

City Manager's Weekly Report

Department:

Administration - Chief Human Resources Officer

Notable Notes:

On Wednesday, September 25, the City hosted the annual employee health fair and flu clinic at the George Wilson Center. Over 20 vendors plus an interactive escape bus from ICMA were on hand. Employee turnout for the event was very high. On Thursday, September 26, Human Capital Manager Devan Hardin conducted onboarding for two new employees including the part-time Carpenter and full-time Maintenance I for the Water Division. On Friday, the City hosted an employee blood drive in partnership with the Blood Bank of Delmarva. Also, on Friday, employment postings were made for PT Sidewalk Sweeper Operator/Laborer and PT Secretary for City Secretary's Office.

Throughout the week Acting Chief Human Resources Officer Mark Farrall and Human Capital Manager Devan Hardin conducted preparation for ongoing contract negotiations with AFSCME 1670, 3919 and CWA Local 1036. Also, during the week employment offers were extended for PT Finance Assistant and several temporary laborers.

Assistant to the City Manager and Acting Chief Communications Officer Jeff Martindale continued his research into electric vehicle charging station installations for City lots. He also formally made a recommendation to City Council regarding RFP 19-03: Credit Collection Services. He also released press releases related to City parking kiosk updates and the current state of the South Main Street Plaza Apartment Complex work. He also helped onboard a new Facilities Maintenance Carpenter and hire two facilities maintenance custodians. The Facilities Maintenance staff, led by Facilities Superintendent Dave Greenplate, also painted railings around the Municipal Center, replaced air conditioning units at the George Wilson Center, and began a deep-cleaning effort of the GWC rubber floor.

The City's new Local Government Management Fellow John Steponick (a second-year graduate student at the University of Delaware) met with UD staff at the Morris Library to familiarize himself with various grant databases. He also reviewed the American Public Power Association's Job Site Inspection Checklist and developed ideas about how to shape this document for use by the City's Safety Committee. John additionally reviewed the Delaware Historical & Cultural Affairs Certified Local Government Program to determine whether the City would be applicable for and interested in this program. He also looked into other grant opportunities for the Newark.

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

Department:

Administration - City Manager

Notable Notes:

Monday night we held a regular Council meeting where we reviewed several departmental budget requests: Finance, Planning and Development, and Police, in addition to reviewing a handful of smaller topics. Staff had multiple action items coming out of the meeting which we will work on over the coming weeks.

The Financial Workshop is scheduled for October 7th. I spent time throughout the week preparing for the workshop.

Staff continued to work on the AFSCME and CWA union negotiations throughout the week. These three negotiations are absorbing a considerable amount of bandwidth, and when added to the budget process, have caused many other projects to be put on hold for the time being.

Construction at South Main Plaza has taken longer than anticipated by the developer which has resulted in tenants being put up in hotels as the building was not ready for them in time for student move in this fall. Mayor Clifton and I fielded several inquiries from reporters and parents this week looking for more information. The building still has several incomplete life safety systems like fire sprinklers and alarm panel which will need to be completed before issuance of certificates of occupancy can be considered.

I continued work on the water and sewer customer charge rate design calculations.

I attended the quarterly meeting of the White Clay Wild and Scenic Steering Committee. I have been trying to reduce my meeting obligations so at this meeting I appointed our Environmental Program Coordinator, Kelley Dinsmore, to be Newark's representative on the committee.

This Tuesday I held the kickoff meeting for the Professional Development Committee. This is the fourth and final committee to come out of last year's climate survey process. The participants were active right out of the gate which is encouraging. The goal for this committee is to assist the City in identifying and developing career development opportunities and pathways to develop our employees to make them better candidates for promotion, more efficient, and generally more engaged at the City.

On Wednesday I attended a meeting with DelDOT and CSX where we discussed bridge and tunnel issues in Newark, with a focus on the Casho Mill Road tunnel. The meeting was very productive, with DelDOT sharing their current plans for improved warning systems. In the end, CSX indicated that they would issue a new letter stating that they are not going to move forward with the process to close the tunnel to give DelDOT and Newark time to work through the current proposals and evaluate the results. Ultimately, I left the meeting feeling confident that we will be able to develop a solution to allow the tunnel to remain open moving forward.

I performed another review of the draft Sustainability Plan and provided comments to the City's consultant.

I participated in a field visit to the Chemours building with Planning Director Gray, Assistant to the City Manager Jeff Martindale, Code Enforcement Manager Stephanie Petersen, and Code Enforcement Officer Brian Daring.

