

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager

Monday evening was the Financial Workshop with City Council. Finance Director Del Grande and I received clear direction on several items which we will be working to finalize in time for the November 4th Budget Hearing.

This coming Tuesday is the Planning Commission's review of the capital plan. Director Del Grande and I worked this week to finalize the presentation and otherwise prepare for this meeting.

Our new Chief Communications Officer started on Monday and attended Monday night's Council meeting where she was introduced to the councilmembers in attendance. We are happy to have Jayme as a part of the team and will be working with her over the coming weeks to help integrate into the team.

I spent time this week continuing to prepare calculations and documents as necessary for our active union negotiations. In addition to the three active re-negotiations, we met on Friday with the FOP to discuss outstanding items from the previous negotiation regarding pensions.

I finalized the worksheets that will be used to calculate various water customer charge scenarios for Council consideration at the November 4th budget hearing.

I met with Councilwoman Wallace, Councilman Hamilton, Solicitor Bilodeau, Director Gray, and CE Manager Petersen to continue our discussion on the topic of repeat property maintenance offenders.

On Wednesday, I coordinated and attended a meeting between our contractor running the Efficiency Smart program and representatives from the Newark Landlord Association.

We held a regular staff meeting in preparation for the October 21st Council meeting. As a reminder, I will not be in attendance at the 10/21 Council meeting.

Facilities and Purchasing

Assistant to the City Manager Jeff Martindale met with Seiberlich Trane on Monday to overview the investment grade energy audit the company will be performing at multiple municipal buildings between 2019 and early 2021. Trane is beginning their audit officially this Thursday and Friday, which will be followed by construction and repair work to the City's HVAC and lighting systems during 2020.

Mr. Martindale also set up a conference call between Professional Recovery Consultants - the awarded vendor for RFP 19-03 (Credit Collection Services) - and appropriate City staff from Finance and IT. This will be the first step in transferring information between the City and PRC, which will hopefully result in greater returns on bad debt accounts.

Mr. Martindale additionally facilitated meetings with Finance, Public Works, and Parks & Recreation for the City's new Local Government Management Fellow John Steponick to review grant writing criteria and needs. He also collaborated with Facilities Superintendent Dave Greenplate to set in motion the completion of a concrete deck and stair construction project along the Apple Road side of the Municipal Center.

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 10/3/19 to 10/9/19. These sessions included arraignments, trials, capias returns, video hearings and prisoners transported for trials. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs are scheduled on 10/12/19 for their second requalifications for the year.

Activity or Project:

Court Sessions

Description:

From 10/3/19 to 10/9/19 Alderman's Court handled 47 arraignments, 52 trials, 15 capias returns, 2 video hearings and 3 prisoners were transported for trials. The court also collected a total of 254 parking payments of which 184 were paid online and 70 were paid at court. The court also

collected criminal/traffic payments of which 133 were paid online and 49 were paid at court for a total of 182 criminal/traffic payments.

Status:	Completed
Expected Completion:	10-09-2019
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 October 3, October 7 for Council and October 8. Geena was in the office on October 4 for Court.

Renee attended the staff meeting on October 3 where the October 14 Council agenda was discussed.

Staff finalized and posted the agenda and packet items for the October 14 Council meeting on October 7.

Paul and Renee staffed the Council meeting on October 7. Staff completed follow up work on October 8.

Nichol and Sandy attended anti-harassment training on October 8.

Renee and Nichol staffed the October 8 Conservation Advisory Commission agenda. The CAC approved a recommendation for the Newark Sustainability Plan, discussed ways to reach out to residents regarding the Emerald Ash Borer issue, began discussions on potential ways to achieve clean power and reviewed participation of members in the upcoming Reforestation Day.

Renee worked with the City Solicitor, staff and the developer to finalize the subdivision agreement for the development project at 321 Hillside Road (the former Dickinson dormitory site). This

Comprehensive Plan amendment and major subdivision is scheduled for public hearing at the October 14 Council meeting.

