

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Congratulations to our new and re-elected councilmembers. I am looking forward to working with everyone to continue our efforts to make Newark a great place to live, work, and play. We will be reaching out to newly elected councilmembers to schedule orientation meetings with each department director. I plan to also schedule a facility tour.

I participated in a conference call with other Delaware utility companies to discuss legislation that was recently introduced in Dover around utility responsiveness with DelDOT projects. There are several issues with the bill as currently written and I will be attending a meeting with DEMEC, the DLLG, and DelDOT on Monday to provide feedback on concerns with the bill as written.

We held a regular staff meeting to prepare for the April 22nd regular council meeting.

On Thursday I met with Chris Locke from Lang Development to discuss the proposed hotel at the Green Mansion location. They would like to begin construction activities as early as late spring.

Finance Director Del Grande and I had a phone call with County Executive Meyer and County CFO Gregory to discuss the county's proposed local service function tax calculation changes. We disagree with the means and methods being used by the county and have this on the organizational meeting agenda for discussion and council direction.

I met with the new Director of Property Management for 1743 Holdings (STAR Campus), Brian Dembeck. Brian comes from Johns Hopkins where he spent 30 years in similar roles managing their property holdings. Brian seems like he will be a good partner with the City and a good addition to the University leadership team.

On Friday I attended training through the Institute for Public Administration at UD on FOIA and Ethics for Local Officials. The FOIA training was provided by Max Walton and Kyle Evans Gay from Connolly Gallagher and the Ethics portion was provided by Debora Moreah, legal counsel for the Delaware Public Integrity Commission. Overall, I thought the classes were very informative and I will be working with staff to update some of our policies in the near future to insure we are in compliance.

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

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

Administration - Deputy City Manager

Notable Notes:

On March 22nd, the application process for the Assistant to the Manager position closed with 42 applications received. The HR team is currently in the process of scheduling interviews for this position. On March 29th, the application process closed for the position of police officer. A total of 69 applications were received. HR Administrator Marta Pacheco is working to compile these applications and necessary documentation supporting minimum requirements. Police applicant written and physical testing is scheduled for May 4th. Also, on March 29th, the open PT Sidewalk Sweeper and FT Sweeper Operator postings closed. Interviews are currently being scheduled for those positions. On April 5th, the application process closed for the Chief Communications Officer position. A total of 22 applications were received and interviews will be scheduled in the coming weeks. During the week, Human Capital Manager Devan Hardin is attending the National Public Employer Labor Relations Association (NPELRA) Annual Training Conference in Scottsdale, Arizona.

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

Activity or Project:

Court Sessions

Description:

From 4/4/19 to 4/10/19 Alderman's Court handled 51 arraignments, 20 trials, 16 capias returns, 1 video hearing and 1 code violation. The court collected a total of 435 parking payments of which 321 were paid online and 114 were paid at court. The court also collected criminal/traffic payments of which 195 were paid online and 62 were paid in court for a total of 257 criminal/traffic payments.

Status:

Completed

Expected Completion:

04-10-2019

Execution Status:

Completed

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on April 9 to attend election results.

Anita and Danielle spent considerable time with absentee voters during the final week of the election. A total of 125 absentee ballots was received during the election process.

Tara completed drafting the 20-22 Benny Street subdivision agreement.

Tara spent time with IT discussing the laptop issues as they pertain to presentations during the Council meetings.

Whitney spent additional time with IT to address issues with the Livestream for meetings and to finalize a plan going forward.

Whitney staffed the Conservation Advisory Commission meeting on April 8th as it was rescheduled from April 9th due to the City Election. In addition, Whitney drafted recommendations from the Conservation Advisory Commission and upon finalization they will be forwarded to Council and the City Manager for consideration.

Whitney completed legal advertisements for the 20-22 Benny Street project and Tara proofed. Whitney also drafted the direct mail notices for the 20-22 Benny Street project.

Whitney completed Twitter postings for the City's Twitter account including the Active Water Boil Advisory, Earth Day and the DEMEC raffle.

