

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening Council approved the 2020 Capital and Operating Budgets. I would like to thank Council for their dedication throughout the fall on this important effort. I would also like to thank Finance Director Del Grande, the entire finance team, and the many other directors and managers whose dedication to the City makes the process possible.

I spent much of the week in various meetings. On Tuesday I attended the November DEMEC board meeting. On Wednesday I attended the fourth quarter City Management Association of Delaware (CMAD) meeting. On Thursday, Director Del Grande, Deputy Chief Farrall, and I attended another Local Service Function Task Force meeting.

At Tuesday's DEMEC board meeting I was elected by the board to a position on the Executive Committee. As a member of the Executive Committee I will have more of an opportunity to be involved early in policy discussions and personnel decisions which will be good for Newark.

On Tuesday after the DEMEC Board meeting I attended a training session on Strategic Planning that was hosted by DEMEC. We are planning another strategic planning session in early 2020 and DEMEC will be hosting a three-part training session by APPA on strategic planning to help prime the board for the process.

On Thursday we held a staff meeting in preparation for the December 2nd Council meeting.

I continued to work with Scott Lynch from DEMEC on preparations for the 12/2 Council discussion on renewable energy options for Newark to include in our future energy mix requested by Councilman Markham.

Chief Communications Officer:

- Met with Tracy Shickel, Matt Drexler and Stephanie Ferrell from UD's Office for International Students and Scholars (OISS) to renew the conversation about creating a webpage on the city's site that provides students and visitors a list of resources in Newark
- Joined The Newark Partnership Economic Enhancement Committee to discuss marketing Main Street businesses and retailers
- Participated in the Newark Women Leading Government lunch
- Working with Human Capital Manager Hardin on organizing a staff volunteer event at the Food Bank of Delaware
- Began collecting items for the Newark Area Welfare Committee Holiday Food Drive
- Started promoting the Multiplying Good LEAD360 awards

City of Newark in the news:

- Newark adds parking in Main Street construction zone during weekends - <https://delawarebusinessnow.com/2019/11/newark-adds-parking-in-main-street-construction-zone->

during-weekends/

- Newark City Council approves 13 percent tax hike - https://www.newarkpostonline.com/news/newark-city-council-approves-percent-tax-hike/article_d54e6fe5-1a59-59b9-a15c-721f51afa2ef.html
- Newark City Council approves special-use permit for CrossFit gym - https://www.newarkpostonline.com/news/newark-city-council-approves-special-use-permit-for-crossfit-gym/article_7007d8be-e973-50e8-87f1-d13fd0a7643d.html
- Jerry Clifton speaks on renewable energy, cars, air pollution - <http://udreview.com/jerry-clifton-speaks-on-renewable-energy-cars-air-pollution/>
- Engineering Community Engagement - <https://www.udel.edu/udaily/2019/november/robyn-ohalloran-Newark-Conservation-Advisory-Commission/>
- Historic murals may be removed from Newark Council Chamber - https://www.newarkpostonline.com/news/historic-murals-may-be-removed-from-newark-council-chambers/article_2279ffa4-bb24-5b16-9fe9-92a4b895e932.html
- Newark to celebrate Thanksgiving with Turkey Trot, interfaith service, community meals - https://www.newarkpostonline.com/news/newark-to-celebrate-thanksgiving-with-turkey-trot-interfaith-service-community/article_8b5294bc-ecb9-58e8-be8b-5b18d9fcea75.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

Web and Graphic Design:

- Updated the Budget Central 2020 page, Minutes and Agenda page and GIS maps link
- Scheduled upcoming InformMe notices
- Created first draft of updated mission statement, median tax bill infographic and Main St. walking graphic
- Currently working on NPD annual report design layout
- Currently working on PWR graphic for the January newsletter

Welcome Center:

- Answer and direct all incoming calls and visitors to the correct departments, create ID badges for guests
- Log Miss Utility tickets for Electric and Public Works and informing the locators of emergencies when they occur
- Add and change InformMe customer information and assist customers who need meter yokes, pay bulk pick-ups or have trash fines
- Working on gathering and editing content for the January customer newsletter

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale attended the DeLea Founders Insurance Trust (DFIT) Safety Committee meeting on Tuesday, where DFIT awarded drivers for the DFIT Road-e-o earlier this month. Two drivers from Newark won awards. The Newark Safety Committee will be voting on final approval of the Safety Manual on Friday, 11/22.

