

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

This week was again dominated by budget preparation and union negotiations. On Tuesday evening, Director Del Grande and I presented the Capital Budget to the Planning Commission where we received very positive feedback, along with a handful of helpful suggestions on ways to make the document better in the future. We met a handful of times this week to continue preparing our responses and proposals for the three union contracts that expire at the end of 2019.

Finance Director Del Grande, Acting Chief Human Resources Officer Farrall, and I attended the Local Service Function Task Force meeting on Wednesday. The task force seems to be coalescing around a procedure used currently in Prince George's County, Maryland, as a framework to develop a replacement process for New Castle County. Should we be able to work something out on schedule, the goal is to have the changes in place in time for the 2022 county budget which would be approved in June of 2021.

On Tuesday I attended the DEMEC monthly board meeting. DEMEC has also begun budget preparation and we should have a draft to review in the next month.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale helped Fire Marshal David Tynan facilitate eight fire extinguisher and fire prevention training sessions on 10/14 and 10/15. There were 92 attendees across the eight sessions, including city employees from Cheswold and Elsmere as well as PMA Representative Scott Stohrer. They then held a fire drill on Friday the 18th to test what the employees learned. The drill was successful and is the first of what we anticipate will be a regular program of drills moving forward.

Mr. Martindale also completed a purchasing recommendation memo checklist for management staff, which will likely improve the consistency and speed of recommendation memos to City Council. Additionally, he distributed a management contact list among management staff so contact can be made between departments quicker if emergencies arise.

Facilities:

Facilities Maintenance Superintendent Dave Greenplate and his staff work on steel repairs related to the construction of a new concrete deck and stairs along the Apple Road-side of the Municipal Center. Mr. Greenplate also picked up purple lights from Main Light Industries, which will be projected onto the S. Main Street-side of the Municipal Center for Domestic Violence Awareness Week. The Facilities Maintenance staff also completed repairs of various lavatory items over the week.

Local Government Management Fellow:

Local Government Management Fellow John Steponick attended an ICMA Young Professionals in Local Government panel at the University of Delaware, at which Assistant to the City Manager Martindale presented. Mr. Steponick also continued his research related to potential grants for the City of Newark and assisted PW&WR Director Tim Filasky by editing grant-related documents.

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

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 10/10/19 to 10/16/19. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs successfully completed their second requalification for the year.

**Activity or Project:**

Court Sessions

**Description:**

From 10/10/19 to 10/16/19 Alderman's Court handled 46 arraignments, 47 trials, 11 capias returns and 1 video hearing. The court collected a total of 312 parking payments of which 207 were paid online and 105 were paid at court. The court also collected criminal/traffic payments of which 175 were paid online and 53 were paid at court for a total of 228 criminal/traffic payments.

**Status:**

Completed

<b>Expected Completion:</b>	10-16-2019
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<b>Execution Status:</b>	Completed
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**Activity or Project:**


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**Description:**

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


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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

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**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on October 14 for Council. Geena was in the office on October 10 for Court.

Renee attended the staff meeting on October 10 where the October 21 Council agenda was discussed.

Renee participated in a conference call meeting with Councilman Horning on October 11.

Staff finalized and posted the agenda and packet items for the October 21 Council meeting on October 14.

Renee, Tara, Danielle and Nichol attended fire prevention training on October 14.

Paul, Renee, Tara and Nichol staffed the Council meeting on October 14. Staff completed follow up work throughout the week.

Renee received comments from staff, revised the subdivision agreement, forwarded it to the developer for comments and received comments back for the development project at 0 Paper Mill Road. This annexation, rezoning and major subdivision with site plan approval is scheduled for public hearing at the October 28 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and drafted the October 28 Council agenda.

Renee spent time on newspaper notices for upcoming Council meetings, including the FY2020 budget hearing.

Tara worked on several permit reviews and following up with developers on missing documents.

Tara attended to several union matters.

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

\* Provided a response and closed a September 26 FOIA request for the Passport Labs contract from ParkMobile LLC.

\* Circulated to staff and worked with the requestor to clarify the scope of a 10/10 FOIA request regarding the Park N' Shop Shopping Center from Napoli Law

Regarding minutes, staff time was spent on the October 7 Council (Nichol drafting) and October 8 Conservation Advisory Commission (Danielle drafting) minutes. Several sets of Council Executive Sessions and the October 14 Council minutes are currently in the queue.

