

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

Administration - City Manager

Notable Notes:**Human Resources:**

During the week, Human Capital Manager Devan Hardin processed check requests for fringe benefit invoices, assisted management staff with completing employee evaluations, coordinated the Defensive Driving program through the Delaware Safety Council and scheduled the December/January WOW Breakfast. Twenty-two employees were nominated for WOW recognition. Ms. Hardin was also randomly selected by the financial auditors to participate in an annual internal control/fraud interview. Ms. Hardin also assisted several employees with insurance claims and several pension calculations.

On Tuesday, Acting Chief Human Resource Officer (CHRO) Mark Farrall assisted with second round interviews for two finalists for the vacant CHRO position. Eleven management staff participated in the panel. After deliberation, internal candidate Devan Hardin was selected for the role. CONGRATULATIONS to Ms. Hardin! Mark Farrall will remain on board for several weeks to finalize several projects and assist Ms. Hardin with the transition into her new role. As a result of Ms. Hardin's promotion, we are now seeking a new Human Capital Manager. That position will be posted on Friday, February 7. Mark Farrall also attended the Local Service Function Task Force meeting with Finance Director Dave Del Grande and met with Dave Del Grande and Paul Bilodeau regarding updates to the pension ordinance. Mr. Farrall continued to work on several pension calculations and met with several management team members regarding personnel matters.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale completed the review of three purchasing-related Council recommendations, which will be presented by staff on February 10. He additionally reviewed a Request for Proposal (RFP) for the Planning and Development Department and sent two addenda for PW&WR's Contract 19-14 (Rodney Complex – Mass Excavation). Finally, Mr. Martindale hosted a conference call with members of the Electrification Coalition - non-profit tasked with promoting electric vehicles and helping municipalities introduce EVs into their fleets.

Facilities Maintenance:

The Facilities Maintenance staff finished painting doors at the George Wilson Center and began painting the fitness center in the Police Department as part of a gym renovation project. Staff additionally worked on various plumbing and lighting projects and moved wall decorations around in the City Council Chamber. The custodial staff also began visiting the Parking Office on a more frequent basis and increased the use of an electrostatic disinfecting sprayer to sanitize public areas. Also, all staff took an annual Bloodborne Pathogen training through PMA's Safety Source video service.

Local Government Management Fellow:

LGMF John Steponick continued a grant application for the Favrot Fund and started an application for a Longwood Foundation grant. He further began an application for Waste Management Charitable Donations and researched potential funding opportunities for Parks signage.

Communications:

During the week the Communications team continued to promote the Main Street social media contest which is in it's final week. The team also worked with Recycle Coach to maximize exposure for the app, create video for Channel 22 and continued promoting downloads using paid and targeted social media ads. In addition, the team engaged with TNP to improve and expand welcome packets distributed to new residents, students and businesses and also scheduled to have all holiday-themed banners removed and replaced. The team worked with PUBS to produce a step-by-step video for re-registering an account with CC6 and promoting their gift card contest.

Graphic Design/Web:

Graphic Designer Kyle Glazer worked to design new signage for the January 28 PUBS closure and designed a new "Now Hiring" graphic. He also worked with Kelley Dinsmore to gather analytics for the annual stormwater report, assisted with the livestream of February 4 Planning Commission meeting and updated air monitoring results on the City's "Rodney Dorm Site" webpage. He also updated the Budget Central webpage and scheduled weekly public meeting notices via InformMe.

Welcome Center:

During the week, Welcome Center/Communications Assistant Jenny Darden answered and directed all calls and visitors to the correct departments. Most calls were for tree and yard waste special collection and utility billing account issues. Ms. Darden completed the March newsletter, assisted with the Recycle Coach project, logged Miss Utility tickets for Electric and Public Works, and other routine functions including editing copy from other departments for the Communications Team, sold DART cards, and assisted with developing, editing and posting of social media copy for Facebook and NextDoor.