Chief Communications Officer Jayme Gravel and Mr. Martindale met with the New Castle County Chamber of Commerce to discuss Newark potentially rejoining the organization.

Facilities Maintenance Superintendent David Greenplate and Mr. Martindale also met with Seiberlich Trane to continue discussions of the energy audit they are performing in City buildings.

Mr. Martindale also worked with Local Government Management Fellow to complete correspondence letters to grant foundations to begin conversations with these organizations about potential grant funding.

Facilities:

Facilities Maintenance finished painting and associated work at the George Wilson Center (GWC). They also prepared a new office door and trim for the GWC.

Facilities also set and reset Council Chamber for various meetings and deep cleaned spots of the chamber carpet.

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 six court sessions from 11/7/19- 11/20/19. 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 11/7/19 to 11/20/19 Alderman's Court handled 77 arraignments, 68 trials, 12 capias returns and 3 video hearings. The court collected a total of 803 parking payments of which 485 were paid online and 318 were paid at court. The court also collected criminal/traffic payments of which 303 were paid online and 59 were paid at court for a total of 362 criminal/traffic payments.

Status:	Completed
Expected Completion:	11-20-2019
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 18 for Council. Geena was in the office on November 14 for Court.

Renee participated in a conference call with Councilman Horning on November 15.

Staff finalized and posted the agenda and packet items for the November 25 Council meeting on November 18. An addendum adding items 2I and 2J was posted on November 18 and the two packet items were posted on November 19. The addendum and the two related packet items (Bills 19-35 and 19-36) were distributed to Council on November 19.

Paul and Renee staffed the Council meeting on November 18. Staff completed follow up work throughout the week.

Renee spent time working on items for the November 25 Council agenda including five bills, one resolution and one memo.

Renee received comments back from the applicant and worked with staff and the applicant to finalize the subdivision agreement for the development project at 287 East Main Street. This Comprehensive Plan amendment, rezoning, major subdivision and special use permit is scheduled

for public hearing at the November 25 Council meeting.

Renee drafted the newspaper ad and direct mail notices for a special use permit application for 136 South Main Street. Sharon completed and sent the direct mailing to surrounding property owners. The special use permit for a restaurant serving alcohol on premises is scheduled for public hearing at the December 9 Council meeting.

Nichol drafted the Conservation Advisory Commission recommendation memo on the photovoltaic grant program as part of the Green Energy Funds that will be considered as part of the green energy discussions at the December 2 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and drafted the December 2 Council agenda. Council meetings are now being booked into March of 2020.

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

Renee and Sharon spent time working on items for the upcoming employee holiday luncheon.

Tara drafted a proclamation recognizing a local Eagle Scout.

Tara worked on several union matters.

Danielle processed several items for the New Castle County Recorder of Deeds.

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 29 FOIA request for certificate of occupancy pertaining to 288 East Main Street from Jewish Family Services of DE
- * Provided a response and closed an October 31 FOIA request for historical information pertaining to Christianstead street parking from Jim Culley
- * Provided a response and closed a November 13 FOIA request for City purchase orders from SmartProcure
- * Provided a response and closed a November 18 FOIA request for a property outside of City limits from Erin Kleppe
- * Provided a response and closed a November 20 FOIA request for a property outside of City limits from Kurtis Hayes

Regarding minutes, staff time was spent on the July 8 Council Executive Session (Renee drafted - complete), November 4 Council (Nichol drafted; Renee edited - complete), November 11 Council (Tara and Nichol drafting) and November 18 Council (Nichol drafting) minutes. Several sets of Council Executive Sessions, the October 17 Board of Adjustment and November 12 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 29 discovery requests for upcoming Alderman's Court cases. 552 discovery requests have been filled so far this year. The court calendar for December 6 was received and the 27 cases were prepared for the Deputy City Solicitor. 45 court calendars with 807 associated cases

have been prepared so far for 2019. One plea by mail was processed.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. 1,654 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha conducted TCM training for new Legislative Department staff.

