

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This Monday, I attended the swearing in of our newest police officer, Alex Urban. Officer Urban's academy graduation was held this Thursday and we are happy to have him join our team.

I met with Director Gray, Secretary Bensley, and members of the parking team to map out the path forward for parking zone changes associated with the multi-space parking kiosk transition planned for later this summer. There will be an ordinance on for first reading at the next Council meeting.

We held a regular Council meeting on Monday night. Director Spadafino and I spent time preparing for the Emerson Bridge presentation and discussion. I also spent time on general preparation and follow up.

I met with Chief Tiernan and others from the NPD to discuss the firearms training facility project. I also reviewed a draft proposal document and provided feedback.

I met twice with Mayor Clifton on Monday to discuss constituent requests.

We held the first departmental budget hearings this week which were Police, Electric, Parks, and City Secretary's office. We will be completing the remaining meetings and preparing revenue estimates over the next two weeks.

Director Spadafino, Chief Communications Officer Liedel, Mayor Clifton and I met with the owners of Grain to discuss a proposal I have been developing internally for a pilot special event in Olan Thomas Park that we hope to hold this August. We also completed a site visit to discuss logistics. While there, we visited the Kershaw Park basketball courts that were recently converted from tennis courts. We also visited the Freemont Road Trail connector that is currently under construction. We will be scheduling an official ribbon cutting for the event in the coming weeks.

I met with Chris Locke and Dave Grayson to discuss the current status of the Hyatt Place Hotel on Main Street. The major impact to Lot 3 has been pushed back until likely November now which is good for our parking situation. We will continue to monitor the progress of this project.

I attended a meeting with our field operating departments and Assistant to the City Manager Martindale where we discussed the next phase of the Maintenance Yard Master Plan. Specifically, we discussed and prioritized our needs and reviewed several building options that we will investigate further.

I met with representatives from DelDOT along with PW&WR and the NPD to discuss a temporary pilot for two experimental designs DelDOT would like to install on Ray and North College.

I prepared and reviewed several cover memos and supporting documents as necessary for the July 26th Council meeting packet.

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

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 two court sessions from 7/4/19 to 7/10/19. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 7/4/19 to 7/10/19 Alderman's Court handled 29 arraignments, 48 trials, 9 capias returns and 2 video hearings. The court collected a total of 534 parking payments of which 279 were paid online and 255 were paid at court. The court also collected criminal/traffic payments of which 197 were paid online and 74 were paid at court for a total of 271 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-11-2019

Execution Status:

Completed

Activity or Project:**Description:**

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

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on July 8 for Council.

Renee had the pleasure of swearing in NPD's newest recruit, Alex Urban, on July 8.

Renee met with City Manager Coleman, Planning Director Gray, Parking Manager Howard and Parking Supervisor Mulvanity on July 8 to discuss upcoming Council actions needed to effectuate additional metered parking for downtown as discussed at the April 29 special Council meeting.

Paul, Renee and Tara staffed the July 8 Council meeting. Follow up was completed on July 9. After the meeting, it was found that the audio recording malfunctioned, which meant no recording was available to upload to the website. However, the Livestream is available for viewing by the public.

Renee met with management and Finance staff on July 9 to discuss the 2020 budget submission for the Legislative Department.

Danielle staffed the Conservation Advisory Commission meeting on July 9.

Renee met with Mayor Clifton on July 10.

Renee met with Assistant to the City Manager Martindale on July 10 to discuss purchasing as related to Council meeting requirements.

Renee drafted the agenda for the July 22 Council meeting. Per the direction of Council at the July 8 meeting, the new agenda formats will be implemented at Council meetings beginning in August.

Renee finalized the draft agreement, circulated it to staff for review and received staff comments back regarding the annexation agreement for 1089 and 1091 Elkton Road as submitted by Newark Charter School. This annexation and rezoning is scheduled for public hearing on the August 12 Council agenda.

Renee continued reviewing applicants for the vacant Administrative Professional I position in the Legislative Department.

Tara spent time working with applicants for upcoming boards and commissions appointments to be considered by Council.

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

*Received, referred to the appropriate agencies and closed a July 9 FOIA request regarding a property outside City limits.

