

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

As a reminder there will be no weekly next week. Next week's items will be included with the subsequent week's report.

This week we met with representatives from DelDOT on two separate occasions to discuss the upcoming Main Street reconstruction project. On Monday we met with the project team where we discussed changes to their project team, the communications plans, public information sessions, and ways that we can make the project transparent to the public. We scheduled a public information session for Council Chamber on March 4th from 4:00-7:00. The public will be welcome to stop by at any time during that window to learn more about the project. We will be hosting another session the following morning, March 5th between 9:00 and 11:00, that will be tailored to Main Street businesses. It was clear from our meeting that DelDOT is throwing a lot of energy and resources at the project in an attempt to reduce the impact to the City and make it run as smooth as can reasonably be expected. The current plan also calls for monthly public meetings for the entire construction period, a project website updated at least weekly, an email address for questions, and dedicated project managers.

On Monday I met with Mayoral Candidate Guthrie to discuss City operations and answer questions. I would like to reiterate this offer is available to all council candidates and existing council members.

On Tuesday I met with Councilwoman Wallace and on Friday I met with Councilman Morehead for our regularly scheduled monthly meetings.

We held a meeting with representatives from the Newark Landlord and Old Newark Civic Associations on Tuesday to discuss the unruly social gathering ordinance that is currently in development. Our plan at this time is to bring forward an ordinance that does not include the landlord sections at this time and use this time to evaluate the effectiveness of the ordinance. We can then bring forward the landlord sections if they are determined to be necessary. It is our goal to have the ordinance on the February 25th Council meeting for first reading with a second reading on the March 11th meeting agenda. This will allow the core of the ordinance to be in place before St. Patrick's Day.

On Tuesday we brought in representatives from DFIT to meet with AFSCME and CWA leadership to discuss the proposed transition to DFIT for workers compensation insurance. We will be meeting with the FOP in the coming weeks.

Also on Tuesday I attended a presentation from T2, our parking equipment provider, where we discussed technology and equipment that is available that we can use to upgrade our current parking metering equipment and potentially install temporary meters where none currently exist to help offset the loss of on street parking during the Main Street project. The meeting was very informative, and we will be bringing items to Council for discussion in the coming months.

On Wednesday we held the February Climate Survey Working Group meeting. We almost have all

the positions filled in the two newly created Employee Development and Wellness and Employee Engagement Committees. I anticipate we will have initial meetings for both of these committees in late February.

Attached you will find a proposal to increase the number of features to be included with the Downes Safe Routes to School project that we have been working with DelDOT on in line with the Council discussion from a few meetings ago. We will be working with DelDOT and their consultant to confirm the path forward and will be bringing this back to Council for discussion on how we can pay for the additions.

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

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:

Administration - Deputy City Manager

Notable Notes:

On Tuesday, February 5th, Acting HR & Labor Relations Manager Mark Farrall and HR Manager Devan Hardin met with the City's labor law attorney to discuss three personnel matters. On Wednesday, Mark Farrall, Devan Hardin and Mark Brainard attended a Climate Survey Working Group meeting. Twenty Six (26) applications were received for the vacant HR & Labor Relations Manager position. During the week, applications were reviewed and interviews will be scheduled in the coming weeks. On Tuesday, February 5th and Friday, February 8th, Mark Farrall and Devan Hardin, along with other staff members and representatives from CWA and both AFSCME labor groups met with representatives from DFIT to review the program. The meeting was very productive and informational, answering many questions for the labor groups.

During the week, Assistant to the City Manager Mark Brainard fielded a number of inquiries from media outlets in his temporary communications role. Additionally, numerous updates were made to the City's website and social media accounts. Mr. Brainard also made several updates to the City's Network Fleet portal and GPS system. The March 2019 newsletter was completed and will be disseminated in utility statements throughout February. Bid openings were held for Contracts 19-01, 19-02, and 19-03. Mr. Brainard, along with other members of City staff, met with representatives from DelDOT and AECOM regarding the Main Street Project.

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 11 court sessions from 1/17/19 to 2/6/19. These sessions included arraignments, trials, capias returns, video hearings, code violations, prisoners transported and parking appeals.

Parking Ambassadors were here on Tuesdays and Wednesdays to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 1/17/19 to 2/6/19 Alderman's Court handled 113 arraignments, 148 trials, 41 capias returns, transported 1 prisoner, 3 video hearings and 1 code violation. The court collected a total of 1,030

parking payments of which 714 were paid online and 316 were paid at court. The court also collected criminal/traffic payments which 290 were paid online and 140 were paid at court for a total of 430 criminal/traffic payments.

Status:	Completed
Expected Completion:	02-06-2019
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 February 5 for Planning Commission. Geena was in the office on February 1 for Court.

Renee attended the management staff meeting on January 31 where the February 11 Council agenda was discussed.

Renee met with Tara on January 31 and February 6, Anita on January 31 and Whitney on February 6 for one-on-one staff training to prepare for Renee's upcoming leave. Renee and Tara reviewed City election items and subdivision agreements. Renee and Anita reviewed Council meeting preparation and follow up. Renee and Whitney reviewed miscellaneous items related to FOIA requests, Council minutes and City elections.

Paul, Renee, Tara, Whitney, Danielle and Samantha attended the City of Newark Boards and Commissions FOIA Training provided by Max Walton on January 31.

Staff finalized and posted the February 11 Council agenda on February 4. Hard copy Council packets were finalized on February 4, but due to technical issues, the packet was posted online on February 5. Items related to the executive sessions were forwarded to Council on February 5. Item 3B (January 2 Planning Commission minutes) was forwarded to Council on February 6.

Renee met with Councilman Hamilton on February 1 and Councilman Markham on February 5.

Renee attended three bid openings on February 5.

Whitney drafted and posted the February 12 Conservation Advisory Commission agenda on February 5.

Renee attended the Climate Survey Working Group meeting on February 6.

Paul and Renee spent time working on items related to the City Manager search.

Tara forwarded to the developer, received developer comments, reviewed comments with staff and finalized the subdivision agreement for 62 North Chapel Street. Renee completed the related resolution. This rezoning, major subdivision with site plan approval and special use permit is scheduled for the February 11 Council meeting for consideration.

Tara began drafting the subdivision agreement for College Square. The Comprehensive Plan amendment, major subdivision with site plan approval and special use permit is scheduled for first reading on February 25 and second reading and public hearing at the March 25 Council meeting.

Renee completed the newspaper notice and Anita completed the direct mail notifications for a special use permit application for 804 and 810 South College Avenue. The request for a used car lot with accessory parking is scheduled for public hearing at the February 25 Council meeting.

Renee and Whitney completed the newspaper notice, Whitney drafted the agenda and Anita worked on the direct mail notifications for the February 21 Board of Adjustment meeting. One appeal for 34, 38 and 40 Corbit Street is on the agenda requesting variances for minimum lot area, maximum lot coverage and minimum lot width.

Work for the 2019 City elections continues. The filing deadline passed on February 4 and the final candidate lineup is as follows:

Mayor - Catherine Ciferni, George J. (Jerry) Clifton, Nicholas Samuel Fader, Brandon Joseph Farzad, and Kasai Guthrie

Council District 1 - James Joseph Horning, Jr., Mark Morehead

Council District 2 - Sharon Hughes, Maria Ruckle

Council District 4 - Christopher J. Hamilton

Since Mr. Hamilton is unopposed, under City Code he will be declared the winner and will be sworn in for another term at the April 18, 2019 Council organizational meeting. Updated voter registration lists were received from the Department of Elections and distributed to the candidates. Renee continued working on securing polling places for Council review and approval at the February 11 Council meeting with five of six secured so far. Renee also worked with the Election Board to determine poll workers that have been secured thus far. Additional forms were sent in to the Department of Elections and training for election workers was scheduled. Information on the 2019 election can be found on the City website here: <https://newarkde.gov/508/2019-City-Election-Information>.

