

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening, we had a short form Council meeting that was focused on green related topics. Staff received direction on several items related to improving the carbon profile of Newark's energy mix which we will be working on with DEMEC over the coming year. We have also re-started the grant program for solar with the revised cap levels recommended by the CAC and approved by Council on Monday.

On Tuesday I attended the December DEMEC Board meeting where we approved the 2020 budget. Our wholesale electric rate is decreasing slightly again this year which is great news. Also, DEMEC's administrative fee remained flat from 2019 into 2020 as a result of staff reorganization and healthcare cost sharing changes with staff driven by the board.

We held bargaining sessions with AFSCME 1670, AFSCME 3919, and CWA this week and are making good progress. We expect to have contracts to Council for ratification in early January.

I attended a meeting of the DelDOT design team for the Delaware Avenue Bikeway project with PW&WR Director Filasky and Deputy Director Robinson. The design team has made considerable progress and they are now planning work to commence in spring of 2021.

The remainder of the week was spent on personnel relate items and other general administrative tasks.

Communications:

- Provided welcome remarks at the UD Office of International Students and Scholars Thanksgiving Dinner
- Completed the FEMA ICS 100 course: An Introduction to the Incident Command System
- Distributed press release announcing the Main Street social media contest; working with TNP, NCC Chamber, AECOM and business owners to promote it
- Participated in the kickoff call with PW&WR and Recycle Coach to plan the launch of the new app
- Completed two online webinars focused on how to use social media to strengthen the relationship between a municipality and its residents

Human Resources:

During the week, the HR team completed retirement paperwork for two employees, one in police, one in PW&WR, who will both be retiring on January 2, 2020. On December 3 and 4, a representative from ICMA-RC was on-site to provide assistance with retirement investment plans. Mark Farrall and Devan Hardin participated in union negotiations for AFSCME 3919, AFSCME

1670 and CWA 1036. On Monday, December 2 and Tuesday, December 3, Mark Farrall conducted police applicant interviews.

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 four court sessions from 11/21/19 to 12/4/19. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 11/21/19 to 12/4/19 Alderman's Court handled 51 arraignments, 63 trials, 22 capias returns and 13 video hearings. The court collected a total of 649 parking payments of which 522 were paid online and 127 were paid at court. The court also collected criminal/traffic payments of which 313 were paid online and 60 were paid at court for a total of 373 criminal/traffic payments.

Status:

Completed

Expected Completion:

12-04-2019

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 November 25 and December 2 for Council and December 3 for Planning Commission. Geena was in the office on November 21 for Court.

Renee attended the staff meeting to review the December 2 Council agenda on November 21.

Staff finalized and posted the agenda and packet items for the December 2 Council meeting on November 25. The packet item for 3A1 was posted and distributed to Council on November 26. Additional information for item 2B was distributed to Council on November 27.

Paul, Renee and Tara staffed the Council meeting on November 25. Staff completed follow up work throughout the week.

Tara attended the staff meeting to review the December 9 Council agenda on November 27.

Staff finalized and posted the agenda and packet items for the December 9 Council meeting on December 2.

Nichol finalized and posted the December 10 Conservation Advisory Commission agenda on December 3.

Renee spent time working on the execution of loan paperwork for the South Wellfield Rehabilitation Project.

Renee spent time working on items for the December 2 and December 9 Council meetings including two CAC recommendations and one bill.

Renee worked to schedule agenda items for upcoming Council meetings and drafted the December 9 Council agenda. Council meetings are now being booked into March of 2020.

Renee and Sharon spent time working on items for the upcoming employee holiday luncheon.

Tara drafted a proclamation for Small Business Saturday.

Tara worked on several union matters and participated in CWA union negotiations.

Danielle processed several items for the New Castle County Recorder of Deeds.

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 November 6 FOIA request for spills/fires pertaining to 20 Duke Street from Environmental Alliance.
- * Provided a response and closed a November 12 FOIA request for DUI offenses for persons under 21 from Ashley Farrell.
- * Worked on a November 20 FOIA request for expenses for Mayor Clifton and former Mayor Sierer from Jacob Baumgart.
- * Circulated to staff a November 21 FOIA request for video footage of a traffic accident from The National Highway Traffic Safety Administration.
- * Provided a response and closed a November 22 FOIA request meant for Newark, NJ from Noelle Wooten.
- * Provided a response and closed a November 26 FOIA request for variances/special permits/conditions pertaining to a property outside of City limits from NV5.
- * Circulated to staff a December 3 FOIA request for video footage of an auto accident which occurred November 13th from Nationwide Insurance.
- * Circulated to staff two December 4 FOIA requests for information pertaining to 201 Discovery Boulevard from Partneresi.
- * Circulated to staff a December 4 FOIA request for information pertaining to 19 Amstel Avenue from Rich Abbott Law Firm.

