

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Happy New Years to everyone. Due to the short week last week there was no administrative report so this week's report will cover both weeks.

I met with representatives from UD, their general contractor EDIS, the Code Enforcement Division, and the Public Works Department to discuss the Whitney Athletic Center project. Construction on this project is scheduled to begin any day now with the goal of having the stadium fully available for the start of the football season in the fall of 2019.

We have continued to work with DFIT on a proposal for workers compensation insurance for the City. The most recent update from DFIT is that we should have a preliminary proposal by mid-month.

The Climate Survey Working Group met on Wednesday to continue our work on addressing issues and ideas that came out of the climate survey process. The working group agreed to set up two new staff committees that will focus on different focus areas. The first will be a Professional Development Committee which will focus on career and technical training initiatives. The second is a Wellness and Employee Engagement Committee which will focus on wellness initiatives and programs to improve employee engagement like the go baby go event. In the past items like this have come directly from the City Manager's office and it was our thought that having staff involved in the selection and development of ideas will help with buy-in and ownership, hopefully resulting in improved attendance and involvement. The committee also agreed that the existing Safety Committee would take on safety related training items. The Climate Survey Working Group will continue to meet to discuss and address remaining items that were not delegated to one of the three previously mentioned committees. We anticipate the first meeting of each of the new committees to be held in the first week of February.

I met with department directors following the staff meeting this week to discuss the city's communications operations in light of 1/4/19 being Kelly Bachman and Megan McGuriman's last day with the City. There was general agreement on a path forward which I have placed on the 1/14/19 council agenda for discussion ahead of preparation of an ordinance and budget amendment for formal consideration.

On Friday I met with City Secretary Bensley to discuss her operations plan for the department while she will be out on leave this coming spring.

I attended a Subdivision Advisory Committee meeting on the project to redevelop the Dickenson dorm site. Afterwards I met with Parks and Recreation Director Spadafino to discuss the City's tree ordinance.

I have continued to work on annual personnel evaluations. The remainder of the week was spent on general administrative and personnel related items.

Activity or Project:

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

Alderman's Court

Notable Notes:

Alderman's Court held two court sessions from 12/13/18 to 1/2/19. These sessions included arraignments, trials and capias returns. Court did not have court sessions from 12/14/18 until 1/1/19. Parking Ambassadors were still available during these times to handle any appeals.

Activity or Project:

Court Sessions

Description:

From 12/13/18 to 1/2/19 Alderman's Court handled 45 arraignments, 29 trials and 5 capias returns. Court also took 9 code enforcement payments during this time. Alderman's Court collected a total of 1,079 parking payments which included 741 online payments and 338 were paid at court. The court also collected criminal/traffic payments which included 277 online payments and 98 court payments for a total of 375 payments.

Status:

Completed

Expected Completion:

01-02-2019

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 January 2 for Planning Commission.

Renee and Tara attended the quarterly Delaware Municipal Clerks Association meeting on December 20 in Elsmere.

Renee met with individual members of Legislative staff on December 20, 27 and 28 regarding their 2018 personnel reviews.

Whitney completed and posted the January 8 Conservation Advisory Commission agenda on December 27.

Whitney completed and posted the January 17 Board of Adjustment agenda and notices on December 27.

Renee participated in the Climate Survey Working Group meeting on January 2.

Renee spent extensive time drafting 2018 personnel reviews for Legislative staff.

In conjunction with special counsel, Renee completed the subpoena response for a civil suit in which the City is not a party.

Renee drafted the Council agenda for January 14.

Renee and Tara finalized the draft, forwarded it to staff for comments, received comments back from staff and forwarded the final draft of the subdivision agreement for review to the applicant for 209-225 Haines Street. Whitney completed the notices and Anita sent the direct mailing in advance of the public hearing for the Comprehensive Plan amendment, rezoning and major subdivision with site plan approval scheduled for the January 14 Council meeting.

Whitney completed the notices and Anita sent the direct mailing in advance of the public hearing on the proposed minor subdivision amendment for Trader's Alley to eliminate the parking cross-access easements scheduled for the January 14 Council meeting.

Renee drafted the materials for the Council packet surrounding the sunset of the Downtown Newark Partnership and creation of the Design Committee and forwarded them to staff for review. The first reading of the related bill is scheduled for the January 14 Council agenda with second reading scheduled for the February 11 Council agenda.

