

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening was the first formal budget presentation. We received direction to make revisions and bring back three options for reconsideration on 11/18.

Union negotiations are still underway and once again this week I spent considerable time preparing for a CWA session on Thursday and future AFSCME sessions next week.

I met with the developer for the Hyatt Place hotel to discuss coordination efforts.

On Thursday I participated in a due diligence call with DEMEC and their bond counsel ahead of a possible advanced refunding of outstanding bonds that were issued for the Beasley station.

I was out of the office on Friday.

Chief Human Resources Officer:

During the week, Marta Pacheco continues to process Police Officer and Chief Human Resource Officer applications. The police process closed on Friday, November 1st, and the HR position closes on Friday, November 8th. The HR team also began processing retirement paperwork for two announced retirements, one in PW&WR, one in Police. Devan Hardin dedicated the majority of her work week to open enrollment for healthcare and voluntary fringe benefits. Open Enrollment closes on Friday, November 8th. On Thursday, November 7th, Mark Farrall and Devan Hardin, along with Tom Coleman and Dave Del Grande participated in contract negotiations with CWA.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale and Facilities Maintenance Superintendent Dave Greenplate held another biweekly meeting with Seiberlich Trane, which is the company performing an Investment Grade Energy Audit for the City. They additionally met with JMT Engineering to go over a potential expansion to the main warehouse (Building #2) at the Maintenance Yard.

Mr. Martindale also reached out to five electric vehicle charging station vendors on the Climate Mayors' Sourcewell contract to receive quotes related to the procurement and installation of charging stations in municipal lots. He additionally completed the 2019-2020 towing agreement, which will be shared with Ewing and Goodchild Towing.

Along with the City's Chief Communications Officer Jayme Gravell, Mr. Martindale attended a meeting at the University of Delaware with The Newark Partnership to overview potential partnerships between the City and TNP.

Finally, Mr. Martindale attended the DFIT Snow Plow ROAD-E-O with PW&WR Field Superintendent Jason Winterling and several PW&WR field employees. This event tested City staff's snow plow skills before winter sets in.

Facilities:

Facilities Maintenance carpentry staff replaced drinking fountain filters around the Municipal Center, removed and replaced damaged drywall in the Electric breakroom, and repaired a toilet at the City Parking Office.

In addition to normal duties, Facilities custodial staff washed curtains in the library and cleaned the windows at the Municipal Center.

Local Government Management Fellow:

Local Government Management Fellow John Steponick researched the Asphalt Art Initiative grant program, met with Parks and Recreation Director Joe Spadafino and Recreation Supervisor Tyler DeBruin to discuss next steps for 2020 Parks on Draft events, and continued miscellaneous grant research for the City.

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 10/31/19 to 11/6/19. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 10/31/19 to 11/6/19 Alderman's Court handled 62 arraignments, 56 trials, 13 capias returns and 2 video hearings. The court collected a total of 356 parking payments of which 262 were paid online and 94 were paid at court. The court also collected criminal/traffic payments of which 168 were paid online and 76 were paid in court for a total of 244 criminal/traffic payments.

Status: Completed

Expected Completion: 11-06-2019

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 November 1, November 4 for Council and November 5 for Planning Commission. Geena was in the office on November 1 for Court.

Renee attended the staff meeting on October 31 where the November 11 Council agenda was discussed.

Nichol drafted and posted the cancellation notice for the November 21 Board of Adjustment on November 1.

Staff finalized and posted the agenda and packet items for the November 11 Council meeting on November 4.

Paul, Renee and Tara staffed the Council meeting on November 4. Staff completed follow up work throughout the week.

Renee and Nichol drafted, finalized and posted the agenda for the November 12 Conservation Advisory Commission meeting on November 5.

Renee drafted several items for the November 4 Council meeting, including a bill and a resolution.