Regarding minutes, staff time was spent on the July 22 Council Executive Session (Renee drafting), October 17 Board of Adjustment (Nichol drafting), November 11 Council (Tara and Nichol drafted; Renee edited - complete), November 12 Conservation Advisory Commission (Nichol drafted; Renee edited - complete), November 18 Council (Nichol drafted; Renee edited - complete), November 25 Council (Nichol drafting) and December 2 Council (Tara drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 36 discovery requests for upcoming Alderman's Court cases as well as additional addendums for previously filled discovery requests. 588 discovery requests have been filled so far this year. The court calendar for December 12 was received and the 20 cases were prepared for the Deputy City Solicitor. 46 court calendars with 827 associated cases have been prepared so far for 2019. One plea by mail was processed.

The office received 18 new lien certificate requests this week, which were sent to Finance for processing. 18 lien certificates were completed and sent to the requestor. 1,672 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha submitted several items for transfer approval to State Archives.

Students from the Networks Program with the Christina School District worked on December 4 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 November 21-December 4 are below. Please note that numbers were down due to the two day closure for the Thanksgiving holiday and staff absences due to vacation/illness.

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

Activity or Project:

Recodification

Description:

Renee finalized and submitted the Code proofs for the recodification project.

Renee also worked with IT and Finance to determine a path forward for the changing of Code references in Munis for the issuing of citations once the recodification project is complete in order to ensure there is no lag time once Council adopts the new Code.

Status:	In-Progress
Expected Completion:	03-31-2020
Execution Status:	Behind Schedule

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The contractor hired to move poles for the DelDOT Elkton Road job has started. Seventy poles will be moved, but only half of those are owned by Newark. The rest are Delmarva and Verizon

poles, but have Newark facilities on them.

The line crews have been installing 12kV reclosers on the system. The latest one on Delaware Avenue involved moving a transformer to another pole in the early morning hours before traffic started. The crews were used to switch off 34 and 12kV circuits on Elkton Road for the contractor.

The electricians worked on rerouting Lot 1 electric to accommodate the new parking lot layout and lighting. The electricians also changed banners, checked all the substation batteries, worked on new City Hall panels, and helped with the Main Street holiday tree.

Engineering compiled the UD's monthly energy report, worked on the Newark Senior Living and Elkton Road projects, and evaluated the SCADA system proposals.

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 - 57

Tickets Opened in the Last Two Weeks - 51

Tickets Closed in the Last Two Weeks - 56

Remaining Open Tickets – 52

1. Held a project review call with Harris Northstar to discuss upcoming projects on 11/21.
2. Held a working session webex with Harris on 11/22 to make the verbiage changes on CC6

discussed on the 11/20 call.

3. Worked with Honeywell to patch Connexo Netsense to the latest core and interface releases on 11/25.
4. Held status update call with Harris on 11/26 for CC6 project to discuss configurations of the LIVE environment.
5. Held status update call with Harris on 12/3 for CC6 project to discuss go live schedule.
6. Held a call with Honeywell to discuss upgrading our gatekeepers and meters to the latest firmware on 12/3.
7. Worked with Harris SmartWorks to apply a distro update to Compass on 12/4.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, implementation will be scheduled once CC6 is live.
3. Paymentus to switch over Tyler Munis payment processing from Auth.net.

Infrastructure Team:

Open Tickets from Previous Week - 89

Tickets Opened in the Last Two Weeks - 68

Tickets Closed in the Last Two Weeks - 58

Remaining Open Tickets - 99

1. Turned the TriCaster over to Communications.
2. Streamed our first Council meeting from the TriCaster.
3. Configured the web service for AeroHive management.
4. Moved Electric's documents to SharePoint.
5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

Pending:

1. Working with VOIP on our new telephone contract.
2. Working with SHI on the MS EA renewal.
3. Test latest iteration of the employee onboarding script.

