

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This Monday we held a Special Council meeting on parking and how we are proposing to help mitigate the parking impact from the ongoing Main Street construction. Council gave clear feedback and staff is working this week to prepare a recommendation for consideration at the May 13th regular Council meeting.

On Tuesday, PW&WR Director Filasky and I participated in a DelDOT event here in Newark where they hosted a pair of engineers from the Netherlands who were invited to Delaware to train us on the cycling infrastructure practices of the Dutch. We spent the morning cycling around town to a variety of locations to get their insight and feedback on difficult locations and projects, both underway and recently completed. I found it to be thought provoking and a worthwhile exercise. This was the first of a three-day program, although Tim and I were unable to attend days 2 or 3. Tom Freuhstorfer and Joe Spadafino did attend Day 3 which was the Walkable, Bikeable summit in Dover.

On Thursday we held a regular staff meeting and on Friday I attended training by UD's IPA titled "Real Estate Development for Local Government Officials".

Throughout the week we held interviews for the Assistant to the City Manager position. We had several very promising candidates, and I am looking forward to one of them joining our team.

The remainder of the week was spent preparing for the 5/13 Council meeting and on general administrative/personnel related items.

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

Department:

Administration - Deputy City Manager

Notable Notes:

On April 24, 2019 City Manager Tom Coleman and management staff recognized Administrative Professionals Day with a luncheon. Thirty-three administrative staff personnel attended the event. As part of our continued employee engagement, on April 25, 2019 the City hosted a Bring Your Child to Work Day. Twenty-five children attended the event which included site visits to all departments and several city facilities. All departments came together to make the event special and informative for all the children who attended. Also, on April 25th, Acting HR & Labor Relations Manager Mark Farrall, HR Administrator Marta Pacheco, Deputy Chief Kevin Feeney and Accountant II Deb Keeley, attended the 2019 Annual Employment Law Seminar hosted by Young Conaway. Topics included the new sexual harassment training law, Department of Labor overtime and exemption changes, EEOC Updates, Police Discipline and ADA & FMLA updates. On April 26 through May 2nd, the city hosted CPR/AED/Blood Borne Pathogen training for employees. The training, presented by the Delaware Safety Council, was attended by over 100 city employees. During the week of April 29th, first round interviews were held for the vacant Assistant to the Manager position. On May 1, 2019, the HR Division hosted the monthly WOW recognition breakfast. Nine employees were recognized for their outstanding contributions to the organization and our residents. On May 4th, the HR team, in partnership with the police department, will host police applicant written and physical agility testing.

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

Department:

Alderman's Court

Notable Notes:

Alderman's Court held two court sessions from 4/25/19 to 5/1/19. These sessions included arraignments, trials, capias returns and video hearings.

The bailiffs will have their weapons requalifications on Saturday, 5/4/19.

On 4/25/19 the city participated in Bring Your Child to Work and Alderman's Court had the children attend arraignments from 8:30-9:00 a.m. Judge Hatfield came off the bench after the arraignments to answer questions and have pictures taken.

Activity or Project:

Court Sessions

Description:

From 4/25/19 to 5/1/19 Alderman's Court handled 64 arraignments, 68 trials, 27 capias returns and 3 video hearings. The court collected a total of 528 parking payments of which 326 were paid online and 202 were paid in court. The court also collected criminal/traffic payments of which 195 were paid online and 58 were paid in court for a total of 253 criminal/traffic payments.

Status:

Completed

Expected Completion:

05-01-2019

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 4/29 for the City Council Special meeting.

Geena was in the office on 4/29.

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

Tara spent time with booking and reviewing Council Chamber procedures for meetings with staff.

Tara proofed the May 2019 calendar.

Whitney spent considerable time with IT to address issues with her For the Record system on her computer.

Whitney staffed the City Council Special meeting on 4/29 for coverage for Communications Division.

Whitney completed the 4/22 Council meeting minutes and is drafting the 4/29 Special Council meeting minutes.

Whitney completed the 4/22 Council meeting packet follow-up.

Anita assisted the developer of Mara's Landing with plan review paperwork.

Anita assisted the Records Division with a help ticket for the Finance Director regarding CD & H.