City of Newark in the news:

Newark planning \$4.2 million upgrade to water treatment plant

https://www.newarkpostonline.com/news/newark-planning-million-upgrade-to-water-treatment-plant/article_224d1baf-3120-537d-897f-2e228809cfaa.html

City council election filing deadline is Monday https://www.newarkpostonline.com/news/city-council-election-filing-deadline-is-monday/article_5f1ad627-4c53-53dd-8479-e6440830c514.html

More student housing slated for New London Road

https://www.newarkpostonline.com/news/more-student-housing-slated-for-new-london-road/article_2d8d487f-ba83-529e-a210-d4db6aea8ac6.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

Neighbors voice concerns over new subdivision proposed in northern Newark

https://www.newarkpostonline.com/news/neighbors-voice-concerns-over-new-subdivision-proposed-in-northern-newark/article_2e84e89f-1437-5230-ae28-0d28ba591b5c.html

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 1/30/20 to 2/5/20. 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 1/30/20 to 2/5/20 Alderman's Court handled 48 arraignments, 57 trials, 18 capias returns and 3 video hearings. The court collected a total of 273 parking payments of which 220 were paid online and 53 were paid at court. The court also collected criminal/traffic payments of which 133 were paid online and 58 were paid at court for a total of 191 criminal/traffic payments.

Status:

Completed

Expected Completion:

02-05-2020

Execution Status:

Completed

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

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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 30, February 3 for Council and February 4 for Planning Commission. Geena was in the office on January 30 for Court.

Tara attended the International Institute of Municipal Clerks Region II conference in Atlantic City January 28-31. The education sessions from this conference provide credits towards achieving the Certified Municipal Clerk designation.

Renee attended the management staff meeting on January 30 where the upcoming Council agenda was reviewed.

Staff finalized and posted the agenda and packet for the February 10 meeting on February 3.

Paul, Renee and Tara staffed the February 3 Council meeting. Follow up was completed by staff during the week.

Renee participated in the second round interviews for the Chief Human Resources Officer position on February 4.

Nichol finalized and posted the February 11 Conservation Advisory Commission agenda on February 4.

Renee drafted several items for the February 10 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into July of 2020.

Renee prepared the newspaper ad and mailing notice and Sharon completed the direct mailing for 19 Amstel Avenue. The Comprehensive Plan amendment is scheduled for public hearing on February 10.

Renee spent time working on preparations for the April 14, 2020 Council elections for Districts 3, 5 and 6. Renee secured polling places for all of the potential Council districts that may have races. The polling places are on the February 10 Council agenda for approval. Renee updated the website with 2020 election information. Six candidates have picked up petitions with three petitions being

returned and verified. Candidate petitions can be picked up from the City Secretary's Office during regular business hours or requested via email to citysecretary@newark.de.us. The filing deadline is Monday, February 10 at 5:00 p.m. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee spent time working with various applicants for boards and commissions to get their materials to be considered at future Council meetings.

Renee spent time finishing 2019 employee performance evaluations.

Danielle spent time processing items for the 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:

- * Circulated to staff a February 4 FOIA request for open building/fire code violations/COs for 100, 200, 300, 400 Interchange Boulevard from Planning and Zoning Resource Company
- * Circulated to staff a February 4 FOIA request for open violations/permits/liens pertaining to 407 Capitol Trail from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the January 27 Council (Nichol drafted) and February 3 Council (Nichol drafting) minutes. Several sets of Council Executive Session and the January 28 Election Board minutes are currently in the queue.

Danielle fulfilled 21 discovery January 30 and February 13 and 20 were received and the 31 cases were prepared for the Deputy City Solicitor. 6 court calendars with 99 associated cases have been processed in 2020. One plea by mail was processed.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 2 lien certificates were completed and sent to the requestor. 33 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Students from the Networks Program with the Christina School District worked on February 5 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 January 30-February 5 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Recodification	
Description:	
<p>Renee provided the codifier with several charter changes from 2013-2019 to be updated in the second set of proofs. The next set of proofs are scheduled for delivery on or before February 29. Once the proofs are received and approved, staff will work with the Police, IT and Code Enforcement to ensure all code references are updated in DELJIS and Munis prior to the adoption of the new Code by Council.</p>	
Status:	Near Completion
Expected Completion:	06-30-2020
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
<p>The line crews replaced underground primary on Creek View Road after a failure and an outage last week. The crews also continued working on the 12kV recloser installations and finished terminating underground primary cable that a contractor bored in.</p> <p>The electricians have been working in the Police Station installing network cables and docking stations for the new body cameras.</p> <p>Engineering compiled the monthly UD loads and worked on resolving issues on DelDOT's Elkton Road Project. Engineering also met with the smart meter vendor about problems closing some of the meter's remote disconnect switches.</p>	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:

02/04 – City Directors and Director Del Grande interviewed the two finalists for the Chief Human Resources Officer position.

