

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

I was out of the office Monday through Wednesday at the American Public Power Association conference with Finance Director Del Grande, employees of DEMEC, and a handful of representatives from other DEMEC member communities. The conference covered many useful topics, and I am looking forward to implementing some of the new ideas here in Newark over the coming months/years. Registration and travel costs for this conference were paid for by DEMEC for both Dave and I.

On Thursday we held a regular staff meeting in preparation for the 6/24 regular Council meeting. Earlier this week I reviewed and provided comment on presentation and packet materials for the special meeting on 6/17.

Our new Assistant to the City Manager, Jeff Martindale, started this Monday and has spent the week familiarizing himself with staff and our operations. Jeff is currently working on several tasks including but not limited to researching EV charging station grant programs, reviewing EV busses for potential integration into the Unicity fleet, researching economic development ideas to help support Main Street businesses during the DeIDOT construction project, and reviewing plastic straw ordinances and policies that have been adopted in other cities. I plan on introducing Jeff to Council at an upcoming Council meeting similar to what we did with Stephanie Petersen on Monday night. We are excited to have Jeff join the team.

We have received an initial proposal from UFS for the electric rate study that is planned for the second half of 2019. I am reviewing the proposal with Directors Del Grande and Patel and plan to have it on a Council agenda in July for consideration.

Finance Director Del Grande and I continued work on the 2018 CAFR.

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

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

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

Administration - Deputy City Manager

Notable Notes:

On Monday, June 10, Human Capital Manager Devan Hardin onboarded Assistant to the City Manager Jeff Martindale. Throughout the week, the HR team facilitated Mr. Martindale's transition into his new role by providing him with training, facility tours, and introductions to city staff. Also during the week, Devan Hardin onboarded two new Parks Department seasonals. Job postings were created and posted for Electric Lineman First Class as well as Administrative Professional I. Devan Hardin and Jeff Martindale met with a representative from Ride Share Delaware to explore options for a commuter benefit for city employees. On Thursday, June 13, HR & Labor Relations Manager Mark Farrall and Devan Hardin conducted a benefits meeting with a city employee who will be retiring later this summer. Additionally, pension estimates were provided for several employees contemplating retirement.

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 6/6/19 to 6/12/19. These sessions included arraignments, trials, capias returns, video hearings and prisoners transported. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 6/6/19 to 6/12/19 Alderman's Court handled 62 arraignments, 56 trials, 14 capias returns, 6 video hearings and 2 prisoners transported. The court collected a total of 287 parking payments of which 193 were paid online and 94 were paid at court. The court also collected criminal/traffic payments of which 191 were paid online and 49 were paid at court for a total of 191 criminal/traffic payments.

Status:

Completed

Expected Completion:

06-13-2019

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 6/10.

Geena was in the office on 6/6.

Tara spent time coordinating with staff and Council to book future meetings.

Tara worked with staff to coordinate and schedule items for consideration at upcoming Council meetings.

Tara completed the agenda for the 6/17 Council meeting and posted the materials on the City's website.

Anita finalized research requested by City Solicitor and Director of Finance, scanned and/or copied as needed, and compiled summations for review at executive session meeting on 6/10/19.

Anita began researching HelpTicket request regarding City View contract from 2012-2013 at the request of IT Division.

Anita finalized two proclamations at the request of the Mayor.

Anita set up/clean up for council meeting on 6/10/19.

Anita did clean up for CAC meeting on 6/11/19.

Anita continued with general copying, scanning, filing and phones.

Anita completed general correspondence with Mayor, Council, and staff.

Anita completed agenda packet assembly for Special Council meeting on 6/17/19.

Anita worked on general calendar management for Council Chamber.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing and 10 were completed and sent to the requestor. 1,248 lien certificates have been processed for 2019.

Danielle worked on the following items regarding FOIA:

- Provided a response and closed a 6/5 and 6/10 request for property outside City limits and provided NCC contact information.
- Provided response and closed a 06/10 request for all addresses for all utility accounts delinquent 6 months or more.
- Circulated to staff for review a 6/10 request for all purchasing records from 3/7/19 to present.
- Circulated to staff for review a 6/10 records request for court transcripts.

