

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We received notice from CSX this week via DeIDOT that they have requested to close the Casho Mill Road tunnel. We will be working with DeIDOT to convince CSX against closure and I have added this item to Monday night's council meeting for discussion on a path forward.

We have experienced some of the hottest weather in several years this week which creates a dangerous work environment for staff. I worked with the HR and Admin team to ensure heat safety information was provided to all field supervisors and that they were scheduling work tasks appropriate for the temperatures. We also provided heat safety training, Gatorade, ice pops, and other cool treats for our field employees and police officers.

We continued the initial round of departmental budget hearings this week with Public Works, Water, Sewer, Stormwater, Engineering, Fleet Maintenance, Planning, Code Enforcement, Parking, Alderman's Court, Finance, IT, Facilities Maintenance, and Administration.

The July DEMEC board meeting was held on Tuesday of this week which I attended with Finance Director Del Grande and Assistant to the City Manager Martindale, who I wanted to introduce to DEMEC and its relationship with Newark.

We held a meeting of the Climate Survey Working Group which continues to review items that came out of the 2018 climate survey. We are currently focusing on internal communications and the hiring/promotion process.

I attended the first board meeting of The Newark Partnership, the successor to the Downtown Newark Partnership.

Time was spent preparing packet items for the upcoming 7/22 council meeting.

The team reviewing RFP 19-01 met to discuss and consolidate scores, which is an RFP for Energy Service Company (ESCO) services for the proposed HVAC project at City facilities. We will be reaching out to the submitting firms to discuss results and the path forward.

I began preparing a list of ongoing initiatives and projects to use as part of the upcoming Council prioritization discussion tentatively scheduled for the 8/5 council meeting. I have requested all operating departments to prepare a similar list which I will consolidate for discussion.

I met with Councilman Lawhorn to discuss the upcoming council meeting on prioritization and to review my preliminary list of projects/initiatives.

Parks, Communications, and I met to review the proposal from Grain Craft Bar and Kitchen for the proposed Parks on Tap event tentatively scheduled for August, assuming Council approval.

The remainder of the week was spent on personnel and other general administrative 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 - HR & Labor Relations Manager

Notable Notes:

During the week, Assistant to the Manager, Jeff Martindale continued his ongoing research of electric vehicles and associated charging stations. From this research, he had phone calls with both Nissan and Tesla to compare potential costs and opportunities for the City. Another call with Nuvve charging company is scheduled for next week. Mr. Martindale attended several other meetings this week as well, including the Public Works budget overview on Monday, DEMEC meeting in Smyrna on Tuesday, meeting with Delaware Prosperity Partnership President Kurt Foreman on Wednesday, and a meeting between PMA Safety Coordinator Scott Stohrer and Municipal field supervisors on Thursday.

During the week, two new employees were on boarded including one in Refuse and one in the Electric Department. Two job postings were disseminated including IT Lead Desktop Support Tech and PT Community Center Attendant. Human Capital Manager Devan Hardin completed the annual Medicare Part D reporting required by DVHT. Ms. Hardin also held office hours on Wednesday at the public works yard to facilitate communication between HR and field employees. Due to the extreme heat, water ice and ice pops were provided to field employees and safety information was provided to department directors and managers encouraging them to keep employees safe and hydrated during the excessive heat wave.

Acting HR & Labor Relations Manager Mark Farrall attended several meetings including the Climate Survey Working Group, 2020 Admin Budget Overview Meeting and the Traffic

Committee meeting. Mr. Farrall also processed paperwork for a pending employee retirement.

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 7/11/19 to 7/17/19. 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 7/11/19 to 7/17/19 Alderman's Court handled 30 arraignments, 56 trials, 15 capias returns and 2 video hearings. The court collected a total of 381 parking payments of which 259 were paid online and 122 were paid at court. The court also collected criminal/traffic payments of which 139 were paid online and 49 were paid at court for a total of 188 criminal/traffic payments.

Status: Completed

Expected Completion: 07-17-2019

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:

Geena was in the office on July 11 for Court.

Tara attended the staff meeting on July 11 where the July 22 Council agenda was discussed.

Staff finalized and posted the agenda and packet for the July 22 Council meeting on July 15. Item 3D (Bill 19-20) was forwarded to Council and posted on July 16.

Renee attended the Climate Survey Working Group meeting on July 16.