Danielle fulfilled 12 discovery requests for upcoming Alderman's Court cases. 471 discovery requests have been filled so far this year. The court calendar for October 24 was received and the 12 cases were prepared for the Deputy City Solicitor. 41 court calendars with 732 associated cases have been prepared so far for 2019. Two pleas by mail was processed.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 1,610 lien certificates have been processed for 2019.

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**Activity or Project:**

Digital Records Project

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**Description:**

Renee and Samantha met with Finance and IT staff on October 15 to discuss adjusting templates related to Finance and quality control items.

Renee, Samantha and Sandy met on October 15 to review batch scans and brainstorm ideas to improve quality control.

Students from the Networks Program with the Christina School District worked on October 16 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 October 10-16 are below.

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

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**Activity or Project:**

Staff Recruitment

**Description:**

The posting for the vacant part-time Secretary position closed on October 11. Renee spent time reviewing applications to schedule interviews in the upcoming weeks.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-01-2019
<b>Execution Status:</b>	Behind Schedule

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

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

**City Manager's Weekly Report****Department:**

Electric Department

**Notable Notes:**

The first successful automatic power transfer happened late Wednesday afternoon. At 5:35 p.m., during an all-day rainstorm, a tree branch fell on the 34kV circuit which feeds Freemont Road Substation causing the circuit to go out permanently. After two minutes the restoration system opened one recloser to isolate the fault and closed another to pick up the substation. The line crews removed the limb and engineering restored the circuits back to normal without customers seeing an outage.

The line crews finished and energized five new 12kV reclosers on Bellevue Road. The line crews also installed ropes and pulleys for a wire pull on South College Avenue crossing Chestnut Hill Road.

Tree trimmers worked near the underpass on Casho Mill Road clearing the aerial circuits.

The electricians worked at the George Wilson Center fixing issues to be ready for Thanksgiving. The electricians reran wires for radio communications at City Hall after the Code Enforcement Division radio stopped working. The electricians also escorted a contractor into all the substations for weed control.

Engineering met with the developer of Green Mansion Project to fine tune the infrastructure relocation and requirements for the new building. Engineering also worked on fault levels for UD's Life Sciences Building and a customer at Interchange Boulevard installing a backup generator.

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

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

### City Manager's Weekly Report

<b>Department:</b> Finance Department	
<b>Notable Notes:</b> Most of Director Del Grande's week has been spent working on union negotiations with our AFSCME and CWA locals.  10/15 – City Manager Coleman and Director Del Grande presented the 2020-2024 CIP to the Planning Commission where it was approved 5-0.  10/16 – City Manager Coleman, Deputy Chief Farrall and Director Del Grande attended the Local Service Task Force meeting at the City County Building.  10/17 – Our PUB, IT teams and Director Del Grande had a conference call with PRC, the City's new debt collector for our closed electric accounts. We anticipate collection activity to begin with PRC in about 30 days.  10/17 - Director Del Grande attended Newark's Sustainability Workshop in the Council Chamber.	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	

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

Information Technology Department

**Notable Notes:**

IT Application Manager and Application Administrator attended the Harris Computer Conference in Denver, CO 10/8-10/11.

**Applications Team:**

Open Tickets from Previous Week - 47

Tickets Opened in the Last Two Weeks - 74

Tickets Closed in the Last Two Weeks - 72

Remaining Open Tickets – 49

1. Assisted Finance staff with hardware and application requirements for their annual physical inventory count.
2. Watched Tyler Executime webinar on 10/3.
3. Held Accounts Payable Training for Finance on 10/10.
4. Met with Finance and Records staff to determine path forward for a specific Finance doc type on 10/15.
5. Held status update call with Harris on 10/16 for CC6 project, they are still working with their internal R&D dept on the 1 remaining issue.
6. Continued working with our payment processor Paymentus to switch over Tyler Munis payment processing from Auth.net.
7. Worked on and resolved support tickets for end users.
8. 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, implementation will be scheduled once CC6 is live.

**Infrastructure Team:**

Open Tickets from Previous Week - 99

Tickets Opened in the Last Two Weeks - 133

Tickets Closed in the Last Two Weeks - 144

## Remaining Open Tickets - 88

1. Training our new desktop tech.
2. Updated the server documentation template.
3. Research SYmantec Update.
4. Racked a new switch to support the AEroHive WAPs allowing us to remove them from the User Core.
5. Set up overflow viewing areas for the 10/14 Council meeting.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

### Pending:

1. Recabling the DR VRTX.
2. Preparing to move Electric's data to SharePoint.
3. Test latest iteration of the employee onboarding script.
4. Demo new onboarding request process for HR.