Danielle worked on the following items for Recorder of Deeds:

- Packaged and circulated to Planning, Code Enforcement, Public Works, Electric Departments and developer recorded copies of the agreement and plans for 62 North Chapel Street.
- Packaged and circulated to Planning, Code Enforcement, Public Works, Electric Departments and developer recorded copies of the agreement and plans for College Square.
- Packaged and sent to the Recorder of Deeds the subdivision agreement and plans for 924 Barksdale Road.
- Sent to the Recorder of Deeds the Stormwater Drainage and Maintenance agreement for 209-255 Haines Street.

Danielle drafted a letter for City Solicitor in response to correspondence received.

Danielle prepped and mailed a “Welcome” letter to a new appointee to the Newark Housing Authority.

Danielle prepped and mailed a “Thank you” letter to a leaving member of the Newark Housing Authority.

Danielle started to research a ticket request pertaining to an easement for 23 N. Chapel Street.

Danielle started to research a ticket request pertaining to outdoor speakers at public locations.

Danielle staffed CAC meeting on 06/11.

Danielle sent out the packets for Board of Adjustment members and staff for the June meeting.

Danielle provided assistance troubleshooting the court DVD players.

Anita, Danielle and Tara assisted with the on-boarding of the department's temporary assistant.

Danielle fulfilled 7 discovery requests for upcoming Alderman's Court cases. 230 discovery requests have been filled so far this year. 24 court calendars with 436 associated cases have been prepared so far for 2019. There are 19 outstanding discovery requests. There were no plea by mail cases processed this week.

Tara completed the agenda and packet for the 6/10 Council meeting.

Tara staffed the 5/28 Council meeting.

Activity or Project:

Digital Records Project

Description:

Samantha modified 41 Permits.

Samantha modified 49 Administrative (Other).

Samantha modified 1 Work Order Attachment.

Samantha modified 1 Financial Statement.

Samantha modified 14 Subdivisions.

Samantha created 198 Complaints.

Samantha sent destruction notice for approval for 13.35 boxes.

Samantha met with NPD to discuss new template in TCM for complaint files; discussed upcoming training for certain staff

Sandy modified Alderman's Court Complaints & Summons from 2006.

Fred processed subdivision plan and Miss Utility tickets.

Debbie processed PUBS daily cash receipts for March 2017, April 2017, May 2017, May 2019 and June 2019.

Ana scanned complaints and summons.

Ana broke down a 162 page document containing a separate agenda, minutes and attachments.
Ana modified agendas and minutes.

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

Description:

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

Description:

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

Department:

Electric Department

Notable Notes:

A contractor was hired to test several relays around the City. These relays will trip on underfrequency and drop 30% of the City's load in a regional emergency. This was mandated by PJM and implemented over 10 years ago. Recently, testing reports have been required, so testing was done last week to get an official third-party report. The crews switched for these four circuits and switched back after testing. A City electrician also helped with the testing.

The line crews energized the temporary classrooms and laboratories at STAR to be used while WorriLOW Hall gets renovated. The crews also assisted in the install of primary cable at Academy and Delaware for new UD transformers.

The line crews fixed various hot spots found during the infrared surveys two weeks ago.

The electricians installed the ground grid at South Well Field Substation and spread the dirt and stone to finish final grading at the new transformer area.

Engineering met with the former Director Rick Vitelli to go over the design of a new pole line along Farm Lane. The design has morphed from a single 12kV circuit into a way to get 34kV and 12kV circuits out of a new substation which could go at the defunct Transfer Station in the future. Since a 12kV circuit has been planned and an easement agreement is being written, now is the time to anticipate adding to the project.

Activity or Project:

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

Parks and Recreation Department

Notable Notes:

Director: Met with Tom, Mayor Clifton and Freeman Williams to discuss upcoming NAACP events at the George Wilson Center; met with Tom and Public Works about the White Clay Creek Bridge value engineering plan; attend meeting with JMT for Rodney Design and park features; attended meeting with the engineering committee about the Newark Bicycle loop; visited several parks with Mary Ellen to give her a better understanding of our parks system and locations; along with Tom Zaleski, met with United States Department of Agriculture (ADA) officials about Emerald Ash Borer discovery in Newark and additional biocontrol measures release throughout our park system; working on 2020 Capital Improvement Projects and budget.