Regarding minutes, staff time was spent on the June 11 Conservation Advisory Commission (Danielle drafted; Tara edited - complete), June 24 Council (Dawn and Tara drafted; Renee edited - complete) and July 8 Council (Dawn and Tara drafting) minutes. The June 20 Board of Adjustment, July 9 Conservation Advisory Commission and several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 10 discovery requests for upcoming Alderman's Court cases. 264 discovery requests have been filled so far this year. The court calendar for July 18 was received and the 23 cases were prepared for the Deputy City Solicitor. 27 court calendars with 498 associated cases have been prepared so far for 2019.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 2 lien certificates were completed and sent to the requestor. 1,467 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha met with Police and IT staff regarding the ongoing transition of NPD records to the Records Division for processing.

Samantha worked to schedule training for new employees on TCM.

Samantha sent a request for approval for 7.95 boxes of records to be destroyed to State Archives for approval.

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 July 3-10 are below.

Status:	In-Progress
Expected Completion:	
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:

Finance Department

Notable Notes:

2018 Audit – The Finance team and Clifton Larsen Allen (CLA) have completed the audit for 2018 and are working with our auditors on a date to present to City Council.

The City of Newark's 2019-2020 property tax bills will be going out the end of this month. The 2019-2020 rate is \$0.8047 per \$100 of assessed value, which reflects a 4% increase from 2018-2019. You may view and pay your property tax bill online, by clicking this link:
<https://selfserve.cityofnewarkde.us/MSS/citizens/RealEstate/Default.aspx?mode=new>.

Monthly Financial Reports – June financial report will be reviewed at the August 12th Council meeting.

Back in September of 2018, the Finance Department began utilizing Paymentus for the payment of utility bills over the phone. This "IVR" system removed about 1,200 calls/month out of our phone cue, enabling staff to be more responsive to other customer service calls. Due to the efficiency created, the Finance Department will not be seeking to fill the vacant part-time customer service clerk that was approved in the 2019 budget. Instead, we will use contractual help during the peak parts of the year (move-in/move-out) for about half of the anticipated cost.

2020 Budget – Departmental budget meetings have begun this week and will run through the end of next week. Police, Parks and Recreation and the City Secretary's office have had their budget review. Next week will be PW&WR, Alderman's Court, Planning, Finance and Administration.

Activity or Project:

Finance Department Vacancies

Description:

IT Network Administrator III – (position open due to resignation) Position will be reclassified to a IT Lead Desktop Support Technician and will be used to cover our afternoon/evening needs. Position will be advertised within the next week.

P/T Finance Assistant – Position vacated in January. Position is on hold.

P/T Meter Reader – Approved by Council in the 2019 budget and is on hold.

P/T Customer Service Clerk I – Approved by Council in the 2019 budget and is on hold. We are not planning on filling this position, and will use contractual help during peak times of the year.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	Behind Schedule

Activity or Project:

Automatic Bill Payment/Leak Notification System

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:	Completed
Expected Completion:	12-31-2018
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications and Infrastructure Managers attended budget meetings with departments and participated in a demo of Mitel's Mass Notification System.

Applications Team:

Open Tickets from Previous Week - 55

Tickets Opened in the Last Week - 32

Tickets Closed in the Last Week - 25

Remaining Open Tickets – 62

1. Continued working on Sharepoint Employee Directory.
2. Exported all legacy data from Cityview to shared fileserver for future reference.
3. Imported legacy refuse invoices into Munis.
4. Weekly conference call with Paymentus to discuss current projects (CC6 and Tyler Ingetration).
5. Worked on and resolved support tickets for end users.
6. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
3. Police Vehicle Technology Upgrades - Four vehicles still remain for cradlepoint installation (waiting on vendor).
4. Tyler Munis scheduled for upgrade to V11.3 on July 13, 2019.

Infrastructure Team:

Open Tickets from Previous Week - 95

Tickets Opened in the Last Week - 79

Tickets Closed in the Last Week - 74

Remaining Open Tickets - 100

1. Continued work on media room.
2. Worked on various issues.
3. Actively responded to and resolved Secureworks alerts.

Pending:

1. Turning the Council meeting livestream over to Communications. IT will be on site if support is needed during the event.
2. Automate account creation and permissioning based on choices made in a Kace ticket.
3. Clean up of user core switch ports started.