Whitney continued drafting the March 25th Council meeting minutes.

Whitney modified the Absentee Ballot Tally Sheet for the City election.

Whitney proofed and edited the neighborhood list to ensure accuracy for distribution to the polling places for Election Day.

Anita continued follow-up work with election workers to obtain missing documents and updating the spreadsheet, ballot packet assembly and updating of absentee voter log.

Anita continued copying voter registration lists for use on Election Day.

Anita drafted a listing of neighborhoods served for each polling location to post on Election Day. The document is saved in Sharepoint>Election Board Committee file>2019>Neighborhood Lists by District.

Anita continued preparing for the upcoming Election including assisting with walk-in absentee voters, ballot packet assembly and updating of the absentee voter log.

Anita gathered supplies and packed the bags for the Election Board for their use on Election Day.

Anita handled many calls from residents and non-residents inquiring about their polling place location and/or voter information.

Anita started election follow up including drafting check requests for poll workers payroll and processed payment to the Department of Elections for voting machines.

- * District 1 - 45 requested, 39 returned
- * District 2 - 7 requested, 6 returned
- * District 3 - 26 requested, 24 returned
- * District 4 - 14 requested, 12 returned
- * District 5 - 30 requested, 30 returned
- * District 6 - 3 requested, 2 returned

Anita continued with general departmental filing, copying and scanning of documents.

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 a response and closed a March 21 request for FBA Communications Corporate.
- * Provided an estimate to requestor for review regarding a March 22 request, requestor declined; request closed.
- * Provided a response and closed a March 29 request for Jean White for Council minutes.
- * Provided a response and closed an April 3 request for 11 S. Fawn Drive from Brian Fredericks office.
- * Provided a response and closed an April 5 request for CIS Leads for a list of contractor's names and bid amounts for Aerial Line & Underground Cable Relocation referencing Contract 19-04.
- * Received and circulated to staff for review an April 10 request for building permits for commercial and residential from January 1 to March 31, 2019.
- * Provided an estimate to requestor for review regarding a March 28 request.

Danielle assisted Anita finishing the voter registration binders.

Danielle processed and sent Campus Walk II plans and agreements to the Recorder of Deeds for recordation.

Danielle prepped for the upcoming April 18 Board of Adjustment meeting and sent Anita the direct mail notice and sent the ad to the Newark Post for advertising, posted the agenda on the website and the City calendar.

Danielle continued drafting the March 26 Special meeting minutes.

Regarding minutes, staff time was spent on the February 21 Board of Adjustment (Danielle proofing) minutes, January 28. The March 12 Conservation Advisory Commission minutes were drafted by Whitney and proofed by Tara. Whitney drafted and posted the April 9 Conservation Advisory Commission agenda. Whitney began editing the March 25 Council minutes, the March 26 Special Council meeting minutes and the March 27 Special Council meeting minutes are in the que.

Danielle spent 1 hour reviewing UDPD videos.

Danielle fulfilled 4 discovery requests for upcoming Alderman's Court cases. 141 discovery requests have been filled so far this year. 15 court calendars with 255 associated cases have been prepared so far for 2019. There are 11 outstanding discovery requests. There were no plea by mail cases processed this week.

The office received 13 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 127 lien certificates have been processed for 2019.

Tara spent extensive time preparing for the upcoming City election.

Tara staffed the Election Day events at City Hall from 5:30 a.m. to 10:30 p.m.

Tara prepared the Election Day results when the polls closed and presented in Council Chamber on the evening of the Election.

Tara spoke with City residents up to and including on Election Day to assist them with ensuring they voted at the proper location.

Tara worked with the Election Board at City Hall on Election Day to field questions/concerns from workers at the polling locations.

Tara prepped and posted agendas for the April 11 Certification of Election Results meeting.

Tara posted agendas on the City's website and on the Agenda Board in City Hall.

Activity or Project:

Digital Records Project

Description:

Samantha sent destruction requests for 26.10 boxes for destruction.