Deputy Director: Attended NAACP meeting with Tom Coleman and Joe to discuss upcoming events that are scheduled for the George Wilson Center; partially attended meeting to discuss funding for the White Clay Creek Bicycle/Pedestrian bridge; met with Will Smith from Newark Police Department regarding National Night Out; met with Public Health at Rittenhouse Park for annual inspection prior to camp starting with Melinda; attended fireworks planning meeting; partially attended meeting with JMT regarding designs for the Rodney project; sent out first day letters to parents for session 1 of Rittenhouse Camp and Rittenhouse Explorers; worked with individual from UD for the Job Shadow program to meet with all our staff to learn more about Parks and Recreation; attended Community Bike Days meeting with Melinda; continued to work with IT regarding migration to Sharepoint; consolidated emergency form for camp participants so all camps will use the same form; continued to submit background checks on instructors to DELJIS for upcoming camps; worked with Downes principal and coordinator of the After School Care regarding procedures for upcoming school year; finalized participants for the CPR & 1st Aid

class held June 6 and passed on certificates of completion; continued to process special event applications and issue permits once approved, continued to process financial assistance applications.

Coordinator of GWC and Volunteers: Hosted Lifeguard orientations on June 3 & June 4 in preparation for pools opening June 7; hosted Camp GWC staff orientation on June 5 in preparation for camp starting June 10; coordinated with the Recreation Specialist on Volunteer Orientation held on June 5; met with the State of Delaware Public Health for a Camp GWC inspection on June 7; coordinated all final items needed for pools opening and for camp beginning; sent Welcome Letters to Camp GWC participants and Abakadoodle Mad About Movies participants; attended a meeting with the Director and Deputy Director on upcoming NAACP events scheduled at the George Wilson Center; continued working on winter/spring statistics; coordinated with the IT Division on fixing some IT issues the George Wilson Center attendants were experiencing with emails; the Theater Program hosted two final performances, one on June 6 and one on June 7 to perform Cinderella Hollywood for family and friends; coordinated with the instructor of the Tae Kwon Do class that began on June 4 at the Newark Senior Center. Pools opened on Friday, June 7. The overall attendance for Friday and Saturday at Dickey Park pool was 70 patrons; the overall attendance at the George Wilson Center was 30 patrons.

Recreation Specialist: Reviewed and submitted weekly Aftercare Foodbank forms; two more volunteer interviews completed and three schedules sent to camp volunteers; printed 20 Aquatics manuals for Lifeguard training; purchased after care snacks for GWC week #1; attended Bike Newark Bike Days meeting with Paula; attended the Fireworks planning meeting; delivered supplies/paperwork to both after school care locations; attended Rittenhouse Camp inspection by Public Health with Paula and purchased camp supplies needed for start of camp and compliance; conducted Volunteer Orientation for summer camp volunteers with 20 attendees; purchased Camp REAL first week snacks for Sharon; sent out reminder email to GWC week #1 volunteers and gave GWC camp directors all volunteer names/contacts/emergency info; picked up scoresheets and updated standings on website for summer volleyball league; worked the Spring Concert with over 120 in attendance for BFF.

Parks Superintendent inspected seven park/open space areas and developed work lists as needed, met with resident concerning mowing of basin area at Elm Avenue, watering of nursery stock at parks building, met with landscape contractor at Enterprise Rent A Car concerning upcoming installation, inspected plant replacement at Newark Methodist Church for release of 2 year surety, met with Dr. Duan of the USDA concerning possible Ash infested with Emerald Ash Borer (EAB) in Redd Park, continued meadow spraying to control Chinese Lespedeza at Curtis Mill and Old Papermill Road Parks and notified seasonal hires of start date/time and where to report.

Parks Supervisor assigned field staff daily and assisted as needed, marked out for Miss Utility location of benches being installed at Preston's Playground, weeded two Community Garden beds at Fairfield Park for new gardener applicants and continued working with garage on registration of new tractor and correct paperwork on new mowing units.