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

requests:

- * Corresponded with staff and the City Solicitor, provided an administrative cost estimate and partial denial to the requestor regarding a January 11 FOIA request from Kasai Guthrie regarding police arrest statistics, police misconduct investigations, citizen complaints against the police department and internal administrative investigations.
- * Forwarded the relevant documents to the requestor, completed and closed a January 11 FOIA request from Kasai Guthrie regarding past election data.
- * Reviewed documents for a January 28 FOIA request from the Newark Post regarding a withdrawn Board of Adjustment case.
- * Received, referred to the appropriate agencies, completed and closed a January 31 FOIA request from Construction Journal regarding a property outside City limits.
- * Received, circulated to staff, determined there were no relevant documents, notified the requestor, completed and closed a January 31 FOIA request from SBA Communication Corporation regarding cell tower applications.
- * Received, referred to the appropriate agencies, completed and closed a February 1 FOIA request from GZA regarding a property outside City limits.
- * Received, reviewed, notified requestor of the denial of their request and referred them to other agencies, completed and closed a February 1 FOIA request from the Investigation Discovery channel regarding the Lindsey Bonistall case.
- * Spent time updating the FOIA log for the City.

The February 11 Council, February 12 Conservation Advisory Commission, February 13 Newark Housing Authority, February 13 Newark Partnership Civic Engagement Working Group, February 22 Sustainability Plan Subcommittee agendas and the February 19 Traffic Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 28 Council (Whitney drafting) minutes. The January 14 and 28 Council executive session minutes are currently in the queue.

Danielle fulfilled 13 discovery requests for upcoming Alderman's Court cases. 74 discovery requests have been filled so far this year. The court calendar for February 14 was received and the 21 cases were prepared for the Deputy City Solicitor. Seven court calendars with 121 associated cases have been prepared so far for 2019. One plea by mail was processed this week.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 14 lien certificates were completed and sent to the requestor. 47 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha and Sandy worked with Finance and HR regarding records request for the auditors.

Samantha sent destruction notices for five boxes of files and worked on processing boxes for transfer to State Archives.

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 Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout to the departments. The students from the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City.

The Digital Records team completed their highest scanning totals yet at 51,476 pages for the month of January. This is a year over year increase of 13.66%. Thanks to Samantha, Sandy, Fred, Debbie and Ana for all of their hard work!

The scanned documents numbers for January 31-February 6 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:

Electric Department

Notable Notes:

The line crews continued working on the underground and aerial circuits at the South Chapel Substation and a contractor is pouring the foundation for the new transformer. The line crews are also getting the West Main 41 transformer ready for load. It was out for repair and has been tested and is ready for use.

Electricians worked at the South Chapel Substation, exchanged banners on Main Street, and worked on the transformer nitrogen system at Chestnut Hill Road. The electricians also repaired a variable frequency drive at the Curtis Plant and did the monthly spill prevention checklist for substations.

Engineering finished the five day webinar for the CYME engineering software and worked on SCADA and recloser issues with their respective field engineers.

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:

2018 Year-End Closing - Finance will be performing their year-end processing within the Munis application Friday afternoon. During this period, the Munis system is locked down until the Finance Department completes their processing of year-end entries. The December 2018 finance update will be presented to Council on the February 25th Council meeting.

The Finance Director and the Acting City Manager have been working with DEMEC and the University to amend the current Electric Services Agreement. As the University grows, so does their demand for electric. Amendments to the current agreement are needed to ensure that DEMEC's costs to supply electric to UD are fully covered, as UD electric consumption grows over time. Since Newark owns a portion of DEMEC, it is important to ensure the ESA remains equitable for all parties, and not cause any undue harm to any party.

Staff met with T2 on Tuesday to review a demo for on-street, multi-space parking meter equipment.

Accounting staff has been working with the City Manager's office on providing information to our Actuary for the 2019 actuarial report for both our Pension and OPEB funds.

Activity or Project:

Finance Department Vacancies

Description:

Finance Assistant – (replacement of pending retirement) position was posted on February 1 and will remain open until February 22. If anyone is interested in applying, please review the Position Classification Plan via this link: https://newarkde.gov/DocumentCenter/View/11688/19-03-Finance-Assist-Ad_Job-Description. We are encouraged in seeing the strong response for this posting and are looking forward to filling this position.

IT Infrastructure Manager – (former IT Manager) job posting closed on February 1. We are in the process of reviewing the applications and plan to work on a path forward beginning next week. This position will lead IT's Infrastructure team and will report directly to the Finance Director.

IT Network Administrator III – (position open due to resignation) position will be reviewed after the IT Infrastructure Manager position is filled.

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.

Status:	In-Progress
Expected Completion:	09-30-2019
Execution Status:	On Track

Activity or Project:

Council Initiatives

Description:

Credit Card Fees - in progress.

Water/Sewer customer service charges - in progress.

Electric Rate Study - in progress.

Water/Sewer rate increase as proposed in the 2019 Budget - held over. In progress.

Status:	In-Progress
Expected Completion:	09-30-2019
Execution Status:	On Track

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:	12-31-2017
Execution Status:	Completed

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Organizing Pomeroy Trail connector design information for review of the plan by the Delaware Accessibility Board; reviewing Charles Emerson Bridge engineering report from the design firm and DelDOT; reviewed two landscape plans for subdivision comments; attended recreation software demonstrations for evaluation; organizing tree pruning and maintenance contract for 2019-2021; conducted meeting with parks maintenance staff to give update on upcoming projects and City initiatives; coordinating the first meeting of the Landscape Screening and Treatment ordinance review committee.

Deputy Director: Ordered event magnets, completed sponsorship packages, finalizing vendor packets, working on designs for giveaway items, sent school advertisements and completed summer camp guide advertisements for local newspapers with Shelby; conducted weekly staff meeting with recreation staff; worked with Shannon (the intern) on compiling bids for apparel needs, portable toilet needs and arts and crafts and sports equipment needs for the year and sent out bid requests to companies; started demonstrations of registration software companies with all recreation staff attending along with representatives from Finance and IT; worked on 2018 End of Year Report; continued to work with UD representatives on the Big Event scheduled for May 4.

Recreation Supervisor of Athletics: Continues recruiting additional before and after care staff, scheduling and conducting interviews and onboarding new staff, sent out parents newsletter, working with current staff to ensure training requirements and staff files are up to date prior to our annual inspection at Downes in March, worked with our intern to provide copies of the After Care sign out sheets for each day from the Fall of 2018; working on plans for summer camp offerings; attended recreation registration software demonstration; wintry weather led to many cancellations due to school closings; sent out program information to last year's teams for the adult softball and volleyball leagues scheduled to start in April; prepared trophy order for the Junior basketball league.

Recreation Supervisor of Community Events: Scheduling summer special interest camps, including a new writing camp; sent bid requests out for signs, sound, and fireworks; scheduled the annual events planning and logistics meeting for 2019 Community Events including staff from UD and the city to discuss event parking, potential conflicts with regard to construction, maintenance, etc.; attended several demonstrations of recreation software.

Coordinator of GWC and Volunteers: Continued finalizing summer camp dates with additional instructors/contractors; finalized and submitted the George Wilson Center staff manual and 2018 Volunteer Report; attended two recreation registration software demonstrations; finalized information for a Kids Emotional Wellness Workshop that was offered February 2; prepared for dance classes to begin on February 4; began advertising for the Spring Clean Out sale scheduled for March 30; sent information to the Recreation Supervisor for requested signs and banners; finalized requests for Arts and Crafts/Sports and Equipment Bids; finalized information and met with a volunteer group scheduled to volunteer on February 3 from 8:30 a.m. – 12 p.m. who will be assisting with landscaping at Olan Thomas Park; continued to work on items for the upcoming Volunteer Fair on Sunday, February 17 at the Newark Free Library; continued meeting with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted Aftercare Food Bank Forms; entered volunteer information/hours for park cleanup by Church Group, tallied/entered volunteer information for two individuals doing office assistance/trash pickup; began summer camp volunteer interviews, 9 applications submitted, 3 interviews completed, 1 scheduled for week of 2/4-2/8, 5 awaiting email response for interview time availability; completed write up for the Delaware Division of the of Arts Grant, sent to Paula and Sharon for review. Volunteer Hours: 2 volunteers, 24 hours.

Parks Superintendent: Inspected 10 park/open space areas and developed work lists as needed, coordinated with volunteer painting 55 gallon drums for use as trash cans throughout park system, along with Parks Supervisor and Volunteer Coordinator met with volunteer group leaders to review project to be completed this weekend at Olan Thomas Park, continued working on 2019 Urban Tree Grant through State Forestry, started on organizing for 2019 YBC crew to start this summer, and followed up with Delaware Invasive Species Council Grant.