Renee met with Councilman Lawhorn on July 17.

Renee spent time working on several items for the July 22 Council agenda including two bills and a resolution.

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

Tara worked on plan reviews and follow up with developers and staff members where required.

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

- *Provided a response and closed a 06/25 FOIA request for new cell tower applications, new ordinances

- *Closed a 06/27 FOIA request for 11 Hidden Valley Drive violations, open permits, lien able items

- *Closed a 07/02 FOIA request for 11 Westfield Drive violations, open permits, lien able items

- *Closed a 07/05 FOIA request for property outside City limits; Alternate contact information provided

- *Closed a 07/08 FOIA request for property outside City limits; Alternate contact information provided

- *Closed a 07/10 FOIA request for arrest which was not conducted by Newark Police Department
- *Closed a 07/12 FOIA request for Council meeting minutes for 06/17 and 06/24
- *Circulated to staff a 07/17 FOIA request for 77 East Main Street
- *Worked on redactions for a 07/02 FOIA request

Regarding minutes, staff time was spent on the 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 11 discovery requests for upcoming Alderman's Court cases. 275 discovery requests have been filed so far this year. The court calendar for July 25 was received and the 10 cases were prepared for the Deputy City Solicitor. 28 court calendars with 508 associated cases have been prepared so far for 2019. One plea by mail also was processed.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 1,482 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha scheduled training for new employees for TCM on July 24.

Samantha prepped files for transfer and received transfer approval on one box of developments.

Samantha worked with staff on exporting documents from TCM for a FOIA request.

Samantha worked with staff and Public Works & Water Resources to empty a filing cabinet for records processing.

Samantha sent a request for destruction approval for three boxes.

Samantha scheduled a on-site for July 31 and shredded two boxes in-house.

Fred processed subdivision and annexation files.

Fred met with staff in the trailer to recover some files.

Sandy moved completed Finance records from records to the storeroom.

Sandy met with IT staff to review A/P reports for credit refunds to establish proper protocol for scanning into TCM.

Sandy scanned NPD complaint files and A/P files.

Debbie processed PUBS files for various dates in 2016, 2017 and 2019.

Ana prepped and modified court documents and scanned court complaints and summons.

Ana also scanned Parks & Recreation activity registrations and Parks & Recreation various reports.

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 have been working at Villa Belmont installing new underground cable after a failure and a long outage last week.

The line crews also worked on fixing various hot spots found on infrared scans.

The electricians have been busy troubleshooting air conditioners at parking lot booths and installed the repaired fans onto substation transformers.

Engineering performed a fault study for the STAR Campus temporary trailers, worked on SCADA and recloser system issues, and met with contractors and developers about modifying infrastructure designs.

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:**

Parks and Recreation Department

Notable Notes:

Director: Prepared the White Clay Creek/Emerson Bridge Council presentation; reviewed two subdivision plans as part of the CIP process; met with Ethan Robinson about the Pomeroy Trail Connector to Fairfield Crest; met with finance department and the City Manger about the 2020 operating budget and Capital Projects; met with Ethan Robinson about ADA projects for 2020 and 2021; met with Bob McDowell from the Conservation Advisory Committee about fall reforestation initiative in Redd Park.

Deputy Director: Met with Joe, Shelby and Kevin regarding Communications for our department moving forward; attended meeting with Taylor Green from Christina School District and Sharon regarding Community Day; attended budget meeting with Joe; attended Community Bike Ride planning meeting with Melinda; worked with fitness and horse instructors for payment processing; met with Melinda regarding Family Fun Night and continued to finalize details; coordinated time to meet with UD representatives regarding Outdoor Movie Night; started working on mid-year feedback sessions; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Camps held this week included Delaware Soccer Camp, basketball camp, junior golf camp and the second session of Rittenhouse Camp wrapped up this week; Fox 29's Good Day Philadelphia visited soccer camp and filmed a short segment; adult softball league completed the regular season, completed the playoff schedule; Christina School District is changing the start and end times which will affect before and after school care times, finalizing with staff who intends to return this fall, met with new before care site supervisor; new sessions of tennis lessons for all ages began this week; submitted fall program information.

Recreation Supervisor of Community Events: Wrapping up items associated with the 4th of July; preparing and finalizing field trips, speakers, and activities for Safe Kids Camp and Camp REAL; preparing for fall and winter programs.