Parks/Horticulture staff continue mowing and bed maintenance operations, dragged/scarified all ballfields, did interior bed maintenance at City Hall, watering of all newly planted plant materials throughout park system, started on annual installations on Elkton Road, placed sand in all horseshoe pit areas as needed, tree pruning/removals at several sites throughout park system, stage set up/removal for spring concerts series at Academy and Main Streets, did equipment

maintenance on both Kubota mowing units, trash removal throughout park system, completed Rittenhouse Day Camp and pool opening lists, installed new collapsible bollard on Hall Trail at Holten Place and continued on work orders as assigned.

Activity or Project:

Summer Camps and Programs

Description:

Summer camps and programs are in full swing as nearly 200 children will be participating in our programs each week. Some of the activities include Camp G.W.C, Rittenhouse Camp, Art and Theater Camps, Sports Camps and more. For more information about Newark Parks and Recreation activities, please visit our web site at www.newarkde.gov/play

Status: Started

Expected Completion: 08-23-2019

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

The building permit was issued for the renovations at the W.L. Gore location at 1901 Barksdale Road.

Parking:

Summer maintenance projects have begun, which include painting, power-washing, and sweeping. The "Abbotts" entrance lane to Lot 2 was repaired this week. Staff worked on the signage in Lot 1 as the single entrance sensor is missing vehicles upon entry; staff is monitoring the numbers as they work towards resolution.

Parking Manager Marvin Howard attended the International Parking Institute Conference this week. Staff worked with Passport on signage for the City concerning Pay-by-App. Management conducted one-on-one meetings with Parking Attendants on the future of the position and the plan for the Parking Division over the next year. The summer schedule, which is set to begin upon construction of the Green Mansion hotel project and removal of Booth 3A, was prepared. A high number of residents came into the Parking Office for residential parking passes with move-in to new rental units. Staff worked on preliminary numbers for the 2020 General Operating and Capital Improvement Program budgets. Gift card reconciliation was completed.

Planning and Development Director Gray:

Two of the Rental Subcommittees met on Tuesday, June 11, 2019 – the Rental Permits and the University of Delaware Growth Subcommittees. The meeting agendas are posted on the website <https://newarkde.gov/1118/Rental-Housing-Workgroup> and the meeting minutes will be posted as well when available. I participated in the University of Delaware Growth Subcommittee meeting where there was a productive discussion regarding UD student numbers, undergraduate and graduate housing preferences, and some potential recommendations. Code Enforcement staff including, Tim Poole and Adam Fahringer participated in the Rental Permits Subcommittee.

Met with Planning team staff and our Planning intern, Nicholas Lewis, on our continuing effort to explore new uses in our Industrial zoning districts. As indicated in my discussion with Council last fall, industry and manufacturing in the City of Newark and the Country at large has continued to evolve, the uses allowed in these zoning districts should evolve as well. While industrial parks still include manufacturing uses, they also are more readily seen and utilized as spaces for including but not limited to: warehousing, offices for professional services such as contractor establishments, breweries, and indoor recreation. Acknowledging this trend warrants an update to our zoning code for Industrial uses to include these additional uses. Council concurred with this approach and directed Staff to move forward with putting together some proposed uses that reflected these trends. We are making good progress on this endeavor and hope to be bringing a draft ordinance to the Planning Commission and Council for discussion early fall.

Spent a bit of time preparing for the Special Council meeting on Monday's Special Council meeting to discuss Comprehensive Planning and the proposed amendments to Newark's Comprehensive Plan V to establish four Focus Areas to facilitate redevelopment for student housing. <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6117>

Participated in the Transportation Improvement District Workgroup on Wednesday, June 12, 2019 where we had a presentation on Community CED, Opportunity Zones and had breakout sessions on TID boundaries to start discussions on TID boundaries and horizon years. The next TID meeting is July 10, 2019 from 1:30-3:30 pm in the Council Chamber. The meeting agenda for this meeting along with previous meeting materials and related documents can be found at the newly created TID website <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>. The meeting minutes from the June 12, 2019 will be posted on the website as well when available.

Started working on 2020 budget related issues as well as worked on plan review and administrative and related issues and continued to onboard the Code Enforcement Manager Stephanie Petersen.