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 - G live date scheduled for 12/9/19.

- 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 Paula and Sharon about Turkey Trot logistics and organized parking at the IRA grass field; reviewed several subdivision plans from developers; worked with Ethan for scheduling the resurfacing of Kells Park and Lewis Park parking lots; met with parks staff to discuss upcoming City projects and Parks work orders and projects; met with parks staff about the holiday tree decorations and Winterfest set up; worked on 2019 employee evaluations; met with Tyler, Melinda and Paula about the Thanksgiving Day Breakfast; worked on cost estimates for

prefabricated restrooms for the Reservoir/Preston's Playground.

Deputy Director: Continued to update information into word document of the winter/spring activity guide, started printing data entry forms of confirmed programs for entry into recreation software program; assisted with set up and distribution of Turkey Trot bib pick up the day before the race and worked the Turkey Trot; worked with Shelby on distribution of the Thanksgiving Day Breakfast PSA and creation of Winterfest, Santa's Secret Shoppe and Snack with Santa PSA; attended City Manager's staff meeting; confirmed dance recital costume shipment was correct and took to the Wilson Center for distribution to the participants the first week in December, coordinated final details for the dress rehearsal on Dec. 12 and the recital being held on Dec. 14 at the Aetna Fire Hall with the instructor; reviewed and completed December program PSA's; continued to work with recreation staff on finalizing information with instructors for the winter/spring programs; continued to assist Sharon with items for the Turkey Trot & Winterfest preparations; worked with Melinda and Tyler on items for the Thanksgiving Day Breakfast and worked event; continued to work with Wilson Center attendants on coverage for rentals for November & December 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 working on winter/spring program information; prepared for and worked the 33rd annual Thanksgiving Day Breakfast at the George Wilson Center, it was a great morning with over 160 people served and close to 50 volunteers participating; continues preparing for youth basketball, practices began 11/18, completed schedules and posted on our website, adding players to teams and recruiting additional staff as refs and gym supervisors, ordered team shirts; completed compliance items for the West Park before and after care annual license renewal, completed the staff scheduled for December.

Recreation Specialist: Thanksgiving Breakfast items, continued to work on gift bags, shopping lists, etc., contacted Dunkin Donuts with our donut order for Thanksgiving, purchased all non-perishable goods at Giant and stored them in the GWC kitchen; distributed Turkey Trot/Winterfest posters downtown; Turkey Trot, Updated and sent the Races2Run spreadsheet with in-house registrations, kept new spreadsheet with those registered after spreadsheet was sent Wednesday, coordinated volunteers for prep and event, handed out bibs/shirts, taped raffle numbers, handled volunteers day of event; Volunteers Prep (folding shirts, handing out bibs/shirts) – 5 volunteers, 22 hours Turkey Trot Event Volunteers – 31 volunteers, 119.25 hours.

Recreation Supervisor of Community Events: Prepared for and held the 47th annual Turkey Trot; arranged for and accepted delivery of the holiday tree for the Academy Building Lawn; is preparing for Winterfest and other holiday programs for the first weekend in December; confirming performances and demonstrations for Winterfest; processing contracts and check requests; ordered and picked up chestnuts; has been finalizing the details of winter/spring programs; working on program financials.

Parks Superintendent: Reviewed one proposed landscape and commented as needed, along with Parks Supervisor met Eagle Scout about possible Eagle Scout project, completed and submitted grant application to Delaware Invasive Species Council for funding of Bamboo eradication project within the Christina Valley Stream area for 2020, coordinated meeting with contractor to review/quote on another area with extensive Bamboo in Rittenhouse Park, followed up on grant application with Play-Core, followed up on grant payments from State Forestry on 2019 Urban

Tree grant for tree planting at Preston's Playground and from Delaware Invasive Species Council for Bamboo removal in the Christina Valley Stream off Timberline Drive, filled out status reports for termination of some seasonals for the 2019 employment period, did cuttings and made up three pots for holiday outdoor display at City Hall and met with Parks Director concerning proposed landscape plan at College Square.

Parks Supervisor: Assigned field staff daily and assisted as needed, changed oil on water pump and added stabilizer to gas for over wintering, oversaw stringing lights on Blue Atlas Cedar at Olan Thomas Park for holiday season as well as directing holiday tree placement on Main Street and continued working with Recreation Division on upcoming special events.

