

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:
Human Resources:

This week the transition of Chief Human Resources Officer duties continued with Mark Farrall and Devan Hardin. Mark Farrall will officially move back to the Police Department to resume his Deputy Chief role on Monday, March 2. The City Manager's Office hosted the employee WOW breakfast for employees nominated in the months of December 2019 and January 2020. An offer was made to a candidate for the Customer Service Representative I in PUBS (Payment and Utility Billing) to fill a vacancy from January. The new employee is set to start on March 16 pending pre-employment requirements. The Human Capital Manager position vacated by Devan Hardin closed on Friday, February 21 and we will begin the process of reviewing these applications next week. We had three new police recruits start employment with the City this week, HR onboarded them Wednesday and they will be heading to the Delaware State Police Academy at the end of March.

Assistant to the City Manager:

Along with Facilities Superintendent Dave Greenplate, Assistant to the City Manager Jeff Martindale met with representatives from Seiberlich Trane to discuss ongoing HVAC and energy savings renovations. Additionally, he had multiple calls with Pitney Bowes to overview potential mailroom changes and reached out to Office Depot to review why new "import surcharges" are added to certain purchases.

Mr. Martindale also reviewed five (5) purchasing City Council recommendations for the March 9th Council meeting as well as a Parks on Draft schedule memo to Council for the same meeting. He also reviewed a grant application to the Favrot Fund for the City's Local Government Management Fellow John Steponick. Finally, he met with Finance to discuss mailroom operation changes and facilities changes to the Finance area as well as the Institute for Public Administration to overview a student field trip later in March.

Facilities:

The Facilities Maintenance team hung new bathroom signs, fixed overflowing soap dispensers, and unclogged sinks at the George Wilson Center. They additionally finished installing cork wall tiles at the Municipal Center gymnasium and finished plumbing work in the Police Department's 2nd floor bathroom. They also put together office furniture for staff, fixed a PD water fountain, and buffed City Hall tile floors.

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 2/20/20 to 2/26/20. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 2/20/20 to 2/26/20 Alderman's Court handled 58 arraignments, 56 trials, 21 capias returns, 2 video hearings and 1 code violation. The court collected a total of 288 parking payments of which 224 were paid online and 64 were paid at court. The court also collected criminal/traffic payments of which 168 were paid online and 56 were paid at court for a total of 224 criminal/traffic payments.

Status:

Completed

Expected Completion:

02-26-2020

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 February 21 and February 24 for Council. Geena was in the office on February 20.

Renee attended the management staff meeting on February 20 where the upcoming Council agenda was reviewed.

Renee had the pleasure of swearing in the City's newest police officer on February 24.

Renee met with staff from Facilities and Finance to discuss potential office renovations which were approved in the FY2020 budget.

Staff finalized and posted the agenda and packet for the March 2 Council meeting on February 24.

Paul, Renee and Tara staffed the Council meeting on February 24. Item 2B was forwarded to Council and posted on February 21. Follow up from the meeting was completed throughout the week.

Renee staffed the Election Board meeting on February 25. Two new board members were sworn in and the Board finalized their preparations for the April 14 election.

Renee drafted the agenda for the March 9 Council meeting.

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

Renee spent time working on preparations for the April 14, 2020 Council elections for Districts 3 and 5. Updated voter lists were received and sent to the candidates. Renee completed the advertisements for the voter registration deadline and notice of election. Additional paperwork was completed and submitted to the Department of Elections. Absentee ballots have been completed and are now available. Five absentee ballots (all for District 5) have been requested with one returned. Election Board members are currently recruiting poll workers for Election Day. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Nichol drafted the direction sheets for the February 3 and 10 Council meetings, which were forwarded to staff and Council.

Tara spent significant time on plan reviews.

Nichol spent time working on boards and commissions items.

Danielle spent time processing items for the Recorder of Deeds.