Samantha attended the monthly Association of Records Managers and Administrators (ARMA) International meeting on November 14.

Students from the Networks Program with the Christina School District worked on November 20 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 scanned documents numbers for November 14-20 are below.

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

Activity or Project:

Recodification

Description:

Renee spent time reviewing the Code proofs for the recodification project. This round of proofs is expected to be submitted by November 25.

Status:	In-Progress
Expected Completion:	02-28-2020
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews replaced a failed primary feeder to the Sears site at College Square Shopping Center. The crews also installed a new primary metering point on South College Avenue that will pick up UD buildings that are going to be built and others that will be changed from 4kV to 12kV. The crews installed another recloser on New London Road south of the George Wilson Center.

The electricians have been escorting the infrared contractor systemwide and installed new distribution panels at City Hall. The electricians also installed radios and set up relays on the reclosers just installed.

Engineering worked on the Green Mansion infrastructure relocation and troubleshooting recloser issues with product technical support. Engineering also saw three SCADA demonstrations and will be recommending new SCADA software this week.

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:**

Information Technology Department

Notable Notes:

Applications Team:
 Open Tickets from Previous Week - 46
 Tickets Opened in the Last Week - 37
 Tickets Closed in the Last Week - 26

Remaining Open Tickets – 57

1. Coordinated and attended training on What's New in Financials for Munis 2019 with Finance and Admin staff on 11/15.
2. Coordinated and attended training on What's New in Human Capital Management for Munis 2019 with Finance and Admin staff on 11/18.
3. Held status update call with Harris on 11/20 for CC6 project to discuss final verbiage updates.
4. Met with Finance and PWWR staff to discuss Water & Sewer customer charge on 11/20.
5. Worked on updating data in preparation for Water & Sewer customer charge.
6. Worked on and resolved support tickets for end users.
7. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, implementation will be scheduled once CC6 is live.
3. Paymentus to switch over Tyler Munis payment processing from Auth.net.

Infrastructure Team:

Open Tickets from Previous Week - 88

Tickets Opened in the Last Week - 59

Tickets Closed in the Last Week - 58

Remaining Open Tickets - 89

1. Assisted with Electric RFP for SCADA services.
2. Worked on and resolved support tickets for end users.
3. Actively responded to and resolved Secureworks alerts.

Pending:

1. Preparing to move Electric's data to SharePoint.
2. Test latest iteration of the employee onboarding script.
3. Working with Dell to gain access to the AeroHive cloud management portal.

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1 - Completed

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15 - Completed

- User Acceptance Testing & Issues Remediation

July 22 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug 19 - G live date scheduled for 12/9/19.

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

Status:	Near Completion
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Expected Completion:	08-23-2019
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Execution Status:	Behind Schedule
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Activity or Project:

Description:

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

Description:

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

Department:

Parks and Recreation Department

Notable Notes:

Director: Discussed upcoming event logistics for the Turkey Trot, Thanksgiving Day Breakfast, and Winterfest; working on landscape screening and treatment ordinance update and reviewed several landscape plans as part of the development process; conducted weekly maintenance meeting; met with JMT representatives on the park and landscape plan for the Rodney Project.

Deputy Director: Consolidated information into word document for the first draft of the winter/spring activity guide and sent to Shelby to start formatting; attended meeting for the Rodney project with Joe and representatives from JMT; continued to work with recreation staff on

finalizing information with instructors for the winter/spring programs; continue to assist Sharon with items for the Turkey Trot preparations and with Shelby on marketing for upcoming events; worked with Melinda and Tyler on items for the Thanksgiving Day Breakfast; assisted with set up for Veteran's Day luncheon; rescheduled swim class and assisted in contacting participants with make up information; 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 winter/spring program information; continues preparing for the Thanksgiving Day Breakfast; we had three School's Out Day program at the George Wilson Center this week; Adult softball league finished the season on 11/17; met with new basketball gym supervisor at Newark High; held orientation for new after school care staff; continues preparing for youth basketball, practices begin 11/18, making schedules, adding players to teams and recruiting additional staff as referees and gym supervisors.