Samantha received approval for 20.10 boxes for destruction.

Samantha processed 93 complaints/summons.

Samantha processed 116 work order attachments.

Samantha attended the ARMA (CRM workshop training in Woodbridge, NJ).

Samantha continued studying for her CRM.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout. The students from

the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City. The scanned documents numbers for April 4 - April 10 are below.

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

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

A new substation transformer was delivered and set this week. After the transformer company comes in two weeks to finalize the installation and test the transformer, an outside contractor hired by the City will do a full battery of tests to confirm it is ready and to provide a baseline for comparison in the future.

Along with setting the new transformer, the hired crane also lifted a nearby substation transformer at South Well Field to fix its foundation. The electricians and line crews are putting back the conduits and wires taken off for the move.

The line crews continued installing a 12kV circuit along the Christina Parkway to tie two substations together.

The electricians updated the firmware in 20 recloser and base radios and moved the antennas on several either higher or in new directions, getting the recloser system communicating better than it ever has.

Engineering is working on pricing for upgrading the lines that will eventually be used as a backup to the UD stadium project. The existing lines from Chestnut Hill Road Substation are of adequate size, but in an emergency the lines that are being fed from Phillips Avenue along the Ice Arenas are currently under sized.

Engineering is also analyzing the loads of City facilities to see if the City can join the peak shaving program backed by DEMEC.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

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Description:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

2018 Audit - The auditors from CLA were onsite the last two weeks finalizing their fieldwork. After the fieldwork is complete, the audit team still has significant wrap up and review work that will be done offsite and generally takes about a month. While CLA is finalizing their workpapers, the Finance team will be busy preparing the Comprehensive Annual Financial Report. The report is expected to be issued in late May or early June.

Monthly Financial Reports – Staff has been working on the January and February monthly financial reports. Due to staff resource constraints, we will be presenting the January report on the April 22 Council meeting, and February and March at the May 13 Council meeting.

The Finance Department revised the quarterly tax assessment report to be more informative and easier to read. The reports for the January 2019 and April 2019 quarters will be submitted together on the April 22 Council meeting. In summary, the two quarters added a combined \$2.7 million in taxable assessments, which will provide an additional \$21,750 in annual tax revenue beginning July 1. Key addition was the STAR Campus Tower, which has a taxable assessment of \$2.1M, as 69% of the building is tax exempt.

On April 10, the Finance Director and other DEMEC members met with Governor Carney. April 10 was declared “DEMEC Day” by the Governor in recognition of public power and the benefits DEMEC provides to its members. DEMEC is short for “Delaware Municipal Electric Corporation” of which Newark is a member. DEMEC procures and provides wholesale electric power to the City, in which the City sells to its electric customers through our distribution system. Since DEMEC is a non-profit entity, the municipalities who belong to DEMEC are the owners. So, any profit earned in any given year goes back to our customers. This process is reflected in the annual “RSA adjustment” each March.

Activity or Project:

Automatic Bill Payment/Leak Notification System

Description:

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

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

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

Status:	Completed
Expected Completion:	12-31-2017
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Along with Public Works Director, met with developer of 628 Paper Mill Road about easement agreement through Redd Park for sewer lines; organized the meeting agenda for Landscape Screening and Treatment Review Committee; worked on the Preston's Playground Restroom bid. The trees have been evaluated in the park area of the Rodney project by the City's Certified Arborist, Tom Zaleski. The trees marked with a white circle are trees that are in good condition and need to be trimmed or have dead or damaged wood removed. Some of the trees marked with the white X are trees that could be impacted by construction of new trail and sidewalks, removal of existing roads, sidewalks or impacted by park amenities such as the playground. This includes trees that may have more than 50% of their roots compromised during construction causing the trees to die in the near future. We will be meeting with the design firm, JMT Engineering, to evaluate the plan to see what can be done to lessen the impact on the trees in the construction areas. The remaining trees with the X are trees that have root damage or are in decline due to diseases or structural flaws such as splits in the tree or cavities that make it a safety concern. Our goal is to protect as many trees as possible and also create a safe environment for our park visitors.