Work for the 2019 City elections is beginning to ramp up. The first petition was filed for Mayor; however, the petition was found to not have enough valid signatures to be approved by the Election Board. The candidate was notified and given the relevant information on what was needed to correct the petition prior to the February 4 filing deadline. Contact was made with the Department of Elections regarding preparations for the upcoming election. The Department of Elections has informed staff that the new voting machines purchased by the State will not be ready to be used for municipal elections in 2019, so the City elections will be using the older, existing voting machines. The 2019 Solicitation of Candidates notice was also sent to the newspaper and posted in the building. 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:

- * Received documents, reviewed, sent documents to the requestor, completed and closed a December 3 FOIA request from Katie Gifford regarding Mayor's Corner/Mayor's event communications.
- * Received information, sent information to the requestor, completed and closed a December 13 FOIA request from Brian Frederick Funk, P.A. regarding 304 Capitol Trail.
- * Determined the City had no relevant documents, referred requestor to the appropriate agencies, completed and closed a December 17 FOIA request from Spearhead Investigations regarding NPD reports.
- * Received, referred to appropriate agencies, completed and closed a December 20 FOIA request from Construction Journal regarding a property outside City limits.
- * Received, referred to appropriate agencies, completed and closed a January 2 FOIA request from Property Solutions, Inc. regarding a property outside City limits.
- * Spent time updating the FOIA log for the City.

The January 2 Planning Commission, January 8 Conservation Advisory Commission, January 9 Newark Housing Authority and January 17 Board of Adjustment agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 22 Council executive session (Renee drafted - complete), October 30 Council executive session (Renee drafted - complete), December 10 Council (Whitney drafting) and December 11 Conservation Advisory Commission (Whitney drafting) minutes. The November 12, November 26, December 4 and December 10 Council executive session minutes are currently in the queue.

Danielle fulfilled 7 discovery requests for upcoming Alderman's Court cases. 393 discovery requests were filled in 2018. The court calendar for January 10 was received and the 16 cases were prepared for the Deputy City Solicitor. Two court calendars with 30 associated cases have been prepared so far for 2019.

The office received 14 new lien certificate requests over the last two weeks, which were sent to

Finance for processing. 20 lien certificates were completed and sent to the requestor. 625 lien certificates were processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha facilitated TCM training for the various departments on December 21 as part of the Records Division Strategic Plan rollout.

Samantha sent requests for destruction to Archives for 2 boxes and one roll of building plans that have been scanned.

Samantha and Ana continued working 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.

For 2018, the Records Division scanned 404,696 pages of documents, a 14.8% increase over 2017. Thank you to Samantha, Sandy, Fred, Ana and Debbie for all of their hard work in making significant progress on this project in the past year.

The scanned documents numbers for December 20-January 2 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:

Community Relations

Notable Notes:

Downtown Newark Partnership Social Media: Due to the sunsetting of the Downtown Newark Partnership and the creation of The Newark Partnership, the DNP social media accounts were shut down on Friday, January 4. Announcements involving Main Street, including Restaurant Week and construction, will be posted on the City of Newark pages. The Newark Partnership will create new pages once they are up and running.

Newark News Brief: Megan's 36th and final Newark News Brief is now playing on all City social media and Channel 22. This week's video features information on City Council candidate petitions, Christmas tree collection and restaurant week.

Year in Review Video: The 2018 Year in Review video is currently playing on all City of Newark social media sites and on TV22. <https://youtu.be/YYeRHmDKNHo>

Restaurant Week: The 2019 Downtown Newark Restaurant Week is Monday, January 21 to Sunday, January 27. Each participating restaurant will be offering pre-fixe menus for lunch and dinner. Participating restaurants as of 1/3: Caffè Gelato; Finn McCool's; Grain; Grotto Pizza; Home Grown Café; Iron Hill; Klondike Kate's; Pachamama; and Santa Fe.