Renee, Tara and Sharon 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 document and closed a February 2 FOIA request for a police report from Deborah Coplien
- * Provided documents and closed a February 4 FOIA request for COs/open building permits/fire violations pertaining to 100, 200, 300 and 400 Interchange Boulevard from Planning and Zoning Resource Company
- * Provided a response and closed a February 4 FOIA request for open permits/violations/liens pertaining to 407 Capitol Trail from Brian Funk, P.A.
- * Provided a response and closed a February 4 FOIA request for open permits/violations/liens pertaining to 902 Rockmoss Avenue from Brian Funk, P.A.
- * Provided documents and closed a February 11 FOIA request for recorded subdivision/land development/resubdivision plans and drainage/stormwater/lines/grades/bulk grading for Villa Belmont Condominiums from Rich Abbott Law Firm
- * Provided a response and closed a February 12 FOIA request for spills of hazardous contaminates/discharges/underground aboveground storage tanks for 401 Bellevue Road from Atlas Technical Consultants Group Services
- * Provided documents and closed a February 12 FOIA request for plans/specifications applicable to 2018 Apple Road Bike Line Project from Alanna Fisher
- * Declined and closed a February 20 FOIA request for investigative files from Alfred J. Fluehr
- * Provided a response and closed a February 24 FOIA request for a property outside of City limits from Andrew Dziedzic
- * Provided a response and closed a February 25 FOIA request for copies of applications/site plans pertaining to proposed new cell towers from SBA Communications

Regarding minutes, staff time was spent on the August 26 Council Executive Session (Renee drafted - complete), October 7 Council Executive Session (Renee drafted - complete), October 14 Council Executive Session (Renee drafted - complete), October 21 Council Executive Session (Renee drafted - complete), October 28 Council Executive Session (Renee drafting), February 10 Council (Nichol drafted, Renee edited - complete), February 24 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the February 25 Election Board minutes are currently in the queue.

Danielle fulfilled 20 discovery requests for upcoming Alderman's Court cases. 100 discovery requests have been filled so far for 2020. The court calendar for March 6 was received and the 22 cases were prepared for the Deputy City Solicitor. 9 court calendars with 151 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. 52 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

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 February 20-26 are below.

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

Electronic Council Packets

Description:

Renee submitted the templates for Council agendas and packets to CivicClerk to begin the set up process for the new electronic Council packets. The target is to have the new packets in place for the April 27 Council meeting, which will be the first meeting after the election.

Status:	In-Progress
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Expected Completion:	04-27-2020
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews installed another 12kV recloser on Academy Street. They also installed an aerial transformer at STAR near the Chemours site, in preparation for taking away a temporary construction pad mount transformer that ended up feeding parking lot lights and cameras. The line crews also had to reconfigure circuitry by Stine Haskell Research Facility so wires could be de-energized for the Elkton Road pole relocations.

The electricians added circuits to the new gym at the yard and in the police interview rooms. They also fixed a nitrogen leak on a Chestnut Hill Road substation transformer.

Engineering met with construction management and electricians about the Chase Bank going in at

the Newark Shopping Center. Engineering also attended a DeIDOT Utility Summit in Dover to go over permitting processes.

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:

The City's website has been updated in order to house one location where customers can go to make payments. Over the past two weeks, we have added more services that can now be paid via our website. They are: Business licenses, Permits, Rental fees and General billing (code violations, snow violations, etc.). This has been added to existing services that we already allow to be paid online which include: Taxes, Utility Bills, Parks/Rec Fees and Court fees, parking fines. If you click on the "Payments & Services" button at the bottom of the homepage, it will take you to another page that lists all of the payments we are able to accept online. To access the site directly, please refer to this link: <https://newarkde.gov/payments>.

02/24 – Director Del Grande, CM Coleman and Jayme Gravell had a phone interview with Josh Shannon regarding the signing of HB264.

02/25 – Director Del Grande held the bi-monthly manager's meeting for the finance department.

02/26 – Director Del Grande attended the Local Service Task Force meeting with CM Coleman and Deputy Chief Farrall.

02/26 – Director Del Grande and Deputy Hollander met with our representatives from Willis

Towers Watson to discuss the City's insurance renewal effective April 1.

02/26 – Director Del Grande had a meeting with the members of the DEMEC Audit Committee and the auditors from Baker Tilly to discuss the 2019 DEMEC audit.