02/06 – Deputy Chief Farrall and Director Del Grande attended the Local Service Task Force meeting at the County building.

The Customer Connect6 project is moving into its third month. Through January 30th, nearly 5,400 customers are signed up, with about 2,000 of them selecting their utility bills to be paid automatically via credit card or directly from their bank account. Of these 2,000 PAP users, half have elected to pay via echeck in order to help us reduce our merchant fees. Previously, we had about 3,300 customers on PAP prior to moving to the new system. In addition, about 1,200 utility payments are made each month through our phone system.

Last day of CC6 registration to be eligible for one of ten \$50 Visa gift cards is 2/28/20. The drawing will be 3/6/2020.

Activity or Project:

Vacancies

Description:

Applications Support Analyst – Interviews were conducted the week of 1/20. An offer has been made, and we're waiting for the applicant to clear background checks. Tentative start date will be 2/18/2020.

Customer Service Representative I – Position became vacant on January 31. Job was posted on 1/24/2020 and will remain open until 2/7/2020. We have received a strong response for this position. In the meantime, Payments and Utility Billing will be short-staffed until the position is filled. We are also expecting there will be a small training lag while the new team member is fully

trained. It is encouraging to see that we are experiencing a large response to the job post.
https://newarkde.gov/DocumentCenter/View/13302/20-02-CSR-I-PUBS-AD_JOB-DESCRIPTION

Billing Technician (PT) – In order to meet the needs of the department, our vacant meter reader position will be posted in the next couple months as a billing technician.

Status:	In-Progress
Expected Completion:	06-30-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Auditors will complete preliminary field work 2/6 and return for final on 3/23
- Coordinate the 2019 year end work and auditor requests for 2019
- 2/4 – staff meeting to discuss year end close and status of period 12
- 2/4 – meeting with Parks and Rec to discuss changes of procedures to alleviate PCI compliance issues
- 2/4 – meeting with Parking re: PCI compliance and other pending issues including general billing
- 2/5 – meetings with Parks and PW&WR re: PO's
- 2/6 – perform year end close in Train environment
- 2/6 – Online payment demo meeting
- 2/7 – year end close

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

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 - 68
 Tickets Opened in the Last Week - 55
 Tickets Closed in the Last Week - 49
 Remaining Open Tickets – 74

1. Held webex session with vendor to discuss fix for bill print issue on 1/30.
2. Held a What's New in Enterprise Asset Management training with Finance, Electric, Parks & Sewer staff on 1/31.
3. Meeting with PW&WR to discuss Annual Stormwater inspection and billing in Munis on 2/3.
4. Held PCI Compliance meetings with Park & Recreation and Parking on 2/4.
5. Met with our Advanced Metering Infrastructure (AMI) vendor and Electric personnel to discuss issues and meter options on 2/5.
6. Conference call with Paymentus to discuss progress on converting Tyler Munis from Authorize.net to Paymentus platform on 2/5.
7. Configured Munis Citizen Self Service to accept online payments for Business Licenses, Rental Permits, Building Permits, Violations and General Billing. Go live is scheduled for Monday, 2/10/20.
8. Gathered necessary information for annual audit related to IT for auditors.
9. Worked on and resolved support tickets for end users.
10. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Tickets from Previous Week - 112

Tickets Opened in the Last Week - 72

Tickets Closed in the Last Week - 62

Remaining Open Tickets - 122

1. 35 access points have been added to the new AeroHive manager.
2. The new AeroHive installation has been successfully tested against the production and guest networks.
3. Replaced failing hard drive at the Parking office.
4. Registered the first Axon BWC dock, confirmed network connectivity and inventory.
5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

Pending:

1. Evaluating SSL/TLS vulnerabilities for remediation.
2. Building the Always on VPN server.
3. Issuing new certs for AeroHive

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Scheduled

Phase 2 Software Installation
3/9/20 - 3/13/20 - Scheduled

Phase 3 Onsite End User Training and Configuration
4/6/20-4/24/20 - Scheduled

Phase 4 End User Acceptance Testing
4/28/20-5/22/20 - Scheduled

Phase 5 Go Live
6/1/20-6/5/20 - Scheduled

Status:	Not Started
Expected Completion:	06-01-2020
Execution Status:	

Activity or Project:

Stormwater Distribution Modification (Applications Team)

Description:

This project will modify the existing stormwater import process, identifying one to many accounts (one parcel to many utility accounts) thus eliminating an existing manual process.