Creative Design/Web Updates

- Created slideshow for the George Wilson Center webpage; Green Building Code Work Group webpage for Planning Department; and repeating letterheads for the Newark Police Department
- Removed Downtown Newark Partnership graphic link from City homepage
- Updated residential parking regulations on City website; Development Plans Proposals webpage; and air monitoring results on the Rodney webpage

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. The cameras for Council Chamber are on back order and should arrive in the next week or so. Megan will stay in contact with City staff to assist in the installation of the equipment and training a new employee to use the equipment.

Status:	Near Completion
Expected Completion:	01-18-2019
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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

Department:

Electric Department

Notable Notes:

Line crews and electricians finished installing the underground conduits needed to get into and out of the South Well Field (South Chapel) Substation with new, bigger cables for the new transformer.

Engineering is seeking bids for the foundation and oil containment structures for the new transformer.

The line crews also performed make ready work for a recloser on Bellevue Road and repaired an underground street light feed at Radcliffe Drive and Dallam Road.

The electricians also worked on the City Hall panel install for basement circuits, fixed the sewer pump at City Hall, and fixed the Curtis Water Plant grinder pump float.

Engineering worked on getting an agreement from Power Delivery Solutions (PDS) that would appease DelDOT enough to get the go ahead to start the Elkton Road Project. Previously, they would not give notice to proceed until the City had an agreement in place with the designers indemnifying the State and City from any construction issues.

Engineering worked on the design to feed UD's enhancements at the Stadium. They are adding 3MW of load and the usual feed from Phillips is not enough. Another feed from Chestnut Hill Road Substation will be needed.

Engineering also compiled UD's December loads for DEMEC and City billing.

Activity or Project:

Description:

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

Description:

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

Parks and Recreation Department

Notable Notes:

Director: Completed evaluations and review of evaluations; reviewed a subdivision plan for comment; completed status reports for the Outdoor Recreation, Parks and Trails grant; met with Tom Z. about sign placement for several park parking lot regulation signage; met with Tom Z. about updating our meadow management plan and plantings; conducted parks maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: Continued to update information for the winter/spring activity guide and completed data entry forms for input into the recreation software program in preparation for the start of the registration beginning January 2 for residents and January 4 for non-residents; attended meeting regarding the grant writing contract; reviewed January PSA's and sent to Shelby to distribute; continued to process special event applications and issue permits once approved; completed orientation of new intern for the spring semester and talked with her about project for her class; gathered certificates of insurance for outside contracted vendors and continued to work with Jill regarding recent audit; continued to work with Shelby on completion and publication of the winter/spring activity guide along with flyers for programs.

Recreation Supervisor of Athletics: Completed fall program statistics; working on year-end report; completed January PSAs; completed the January staff schedule for before and after school care, a pizza party was held at Downes on the last day before break (12/21) to celebrate the holidays and the final day of our long-time site supervisor at Downes, met with interim Site Supervisor to discuss January and beyond; working on staff contracts for Winter/Spring programs, securing insurance certificates; proofed the Winter/Spring activity guide; completed the youth basketball gym supervisor and referee schedule for January.

Recreation Supervisor of Community Events: Worked on fall statistics and contracts for upcoming winter/spring fitness classes; worked on tracking down certificates of insurance for contracted vendors.

Coordinator of GWC and Volunteers: Prepared for and held a staff meeting for George Wilson Center Attendants and reviewed annual evaluations with them; updated and sent out GWC attendant schedules; contacted contracted vendors for certificate of insurance information; reviewed data entry forms for Winter/Spring programs; continued to work on program analysis forms, statistics and End of Year Report; continued to finalize winter/spring programs and George Wilson Center information; continued to finalize 2018 volunteer information; set up the facility for the Planning Department to use on December 18; took flyers and winter/spring activity guides to

the library on December 28; continued to meet with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed weekly Foodbank Aftercare forms, shopped for/delivered Aftercare Cooking Club supplies; helped brainstorm and complete research list of volunteer organizations to invite to the Volunteer Fair in February; reviewed Winter/Spring activity guide; oriented intern Shannon on my duties; researched event emergency planning and what our needs might be; started working on store room inventory and checklist for supply ordering; completed GWC website pages.