Renee drafted the subdivision agreement and circulated it to staff for comment for the development project at 0 Paper Mill Road. Renee drafted the newspaper and direct mail notices and Danielle completed the direct mailing. This annexation, rezoning and major subdivision with site plan approval is scheduled for public hearing at the October 28 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and revised the October 21 Council agenda.

Renee resolved a Comcast complaint for a resident.

Renee and Tara spent time on several plan reviews.

Tara drafted two proclamations.

Danielle spent time processing several items for the Recorder of Deeds.

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

- * Worked with the City Solicitor on a September 26th FOIA request for the Passport Labs contract from ParkMobile LLC.
- * Circulated to staff an October 2 FOIA request for utility plans/street right of way plans/Main Street Reconstruction Plans pertaining to 141 East Main Street and 19 Haines Street from Hill and Associates.
- * Provided a response and closed an October 4 FOIA request for a property outside of City limits from Partner Engineering and Science, Inc.
- * Provided a response and closed an October 7 FOIA request for a property outside of City limits from Partner Engineering and Science, Inc.
- * Provided a response and closed an October 7 FOIA request for a property outside of City limits from Partner Engineering and Science, Inc.

Regarding minutes, staff time was spent on the September 23 Council (Tara drafted; Renee edited - complete) and October 7 Council (Nichol drafting) minutes. Several sets of Council Executive Sessions and the October 8 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 30 discovery requests for upcoming Alderman's Court cases. 459 discovery requests have been filed so far this year. The court calendar for October 17 was received and the 22 cases were prepared for the Deputy City Solicitor. 40 court calendars with 720 associated cases have been prepared so far for 2019. One plea by mail was processed.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 1,603 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha worked with several staff members to provide TCM training.

Samantha sent destruction notices for 29 boxes of documents and prepped one box for transfer to State Archives.

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

The scanned documents numbers for October 3-9 are below.

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

Activity or Project:

Staff Recruitment

Description:

The posting for the vacant part-time Secretary position is open for applications through October 11.

Status:	In-Progress
Expected Completion:	11-01-2019
Execution Status:	Behind Schedule

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

A raccoon caused an outage on a circuit by digging through stone and entering a substation transformer Saturday night. The line crews restored power within an hour. Monday the transformer was switched off and the compartment was animal proofed and assessed for damage.

The line crews worked at Campus Walk II on services to transformers.

Tree trimming was done on 3401 through the woods from Kershaw Substation to the Freemont Road Substation and on the 12kV circuits coming out of the Freemont Road Substation.

The electricians installed outlets in the lobby and relocated outlets in a mechanical room at City

Hall. They also inspected all the exit and emergency lights at City buildings.

Engineering worked on finalizing the design for the College Square Shopping Center and met with UD personnel on their future maintenance plans so as to coordinate any outages or line inspections.

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: Completed grant reimbursement forms for the Outdoor Recreation Parks and Trail Grant program for the Pomeroy Trail Connector; met with Joe Charma from the Sculpture Garden Committee about the future design of the sculpture garden and potential new piece for display; met with Newark Partnership about Winterfest vendor and activity opportunities; met with recreation staff about Halloween Parade logistics and barricade requirements due to construction on Main Street; met with staff about Harvest Festival set up and parking; reviewed several subdivision landscape plans for comment; conducted parks maintenance meeting to discuss up coming projects and work orders.