Phase 1 Import Modification
3/16/20-3/27/20 - Scheduled

Phase 2 Client Led End User Acceptance Testing
3/25/20-3/30/20 - Scheduled

Phase 3 Go Live
3/31/20 - Scheduled

Status:	Not Started
Expected Completion:	04-01-2020
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Working on National Recreation and Parks Association grant application for park signage; attended the Newark Art Innovations meeting along with Mary Ellen conducted by the University of Delaware; met with Newark American Little League about creating an on deck batting area at Leroy Hill Field; conducted a hard surface inspection in our park areas with Ethan to determine repairs needed on hard surface facilities in preparation for the 2020 street contract; reviewing subdivision plans for comment for developers; met with Paula about the Rodney project naming contest details; conducted parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Worked with Newark High School staff regarding the upcoming summer camp and volunteer fair, met with recreation staff to finalize details and ensure all is complete prior to the fair, worked with local newspapers for upcoming ads for camp fair and summer camps; worked with Shelby and Kathy on the camp guide information, completed the consolidation of information into a word document from recreation staff and the data entry forms needed for the recreation registration software, continue to make updates as received; reviewed information for weekly E-blasts and volunteer E-blast; conducted weekly staff meeting with recreation staff; attended training on Workmen's Compensation; continued to work on the End of the Year report; talked with Jeff Martindale about the possibility of using Survey Monkey to conduct a contest to name the Rodney project; updated registration forms online and inhouse with Shelby for PCI compliance and scheduled vendor packet and sponsor packet information to be sent out to contact lists; continued to process special event applications.

Recreation Supervisor of Athletics: Planning and finalizing details for summer camp offerings; met with other recreation staff and working to plan the summer camp fair scheduled for 2/15; met with Recreation Supervisors and compiled listing of items for our large sports and arts & crafts supply bids for the year; basketball pictures were held for all youth leagues on Monday, 1/27; working on staff planning for Rittenhouse Camp; canceled and rescheduled activities at West Park on Tuesday, 1/28.

Recreation Supervisor of Community Events: Working on letters for sign and sound bids; received the 2020 Fireworks package from Schaefer Fireworks for review; reviewing and updating listings of garden plot holders and summer camp fair vendors; receiving submissions for 2020 performers; set dates and sent invitations for 2020 event logistics planning meeting, Memorial Day Parade Committee meeting, and Newark Community Garden Committee meeting; finalized summer camp information with contracted camps.

Coordinator of GWC and Volunteers: Submitted a purchase order for pottery supplies for upcoming pottery programs; submitted the 2019 end of year volunteer report and coordinator report; completed all winter/spring PSA's; had a phone conference pertaining to the Delaware Master Naturalist Program in which Newark Parks and Recreation may partner with this program to obtain additional stewardship/environmental education volunteers; met with recreation staff on the upcoming summer camp and volunteer fair; met with Newark Police officers on the upcoming CATCH program; continued finalizing items for summer camp programs; met with recreation staff to finalize items needed for sports equipment and arts and craft bids; worked with the theater instructor on upcoming programs; worked with Shelby to send out a winter/spring volunteer opportunities email through Constant Contact; met with a volunteer who will be completing community service hours in the upcoming weeks; did a phone interview with Katie Moyer who is coordinating a group of volunteers to work with Newark Parks and Recreation on February 29 for their Martin Luther King Jr. Day of Service; continued to communicate and meet with several

potential renters of the George Wilson Center.

Recreation Specialist: Continued to receive Summer Camp volunteer applications (15 so far), contacted all applicants to set up interview times; inventoried all the staff and volunteer shirts and gave Tyler/Chrissy the numbers; almost finished with the update to the tri-fold; finished Spring/Fall Cleanup maps (33), gave to Chrissy for review/edits/additions; updated emergency plans for Community Day, Harvest Festival, Movie Night for 2020, created plans for Spring Clean Out Sale, Spring Concerts, Egg Hunt, Santa's Secret Shoppe, GWC Halloween Party, & Thanksgiving Day Breakfast; created Facebook events for Camp Fair, Clean Out Sale, Spring Clean Up & Egg Hunt; updated CSV file for aftercare, shopped for cooking club supplies; picked up volleyball scores at Newark Charter School and updated website.