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed

- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.
- Migrate data from previous release to Connexo.
- Training - Scheduled for 4/4/19.
- Site Acceptance - Currently testing.
- Promote to production - Postponed date not yet determined.
- Decommission old production, build new test.

Working with meter data management software vendor for integration between CIS and upgraded software.

Status:	Near Completion
Expected Completion:	05-31-2019
Execution Status:	Behind Schedule

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1 - Started, meeting scheduled to review timeline on 7/12/19.

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15

- User Acceptance Testing & Issues Remediation

July 22

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29

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

Aug 19

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

Status:	Started
	08-23-2019

Expected Completion:	
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: Met with parks and recreation staff about the 4th of July festivities; worked the July 4th Liberty Day and Fireworks and met with Fire Marshal from the University and City of Newark the day after fireworks for clean up and all clear sign off for the area; worked on the operating budget figures and revenue estimates for 2020; prepared information for the White Clay Creek/Emerson Bridge agenda item for July 8 Council meeting; conducted weekly parks maintenance meeting to discuss upcoming work orders and projects; the Kershaw Park hard surface improvements are completed and the old tennis court hard surface is now basketball courts.

Deputy Director: Confirmed light tower rentals and locations and portable toilet rentals and locations with contractors for the July 4th festivities, attended meeting with parks and recreation staff working July 4th, completed submission of paperwork for the University Fire Marshal for the event, gathered supplies for Liberty Day and Fireworks and worked the event, great turnout for spectators! Checked in with Camp GWC staff and lifeguards during the week; continued to meet with Joe regarding the 2020 CIP and general operating budget and finalize information for the accomplishments and goals for 2020; met with Melinda regarding Family Fun Night and assisted in contacting vendors for the event to finalize activities for it; worked with the Electric Department regarding the repair of the chlorinators at the pools; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Working on fall programs; working on before and after school care program statistics, submitted purchase of care reimbursement attendance reports for June, held after care staff interview; ordered t-shirts for adult softball league which is scheduled to end 7/23; prepared for camps the week of 7/8 including soccer, basketball, and golf.

Coordinator of GWC and Volunteers: Camp GWC and Abrakadoodle Under the Sea Camp were held at the George Wilson Center during the week of July 1-5; Camp GWC had a Spirit Week themed week with a field trip to Milburn Orchards and a Camp GWC Olympics Field Day on Friday, for the week Camp GWC had 54 Full Day Campers, 6 Half Day Campers, 15 Before Care Campers, 20 After Care Campers; the Abrakadoodle Under the Sea Art Camp had a total of 6 campers registered; the coordinator followed up on items still needed for Camp GWC field trips; sent information to registered campers for Camp GWC V, and TV Movie Acting Camp for the upcoming weeks; coordinated with the Delaware Astronomical Society on the Stargazing Program originally scheduled for Friday, July 5 but was canceled by the Astronomical Society due to

cloudy skies and forecasted thunderstorms, contacted all participants registered by email and phone, updated the hotline accordingly and posted signs at the Newark Reservoir; coordinated with Lifeguards throughout the week; continued to work on upcoming fall programs and coordinating with instructors; continued to communicate and meet with potential renters of the George Wilson Center. The overall attendance at Dickey Park pool was 150 patrons; the overall attendance at the George Wilson Center was 190 patrons (including Camp GWC campers that used the pool on Tuesday and Friday). Both pools were closed on Thursday, July 4 due to the Independence Day holiday.

Recreation Specialist: Worked on Family Fun Night, updated community/calendar event on website, reached out to over 15 activity and food vendors, 3 places for car seat checks and food trucks, confirmed the Face Painter, Train Guy, car seat checks and inflatables; updated volleyball scores on website; got supplies for Liberty Day, Rittenhouse Camp and Camp GWC; sent out volunteer reminders and volunteer information to camp director for GWC Camp Week #5; checked in with Camp GWC and Abrakadoodle on Monday; attended Liberty Day planning meeting and worked event. Volunteer Hours: Liberty Day: 5.5 hours

Parks Superintendent inspected one park/open space area and developed work list, reviewed two proposed landscape plans and commented as needed, staked perennials at West Chestnut Hill Road and 896 island as needed, along with representative from Code Enforcement met with homeowner over drainage issue at a vacant lot the city maintains, met with homeowner concerning tree issue, gathered quotes for weed/invasive control at 896 water tank/bio-basin site and for additional wood carpet purchase for under play equipment, watering nursery stock at parks building and coordinated with arborist contractor for tree removal at several park sites.