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### Activity or Project:

Customer Connect 6 Upgrade

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### 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
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### Status:

Near Completion



<b>Expected Completion:</b>	08-23-2019
<b>Execution Status:</b>	Behind Schedule

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

Parks and Recreation Department

**Notable Notes:**

Director: Attended the Bicycle Engineering Committee meeting; conducted a meeting with Public Works about barricades for the parade and other event support; met with Joe Charma from the Design Committee about the sculpture garden and possible art addition to the area; met with JMT representatives, Tim, Ethan and Joe regarding the Rodney project; attended the Newark PAL meeting to discuss upcoming initiatives; worked on New Castle County Bike Plan project application; working on a Newark Parks on Draft application for Newark Restaurants to apply if interested.

Deputy Director: Met with Jason from Public Works regarding set up for barricades for the Halloween Parade; met with representative from Autism Delaware with Joe; met with Tyler and Melinda regarding winter/spring programming ideas and timeline; attended meeting with JMT representatives, Tim, Ethan and Joe regarding the Rodney project; worked with pottery instructor regarding kiln and contacted participants; continued to work with Wilson Center attendants on coverage for rentals for October and booking 2020 reservations; worked with Ethan and Mike Ferenz regarding maps for the Halloween Parade route that we can send to parade participants prior to the parade; worked with fitness and horse program instructors on upcoming classes; set up meeting with Jayme the new Chief Communications Officer; attended Newark PAL meeting; 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: Schools out day program was held on Wednesday, 10/9 at the George Wilson Center; continues reviewing and updating staff files in preparation for our random site inspection at West Park after care sometime this month, continues taking payments for the adult winter volleyball league, Wednesday and Thursday night leagues are scheduled to begin 11/6 at Newark Charter School; sent out several sponsorship requests for the Thanksgiving Day

Breakfast; met with Deputy Director regarding winter/spring program planning; a new session of basic archery began on Monday, 10/7; a new session of the youth running program WeRUNewark began on Tuesday, 10/8.

Recreation Supervisor of Community Events: Working on confirming winter/spring 2020 programs; getting information to Main Street businesses and Halloween Parade participants regarding changes to this year's Halloween Parade and Trick-or-Treat Main Street; working on 2019 statistics for winter/spring and summer; continually sending updated rosters for program instructors as new participants register.

Recreation Specialist: Tallied and entered volunteer information, sent out verification of hours to 6 volunteers who requested them for the Harvest Festival; entered Fox/Roach volunteers hours into master volunteer spreadsheet, continued to accept/record volunteers for the all the fall/winter events, the Halloween Party and NewBark PawLooza are full with volunteers, started putting basic information into the End of Year Volunteer Report, worked with volunteers from UD Recoop Day of Service and did cutbacks in the meadow at Handloff Park; started to edit/update all the Fall Clean Up location paperwork, combined some park locations due to proximity to each other, started to assign groups to specific locations, Applebee's in Suburban Plaza and Amazon in Middletown reached out this week to participate, contacted Castle Bags who are donating 500 bags & picked them up, inventoried supplies; worked on contacting and confirming instructors for winter/spring program dates; completed swimming certificates; shopped for and delivered club supplies for Before and After School Care, delivered needed paperwork to Downes, picked up Networks order. Volunteers: UD Recoop Day of Service - 16 volunteers, 25 hours.

Parks Superintendent inspected four park/open space areas and developed work orders as needed, started on power point presentation for Delaware Invasive Species Council Workshop in two weeks, showed Electric Superintendent dead tree overhanging power lines in Redd Park along Paper Mill Road, supervised planting at Reservoir/Preston's Playground which was partly funded through Urban Tree Grant funds from state forestry, coordinated delivery time/date for plant materials from local nursery for planting at Reservoir, attended CAC meeting to inform commission of our EAB control/public outreach steps taken to this point in time and picked up plant material for planting at Reservoir.

Parks Supervisor assigned field staff daily and assisted as needed, assisted acting volunteer coordinator with tree cut back project in rear meadow area at Handloff Park and coordinated pick up of bricks/block/mortar for bench installation by Public Works at Preston's Playground.

Parks/horticulture staff did spot mowing as needed, continued on work orders as assigned, dragged/scarified ballfields at Handloff/Dickey parks, prepped soccer fields at Kells and Fairfield parks, blew off Pomeroy Trail from Olan Thomas to State Park area of responsibility, did interior bed maintenance at City Hall, continued on bed maintenance throughout park system, watering plant materials throughout park system as needed, planted new plant materials at Reservoir, started on crack repair on several tennis court areas, unloaded/stored away materials/supplies from Harvest Festival, picked up plant materials from local nursery for planting at Reservoir and picked up materials for brick bench installation at Preston's Playground.