Parks Supervisor assigned field staff daily and assisted as needed, continued working on upcoming equipment purchases, and attended meeting with Parks Director and Volunteer Coordinator concerning upcoming volunteer event at Olan Thomas Park.

Parks/Horticulture Staff: Did trash pick-up throughout park system, did interior bed maintenance at City Hall, continued cutting back plant materials throughout park system, straightened up loft and shop areas at Parks Maintenance Facility, conducted ice/snow control operations as needed throughout park system and continued on work orders as assigned. Volunteers painted 12- 55 gallon trash cans and started cutting back Junipers in upper berm at Olan Thomas Park along Paper Mill Road.

Activity or Project:

Summer Camp Programs

Description:

Summer Camp programs are being organized in preparation for summer 2019 activities. The Camp Guide will be delivered electronically to our mailing list of over 10,000 people on March 4.

Status:	Not Started
Expected Completion:	03-04-2019
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Parking:

Municipal parking was provided at no charge to patrons on Monday, January 21, in observance of Martin Luther King Jr. Day. Parking staff bagged meters for the Main Street sewer project and provided support through parking enforcement in the area; staff also received and re-distrusted multiple notices and emails to the building tenants and surrounding businesses regarding the relining of the sewer pipe outside of the Main Street Galleria on January 23. There was a significant amount of maintenance on City off-street/on-street parking equipment through the inclement weather and low temperatures in the past week. Maintenance did heavy salting and shoveling of walkways and drive lanes of the parking lots during ice/snow/cold temperatures. Staff worked with ParkingSoft technicians to get machinery that was negatively affected by extreme cold temperatures back to 100% prior to return of UD spring semester students. In-house replacement of backlights occurred in the IPS smart meters to ensure that the digital displays are visible at night; meters should correctly illuminate when buttons are pressed.

Staff participated in a Planning and Development Department Parking Division internal meeting to discuss current projects and 2019 goals for the division with Planning and Development Director Mary Ellen Gray on January 24. An on-street walkthrough was held with Jody Backes of T2 Systems and Scott Townsend of Integrated Technical Systems for them to review the area for consideration and viability of multi-space meters in Newark as a solution to meters lost due to the Main Street rehab. Management staff met with T2 and Integrated Technical Systems to discuss their multi-space on-street parking solution 'Luke Cosmo' during the Main Street rehab and its viability in surrounding areas to allow displaced patrons new areas to park nearby.

Planning/Land Use:

At its regularly scheduled meeting on February 5, the Planning Commission took the following actions:

- Recommended approval of the Comprehensive Development Plan amendment, rezoning, and major subdivision of 924 Barksdale Road for constructions of an assisted living and memory care facility.
- Recommended approval of the Comprehensive Development Plan amendment, major subdivision with site plan approval, and special use permit for redevelopment of the College Square Shopping Center.
- Recommended approval of text amendments to Chapter 10 of the Comprehensive Development Plan V regarding Focus Areas to allow staff to begin discussions with the Office of State Planning regarding the proposed amendments prior to submission to City Council.
- Discussed potential changes to the Planning Commission Rules of Procedure.

On January 29, Planner Michael Fortner staffed the Steering Committee meeting for the Newark Community Sustainability Plan. The Committee reviewed a revised draft of the plan and established subcommittees to review sections based on themes: 1) Clean Energy, 2) Green Building and Infrastructure, 3) Land Use Planning and Transportation, and 4) Water/Waste Conservation. The next meeting will be set for March. Michael Fortner will present an update on the Sustainability Plan to the City's Conservation Advisory Commission at their regularly scheduled meeting on February 12. Michael also participated in a conference call with the State of Delaware's Analysis of Impediments to Fair Housing task force to help coordinate data collection efforts and made revisions for the Focus Area text amendments to the Comprehensive Development Plan, which were reviewed by the Planning Commission at their regularly scheduled meeting on February 5.

The following was also completed January 17 through February 6:

- 18 Deed Transfer Affidavits
- 73 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

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.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

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.

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018. Revised plans were received by the Planning and Development Department on October 31, 2018 and distributed to the SAC for review on November 1, 2018. Revised plans were received by the Planning and Development Department on January 29, 2019. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0). The project will be placed on an upcoming City Council agenda.

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.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory

Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018. Revised plans were received by the Planning and Development Department on November 8, 2018. SAC comments were sent to the applicant on November 27, 2018. At their meeting on December 4, 2018, the Planning Commission recommended approval of the rezoning (5-2) and major subdivision with site plan approval (4-3). The project has been placed on City Council agendas for January 14, 2019 (first reading) and February 11, 2019 (second reading and public hearing).

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting was held on November 5, 2018. SAC comments were forwarded to the applicant on December 21, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. SAC comments were forwarded to the applicant on January 29, 2019. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), major subdivision with site plan approval (7-0), and special use permit (7-0). The project will be placed on an upcoming City Council agenda.

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 will be sent to the applicant in the near future.

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.

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.

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs 1801300106, 1801300107, 1801300108, 1801300109, 1801300196, 1801300110, 1801300111, 1801300112, 1801300113, 1801900157, 1801900156, 1801300161, 1801300086, 1801300085, 1801300198, 1801900143 (PR#18-08-01): On August 9, 2018, the Planning and Development Department received plans for the property located at 105-83 New London Road and 36-42 & 41 Wilson Street. The plan, to be known as Campus Walk II, proposes a Comprehensive Development Plan amendment and major subdivision with site plan approval to demolish the existing structures located at 83-105 New London Road and 41 Wilson Street, relocate the existing structure at 87 New London Road to 41 Wilson Street and repurpose it as a 4-person student rental, and construct 28 garden apartments on the parcels fronting on New London Road, with vehicular access via the original Campus Walk accessway. The parcels located at 36-42 Wilson Street are incorporated into the land use proposal for the purpose of relocating lot lines and are not being redeveloped as part of the plan. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on August 9, 2018, and a SAC meeting was held on September 5, 2018. SAC comments were forwarded to the applicant on September 21, 2018. Revised plans were received by the Planning and Development Department on October 9, 2018. SAC comments were forwarded to the applicant on October 30, 2018. The project was reviewed and considered by the Planning Commission at their November 6, 2018 meeting, at which time they recommended approval of the Comprehensive Development Plan amendment (6-1) and major subdivision with site plan approval (4-3). At its January 28, 2019 meeting, City Council approved the Comprehensive Development Plan amendment and major subdivision with site plan approval.

511 Valley Road, 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.

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-

01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments were forwarded to the applicant on December 27, 2018. Revised plans were received by the Planning and Development Departments on January 23, 2019 and forwarded to the SAC for review.

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.

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019. SAC comments were forwarded to the applicant on January 25, 2019.

804-810 South College Avenue, Parcel IDs 1804400122, 1804400121 (PR#18-12-01): On December 4, 2018, the Planning and Development Department received plans for a special use permit for the property at 804-810 South College Avenue. The plan proposes utilization of 804/808 South College Avenue as a used car lot, with 810 South College Avenue to be used for overflow parking and storage. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on December 11, 2018.

34 and 38 Corbit Street, Parcel IDs 1801300087, 1801300088 (PR#18-12-02): Plans for a Comprehensive Development Plan amendment and minor subdivision of 34 and 38 Corbit Street were received by the Planning and Development Department on December 27, 2018. The plans propose the demolition of the existing structure at 38 Corbit Street and elimination of the existing driveway servicing that parcel, subdivision of the lot into two lots, construction of a semi-detached dwelling for purposes of a student rental, and construction of a parking lot encompassing the rear yards of both 34 and 38 Corbit Street.

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.

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 use the existing building for educational purposes. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019.

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

Police Department

Notable Notes:

- On February 4, 2019, Acting City Manager Tom Coleman, Chief Tiernan, Sgt. D'Elia, City Solicitor Bilodeau, members of the Planning and Development Department, and Councilman Hamilton, met with community members and representatives of the Newark Landlord Association to discuss the "Unruly Gathering" ordinance. Positive feedback and concerns were expressed by

the landlords. Mr. Bilodeau will review the legal issues raised and we will continue our discussion.

Criminal Investigation Division:

- In late 2018, detectives began investigating a series of residential burglaries targeting mostly University of Delaware students. On February 1, 2019, detectives executed search and arrest warrants at the residences of three juvenile burglary suspects. Three juveniles were subsequently arrested for their varying degrees of involvement in 16 burglaries and 1 attempted burglary. A significant amount of property was recovered during the searches. The investigation is ongoing.