Parks/Horticulture Staff: Continue on mowing/leaf mulching/clean up throughout park system including City Hall, assisted with set up at Wilson Center for Thanksgiving Day Breakfast event, did interior bed maintenance at City Hall, mulching bed areas at Wilson Center, continued on construction/painting of two wooden sleighs for upcoming holiday season displays, continued on cutting back perennials/grasses throughout park system, blew off tennis/basketball courts as needed, hung holiday lights on tree at Olan Thomas Park for holiday season, placed holiday tree at Academy and Main Streets for holiday season and started placing decorations on tree, did trash removal throughout park system and continued on work orders as assigned.

Activity or Project:

Kells Park and Lewis Park Parking Lot Resurfacing

Description:

Resurfacing project at Kells Park and Lewis Park was completed this week with striping to be completed next week, both parks are open during this time.

Status:

Started

Expected Completion:

12-13-2019

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:

100 Station Way: New Train station - sidewalk poured, awaiting window delivery for installation.

210 Discovery Boulevard: New Chemours Building - issued 6 area Co's

625 South College Avenue: Whitney Sports Complex building and stadium renovations - Started exterior walls, interior plumbing and electric is ongoing

36 Benny Street: New Townhouse development - 7 Townhouses - Complete CO's issued

22 Benny Street: New Townhouse development - 9 Townhouses - framing in progress

211 Haines Street: New Apartment Building with Ground level parking - The Roof is complete, the interior is being framed, plumbing and hvac progressing

211 South Main Street: New Commercial Building commercial 1st floor and 12 apartments total on 2nd and 3rd floor

77 East Delaware Avenue: Life Sciences Building addition - Plumbing and HVAC being installed insulation and dry wall ongoing.

531 South College Avenue: Complete building renovations - Interior demo complete, framing and new plumbing in progress

College Square: Site redevelopment - Apt buildings have been reviewed waiting for addressing and four more permits have been submitted for slab sites.

590 Avenue 1743: BPI wrapping up construction, aiming for 1/17 TCO's

139 South Main Street: South Main Street plaza - still has temp CO's

200 Christina Parkway: Bloom Energy renovations - Received revised MEPS. Phase 1 framing in progress

Green Mansion: Demolition in progress. Footing and foundation application has been received (incomplete)

2000 Fountainview Circle: Exterior renovations have been completed. Certifications of completion expected by end of week

Progress continues at the Campus Walk II project on New London Road. The roof is complete on Building 2 and the units in Building 3 are in various stages of framing and installation of drywall and insulation.

Parking:

Parking was no-charge/complimentary on Thursday, Friday, and Saturday, November 28-30, for Thanksgiving, Black Friday, and Small Business Saturday. Kiosks, meters, and the Passport app were programmed to display digital messages informing patrons of the no-charge status.

ParkingSoft gated lots, the Parking Office and the Main Street Galleria had signage affixed as well. Parking meters on the north side of Main, from Chapel Street to Academy, are now having 'no parking' bags removed and allowing for patron parking over the weekends while A-Del/DelDOT are not working. 'No parking' bags are replaced late on Sunday nights while the work is completed during the week. Signage was purchased in preparation for parking areas to be returned by A-Del. Six spare batteries and two chargers were purchased for digital kiosks in preparation for the shorter days of the winter months. Printed and labeled T2 Kiosk Validation for business use.

Parking Supervisor Court Mulvanity attended and spoke at the Middle Atlantic Parking Association Conference in Baltimore, MD on November 21. Parking Division met with Management Group to discuss feasibility of taking over parking responsibilities on private parking areas on Haines Street. Parking staff participated in a conference call with Diane Harris, Community Relations Manager of Prince George's County, MD, to compare/contrast Residential Parking Permit Programs. Parking Ambassador scheduling was completed for December 2019.

Planning/Land Use:

At their meeting on December 3, 2019, the Planning Commission recommended approval of the Transportation Improvement District (TID) Agreement with some editing revisions, including a recommendation to expand the participant boundary.

On December 4, Planner Mike Fortner participated in a meeting with consultant Kimley-Horn on the Newark Downtown Parking Plan. Mike also completed his report for the Special Use Permit for Atexquita Restaurant Mexican Grill for selling alcohol for consumption on premise. The restaurant will be located at 136 East Main Street.