Deputy Director: Gathered items needed for Outdoor Family Movie Night and the Harvest Festival including games and supplies, met with Melinda for set up for both events and placed signs out at the parks, held pre-event meeting with parks staff for Harvest Festival, confirmed parking availability with Newark Toyota World and the Newark Shopping Center for Harvest Festival, confirmed final layout for Outdoor Movie Night with UD Athletics, both events were well attended with estimated crowd of 1,000 people for the Harvest Festival and 150 for the Movie

Night; met with Carol Mckelvey from the Civic Engagement portion of The Newark Partnership regarding Winterfest and the possibility of their involvement with it; met with sales representative from Sunbelt Rentals regarding barricades for the Halloween Parade; met with Newark Charter Athletic Director, Joe and Tyler regarding possible field use; worked with recreation staff to ensure all avenues for marketing for the change in date for the Turkey Trot were updated and worked with race contractor to ensure all was set with them; spoke with the UD Spirit Team manager regarding upcoming events like the Halloween Parade and Winterfest that the cheer, dance and mascot teams can get involved with; continued to work with Wilson Center attendants on coverage for rentals for October and booking 2020 reservations; continued to work with dance instructor on recital theme for the December event and spring scheduling; continued to work with lifeguards and swim instructors on current and upcoming swim classes; conducted weekly staff meeting with recreation staff; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Schools out day program was held on Monday, 9/30 at the George Wilson Center; completed the West Park Before and After School Care license renewal application, continue reviewing and updating staff files, met with several staff members this week, a makeup staff CPR/First Aid class was scheduled and held 10/6; planning and taking payments for the adult winter volleyball league, Wednesday and Thursday night leagues are scheduled to begin 11/6 at Newark Charter School; met with the Newark Charter Athletic Director, our Director and Deputy Director regarding field use; recruiting volunteer youth basketball coaches for the leagues which are scheduled to begin in November; the fall skateboarding classes concluded on 10/2; began working on sponsorship requests for the Thanksgiving Day Breakfast.

Recreation Supervisor of Community Events: Delivered Halloween Parade posters and letters regarding Trick or Treat Main Street addressing changes and concerns with the events due to the construction on Main Street to downtown businesses; working on budget tracking and statistic numbers; continuing to get registrations for upcoming events and activities, both participant and vendor; cancelled classes due to low enrollment and added an adult dance class in response to a request from participants and the instructor; Turkey Trot's participants were notified about the new event date for the Turkey Trot, the new date is November 23, the Saturday before Thanksgiving. Vendors, participants, and contractors have been contacted about the change.

Recreation Specialist: Contacted vendors for the Harvest Festival for any table/chair needs, updated vendor map and sent out vendor letter/map to vendors, pulled games and supplies for the event, placed signs, contacted Wood Fired Pizza for use of their lot for handicapped patrons, notified and scheduled volunteers for the event, worked the event; completed Emergency Plans for both the Outdoor Family Movie Night and Harvest Festival; made sure West Park first aid kit was fully stocked for upcoming inspection and returned it to the school for Before and After School Care programs, purchased supplies for Friday clubs and round baskets for additional cubbies, printed/delivered new staff sign in sheets to West Park per their request; updated Turkey Trot dates on City calendar and all radio/news outlets; worked Outdoor Movie Night, contacted the Full Moon, Birdwatching, and Saturday Stroll contacts about their plans for Winter/Spring programs, coordinated the Fox & Roach wood carpet service project at Fairfield Park on 10/3. Volunteers: Fox & Roach volunteer project - 13 volunteers, 32 hours; Harvest Festival - 21 volunteers, 55.5 hours

Parks Superintendent assisted landscape architect locate "value trees" on Briar Creek North site, inspected two landscape installations one for start of 2 year surety and the other for final 2 year

inspection, inspected 10 park/open space areas and developed work lists as needed, picked up donated fall display items from Milburn's Orchards for fall display at City Hall, coordinated with local tree firm to conduct a tree climbing training session at Fairfield Park and along with Parks Director met with mason in Public Works Department to finalize layout/exact location of bench at Preston's Playground.

Parks Supervisor assigned field staff daily and assisted as needed, started making popcorn for upcoming Harvest Festival, received quote on brick pavers/cement block/mortar for upcoming bench installation at Preston's Playground, assisted coordinating volunteers putting down woodcarpet under all play/swing units at Fairfield Park and continued entering labor times into Munis work order system.