Mayor Clifton and I met with a resident who is interested in having the City develop a "Conservation Trust Fund".

The remainder of the week was spent on personnel and other 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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on September 23 for Council. Geena was in the office on September 19 for Court and Board of Adjustment.

Renee attended the quarterly Delaware Municipal Clerks Association meeting on September 19 in Milford.

Geena and Tara staffed the Board of Adjustment meeting on September 19. The Board unanimously denied the requested variance for increased sign area for 289 East Cleveland Avenue.

Paul, Renee and Tara staffed the September 23 Council meeting. Follow up was completed by staff throughout the remainder of the week.

Renee completed the draft, circulated it to staff, received staff comments back and forwarded to the developer for review the subdivision agreement for the development project at 321 Hillside Road (the former Dickinson dormitory site). Renee also completed the related newspaper advertisements and direct mail notices for the project. This Comprehensive Plan amendment and major subdivision is scheduled for public hearing at the October 14 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and revised the October 7 Council agenda.

Renee continued working with several applicants regarding submission of their materials and scheduling their hearings for various boards and commissions appointments and reappointments.

Renee completed the Legislative Department's Continuity of Operations Plan (COOP) questionnaire for Fire Marshal Tynan.

Renee spent time on several personnel related items.

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

Tara spent time on several union-related matters.

Danielle processed several items for recordation and distribution for the Recorder of Deeds office.

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

* Circulated to staff a September 20 FOIA request for all permits since construction at 4 E. Village Road from William Collison

Regarding minutes, staff time was spent on the January 28 Council Executive Session (Renee drafted - complete), February 25 Council Executive Session (Renee drafted - complete), March 11 Council Executive Session (Renee drafted - complete), September 9 Council (Tara drafted; Renee edited - complete), September 10 Conservation Advisory Commission (Danielle drafted), September 16 Council (Danielle drafting), September 19 Board of Adjustment (Tara drafted) and September 23 Council (Tara drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 14 discovery requests for upcoming Alderman's Court cases. 407 discovery

requests have been filled so far this year. The court calendar for October 4 was received and the 24 cases were prepared for the Deputy City Solicitor. 38 court calendars with 686 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. 15 lien certificates were completed and sent to the requestor. 1,583 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha worked to prepare 10 boxes of documents for transfer to State Archives for permanent preservation.

Samantha submitted 13.5 boxes to State Archives for approval for destruction.

Students from the Networks Program with the Christina School District worked on September 25 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

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 September 19-25 are below.

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

Activity or Project:

Staff Recruitment

Description:

Renee has elected to repost the vacant part-time Secretary position. The posting will go out on September 27 and will close on October 11.

Status:	In-Progress
Expected Completion:	11-01-2019
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews repaired the breaker insulation and restored load to West Main 45. The crews also worked with a bore contractor to replace a failed primary cable on Janice Drive.

Tree trimming is being done in Victoria Mews.

The electricians worked on George Wilson Center electrical issues, repaired fiber optic cables at the South Chapel Substation, and infrared scanned the electric lines. The electricians also replaced a failed inverter at McKees Solar Park.

Engineering continued working on RP3 application and the SCADA upgrade/replacement contract.

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:

Information Technology Department

Notable Notes:

Applications Team:
 Open Tickets from Previous Week - 47
 Tickets Opened in the Last Week - 31

Tickets Closed in the Last Week - 31

Remaining Open Tickets – 47

1. Worked on configurations in the LIVE environment for the request for check process and scheduled training for admin staff on 9/30 & 10/1.
2. Upgraded Tyler Munis TEST and associated modules on 9/23-9/24.
3. Applications Manager attended Secure Delaware 2019 Cyber Security Workshop on 9/24.
4. Held status update call with Harris on 9/25 for CC6 project, they are still working with their internal R&D dept on 1 remaining issue.
5. Prepared for meeting with UD representatives to discuss providing flat file bill information.
6. Worked on and resolved support tickets for end users.
7. 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.

Infrastructure Team:

Open Tickets from Previous Week - 82

Tickets Opened in the Last Week - 55

Tickets Closed in the Last Week - 42

Remaining Open Tickets - 95

1. Tested backup health check script.
2. Attended Secure Delaware Cybersecurity Conference.
3. Desktop Support attended VoIP administration training.
4. Enabled new SQL backups.
5. Met with Microsoft regarding our EA renewal due in December.
6. Participated in the last 2 vendor meeting regarding body work cameras.
7. Provided a list of camera gear for the Hall Trail to PD.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Configuring the Occularis Web Viewer to be securely available from the internet.
2. Working with Dell on budget overage on the AeroHive upgrade.
3. Continuing to work on certificate issue in the Munis environment.