The Subdivision Advisory Committee letter for the proposed project at 287 East Main Street

(Fulton Bank) was finalized and sent to the applicant. It is posted on the Development Proposals website. <https://newarkde.gov/1035/Development-Plan-Proposals>

External meetings

- City Council, June 10, 2019
- University of Delaware Student Growth Rental Subcommittee, June 11, 2019
- Transportation Improvement District Workgroup, June 12, 2019

Planning/Land Use:

On June 20, the Board of Adjustment will hear the request of Susan and Vincent Bar of 102 Delrem Drive for the following variance: Section 32-9(c)(7)c: Side yards: (RS zoning), on interior lots, 10 feet minimum, with the aggregate width of the two side yards of 25 feet. The proposed plan shows side yards of 7 feet and 12.4 feet, requiring a variance of 3 feet for minimum side yard and 5.6 feet aggregate side yard.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for June 24 at 4:00 p.m. in the Old Newark Conference.

The Green Building Code Work Group is scheduled to meet next on Tuesday, June 25, 2019 at 3:30 p.m. in the Council Chamber.

On June 12, City Planner Mike Fortner participated in the Transportation Improvement District meeting; considerable time was spent preparing maps and reviewing materials for the meeting.

The following were also completed this week:

- 10 Deed Transfer Affidavits
- 83 Building Permit Reviews
- 7 Certificates of Occupancy/Completion

Land Use Projects Currently Under Review:

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

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

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning

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

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

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

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018. The Planning and Development Department received revised plans on March 12, 2019.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and

Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments were sent to the applicant on August 17, 2018. The Planning and Development Department received revised plans on April 10, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting.

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. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019. SAC comments were forwarded to the applicant on June 10, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019. At their meeting on June 4, 2019, the Planning Commission recommended approval of the annexation and rezoning. The project will be placed on an upcoming City Council agenda.

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:

Patrol Division:

- On June 7, 2019 at approximately 12:50 a.m., officers came upon what they believed to be a disabled vehicle on the Christina Parkway bridge. When they stopped to investigate, they discovered that a second vehicle had driven off the roadway, through the trees and down into a ravine. As officers investigated the crash, they discovered that the operator of the vehicle in the ravine was under the influence and she was subsequently placed under arrest. During the arrest of this individual, the driver of the second vehicle, who was a friend to the driver in the ravine, became combative and punched one of the officers as they placed her friend under arrest for the DUI. The second defendant was quickly taken into custody and was also found to be under the influence. Both were transported to the Newark Police Department for arrest processing. The driver of the vehicle in the ravine was charged with DUI. The driver of the second vehicle was charged with resisting arrest, offensive touching of a law enforcement officer, disorderly conduct, DUI and possession of marijuana (civil). The officer was uninjured.
- On June 7, 2019 at approximately 11:39 a.m., an officer was on patrol on South College Avenue at Welsh Tract Road, Newark, when he observed a blue Chevrolet Cruz commit traffic violations which led to a traffic stop being conducted on the motor vehicle. The driver provided a State of Pennsylvania identification card and was unable to provide valid insurance identification for the vehicle. During the traffic stop, the officer discovered the driver had discarded a plastic bag containing suspected heroin onto the ground. The driver was placed into custody and during further investigation, the officer located suspected crack cocaine in the driver's possession. The driver was subsequently arrested for possession with intent to distribute heroin, possession with intent to distribute crack cocaine, possession of drug paraphernalia, driving without a valid license, failure to have insurance information, failure to signal within 300' and driving with a license plate obstruction.
- On June 8, 2019 at approximately 12:02 a.m., an officer observed a subject standing in the gravel area next to the safety gate arm on West Main Street and the CSX rail crossing. As the officer approached, he observed that the subject appeared to be writing on the gate arm. The officer detained the individual and during a subsequent investigation located additional graffiti

tags that were consistent with that which the officer observed the subject drawing. As a result of the investigation, the subject was arrested for four counts of graffiti, four counts of possession of a graffiti implement, resisting arrest, trespassing on a railroad track and was found to be a wanted on two active capiases in Delaware. The subject was transported to Howard R. Young Correctional in default of \$750 secured bond.

Special Enforcement Division:

- On June 10, 2019, Special Operations Unit Master Corporal Morgan Fountain and Patrol Officer Kelsey O'Donnell conducted a Women in Policing presentation for the Girl Scouts. K9 Officers Adam Stevens and Corey Spencer also attended the presentation and conducted a K9 demonstration. The troop selected the K9 unit as their charity from their annual cookie drive. During the week several SOU officers are attending training including Firearms Instructor Certification and Interview and Interrogation.