Coordinator of GWC and Volunteers: Camp GWC and TV, Movie and Acting Camp were held at the George Wilson Center during the week of July 8 - 12; Camp GWC had a "Disney" themed week with a field trip to Main Street Movies 5 to see Toy Story 4, total numbers for the camp were 56 Full Day Campers, 2 Half Day Campers, 10 Before Care Campers, 23 After Care Campers; TV, Movie and Acting Camp directed, acted and showed a movie titled Trapped & Clueless to an audience of 50 on Friday; a total of 10 students were enrolled in the camp; the Friday Full Moon Hike took place on Friday, July 12 with a total of 9 registered; worked with IT to resolve issues with email, took updated flyers to the Library, Newark Reservoir and Newark Senior Center; confirmed busses and items needed for Camp GWC field trips in the upcoming weeks; met with staff for mid-term evaluations; met with summer staff and the Recreation staff on the upcoming Camp Olympics scheduled for July 26; met with the Recreation Specialist on some volunteer groups interested in assisting Newark Parks and Recreation in the upcoming weeks; sent information to registered campers for Camp GWC VI, and Fashion Camps for the upcoming weeks; processed timesheets for staff; continued to communicate and meet with potential renters of the George Wilson Center. The overall attendance at Dickey Park pool was 140 patrons; the overall attendance at the George Wilson Center was 170 patrons. The George Wilson Center Pool was rented to the University of Delaware Aerospace Camp on Wednesday and Friday evenings.

Recreation Specialist: Continued to reach out to activity and food vendors for Family Fun Night; sent reminders/information to volunteers and camp directors, reached out to the 2018 volunteers for Safe Kids Camp to see if they would like to return, coordinating with Cory Gilden from UD to get some of his incoming athletes involved in volunteering at our camps/events; finished purging Downes and West Park files from 2018/19 Before/After Care, made new files/labels for new kids registered in 2019-2020; updated volleyball scores on website; completed basketball certificates for Back to Basics Camp ending 7/11; attended Bike Days meeting with Paula at STAR campus; purchased supplies for Camp REAL, GWC, and Rittenhouse Camps.

Parks Superintendent inspected 23 Horticulture areas and developed work list as needed, along with Parks Director met with representative from the Conservation Advisory Committee concerning possible tree planting at Redd Park this November, assigned field staff daily while Parks Supervisor was on vacation part of this week, weeded newly planted berm at Olan Thomas Park, dropped off at Camp REAL a 5 gallon jug of ice/water for campers and staff, watering of nursery stock at Parks Maintenance Facility, looked into issue for traffic island sponsor on Elkton Road, marked out possible site for play unit location at Dickey Park and coordinated wood carpet delivery for use under play/swing units.

Parks Supervisor assigned field staff daily and assisted as needed and filled up all 3 propane containers for grill unit to be used at Camp Real cookout.

Parks/Horticulture staff continue mowing and bed maintenance operations, continue on play unit installation at White Chapel Park, did trash removal throughout park system as needed, plant growth cut backs along sidewalk at Dorothy Miller Park and 6 Foot Stretch along Barksdale Road, cut up and stacked one large lead from tree that broke out by Handloff #2 ball field (will remove wood when dry enough to get in with a truck), dragged/scarified all ball fields, blew off basketball court at Kershaw Park, did equipment maintenance to hand sprayer units and to both Kubota mowing units, cleaned grill for use by Recreation Division as well as delivering and picking up the grill to/from Camp Real at Dickey Park and did interior bed maintenance at City Hall.

Activity or Project:

Amtrack Line Work

Description:

PKF Construction will be doing work along the Amtrack line as part of the scope of work for the construction of the new train station. They will be utilizing several entrance ways along the James Hall Trail to access some of the areas. They will make any repairs necessary along the trail and parks once the project is completed.

Status: In-Progress

Expected Completion: 09-27-2019

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Work at Campus Walk II is ongoing; the second house has been moved and set in place and dirt is being moved to get the site to grade. Work on the Mazda showroom continues, with anticipated completion/occupancy by August 1. Application and plans were received for the Honda service shop on Marrows Road.