Anita processed several check requests for payment to Wesleyan Church for the use of their facilities for the Citywide election and thank you note for same.

Anita drafted, finalized and distributed the May 2019 City calendar.

Anita assisted with the preparation and did the set-up for the Special City Council meeting on 4/29.

Anita began the packet follow up from the 4/22 meeting.

Anita emailed Mayor and Council members for upcoming training/networking opportunities.

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

Tara proofed the April Board of Adjustment meeting minutes.

Tara proofed the April Conservation Advisory Commission meeting minutes.

Tara attended the 4/29 City Council Special meeting.

Danielle worked on the following items regarding FOIA:

*Provided a response and closed a 4/25 request for outstanding or open building or fire code

violations for a property outside City limits.

*Provided a response ad closed a 4/16 FOIA request for new construction and multifamily permit 2/19 through 3/19.

*Received and circulated to staff for review a 4/26 request for open permits, liens and violations for 113 E. Main Street Unit 320.

*Received and circulated to staff for review a 4/26 request for open permits, liens and violations for 113 E. Main Street Unit 415.

*Received and circulated to staff for review a 4/26 request for a fire report regarding an incident on 3/20 at White Chapel Village.

*Received and circulated to staff for review a 4/26 request for open zoning building, building or fire code violations, variances or special/conditional use permits and approved site plans for 924 Barksdale Road.

*Received and circulated to staff for review a 4/29 request for police records.

Danielle circulated to staff for signatures the plan and agreement for Mara's Landing, Campus Walk II and 62 N. Chapel Street.

Danielle made corrections to the draft version of Chapter 27 amendment regarding fining protocol.

Danielle fulfilled 11 discovery requests for upcoming Alderman's Court cases. 176 discovery requests have been filled so far this year. 18 court calendars with 322 associated cases have been prepared so far for 2019. There are 10 outstanding discovery requests. There was one plea by mail cases processed this week.

The office received 13 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 143 lien certificates have been processed for 2019.

Tara prepped and staff the 4/29 City Council Special meeting.

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

Tara posted various agendas on the City Hall bulleting board.

Danielle, Tara and Whitney participated in the Administrative Professionals luncheon and activity on 4/24.

Departmental staff helped and enjoyed the Bring Your Child to Work day festivities on 4/25.

Activity or Project:

Digital Records Project

Description:

Samantha received approval for 27.10 boxes and 23 rolls of plans for destruction.

Samantha processed 350 Work Order Attachments, 375 Complaints and 15 Special Use Permits.

Samantha modified 32 permits, 190 agendas, 50 affidavits of publication and 9 sets of minutes, and

15 modification of permits.

Debbie processed complaints and summons for 1979-1982.

Debbie processed PUB daily cash receipts for 4/8 to 4/12 and 4/15 to 4/18.

Debbie processed 2018 Miss Utility Tickets.

Ana scanned and modified activity registrations and scanned activity registrations.

Ana scanned complaints and summons 4/26 / 5/1.

Ana prepped complaints and summons for future scanning.

Sandy worked on Alderman's Court complaints and summons from 1982 and from 1991-1994.

Sandy reviewed cash receipt files form 2016-2018 for errors/corrections/missing dates.

Sandy is scanning A/P batch tickets 43318 (in process).

Sandy is scanning the cash receipt folders for 12/18.

Anthony processed 120 work order attachments and scanned building plans.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

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Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews have been working at the South College Substation installing the breakers on both sides of the new transformer and installed poles, wires and switches needed to isolate equipment and switch circuits.

The line crews also tree trimmed along Old Paper Mill Road and began removing services to sections of College Square Shopping Center.

The electricians are finishing the piping for the communications and power to the equipment for the new South Chapel transformer.

The electricians also accompanied a contractor while he performed an infrared survey of the system, removed the old warehouse underground feed, and worked on moving the blue light phone at the reservoir.

