

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I attended the 2019 ICMA National Conference in Nashville this past weekend through Tuesday. The conference was very informative, and I have several items to follow up and work on in the coming months. I spent a lot of time throughout the remainder of the week catching up on email and outstanding items as a result of being out of the office.

Director Del Grande and I continued to spend time working on the budget and budget presentations, along with utility rate designs to incorporate fixed customer charges.

I continued to work on items related to ongoing labor negotiations.

I spent time working with Parking Supervisor Howard on several parking related items.

We held a crock pot cook off fundraiser for the Newark PAL.

I met with Councilman Lawhorn to discuss 2020 budget items.

Mayor Clifton, Director Gray, Chief Communications Officer Gravel and I attended a meeting with the regional director of HUD and his staff to discuss housing issues in Newark.

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

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale discussed moving specific electric lines at the City maintenance yard with the Electric Department to provide space necessary to expand Building #2 (new warehouse), as outlined in Capital Improvement Project N1806. Along with the City's Purchasing Assistant Cathy Trykowski and City Secretary Renee Bensley, Mr. Martindale also held a bid opening for Contract 19-13: Procurement of Equipment and Services for SCADA System Master Station Upgrade on Tuesday, 10/22. Jeff also attended a DEMEC training course (Electric Vehicles 101) with Mayor Clifton, Councilwoman Sharon Hughes, and IPA Fellow John Steponick on Wednesday, 10/23. He spent the remainder of the week working on various purchasing-related Council recommendations and overseeing other day-to-day purchasing operations.

Facilities:

Facilities painted the floor around the kiln at the George Wilson Center to denote the area as no storage. They also patched the basement walls of the GWC and began replacing the GWC's exterior drainpipes. Facilities Superintendent Dave Greenplate also picked up and installed outdoor lights to illuminate City Hall in purple light for Domestic Violence Awareness Week.

Additionally, an outside contractor installed a new exhaust fan in the City Hall basement bathroom.

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 10/17/19 to 10/23/19. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 10/17/19 to 10/23/19 Alderman's Court handled 58 arraignments, 57 trials, 13 capias returns, 3 video hearings, 2 code violations and 3 prisoners transported. The court collected a total of 361 parking payments of which 263 were paid online and 98 were paid at court. The court also collected criminal/traffic payments of which 162 were paid online and 86 were paid at court for a total of 248 criminal/traffic payments.

Status:

Completed

Expected Completion:

10-23-2019

Execution Status:

Completed

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on October 18 and October 21 for Council. Geena was in the office on October 17 for Court and Board of Adjustment.

Renee met with City Manager Coleman on October 17 to review upcoming Council agendas and reschedule items to better meet the time limits for meetings. Council agendas are closed at this time for the remainder of 2019.

Renee attended the staff meeting on October 17 where the October 28 Council agenda was discussed.

Geena, Tara and Nichol staffed the Board of Adjustment meeting on October 17. The Board approved the requested sign variance for 301 South Chapel Street by a 3-1 vote.

Staff finalized and posted the agenda and packet items for the October 28 Council meeting on October 21.

Paul and Renee staffed the Council meeting on October 21. Staff completed follow up work throughout the week.

Renee, Tara, Samantha and Ana attended anti-harassment training on October 22.

Renee participated in a bid opening on October 22.

Renee drafted several items for the October 28 Council agenda including four bills and a resolution.

Renee circulated comments from the developer to staff and finalized the subdivision agreement 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 November 4 Council agenda.

Renee drafted the newspaper and direct mail notices for three special use permits for indoor recreation facilities located at 120 Sandy Drive, 303 Markus Court and 1325 Old Cooches Bridge Road for the November 11 Council meeting.

Renee worked with IT on reviewing a potential software module for the electronic Council packet project and forwarded a demo to Council members for their review.

Tara completed several permit reviews.