Deputy Director: Met with Joe, Kathy, Finance and IT staff regarding the recreation registration software programs to review credit card processing capabilities; consolidated updates/changes for the summer activity guide and completed data entry forms for input into the recreation software program; participated in interviews for the George Wilson Center Attendant positions; attended Sustainability Plan Committee meeting; sat in on presentations from candidates for the Human Resources & Labor Relations Manager position; worked with NPD on initial set up for National Night Out in August; worked with Tyler and Chrissy to set up staff for UD Fandemonium event; worked with Shelby on weekly Eblast updates and other marketing material for upcoming events and programs; continued to review and compare registration software programs and contact current users for input; conducted weekly staff meeting with recreation staff; continued to process special event applications and issue permits once approved.

Recreation Supervisor of Athletics: Finalizing details with staff and instructors for summer programs; working to get new after care site supervisors on board, working to satisfy licensing requirements after recent inspection, participated in conference call regarding new Purchase of Care changes; met with skateboard instructor; planning for the start of adult softball and volleyball leagues, working to get teams finalized; reserved charter bus for December NYC trip; finalizing Rittenhouse Camp staff, continues recruiting an arts and crafts coordinator.

Recreation Supervisor of Community Events: Worked on Egg Hunt donations from local businesses; started contracts for performers for the Spring Concert Series; added updated information to the Community Garden Facebook page, continued to register new participants to garden plots.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs; sent updated facility requests to the Newark Senior Center; continued to finalize summer camp field trips and items for Camp GWC; continued recruiting volunteers and volunteer updates/communication for the Spring Community Clean Up and the Egg Hunt preparations and event; picked up supplies from Artesian Water for the Spring Community Clean Up; hosted the annual Spring Community Clean Up in partnership with the Christina River Watershed Clean Up, an estimated 200 trash bags were filled along with some large items including tires, metal, television, bike parts, a mattress box and more, volunteers were sent to local parks, trails, and roadways totaling 30 areas. These areas included Rt. 896, Barksdale Road, Casho Mill Road, Cherry Hill Manor open space, Christina Parkway, Cleveland Avenue, Dorothy Miller Park, Edna C. Dickey Park and surrounding roadways, Elkton Road, Fairfield Park, Fairfield Crest Park, Folk Memorial Park and surrounding areas, George Read Park and surrounding areas, George Wilson Park, the James F. Hall Trail, Karpinski Park and Storm Water Basin, LeRoy Hill Park and surrounding areas, Lumbrook Park and surrounding areas, Mason Dixon Trail, McKees Lane, New London Road, Newark Reservoir, Old Paper Mill Park, Handloff Park, the Pomeroy Trail, Olan Thomas Park, Old Cooches Bridge Road near Christina River, Phillips Park, Rittenhouse Park, Sandy Brae open space area, Sandy Brae Trail near Rittenhouse Creek and other areas. As part of the Christina River Watershed Clean Up, volunteers were asked to report on the types of trash found. Only 10 of 30 areas reported for their site and included removing over 400 plastic bags, 285 cans, 290 bottles, 4 tires, 300 straws/stirrers, 20 balloons, 40 baseballs, appliances, sleeping bags and much more. Volunteer groups included the Bloom Energy, Boy Scout Troop 255, Cherry Hill Manor Neighborhood Association, CityLight Church, City of Newark, Newark Charter High School, Newark Rotary, UD Alpha Phi Omega, UD AWRA, UD Gamma Sigma Sigma, UD Library, US Air Force, Women Working for Change, families and individuals. The Newark Lions Club volunteered and sponsored the clean up by purchasing and offering refreshments and drinks to volunteers before and after the Clean Up; finalized information to potential participants about an added Curtain's Up Theater class that will be offered due to the current class being full; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted Aftercare Food Bank forms; entered/tallied all volunteer information from NHS, Spring Clean Out, and McKees Park projects; assisted with Easter Egg Hunt candy/prize sorting/organization; dropped off flyers to the Library and Senior Center for upcoming events; purchased and delivered After Care Cooking Club supplies; started working on leadership training ideas and information for summer camp staff training; assisted with preparations and worked the Spring Clean Up including preparing informational signs for the sandwich boards, organizing t-shirts, set up for the event. Volunteer Hours: Spring Clean Up - 103 volunteers devoted 271.25 hours.