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 - Completed.

- Migrate data from previous release to Connexo - Scheduled for 10/1/19.
- Training - Completed.
- Site Acceptance - Completed.
- Promote to production - Scheduled for 10/1/19.
- Decommission old production, build new test - Pending

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 are planning to replace redundant gear in the audio signal chain with another mixer that will allow for a dedicated channel for each microphone.

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: Along with Tim Filasky, attended a meeting with DelDOT for additional bike racks for the new train station along the James Hall Trail; assisted with the Pomeroy Connector Trail ribbon cutting organization and ceremony; conducted the Landscape Screening and Treatment Ordinance Review Committee meeting; attended the Millcroft project meeting with Public Works and residents of the Louviers subdivision to inform the group of plans to remediate the project area; attended a meeting with representatives from DelDOT and A-DEL Construction to discuss the area of Main Street that will affect the Halloween Parade; along with Tom C., Dave and Jeff met with Seiberlich Trane about HVAC needs and Investment grade audit.

Deputy Director: Helped prepare for the Pomeroy Trail opening held on September 17; attended Wellness and Employee Engagement Committee meeting; sent flyers to schools for upcoming fall events; attended the Sustainability Plan Committee meeting; attended a wrap up meeting with the Christina School District representative, University of Delaware representative and Newark Natural Foods representative regarding Community Day; attended Halloween Parade planning meeting with Ethan from Public Works, representatives from DelDOT and A-DEL Construction to discuss the area of Main Street that will affect the Halloween Parade; worked on October PSA's; worked with Wilson Center attendants on coverage for the remainder of September and started work on October schedule; worked with swim instructors on the swim lessons; set up picture night for the dance classes in conjunction with their recital in December and worked with instructors for the start of the classes; continued to work on scheduling staff for required anti-harassment training; 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: Continues recruiting and hiring new before and after care staff,

completed staff schedule for October, one of our part-time staff ran a table at Downes' Open House; completed summer program statistics; many new sessions of programs began this week including Tae Kwondo, GoJu, afterschool tennis, skateboarding and pickleball; sent out Adult Winter Volleyball information to last year's teams, leagues are scheduled to begin November 6.

Recreation Supervisor of Community Events: Wrapped up items associated with Newark Community Day 2019 including meeting with UD, Christina School District and Newark Natural Foods representatives along with Paula and Joe to discuss their involvement and how we can increase or improve their sections next year, Christina School District liked their space and will try to reach potential participants earlier next year, UD was happy with the event, and would also like to increase involvement and will work on getting faculty reps involved in planning, Newark Natural Foods is open to moving their location to the north side of Delaware Avenue, near the Christina School District, on the Green, all three groups were happy with the turnout for the event; fitness and adult dance classes continue to get registrations and are on-going throughout the fall and winter; Halloween Parade registrations continue to come in, with 21 groups currently registered, including Odyssey Charter School, Christiana HS, Newark Charter HS, Caravel Academy, William Penn HS and UD's marching bands, as well as, Newark HS Football; Turkey Trot registration is available through Race2Run.com; working on statistics and financial reports for events; 8 vendors are currently registered for the NewBark PawLooza and 6 vendors are registered for the Turkey Trot. Vendor spots for Snack with Santa are full with 8 Craft and 4 Resale.

Recreation Specialist: Contacted vendor who left behind booth banner from Community Day, contacted WVUD about becoming a sponsor and more involved in our events, put away the 'guess the equipment' box items and contacted winner; continued to work with sponsor for the Harvest Festival, current total sponsorship currently stands at \$1,200, made Facebook event page, sent vendor letter to Fletcher's Kitchen and asked about a dessert option, confirmed participation/craft selection for Harvest Festival from Abrakadoodle; created Facebook event page of the Outdoor Family Movie Night; updated Softball, Elementary/Jr Soccer schedules on website; posted Fall events on WDEL/WSTW/WDSO/WJBR event pages; created October staff schedule for Before/After Care, shopped/delivered cooking club supplies; attended Halloween Parade meeting; updating event spreadsheets with volunteer information, contacting groups who have reached out about special events, tons of emails, etc. Volunteer Hours: Community Day - 67 volunteers, 227 hours