Governor Carney has upcoming Town Hall meetings regarding the State's 2021 budget. The dates and locations are:

6:30 p.m. – March 3 – Wilbur Elementary School (4050 Wrangle Hill Rd, Bear, DE 19701)

6:30 p.m. – March 5 – Brandywine Hundred Library (1300 Foulk Rd, Wilmington, DE 19803)

7:00 p.m. – March 11 – Newark Senior Center (200 Whitechapel Dr, Newark, DE 19713)

Activity or Project:

Vacancies

Description:

Customer Service Representative I – Candidate was given a conditional offer. Tentative start date is March 16.

Vacant P/T Billing Technician is yet to be posted.

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

Activity or Project:

Accounting

Description:

Working on December financial report.

Working on the 2020 Revenue Stabilization Adjustment for the Electric fund.

Working on 2019 audit.

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 - 70

Tickets Opened in the Last Two Weeks - 90

Tickets Closed in the Last Two Weeks - 75

Remaining Open Tickets – 85

1. Progress call with Paymentus to discuss conversion of Tyler Munis from Authorize.net to Paymentus platform on 2/13.
2. Attended Employee Engagement Committee meeting on 2/14.
3. Onboarding of new Application Support Analyst.
4. Held What's New in HUB 2019.1 training for Finance staff on 2/21.
5. Multiple calls and sessions with meter data management vendor regarding performance issues.
6. Worked on and resolved support tickets for end users.
7. Created reports for users as requested.

Pending:

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

Infrastructure Team:

Open Tickets from Previous Week - 113

Tickets Opened in the Last Two Weeks - 125

Tickets Closed in the Last Two Weeks - 116

Remaining Open Tickets - 122

1. Worked on and resolved support tickets for end users.
2. 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.
4. Standby procedures are being established for after-hours support.
5. Axon Fleet software will be installed next week.

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:	On Track

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:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Along with Paula, met with representative from Tupp Signs regarding updated park signage and their capabilities; met with Tyler about potential Parks on Draft schedule for 2020; visited the Tri-Valley Trail to see the pre-fabricated restroom facility, we are planning a similar

unit for Reservoir/Preston's Playground; working on the tree order for Main Street tree pits and landscaping for the bump out; visited several potential reforestation areas with Tom Zaleski for future projects; conducted the parks maintenance meeting to discuss upcoming work orders and projects; visited several park locations for inspection and maintenance concerns.

Deputy Director: Worked with Rich and Sharon to finalize details for preparation of the Community Garden and with Chrissy for the volunteer group who will be prepping the beds for the new gardeners prior to the opening day of March 1; worked on information for Finance regarding seasonal and temporary staff; worked with Tyler on personnel matters; worked with Sharon to get a camp and volunteer fair survey sent out to the vendors who attended for their feedback on the new locations, etc.; met with Joe and Sharon regarding Community Day and will continue further discussions regarding upcoming events; attended defensive driving class; conducted weekly staff meeting with recreation staff; continued to work with Jayme and Shelby regarding park naming contest for the Rodney project and ground breaking ceremony invitation; continued to finalize information and process the paperwork needed for the installation of the new recreation registration software; continued to process special event applications.

Recreation Supervisor of Athletics: Planning for potential Parks on Draft events this summer, met with potential partners; met with several before and after care staff this week regarding personnel matters, attended the monthly staff meeting; our program/camp partner Abrakadoodle had a table at the Art Night held at West Park Elementary on 2/19; the Thursday adult volleyball league concluded this week, Wednesday league concludes 2/26.

Recreation Supervisor of Community Events: Sent emails with plot assignments and garden regulations to Community Gardeners, as well as, the cleanup, kick off and other important dates, updated Community Garden spreadsheet with new members, provided a list of garden plots to be cleaned by volunteers/staff prior to the garden's clean-up day on March 8; emailed surveys to the vendors of the Newark Camp and Volunteer Fair and began compiling the results, added notes from the Camp & Volunteer Fair's ongoing notes document; receiving demos and interest from performers for 2020 performances; updated rosters and cancelled classes as needed; received updated information about classes/workshops from the Beau Biden Foundation for the Protection of Children, scheduled a space for the programs; discussed options for Community Day (in light of the construction on the University of Delaware Green scheduled to be taking place during the event) with Joe and Paula; processed and submitted timesheets and invoices that were received from instructors.