Engineering priced work to electrify Hal Prettyman's apartments on Haines Street. Engineering also performed fault studies for Building 8 at Interchange Industrial Park, the water tower antenna project at STAR, and DOW/Dupont buildings on Bellevue Road.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

NEW CASTLE COUNTY EXECUTIVE MEYER AND HIS ADMINISTRATION WILL BE HOSTING A TOWN HALL MEETING AT THE NEWARK LIBRARY ON MAY 6TH. THE MEETING IS SCHEDULED TO BEGIN AT 6:30. DURING THIS MEETING, COUNTY

EXECUTIVE MEYER WILL BE DISCUSSING THE PROPOSED 2020 COUNTY BUDGET AND THE REASON FOR THE PROPOSED COUNTY TAX INCREASE. PLEASE MAKE AN EFFORT TO ATTEND THIS MEETING TO VOICE YOUR OPINIONS. More details in the project box below.....

2018 Audit – Our auditors were onsite last Friday to finish up their fieldwork. 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 February financial reports to be discussed at the May 13 Council meeting. March will be reviewed at the May 28th Council meeting.

The Finance Department welcomes Dawn LoboZZo to our team! Dawn is our new Finance Assistant, who will be replacing our current Finance Assistant who will be retiring this summer. Dawn's prior municipal experience will be a great asset for us and welcome her to the City of Newark!

Activity or Project:

New Castle County proposed 2020 budget

Description:

New Castle County has disclosed their Recommended Operating & Capital Budgets for FY2020. Here are the following highlights:

SEWER FEE – No requested change. No proposed sewer fee increase effective 7/1/2019. Since just over ½ of the City’s sewer fee includes our contractual payment to the County, this is a good thing for the City.

COUNTY TAX RATE: - The County informed the City on March 18th that City residents will no longer receive a credit on the County bill for fire services. For the past few decades, the County has always considered Newark’s subvention to AETNA Fire Company sufficient enough to qualify for a local service credit. The County informed us that since Newark does not have its own fire company, we no longer qualify for this credit. The removal of this credit will equate to a 7% increase in the County tax rate. When you add the overall tax Newark residents pay the County, they will see their County tax bill go up over 10% on July 1 pending no changes. One issue at hand is that the review process has not yet been fully completed by the County’s finance office, and more changes could occur in future fiscal years. The City has respectfully requested the County to avoid any significant changes such as this, until the process has been fully reviewed. At this moment, it appears that some municipalities are being treated differently than others. CITY STAFF ARE WORKING TO DEFEND THIS CHANGE. FEEL FREE TO CALL YOUR COUNTY COUNCIL REPRESENTATIVE TO EXPRESS YOUR CONCERNS.

New Castle County FY2020 Recommended Operating Budget:

<https://www.nccde.org/DocumentCenter/View/30141/FY2020-Recommended-Operating-Budget>

New Castle County FY2020-2025 Recommended Capital Budget:

<https://www.nccde.org/DocumentCenter/View/30140/FY2020-Recommended-Capital-Program-and-Budget>

Annual Revenue Ordinance: <https://www.nccde.org/DocumentCenter/View/30238/19-035>

Annual Sewer Ordinance (establishes the annual sewer fee – Newark is a contract user and do not pay for the County’ collection system): <https://www.nccde.org/DocumentCenter/View/30239/19-036>

Annual Operating Budget Ordinance: <https://www.nccde.org/DocumentCenter/View/30242/19-039>

Status:	In-Progress
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Expected Completion:	05-21-2019
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Execution Status:	On Track
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Activity or Project:

Finance Department Vacancies

Description:

Finance Assistant – (replacement of pending retirement) – New employee hired.

IT Infrastructure Manager – (former IT Manager) Our finalist’s start date of April 15 has been pushed back. Tentative start date is May 28.

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

P/T Finance Assistant – Position vacated in January. Will review once the full-time Finance Assistant position is filled.

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

P/T Customer Service Clerk I – Approved by Council in the 2019 budget and is on hold.

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

Description:

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

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended meeting with the Public Works Director, Parks Superintendent and Chris Brendza from JMT on site at the Rodney dorm to address concerns about tree preservation at this site with residents; met with Ethan and some members of the Design Committee about landscaping on some of the bump outs on Main Street; visited Fairfield Park with Mr. Pemberton to evaluate hard surface areas that need improvements; met with the City Manager about potential park improvements and activities; attended SharePoint meeting with Paula and the IT Division; worked on grant opportunities for the White Clay Creek Bridge and Old Paper Mill Park; met with Paula and Chrissy about upcoming Earth Day and UD Big Event organization and projects.