Parks/horticulture crew continue spot mowing and bed maintenance throughout park system, did trash removal throughout park system, dragged/scarified ballfields at Handloff and Dickey Parks, repaired wood footbridge in Hidden Valley Park, did equipment maintenance to both Kubota mowing units, blew off tennis courts at Lumbrook/Fairfield/Fairfield Crest, did interior bed maintenance at City Hall, completed tree work as assigned, delivered woodcarpet to volunteers at Fairfield Park, checked both pools and continued/completed work orders as assigned. Volunteers applied woodcarpet to all swing/play units at Fairfield Park.

Activity or Project:

Newark Halloween Parade

Description:

Continuing a Newark tradition seven decades strong, the annual Newark Halloween Parade will be taking place on Main Street on Sunday, October 27, beginning at 3 p.m. Trick-or-Treat Main Street will be back again this year following the parade until 5 p.m. We are anticipating that more than 50 groups will register for the parade this year, which will feature several local marching bands, vehicles from the Brandywine Region Antique Auto Club and Newark's hometown fire company, AETNA Hose, Hook and Ladder. The parade will begin at Tyre Avenue at 3 p.m. and continue down Main Street to South College Avenue. Following the Halloween Parade, children are invited to enjoy goodies and activities while safely walking from business to business during Trick-or-Treat Main Street. The street will be closed to vehicular traffic and businesses will be open for shopping and trick-or-treating. Several parade participants will also be handing out goodies during Trick-or-Treat Main Street.

Status:	Not Started
Expected Completion:	10-27-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

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

Planning and Development Department

Notable Notes:

Code Enforcement:

Fire Prevention Week is October 6 to October 12. This week, Fire Marshal Dave Tynan worked with Aetna Hose, Hook & Ladder to conduct Fire Prevention Education to the Newark Charter Primary School. On Monday, 798 children, grades K to 3, and 40 faculty members were educated, with code enforcement, training, and education as primary goals. Dave also conducted daily plan reviews and site reviews on new and existing projects; conducted special event inspections for home football games; continued to perform fraternity and sorority fire safety inspections; conducted extensive early morning and regular day inspections to assist in the completion of the second section of South Main Street Plaza; completed Fire Code Revisions in preparation for the December 9 Council meeting; and, continued working on Business License meeting and updates. Dave also continued work on EOP updates with a rough draft due November 15; continued to assist department directors with completion of COOP Plan questionnaires and surveys; completed the ICS training matrix, with updates to be sent out to those in need of ICS training; continued work on EOC operations with UD for home games; and, met with Parks and Recreation for EOP for an upcoming event.

Property Maintenance Inspector Justin Murray completed sorority inspections with University of Delaware and Fire Marshal Tynan this week. Justin also completed the following:

- 6 Inspections
- 13 Responses to Complaints
- 6 Violations Issued

Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, October 15 at 7:00 p.m. in the Council Chamber to review and consider the 2020-2024 Capital Improvement Program (CIP).

The latest Draft (October 2019) of the Newark Community Sustainability Plan will be available on the City's website at the following link: <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>. There will also be a drop-in Public Workshop on the Plan in the Council Chamber on Thursday, October 17 from 4:00 p.m. to 6:00 p.m. Council members are encouraged to attend. The Final Draft of "Sustainable Newark" will be presented to Council at their November 11 meeting.

At the October 8 Conservation Advisory Commission (CAC) meeting, Planner Mike Fortner, along with lead consultant Dave Athey of AECOM and Steering Committee Chairperson Bahareh

von Boekhold, presented the Newark Sustainability Plan Draft. The CAC voted unanimously and enthusiastically to recommend that Council adopt the Sustainability Plan at the November 11 Council meeting.

Planner Mike Fortner attended the Maryland Chapter of the American Planning Association's Regional Planning Conference on October 7 and 8. Mike gave a presentation on best practices on zoning code parking requirements. Mike also attended a meeting with Efficiency Smart and DEMEC on integrating the benefits of the program into the City's existing Home Improvement Program.