Parks Superintendent met with developer to discuss tree replacement issues at future development site, met with Deputy Director of Public Works to coordinate future planting and topsoil/seeding assistance to erosion repair area, attended trail opening of Fairfield Crest Trail connector, continued working on "Tree City" and "Growth Award" applications, coordinated pick up of plant material from nursery and installation at Dickey Park, continued monitoring tree removal/pruning contract along Elkton Road as part of DelDOT contract, inspected tree planting at development site along South Main Street, picked up plant material and erosion matting for project along Creek Road for Public Works, coordinated paperwork for reimbursement to City for tree removal/pruning from DelDOT as part of the Elkton Road contract and monitored planting installation in the 3 basin areas at Newark Preserve.

Parks Supervisor assigned field staff daily, assisted picking up plant materials from nursery for planting at Dickey Park and entered work orders and equipment on Munis work order system.

Parks/horticulture staff continue mowing and bed maintenance operations, dragged/scarified all ballfields, prepared soccer field for league play, raked off/leveled all horseshoe pits, did trash removal throughout park system, placed extra trash cans at Kells Park shelter for rental this weekend, equipment maintenance on Jacobsen mowing unit, watering of plant material as needed throughout park system, continued on work orders as assigned, blew off tennis courts at Lumbrook/Fairfield/Fairfield Crest and basketball court at Kershaw and assisted with several special event deliveries and set up/take down. Teamworks applied woodcarpet safety surfacing to play units in Handloff Park.

Activity or Project:

Fall Community Clean-Up

Description:

Fall Community Clean-up will be held on Saturday, October 19 from 9:00-11:00 a.m. Grab your family, friends, neighbors and help keep Newark beautiful. Join us at the City of Newark Municipal Building where individuals and volunteers will be welcome to join in on the clean-up. Gloves and trash bags will be provided. For additional information or to volunteer, please call the Recreation Office at 302-366-7000 or email parksvolunteers@newark.de.us .

Status:	Not Started
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Expected Completion:	10-19-2019
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Execution Status:	On Track
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Activity or Project:
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Expected Completion:	
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Activity or Project:
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

The owner of the vacant property with numerous maintenance violations at 212 West Main Street (photo below) did not comply with a requirement to remove the collapsed front porch from the property, nor did he show up for trial on September 25. The judge rescheduled the trial for a later date. If the owner does not show up for the new trial date, a capias will be issued.

Property Maintenance Inspectors also completed the following this week:

- 32 Inspections
- 21 Responses to Complaints
- 2 Citations Issued
- 10 Violations Issued

Planning and Development Director Gray:

The bulk of my time this week was spent on attending the American Planning Association (APA) Leadership and Policy and Advocacy Conference in Washington, DC. The 2019 program focused on engagement and advocacy topics including housing, infrastructure, inclusive growth. This conference was two conferences in one whereby it was a meeting of the leaders of the APA to meet, network, and discuss issues regarding their respective Chapters, share best practices and emerging issues. As President of the Delaware Chapter of the APA, I attended these meetings and was able to participate in these meetings. The Policy and Advocacy component focused on emerging state and federal policy issues including affordable housing, transportation, infrastructure and the maintenance of local planning control. APA also set up meetings with offices of our Congressional leaders: Representative Lisa Blunt Rochester, Senator Coons and Senator Carper, to advocate support of federal legislation that includes funding and policy initiatives for affordable housing, transportation and infrastructure. Namely this legislation includes the spending bills for Community Development Block Grants, HOME, Choice Neighborhoods, BUILD Grants and Transit Capital Grants, as well as reauthorizing the Fixing America's Surface Transportation (FAST) Act which includes funding for road projects, WILMAPCO as well as seeks to add programs to promote transit, biking and walking, policies to support safety resiliency, emission measurement and performance standards and alternative fuel infrastructure and policies for autonomous vehicles. The City of Newark is a beneficiary of the CDBG and HOME grant program, as well as many of the FAST Act programs. In addition, as DE Chapter President, I had the opportunity to introduce Senator Carper who spoke at the APA Advocacy Reception (picture of Kurt Christensen, President of APA, myself and Senator Carper enclosed). All in all it was a great opportunity to network, learn best practices, and keep current with my profession.

I spent time preparing for and giving the Planning Department 2020 Budget presentation to Council on September 23, 2019.

I also spent time with staff preparing our packet for the October 1, 2019 Planning Commission packet.