Parks Superintendent: Inspected 12 park/open space areas and developed work lists as needed, along with Parks Director met with representative of Newark American Little League concerning location and construction of batter warm up areas at both dugout areas, attended meeting concerning Workmen's Compensation and filled out paperwork for upcoming CPSI training for one parks staff member and myself.

Parks Supervisor: Attended Munis training, assigned field staff daily and assisted as needed, coordinated with garage to install rack system in new trailer and oversaw core drilling on two tennis court areas to find out what is causing cracking issue with assistance from Public Works.

Parks and horticulture staff: Did tree work at two park sites, did interior bed maintenance at City Hall, continued on meadow maintenance in the front meadow at Handloff Park, started mulching at City Hall, started stump grinding throughout park system, cleaned off all catch basin tops throughout park system, continued on work orders as assigned, repaired brick paving on South Main Street at Delaware Avenue as needed, continued on perennial cut backs throughout park system, did trash removal throughout park system as needed and graded/cleaned up around new statue in Sculpture Garden area.

Activity or Project:

Summer Camp Guide

Description:

The 2020 Summer Camp Guide will be sent out to our email list and available online at www.newarkde.gov/play on Monday, February 10. The guide will highlight over 30 camps being offered this summer including theater, art, cooking and sports. Both full and half day camps are available. For more information visit our website at www.newarkde.gov/play

Status:	Not Started
Expected Completion:	02-10-2020
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:

Parking:

Parking Maintenance removed brush from Lot 7 for safety reasons. Pedestrians leaving the lot were difficult to see from Delaware Avenue with the brush. A temporary electric sign was installed to get the word out and ensure that drivers understand the area will have more pedestrian traffic. Staff continued working with A-Del and DelDOT on Main Street work; the entrance to Lot 4 is currently shut down as they need to dig.

Staff participated in the Kimley-Horn downtown parking stakeholder meetings to provide ideas to the consultants on how parking can be improved; meetings continued through January 30. A meeting was held with George Danneman and staff regarding properties adjacent to Lot 4 and to look at preliminary plans proposed by the Danneman Group. Staff started plotting exact locations for the 2020 parking kiosks for Miss Utility to survey. Parking GIS improvements/update were completed with GIS Technician Jay Hodny. Parking Management attended a PCI Compliance Review on February 4 with the IT and Finance Departments regarding credit card security. Parking staff participated in TCM Training with Records Management Coordinator Samantha Corson on February 5. Numerous employees participated in Defensive Driving courses.

Planning/Land Use:

At their meeting on February 4, 2020, the Planning Commission took the following actions:

- Recommended approval of the Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0) for 118, 126, and 130 New London Road;
- Recommended approval of the ordinance to amend Comprehensive Development Plan V (5-0) to add Planning Area 7 to the Future Land-Use Map; and
- Recommended approval of the Comprehensive Development Plan amendment (5-0), annexation (5-0), rezoning (5-0), and major subdivision (4-1) for 734 Paper Mill Road and 5 and 11 Possum Hollow Road.

The Green Building Code Work Group will hold a public workshop on Thursday, February 6, 4:00 - 6:00 p.m. in the Municipal Building Council Chamber to provide the development community and members of the public with information regarding amendments to the 2018 International Energy Conservation Code that are proposed to replace the current LEED-based point system with a new expanded point system. Presentation of the proposed system will be

followed by questions from the public and discussion with work group members.

The Planning and Development Department received an application for a Special Use Permit from Margherita's Pizza and Pasta on 265 South Main Street to serve alcohol in a restaurant for consumption on premises. The application has been distributed to Department staff and will be on the March 9, 2020 Council meeting.

Planning and Development Director Mary Ellen Gray participated in an internal meeting with Deputy Director of Public Works and Water Resources Ethan Robinson, Finance Director David Del Grande, Electric Director Bhadresh Patel and City Manager Tom Coleman on Impact Fees on January 30. We are at the beginning stages of this effort but are making steady progress.