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**Activity or Project:**

Preston's Playground Drainage Lines

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**Description:**

The Preston's Playground drainage lines will have additional piping installed to create a subsurface drainage system to the storm water basin. This is being done to help prevent erosion during rain events and icing across the sidewalk in the winter.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	11-01-2019
<b>Execution Status:</b>	On Track

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

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

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

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

### City Manager's Weekly Report

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement:

Temporary Certificates of Occupancy have been issued for 36 apartments at South Main Street Plaza, 139 and 165 South Main Street.

Parking:

The final three kiosks have been scheduled for installation on the north side of East Main Street. Additional signage was ordered for the parking lots and street after customer feedback. Staff removed meter heads and housings from the construction area on East Main Street. An error in the Lot 1 countdown sign was fixed and a redundant signal repeater was removed and ordered. An error in the ParkingSoft off-street rates in Lots 3 and 4 was fixed. Staff performed testing and a Return Merchandise Authorization (RMA) for a malfunctioning mobile printer from T2.

Parking Manager Marvin Howard attended the Traffic Subcommittee on October 15 to discuss possible residential parking on Manns Avenue and Apple Road. Staff is working on a template for an easy-to-read, printable PDF of all parking locations and rates using GIS. Staff met to discuss Code for towing from private parking lot and the possibility of event parking on Main Street during the rehab project. WOW award nominees were submitted to City Hall. Multiple

employees attended anti-harassment training and fire safety training this week. Yearly personnel evaluations and anti-harassment policy acknowledgement forms have been started. Staff provided parking financials and details to the Finance Department.

#### Planning/Land Use:

At their meeting on October 15, the Planning Commission recommended approval of the 2020-2024 Capital Improvement Program (CIP).

The Green Building Code Work Group is scheduled to meet on Tuesday, October 22 at 3:30 p.m. in the Library Conference Room on the second floor of the Municipal Building.

The following was also completed:

- 12 Deed Transfer Affidavits
- 73 Building Permit Reviews
- 2 Certificates of Occupancy/Completion

#### Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. 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. Council approved the Comprehensive Development Plan amendment (7-0) and major subdivision (7-0) at their meeting on October 14, 2019.

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

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. A SAC meeting was held on October 16, 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. Staff comments were forwarded to the applicant on September 26, 2019. The Planning Commission recommended approval of the Comprehensive Development Plan amendment (4-0), rezoning (4-0), major subdivision (4-0), and special use permit (4-0) at their meeting on October 1, 2019. The project has been tentatively placed on the City Council agenda for November 25.

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.

65 and 77 East Delaware Avenue, Parcel IDs 1802600053, 1802000077, 1802000076, 1802000257, 1802000075, 1802000074 (PR#19-07-03): The Planning and Development Department received plans for an administrative subdivision for 65 and 77 East Delaware Avenue on July 18, 2019. The applicant is requesting approval to combine six parcels into one parcel, with no proposed change in use at the site. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 2, 2019.

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.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019.

0 Nathan Hale Court, Parcel ID 1802400395 (PR#19-10-02): On October 9, 2019, the Planning and Development Department received plans for an administrative subdivision at 0 Nathan Hale Court. The applicant, Cherry Hill Manor Maintenance Association, is requesting approval to subdivide a portion of the alleyway at 0 Nathan Hale Court to a new parcel to be owned by the City of Newark to use for utility access. The alleyway will remain open for pedestrians and bicycles. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019.

136 South Main Street, Suite 106, Parcel ID 1802500124 (PR#19-10-03): Plans for a special use permit for the property located at 136 South Main Street, Suite 106, were received by the Planning and Development Department on October 10, 2019. The special use permit is requested for a restaurant with alcoholic beverages. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 15, 2019.