Parks Supervisor assigned field staff daily and assisted as needed, installed Mutt Mitt box at City Hall as per request from City Manager, coordinated volunteers on painting project at George Reed Park, picked up new string line trimmers and blowers to replace old/worn out units and coordinated staff for Liberty Day event.

Parks/horticulture staff continue on mowing and bed maintenance operations, did interior bed maintenance at City Hall, dragged/scarified all ballfields, did trash removal throughout park system, completed removal of old play unit at White Chapel Park for installation of new play unit, continued on work orders as assigned, loading/set up/storage of materials/supplies from Liberty Day event, clean-up of all trash/debris at several sites from Liberty Day event and did equipment maintenance on both swimming pool pump/chlorination units.

Contractor completed conversion of tennis courts over to basketball courts at Kershaw Park.

Activity or Project:

Newark Family Fun Night

Description:

Family Fun Night will be is sure to have something for everyone in the family. Games and activities will be hosted by the Parks and Recreation Department and the Newark Police Department will hold a bicycle rodeo for children and check your car seats to make sure they are installed properly. The event will be held at Handloff Park on Friday, July 26 from 5:00-7:00 p.m.

Status:

Not Started

Expected Completion:	07-26-2019
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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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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:

Planning and Development Department

Notable Notes:

Code Enforcement:

The houses at 24 Benny Street are in the process of being demolished to make way for construction of nine townhouses. Permits for upgrades to University Courtyard Apartments were issued this week. Work started for the Labyrinth Garden at the STAR Campus. Footer/foundation work has started at 211 Haines Street for a new apartment building. Steel is being set at the Newark Train Station. The certificate of occupancy has been issued for Simon Eye, 99 Newark Shopping Center.

Parking:

Parking was no-charge on July 4 and July 5 for the Independence Day holiday. Parking staff programmed IPS parking meters and made signage in preparation for those days and signage was affixed to the office, parking booths and all parking equipment to let patrons know of the no-charge status. Parking Ambassadors Shawn Humphrey, Nathan Henry, and Jason Spencer provided assistance to Parks and Recreation and Newark Police Department for the 4th of July Fireworks, helping staff park vehicles and managing incoming fireworks traffic. The water run-off trench in Lot 1 is being cleaned by Greggo & Ferrera; parking spaces were blocked in preparation for the cleaning. A malfunctioning sensor was removed from the Delaware Avenue entrance to Lot 1. ParkingLogix is sending a new sensor (under warranty), which will be installed upon arrival. Signs in Lot 1 are off until installation is complete. Staff continued working with T2/Genetec/Passport on upcoming License Plate Recognition and Multi-Space Kiosks, specifically with signage, scheduling, and merchant of record status for credit cards. The Planning and Development Department held a meeting to discuss upcoming ordinance amendment proposals in preparation for the multi-space kiosks, License Plate Recognition, and new metered parking

streets. Work continued on municipal lot permit renewal and movement of some permits to different areas in preparation for C.B.D. Phase of the Main Street Rehab. Staff continued working with A-Del, DelDOT, and several other construction companies as summer projects continue across Main Street. Regular summer maintenance projects (painting, sweeping, mowing, etc.) are ongoing. PMA Safety Coordination has been scheduled for July 18.

Planning/Land Use:

The Planning Commission meeting originally scheduled for July 2, 2019 has been rescheduled for Tuesday, July 30, 2019 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Review and consideration of a minor subdivision at 18 North Street
- Review and consideration of a minor subdivision with site plan approval at 511 Valley Road
- Discussion of Planning Commission 2020 Work Plan

City Planner Mike Fortner completed all reporting requirements for the Community Development Block Grant (CDBG) Program (July 1, 2018 to June 30, 2019) to New Castle County. Mike also completed the annual report on the Comprehensive Plan to the Delaware Office of State Planning Coordination. On July 10, Mike attended the Newark Transportation Improvement District Working Group meeting.