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

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 agreement between the City and Passport Labs from Parkmobile.io
- * Provided a response and closed an October 2 FOIA request for utility plans/right-of-way plans/Main Street reconstruction plans affecting 141 East Main Street and 19 Haines Street from Hillcrest Associates, Inc.
- * Provided a response and closed an October 8 corrected and clarified FOIA request from PELSA regarding 132/134/136 East Main Street Stormwater plans, facility, calculations and reports
- * Provided a response and closed an October 21 FOIA request for list of contractors names and bid amounts from CISleads.com
- * Circulated to staff an October 21 FOIA request for Newark Police Department 911 calls from Tara Smyth
- * Circulated to staff an October 22 FOIA request for all properties with inactive water meters or disconnected water service from Kasai Guthrie

Regarding minutes, staff time was spent on the May 13 Council executive session (Tara drafted - complete), May 28 Council executive session (Tara drafted - complete), June 10 Council executive session (Tara drafted - complete), June 24 Council executive session (Renee drafted - complete), October 7 Council (Nichol drafted; Renee edited - complete), October 8 Conservation Advisory Commission (Danielle drafting), October 14 Council (Tara and Nichol drafting) minutes. Several sets of Council Executive Sessions and the October 14 Council minutes are currently in the queue.

Danielle fulfilled 5 discovery requests for upcoming Alderman's Court cases. 476 discovery requests have been filled so far this year. The court calendar for November 1 was received and the 23 cases were prepared for the Deputy City Solicitor. 42 court calendars with 755 associated cases have been prepared so far for 2019. One plea by mail was processed.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 1,615 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha spent time setting up refresher training for all departments.

Samantha worked on TCM searching cheat sheets for the various departments to help facilitate easier use of the program.

Samantha worked with Administration and Public Works and Water Resources staff to move towards emptying one of the shipping containers in the municipal building parking lot for removal.

Students from the Networks Program with the Christina School District worked on October 23 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 17-23 are below.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:

Staff Recruitment

Description:

Renee finalized the list of applicants to be invited for interviews for the part-time secretary position. Six candidates will be interviewed on October 29 and 30.

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

Recodification

Description:

Renee spent time reviewing the Code proofs for the recodification project for the submission deadline of November 15.

Status:	In-Progress
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Expected Completion:	02-28-2020
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Execution Status:	Behind Schedule
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews began installing reclosers on New London Road on the 12kV system. The crews also switched 34kV circuits and insulated the 12kV lines at Suburban Plaza so DeIDOT could remove a tall steel pole with a camera on it. The crews changed a danger pole in the backyard of a home in Fairfield.

The electricians finished installing the ground grid at Chestnut Hill Road and South Chapel Substations as parts recently came in. They also worked on alarm issues and control wiring on the new transformer at South Chapel Substation and at City Hall and the warehouse on electrical maintenance issues.

Engineering got the notice to proceed from DeIDOT for the Elkton Road pole relocation project. Work orders are being created for tracking and operational strategies are being laid out.

Engineering also attended an electric car seminar hosted by DEMEC. Incentives and rate structures were discussed for the inevitable onslaught of electric cars and their charging stations.

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 - 49

Tickets Opened in the Last Week - 34

Tickets Closed in the Last Week - 31

Remaining Open Tickets – 52

1. Worked with vendor to upgrade our TEST meter data management software on 10/17.
2. Watched Tyler CAFR webinar on 10/17.
3. Kick off meeting with new collection vendor on 10/17.
4. Webex with vendor to resolve final issue for CC6 on 10/18.
5. Held status update call with Harris on 10/23 for CC6 project, last remaining issue has been resolved.
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 - 88

Tickets Opened in the Last Week - 81

Tickets Closed in the Last Week - 77

Remaining Open Tickets - 92

1. Worked on and resolved support tickets for end users.
2. 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.

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 - Completed

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

Aug 19 - Will schedule a go live date within the next 2 weeks.