Traffic Unit:

- The Traffic Unit is conducting enforcement in the area of Ogletown Road and Marrows Road, Main Street and Choate Street, and Old Paper Mill Road and Wrangler Road.
- Members of the unit participated in the firearms qualifications earlier in the week.

Special Operations Unit:

- Sgt. D'Elia continues to work on the "Unruly Gathering" ordinance. He attended a meeting on February 4th with Chief Tiernan, city staff and representatives from the Newark Landlord Association to discuss the ordinance.
- Members of the unit participated in various training classes.

Patrol:

- Cpl. Olicker and Cpl. Mease will be instructing DUI enforcement at the Delaware State Police Academy during the week of February 4, 2019.
- On February 3, 2019, at approximately 0041 hours NPD units responded to the unit block of 100 South Main Street for a fight in progress. Newark Police Communications advised that one subject was choking another. As officers arrived on scene, they were advised that the involved parties separated. Through investigation, Cpl. Vari was able to determine that the involved subjects were roommates and there had been on-going problems between the two individuals. The victim stated that he received a text from the suspect saying he was coming to the apartment to fight. When the suspect entered the apartment, he emptied his pockets and attacked the victim putting his hands around the victim's neck choking him. As a result of the investigation and additional witness statements, the suspect was taken into custody and charged with strangulation and offensive touching. He was arraigned before Justice of the Peace Court #11 and released on \$5,100 unsecured bail.
- On February 5, 2019, at approximately 0132 hours, P/O McKennon was on uniform patrol conducting a property check of the Red Roof Inn located at 1119 South College Avenue. While conducting the property check, P/O McKennon observed a black Dodge Caravan bearing Tennessee registration backing into a parking spot in the parking lot with a person asleep in the front seat. When the subject rolled down the window, P/O McKennon immediately detected an odor of marijuana coming from within the vehicle. P/O McKennon conducted a search of the vehicle based on the odor of marijuana and found the back-passenger area and cargo area of the vehicle were filled with bags of clothing. The clothes had price tags still attached and were in a variety of bags such as shopping bags, trash bags, and tote bags. Upon closer examination, it was observed that many of the articles of clothing had plastic security alarm tags still attached and several of the tags were wrapped in aluminum foil, which is a common practice used by shoplifters to defeat anti-theft systems. Additionally, P/O McKennon found that some of the tote bags were lined with aluminum foil for the same purpose. The inventory discovered that the merchandise totaled approximately 226 items and was estimated to be valued at approximately \$16,000. As a result of the investigation the two occupants of the vehicle were charged with possession of

shoplifter's tools, receiving stolen property, conspiracy, criminal impersonation and a civil violation for the possession of marijuana.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	02-07-2019
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:

Downtown area sanitary sewer lining has been completed for the week of February 4th and will continue during the week of February 11. A separate email and notification will be provided when the schedule is set for the week of February 11th.

DelDOT will be closing Welsh Tract Road to repair the bridge over Silverbrook within the next few months. They do not have an overall timeframe or length of closure yet, but anticipate the work to be completed in the spring or summer of 2019. A full detour plan and advanced notice will be provided as soon as it is available.

Activity or Project:

Lot #1 Parking Lot Expansion

Description:

We anticipate the Administrative Subdivision to be submitted and distributed within the next two weeks. Copies of the plan will be distributed to surrounding properties, Planning Commission, and

Council as prescribed in municipal code. The plan will then be recorded and the transfer will take place, allowing us to begin work on the additional parking area.

Status:	In-Progress
Expected Completion:	06-30-2019
Execution Status:	On Track
Activity or Project:	
Backup of PW&WR Asset Mapping	
Description:	
PW&WR was able to create a cloud-based backup for the mapped infrastructure assets for use during system outages. This backup can be used during emergency situations when access to City servers is not available.	
Status:	In-Progress
Expected Completion:	02-15-2019
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

1. NAME OF PROJECT	Safe Routes To School - Downes Elementary School
	Subdivision or Road Name

New Castle
County

2. LIMITS

Street Name or Road Number	From	To	Length
Casho Mill Road	Barksdale Road	Church Road	3,800'

3. ESTIMATE REQUESTED BY:	Chip Kneavel	for (check one)	☒	Project initiation	
	Name		☐	Estimate only	Section or Legis. Dist.

4. DESCRIPTION OF IMPROVEMENT:

New curb ramps and pedestrian refuge islands at Pickett Lane, Bent Lane, the south school entrance, and Lafayette Road. Two landscaped medians along Casho Mill Road. Bike lane and buffer striping (Installed by DelDOT Traffic). New radar speed signs and upgraded striping and SRTS signs.

4. PROJECT IN C.I.P. Yes ☐ No ☐ If "Yes", indicate year F.Y. _____

5. TYPICAL SECTION

(2) 10' lanes, 5' buffer, 5' bike lane

6. STATE MAINTAINED ☒ CITY MAINTAINED ☐ PRIVATE ☐ OTHER ☐ (specify) _____

7. COST ESTIMATE:		from C.I.P. estimate form	Estimate prepared by:	Date:
a. Location and Environmental Studies (Part I to be included only for class "I" and "III" projects)	<u>\$0</u>	Part I	<u>Stefan Rukowicz</u>	<u>01/17/19</u>
b. Preliminary Engineering	<u>\$82,000</u>	Part II	<u>Stefan Rukowicz</u>	<u>01/17/19</u>
c. Real Estate	<u>\$0</u>	Part III	<u>Stefan Rukowicz</u>	<u>01/17/19</u>
d. Construction *	<u>\$275,861</u>	Part IV	<u>Stefan Rukowicz</u>	<u>01/17/19</u>
e. TOTAL ESTIMATED PROJECT COST	<u>\$357,861</u>			
* Includes Utilities, Traffic, and C.E.				

APPROVED

Valid thru			
	Date	Assistant Director, M&O/Transportation Solutions/Planning	Date

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

(Current Dollars)

Part I of V

Contract No. T201769008

Project Title: Agreement 1731, Safe Routes to School - Downes

PART I - LOCATION & ENVIRONMENTAL STUDIES (N/A)

(Part I to be included only for class "I" & "III" projects)

A. ENGINEERING	<u>\$0</u>	E. HISTORIC	<u>\$0</u>
(Includes NEPA)			
B. ARCHAEOLOGY	<u>\$0</u>	1. Phase 1 (study)	<u>\$0</u>
1. Phase I (study)	<u>\$0</u>	2. Phase 2 (study)	<u>\$0</u>
2. Phase 2 (study)	<u>\$0</u>	3. Mitigation (by loc./env.)	<u>\$0</u>
3. Phase 3 (mitigation)	<u>\$0</u>	4. Mitigation (by design)	<u>yes ☐ no ☐</u>
C. WETLANDS	<u>\$0</u>	F. NOISE	<u>\$0</u>
1. Delineation (study)	<u>\$0</u>	1. Studies	<u>\$0</u>
2. Permit preparation	<u>\$0</u>	2. Mitigation (by design)	<u>yes ☐ no ☐</u>
3. Mitigation (design)	<u>\$0</u>	G. OTHER	<u>\$0</u>
D. HAZARDOUS MATERIAL	<u>\$0</u>	1. <u> </u>	<u> </u>
1. Phase 1 (study)	<u>\$0</u>	2. <u> </u>	<u> </u>
2. Phase 2 (study)	<u>\$0</u>		
3. Phase 3 (remediation)	<u>\$0</u>		

TOTAL COSTS FOR PART I (A thru G) ROUNDED \$0

CONTINGENCY COSTS \$0

(normally 5% for large projects and 10% for small projects - to be approved by section head) (% used)

TOTAL LOCATION AND ENVIRONMENTAL STUDIES COSTS \$0

(also total for Construction Project Estimate form line 7a)

Estimator: Stefan Rukowicz

Date: 01/17/19

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

(Current Dollars)

Part II of V

Contract No. T201769008

Project Title: Agreement 1731, Safe Routes to School - Downes

PART II - PRELIMINARY ENGINEERING

A. SURVEYS

\$14,588

- 1. Inhouse
- 2. Consultant

\$0
\$14,588

B. DESIGN ENGINEERING

\$66,625

- 1. Design
 - a. Inhouse
 - b. Consultant

\$66,625
\$0
\$66,625

- 2. Traffic
 - a. Inhouse
 - b. Consultant

\$0
\$0
\$0

- 3. Real Estate Plan Preparation
 - a. Inhouse
 - b. Consultant

\$0
\$0
\$0

- 4. Utilities
 - a. Inhouse
 - b. Consultant

\$0
\$0
\$0

- c. Test Holes
- d. Utility Company

\$0
\$0

- 5. Materials & Research

\$0

- 6. Borings

\$0

- 7. Pile Load Tests

\$0

- 8. Subdivision

\$0

- a. Inhouse
- b. Consultant
- c. Railroad P.E.