The following was also completed:

- 10 Deed Transfer Affidavits
- 36 Building Permit Reviews

Planning and Development Director:

Participated in an organizational meeting with the new Chair and Vice Chair of the Delaware Population Consortium on November 21, 2019 as well as with representatives from the Office of State Planning Coordination and Office of Management and Budget. With the last meeting of the DPC on October 31st, 2019 where the Annual Projections were adopted <https://stateplanning.delaware.gov/demography/documents/dpc/DPC2019v0.pdf> (Newark's population numbers are on page A-36), my tenure as the Chair has ended. So this meeting was to transition to the new Chair and Vice Chair as well as to ensure that we're implementing the newly passed legislation <https://legis.delaware.gov/BillDetail?legislationId=27085>. While the new legislation now requires that Newark be a member of the DPC (all municipalities with a population greater than 20,000), Newark has been an active participant and member of the DPC during my tenure here as Planning and Development Director. Participation in the DPC not only provides population figures for the City of Newark, Counties and the State but also provides helpful information regarding National, Regional, and local trends on employment, housing, and demographics as well as meeting with other State and Local Agency representatives throughout the State that affords value and information to the City of Newark.

Met with Aetna Hose, Hook and Ladder Chief Drew Bowerson, Deputy Fire Chief A.J. Schall, along with Maureen Feeney Roser, Fire Marshal Dave Tynan, Code Enforcement Officer Tim Poole, and Code Enforcement Manager Stephanie Petersen, to review the proposed revisions to the 2018 International Fire Code on November 22, 2019. Our current Fire Code is under the 2012 International Fire Code. The discussion was very productive and we agreed on the changes that Aetna would like to see with the final language to be worked out here in the next couple of weeks. The timeline for the Fire Code going to Council is 1st reading January 13th and 2nd reading, January 27th. By way of background, we have been undertaking an effort this year to update all of

our building Codes to the 2018 International Code. Due to our limited resources, I had asked Maureen Feeney Roser as a contractor to lead our Code Enforcement Team in conjunction with Code Enforcement Manager Stephanie Petersen to work with our Code Enforcement Team to review our Code and propose revisions to Council. Each member of the Code Enforcement Team had been assigned a pertinent section of the Code to review and propose revisions to be reviewed and discussed by the Code Enforcement Team. The first Code section to go to Council will be the Building Code, Chapter 7 where 1st reading was November 25, 2019 and 2nd reading is December 9th.

The Chair of the Design Committee, Joe Charma, has suspended the Design Committee. In an email Joe stated “Due to the continued lack of member attendance, the Design Committee has not had a quorum present for the last seven meetings and has not been able to take actions to approve meeting minutes or conduct other Committee business. With that said, the Design Committee hereby will temporarily suspend meeting until the pending ordinance to create a new Design Committee is adopted by City Council.” By way of background, with the transition of the Newark Downtown Partnership, support for the Newark Design Committee now falls under the Planning and Development Department.

Prepared for and participated in the November 25, 2019 City Council meeting where two planning related issues were on the agenda: 7A – Update Chapter 27 provisions regarding liens for unpaid fines <https://newarkde.gov/DocumentCenter/View/13098/7A> which was approved by Council and 7B, 7C, and 8A, and 8B – Comprehensive Plan amendment, rezoning, major subdivision and special use permit for 3 story mixed use building with parking located at 287 East Main Street. <https://newarkde.gov/DocumentCenter/View/13102/8A-8B> , <https://newarkde.gov/DocumentCenter/View/13104/287-East-Main-Supporting-Materials> , <https://newarkde.gov/DocumentCenter/View/13103/287-East-Main-Supporting-Materials---Maps> which was approved by Council.

Worked on December Planning Commission packet and related tasks and issues.

Worked on December 9, 2019 Council packet agenda items that include 2D and 5A. <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6347>

Worked on adjustments to business licenses and rental permits in Munis.

Attended City Manager staff/council agenda meeting on November 27, 2019

Participated in MCMI ongoing course Mid-Career Management Course webinar. This coursework continues to be education and informative and enables me to grow in my position and bring value to the City of Newark.

Had a meeting with Jay Hodny and Stephanie Petersen on our continuing efforts to map Code Enforcement violations and rental permit info in a GIS format. We are making progress on this effort.