The following were also completed this week:

- 13 Deed Transfer Affidavits
- 49 Building Permit Reviews
- 5 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.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single-family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting

was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

419 and 421 Paper Mill Road, Parcel IDs 0805200010, 0805200011 (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018. The Planning and Development Department received revised plans on March 12, 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.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments were sent to the applicant on August 17, 2018. The Planning and Development Department received revised plans on April 10, 2019. Staff comments were sent to the applicant on June 25, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been rescheduled for July 30, 2019, at which time this project will be considered.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting. On June 14, 2019, the Planning and Development Department received revised plans proposing one 3-story/9-unit apartment building, three 3-story/12-unit apartment buildings, and 46 3-story townhome-style apartments. The revised plans were distributed to the SAC for review on June 20, 2019.

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.

511 Valley Road, Briarcreek Lot 21, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and

Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018. Revised plans were received by the Planning and Development Department on February 28, 2019 and forwarded to the SAC for review on the same date. SAC comments were sent to the applicant on June 25, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been rescheduled for July 30, 2019, at which time this project will be considered.

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.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019. SAC comments were forwarded to the applicant on June 10, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019. At their meeting on June 4, 2019, the Planning Commission recommended approval of the annexation and rezoning. This project has been placed on Council agendas on July 8, 2019 (first reading) and August 12, 2019 (second reading).

45 and 51 Lovett Avenue, St. Thomas More Oratory, Parcel IDs 1802600058 & 1802600057 (PR#19-05-01): The Planning and Development Department received a request for an administrative subdivision on May 2, 2019 for the property at 45 and 51 Lovett Avenue, proposing

to combine two existing lots into one lot. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on June 28, 2019.

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.

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.

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.

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:

- Members of the police department were very busy this past week. Officers assisted with the evacuation of approximately 70 residents from Villa Belmont after an electrical issue left the complex without power. Officers arrested and charged a suspect with committing four robberies in

the past two weeks. We are conducting an investigation and searching for a suspect who assaulted a female victim and fled from the scene. An officer on patrol conducted a motor vehicle stop and arrested the driver for possession of crack cocaine. Officers responded to a subject struck and killed by a train. Detectives have completed investigations and arrested several suspects in recent burglaries and thefts from autos. In addition our officers have performed their routine calls for service, motor vehicle enforcement, and other proactive patrols.

- Our newest police recruit, Alex Urban, graduated from the New Castle County Police Academy on Thursday evening. Alex will begin his field training next week.

Patrol:

- In June 2019, a Newark Police Officer stopped a vehicle for a traffic violation in Newark. The driver was arrested after crack cocaine was found in the vehicle. An investigation commenced into the source of this crack cocaine.
- On July 8th, a search warrant was conducted at a residence in Wilmington. The resident was taken into custody by members of the Newark Police Department SWAT Team. At the time of the search, two children under 18 years-of-age were found to be living in the residence.

A search of the residence located the following:

- 180+ grams of crack cocaine
- 160+ grams of marijuana
- Two firearms
- Over \$7,000 in United States Currency
- On July 6, 2019, Newark Officers responded to the report of an underground electrical fire at Villa Belmont which caused the evacuation of buildings 72 and 80. Officers assisted with establishing a shelter and evacuating the building residents transporting both firefighters and residents to the shelter. After the evacuation of the condominiums, officers provided fire watch until 0700 hours until Villa Belmont employees took over.
- On July 8, 2019, at about 0739 hours, Newark Police were dispatched to the CSX railroad tracks for a subject struck by a train. The victim was found deceased on the tracks behind the 100-block of Madison Drive.
- On July 6, 2019 at approximately 1:26 p.m., officers responded to Sunoco on South Main Street for a reported robbery.
- On July 7, 2019 at approximately 6:36 a.m., Newark Police responded to the same Sunoco station for a knifepoint robbery that just occurred.
- On July 7, 2019, Newark Police SWAT Team arrested Shane Kudlick, 21, of Newark for the series of robberies. Through investigative means, including reviewing surveillance video Kudlick was identified as the suspect in these robberies. A warrant for his arrest was subsequently issued. Evidence recovered during search warrants on his apartment and investigative measures linked him to the following incidents:
 - June 23, 2019 – Robbery / Sunoco on South Main Street
 - July 5, 2019 – Attempted Robbery / 7-Eleven on South Main Street
 - July 6, 2019 – Robbery / Sunoco on South Main Street
 - July 7, 2019 – Robbery / Sunoco on South Main Street
- On July 7, 2019 at 0143 hours, Newark Police responded to the 300 block of Christina Mill Drive, in reference to an assault. The 24-year-old female victim stated that during an argument with an acquaintance, she was physically assaulted. The victim identified her acquaintance as Taylor Reynolds, 25, of Newark, DE. She was able to eventually leave the apartment and contact the police. Reynolds fled from the residence prior to police contact and has not been located.
- The victim was transported to a local hospital where she was treated and released for non-life-threatening injuries. Newark Police have obtained warrants charging Reynolds with the

following crimes:

Assault Second Degree Recklessly Intentional Serious Injury
Strangulation

Auxiliary Services Division:

- Newark Police SWAT provided support to the Patrol and Criminal Investigations Division. SWAT members responded to two call outs to provide warrant services for on-going investigations. On July 8, 2019, SWAT initiated a warrant service to support an on-going drug trafficking investigation which resulted in the seizure of a large amount of crack cocaine, 2 firearms, marijuana and over \$7,000.00 US Currency.

Administration Division:

- On July 8, 2019, Recruit Urban was issued the oath of office by City Secretary Renee Bensley and sworn in as a Newark Police Officer. Recruit Urban will be graduating from the New Castle County Police Academy on July 11, 2019.
- On July 14, 2019, members of the Newark Police Department will be attending Police Day at the Wilmington Blue Rocks.

Criminal Investigations Division:

- On July 1, 2019, Newark Police detectives arrested a 30-year-old male from Middletown for three counts of Attempted Burglary 2nd and two count of Criminal Mischief Under \$1,000. The charges stemmed from attempted break-ins to a residence in the 100 block of Wyncliff Lane and two residences in the 100 block of Cook Way. The male was also arrested for several theft related charges in reference to multiple car break-ins in the Woods at Louviers residential development. Detectives linked the male through the use of video surveillance and evidence recovered at one scene. The male was charged, and then released on \$22,000 unsecured bail.
- On July 2, 2019, Newark Police detectives arrested an 18-year-old male from Wilmington for Burglary 3rd and Theft Over \$1,500 during the execution of a search warrant at his residence. The commercial burglary occurred at Café Gelato on E. Main Street. Detectives linked the male through the use of video surveillance, witness interviews, and by other investigative means. The male was charged, and then released on \$3,110 unsecured bail.
- On July 7, 2019, Newark Police Detectives arrested a 21-year-old male from Newark after he surrendered to Newark PD SWAT at this residence. He was charged with two counts of Robbery 1st, Attempted Robbery 1st, Robbery 2nd, three counts of Possession of a Deadly Weapon During the Commission of a Felony, and three counts of Wearing of Disguise During a Felony. The male was responsible for a robbery spree that began on 6/23/19 at the Sunoco on S. Main Street. The spree continued with an attempted robbery on 7/5/19 at the 7-11 on S. Main Street, a robbery on 7/6/19 at the same Sunoco, and a robbery on 7/7/19 at the same Sunoco. Detectives linked the male through the use of video surveillance, evidence recovered from his residence during a search warrant, interviews, and other investigative means. The male was committed to HRYCI on \$123,000 secured bail

Special Enforcement Division:

- Traffic Officers will be conducting traffic enforcement at various locations based on resident complaints.
- Special Operations Officers are planning for an upcoming PAL Pop Up events.

Activity or Project:

N/A

Description:	
Status:	Completed
Expected Completion:	07-11-2019
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

DelDOT intends to begin roadway patching on Monday, July 15 along several major roads in Newark, including Delaware Avenue, South College Avenue and Elkton Road. Signage and flaggers will be present as necessary. PW&WR receives countless calls all winter long about potholes and poor pavement conditions along these roads and this patching will help reduce the amount of calls and action by our crews on DelDOT streets.

Staff held a quarterly meeting with UD STAR Campus representatives to discuss the ongoing development and lessons learned on the site.

PW&WR welcomed new Planning and Design Engineer Mike Falkowski, PE. We look forward to getting Mike up to speed on all of the projects and developments in town.

City Hall visitor's parking area will be closed on Monday, July 15 and Tuesday, July 16. Pedestrian access will remain open while the paving is completed on the new parking spaces. Visitors will be asked to park in the regular lot and staff will be advised to leave the first row open for visitors.