Deputy Director: Coordinated with the Electric Department staff to hang up flags on the poles on the outskirts of town for the upcoming events; attended a demo of the Active recreation software program conducted by Andy Bero from New Castle County Recreation Services, he was able to explain how the system works for them and answer questions from the staff; assisted with the Bring Your Child to Work Day activities; continued to finalize updates to the summer activity guide and worked with Shelby on sending it out April 22; conducted weekly staff meeting with recreation staff; continued to process special event applications and issue permits once approved; reached out to representatives from UD regarding the upcoming Big Event to discuss details; attended Memorial Day Parade Committee meeting to review first draft of script for the ceremony.

Recreation Supervisor of Athletics: Christina School District held their spring break and before and after care did not meet; held two staff orientations, completed the May staff schedule, sent information out again regarding registration for next year which begins 5/1; the Spring Break basketball camp was held Tuesday-Friday at Newark High School; completed the adult softball schedule, league is planning to begin 4/30; met with new tennis instructor; booked the school buses for summer camp trips; continues working to finalize staff for Rittenhouse Camp; attended Active network registration demo with New Castle County staff member.

Recreation Supervisor of Community Events: Working on Memorial Day Parade, continuing to confirm attendance for VIP's, the ceremony and parade is scheduled for Sunday, May 19th; Spring Concert Series which is being sponsored by Bloom Energy this year begins on May 2nd with the Honeycombs, concerts are held Thursdays from 7-8 p.m. on the Academy Building Lawn in May and June; lining up interviews for potential camp staff, working on contracts for summer programs; checked on It's Simply Delicious Cake Decorating Camp for spring break camp with 10 participants, we are expanding the camp offerings this summer to include breads, baking, cake decorating and cooking with It's Simply Delicious since they are very popular.

Coordinator of GWC and Volunteers: Finalized items needed for Spring Break Camp which took place Monday - Friday at the George Wilson Center, registration numbers included a total of 77 registration; continued to update items needed for Camp GWC including interviewing potential staff for Before and After Camp Care; completed status reports for returning Camp GWC Staff; completed PSAs for May programs; coordinated with the Recreation Directors and parks crew on the upcoming Big Event; continued to do outreach and coordinate volunteers for the Earth Day Volunteer Day on Saturday, April 27, planting in meadow areas, landscaping along the James Hall Trail, doing selective cut backs, spreading wood carpet at Handloff Park and removing litter from parks and roadways; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted Aftercare Food Bank forms; updated Spring Concert Series dates and entertainers on City website; published summer volleyball schedules on website, updated first week scores; reviewed softball schedules, posted softball schedules on website; completed Before/After Care staff schedule for May; worked on summer event schedule for Shelby for weekly E-blasts; inventoried and put away incoming arts and craft and sports supplies; prepared handouts for Bring Your Child to Work Day and the Arbor Day tree planting; worked the Earth Day Volunteer Event, went to Handloff Park with Tom to discuss Earth Day project and to mark trees being kept, supervised and participated with a group of 12 UD students at the event, assisted with set up/tear down of event with Chrissy; prepared for Monday's tree planting at West Park by printing handouts and finalizing schedule with Principal Novack
Volunteer Hours: Earth Day - 64 volunteers, 175 hours

Parks Superintendent: Inspected six park areas and developed work lists as needed, attended meeting with Parks Director and Public Works Director on site at the Rodney dorm to address concerns about tree preservation at this site with residents, mowed off/raked up clippings and spread leaf mold on the three wildflower planting areas at Apple/Barksdale Roads open space, directed planting of wildflowers by volunteers at Apple/Barksdale Roads open space, picked up plant materials at local nursery and at Blackbird State Forest office for both Arbor Day planting at Downes School and planting in Phillips Park for Bring Your Child to Work Day, met with resident concerning planting options at their residence, inspected landscape plantings at Candlewood Suites for release of 2 year surety bond, along with Parks Director met with Arborist to gather information and get cost estimate on completing a TRAQ (Tree Risk Assessment Qualification) study on several trees at the Rodney dorm site, met with Public Works Inspector concerning tree issue, continued on Native and Ornamental Shrubs course at Longwood Gardens School of Horticulture, followed up with contractor concerning spraying contract scheduling and coordinated with Public Works on handicapped sign installation in parking lot at Phillips Park.