Had a conference call to look into applying for a public arts grant to Bloomberg Asphalt Art Grant Program. A potential project that we’re considering is the painting of traffic boxes downtown. The City of Dover has done a similar effort and the town of Bridgeville is starting a similar effort as well.

Attended the fall conference of the Delmarva Freight Summit in Dover where natural gas technology for fleets, truck transportation and freight market trends from a global to regional perspective were discussed.

Had conference call with our Newark Downtown Parking Consultant along with Parking Supervisor Courtney Mulvanity, Parking Manager Marvin Howard and Planner Mike Fortner. We are working on getting Kimley-Horn up to speed on our parking program, ordinances and related information. We have also set meeting dates for upcoming meetings with stakeholders which is scheduled for January 29 and 30, 2020 as well as focus group meetings on February 25, 2020 where we will be holding two sessions – a morning breakfast session from 7:30 a.m. to 9:30 a.m. and afternoon/evening session from 4:00 p.m. to 6:00 p.m. The purpose of both of these meetings is to solicit thoughts and comments on downtown parking. We are still in the planning stage for these meetings and we'll be communicating additional information in the near future.

Had a meeting with Bob Mullen, UD transportation Services Assistant Manager and Planner Tom Fruehstorfer to discuss ways we can improve ridership.

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.

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. The Planning and Development Department received revised plans on November 13, 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. The Planning and Development Department received revised plans on November 19, 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 placed on City Council agendas for October 28, 2019 (first reading) and November 25, 2019 (second reading).

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. Plans were distributed to the

Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

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. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. 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. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

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. The request for a special use permit has been placed on the December 9, 2019 City Council agenda for public hearing.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 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:

- Sgt. Gerald Bryda will retire from the police department on Friday, December 6, 2019. Sgt. Bryda had many assignments over the years. Over the past six years, Sgt. Bryda oversaw the CALEA program. Both CALEA reviews under Sgt. Bryda resulted in a high award certification for the department. We wish Sgt. Bryda and his family the best in their future endeavors.
- Interviews were conducted this week in the ongoing police applicant process. After these interviews, the background investigation phase of the process will begin.
- Chief Tiernan, Deputy Chief Feeney, and Deputy Chief Farrall, met with FOP President Anderson and FOP representative Lt. Rubin, to discuss the upcoming body worn camera program.

Auxiliary Services Division:

- Members of the Newark Police Department's S.W.A.T. provided support to an investigation by initiating a warrant service.
- Captain Van Campen participated in another conference call with federal BJA Technical

advisory group relative to body worn camera project.

- Captain Van Campen participated in oral board interviews for Police Officer candidates.

Administration Division:

- On November 25, 2019, the Newark Police Department began accepting donations of new toys for the Toys for Tots program.

Criminal Investigations Division:

- Street Crimes officers, in conjunction with the Delaware State Police and other allied police agencies, participated in a crime blitz in the northern area of New Castle County.
- Newark Police detectives arrested a 37-year-old male from Elkton, MD for Burglary 2nd Degree and Theft Under \$1,500 regarding a residential burglary. The incident occurred on February 1, 2019 in the 200 block of Madison Drive. The suspect was identified through various investigative means. The suspect was extradited from Maryland, charged, and released on \$1,000 unsecured bail.

Special Enforcement Unit:

- Special Operations Unit officers are continuing with the retail theft operation.
- Sgt. D'Elia is compiling data for a memo on the impact of the Unruly Gathering ordinance.
- Traffic Officers will be conducting enforcement in the area of South College Avenue, Papermill Road, Delaware Avenue, Casho Mill Road, Nottingham Road as well as other locations.

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:

Public Works and Water Resources Department

Notable Notes:

The City's contractor, IPR, will be mobilizing to Wyoming Road to begin lining the deteriorated Corrugated Metal Pipe (CMP) on Friday, December 6. They have completed the camera work to document existing conditions and will also perform similar video work to document the work that is completed. There are three areas of the City which they will complete work on over the next 3-4 weeks. The other areas are off of Chrysler Avenue and further out on Capital Trail. All residents in the vicinity have been notified of the work and can call PW&WR if they have any additional questions.