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. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

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 has been placed on City Council agendas for September 23, 2019 (first reading) and October 28, 2019 (second reading).

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 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 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. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 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, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting. On June 14, 2019, the Planning and Development Department received revised plans proposing one 3-story/9-unit apartment building, three 3-story/12-unit apartment buildings, and 46 3-story townhome-style apartments. The revised plans were distributed to the SAC for review on June 20, 2019. Staff comments were forwarded to the applicant on July 11, 2019. Revised plans were received by the Planning and Development Department on July 18, 2019, with staff comments forwarded to the applicant on July 23, 2019. Revised plans were received on July 25, 2019. This project is scheduled for consideration by the Planning Commission at their meeting on August 6, 2019. At their meeting on August 6, the Commission recommended approval of the Comprehensive Development Plan amendment and recommended not to approve the proposed major subdivision. The project has been placed on City Council agendas for September 23, 2019 (first reading) and October 14, 2019 (second reading).

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.

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. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 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. As of the August 12, 2019 revised submission, this project no longer requires site plan approval. 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. Revised plans, received on August 12, 2019, no longer require site plan approval. The plans were distributed to the SAC on August 13, 2019. Staff comments were forwarded to the applicant on September 26, 2019. The Planning Commission recommended approval of the Comprehensive Development Plan amendment (4-0), rezoning (4-0), major subdivision (4-0), and special use permit (4-0) at their meeting on October 1, 2019. The project will be placed on an upcoming City Council agenda.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

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

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019.

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

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

65 and 77 East Delaware Avenue, Parcel IDs 1802600053, 1802000077, 1802000076, 1802000257, 1802000075, 1802000074 (PR#19-07-03): The Planning and Development Department received plans for an administrative subdivision for 65 and 77 East Delaware Avenue on July 18, 2019. The applicant is requesting approval to combine six parcels into one parcel, with no proposed change in use at the site. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 2, 2019.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 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

- The 14th NPD Citizen's Police Academy starts on Wednesday, October 9, 2019. The 15 participants will attend weekly classes over the next seven weeks. Attendees will be exposed to all facets of the Newark Police Department.

Criminal Investigations Division

- On October 6, 2019, NPD CID began investigating a serious assault that occurred at an establishment on S. College Avenue. The victim, a patron of the establishment, was assaulted the previous evening and left the scene. Due to lingering effects from the assault, the victim sought treatment at Christiana Hospital who then reported the incident to NPD. Following an investigation, Eric Brittingham (05/31/1983) was developed as a suspect and detectives were able to obtain an arrest warrant. During the early morning hours of October 9, 2019, patrol officers contacted and arrested Brittingham following a traffic stop.

Special Enforcement Division

- During the week, the Special Operations Unit will conduct uniformed and plain clothes enforcement throughout the business district and student rental areas, concentrating on order maintenance issues.
- During the week, K9 unit officers will attend various trainings including narcotics and medical bag training.
- The Traffic Unit will conduct proactive traffic enforcement activity at various locations throughout the city. This will include early morning enforcement on Casho Mill Road in the vicinity of Downes Elementary School due to complaints from residents.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	10-10-2019
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:

Public Works and Water Resources Department

Notable Notes:

Citywide leaf collection begins Monday, October 14 and continues through December. Please visit our website for more information, <https://newarkde.gov/229/Fall-Leaf-Collection>

Casho Mill Road will be closed through the day on Friday to complete the repair of the pavement under the railroad tracks.

We will be closing Academy Street Friday, October 11 and Saturday, October 12, 2019, 7 a.m. – 7 p.m. from Courtney Street to Lovett Avenue in order for our contractor to complete a water valve and tee replacement. Affected buildings are all UD related and they have been informed of the work and associated boil water notice.

Staff met with representatives from the STAR Campus to discuss ongoing projects and any new projects that may be coming to the Campus. Several buildings are in the final fit out stage and expect occupancy within the next few months. PW&WR staff along with the Code Enforcement staff are working to make sure all items are addressed prior to the occupancy.