Parks Superintendent: Updated "Playground Equipment Inventory" for 2018, continued gathering quotes for purchase in 2019, started working on yearend report for Parks Director, along with Parks Director attended meeting with representatives of the University of Delaware concerning "traffic calming" plantings along 896 between Starr Campus and the School of Agriculture and Natural Resources, checked on Main Street planters/pots at City Hall and pruned off dead leaves on Ornamental Cabbage/Kale as needed, started winter pest survey throughout park system to ID pest issues on tree/shrubs in park areas and met with Parks Supervisor concerning maintenance on poured in place safety surfacing at Preston's Playground as per manufactures recommendations.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued working on upcoming purchases of mowing equipment and went over personnel reviews of field staff with Deputy Director.

Parks/Horticulture: Staff continued mulching up leaves in park areas, installed replacement traffic island sponsor sign on Elkton Road #9 island (at Casho Mill Road and Elkton Road), did interior bed maintenance at City Hall, continued on cut backs in planting bed areas throughout park system, continued checking holiday tree on Main Street, did trash removal throughout park system, cleaned up vandalized pots on Main Street and continued on work lists as assigned.

Activity or Project:

Charles Emerson Bridge Update

Description:

City of Newark's Charles Emerson Bicycle and Pedestrian Bridge design, engineering and permitting continues on the project. The estimated schedule is as follows:

- Preliminary Plans were completed in December
- Semi-final plans, April 2019
- Plan Specification and Estimate, December 2019
- Advertisement of the project in January 2020
- Roughly late spring 2020 construction starts

Status:	Not Started
Expected Completion:	03-01-2021
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:

Code Enforcement Officer Brian Daring completed a final inspection for the Security Building addition for GE Aviation at 400 Bellevue Road and met with EDIS and UD regarding the phasing of construction for the Whitney Athletic Complex. The footer/foundation work has been started for the townhouse project at 36 Benny Street.

Parking:

Parking was provided at no-charge for the holidays on December 23 through December 26, as well as December 31 and January 1, 2019. Water-resistant signage was created for all off-street parking lots for the no-charge days and meters were programmed with an appropriate message for each holiday indicating parking was no-charge. The old, subsidized business parking validations are no longer accepted at parking booths or pay-on-foot stations; the subsidized program has been eliminated as of the beginning of 2019 per the City Council vote on November 26. Parking management continued their focus on personnel evaluations.

Planning/Land Use:

At its regularly scheduled meeting on January 2, the Planning Commission discussed an amendment to Chapter 10 of Comprehensive Development Plan V relating to Focus Areas for Planning Section "A." The Commission recommended minor changes to the Planning and Development Department proposal and requested that the proposed amendment be returned to them at a future meeting for further consideration. The Planning Commission also discussed the Planning and Development Department proposal for additional use in the RM and RA zoning districts. The proposal will be reviewed by the Subdivision Advisory Committee and City Solicitor, after which it will be returned to the Planning Commission at a future meeting for review and consideration.

Planner Mike Fortner attended MUNIS training on December 21 and prepared materials for the Planning Commission packets and a presentation for the Planning Commission meeting on

January 2.

The following was also completed this week:

- 10 Deed Transfer Affidavits
- 40 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.

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

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.

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.

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.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 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 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. 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 July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018. At their meeting on November 6, 2018, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (4-3), and major subdivision with site plan approval (4-3). The project will be placed on an upcoming City Council agenda.

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 will be placed on an upcoming City Council agenda.

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.

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 has been scheduled for 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). The project will be placed on an upcoming City Council agenda.

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.

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 will be forwarded to the applicant in the near future.

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 has been scheduled for January 3, 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.

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:

The City of Newark had 19 reported robberies in 2018. This is the lowest number of robberies since the Fall Crime Suppression plan was implemented over a decade ago. In 2006, the year before the suppression plan began, Newark reported 78 robberies. This outstanding reduction in robberies is a testament to the great work done by all our police officers and non-sworn employees.

Newark Charter School Principal, Jesse Wakeman, sent an email to Chief Tiernan, “to express not only my personal gratitude, but the gratitude of the entire Newark Charter School family.” Principal Wakeman referred to an incident of suspicious activity at the school and the response and continued update from the police department to the school. Detective Anderson, Cpl. Pagnotti, Cpl. Sanders and Sgt. D’Elia were all singled out for the response. Acting City Manager Coleman has nominated all the officers involved for the City of Newark “WOW” award.

