect and held him at the scene until police arrived. The suspect was found to be in possession of property stolen from this victim's vehicle as well as property stolen from a separate burglary from a vehicle incident in early August.
- On September 9, 2019 at approximately 0700 hours, officers responded to the area of West Galloway Court for the report of a white male dressed in dark clothing slashing vehicle tires. Prior to arrival, officers were advised that the suspect was leaving the area in a blue Honda CRV. The vehicle was located, and a traffic stop was initiated. The driver was detained and a show up was conducted. The driver was identified as the subject the witness saw slashing the vehicle tires. At the time of the arrest, the driver was in possession of a large dagger, drugs, and over \$7,000.00 USC. Upon further investigation, a search warrant was obtained for the suspect's residence. Additional prescription pills, including oxycodone, were found along with a large tank of nitrous oxide. The suspect was charged with carrying a concealed deadly weapon, multiple drug related charges and criminal mischief. He was arraigned by Justice of the Peace Court #2 and was later released on unsecured bail.

Activity or Project:

N/A

Description:

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

Description:

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

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

Public Works and Water Resources Department

Notable Notes:

Staff met with UD staff to discuss the intersection of Academy Street and Lovett Avenue. UD would like to reconfigure the intersection to make it more pedestrian friendly. There are both internal and public areas that are in play, so this meeting was a good start in a collaborative effort between the City and UD.

Staff has spent time this week to coordinate with Emergency Management team for the Continuity of Operations Plan (COOP).

Staff will be hosting a meeting for the residents in and around the Hunt at Louviers regarding the future of the Millcroft site. The meeting will be held on Wednesday, September 18 from 6:00-7.30 p.m. at the former How Do You Brew storefront in the Shoppes at Louviers.

Staff held a meeting on September 10 with area residents to discuss a potential sewer easement for the parcel adjacent to the Shoppes at Louviers. The easement agreement would need to come before Council for consideration on a future agenda.

Activity or Project:

Rodney Complex Stormwater Pond and Park

Description:

Rodney demo is still scheduled to begin on Monday, September 16. Soft demo and perimeter work is ongoing and air monitoring has begun on site and will be uploaded to the website starting on September 16.

After several news articles, there has been an increase in the requests for souvenir bricks from the Rodney Dorm site. We will still take requests by email RodneySite@jmt.com or by phone 302.366.7000 and ask for Public Works. We will add your name to a list and contact you when they will be available for pickup.

Status:

In-Progress

Expected Completion:

12-31-2019

Execution Status:

On Track

Activity or Project:

Main Street Improvements - DeIDOT

Description:

Work is progressing on or slightly ahead of schedule as of September 1, 2019. Several larger areas were opened up in the past few weeks to allow traffic to flow better and finish up some of the smaller sections.

North Chapel Street will close at East Main Street on September 21 for paving of the intersection. This will be an all day closure (7 a.m. to 7 p.m.). The signal will be put on flash and NPD support will be necessary while the intersection is flagged. There will likely be a second daytime closure during the week of September 23 where the light will need to be put on flash for a brief period of time (half day) so they can complete construction of the curb ramp on the northeast corner of Chapel.

Status:	In-Progress
Expected Completion:	08-31-2020
Execution Status:	On Track

Activity or Project:

Annual Street Program

Description:

The contractor has mobilized to complete curb work on Plymouth Drive and Anita Drive. They will be moving to Art Lane the week of September 16. Notices are handed out to residents in advance of this work and updates are given if weather or any other circumstance changes the schedule. This advance work is only curb replacement and the full mill and paving overlay will be scheduled and noticed at a later date.

Status:	Started
Expected Completion:	12-31-2019
Execution Status:	On Track

Digital Records Project New Documents Created – August 29-September 11

Name	# of Documents	# of Pages	Types
Samantha	797	5,645	NPD Files/Court Documents
Sandy	483	1,311	Personnel Documents
Fred	369	985	PWWR Permits/Subdivision Plans
Debbie	181	12,482	PUBS Daily Cash Receipts
Ana (PT)	432	2,831	Court Documents
Anita (PT)	61	233	Miscellaneous Current Files
Total	2,323	26,487	

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	64,117	+33,237
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	75,080	+33,260
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 09/01/19-09/07/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO DATE	2019 TO DATE	THIS WEEK 2019	2018 TO DATE	2019 TO DATE	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	11	5	0	3	11	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	16	12	0	24	10	0
- Commercial Robberies	7	7	0	8	8	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	4	0	13	1	0
Assault/Aggravated	16	19	0	24	16	0
Burglary	29	49	0	8	86	0
- Commercial Burglaries	9	5	0	1	8	0
- Residential Burglaries	18	33	0	5	50	0
- Other Burglaries	2	11	0	2	28	0
Theft	363	378	21	108	280	5
Theft/Auto	37	31	0	5	7	1
Arson	0	0	0	0	0	0
All Other	71	77	0	62	91	3
TOTAL PART I	547	575	21	239	501	9
<u>PART II OFFENSES</u>						
Other Assaults	180	189	5	129	111	3
Rec. Stolen Property	0	0	0	12	10	0
Criminal Mischief	110	100	4	102	79	4
Weapons	8	17	0	27	52	1
Other Sex Offenses	0	0	0	0	7	0
Alcohol	148	137	18	228	242	39
Drugs	99	144	5	147	226	9
Noise/Disorderly Premise	499	454	27	184	159	17
Disorderly Conduct	95	112	4	67	88	2
Trespass	148	180	8	50	76	2
All Other	286	242	7	221	309	14
TOTAL PART II	1573	1575	78	1167	1359	91
<u>MISCELLANEOUS:</u>						
Alarm	133	113	2	0	0	0
Animal Control	349	414	13	2	2	0
Recovered Property	199	152	2	0	0	0
Service	27986	23876	714	0	0	0
Suspicious Per/Veh	336	321	11	0	0	0
TOTAL MISC.	29003	24876	742	2	2	0

	THIS WEEK 2018	2018 TO DATE	THIS WEEK 2019	2019 TO DATE
TOTAL CALLS	1,070	36,001	1,004	31,393



**Newark Police Department
Weekly Traffic Report
09/01/19-09/07/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	7885	8309	220	199
DUI	131	146	0	3
TOTAL	8016	8455	220	202

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	147	151	8	5
Property Damage (Reportable)	808	747	40	18
*Hit & Run	179	131	12	6
*Private Property	224	183	11	6
TOTAL	955	900	48	23

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.