- 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:	
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: Met with Jayme, Paula and Shelby to share current marketing efforts by the Parks and Recreation Department; working on a reforestation plan for our parks; attended meeting with ADEL, DeIDOT, Ethan, Dennis Aniunas, parks staff, Paula, Sharon and Melinda regarding upcoming Halloween Parade logistics and placement of barricades for the event; attended Subdivision Advisor Committee meeting with Planning Department; conducted a parks maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: Attended fire extinguisher training; attended Wellness and Employee Engagement Committee meeting; met with Jayme, Joe and Shelby to share current marketing efforts by the Parks and Recreation Department; held conference call with White Clay Creek State Park staff regarding registration software; conducted interview for possible new dance instructor for the spring semester; completed Halloween Party and Halloween Parade PSA's with Shelby and sent to media contacts; attended meeting with ADEL, DeIDOT, Ethan, Dennis Aniunas, parks staff, Joe, Sharon and Melinda regarding upcoming Halloween Parade and placement of barricades for the event; met with Sharon regarding winter/spring programming ideas and timeline; continue to work with pottery instructor regarding kiln, contacting participants, went to George Wilson Center to work on ordering new items needed for the kiln and to clean up storage areas; continued to work with Wilson Center attendants on coverage for rentals for October and booking 2020 reservations; 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 reviewing and updating staff files in preparation for our random site inspection at West Park after care sometime this month, continues recruiting, interviewing and hiring new staff; met with Deputy Director at GWC to look at and repair the Kiln; ordered shirts for our adult softball league which is scheduled to end soon; Tiny Tots and Little Kickers soccer programs concluded on Saturday, 10/19.

Recreation Supervisor of Community Events: Working on Winter/Spring 2020 programs, emailed Halloween Parade participants their line up information and information regarding the Main Street construction, there are currently 58 groups (1,778 people) registered to participate in the parade, including 10 marching bands, several groups are planning to also participate in Trick or Treat Main Street, following the parade. They have been assigned to spaces along Main Street; attended a meeting with DeIDOT and city staff regarding the construction's impact on the parade and the pre-parade set up; 2019 financials; continually sending updated rosters for program instructors as new participants register.

Recreation Specialist: Attended Fire Extinguisher Training; sent verification of volunteer hours to the UD students who did cutbacks in Handloff last week and entered all their info into the spreadsheet, continued to process/enter volunteers into the spreadsheet for the fall/winter events; finished making maps for Fall Community Clean Up locations, moved supplies from GWC to Municipal Building in preparation for the event, sent out reminder email to registered participants, worked the event assigning groups in/out of locations, sent Tom/Rich the locations for trash pickup; made a Downes Authorized to Pick Up List for Aftercare, shopped for/delivered Friday Club supplies, created the 2019-2020 CSV file for Everbridge phone system; posted the Redd Park Reforestation on the City Calendar; completed soccer certificates for Little Kickers and Tiny Tot Soccer. Volunteers: Fall Community Clean Up - 70 volunteers, 129.25 hours

Parks Superintendent inspected eight park/open space areas and developed work orders as needed, continued working on upcoming power point presentation for Delaware Invasive Species Conference in two weeks, attended fire extinguisher training, attended meeting with Parks Director/Parks Supervisor and Public Works Supervisor concerning location/placement of brick bench at Preston's Playground, coordinated with Public Works to assist them with weed removal on concrete barrier island on Capitol Trail north of Cleveland Avenue, called in Miss Utility mark out for sign installation at Kershaw Park, researched pricing for new dog waste station for

Fairfield Crest Trail connector, completed the close out form for the State Community Forestry grant and reviewed with office staff and continued working on Tree City USA and Growth Award applications with our office staff.

Parks Supervisor assigned field staff daily and assisted as needed, continued assisting with upcoming Halloween Parade, researched for replacement parts to repair kiln at Wilson Center, attended meeting on Main Street concerning set up of barricades for Halloween Parade and attended Fire Extinguisher training.