\$0
\$0
\$0

- 9. Other (specify)

\$0

- a. _____
- b. _____

\$0
\$0

C. ENVIRON. ASSESSMENT

(use for class "II" projects only)

\$0

- 1. Wetlands
- 2. Hazardous Materials
- 3. Noise
- 4. Historic
- 5. Archaeology
- 6. Other

\$0
\$0
\$0
\$0
\$0
\$0

- a. _____
- b. _____

Loc/Environ

Estimator: _____ Date: _____

D. CONTRACT ADMINISTRATION

\$0

Cont/Admin

Estimator: _____ Date: _____

TOTAL COSTS FOR PART II (A thru D) ROUNDED

\$82,000

CONTINGENCY COSTS

(normally 5% for large projects and 10% for small projects - to be approved by section head)

0%
(% used)

\$0

TOTAL PRELIMINARY ENGINEERING

(also total for Construction Project Estimate form line 7b)

\$82,000

Estimator: Stefan Rukowicz

Date: 01/17/19

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

(Current Dollars)

Part III of V

Contract No. T201769008Project Title: Agreement 1731, Safe Routes to School - Downes**PART III - REAL ESTATE**

A. REAL PROPERTY	<u>\$0</u>	C. ASBESTOS PROGRAM	<u>\$0</u>
1. Total acquisitions	<u>\$0</u>	1. Testing	<u>\$0</u>
2. Partial acquisitions	<u>\$0</u>	2. Abatement	<u>\$0</u>
3. Permanent easements	<u>\$0</u>	D. DEMOLITION	<u>\$0</u>
4. Temporary easements	<u>\$0</u>	E. APPRAISAL FEES	<u>\$0</u>
5. Wetland mitigation	<u>\$0</u>	F. STAFF	<u>\$0</u>
Other (specify)		G. SETTLEMENT	<u>\$0</u>
6. _____	<u> </u>	H. REAL ESTATE ENG.	<u>\$0</u>
7. _____	<u> </u>	1. Consultant survey	<u>\$0</u>
B. RELOCATION	<u>\$0</u>	2. As acquired plans	<u>\$0</u>
1. Residential	<u>\$0</u>	I. CONDEMNATION	<u>\$0</u>
2. Business	<u>\$0</u>	J. OTHER (specify)	<u>\$0</u>
Other (specify)		1. _____	<u> </u>
3. _____	<u> </u>	2. _____	<u> </u>
4. _____	<u> </u>		

TOTAL COSTS FOR PART III (A thru J) ROUNDED \$0**CONTINGENCY COSTS** \$0
(normally 5% for large projects and 10% for small projects - to be approved by section head) (%) used**TOTAL REAL ESTATE COSTS** \$0
(also total for Construction Project Estimate form line 7c)Estimator: Stefan RukowiczDate: 01/17/19

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

(Current Dollars)

Part IV-A of V

Contract No. T201769008Project Title Agreement 1731, Safe Routes to School - Downes**PART IV -CONSTRUCTION****A. ROADWAY/APPROACH
CONSTRUCTION**\$182,883

1. Grading
 - a. Excavation
(includes SWM pond)
 - b. Borrow
 2. Drainage
 3. Pavement
 - a. Surface
 - b. Base
 - c. Subbase
 4. Erosion/Sed. Cont.
 5. Miscellaneous
 - a. Curb/Gutter
 - b. Sidewalk
 - c. Guardrail
 - d. C.P.M. Schedule
 - e. Clear/Grubb
 - f. Field Office
- Other (specify)
- g. See Attached \$182,883
- h. _____
- i. _____
- j. _____
- k. _____
- l. _____
- m. _____

**B. STRUCTURE
CONSTRUCTION**\$0

1. New Bridge
 - a. Type
 - b. Size
 - c. \$/s.f.
2. Old Structure Rem.
 - a. Type
 - b. Size
 - c. \$/c.y.
3. Retaining Wall
 - a. Type
 - b. Size
 - c. \$/c.y.
4. Box Culvert
 - a. Type
 - b. Size
 - c. \$/s.f.

C. LANDSCAPING\$0

1. Beautification
2. Noise Mitigation
3. Visual Mitigation
4. Tree Mitigation

D. MAINTENANCE OF TRAFFIC

(refer to Capital Improvement Project form, Part IV - Continued)

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

(Current Dollars)

Part IV-B of V

Contract No. T201769008

Project Title Agreement 1731, Safe Routes to School - Downes

PART IV - CONSTRUCTION (CONTINUED)

E. PROJECT TRAFFIC ITEMS \$0

- 1. Signing Structures \$0
 - a. Overhead Bridges \$0
 - b. Cantilever Supports \$0
- 2. Roadway Lighting \$0
- 3. Pavement Markings \$0
- Other (specify)
- 4. \$0

F. WETLAND MITIGATION \$0

G. UTILITY RELOC. IN CONTRACT \$0

- 1. Water \$0
- 2. Sanitary Sewer \$0
- Other (specify)
- 3. \$0

H. SUBTOTAL (A thru G) ROUNDED \$183,000

I. MISC. ITEMS \$18,300

(15% of H for large projects and 20% for small)
(At SF submission use 10% and 5%)

10%
(% used)

J. CONTRACTOR'S CONST. ENG. \$9,150

(normally 5% of H) 5%
(% used)

K. INITIAL EXPENSE \$9,150

(normally 5% of H) 5%
(% used)

L. CONSTRUCTION CONTINGENCY \$18,300

(normally 10% of H) 10%
(% used)

M. TOTAL CONSTRUCTION COSTS (H thru L)

(Enter on PNR funding line 5)

\$237,900

N. CONSTRUCTION ENGINEERING (normally 15% of construction costs)

(Enter on PNR funding line 4)

15% \$35,685
(% used)

O. TOTAL CONSTRUCTION COSTS (Construction Costs + Construction Engineering)

(use this total + Q + P for Construction Project Estimate from line 7d)

\$273,585

P. REIMBURSABLE UTILITY RELOCATIONS BY OTHERS \$0

(Enter on PNR funding line 7)

- 1. Water \$0
- 2. Sanitary Sewer \$0
- 3. Electric \$0
- 4. Telephone \$0
- 5. Gas \$0
- 6. CATV \$0
- Other (specify)
- 7. \$0
- 8. \$0

Utilities

Estimator:

Date:

Q. TRAFFIC SECTION ITEMS \$2,276

(Enter on PNR funding line 6)

- 1. Signing \$2,276
- 2. Signals \$0
- 3. Detour Signing \$0
- 4. DelTrac \$0
- Other (specify)
- 5. \$0

Traffic

Estimator:

Date:

Estimator: Stefan Rukowicz

Date: 1/17/2019

CAPITAL TRANSPORTATION PROJECT COST ESTIMATE

(Current Dollars)

Part V of V

Contract No. T201769008

Project Title: Agreement 1731, Safe Routes to School - Downes

SUMMARY

PART I - LOCATION AND ENVIRONMENTAL STUDIES (Part I to be included only for class "I" and "III" projects)	<u>\$0</u>
PART II - PRELIMINARY ENGINEERING	<u>\$82,000</u>
PART III - REAL ESTATE	<u>\$0</u>
PART IV - CONSTRUCTION	<u>\$275,861</u>
TOTAL ESTIMATED PROJECT COSTS (also total for Construction Project Estimate from line 7c)	<u>\$357,861</u>

Project Manager

Date: _____

REVIEWED & CONCURRED IN:

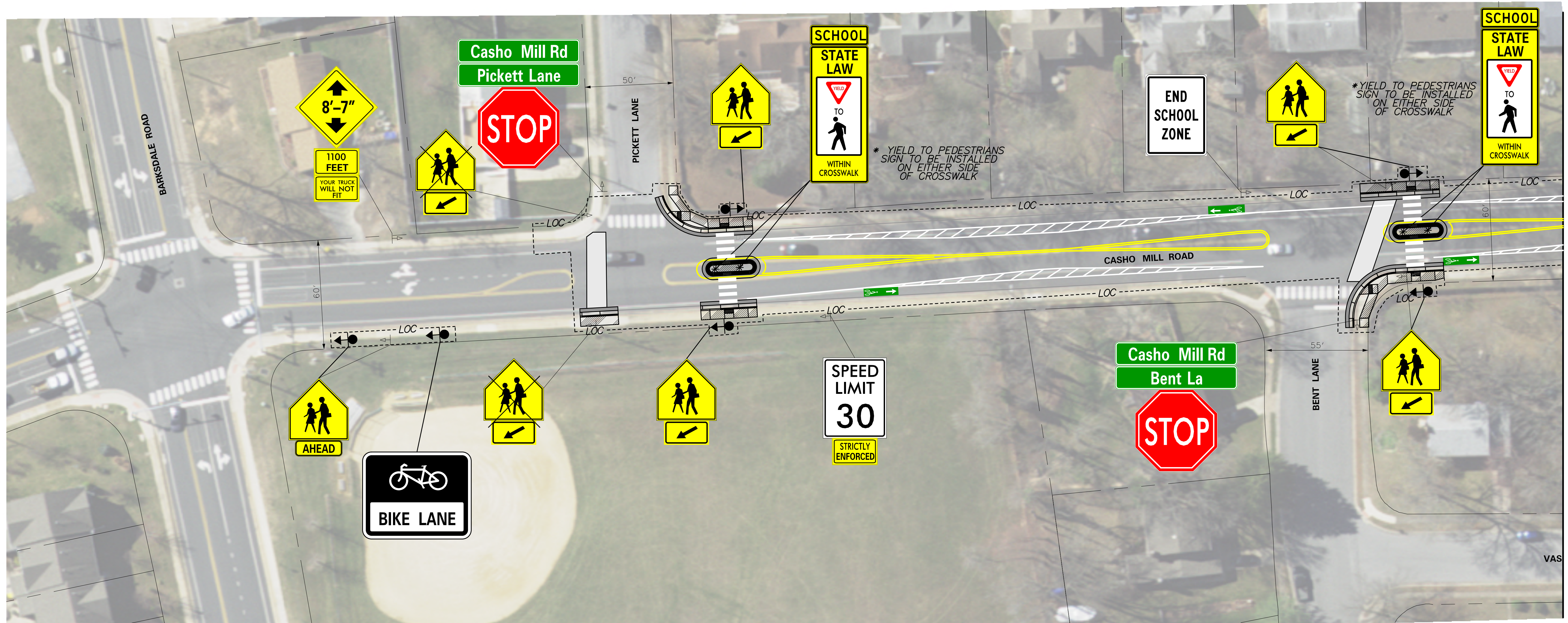
Section Head

Date: _____

NOTE: Concurring section heads are to forward the original estimate copy to the Director of Transportation Solutions with one estimate copy each to the Assistant Director of Project Development, Assistant Director of Design Support, and the Cost Estimate Engineer.

Safe Routes to School Downes Elementary School

Item No.	U.O.M.	Item Description	Quantity	Unit Price	Total Cost
201000	LS	CLEARING AND GRUBBING	1	\$2,000.00	\$2,000.00
202000	CY	EXCAVATION AND EMBANKMENT	47	\$30.00	\$1,410.00
204000	CY	TEST HOLE	20	\$30.00	\$600.00
209006	CY	BORROW, TYPE F	13	\$25.00	\$325.00
211001	SY	REMOVAL OF PORTLAND CEMENT CONCRETE PAVEMENT, CURB AND SIDEWALK	324	\$18.00	\$5,832.00
301002	CY	GRADED AGGREGATE BASE COURSE, TYPE B, PATCHING	44	\$60.00	\$2,640.00
401029	TON	SUPERPAVE TYPE C, PG 64-22, PATCHING	41	\$150.00	\$6,150.00
401030	TON	SUPERPAVE TYPE B, PG 64-22, PATCHING	29	\$150.00	\$4,350.00
401031	TON	SUPERPAVE TYPE BCBC, PG 64-22, PATCHING	68	\$150.00	\$10,200.00
402000	SYIN	BITUMINOUS CONCRETE PATCHING	3670	\$2.00	\$7,340.00
701013	LF	P.C.C. CURB, TYPE 1-8	42	\$35.00	\$1,470.00
701014	LF	P.C.C. CURB, TYPE 2	400	\$40.00	\$16,000.00
701018	LF	I.P.C.C. CURB AND GUTTER, TYPE 1-8	412	\$40.00	\$16,480.00
705001	SF	PCC SIDEWALK, 4"	850	\$8.00	\$6,800.00
705002	SF	PCC SIDEWALK, 6"	1612	\$10.00	\$16,120.00
705007	SF	SIDEWALK SURFACE DETECTABLE WARNING SYSTEM	181	\$35.00	\$6,335.00
760010	SYIN	PAVEMENT MILLING, BITUMINOUS CONCRETEPAVEMENT	312	\$2.00	\$624.00
762000	LF	SAW CUTTING, BITUMINOUS CONCRETE	1260	\$2.00	\$2,520.00
762001	LF	SAW CUTTING, CONCRETE, FULL DEPTH	140	\$5.00	\$700.00
763614	EACH	JOB ORDER MOBILIZATION, NEW CASTLE COUNTY	1	\$700.00	\$700.00
811007	HOURL	FLAGGER, NEW CASTLE COUNTY, FEDERAL	344	\$55.00	\$18,920.00
811016	HOURL	FLAGGER, NEW CASTLE COUNTY, FEDERAL, OVERTIME	35	\$75.00	\$2,625.00
817002	SF	PERMANENT PAVEMENT STRIPING, SYMBOL/LEGEND, ALKYD-THERMOPLASTIC	640	\$7.00	\$4,480.00
817013	LF	PERMANENT PAVEMENT STRIPING, EPOXY RESIN PAINT, WHITE/YELLOW, 5"	8320	\$0.65	\$5,408.00
817031	SF	REMOVAL OF PAVEMENT STRIPING	2720	\$3.00	\$8,160.00
819018	EACH	INSTALLATION OR REMOVAL OF TRAFFIC SIGN(S) ON SINGLE SIGNPOST	45	\$60.00	\$2,700.00
819XXX	EACH	SOLAR POWERED RADAR SPEED SIGN	2	\$5,000.00	\$10,000.00
905005	EACH	INLET SEDIMENT CONTROL, CURB INLET	10	\$120.00	\$1,200.00
908004	SY	TOPSOIL, 6" DEPTH	240	\$10.00	\$2,400.00
908014	SY	PERMANENT GRASS SEEDING, DRY GROUND	209	\$1.00	\$209.00
908017	SY	TEMPORARY GRASS SEEDING	209	\$0.50	\$104.50
911000	LS	PLANTINGS	1	\$1,455.00	\$1,455.00
Subtotal					\$166,257.50
801000	LS	MAINTENANCE OF TRAFFIC		10%	\$16,625.75
Total Construction Cost					\$182,883.25