Coordinator of GWC and Volunteers: Followed up on items from the summer camp and volunteer fair including a wrap up meeting with Recreation Supervisors and Deputy Director; finalized items for the Career Fair rental that took place at the George Wilson Center on February 19, Newark Parks and Recreation, City of Newark Human Resource and Police participated in this career fair which included over 30 vendors and 200 attendees, met with a representative from Aquatics Management Systems to discuss potential quotes to review; continued researching/scheduling locations for Camp GWC field trips in preparation for sending out the bus bids; continued working on summer programming; completed March PSAs; attended staff meeting on February 20; continued to communicate with Newark Police and Downes Elementary School regarding the possibility of the CATCH Afterschool program running in March, however, not enough students registered; sent out a staff schedule for George Wilson Center attendants and Lifeguards/Swim Instructors for the swim program to include the make-up date on March 7; continued to communicate and meet with several potential renters of the George Wilson Center. Volunteer

Hours: 1 volunteer partnering with Goodwill volunteered a total of 8.5 hours assisting with the Broadway Musical Theater Program and office assistance; the coordinator continued to recruit volunteers for upcoming events and communicate with upcoming volunteer groups including a UD MLK Day of Service Volunteer Event (2/29), the UD Big Event Group (5/2) and a Bank of America group (3/20). The coordinator scheduled a meeting with the Parks Superintendent and new Adopt-a-Park Group that will be renting an area along Christina Creek.

Recreation Specialist: Created new West Park aftercare student file & updated CSV file for Before and After Care, shopped for cooking club supplies, started working on March staff schedule; created and laminated Garden Not Disturb signs the Community Garden for Sharon; put flyers in the boxes at the reservoir; worked Heart Healthy Night at Downes; picked up volleyball score sheets and time cards at Newark Charter School and updated website.

Parks Superintendent: Inspected Valley Stream area and developed work list as needed, met with homeowner concerning a tree issue, started studying for upcoming Certified Playground Safety Inspector course and exam, met volunteer adopting a section of the Valley Stream between Barksdale Road and Church Road, met with representative of a local tree care company to discuss possible tree work as a donation as part of the Christina River Clean Up here in Newark, started working on upcoming tree planting project on Main Street and at City Hall and met with representative from Newark Charter School concerning upcoming construction project at the school and “valued tree” protection requirements.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued working with IT on computer issues, coordinated with Deputy Director on volunteer project at Community Garden, continued working with vendor on issue with auger attachment for our Kubota landscape tractor and started long-range planning for several upcoming projects/ballfield preparation for upcoming season/recreation programs and activities.

Parks and Horticulture staff: Continue on work orders as assigned, did trash removal throughout park system, continued mulching at City Hall, did weed control applications throughout park system as needed, did interior bed maintenance at City Hall, installed replacement slide on 2 to 5 year old play unit at Lewis Park, started meadow mowing throughout park system, completed stump grinding at several park/open space areas and did tree removal/pruning as assigned.

Activity or Project:

Summer Staff and Volunteer Recruitment

Description:

Newark Parks and Recreation presently taking applications for Summer Camp Counselor positions and summer volunteers. Newark hires over 50 part-time employees and incorporates numerous volunteer to help support its activities and camps. Anyone interested can visit the Parks and Recreation web site at www.newarkde.gov/play for more information and applications.

Status:	In-Progress
Expected Completion:	06-12-2020
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:

Code Enforcement:

Property Maintenance coordinated efforts with the CSX Railroad and the Public Works and Water Resources Department to remove all trash, furniture, tires, and rubbish from areas located behind 115 to 173 Madison Drive. On the weekend of February 22, CSX contractors removed all rubbish from the rear of properties and placed the items by the access road. Public Works and Water Resources then scheduled their crews to come by on February 26 to remove all items. This was a joint effort by multiple departments and agencies to help keep Newark clean.