Parks Supervisor: Assigned field staff daily and assisted as needed, drove City of Newark bus for Bring Your Child to Work Day, picked up plant materials for meadow planting at Apple/Barksdale Roads by volunteers, assisted with table delivery/set up in Council Chamber and coordinated gathering supplies for this weekend's volunteer Earth Day event.

Parks/Horticulture Staff: Continued mowing/weed control in bed areas throughout park system, did interior bed maintenance at City Hall, did trash removal throughout park system, dragged/scarified all ballfields, raked off/leveled all horseshoe pit areas, removed curlex matting from hillside at Reservoir next to Preston's Playground, did equipment maintenance to mowing equipment, started mulching bed areas in park system, tilled in leaf mold/raked off/added mulch to the three wildflower planting areas at Apple/Barksdale open space for upcoming Earth Day planting by volunteers, and continued on work orders as assigned.

Activity or Project:

Spring Concert Series

Description:

Spring is in the air and we are ready to get outdoors with the 2019 Newark Spring Concert Series. Concerts will be held Thursday night's 7-8 p.m. starting May 2 and running through June 20. Grab a bite to eat, do some shopping on Main Street then join us for a musical adventure on the Academy Building lawn.

Here is the full schedule for the spring concert series:

- May 2 The Honeycombs (1950's & 1960's)
- May 9 Jay Smar (Coal mining Music From PA) *Jay will also be teaching a basic guitar workshop prior to the concert -

Register at www.newarkde.gov/play

- May 16 John Hadfield (Family Fun)
- May 23 The Jimmies (1980's)
- May 30 Mike Barry (Singer/Songwriter)
- June 6 BFF (modern cover)
- June 13 Joe Baione (Jazz)
- June 20 Country By Night Country Dance Party with WXCY and Always An Adventure (Country)

Parking fees are in effect downtown during the concerts. On rainy days the concert will be held at the Aetna Fire House on Academy Street. Please call the Leisure Time Hotline at 366-7147 on rainy days for updates. For more information, please contact the Recreation Office at 302-366-7000 or visit www.newarkde.gov/play.

Status:	In-Progress
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Expected Completion:	06-20-2019
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Execution Status:	On Track
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Activity or Project:

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Activity or Project:

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

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Fire Marshal Dave Tynan conducted daily plan and site reviews on new and existing projects for Chemours, BPI, Whitney Center, South Main Street, and various other projects; conducted special event inspections on the past few Saturdays at University of Delaware; responded/assisted the

State Fire Marshal on a fire at 608 Apple Road; continued work on Fire Code revisions; and hosted Fire Lane Access and Fire Service training on May 3 with City management and staff. Dave also continued emergency management training with AMTRAK and Newark Police Department; met with UD OEM and met with Parks and Recreation staff for an upcoming event.

Parking:

Parking Division staff spent a significant amount of time preparing for the special City Council meeting that was held on April 29. Parking Manager Marvin Howard had a meeting with M&T Bank to discuss preparation and concerns for Lot 3 this summer. Parking Supervisor Court Mulvanity and Secretary Ericka Morterud attended T2 Re-Connect Training in Maryland on April 30.

Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, May 7 at 7:00 p.m. in the Council Chamber. Items on the agenda include:

- Election of Planning Commission Secretary
- Review and consideration of Comprehensive Development Plan amendment regarding Focus Areas
- Review and consideration of proposed changes to Planning Commission Rules of Procedure
- Review and consideration of a Comprehensive Development Plan amendment and major subdivision with site plan approval for 321 Hillside Road

Planner Mike Fortner participated in the Newark Rental Workgroup Kickoff meeting on April 30; within the overall group, Mike will participate in the subcommittee that focuses on “Affordable Housing.” On April 29, Mike attended the Fair Housing Summit which was held in Wilmington and sponsored by the Delaware Division of Human Relations. On May 1, Mike attended a training by the Delaware Chapter of the American Planning Association on the development of the Jack Markell Trail on the Wilmington Riverfront.