Parks and Horticulture staff continued on work orders as assigned, attended Fire Extinguisher training, blew off tennis and basketball courts as needed, blew off the Hall Trail, dragged Handloff #2 ballfield for league game, raked off all horseshoe pit areas, did tree pruning/removal at several park areas, prepped soccer fields for league play, did interior bed maintenance at City Hall, watered newly planted plant materials as needed, delivered and placed back into storage tables to Council Chamber from Wilson Center, continued on bed maintenance throughout park system and did trash removal throughout park system.

Activity or Project:

Preston's Playground Donor Brick Bench

Description:

Installation of the Preston's Playground Donor Brick Bench will begin next week at the Reservoir. The bench will be constructed with bricks that were purchased as part of a fundraiser for the playground and construction completed in-house.

Status:	Started
Expected Completion:	11-01-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

A second framing crew has been added at the Campus Walk II project on New London Road and framing of Building #2 has started. Building #3 is almost half way framed and the plumbing and heating installation has begun. Demolition is underway for the structure at 158 North College Avenue.

Fire Marshal Dave Tynan worked with Aetna Hose, Hook and Ladder to conduct Fire Prevention Education to the Newark Charter Primary School and the West Park Elementary School. Over 1,200 children, grades K to 5, and 80 faculty members were educated. Fire Safety Training was conducted for approximately 130 City staff members this week and our first fire drill occurred on Friday. The Fire Safety Registration audit is ongoing in order to register new businesses and document the closing of businesses on Main Street and other areas. Plan reviews and site reviews were conducted on new and existing projects, including Chemours, BPI, Whitney Center, Haines Street, Hyatt Hotel, and Fulton Bank among others. Special event inspections for UD home football games are ongoing. Fire Code revisions have been completed in preparation for the December 9 City Council meeting. Business license meetings and updates ongoing. With regard to Emergency Management, EOP update emails were sent to department heads for rough draft submissions; COOP Plan questionnaire and survey assistance to department directors is in progress; the Training Matrix has been completed and updates will be sent out to those in need of ICS Training; EOC operations with UD for home games is ongoing; and, a meeting was conducted with NCOEM, UDOEM, NOEM and the American Red Cross to go over our shelter plan.

The owner of the vacant property with numerous maintenance violations at 212 West Main Street entered a guilty plea for an Unsafe Structure, with a fine imposed by Judge Gregory as per the recommendation from Property Maintenance. The fine was paid by the owner the same day and the house goes to settlement at the end of the month.

Also completed this week by Property Maintenance:

- 38 Inspections
- 19 Responses to Complaints
- 3 Citations Issued
- 11 Violations Issued

Planning/Land Use:

The Planning Commission is scheduled to meet on November 5 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Zoning Code amendments to allow agricultural and farm related uses in RH, RS, and RT zoning districts for parcels of ten acres or more
- Update on the Transportation Improvement District Committee
- Update on proposed organizational changes to Chapter 32 Zoning

The latest Draft (October 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 Steering Committee held a Drop-In Public Workshop on the Plan at the Newark Council Chamber on October 17 from 4:00 to 6:00 p.m. Delaware Public Media covered the event. The radio clip and transcript can be found at this link: <https://www.delawarepublic.org/post/draft-sustainable-newark-sets-target-carbon-neutrality>. The

Final Draft of “Sustainable Newark” will be presented to Council at their November 11 meeting.

Planner Mike Fortner is working on a report to Planning Commission on a proposed change to the City of Newark Zoning Code to allow agricultural and farm related uses in properties zoned RH, RT, and RS that are on parcels larger than 10 acres; the Planning Commission will review the report at their November 5 meeting. Mike attended the WILMAPCO Technical Advisory Committee meeting on October 17 and represented the City at the Solvay Specialty Polymers Community Advisory Panel meeting on October 23.

Planner Tom Fruehstorfer attended the Newark Futures Workshop facilitated by The Newark Partnership at the University of Delaware on October 22, which is part of the UD Community Engagement Initiative. The focus of this workshop was on education in the Newark area.