Activity or Project:

South Well Field Water Treatment Plant Upgrades

Description:

Staff met with our consultant, AECOM, to review 60% plans for the upgrades at our South Well Field WTP. The plans call for demolishing the existing tanks on site and replacing them with an air stripper building/wet well and one raw water tank. Design is expected to be completed by August 15, and we expect the award to be in front of Council in late September.

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

Activity or Project:

Water Main Replacement - 2019

Description:

The RFP documents were advertised and a pre-bid meeting held for the water main improvements contract. The contract will upgrade and replace water mains on Wilson Road, Tufts Lane, and Baylor Drive. The project will improve fire flows and water quality in a large area of Nottingham Green and the Oaklands. Bids are due at the end of July, and we expect to be heard at Council for award of the contract in August.

Status:	Started
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:

Fremont Road to Pomeroy Connector Trail

Description:

Paving was completed on the trail this week and the contractor will return to complete any additional items within the next few weeks. We are working with Parks and Communications on a ribbon cutting ceremony when the work is substantially complete.

Status:	Near Completion
Expected Completion:	07-31-2019
Execution Status:	On Track

Digital Records Project New Documents Created – July 3-10

Name	# of Documents	# of Pages	Types
Samantha	254	2,107	NPD Files
Sandy	176	1,859	NPD Files
Fred	261	912	Electric Work Orders and Cut Cards/Court Documents
Debbie	110	6,742	PUBS Daily Cash Receipts
Ana (PT)	244	1,447	Court Documents
Anita (PT)	49	444	Miscellaneous Current Files
Total	1,094	14,605	

Digital Records Project Documents Modified* – July 3-10

Name	# of Documents	# of Pages	Types
Samantha	286	2,296	Permits/Court Documents
Sandy	268	2,180	NPD Files
Fred	277	1,079	Electric Work Orders and Cut Cards/Court Documents
Debbie	123	6,785	PUBS Daily Cash Receipts
Ana (PT)	248	1,470	Court Documents
Anita (PT)	48	442	Miscellaneous Current Files
Total	1,250	14,252	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595	36,965	+4,370
May	40,272	62,286	+22,014
June	17,662	69,471	+51,809
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
June	30,590	79,209	+48,619
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

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

NEWARK POLICE DEPARTMENT

WEEK 06/30/19-07/06/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	6	5	1	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	15	9	2	21	6	0
- Commercial Robberies	7	6	2	8	4	0
- Robberies with Known Suspects	1	0	0	2	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	7	3	0	11	1	0
Assault/Aggravated	12	16	1	23	14	0
Burglary	26	40	1	5	75	12
- Commercial Burglaries	9	5	0	0	7	4
- Residential Burglaries	15	27	0	3	49	4
- Other Burglaries	2	8	1	2	19	4
Theft	271	282	11	75	220	6
Theft/Auto	24	25	2	4	5	0
Arson	0	0	0	0	0	0
All Other	51	64	1	28	75	1
TOTAL PART I	409	444	19	163	397	19
<u>PART II OFFENSES</u>						
Other Assaults	140	145	3	107	90	5
Rec. Stolen Property	0	0	0	10	6	1
Criminal Mischief	86	74	3	95	52	3
Weapons	5	12	0	21	39	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	121	70	1	172	112	2
Drugs	73	105	5	91	147	6
Noise/Disorderly Premise	373	349	5	151	122	1
Disorderly Conduct	77	85	5	55	67	2
Trespass	118	128	7	40	54	8
All Other	211	184	7	163	222	8
TOTAL PART II	1204	1152	36	905	911	36
<u>MISCELLANEOUS:</u>						
Alarm	111	83	14	0	0	0
Animal Control	252	308	15	2	2	0
Recovered Property	150	118	2	0	0	0
Service	21037	17920	671	0	0	0
Suspicious Per/Veh	255	247	6	0	0	0
TOTAL MISC.	21805	18676	708	2	2	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	876	27,296	843	23,438



Newark Police Department
Weekly Traffic Report
06/30/19-07/06/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	6304	6535	161	152
DUI	99	98	5	2
TOTAL	6403	6633	166	154

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	109	113	3	3
Property Damage (Reportable)	620	564	22	8
*Hit & Run	136	94	6	1
*Private Property	170	136	8	3
TOTAL	729	678	25	11

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