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**Activity or Project:**

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**Description:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

- This week Ms. Mary Smedley came to the police station to meet with Chief Tiernan, Lt. Aniunas, and members of the K-9 team. Ms. Smedley presented a check in the amount of \$5,000 for the K-9 fund. Ms. Smedley had seen the K-9 presentation at National Night Out and decided it was a worthy program to donate to. The Newark Police Department thanks Ms. Smedley for her generous donation and support of the Newark Police Department.
- Chief Tiernan spoke at colleges in northern New Jersey last week, recruiting for the upcoming NPD police officer exam. After the presentations, Ms. Katie Ingenito, Assistant to the Director, School of Criminal Justice at Fairleigh Dickinson University, wrote to Chief Tiernan; "Just wanted to follow up and thank you for coming out and speaking to some of our criminal justice students. Several students have expressed interest in taking the exam and applying, so it seems like your efforts were successful, as per the feedback that I had received. If you would ever like to come back in the future, please do not hesitate to let me know!"
- On October 15th, Public Information Officer Lt. Rubin, Det. Taras Gerasimov and other detectives participated in a joint press conference with the Delaware Attorney General's Office regarding the announcement of the indictment and arrest of Jeffrey A. King. King was arrested for a sexual assault that occurred in the area of Barksdale Road in Newark in 1993. King's arrest was based from DNA analysis and other investigative means. King was initially arrested in Coatesville, PA with the assistance of Coatesville Police Department on a fugitive warrant on 10/3/19. He was released on bail and reported to Delaware to turn himself in on 10/10/19. King was charged with two counts of Unlawful Sexual Intercourse in the First Degree and given \$50,000 cash bond. King was later released after posting bond. This was a great investigation by Det. Gerasimov. Lt. Rubin did an outstanding job at the press conference presenting the facts of the crime and investigative steps taken over the years.

## Patrol

- On August 29, 2019 at 0552 hours, officers responded to the 500 block of Christina Mill Drive in reference to an unknown suspect removing a bicycle from the porch of the victim's apartment during the overnight hours. Several hours later, offices responded to Timberline Drive for the report of several cars being entered and property removed from within the vehicles. It was later determined that P/O Faulk conducted a crime prevention check of a male identified as a Christopher Hunter in the area of Timberline Drive on the date the thefts occurred, prior to their report. Hunter was positively linked to the thefts from the motor vehicles and was in possession of the stolen bicycle at the time of the stop. Arrest warrants were obtained, however; his location was unknown. On October 14, 2019, Christopher Hunter was stopped in the area of East Main Street. During the stop, Hunter was found to be in possession of another stolen bicycle, was wanted on outstanding warrants for the aforementioned thefts and was charged with receiving stolen property for possessing the bicycle stolen from Christina Mill Drive at the time he was stopped by P/O Faulk.
- On October 7, 2019, P/O Faulk responded to Patrick Henry Court in reference to a theft of a package from the victim's property. Through investigation, Daniel Rodriguez was developed as a suspect. On October 9, 2019, A Platoon officers, with the assistance of the Street Crimes Unit and Criminal Investigations Unit, executed a search warrant at Rodriguez's residence. As a result of the search warrant, Rodriguez was arrested for the package theft, selling stolen property and receiving stolen property. He was additionally linked to a theft of a vehicle from the residence where he was residing and a theft from a motor vehicle which occurred on Orchard Road in September. Rodriguez was additionally charged with burglary 3rd, theft, theft of a motor vehicle and criminal mischief. Rodriguez was arraigned through Justice of the Peace Court #11 and was transported to Howard R. Young Correctional on \$1,100 secured bond.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	10-17-2019
<b>Execution Status:</b>	Completed

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

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

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

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

## City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

The City has worked with DelDOT and downtown businesses to be able to open up previously unavailable parking spots along East Main Street for the upcoming UD Parents and Homecoming Weekends. Spots within the work zone will be open for parking during these two weekends only and will be monitored for any obstructions in the remaining single lane of traffic.

Crews have been busy with our first water main breaks of the fall season. Repairs were made quickly in both cases, which were on Tyre Avenue and Bent Lane. We expect the number of breaks to pick up as the weather cools. We typically see between 20-30 during the colder months.

Staff held a phone call with an Engineering Fellow from Senator Chris Coons' office in Washington, DC. They were interested in our use and acceptance of new water and wastewater technology. Typically, we are not able to test new products or processes without adequate funding and this is not unique to Newark. Senator Coons' office is working to identify the funding issues and put forward new policies that will help fill this gap in funding.

Leaf collection started on October 14. Crews have been working through the entire City each week in this early stage of the program. As volumes pick up, it will slow to about one pick up every two weeks. Please visit the website for more information.

Street crews are completing the final concrete curb work in the Hunt at Louviers this week. Topsoil and asphalt patches associated with the curb work is scheduled for next week, weather dependent. There are also several patches planned for the week of October 21 along Cullen Way that crews will complete using lane closures and flaggers as necessary. We do not anticipate interrupting any driveways with these patches.