The following was also completed:

- 5 Deed Transfer Affidavits
- 86 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.

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. This application has been withdrawn by the applicant.

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. A letter of objection was received from an adjacent property owner, therefore the project will be placed on an upcoming Planning Commission agenda.

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.

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:

Patrol and Special Enforcement:

- Patrol and Special Enforcement Division as well as other officers will be assigned for the UD Homecoming weekend.

- This Sunday officers will be assigned to the Halloween parade.

Animal Control:

- On October 10, 2019, Animal Control Officer Vickers responded to the unit block of Woodhill Court for a report of a Pit Bull terrier chasing a subject into his residence. During her investigation, she was able to locate the animal's owner. Charges are pending.
- On October 11, 2019, Animal Control Officer Vickers responded to the 400 block of Stafford Avenue for a report of a dog attack. During her investigation, it was determined that a female subject was walking her Great Dane and her Labrador mix under restraint by means of a leash. As the female was approaching Stafford Avenue at Adelene Drive, she observed a male on the other side of the street. The male was walking a Doberman Pinscher, also under restraint by means of a leash. The Great Dane started barking at the Doberman Pinscher and then pulled on its leash, causing the female to fall and break free from her control. The Great Dane ran over to the male and his dog. The two dogs started fighting. The Doberman Pinscher and his owner were injured from this attack and needed medical attention. Charges are pending.
- On October 14, 2019, Animal Control Officer Vickers responded to the 400 block of Creek Bend Court for a fox with a leg-hold trap on its front leg. She was able to capture the animal and remove the trap. A leg-hold trap is a jawed spring-operated trap designed to capture an animal by the foot or leg. The trap and the animal were turned over to the Delaware Division of Fish and Wildlife Natural Resource Police.

Auxiliary Services Division:

- On October 22, 2019, PSAP Manager Brian Cannon attended the annual statewide CAD user group meeting in Dover, Delaware.
- On October 22, 2019, S.W.A.T. supported the Criminal Investigations Unit with an arrest and search warrant service for a robbery investigation.

Administration Division:

- NPD will host a "How to Succeed Seminar" the evening of October 24, 2019. The seminar is designed to help new police applicants be successful in the hiring process.
- This week the third session of the NPD Citizens Police Academy will be hosted on October 23, 2019. Participants will learn about the NPD's Evidence Detection Unit with Cpl. Pete Barnes.

Criminal Investigations Division:

- Detectives recently obtained an arrest warrant for 21-year-old Dahmir Lewis of Newark, DE. The warrant stems from a series of burglaries and thefts that occurred in September 2019 in Newark. Lewis is wanted on the following charges: Burglary Second Degree, Burglary Third Degree, Theft \$1,500 or Greater, Theft Under \$1,500 (4 counts), Theft of a Motor Vehicle (2 counts), Conspiracy 2nd Degree (3 counts), Conspiracy Third Degree (2 counts), Unlawful Use of a Payment Card Under \$1,500 (2 counts), and Selling Stolen Property Under \$1,500. Detectives have been unable to locate Lewis. Anyone with information on his whereabouts should contact Newark Police at 302-366-7111 or dbystriky@newark.de.us

Activity or Project:

N/A

Description:

Status:

Completed

Expected Completion:	10-24-2019
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Execution Status:	
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Activity or Project:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:	
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Public Works and Water Resources Department

Notable Notes:	
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Crews were able to open the gravel area of Parking Lot #1 for parking in the short term before the full paving is completed early in 2020. This should alleviate some parking concerns during Phases 5 and 6 of the Main Street improvements.