Also completed by Property Maintenance this week:

- 58 Inspections
- 21 Response to Complaints
- 7 Citations Issued
- 27 Violations Issued

Parking:

The Planning and Development Department, Parking Division, and consultant Kimley-Horn held a public workshop concerning parking operations, technology, and policy on February 25 from 8:00 a.m. to 10:00 a.m. and from 4:00 p.m. to 7:00 p.m., giving the public the opportunity to meet with parking staff, voice concerns over current and future parking, and to see what is currently being done to help the City in its parking operations. The workshop was attended by approximately 30 participants.

Parking management and maintenance expanded the gravel parking area in Lot 1 due to parking demand. Bumper blocks were pushed outward to increase drive lane width in the gravel section and shrubbery that previously delineated Lot 1 and the former UD property was cut back to allow for an extra row of parking to be put in. Spaces will be lined to encourage proper parking in that area.

Parking Division staff is working with Newark United Methodist Church on future parking

arrangements in Lots 1 and 6 during funerals; will be attending a T2 web seminar on Data and Analytics and How to Increase Data Literacy on February 26; continued taking defensive driving courses in City Council Chamber; supplied the Planning and Development Department with preliminary information regarding Lot 4 inventory and price per space details against the proposed 132 East Main Street project; provided the City Manager's Office with Lot 3 inventory and cost per space details; continued working with the Finance Department on PCI compliance within the Parking Office; reached out to Out and About magazine on this year's Food and Brew date and details; and, worked with the Parks and Recreation Department on details of the Five and Dine run.

Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, March 3 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Review and consideration of a major subdivision at 1 North Twin Lakes Boulevard
- Review and consideration of an increase in the Schedule of Fees in the Municipal Code, Chapter 27 Subdivisions and Chapter 32 Zoning
- Discussion of amendments to the 2018 International Energy Conservation Code proposed by the Green Building Code Work Group

The Transportation Improvement District (TID) Committee is scheduled to meet on Wednesday, March 11 from 1:30 p.m. to 3:30 p.m. in Council Chamber.

The Rental Housing Workgroup is scheduled to meet on Thursday, March 12 from 4:00 p.m. to 6:00 p.m. in Council Chamber.

Planning and Development Director Mary Ellen Gray attended the Delaware Population Consortium (DPC) meeting as the City of Newark representative on February 20. This was primarily an organizational meeting – this was the first meeting of all of representatives per the SB 7 <https://legis.delaware.gov/BillDetail?LegislationId=27085> which officially designated the DPC as an organization with the requirements of representatives from all of the state agencies, the League of Local Governments, and municipalities, and requires all of these agencies to utilize the DPC population projections in their work.

Director Gray presided over the monthly meeting of the Delaware Chapter of the American Planning Association, where she is the current President, on February 21. The meeting included discussion on happenings on the national front, coordinating with APA on planning activities, communicating with our members and beginning to plan for our one-day conference in the Fall of 2020.

Director Gray worked with Planner Mike Fortner, Parking Manager Marvin Howard, and Parking Supervisor Courtney Mulvanity on preparing for and participating in the Parking Workshop on February 25 where there were two drop-in sessions – one from 8:00 a.m. to 10:00 a.m. and the second from 4:00 p.m. to 7:00 p.m. The workshop was fairly well-attended, and we had some good dialog with attendees regarding parking issues. The next step is for the consultant, Kimley-Horn, to summarize the comments from this meeting as well as from the stakeholder meetings that were held January 28-30, as well as work on reviewing our parking ordinances.

Director Gray prepared for and attended the City Council meeting on February 24 where the

planning-related issue discussed was the ordinance amending the Comprehensive Development plan by changing the designation of the property located at 19 Amstel Avenue <https://newarkde.gov/DocumentCenter/View/13409/7B>. Council approved the Comprehensive Plan designation for this property to be High-Density Residential and directed that the Planning and Development Department start proceedings to rezone this property to RM (multi-family garden apartments) and draft an ordinance that would allow fraternities and sororities as a special use permit in certain zoning districts. These two items are scheduled to be on April 7 Planning Commission agenda.