Renee worked on the draft of the subdivision agreement for the development project at 287 East Main Street. Renee also completed the newspaper ads and direct mail notices for the project. Danielle completed the mailing as well. This Comprehensive Plan amendment, rezoning, major subdivision and special use permit is scheduled for public hearing at the November 25 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and drafted the November 18 Council agenda. Council meetings are now being booked into March of 2020. The agenda availability through the first quarter of 2020 is as follows:

- * 11/18 – closed
- * 11/25 – closed
- * 12/2 – closed
- * 12/9 – closed
- * 12/16, 12/23, 12/30 – no meetings
- * 1/6 – closed
- * 1/13 – closed
- * 1/20 – no meeting
- * 1/27 – 125 minutes
- * 2/3 – closed
- * 2/10 – 155 minutes
- * 2/17 – no meeting
- * 2/24 – 155 minutes
- * 3/2 – 90 minutes
- * 3/9 – 135 minutes
- * 3/16 – 100 minutes
- * 3/23 – 155 minutes *last meeting until 4/27 due to the election

Renee spent time working with applicants for various boards and commissions to get their application materials in and get them scheduled for appointment.

Renee spent time working with legal counsel on items for various court cases.

Tara drafted a proclamation recognizing a local Eagle Scout.

Tara spent time working on permit reviews for various development projects.

Tara worked on several union matters and union negotiations.

Danielle worked on various Recorder of Deeds items.

Renee and Tara spent time researching several items for staff and Council.

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

- * Provided a response and closed an October 24 FOIA request for 3000 Fountainview Circle, Unit 116 from Exacta Lien Search
- * Provided a response and closed an October 31 FOIA request for a property outside of City limits from Community Legal Aid Society, Inc.
- * Provided a response and closed an October 31 FOIA request regarding TriTech Software (Crimemapping.com) from The News Journal
- * Provided a response and closed a November 4 FOIA request regarding a property outside of City Limits from NV5
- * Circulated to staff a November 6 FOIA request regarding 20 Duke Street from Environmental Alliance, Inc.

Regarding minutes, staff time was spent on the October 8 Conservation Advisory Commission (Tara edited - complete), October 21 Council (Renee edited - complete) and October 28 Council (Nichol drafting) minutes. Several sets of Council Executive Sessions, the October 17 Board of Adjustment and the November 4 Council minutes are currently in the queue.

Danielle fulfilled 12 discovery requests for upcoming Alderman's Court cases. 498 discovery requests have been filled so far this year. The court calendar for November 14 was received and the 18 cases were prepared for the Deputy City Solicitor. 44 court calendars with 780 associated cases have been prepared so far for 2019.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 16 lien certificates were completed and sent to the requestor. 1,638 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha conducted a refresher TCM training for Planning and Development staff.

Samantha sent a transfer request for 1 box of files and destruction requests for 14.25 boxes of files to State Archives.

Students from the Networks Program with the Christina School District worked on November 6 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

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 Records Division was up 8.37% in scanned documents for October 2019 versus October 2018. This was despite the fact that staffing decreased during the month due to staff being on extended leave and a light duty employee leaving the team upon recovery. Thanks to Samantha, Sandy and

Ana for all of their hard work!

The scanned documents numbers for October 31-November 6 are below.

Status:	In-Progress
----------------	-------------

Expected Completion:	
-----------------------------	--

Execution Status:	On Track
--------------------------	----------

Activity or Project:

Staff Recruitment

Description:

Renee spent additional time calling references for the part-time Secretary position. An offer has been extended to the successful candidate.

Status:	Near Completion
----------------	-----------------

Expected Completion:	11-08-2019
-----------------------------	------------

Execution Status:	Behind Schedule
--------------------------	-----------------

Activity or Project:

Recodification

Description:

Renee spent time reviewing the Code proofs for the recodification project for the submission deadline of November 15.

Status:	In-Progress
----------------	-------------

Expected Completion:	02-28-2020
-----------------------------	------------

Execution Status:	Behind Schedule
--------------------------	-----------------

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews made a secondary underground vault into an above ground pedestal on Country Club Drive. This was done after a connection repair which will keep all the connections dry and longer lasting, plus it's easier to repair. A backyard pole on Colgate Lane was replace because of storm damage. The line crews also worked on hot spots found by infrared.

The electricians continued with helping an infrared contractor around the system. The electricians also made inspections of all the substations and installed outlets at the Police Station.

Engineering worked on getting quotes for breaker refurbishing, preparing for starting the Elkton Road Pole Relocation Project, and worked on pricing for relocating facilities for the Green Mansion Project. Engineering also compiled UD's energy report for billing.