Parks Superintendent continued coordinating for upcoming chain saw training session next week, met with fencing contractor concerning repair to tennis court fence at Fairfield Park as well as starting fence replacement at Handloff Park ballfield #2, reviewed proposed landscape plan for future development and commented as needed, assisted coordinating the Christina River/City Wide Clean Up event, met with arborist contractor to prioritize tree removal/creek clearance operations and assisted horticulture staff as needed.

Parks Supervisor assigned field staff daily and assisted as needed, coordinated with Public Works to use front end loader unit at Olan Thomas Park and followed up on receipt of PO's to equipment vendors for mowing units.

Parks/horticulture staff continue on preparing berm at Olan Thomas for upcoming planting, continue on weed control, did trash removal throughout park system as needed, dragged/scarified ballfields, did tree pruning/removal at several park sites, delivered supplies to Wilson Center for volunteers to get ready for upcoming Easter Egg Hunt event, did interior bed maintenance at City Hall and did work orders as assigned.

Activity or Project:

Newark Egg Hunt

Description:

Newark's annual Egg Hunt will be held at White Clay Creek State Park's Carpenter recreation area on Saturday, April 13, beginning at 10 a.m. All children should bring a basket or bag to collect their goodies. STATE PARK FEES WILL BE IN EFFECT.

Hunt Schedule:

Walking - 2 years 10:00 a.m.

3 & 4 year olds 10:00 a.m.

5 & 6 year olds 10:30 a.m.

7 - 9 year olds 10:30 a.m.

Please call the Leisure Time Hotline at (302) 366-7147 if weather is questionable the day of the hunt after 9 a.m. The rain date will be Sunday, April 14 beginning at 2 p.m. for walking - 4 year olds and 2:30 p.m. for ages 5 - 9.

Status:	Not Started
Expected Completion:	04-13-2019
Execution Status:	On Track

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:

Planning and Development Department

Notable Notes:**Code Enforcement:**

Mazda showroom renovations are progressing; installation of drywall was started this week. Structural repairs at Klondike Kate's, needed to replace a deteriorating sidewalk under the front deck and door/window headers on the front wall of the basement, should be complete this week.

Parking:

Parking staff worked on countdown signage over the UD spring break; the display was fixed on the Lot 3 countdown sign and connectivity issues were addressed in Lot 4. Staff is currently working on correcting GIS display issues online, as well as working with IPS Smart Meters, Inc. to correct some mobile network connectivity issues parking maintenance is seeing in the field.

Parking Manager Marvin Howard and Parking Supervisor Court Mulvanity participated in the HR and Labor Relations Manager presentation on April 5. Parking provided Finance with CAFR statistics for 2018 concerning meters maintained, parking tickets issued, parking summonses, and meter summonses. Staff continued work on the presentation for the April 29 Special Council meeting regarding T2 multi-space parking and license plate readers, as well as continued work on organization for lease agreements.

Planning/Land Use:

On April 18, the Board of Adjustment will hear the appeal of the property owner of 15 Prospect Avenue for an area variance on maximum lot coverage from a maximum of 25% to the proposed of 27.5%. The case was approved over one year ago without the project starting. Therefore, the variances have sunset and the applicant has to reapply.

The Green Building Code Work Group is scheduled to meet on Tuesday, April 23 at 3:30 p.m. in Council Chamber to continue their discussion of the City's energy conservation and efficiency standards. The April 23 agenda includes a discussion of the assignment of points and review of criteria for commercial development projects.