Director Gray met with representatives from the Economic Enhancement Committee, Roy Lopata, Chris Duke, our UD graduate intern and graduate advisor Sean O'Neil, and Planners Mike Fortner and Tom Fruehstorfer on our economic development project and how we can coordinate and leverage resources.

Director Gray prepared for and participated in the February 3 City Council meeting where the Draft Rental Workgroup Recommendations <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6403> were discussed. The next step for this workgroup is to reconvene the Workgroup and review the Council and public comment and prepare final recommendations to go back to Council.

Director Gray prepared for and participated in the February 4 Planning Commission meeting. Also on February 4, Director Gray participated in the monthly Mid-Career Manager's Institute webinar, where the topic was creating a positive work culture in a public organization.

Planner Mike Fortner and Director Gray attended the State of Delaware Area 2020 Census Office Kickoff meeting in Wilmington on February 6. This was a well-attended meeting with speakers ranging from Lieutenant Governor Bethany Hall-Long, City of Wilmington Mayor Mike Purzycki, the Regional Director of the Census Fernando Armstrong, Jessica Gibson-Brokenbaugh of the New Castle County Executive's Office and the New Castle Counts Complete Count Committee, as well as leaders of non-profit organizations throughout the state who are working with the Complete Count Committee and their members to get the word out on the importance of the census.

Also on February 6, Director Gray attended the public workshop of the Green Building Code Work Group, where the proposed amendments to the 2018 International Energy Conservation Code were discussed. The next step for this proposal is the March 3 Planning Commission meeting.

Director Gray, along with Fleet Maintenance Senior Mechanic Dave Vispi and Planner Tom Fruehstorfer met with a representative from ProVision, a provider of security camera systems on buses on February 6. The meeting was held in the Public Works yard where everyone was able to see a demonstration of this system on the Unicity bus. There will be a demonstration of this system in an upcoming meeting with City Council on March 16.

Director Gray also continued work on review of proposed land development projects. The rest of the week was spent on administrative and managerial tasks.

City Planner Mike Fortner has completed a Financial Draw to New Castle County for the CDBG Program. On February 3, Mike attended the Council meeting for the Rental Housing Work Group presentation. At the Planning Commission meeting on February 4, Mike presented a proposed amendment to the Comprehensive Development Plan to add a "Planning Area 7" in order to make properties north of Papermill Road and Possum Park Road eligible for annexation.

The following was also completed this week:

- 6 Deed Transfer Affidavits
- 34 Building Permit Reviews
- 1 Certificate of Completion/Occupancy

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.

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 December 20, 2019. A SAC meeting was held on January 15, 2020.

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. Staff comments were forwarded to the applicant on January 2, 2020.

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 is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0). The project will be placed on an upcoming City Council agenda.

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, 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. 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. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project will be placed on an upcoming City Council agenda.

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. No objections have been received from adjacent property owners.

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. The objection was withdrawn by the property owner and the administrative subdivision was completed and recorded.

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:

- On Friday, February 7th, Chief Tiernan and Deputy Chief Feeney conducted interviews with two candidates for the position of police officer.
- On Monday and Tuesday approximately half the department attended two days of in-service training.

Patrol

- On Thursday, January 30, 2020 at approximately 1031 hours, officers responded to the Retreat, located at 1 Easton Place, for a fight in progress inside the lounge area. Staff reported that they watched as the defendant, later identified as David Hevi, and two unknown males run outside and engage in a physical fight in the parking lot. After the males fled in the vehicle, Hevi returned to the building and entered the restroom. Upon arrival, officers contacted the defendant. During a search incident to the arrest of the defendant, a backpack in Hevi's possession was searched. Approximately 66.5 grams of marijuana (contained within a sealable plastic bag) along with twenty-five (25) counterfeit \$100 bills were recovered. The defendant was charged with possession with the intent to distribute marijuana, forgery 1st, possession of marijuana, possession of drug paraphernalia, and disorderly conduct. He was subsequently arraigned through Justice of the Peace Court #2 and was released on unsecured bail.

Auxiliary Services Division

- Captain Van Campen attended Delaware State Police and New Castle County Police Department promotion ceremonies.

Administration Division

- Some members of the Administration Division attended the annual officer in-service training. Those who are certified instructors served as instructors during the training.