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 Z. and Tim Filasky to evaluate foot bridge over Christina Creek between Christianstead and West Branch developments; working on portable restroom bids from two companies; reviewing the final plans for the White Clay Creek Bicycle and Pedestrian Bridge; reviewing the Rodney Project Park development plans; met with Tyler and IPA Intern John about Parks on Draft application and marketing to recruit Newark Restaurants to participate; worked on the Landscape Screening and Treatment Ordinance; coordinated the donor bench assembly at Preston's Playground with Public Works; met with Tom Z. about playground installations and upcoming hard surface improvement projects.

Deputy Director: Completed statistical information to include in the 2020 budget information for Council; continued to work with dance instructor to finalize sizes to order costumes for the winter recital scheduled in December; sent rosters and updated scheduled to staff for swim lessons; met with Sharon, Melinda and parks staff in preparation for NewBark Pawlooza, boosted event on Facebook and worked with Shelby to send out PSA; worked with Electric Department to take down the Halloween banners and put up Newark Banners on flagpoles, worked with Jayme, Kyle & Jeff regarding new Holiday banners for the flagpoles; submitted facility request for use of Newark High School for summer camp & volunteer fair; continued to work with Wilson Center attendants on coverage for rentals for November and booking 2020 reservations; 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: Continues working on a few follow-up items for our West Park before and after care license renewal, continues recruiting, interviewing and hiring new staff, completed November schedule; held volunteer coaches meeting for youth basketball, teams will be

formed soon with practices scheduled to begin Nov. 18; completed the schedules for the adult winter volleyball leagues; working on winter/spring program information, preparing for the Thanksgiving Day Breakfast; the School's Out Day program at the George Wilson Center was held on Nov. 1, three more are scheduled the week of Nov. 11.

Recreation Supervisor of Community Events: Prepared for and held the 5th Annual NewBark PawLooza, delivered posters to shelters, pet supply stores and other pet-related businesses throughout northern New Castle County, sent vendors set up information, set the schedule for contests and demonstrations, met with personnel working the event, gathered supplies and got prizes for contest winners, discussed emcee duties with WXCYP personnel, sent final design for shirts to printer, updated Facebook event with contest times; worked on statistics and financials; processed fitness time sheets.

Recreation Specialist: Created November work schedule for Before and After Care staff, updated the Everbridge notification file with some adds/drops; pulled data from sign in sheets for missing winter/spring and summer statistics for volunteers, sent NewBark event information to the volunteers who signed up, updated Halloween Parade, Halloween Party and Fall Clean up in the 2019 end of year report; put away all supplies into the basement and at the yard from the Halloween Party at the GWC, tallied and entered volunteer hours, sent out verification of hours to volunteers who requested them; modified the Fall Community Clean Up Volunteer hours to include Bloom volunteers and fraternities; updated winter/spring program spreadsheet, working with Abrakadoodle regarding getting the winter/spring classes combined with School's Day Out; created Facebook Events for Thanksgiving Day Breakfast, Winterfest, & Snack with Santa; reached out to all individuals/groups on the 2017 Adopt-A- Park spreadsheet to confirm their information and if they plan to continue in 2020; posted volleyball schedules on website; worked NewBark PawLooza. Volunteers: Fall Community Clean Up - 79 volunteers, 154 hours and 18 Fraternities, 341 members, 581.25 hours (updated), Halloween Party at the George Wilson Center - 24 volunteers, 66.25 hours,

Parks Superintendent inspected five horticulture areas and developed work lists as needed, conducted session at Delaware Invasive Species Council workshop in Maryland, continued coordinating for upcoming reforestation event, conducted annual Tree Board meeting, met with Parks Director and Public Works Director to evaluate bridge over Christina Creek between Christianstead and West Branch developments, started removal of Beefsteak Plant (invasive annual) from meadow at Curtis Mill Park, talked with lot owner after walking proposed building site concerning locating Valued trees and hazardous trees on proposed building site plan, completed annual review for our Parks Supervisor and coordinated with horticulture crew to plant Ornamental Onion bulbs on Elkton Road #7 traffic island next week.

Parks Supervisor assigned field staff daily and assisted as needed, started on yearly reviews for field staff, started gathering inventory amounts for decorations and evaluated all our small equipment used by mowing crew and horticulture crew for possible replacement for next year mowing operations.