Auxiliary Services Division:

- On June 11, 2019, members of the City staff participated in another conference call with the Bureau of Justice Assistance relative to the body worn camera grant.

Administration Division:

- Sgt. Jones and NPD firearms instruction staff are facilitating a Firearms Instructor Course this week. The course is being attended by members of the NPD and Delaware Capitol Police Department.
- Cpl. Walker presented awards on behalf of the Department to two new Eagle Scouts on Sunday, June 9th.

Criminal Investigations Division:

- On June 7, 2019, Lieutenant Fred Nelson graduated from the 276th session of the FBI National Academy in Quantico, Virginia. The FBI National Academy is a rigorous ten-week program that provides advanced communication, leadership, and fitness training to law enforcement executives.
- On June 12, 2019, Victim Services Coordinator Melissa Pennachi will be a speaker at the 4th Annual Human Trafficking Symposium at Wilmington University. She will participate in the workshop "Victim Services Response in Delaware to Include Systems and Community Partners".

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	06-13-2019
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 – June 6 – June 12

Name	# of Documents	# of Pages	Types
Samantha	198	1017	Complaints
Sandy	449	3277	W-2's/Complaints/Summons
Fred	164	1619	Subdivision/Annexation Plans
Debbie	155	8646	PUBS/Daily Cash Receipts
Ana (PT)	189	1279	Complaints/Summons
Anita (PT)	24	321	Miscellaneous Current Files
Total	1,179	16,159	

Digital Records Project Documents Modified* – June 6 – June 12

Name	# of Documents	# of Pages	Types
Samantha	198	1017	Administrative Record/Permits/Work Order/Financial Statement
Sandy	452	3314	Aldermans Court Complaints & Summons - 2006
Fred	164	1619	Work Order Attachments
Debbie	156	8654	PUBS Daily Cash Receipts
Ana (PT)	213	1346	Agendas/Minutes/Subdivision and Easement Agreements
Anita (PT)	29	329	Miscellaneous Current Files
Total	1,212	16,279	

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	36,965	+4,370
May	40,272	62,286	+22,014
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	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
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 06/02/19-06/08/19

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	6	4	0	2	2	1
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	15	5	0	21	5	0
- Commercial Robberies	7	3	0	8	4	0
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	7	2	0	11	1	0
Assault/Aggravated	11	14	0	19	12	0
Burglary	22	34	1	3	60	0
- Commercial Burglaries	8	4	1	0	1	0
- Residential Burglaries	13	24	0	3	45	0
- Other Burglaries	1	6	0	0	14	0
Theft	230	230	15	62	206	15
Theft/Auto	20	19	0	4	4	0
Arson	0	0	0	0	0	0
All Other	41	55	2	25	68	3
TOTAL PART I	349	363	18	141	357	19
<u>PART II OFFENSES</u>						
Other Assaults	129	124	4	91	68	3
Rec. Stolen Property	0	0	0	10	4	0
Criminal Mischief	82	60	2	91	42	9
Weapons	5	11	0	19	35	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	121	68	2	168	106	4
Drugs	64	88	2	71	128	3
Noise/Disorderly Premise	357	323	8	150	120	0
Disorderly Conduct	67	75	4	47	60	4
Trespass	105	106	3	35	43	0
All Other	167	158	7	147	202	12
TOTAL PART II	1097	1013	32	829	808	35
<u>MISCELLANEOUS:</u>						
Alarm	97	59	3	0	0	0
Animal Control	210	254	11	1	2	1
Recovered Property	127	105	4	0	0	0
Service	18013	15381	640	0	0	0
Suspicious Per/Veh	217	217	11	0	0	0
TOTAL MISC.	18664	16016	669	1	2	1

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,078	23,329	820	20,198



Newark Police Department
Weekly Traffic Report
06/02/19-06/08/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	5390	5938	246	193
DUI	78	86	3	4
TOTAL	5468	6024	249	197

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	97	96	2	2
Property Damage (Reportable)	520	512	25	13
*Hit & Run	115	82	3	4
*Private Property	136	119	7	1
TOTAL	617	609	27	15

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.