Director Gray attended a meeting coordinated by County Councilwoman Lisa Diller, County Councilwoman Janet Fitzpatrick, and County Councilman Timothy Sheldon regarding annexation on February 26. There was a presentation by the Council Solicitor, Michael Migliore, Esquire on an overview of the State legislation regarding annexation and County Land Use Manager Rich Hall on the Maryland annexation process, and a spirited discussion on perspectives and questions regarding annexation from the County and municipal perspectives. A potential next step as indicated by the County Council representatives is to put together a task force to discuss and explore changes to the State Code on annexation.

Director Gray worked on the March 3, 2020 Planning Commission packet and related issues; worked on plan review of in-house land-use applications as well as potential land-use plans and related inquiries and meetings; and, worked on Code Enforcement issues with Code Enforcement Manager Stephanie Petersen and staff, as well as numerous managerial and administrative issues.

On February 20, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting and the Bike Newark meeting. On February 21, Mike and Planning and Development Director Mary Ellen Gray, along with Mayor Jerry Clifton, City Manager Tom Coleman, and Chief Communications Officer Jayme Gravel, met with a representative from the U.S. Census Bureau to discuss the City coordinating outreach efforts to promote participation in the 2020 Census.

The following was also completed this week:

- 7 Deed Transfer Affidavits
- 10 Building Permit Reviews
- 2 Certificates 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. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. 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 27, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting. Staff comments were forwarded to the applicant on February 25, 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 has been placed on the City Council agenda for February 24, 2020 (first reading) and March 23, 2020 (second reading).

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.

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. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020.

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:

- Each year, Alarms.Org publishes a list of safest cities in each state. Based on 2019 crime statistics, Newark has been listed the #1 overall "Safest City in Delaware." The methodology used is a review of violent and non-violent crimes, as well as total crimes/number of police employees. This ranking is a testament to the hard work and dedication of our sworn and civilian staff. As mentioned in previous reports, over the past 12 years Newark's total of serious crime (FBI Part 1 crimes) has fallen by 44.88% and our robberies have decreased by 75.64%.
- Three new police officer recruits were hired this week and are scheduled to attend the Delaware State Police Academy in late March.
- The City Manager has approved the promotion of Corporal Paul Lawrence to the position of Master Corporal. The promotion will fill a vacant M/Cpl. position due to a retirement.

Auxiliary Services Division:

- On February 25, 2020, PSAP Manager Cannon attended the first statewide PD/PSAP sub-committee meeting. This sub-committee was created to further improve communications and interoperability between police agencies and 911 centers. This is a newly created committee made up of Police Chiefs and PSAP Managers.
- On February 19, 2020, supervisors attended body worn camera training provided by the vendor. Further training will be provided for all additional officers.

Administration Division:

- Administration Unit officers staffed a job fair at Delaware State University on February 25, 2020.
- The Unit will be overseeing the training of the three new police recruits, prior to their attendance at the academy.

Criminal Investigations Division:

- On February 20, 2020, Lt. Nelson and Sgt. Micolucci attended a training session on the Ring Neighbors Portal.
- On February 25, 2020, several members of CIU conducted patrol coverage for patrol officers

that attended range training.

Patrol Division:

- On February 22, 2020 at approximately 3:40 a.m., officers responded to a single vehicle collision on Capital Trail at Dillwyn Road. Upon arrival, a gray passenger car, was found lying on its side off the roadway. Through investigation it was determined that the vehicle veered off the roadway striking a curb, a tree and a guardrail before coming to a rest on its side. As officers were arriving on scene, medical personnel had already removed the occupants from the vehicle, and they were in the process of being transported to the Christina Emergency Room (CER) for evaluation. When officers arrived at CER, contact was made with the driver as alcohol is being investigated as a factor in the collision. Both the driver and the passenger suffered only minor injuries. This investigation is active, pending the results of the alcohol level of the driver.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

02-27-2020

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:

Public Works and Water Resources Department

Notable Notes:

Notices will be going out late this week or early next week to the residents within 1,000 feet of our South Well Field Water Treatment Plant. The notification is to alert them of the upcoming construction and tank removal. As a reminder, we will have air monitoring and controls in place during this demolition. Many of these homes that will be notified are outside of the City limits, so we are also sending the notices to the applicable state representatives and senators.