**Activity or Project:**

Main Street Improvements

**Description:**

Crews have moved into Phase 5 of the construction, which is one of the two largest sections of the project. The closure is effectively from west of Academy Street to Chapel Street. The crews are currently completing curb and bumpout work ahead of pavement demolition. Haines Street intersection with East Main is currently closed and will remain closed for approximately four (4) weeks.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2019
<b>Execution Status:</b>	On Track

**Activity or Project:**

South Well Field Treatment Plant Upgrades

**Description:**

Staff and our consultant held a pre-bid meeting for the upgrades to the South Well Field Water Treatment Plant. This important step in our bidding process allows us to meet the perspective bidders and answer any questions they may have as well as make modifications to the plans and specs prior to receiving bids. This helps ensure that the bids are accurate and less likely to generate change orders throughout the project. We anticipate bids back in November with possible Council hearing on the contract award in late November.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	11-30-2019
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Annual Street Improvements Contract

**Description:**

Our contractor continued the 2019 Street Improvement Program at Stamford Drive performing curb replacement and work will resume on Monday, 10/21/19, completion slated for approximately 10/24/19. We are currently working with the contractor to determine the next location to begin working on, with Devon Drive likely being the next street for curb removal and replacement. Milling and paving has been slightly delayed and is now scheduled to begin at Plymouth Drive on Monday, 10/28/19. Notifications continue to be updated with affected residents.

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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Digital Records Project New Documents Created – October 10-16

Name	# of Documents	# of Pages	Types
Samantha	509	3,651	NPD Files
Sandy	40	9,733	Daily Cash Reports/AP Batches
Fred	0	0	Off
Debbie	302	902	PUBS Daily Cash Receipts/PUBS Returned Mail
Ana (PT)	365	1,065	Court Documents/Finance Postal Records
Total	1,216	15,351	

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	60,329	+21,717
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	68,636	+24,679
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 10/06/19-10/12/19

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	13	6	0	4	11	0
Unlaw. Sexual Contact	5	3	0	6	0	0
Robbery	16	14	1	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	6	1	13	1	0
Assault/Aggravated	17	21	1	24	19	1
Burglary	31	57	1	13	100	0
- Commercial Burglaries	9	5	0	2	8	0
- Residential Burglaries	20	40	1	9	56	0
- Other Burglaries	2	12	0	2	36	0
Theft	446	436	13	162	304	0
Theft/Auto	43	37	0	6	9	1
Arson	0	0	0	0	0	0
All Other	78	91	4	63	95	0
<b>TOTAL PART I</b>	<b>649</b>	<b>667</b>	<b>20</b>	<b>302</b>	<b>548</b>	<b>2</b>
<u>PART II OFFENSES</u>						
Other Assaults	207	220	5	143	132	1
Rec. Stolen Property	1	1	0	17	12	1
Criminal Mischief	126	116	4	109	86	0
Weapons	10	19	0	31	56	3
Other Sex Offenses	0	0	0	0	7	0
Alcohol	184	166	1	293	300	2
Drugs	110	167	2	156	264	5
Noise/Disorderly Premise	626	529	13	290	210	4
Disorderly Conduct	121	133	3	86	107	1
Trespass	174	192	2	54	78	0
All Other	319	282	11	266	346	3
<b>TOTAL PART II</b>	<b>1878</b>	<b>1825</b>	<b>41</b>	<b>1445</b>	<b>1598</b>	<b>20</b>
<u>MISCELLANEOUS:</u>						
Alarm	145	132	5	0	0	0
Animal Control	387	491	16	2	5	0
Recovered Property	225	186	4	0	0	0
Service	31589	27054	593	0	0	0
Suspicious Per/Veh	384	360	4	0	0	0
<b>TOTAL MISC.</b>	<b>32730</b>	<b>28223</b>	<b>622</b>	<b>2</b>	<b>5</b>	<b>0</b>

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	929	40,753	801	35,787



**Newark Police Department  
Weekly Traffic Report  
10/06/19-10/12/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	8606	9563	137	246
DUI	146	165	3	4
<b>TOTAL</b>	<b>8752</b>	<b>9728</b>	<b>140</b>	<b>250</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	2	0	0
Personal Injury	177	175	5	7
Property Damage <b>(Reportable)</b>	945	875	26	20
*Hit & Run	207	160	5	7
*Private Property	256	208	7	3
<b>TOTAL</b>	<b>1122</b>	<b>1052</b>	<b>31</b>	<b>27</b>

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.