Parks and horticulture staff stored away materials/supplies gathered for Halloween Parade, continued mowing and bed maintenance operations, tree work along Christina Valley Stream trail, did interior bed maintenance at City Hall, did invasive removal in meadow at Curtis Mill Park, did trash removal throughout park system as needed, cleaned up area from homeless encampment in Valley Stream area, loading/set up/take down of materials/supplies from Newark Bark Pawlooza,

completed crack repair of several tennis and basketball court areas throughout park system, blew off leaves/debris on tennis and basketball court areas as needed, dragged/scarified both Handloff ballfields, prepared soccer field at Fairfield Park for league play, did equipment maintenance on Ventrac unit/hand held sprayers/walk behind and riding mower units, installed new seasonal color in planters at Wilson Center/Train Station/City Hall, started constructing wooden sleigh for seasonal display outside City Hall, installed court sign off Pomeroy Trail in Kershaw Park and started refurbishing base covers on several trail lights on Hall Trail.

Activity or Project:

Turkey Trot

Description:

Newark Annual Turkey Trot 5K and 10K Run and Walk will be held on Saturday, November 23 at Handloff Park. The 10K will begin at 9 a.m. and the 5K Walk/Run will begin at 10:30 a.m. Online registration is being taken on the Races2Run website www.races2run.com or you can mail or walk in your registration form to the Parks and Recreation office. For more information, visit our website at www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	11-23-2019
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:

Work continues at Campus Walk II on New London Road. The second half of Building 3 has begun.

Parking:

Countdown signs were turned off at the beginning of construction in Lot 3. Several sensors, solar panels, repeaters, and the sign have been, or are slated for, removal, to be repurposed in other lots and to add redundancy to the countdown sign infrastructure to increase up-time. The Lot 1 countdown sign network had equipment added from the repurpose and is now operational; Lot 4 is currently being worked on and should be online within the week; and Lot 3 will need to be reconfigured in preparation for the hotel. A code update was written and pushed into production for Sunday parking rates in off-street parking lots to provide more, better-defined pre-payment options to customers paying from 7:00 a.m. to 1:00 p.m. when parking is no-charge. The Lot 3A booth to Main Street was closed, as a safety fence for demolition was put in place by Lang Development. A new schedule was created for the booth closure, leaving the Parking Division with only two parking booths to schedule for. Staff worked with T2 on temporary plans to ensure continued connectivity between the Lot 3 booth and all entrances during the demolition phase of the Hyatt Hotel project. Repair plans were reviewed to fix the Lot 4 catch basins and how it would affect parking in the Lot 4. Parking staff worked with the Finance Department to train and convert current financial information over to the Tyler Munis System and to start using Tyler Cashiering for in-office transactions. New financial spreadsheets were created in response to the conversion to Tyler Munis, new parking systems, and for easier reporting to Planning and Development and Finance Departments.

Planning/Land Use:

At their meeting on November 5, the Planning Commission took the following actions:

- Recommended approval of amendments to the Zoning Code, with modifications, to allow agricultural and farm related uses in RH, RS, and RT zoning districts for parcels of ten acres or more;
- Received an update on the Transportation Improvement District Committee; and
- Received an update on proposed organizational changes to Chapter 32 Zoning.

The latest Draft (October 30, 2019) of the Newark Community Sustainability Plan is available on the City's website at the following link: <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>, and was distributed in the Council packet on November 4. The Final Draft of "Sustainable Newark" will be presented to Council at their November 11 meeting.

At the November 7 Planning Commission meeting, Planner Mike Fortner presented a report on a proposed change to the City of Newark Zoning Code to allow agricultural and farm related uses in properties zoned RH, RT, and RS that are on parcels of 10 acres or more. The Planning Commission unanimously recommended in favor of the zoning change with modifications. The Zoning amendment will be on a future Council meeting agenda.

Planner Mike Fortner completed a report on the Special Use Permit application for Hardbat CrossFit, a commercial indoor recreation use proposed for an MI zoning district, at 1325 Old Coochs Bridge Road. Mike also participated in the Delaware State Housing Authority's Fair Housing Consortium conference call on the Draft Analysis of Impediments (AI) to Fair Housing.

The following was also completed:

- 8 Deed Transfer Affidavits
- 18 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. 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.

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.