The following were also completed this week:

- 8 Deed Transfer Affidavits
- 34 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.

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. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project is scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting.

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). At their April 22 meeting, City Council approved the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (5-1).

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.

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:

Administration Division:

- On May 4, 2019, members of the Administration Division will staff the police applicant written test and physical agility test as we generate an eligibility roster used to hire police officers.

Criminal Division:

- On April 26, 2019, Newark Police detectives arrested a 20-year-old male from Newark for Burglary 2nd Degree and Theft \$1,500 or Greater, regarding a theft from a residence on Madison Drive from March 26, 2019. The victim reported his TV was stolen. Detectives linked the defendant through physical and circumstantial evidence. The defendant was arrested during the execution of a search warrant at his residence. He was charged and released on \$4,000 unsecured bail.

Patrol Division:

- On Tuesday, April 23, 2019, while patrolling the area of Elkton Road, Ofc. McKennon stopped a vehicle for an equipment violation. During the vehicle stop, the driver was found to be in possession of 1.06 lbs. of marijuana and a large amount of U.S. Currency.
- On Sunday, April 28, 2019, at 9:53 p.m., Newark Police officers responded to an active house fire on the 600 block Apple Road. Sgt. Simpson, Cpl. Lawrence, Cpl. Burgess and M/Cpl. Skinner entered the smoke-filled residence and removed an elderly female resident from the 2nd floor of the residence.
- On Monday, April 29, 2019, at 4:04 p.m., Newark Police officers were dispatched to a crash involving a school bus at the intersection of South College Avenue and West Chestnut Hill Road. Arriving officers found that the school bus was occupied by a driver and two students from Newark Charter Elementary School. Neither student, nor the driver, were injured. The investigation revealed that the school bus was traveling eastbound on West Chestnut Hill Road. As the bus traveled through the intersection of South College Avenue, a passenger car traveling westbound on Old Chestnut Hill Road turned left in front of the bus and they collided in the intersection. Two occupants of the passenger car were transported to an area hospital with non-life-threatening injuries. A replacement bus arrived to transport the children.

Special Enforcement Division:

- On April 30, 2019, members of the Traffic Unit assisted with a motorcycle escort for S/Sgt. Slutman to Arlington National Cemetery. On May 1, 2019, members of the Traffic Unit, along

with members of the Special Operations Unit (SOU) assisted with a memorial service for S/Sgt. Slutman at the Bob Carpenter Center.

- The Traffic Unit will continue enforcement on Otts Chapel Road, the Oaklands and other locations throughout the community due to citizen complaints.
- During the week, SOU and the Traffic Unit conducted preparations for Bike to School Week at Downes Elementary School.
- On May 1, 2019, SOU will host the first planning meeting with community partners for the Newark Police Athletic League (PAL).
- On May 2, 2019, SOU attended the Old Newark Civic Association meeting.
- On Friday, May 3, 2019, Sgt. D'Elia, Lt. Aniunas and Deputy Chief Farrall will attend the spring Alcohol Coalition meeting with partners from the community and University of Delaware.
- On May 4, 2019, SOU will attend a Free Comic Book Day community event at Captain Blue Hen Comics. The unit will provide NPD giveaways and comic books at the event. Following the event, the unit will focus on order maintenance issues associated with Cinco de Mayo weekend.
- On Sunday, May 5, 2019, SOU will meet with the Sigma Kappa sorority for a safety presentation related to alcohol.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	05-02-2019
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:

Public Works and Water Resources Department

Notable Notes:

Director Filasky joined DelDOT and others for a bike tour of Newark as part of the Walkable Bikeable Delaware Summit, held each year in Dover. I was unable to attend the Summit, however,

we were able to meet with several representatives from the Netherlands as they work with DelDOT on innovative cycling facilities common to their successful biking initiatives.

A significant leak was found in the finished water tank at our South Well Field Treatment Plant. We are currently assessing the extent of the repair necessary and will have a crew perform the repair and bring the tank back on line early next week. This tank is slated for removal and replacement with the improvement project currently under design and planned for completion in late 2019-2020.