Activity or Project:

Annual Street Improvement Program

Description:

All curb and restoration work on Hartford Place was completed on 10/8/19. On Tuesday, 10/8/19 they moved to Stamford Drive to begin curb removal and replacement. Curb replacement on Stamford Drive is still ongoing and work will resume on Monday, 10/14/19. The anticipated completion date for curb and restoration work on Stamford Drive is on or around 10/21/19, with the next curb location still to be determined. Milling and paving is still scheduled to begin at Plymouth Drive on Monday, 10/21/19.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Activity or Project:

Rodney Project

Description:

Our contractor, Ambient, continues the removal of Buildings E and F this week. The pedestrian path that leads to Forest Lane should be reopened by the end of next week, when the work is complete on Building F. The path on the Oaklands Pool side remains open for use. The design for the Pond and Park amenities is nearing the 90% mark. We ask that any comments on this design be submitted to Tim Filasky as soon as possible. We have received several comments based on our most recent public workshop, but once we move past 90%, the design will be final and the specifications will be written around this design.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – October 3-9

Name	# of Documents	# of Pages	Types
Samantha	591	5,218	NPD Files
Sandy	213	7,001	Personnel Documents/Timesheets/Cash Receipts
Fred	0	0	Off
Debbie	898	5,659	PUBS Daily Cash Receipts/PUBS Returned Mail
Ana (PT)	275	1,418	Court Documents
Total	1,977	19,296	

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	69,471	+51,809
July	23,131	45,789	+22,658
August	30,880	64,117	+33,237
September	38,612	60,329	+21,717
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	79,209	+48,619
July	30,099	48,442	+18,343
August	41,820	75,080	+33,260
September	43,957	68,636	+24,679
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 09/29/19-10/05/19

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	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	12	6	0	4	11	0
Unlaw. Sexual Contact	5	3	0	6	0	0
Robbery	16	13	0	24	10	0
- Commercial Robberies	7	7	0	8	8	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	5	0	13	1	0
Assault/Aggravated	17	20	0	24	18	1
Burglary	31	56	2	13	100	1
- Commercial Burglaries	9	5	0	2	8	0
- Residential Burglaries	20	39	1	9	56	1
- Other Burglaries	2	12	1	2	36	0
Theft	434	423	9	161	304	0
Theft/Auto	43	37	0	6	8	0
Arson	0	0	0	0	0	0
All Other	76	87	3	63	95	0
TOTAL PART I	634	647	14	301	546	2
<u>PART II OFFENSES</u>						
Other Assaults	202	215	7	142	131	9
Rec. Stolen Property	1	1	0	17	11	0
Criminal Mischief	125	112	3	108	86	3
Weapons	10	19	1	31	53	1
Other Sex Offenses	0	0	0	0	7	0
Alcohol	179	165	2	286	298	3
Drugs	108	165	4	153	259	5
Noise/Disorderly Premise	604	516	16	279	206	12
Disorderly Conduct	116	130	5	86	106	5
Trespass	169	190	0	54	78	1
All Other	315	271	5	260	343	7
TOTAL PART II	1829	1784	43	1416	1578	46
<u>MISCELLANEOUS:</u>						
Alarm	141	127	2	0	0	0
Animal Control	380	475	13	2	5	0
Recovered Property	221	182	3	0	0	0
Service	30881	26461	628	0	0	0
Suspicious Per/Veh	375	356	10	0	0	0
TOTAL MISC.	31998	27601	656	2	5	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	904	39,824	853	34,986



**Newark Police Department
Weekly Traffic Report
09/29/19-10/05/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	8469	9317	154	264
DUI	143	161	8	1
TOTAL	8612	9478	162	265

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	172	168	7	4
Property Damage (Reportable)	919	855	37	29
*Hit & Run	202	153	3	5
*Private Property	249	205	12	6
TOTAL	1091	1025	44	33

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.