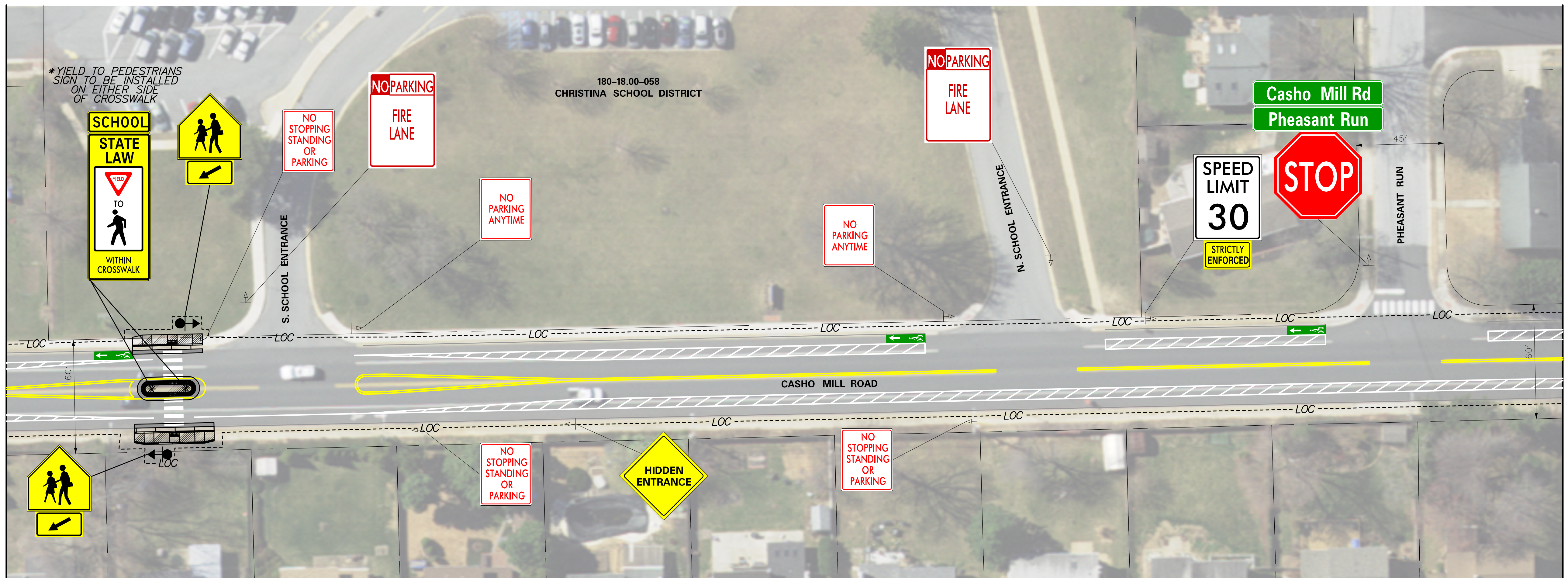
MATCH LINE - SHEET 2

ADDENDA / REVISIONS		0306090 SCALE FEET	SAFE ROUTES TO SCHOOL DOWNES ELEMENTARY SCHOOL	CONTRACT	BRIDGE NO.	N/A	DRAFT	SECTION
				T201769008	DESIGNED BY: ZRN			McT
				COUNTY	CHECKED BY: SFR			SHEET NO.
				NEW CASTLE				1

1/18/2019
11:16:00 AM
... \Roadway\CP01_Downes.dgn

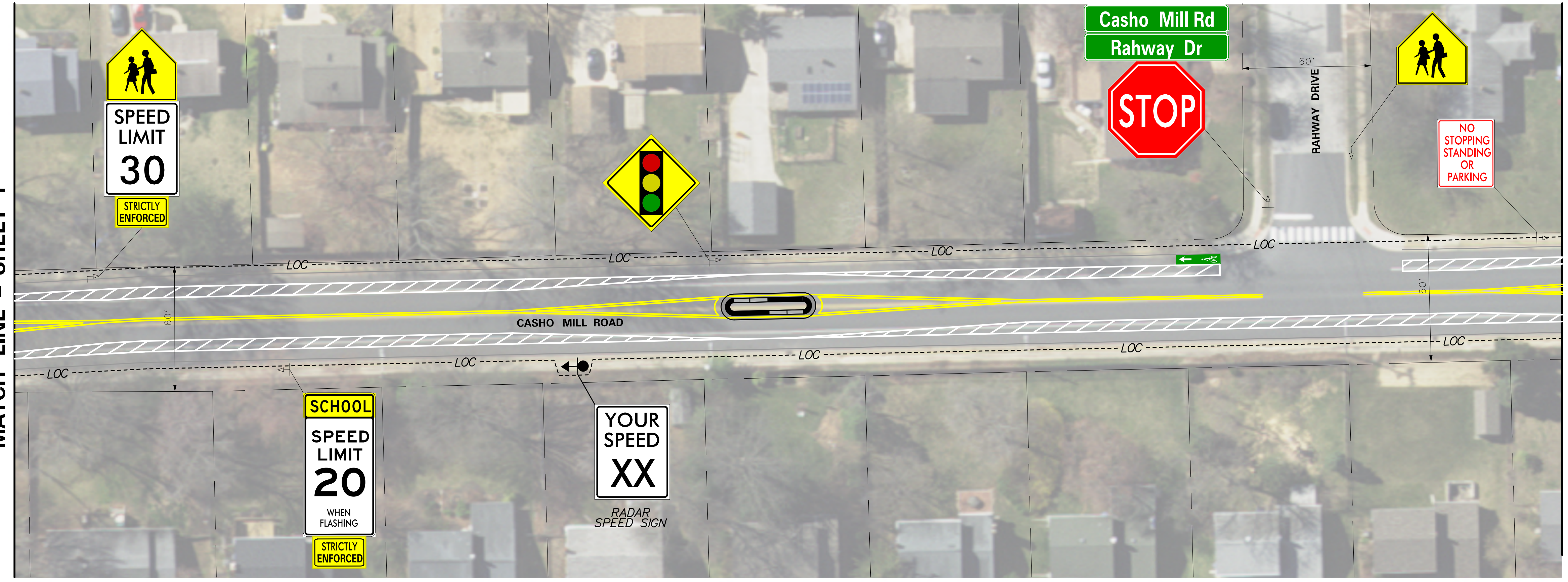
1/18/2019 11:16:15 AM
...\\Roadway_CPO2_CP03_Downes.dgn

MATCH LINE - SEE ABOVE



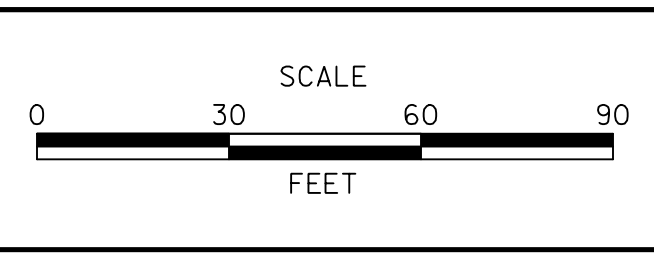
MATCH LINE - SHEET 3

MATCH LINE - SHEET 1



MATCH LINE - SEE BELOW

ADDENDA / REVISIONS	



SAFE ROUTES TO SCHOOL
DOWNES ELEMENTARY
SCHOOL

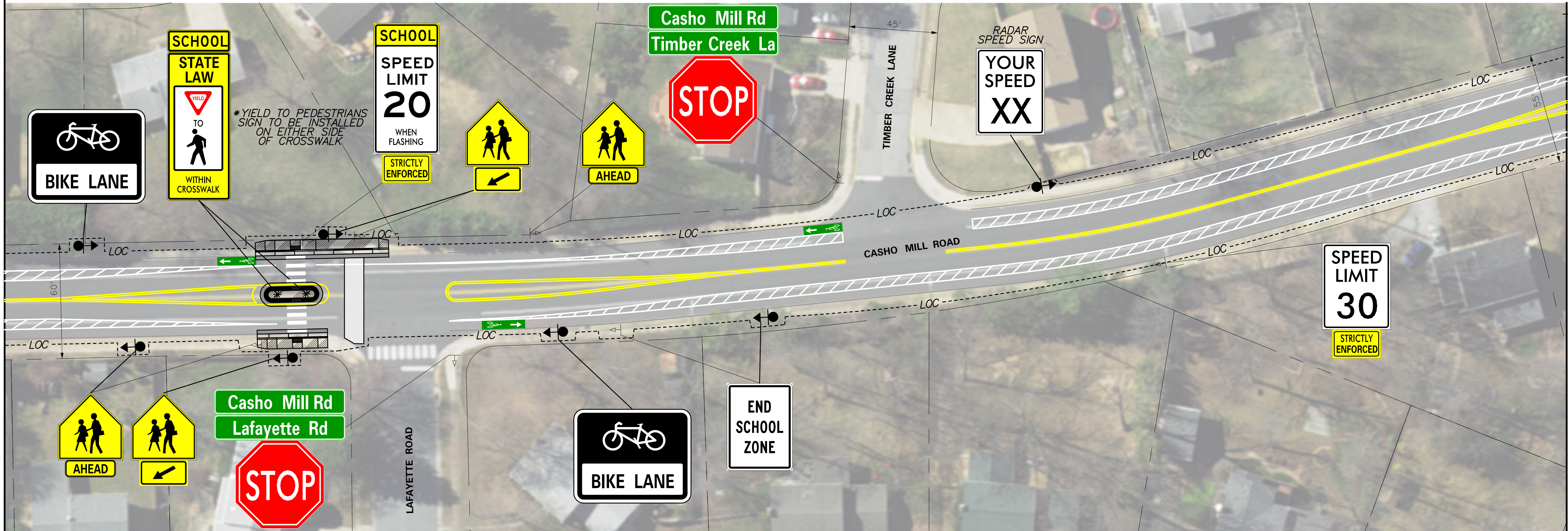
CONTRACT	BRIDGE NO.	NA
T201769008	DESIGNED BY:	ZRN
COUNTY	CHECKED BY:	SFR
NEW CASTLE		