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. A SAC meeting was held on October 16, 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 has been placed on City Council agendas for October 28, 2019 (first reading) and November 25, 2019 (second reading).

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. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 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, 0804700039 (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. Staff comments were sent to the applicant's representative on November 1, 2019.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019.

0 Nathan Hale Court, Parcel ID 1802400395 (PR#19-10-02): On October 9, 2019, the Planning and Development Department received plans for an administrative subdivision at 0 Nathan Hale Court. The applicant, Cherry Hill Manor Maintenance Association, is requesting approval to subdivide a portion of the alleyway at 0 Nathan Hale Court to a new parcel to be owned by the City of Newark to use for utility access. The alleyway will remain open for pedestrians and bicycles. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. A letter of objection was received from an adjacent property owner, therefore the project will be placed on an upcoming Planning Commission agenda.

136 South Main Street, Suite 106, Parcel ID 1802500124 (PR#19-10-03): Plans for a special use permit for the property located at 136 South Main Street, Suite 106, were received by the Planning and Development Department on October 10, 2019. The special use permit is requested for a restaurant with alcoholic beverages. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 15, 2019.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Police Department

Notable Notes:
Auxiliary Services Division:

- On November 4, 2019 at 10:00 a.m., Newark Police 911 center implemented the Emergency Police Dispatch Protocol call taking software by Priority Dispatch. This system provides standardized questioning to be asked by the dispatcher and post-dispatch instructions to be provided to the caller. This will ensure all appropriate information is being asked of the caller to relay to responding officers.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi attended the Domestic Violence Coordinating Council's Law Enforcement Training Conference on Domestic Violence and Sexual Assault on November 4, 2019.

Patrol:

- On October 30, 2019 at 1422 hours, Newark Police were dispatched to an armed robbery that just occurred at Modern Liquors in the 200 block of East Delaware Avenue. The suspect entered the business, displayed a firearm and demanded money. The clerk provided an undisclosed amount of US currency and then fled the business on foot northbound. There were no injuries involved in this incident. The suspect is described as a white male, 5'8", thin build and wearing a hat.
- On November 2, 2019 at 2351 hours, PFC McKennon observed a green Honda Accord parked at a gas pump at the Exxon, located at 820 South College Avenue, with the driver asleep in the driver's seat. When PFC McKennon approached the vehicle, which was turned off, he knocked on the window waking the male. The male opened the driver's door and he was subsequently identified as Carlos Martinez. Incident to further investigation, PFC McKennon located items consistent with heroin packaging and a vehicle search was conducted. At the time of the search, PFC McKennon located 11 bags of heroin in the pull-out coin tray in the vehicle. Martinez was arrested for possession of heroin as well as possession of drug paraphernalia.

Animal Control:

- On November 2, 2019, Animal Control Officer Donna Vickers participated in NewBark Pawlooza that was sponsored by the Newark Parks and Recreation department.
- Animal Control Officer Donna Vickers followed up on several animal control complaints.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
----------------	-----------

Expected Completion:	11-07-2019
-----------------------------	------------

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:

On Wednesday, November 6th, nine operators from the PW&WR Department joined several employees from other Delaware municipalities at the DFIT 2nd annual Snow Plow Rodeo at The Monster Mile in Dover, Delaware. Two members of the management team joined the field staff to judge the competition. Newark contestants ranged from employees with over 20 years of plow experience to employees who have newly joined the City and are just beginning to learn the trade. Drivers completed a timed and scored course set up to simulate plowing around tight corners and adjacent to parked vehicles. The crews had a great time and were able to share experiences and techniques with the other municipal employees at the event. Results are being tabulated to see who plowed through the competition.

Haines Street intersection is scheduled to be paved on November 12th and 13th (weather depending). Once paved, the Haines Street intersection will be reopened.

Director Filasky participated in a roundtable discussion with other public works officials from several municipalities about the funding issues for surface water. We have completed several of these needs assessments for water and sewer systems over the years, but this is the first comprehensive surface water review. The primary driver of these efforts is to gauge the amount of funding that is needed for these systems in the long run. The results will influence how much money is made available through grants and loans through the Water Infrastructure Advisory Council and DNREC Environmental Finance.