I participated in a field visit to the Chemours building with City Manager Tom Coleman, Assistant to the City Manager Jeff Martindale, Code Enforcement Manager Stephanie Petersen, and Code Enforcement Officer Brian Daring.

Planning/Land Use:

The Planning Commission is scheduled to meet on October 1 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Election of Planning Commission officers
- Review and consideration of a Comprehensive Development Plan amendment, rezoning,

major subdivision, and special use permit for 287 East Main Street (Fulton Bank)

- Review and consideration of the Planning Commission 2019 Annual Report and 2020 Work Plan
- Update on the Newark Community Sustainability Plan

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). The Steering Committee will give presentation to the CAC for their final recommendation to Council. The Final Draft of "Sustainable Newark" will be presented to Council at their November 11 meeting.

On September 19, the Board of Adjustment denied the request of Martin Mazda for a 17.2 square foot variance to increase the maximum size of a ground sign from 60 square feet to 77.2 square feet.

Planner Mike Fortner is working on the Community Development/Revenue Sharing Advisory Committee's recommendation to Council that will be presented at the October 7 Council meeting.

Planner Tom Fruehstorfer attended the Delaware Prosperity Partnership Host Site Selector Panel Discussion on September 20. At the event, representatives from Delaware counties and municipalities had the opportunity to meet with representatives of site selection companies to inform them of what Delaware has to offer their prospective business clients.

The following was also completed:

- 7 Deed Transfer Affidavits
- 16 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 has been placed on City Council agendas for September 23, 2019 (first reading) and October 28, 2019 (second reading).

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.

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 has been placed on City Council agendas for September 23, 2019 (first reading) and October 14, 2019 (second reading).

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 took place on 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 took place on 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 took place on 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:

- The “Coffee with a Cop” event was held at the Newark Free Library on Wednesday. Mayor Clifton, Chief Tiernan, Lt. Rubin, Lt. Nelson, M/Corporal Smith, and officers from CID, Special Operations, and Patrol met with Newark area residents. We thank the library staff for working with us on this event.

Patrol:

- On September 22, 2019, at about 0205 hours, Newark Police received reports of shots fired in the 200 block of King William Street. Responding officers located two adjoining townhomes with bullet holes which penetrated the residences. In addition, two vehicles parked on the street were also damaged by gunfire. Shell casings were found in the street around the shooting scene. Based upon witness statements, the gunfire appears to have come from a moving vehicle.
- On September 24, 2019 at 2025 hours, officers responded to the area of 230 East Main Street for the report of a strongarm robbery. Upon arrival contact was made with the victim who stated that while he was sitting on a bench he was approached by a black male suspect. The victim reported that the male suspect assaulted him and removed the victim’s property after he was knocked to the ground. The suspect fled the area on foot prior to police arrival.

Special Enforcement Division:

- The Special Operations Unit assisted the Traffic Unit with “Operation Clear Track” on September 24, 2019. During the operation, Newark Officers will join more than 500 local, state, federal and railroad police agencies to hand out safety materials to motorists and pedestrians.
- The Traffic Unit will participate in “Operation Clear Track”.
- On Wednesday, Sgt. D’Elia will meet with UDPD officers to coordinate a joint proactive enforcement activity.
- During the week, the unit will conduct proactive enforcement activities in the business district and student rental areas focusing enforcement efforts on alcohol and order maintenance issues. The unit will coordinate activities with the Division of Alcohol and Tobacco Enforcement.
- The unit will coordinate traffic enforcement activities at various locations throughout the City.

Auxiliary Services Division:

- Captain Van Campen and members of the RFP selection team will be hosting oral presentations/demonstrations for the Body Worn Cameras, In-Car Mobile Cameras, Interview Room and Digital Evidence Management solutions relative to RPF 19-05 on September 25, 2019.

Administration Division:

- Administration Unit officers attended the “Coffee with a Cop” event held at the Newark Free Library from 10:00 a.m.-2:00 p.m.

Criminal Investigations Division:

- On September 19, 2019, Detectives arrested Trevor Livesay for a residential burglary that occurred in the 100 block of Woodlawn Avenue in August. Detectives executed a search warrant

at a residence in the 4000 block of Ogletown-Stanton Road and took Livesay into custody. Property stolen during the burglary was recovered during the search warrant. Livesay was arrested for Burglary 2nd Degree, Theft Under \$1,500 and Criminal Mischief. He was later committed to the Howard R. Young Correctional Facility in default of \$11,500 cash bail.