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

Planner Mike Fortner attended the New Castle County Technical Assistance training for the 45th Year (July 1, 2019 – June 30, 2020) Community Development Block Grant (CDBG) Program on

July 11; staffed an information session on July 17 for potential applicants for the 46th Year (July 1, 2020 to June 30, 2021) CDBG program and the 2020 Revenue Sharing Program; attended the WILMAPCO Technical Advisory Committee meeting on July 18; and submitted revisions to the “Planning” theme to the consultant, AECOM, for the Newark Community Sustainability Plan.

Planner Tom Fruehstorfer attended the WILMAPCO Council meeting on July 11 to present a summary of the June 17 PAC meeting.

The following were also completed this week:

- 13 Deed Transfer Affidavits
- 44 Building Permit Reviews
- 1 Certificate of Completion/Occupancy

Land Use Projects Currently Under Review:

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

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. Staff comments were forwarded to the applicant on July 11, 2019. This project is tentatively scheduled for consideration by the Planning Commission at their meeting on August 6, 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. No comments or objections were received by the Planning and Development Department in response to the letters mailed on June 28. The administrative subdivision was approved by the Planning and Development Director and City Manager on July 12, 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. Plans were distributed to the Subdivision Advisory Committee

(SAC) on June 26, 2019.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings.

436 Christina Mill Drive, Parcel ID 1803000130 (PR#19-07-02): The Planning and Development Department received an application for a special use permit for 436 Christina Mill Drive on July 10, 2019. The applicant is requesting approval for a part-time massage therapy business.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:**Patrol:**

- On July 16, 2019 at approximately 1729 hours, Cpl. Spencer responded to Plato's Closet in reference to a shoplifting that just occurred. The male was last observed by witnesses running behind Applebee's toward a retention pond parallel to Elkton Road. As additional officers arrived on scene, they observed the suspect fleeing into the wood line adjacent to Christina Mill Drive and officers gave chase, losing the suspect in the wood line. Cpl. Spencer, with his K9 partner Luto, arrived at the last known location of the suspect and a K9 track was conducted. The suspect was tracked and quickly found by K9 Luto hiding in a bush. Officers gave the suspect verbal commands and he complied. The suspect was taken into custody without incident and charged with shoplifting and resisting arrest.
- On July 15, 2019, Cpl. Olicker conducted a traffic stop on a vehicle at Tyre Avenue and East Delaware Avenue. During the vehicle stop, the operator was found to be intoxicated. He was arrested for DUI (4th Offense) and driving while revoked, was wanted by Newark Alderman Court #40 for failing to appear at court and was wanted by the Queen Anne's County Sheriff's Office for Violation of Probation.

Criminal Investigation Division:

- On July 12, 2019, Street Crimes Unit officers, assisted by Special Operations Unit officers, arrested Kevon Gavin at Glasgow Park in the 2000 block of Pulaski Highway in reference to an ongoing drug investigation. Gavin was charged with Possession of a Firearm During the Commission of a Felony (2 counts), Possession of a Firearm by a Person Prohibited (2 counts), Possession with Intent to Deliver Marijuana, Possession of a Weapon with an Obliterated Serial Number, Conspiracy 2nd Degree, Receiving Stolen Property, Breach of Release, Resisting Arrest, and Escape 3rd Degree.
- On July 18, 2019, detectives attended the Southern Chester County Crime Intelligence Meeting at the Kennett Township Police Department. This is a quarterly investigator meeting comprised of detectives from southeastern Chester County, New Castle County and Cecil County. During these meetings, detectives share crime trends in their respective areas to the mutual benefit of all communities.

Special Enforcement:

- The Traffic Division has been working with patrol officers in targeting accident hot spots and known frequent traffic violation locations. So far in 2019, officers have issued 230 more traffic summonses than over the same time period last year. As a result of this enforcement, Newark has experienced a decline in over 50 total motor vehicle collisions compared to this time last year.
- Special Operations Division officers will be working on a police community pop up event in Alder Creek on Saturday July 20th from noon to 2:00 p.m. Officers will have games and attractions for members of the public.

Administration:

- Communications Center Manager (PSAP) Cannon attended an active shooter committee meeting for communications on Monday at DEMA. PSAP Manager Cannon also attended statewide demo for Computer Aided Dispatch handheld mobile application in Dover on Tuesday.
- Records Division is continuing to work on archiving older Police records.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 07-18-2019

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:

After more than 47 years, Friday July 19, 2019 will be Pusey Pemberton's last day in the Public Works and Water Resources Department. These are shoes we can never hope to fill and his knowledge of the infrastructure and history of this City will never be matched.