Activity or Project:

Annual Stormwater Management Facility Inspections

Description:

As a Delegated Agency of DNREC's Sediment and Stormwater Program, the city is required to perform an annual post construction inspections of all public and privately owned stormwater

management facilities located in the City. In 2019 the Public Works and Water Resources Department inspected 406 stormwater facilities. A report is generated for each facility identifying any deficiencies and indicating whether the facility is functioning as intended or requires maintenance. If deficiencies are present, a corrective action plan is developed for the facility. The reports are forwarded to the respective facility owners informing them of their maintenance responsibilities and explaining any corrective actions required to bring the facility into compliance. PW&WR plans to begin our 2020 annual inspections by January 6, 2020. The number of facilities located in the City has increased to 414 in the past year as a result of the completion of recent private developments.

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

Activity or Project:

Annual Street Improvement Contract

Description:

The paving crew completed the installation of the final wearing course of hot mix asphalt at Anita Drive while the concrete crew continued working on curb removal and replacement at Devon Drive. On Tuesday, 11/5/19, the paving crew mobilized to Adelene Avenue and completed the milling of the existing street surface, the installation of base hot mix asphalt and the installation of the final wearing course of hot mix asphalt. On Wednesday, November 6, 2019, the paving crew mobilized to Scotch Pine Road and Red Pine Circle to begin the milling of the existing street surface and the installation of base hot mix asphalt, which was completed in the same day. The installation of the final wearing course of hot mix asphalt at Scotch Pine Road and Red Pine Circle was completed on Thursday, November 7. Curb removal and replacement at Devon Drive is ongoing and will resume on Monday, November 11, with the anticipated completion date being around Thursday, November 14. The paving schedule for the upcoming week consists of mobilizing to Stamford Drive on Monday, November 11 and Hartford Place on Tuesday, November 12.

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 31-November 6

Name	# of Documents	# of Pages	Types
Samantha	369	2,906	NPD Files/DNP Annual Reports
Sandy	408	1,181	Daily Cash Receipts/Personnel Files/Miss Utility Tickets
Fred	0	0	Off
Ana (PT)	141	886	Court Documents
Total	918	4,973	

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	52,886	+4,085
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	67,741	+5,502
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 10/27/19-11/02/19

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	1	1	0	0	0	0
Rape	14	6	0	4	11	0
Unlaw. Sexual Contact	5	5	0	6	0	0
Robbery	17	16	1	25	11	0
- Commercial Robberies	8	8	1	9	8	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	7	0	13	2	0
Assault/Aggravated	17	22	0	25	21	0
Burglary	36	64	3	13	103	0
- Commercial Burglaries	11	9	1	2	8	0
- Residential Burglaries	23	42	1	9	59	0
- Other Burglaries	2	13	1	2	36	0
Theft	492	480	13	170	311	3
Theft/Auto	46	42	2	6	10	0
Arson	0	0	0	0	0	0
All Other	88	95	3	89	96	1
TOTAL PART I	716	732	22	338	563	4
<u>PART II OFFENSES</u>						
Other Assaults	220	235	5	157	145	2
Rec. Stolen Property	1	1	0	17	15	0
Criminal Mischief	135	125	2	113	112	23
Weapons	11	21	0	35	61	0
Other Sex Offenses	0	0	0	0	7	0
Alcohol	203	177	5	391	319	5
Drugs	124	176	2	170	271	2
Noise/Disorderly Premise	710	599	28	325	241	16
Disorderly Conduct	133	145	6	94	123	6
Trespass	198	200	3	59	79	0
All Other	337	300	6	284	390	18
TOTAL PART II	2072	1979	57	1645	1763	72
<u>MISCELLANEOUS:</u>						
Alarm	149	145	7	0	0	0
Animal Control	415	530	11	2	8	3
Recovered Property	239	197	6	0	0	0
Service	33702	28874	659	0	0	0
Suspicious Per/Veh	421	390	15	0	0	0
TOTAL MISC.	34926	30136	698	2	8	3

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,015	43,605	911	38,376



**Newark Police Department
Weekly Traffic Report
10/27/19-11/02/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	9063	10153	192	210
DUI	156	181	5	4
TOTAL	9219	10334	197	214

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	193	196	8	3
Property Damage (Reportable)	1026	957	34	31
*Hit & Run	226	178	7	7
*Private Property	274	230	7	8
TOTAL	1219	1155	42	34

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.