Director Filasky presented, along with Matt Buckley, a consultant to DelDOT, to a group of The Mid Atlantic Institute of Traffic Engineers about the process and results of the successful Cleveland Avenue Task Force. Not only is this project a great example of traffic engineering, but also a great example of stakeholder engagement and process for public involvement.

Activity or Project:

U Don't Need It? Student Move Out Project

Description:

Our annual U Don't Need It? Student Move Out Project, in partnership with the University of Delaware, kicks off on May 23 and runs through June 6. The event will again be hosted at the STAR Campus on South College Avenue with a goal of reducing the amount of items sent to landfills or left on the curb when students move out for the summer. Each year, tons of items are collected and sold or donated instead of ending up in the landfill. Sale dates are scheduled for May 31 and June 6 and are open to the public. More information can be found on our website at <https://www.newarkde.gov/836/UDont-Need-It-Student-Move-Out-Program>

Status:	Started
Expected Completion:	06-06-2019
Execution Status:	On Track

Activity or Project:

Main Street Water Improvements Public Meeting

Description:

PW&WR staff held a public information session on May 2 in City Council Chamber from 4 to 7 p.m. Three separate presentations were given at approximately 4 p.m., 5:30p.m. and 6:30 p.m. Roughly 25 people attended at various times including businesses, residents and Council members. Project timelines, work zones and most importantly, information on the boil water advisories that will be required when the work is completed, were discussed. The information will be uploaded to our website, as well as DelDOT's Main Street project website, www.mainstreetimprovements.com

Status:	In-Progress
Expected Completion:	08-31-2019
Execution Status:	On Track

Activity or Project:

DelDOT Main Street Improvements

Description:

DelDOT's contractor, A-DEL, continues to move down Main Street, removing the concrete and replacing curbs. The work is progressing well, but it is not without challenges. Several shallow gas lines have been hit, resulting in work stoppage and the full closure of Main Street in order to make one of the repairs. Accurate markouts of underground utilities are a necessity during construction and we have raised concerns with DelDOT and the utilities about the accuracy of the markouts in hopes that any future disruptions can be avoided for the safety of everyone on Main Street.

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

NEWARK POLICE DEPARTMENT

WEEK 04/21/19-04/27/19

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	2	1	0	1	0	0
Robbery	9	4	0	13	5	1
- Commercial Robberies	2	2	0	0	4	1
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	6	2	0	11	1	0
Assault/Aggravated	7	11	1	9	7	0
Burglary	18	25	0	3	54	1
- Commercial Burglaries	8	1	0	0	0	0
- Residential Burglaries	9	18	0	3	41	1
- Other Burglaries	1	6	0	0	13	0
Theft	171	155	12	47	172	2
Theft/Auto	16	15	0	4	3	0
Arson	0	0	0	0	0	0
All Other	31	41	1	15	55	2
TOTAL PART I	257	255	14	93	296	6
<u>PART II OFFENSES</u>						
Other Assaults	85	94	6	71	47	7
Rec. Stolen Property	0	0	0	7	4	0
Criminal Mischief	64	33	1	13	30	1
Weapons	4	9	0	13	28	5
Other Sex Offenses	0	0	0	0	0	0
Alcohol	98	54	3	118	80	1
Drugs	35	67	3	45	96	8
Noise/Disorderly Premise	283	230	33	121	85	13
Disorderly Conduct	49	46	1	30	42	3
Trespass	67	77	6	16	38	0
All Other	122	122	7	118	147	12
TOTAL PART II	807	732	60	552	597	50
<u>MISCELLANEOUS:</u>						
Alarm	66	46	3	0	0	0
Animal Control	139	171	16	1	1	0
Recovered Property	88	69	6	0	0	0
Service	12980	11586	641	0	0	0
Suspicious Per/Veh	156	154	15	0	0	0
TOTAL MISC.	13429	12026	681	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	1,079	16,826	859	15,155



Newark Police Department
Weekly Traffic Report
04/21/19-04/27/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	3840	4345	211	260
DUI	61	56	5	4
TOTAL	3901	4401	216	264

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	67	63	5	2
Property Damage (Reportable)	384	369	24	27
*Hit & Run	82	66	4	2
*Private Property	95	91	8	7
TOTAL	451	433	29	29

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.