Staff has been working with City Manager Coleman to gather information and address the CSX Letter regarding the Casho Mill Road Underpass.

Staff attended a Pre-Bid meeting for the proposed bathroom at Preston's Playground/Newark Reservoir. The ADA Accessible bathroom facility will also include a water fountain funded by the White Clay Wild and Scenic group as a way to highlight the connection between clean stream water and drinking water. Bids are due at the end of July and will be evaluated and brought to Council for consideration.

Director Filasky and Deputy Director Robinson attended the Newark Traffic Committee meeting on July 16. Topic of discussion was pedestrian crossing at Route 273 and Casho Mill Road. Recommendations for improved pedestrian crossings will be made to DelDOT in the form of a memo.

Participated in an Electric Vehicle phone call with Nissan about the possibilities of including the Leaf model into our fleet.

Activity or Project:

DeIDOT Road Patching in Newark

Description:

DeIDOT plans to perform patching on Delaware Avenue, North and South College Avenue and a few other streets in the Newark area between July 15 and August 23 so that the work can be completed before the University of Delaware comes back for the school year. The current pavement condition on Delaware Avenue is such that patching work could not be delayed until after Main Street construction was finished, so the work was scheduled to occur during the summer months when traffic is lighter. The planned patching work on Delaware Avenue, North and South College Avenues has been coordinated with the on-going Main Street Improvements project to minimize any potential schedule conflicts.

Status: In-Progress

Expected Completion: 08-31-2019

Execution Status: On Track

Activity or Project:

South Well Field Water Treatment Plant Upgrades

Description:

Our consulting engineer has prepared plans and cost estimates at the 60% level. Staff is reviewing the plan for any major changes before the plans and specifications are released for bids at the end of August. We intend to bring a recommendation to Council in late September. This is a state revolving loan funded project.

Status: In-Progress

Expected Completion: 06-01-2020

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

NEWARK POLICE DEPARTMENT

WEEK 07/07/19-07/13/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO DATE	2019 TO DATE	THIS WEEK 2019	2018 TO DATE	2019 TO DATE	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	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	16	10	1	23	6	0
- <i>Commercial Robberies</i>	7	7	1	8	4	0
- <i>Robberies with Known Suspects</i>	1	0	0	2	1	0
- <i>Attempted Robberies</i>	0	0	0	1	0	0
- <i>Other Robberies</i>	8	3	0	12	1	0
Assault/Aggravated	12	16	0	24	14	0
Burglary	27	40	0	6	83	8
- <i>Commercial Burglaries</i>	9	5	0	0	7	0
- <i>Residential Burglaries</i>	16	27	0	4	49	0
- <i>Other Burglaries</i>	2	8	0	2	27	8
Theft	280	294	12	75	228	8
Theft/Auto	24	25	0	4	5	0
Arson	0	0	0	0	0	0
All Other	53	64	0	29	77	2
TOTAL PART I	422	457	13	168	415	18
<u>PART II OFFENSES</u>						
Other Assaults	145	152	7	110	93	3
Rec. Stolen Property	0	0	0	10	6	0
Criminal Mischief	89	77	3	96	53	1
Weapons	5	13	1	22	39	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	121	71	1	172	114	2
Drugs	74	106	1	98	151	4
Noise/Disorderly Premise	379	358	9	152	122	0
Disorderly Conduct	77	87	2	55	68	1
Trespass	122	135	7	44	64	10
All Other	220	190	6	168	232	10
TOTAL PART II	1232	1189	37	927	942	31
<u>MISCELLANEOUS:</u>						
Alarm	113	88	5	0	0	0
Animal Control	263	324	16	2	2	0
Recovered Property	155	122	4	0	0	0
Service	21719	18574	654	0	0	0
Suspicious Per/Veh	265	253	6	0	0	0
TOTAL MISC.	22515	19361	685	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	855	28,151	846	24,284



Newark Police Department
Weekly Traffic Report
07/07/19-07/13/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	6476	6735	172	200
DUI	100	101	1	3
TOTAL	6576	6836	173	203

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	1
Personal Injury	110	118	1	5
Property Damage (Reportable)	637	577	17	13
*Hit & Run	139	96	3	2
*Private Property	174	140	4	4
TOTAL	747	697	18	19

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.