Leaf collection is going smoothly. By the end of the week we will have the two swap loader trucks out only as the peak of the leaf fall is behind us. We will continue to pick up leaves until December 31. If residents have leaves beyond December 31, they may put them in their yard waste cart and call for a scheduled collection.

December 4 was the last day for regular weekly yard waste collection until the first Wednesday in March. Residents may call PW&WR to schedule a yard waste collection from now until March. These pickups will be scheduled for Wednesdays during weeks without a holiday.

Street crews are scheduled to complete the sidewalk connection along Fremont Road to the new Fremont Connector Trail on Friday, December 6.

Field staff has been assisting with the annual Reindeer Run coordination and course preparation.

Activity or Project:

Main Street Improvements Update

Description:

The tentative date to switch into Phase 6 (right lane between N. Chapel St. and S. College Ave.) is December 11, weather permitting. The contractor, City, and DelDOT have been working to accommodate parking in the work zone during weekend off hours when feasible. This is the last full reconstruction phase before the final mill and overlay of the entire road at the end of the project.

Status:	In-Progress
Expected Completion:	07-31-2020
Execution Status:	On Track

Activity or Project:

Annual Street Improvement Program

Description:

Paving of Orchard Road and the parking lots at Kells and Lewis Park has been completed. Paving material is not consistently available during the cold weather months. No additional work on the street contract will be completed until the winter weather breaks. Several streets remain to be paved and will be scheduled and noticed as weather permits in 2020.

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

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

Digital Records Project New Documents Created – November 21-December 4

Name	# of Documents	# of Pages	Types
Samantha	419	2,381	Court Documents
Sandy	309	626	Court Documents/Personnel Files
Fred	185	834	Miss Utility Tickets/Permit Applications
Ana (PT)	103	462	Court Documents/Finance Returned Mail
Sharon (PT)	25	269	Miscellaneous Current Files
Total	1,041	4,572	

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	52,886	+4,085
November	43,574	19,198	-24,376
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	67,741	+5,502
November	46,455	55,390	+8,935
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 11/24/19-11/30/19

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	1	1	0	0	1	0
Rape	14	6	0	4	11	0
Unlaw. Sexual Contact	5	5	0	6	0	0
Robbery	18	17	0	25	15	0
- Commercial Robberies	8	8	0	9	9	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	1	0
- Other Robberies	9	8	0	13	4	0
Assault/Aggravated	19	23	0	28	22	0
Burglary	40	64	0	17	104	0
- Commercial Burglaries	11	8	0	2	8	0
- Residential Burglaries	25	43	0	13	60	0
- Other Burglaries	4	13	0	2	36	0
Theft	543	535	9	214	323	3
Theft/Auto	49	44	1	6	10	0
Arson	0	0	0	0	0	0
All Other	97	102	1	95	104	6
TOTAL PART I	786	798	11	395	590	9
<u>PART II OFFENSES</u>						
Other Assaults	238	260	7	167	155	2
Rec. Stolen Property	1	1	0	18	18	2
Criminal Mischief	143	137	3	113	120	1
Weapons	12	21	0	37	71	5
Other Sex Offenses	0	0	0	0	7	0
Alcohol	211	182	0	407	333	0
Drugs	139	195	3	185	306	22
Noise/Disorderly Premise	745	633	0	347	248	0
Disorderly Conduct	152	159	5	98	131	1
Trespass	217	218	1	67	82	0
All Other	358	320	7	332	427	18
TOTAL PART II	2216	2126	26	1771	1898	51
<u>MISCELLANEOUS:</u>						
Alarm	156	156	4	0	0	0
Animal Control	452	568	2	2	9	0
Recovered Property	259	219	9	0	0	0
Service	36417	31291	555	0	0	0
Suspicious Per/Veh	455	430	7	0	0	0
TOTAL MISC.	37739	32664	577	2	9	0

	THIS WEEK	2018 TO <u>DATE</u>	THIS WEEK	2019 TO <u>DATE</u>
TOTAL CALLS	912	47,131	701	41,572



**Newark Police Department
Weekly Traffic Report
11/24/19-11/30/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	9567	10849	137	113
DUI	170	199	4	1
TOTAL	9737	11048	141	114

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	222	212	9	1
Property Damage (Reportable)	1120	1051	32	10
*Hit & Run	246	190	9	3
*Private Property	292	242	7	2
TOTAL	1342	1265	41	11

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.