Adjunct Professor of Journalism, Dan Biddle, sent an email to Chief Tiernan, “to say thanks a million for the patience and generosity of your entire department and in particular Lt. Andrew Rubin for arranging ride-along(s) with officers for each of my journalism students this past semester at the University of Delaware”. Mr. Biddle also thanked Lt. Fred Nelson and Sgt. Gerald Bryda for their assistance in previous semesters. These ride-along(s) are a great opportunity for our police officers and university students to interact in a positive setting.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	01-03-2019
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – December 20-January 2

Name	# of Documents	# of Pages	Types
Samantha	97	658	Court Documents
Sandy	777	4,312	Daily Cash Reports/Timesheets/Payroll Reports
Fred	1	210	PWWR Development Files
Debbie	473	7,916	PUBS Daily Cash Receipts/Court Documents
Ana (PT)	162	656	Court Documents
Anita (PT)	33	218	Miscellaneous Current Files
Total	1,543	13,970	

Digital Records Project Documents Modified* – December 20-January 2

Name	# of Documents	# of Pages	Types
Samantha	269	986	Building Permits
Sandy	782	4,580	Daily Cash Reports/Timesheets/Payroll Reports
Fred	3	227	PWWR Development Files
Debbie	473	7,916	PUBS Daily Cash Receipts/Court Documents
Ana (PT)	420	1,847	Easement Agreements/Ordinances/Resolutions/Subdivision Agreements/Agendas/Minutes
Anita (PT)	58	354	Miscellaneous Current Files
Total	2,005	15,910	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779	38,612	+8,833
October	31,314	48,801	+17,487
November	36,662	43,574	+6,912
December	32,295	37,262	+4,337
Totals	352,488	404,696	+52,208

Monthly Year-Over-Year Modified Document Page Totals*

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716	43,957	+24,241
October	23,730	62,239	+38,509
November	27,776	46,455	+18,679
December	29,452	39,846	+10,394
Totals	353,240	571,130	+217,890

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

**Entire database was modified in April 2017.

NEWARK POLICE DEPARTMENT

WEEK 12/23/18-12/31/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	1	0	2	0	0
Rape	9	14	0	0	4	0
Unlaw. Sexual Contact	12	6	0	2	6	0
Robbery	31	19	0	20	26	0
- Commercial Robberies	11	9	0	4	9	0
- Robberies with Known Suspects	1	1	0	0	3	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	17	9	0	11	13	0
Assault/Aggravated	25	20	0	21	29	1
Burglary	49	49	3	15	17	0
- Commercial Burglaries	10	13	0	3	2	0
- Residential Burglaries	30	32	3	11	13	0
- Other Burglaries	9	4	0	1	2	0
Theft	563	599	10	217	234	2
Theft/Auto	47	50	1	5	6	0
Arson	1	0	0	0	0	0
All Other	105	110	2	77	100	0
TOTAL PART I	844	868	16	359	422	3
<u>PART II OFFENSES</u>						
Other Assaults	298	249	3	136	185	6
Rec. Stolen Property	2	1	0	18	20	0
Criminal Michief	203	150	2	54	116	0
Weapons	21	14	0	36	37	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	144	215	1	265	413	1
Drugs	146	146	0	175	195	3
Noise/Disorderly Premise	808	772	2	305	361	1
Disorderly Conduct	160	160	1	155	98	0
Trespass	213	238	5	116	73	1
All Other	426	394	15	375	357	5
TOTAL PART II	2421	2339	29	1635	1855	17
<u>MISCELLANEOUS:</u>						
Alarm	286	163	2	0	0	0
Animal Control	471	476	4	5	2	0
Recovered Property	317	273	3	0	0	0
Service	37405	39189	711	0	0	0
Suspicious Per/Veh	618	492	8	0	0	0
TOTAL MISC.	39097	40593	728	5	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	961	48,183	880	50,679



Newark Police Department
Weekly Traffic Report
12/23/18-12/31/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	8937	10079	77	104
DUI	172	191	1	4
TOTAL	9109	10270	78	108

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	0
Personal Injury	249	235	1	4
Property Damage (Reportable)	1166	1139	21	10
*Hit & Run	246	240	3	2
*Private Property	255	285	6	2
TOTAL	1416	1375	22	14

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