DRAFT	SHEET NO.
	2

SECTION
McT
SHEET NO.
2

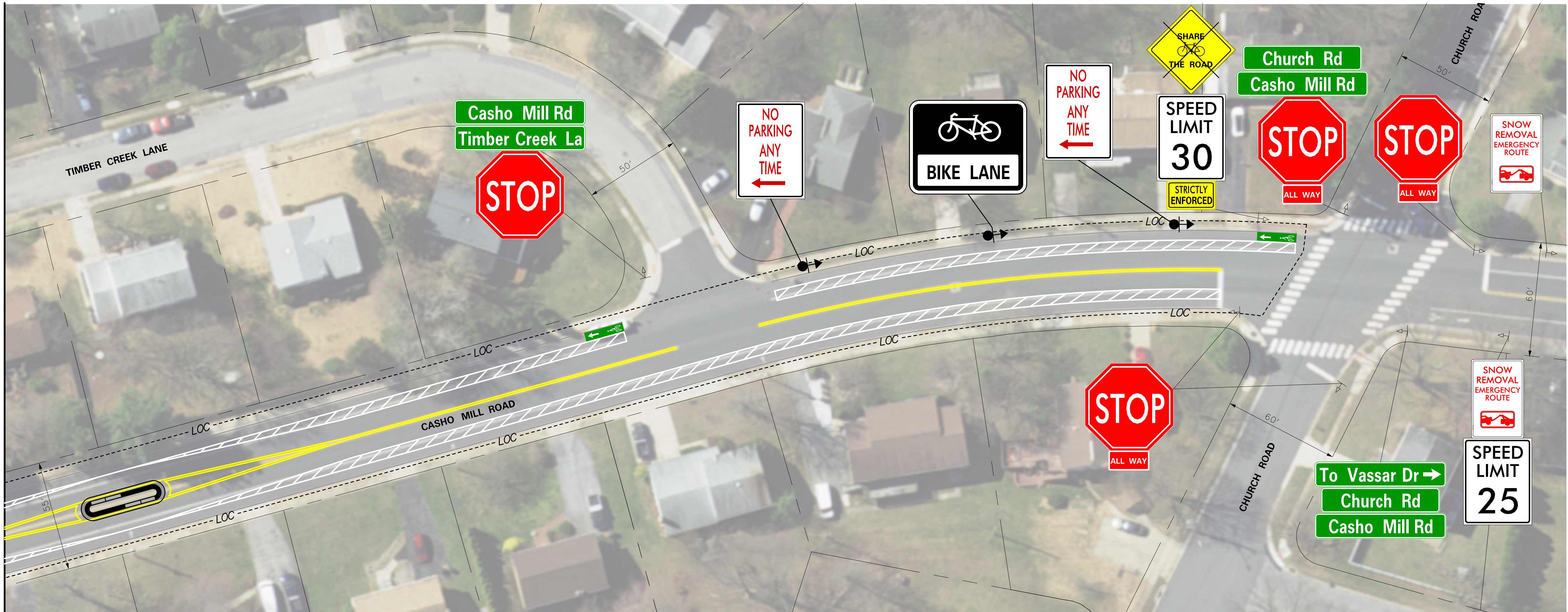
1/18/2019 11:16:40 AM ...\\Roadway_CPO4_05_Downes.dgn

MATCH LINE - SHEET 2

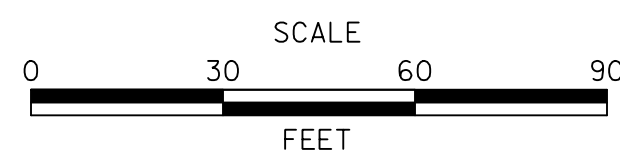


MATCH LINE - SEE BELOW

MATCH LINE - SEE ABOVE



ADDENDA / REVISIONS



SAFE ROUTES TO SCHOOL
DOWNES ELEMENTARY
SCHOOL

CONTRACT
T201769008
COUNTY
NEW CASTLE

BRIDGE NO. N/A
DESIGNED BY: ZRN
CHECKED BY: SFR

DRAFT

SECTION
McT
SHEET NO.
3

Digital Records Project New Documents Created – January 31-February 6

Name	# of Documents	# of Pages	Types
Samantha	155	1,016	Court Documents/Fire Permits
Sandy	364	1,649	Administrative Reports/Court Documents/AP Batch Scans
Fred	149	1,203	Building Plans/PWWR Subdivision Files/Court Documents/Fire Permits
Debbie	416	2,713	Court Documents/Daily Cash Receipts
Ana (PT)	337	1,683	Court Documents
Anita (PT)	43	182	Miscellaneous Current Files
Total	1,464	8,446	

Digital Records Project Documents Modified* – January 31-February 6

Name	# of Documents	# of Pages	Types
Samantha	208	1,408	Court Documents/Fire Permits
Sandy	364	1,649	Administrative Reports/Court Documents/AP Batch Scans
Fred	148	1,196	Building Plans/PWWR Subdivision Files/Court Documents/Fire Permits
Debbie	416	2,713	Court Documents/Daily Cash Receipts
Ana (PT)	159	1,227	Agendas/Minutes/Court Documents
Anita (PT)	48	192	Miscellaneous Current Files
Total	1,343	8,385	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852		
March	25,727		
April	32,595		
May	40,272		
June	17,662		
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		
March	52,137		
April	53,599		
May	49,087		
June	30,590		
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 01/27/19-02/02/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</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	0	0	0	0	0
Rape	1	0	0	1	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	5	2	0	7	0	0
- <i>Commercial Robberies</i>	1	1	0	0	0	0
- <i>Robberies with Known Suspects</i>	1	0	0	0	0	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	3	1	0	7	0	0
Assault/Aggravated	2	3	0	5	5	1
Burglary	9	16	4	2	3	0
- <i>Commercial Burglaries</i>	5	1	1	0	0	0
- <i>Residential Burglaries</i>	4	14	2	2	3	0
- <i>Other Burglaries</i>	0	1	1	0	0	0
Theft	38	48	8	14	39	1
Theft/Auto	5	4	2	0	2	0
Arson	0	0	0	0	0	0
All Other	10	11	1	4	4	0
TOTAL PART I	70	84	15	33	53	2
<u>PART II OFFENSES</u>						
Other Assaults	28	25	3	22	5	2
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	31	8	4	6	5	0
Weapons	1	2	0	4	8	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	8	5	2	11	11	4
Drugs	8	22	2	11	28	6
Noise/Disorderly Premise	57	31	4	27	8	2
Disorderly Conduct	14	10	1	11	11	3
Trespass	12	22	5	2	7	2
All Other	41	25	4	35	40	6
TOTAL PART II	200	150	25	129	123	26
<u>MISCELLANEOUS:</u>						
Alarm	18	10	2	0	0	0
Animal Control	26	35	12	1	0	0
Recovered Property	20	16	1	0	0	0
Service	3586	3387	668	0	0	0
Suspicious Per/Veh	33	29	8	0	0	0
TOTAL MISC.	3683	3477	691	1	0	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	814	4,496	841	4,275



Newark Police Department
Weekly Traffic Report
01/27/19-02/02/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	928	857	183	174
DUI	14	23	4	8
TOTAL	942	880	187	182

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	22	16	5	6
Property Damage (Reportable)	97	86	19	14
*Hit & Run	25	19	3	3
*Private Property	28	12	4	2
TOTAL	119	102	24	20

*Included in the total collision numbers

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.