Planner Mike Fortner staffed the Steering Committee meeting on April 4 for the Newark Community Sustainability Plan; attended Fair Housing training in Wilmington on April 5 as part of the HUD requirement for the City of Newark's Community Development Block Grant (CDBG) program; and participated in the Strong Neighborhood Housing Fund application review committee for the Delaware State Housing Authority on April 11.

The following were also completed this week:

- 5 Deed Transfer Affidavits
- 27 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The

application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

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

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single-family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

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

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

on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

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

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

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for

review. SAC comments were forwarded to the applicant on February 21, 2019. The Planning and Development Department received revised plans on April 3, 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.

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.

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.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on

the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019.

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019. SAC comments were forwarded to the applicant on January 25, 2019. Revised plans were received February 14, 2019, with SAC comments forwarded to the applicant on February 20, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At their March 5, 2019 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0). The project has been placed on City Council agendas for March 25, 2019 (first reading) and April 22, 2019 (second reading/public hearing).

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.

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.

42, 46, and 54 East Delaware Avenue, Municipal Parking Lot 1 Expansion, Parcel IDs 1802000068, 1802000070, (PR#19-02-02): On February 19, 2019, the Planning and Development Department received an application for an administration subdivision at 42, 46, and 54 East Delaware Avenue for the expansion of Municipal Parking Lot #1. The Department received site plans from the applicant on March 20, 2019 and letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on the same date. No comments or objections were received by the Planning and Development Department in response to the letters

mailed on March 20. The administrative subdivision was approved by the Planning and Development Director and City Manager on April 8, 2019.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Auxiliary Services Division:

- PSAP Manager Cannon is attending the National Tyler New World Conference during the week of 4/8/19.
- Captain Van Campen attended DOJ 2019 Body-Worn Camera TTA National meeting on April 9-10, 2019.

Criminal Investigations Division:

- This week is National Crime Victims' Rights Week. As a member agency of the Victims' Rights Task Force, as well as the Chair of the task force, Newark Police Department Victim Services Coordinator has been helping to plan events for this week. Delaware will have their 28th Annual Crime Victims' Tribute tonight in Dover, Delaware. A domestic violence victim that Sgt. Watson worked with in 2016 is the guest speaker for this year's tribute. On Thursday, Gov. Carney will sign a proclamation declaring this week, April 7-13, 2019, Crime Victims' Rights Week in Delaware. Multiple Newark Police Department officers will be present at both the tribute and the proclamation signing.
- On April 8, 2019, detectives arrested a 19-year-old male from Bernardsville, NJ regarding an assault on a law enforcement officer stemming from a disorderly conduct incident that occurred on March 23, 2019. The officer sustained a serious physical injury that has worsened since the

incident for which he is currently seeking medical treatment. The charges were upgraded to Assault 1st given the officer's condition. The defendant was video arraigned through the Justice of the Peace Court 11. He was committed to the Howard Young Correctional Institution after receiving \$32,400 secured bail.

Administration Division:

- On April 5, 2019, Lt. Andrew Rubin and M/Cpl. Will Smith participated in a Criminal Justice Career Expo at Delaware Technical Community College, Stanton Campus. This allowed Newark Police to display what the department has to offer potential applicants as well as seek interest for future application processes.
- The Newark Police Department has been scheduled for its first annual CALEA web-based compliance review from May 10-18, 2019. This is the NPD's first review under the new 4-year accreditation process. Agency accreditation files are now reviewed once a year, leading up to the on-site inspection in the fourth year. A Compliance Service Manager from CALEA will remotely review the agencies files checking for continued compliance to the law enforcement standards.