- On September 25, 2019, Lieutenant Nelson and Victim Services Coordinator Melissa Pennachi attended the Day of Remembrance for Homicide Victims memorial event in New Castle. Ms. Pennachi assisted in planning the event in coordination with the Delaware Victim's Rights Task Force.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	09-26-2019
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:

Public Works and Water Resources Department

Notable Notes:

Director Filasky spent the first part of this week at the annual Water Environment Federation (WEFTEC) Conference in Chicago, IL. This water, wastewater, and stormwater conference focuses on technical presentations and a large exhibit hall with vendors from around the world. There were many presentations that related directly to tasks and initiatives here in the City of Newark. We intend to see several demos of the equipment that was on display and it is always good to see options for diverse vendors for equipment.

Several projects underway along Main Street to install utilities in advance of anticipated projects. These projects are being completed by the private developers and are coordinated with the ongoing Main Street Improvements.

Work is nearly complete on the Academy Street closure and they anticipate being able to open the road back up by the end of the day Friday. Equipment removal will require temporary closures next week.

Activity or Project:

2019 Annual Street Contract

Description:

Grassbusters Landscaping Co., Inc. continued the 2019 Street Improvement Program at Art Lane, Anita Drive and Scotch Pine Road on Monday, 9/23/19. On 9/24/19 a crew mobilized to Adelene Avenue to begin curb removal and replacement and curb replacement was completed at Scotch Pine Road. Following the completion of Scotch Pine Road, curb removal and replacement began at Red Pine Circle. Curb replacement on Red Pine Circle is still ongoing and work will resume on Monday, 9/30/19. After all curb and restoration work is completed in Evergreen, the contractor will be mobilizing to begin curb removal and replacement on several streets in the Fairfield Subdivision. As always, notifications have been given to all affected residents and sent via email to Council and city staff.

Status:	In-Progress
Expected Completion:	12-31-2019
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 – September 19-25

Name	# of Documents	# of Pages	Types
Samantha	471	3,665	NPD Files/Court Documents/Miscellaneous Files
Sandy	444	547	Personnel Documents/Timesheets
Fred	0	0	Off
Debbie	92	9,654	PUBS Daily Cash Receipts
Ana (PT)	202	1,244	Court Documents/NPD Files
Anita (PT)	66	371	Miscellaneous Current Files
Total	1,275	15,481	

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.

Vacant Property at 212 West Main Street





NEWARK POLICE DEPARTMENT

WEEK 09/15/19-09/21/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	11	6	1	4	11	0
Unlaw. Sexual Contact	4	3	0	6	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	17	1
Burglary	30	51	1	8	96	1
- Commercial Burglaries	9	5	0	1	8	0
- Residential Burglaries	19	35	1	5	54	1
- Other Burglaries	2	11	0	2	34	0
Theft	397	402	12	149	300	10
Theft/Auto	41	31	0	6	8	0
Arson	0	0	0	0	0	0
All Other	74	83	3	62	91	0
TOTAL PART I	589	609	17	283	533	12
<u>PART II OFFENSES</u>						
Other Assaults	190	200	5	137	122	8
Rec. Stolen Property	0	1	1	16	11	1
Criminal Mischief	121	106	1	103	82	1
Weapons	8	18	0	27	52	0
Other Sex Offenses	0	0	0	0	7	0
Alcohol	168	155	9	267	281	20
Drugs	101	157	7	150	236	4
Noise/Disorderly Premise	565	491	24	235	188	18
Disorderly Conduct	107	121	5	82	98	7
Trespass	157	186	2	50	77	0
All Other	300	258	11	245	330	12
TOTAL PART II	1717	1693	65	1312	1484	71
<u>MISCELLANEOUS:</u>						
Alarm	136	118	3	0	0	0
Animal Control	367	455	16	2	2	0
Recovered Property	214	169	7	0	0	0
Service	29428	25196	668	0	0	0
Suspicious Per/Veh	355	339	9	0	0	0
TOTAL MISC.	30500	26277	703	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	919	37,910	955	33,273



**Newark Police Department
Weekly Traffic Report
09/15/19-09/21/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	8158	8808	174	234
DUI	135	156	3	5
TOTAL	8293	8964	177	239

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	159	161	5	3
Property Damage (Reportable)	847	796	16	25
*Hit & Run	191	142	4	6
*Private Property	233	193	4	2
TOTAL	1006	959	21	28

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.