The City's contractor (Merit Construction Engineers) will be returning to Academy Street to complete permanent road restoration where the recent water main improvements were made (200 Academy Street). This work will take two days to complete and is scheduled for Wednesday, October 30th and Thursday, October 31st (weather dependent). Academy Street will be closed from 7:00 a.m. to 3:30 p.m. each day. The closure will be identical to the previous closures on October 11th and 12th. Motorists should expect delays between Lovett Avenue and Courtney Street and follow the posted detour signs. Our contractor has been informed to give priority to any emergency response vehicles that need access through the work area while this work is being completed and the University of Delaware has been informed of the closure and detour routes.

Activity or Project:	
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Annual Street Improvement Program

Description:	
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Curb replacement on Stamford Drive was completed on Thursday, 10/24/19. The crew will be returning on Tuesday, 10/29/19 to complete final restoration work. Following final restoration work on Stamford Drive, the crew will be mobilizing to Devon Drive on Tuesday, 10/29/19 to begin curb removal and replacement. A separate crew will begin milling and paving at Art Lane on

Monday, 10/28/19 and will continue milling and paving at Plymouth Drive on Tuesday, 10/29/19. Notices have been given to all those affected by the work.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Activity or Project:

Roadway Management Conference

Description:

Several members of the PW&WR management field staff attended The Roadway Management Conference in Ellicott City, MD from October 21-23. Over 200 roadway practitioners from across the region came together to learn from experts and peers, visit with vendors, see equipment, and experience demonstrations relevant to local and state roadway agencies. One session was dedicated to the successful Cleveland Avenue Task Force, specifically the road diet portion of that work and Director Filasky took part in that presentation. Many state and local agencies are using road diets as a safety upgrade for all road users.

Status:	Completed
Expected Completion:	10-23-2019
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – October 17-23

Name	# of Documents	# of Pages	Types
Samantha	268	1,457	NPD Files
Sandy	35	3,264	Daily Cash Reports/AP Batches/Daily Cash Receipts
Fred	0	0	Off
Ana (PT)	480	1,032	Court Documents/Finance Postal Records/Miss Utility Tickets
Total	783	5,753	

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 10/13/19-10/19/19

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	14	6	0	4	11	0
Unlaw. Sexual Contact	5	3	0	6	0	0
Robbery	16	14	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	6	0	13	1	0
Assault/Aggravated	17	22	1	24	19	0
Burglary	33	60	3	13	101	1
- Commercial Burglaries	10	7	2	2	8	0
- Residential Burglaries	21	41	1	9	57	1
- Other Burglaries	2	12	0	2	36	0
Theft	459	454	18	165	308	4
Theft/Auto	44	37	0	6	10	1
Arson	0	0	0	0	0	0
All Other	81	92	1	64	95	0
TOTAL PART I	669	690	23	306	554	6
<u>PART II OFFENSES</u>						
Other Assaults	210	228	8	146	135	3
Rec. Stolen Property	1	1	0	17	15	3
Criminal Mischief	131	120	4	109	88	2
Weapons	11	20	1	34	58	2
Other Sex Offenses	0	0	0	0	7	0
Alcohol	186	168	2	297	305	5
Drugs	117	172	5	159	267	3
Noise/Disorderly Premise	651	542	13	301	212	2
Disorderly Conduct	125	138	5	90	108	1
Trespass	182	195	3	54	79	1
All Other	323	288	6	269	349	3
TOTAL PART II	1937	1872	47	1476	1623	25
<u>MISCELLANEOUS:</u>						
Alarm	147	137	5	0	0	0
Animal Control	395	505	14	2	5	0
Recovered Property	227	186	0	0	0	0
Service	32253	27622	568	0	0	0
Suspicious Per/Veh	397	368	8	0	0	0
TOTAL MISC.	33419	28818	595	2	5	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	890	41,643	822	36,609



**Newark Police Department
Weekly Traffic Report
10/13/19-10/19/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	8742	9714	136	151
DUI	150	169	4	4
TOTAL	8892	9883	140	155

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	182	184	5	9
Property Damage (Reportable)	969	899	24	24
*Hit & Run	212	167	5	7
*Private Property	260	215	4	7
TOTAL	1151	1085	29	33

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.