Criminal Investigations Division

- Members of the Criminal Investigations Division provided several days of patrol coverage during the week of February 3, 2020 for patrol officers that were assigned to in-service training.

Special Enforcement Unit

- The traffic unit is conducting a speed survey on Barksdale Road. Upon completion of the survey an additional speed survey will be conducted on Ray Street.
- The Special Operations Unit provided alcohol/restaurant training to a new business in the city.

Activity or Project:

N/A

Description:

N/A

Status: Completed**Expected Completion:** 02-06-2020**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:

Stormwater and Streets crews have been busy clearing debris from basins, culverts, and bridges after recent rain events. Office staff are working with the field crews on work order management to ensure that the problem areas are visited on a regular schedule and long-term plans for several areas are under development.

Engineering and Stormwater staff completed the second round of Sediment and Stormwater Delegation Review by DNREC Division of Watershed Stewardship, focusing on focuses on construction site inspections and maintenance. The first round of the review focused primarily on sediment and stormwater plan review and approval processes and went very well. We expect a report with the findings and any comments, concerns, and recommendations within the next month.

Activity or Project:

Water Main Replacement - Wilson Road

Description:

The City's contractor, Reybold Construction, continues to install the new water main along Wilson Road and Sypherd Drive. Individual services are being moved to the new main with completion on track for the end of February. The area will be temporarily stabilized for the winter and final restoration of the disturbed area will be completed in early spring.

Status:

In-Progress

Expected Completion:

04-30-2020

Execution Status:

On Track

Activity or Project:

Rodney - Demolition

Description:

The City's contractor, Ambient Group, is nearing completion on the demolition of the buildings on the Rodney site. They anticipate the final basement walls and floors to be removed by the end of

next week and other miscellaneous items removed by the end of February. The contract for mass excavation of the site is currently out for bids and the contract award is expected to be heard by Council on February 24. The hauling would likely begin in Mid-March.

Status:	Near Completion
Expected Completion:	02-28-2020
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – January 30-February 5

Name	# of Documents	# of Pages	Types
Samantha	190	1,121	Court Documents/Miscellaneous Files
Sandy	390	965	Personnel Files/A/P Batch Invoices
Fred	565	565	Work Order Attachments
Ana (PT)	155	1,047	Parks & Rec Reports, Registrations and Before/After Care Documents
Sharon (PT)	26	158	Miscellaneous Current Files
Total	1,326	3,856	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706		
March	32,064		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 01/26/20-02/01/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	1	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	2	1	0	0	0	0
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	1	0	0	0	0
Assault/Aggravated	3	2	0	5	1	0
Burglary	16	4	1	3	8	0
- Commercial Burglaries	1	0	0	0	6	0
- Residential Burglaries	14	4	1	3	2	0
- Other Burglaries	1	0	0	0	0	0
Theft	48	42	9	39	27	5
Theft/Auto	4	7	0	2	0	0
Arson	0	0	0	0	0	0
All Other	11	24	8	4	7	2
TOTAL PART I	84	81	19	53	43	7
<u>PART II OFFENSES</u>						
Other Assaults	25	27	7	5	16	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	8	10	2	5	15	2
Weapons	2	1	0	8	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	5	5	1	11	1	0
Drugs	22	7	1	28	11	1
Noise/Disorderly Premise	31	21	4	8	5	0
Disorderly Conduct	10	10	2	11	10	3
Trespass	22	23	2	7	13	0
All Other	25	22	1	40	40	15
TOTAL PART II	150	126	20	123	113	21
<u>MISCELLANEOUS:</u>						
Alarm	10	8	2	0	0	0
Animal Control	35	47	7	0	15	0
Recovered Property	16	23	6	0	0	0
Service	3387	3359	802	0	0	0
Suspicious Per/Veh	29	36	7	0	0	0
TOTAL MISC.	3477	3473	824	0	15	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	841	4,275	1,040	4,208



**Newark Police Department
Weekly Traffic Report
01/26/20-02/01/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	873	1018	175	284
DUI	24	6	8	1
TOTAL	897	1024	183	285

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	19	14	5	1
Property Damage (Reportable)	94	68	17	13
*Hit & Run	22	11	4	2
*Private Property	15	11	3	2
TOTAL	113	82	22	14

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.