Deputy Director Robinson and Field Operations Superintendent Winterling attended the annual DelDOT Utility Summit. This summit gives utilities and DelDOT a chance to share ideas, review new technologies, and work through new regulations that will affect all parties. Many of our main roads in the City are under DelDOT jurisdiction and our relationships have been beneficial on major projects like Main Street improvements and Elkton Road upgrades.

Staff members attended the annual Delaware Rural Water Association conference this past week. This conference provides a mix of training, exhibits, and educational seminars that are valuable to both management and staff.

Activity or Project:

Rodney Park and Stormwater Pond

Description:

The demolition contractor will be finishing up all debris removal from the site by Friday, February 28. Council recently awarded the contract for the excavation and disposal of the soil on the site which will leave us with the general shape of the pond. This work is scheduled to take about six weeks to complete. The final park and pond construction plans are under review and will be out for bid in the coming weeks.

Status:	In-Progress
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:

Water Main Rehabilitation

Description:

Reybold Construction has completed the installation of the new water main on Wilson and Sypherd Roads and is currently working to swap over existing services to the new main. This is anticipated to take approximately 1-2 more weeks depending on weather. Once all services are swapped over, final site restoration can begin. The contractor will be using a subcontractor for concrete and hot mix work to install new sidewalks and repair driveways. In addition to sidewalks and driveways, they will be restoring yards and the median strip between the curb and sidewalks that have been disturbed by the work. The work is anticipated to begin no later than mid-April and possibly even sooner considering the mild winter we have been experiencing.

Status:	In-Progress
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – February 20-26

Name	# of Documents	# of Pages	Types
Samantha	0	0	
Sandy	881	4,396	Personnel Files/A/P Batch Invoices/PUBS Daily Cash Receipts and Returned Mail
Fred	46	5,428	PWWR Inspection Reports
Ana (PT)	216	1,259	Court Documents
Sharon (PT)	27	309	Miscellaneous Current Files
Total	1,170	11,392	

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 02/16/20-02/22/20

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	3	1	0	1	0
Rape	2	0	0	0	0	0
Unlaw. Sexual Contact	1	1	0	0	0	0
Robbery	3	1	0	4	0	0
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	1	0	1	0	0
Assault/Aggravated	5	2	0	5	1	0
Burglary	19	4	0	4	8	0
- Commercial Burglaries	1	0	0	0	6	0
- Residential Burglaries	16	4	0	3	2	0
- Other Burglaries	2	0	0	1	0	0
Theft	79	62	5	51	34	6
Theft/Auto	8	11	2	3	0	0
Arson	0	0	0	0	0	0
All Other	19	35	5	12	7	0
TOTAL PART I	136	119	13	79	51	6
<u>PART II OFFENSES</u>						
Other Assaults	40	48	4	17	34	8
Rec. Stolen Property	0	0	0	3	0	0
Criminal Michief	10	16	2	11	17	0
Weapons	3	2	0	10	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	10	8	1	22	4	0
Drugs	33	12	1	40	16	0
Noise/Disorderly Premise	86	67	9	26	19	1
Disorderly Conduct	20	17	4	14	16	2
Trespass	37	38	6	20	15	2
All Other	50	39	4	58	50	5
TOTAL PART II	289	247	31	221	173	18
<u>MISCELLANEOUS:</u>						
Alarm	17	16	6	0	0	0
Animal Control	65	73	3	1	15	0
Recovered Property	26	38	8	0	0	0
Service	5298	5473	777	0	0	0
Suspicious Per/Veh	59	67	9	0	0	0
TOTAL MISC.	5465	5667	803	1	15	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	852	6,829	967	6,929



**Newark Police Department
Weekly Traffic Report
02/16/20-02/22/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	1484	1620	198	278
DUI	30	19	2	7
TOTAL	1514	1639	200	285

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	38	32	4	6
Property Damage (Reportable)	176	124	24	23
*Hit & Run	47	27	6	7
*Private Property	39	22	8	2
TOTAL	215	156	28	29

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.