Patrol:

- On April 9, 2019 at 1526 hours, officers responded to Downes Elementary School for a report of a medical emergency, that a maintenance employee had fallen approximately 20 feet from the top of a ladder while working on the roof. Upon arrival, officers were advised by NCC Paramedics that the patient had been transported via Trooper 4 prior to officer's arrival.
- On April 4, 2019 at 1127 hours, PFC Golden was patrolling the area of South College Avenue and Welsh Tract Road and observed a white Chevrolet Malibu bearing a Delaware registration. Upon searching the registration through a law enforcement database, the vehicle was found to be stolen out of Troop 9's jurisdiction. A felony car stop was conducted, and the driver was taken into custody without incident. The driver was found to be wanted for the theft of the vehicle which he was stopped in and was turned over to Delaware State Police Troop 9 for processing.

Special Operation Unit & Traffic:

- A distracted driving campaign was undertaken last week. A total of 325 summons were issued by officers for motor vehicle violations that contributed to distracted driving.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 04-11-2019

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 – April 4 – April 10

Name	# of Documents	# of Pages	Types
Samantha	209	582	Court Documents/Work Order Attachments
Sandy	392	4610	A/P Batch Scans/November Cash Receipt Folders
Fred	191	331	Building and Subdivision Plans
Debbie	257	5790	PUBS Daily Cash Receipts/Complains/Summons
Ana (PT)	203	1397	Complaints/Summons
Anita (PT)	10	27	Miscellaneous Current Files
Total	1262	12,737	

Digital Records Project Documents Modified* – April 4 - April 10

Name	# of Documents	# of Pages	Types
Samantha	209	582	Complaints/Minutes/Ordinances/Permits/Agendas/Correspondence
Sandy	401	6027	Employee Timesheets/Payroll Reports/Alderman Complaints/Summons
Fred	228	2354	Building Plans/PWWR Plans
Debbie	260	5877	Agendas
Ana (PT)	249	2008	BOA Documents/Agendas/Minutes
Anita (PT)	26	88	Miscellaneous Current Files
Total	1,373	16,936	

Monthly Year-Over-Year New Document Page Totals

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

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42064	-10,073
April	53,599		
May	49,087		
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

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

NEWARK POLICE DEPARTMENT

WEEK 03/31/19-04/06/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	3	3	0	1	0	0
Unlaw. Sexual Contact	1	1	0	1	0	0
Robbery	6	3	0	13	4	0
- Commercial Robberies	1	1	0	0	3	0
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	4	2	0	11	1	0
Assault/Aggravated	6	8	0	6	7	0
Burglary	15	25	0	3	53	0
- Commercial Burglaries	7	1	0	0	0	0
- Residential Burglaries	7	18	0	3	40	0
- Other Burglaries	1	6	0	0	13	0
Theft	133	131	6	43	158	1
Theft/Auto	14	14	0	2	3	0
Arson	0	0	0	0	0	0
All Other	28	37	2	14	53	1
TOTAL PART I	206	222	8	83	278	2
<u>PART II OFFENSES</u>						
Other Assaults	72	76	2	59	36	0
Rec. Stolen Property	0	0	0	3	4	0
Criminal Michief	58	26	4	13	29	0
Weapons	2	8	0	8	23	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	86	36	1	103	65	4
Drugs	25	55	3	35	79	4
Noise/Disorderly Premise	219	164	3	100	61	0
Disorderly Conduct	38	36	0	26	33	0
Trespass	46	66	1	12	34	0
All Other	102	98	10	97	116	6
TOTAL PART II	648	565	24	456	480	14
<u>MISCELLANEOUS:</u>						
Alarm	54	38	4	0	0	0
Animal Control	105	138	13	1	1	0
Recovered Property	66	53	3	0	0	0
Service	10557	9537	717	0	0	0
Suspicious Per/Veh	122	116	3	0	0	0
TOTAL MISC.	10904	9882	740	1	1	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,049	13,605	929	12,408



Newark Police Department
Weekly Traffic Report
03/31/19-04/06/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	3212	3356	329	564
DUI	43	47	4	3
TOTAL	3255	3403	333	567

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	55	51	1	3
Property Damage (Reportable)	304	298	23	8
*Hit & Run	63	58	2	3
*Private Property	76	77	3	3
TOTAL	359	350	24	11

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