Recreation Supervisor of Community Events: Preparing for the upcoming Turkey Trot including soliciting donations from local businesses; working on winter/spring programs, instructors have been updating their classes; sent updated rosters to instructors.

Recreation Specialist: Tallied and entered volunteer information from the Redd Park reforestation, sent verification of hours to Chi Omega; set up food barrel delivery from Food Bank for the Thanksgiving Breakfast, took Sponsorship letter to Brew Ha Ha, Panera, Starbucks, Duck Donuts, & Honey Grow, inventoried what was over at George Wilson Center, made shopping/supply list, asked Jayme in Communications if they had anything to donate to the gift bags; entered all in-house registrants into the Races2Run spreadsheet for the Turkey Trot, started gathering items for door prize bags; picked up the volleyball rosters, time sheets and score sheets from Newark Charter, updated scores on website; took flyers to Library, Senior Center and Newark Reservoir. Volunteers: Redd Park Reforestation - 52 volunteers, 81 hours

Parks Superintendent reviewed four proposed plans and commented as needed, followed up on reforestation planting deer protection, met with resident concerning tree issue, inspected Millcroft site for planting installation and start of - year warranty and coordinated final mulch order with vender.

Parks Supervisor assigned field staff and assisted as needed, continued coordinating for holiday tree set up, continued working on year end employee reviews, met with Parks Director concerning decorating tree in Olan Thomas Park for the holidays and continued working with Recreation Division on upcoming special events.

Parks/horticulture staff continue mowing/leaf mulching areas as needed, continue on bed maintenance/cut backs throughout park system, planted Fritillaria bulbs in sign bed at Alley Park, did interior bed maintenance at City Hall, prepped Handloff ballfield for final game of season, blew off basketball/tennis court areas as needed throughout park system, placed deer protection around selected trees at reforestation planting in Redd Park, raked off all horseshoe pits, did trash removal throughout park system, tree pruning/removal at several park sites, continued working on sleigh construction for upcoming seasonal display, framed out and poured concrete pad for placement at Sculpture Garden, did equipment maintenance on walk behind mowers/ventrac/and some hand held sprayers, did volunteer tree removal and stump treatment in rear meadow area at

Handloff Park and continued on work orders as assigned.

Activity or Project:

Thanksgiving Day Breakfast

Description:

The Parks and Recreation Department, area merchants and volunteers will help celebrate the 33rd year of gathering together to offer the Thanksgiving Day Breakfast on Thursday, November 28 from 8-10:30 a.m. Our mission is to create a warm and caring atmosphere among community members, older adults and area students who are unable to share the holiday with family members or a companion. Join us for a hearty breakfast and a little fellowship. This year's menu will include pancakes, eggs, sausage, fruit, coffee, juice, and tea. People over the age of 60 MAY ATTEND AT NO COST. Under 60 registration is \$3 in advance, and \$6 at the door. Advanced registration is encouraged. There will be an optional food drive for the Delaware Food Bank. Please bring a canned item including fruit, vegetables, meat or tuna.

Status:	Not Started
Expected Completion:	11-28-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

The 2020 business license invoices were mailed on November 15, 2019.

South Green Utility Replacement - Phase I in progress piping is installed, but connections are not completed. Phase II permit application has been submitted.

Warner Hall – Was contacted by contractor last week permit application submission this month.

924 Barksdale – permit application has been submitted, plan review to be completed before end of month.

Chase Bank Newark Shopping Center – Lines and grades plan approved by PWWR – permit submission will be soon as I was contacted by a permit expeditor.

287 E. Main Street – CIP still not approved by PW&WR.

107 Sandy Drive – last tenant fit out permit for building 100 (unit 102) is approved but not yet issued. Only 1 vacant space will remain (Unit 201)

Thorn Flats – Two units are having minor renovations in building 81 to become models. No other work is happening on this side yet.

Lehigh Flats – 4 buildings are under renovation 610(U), 620(R), 625(C) and 629 (D). C & D are approved for close in except for 2 first floor units in D, U and R have passed plumbing and gas piping and are in framing stage.

Hand and Stone fit out – completing above ceiling work CO/completion scheduled by the end of month.

511 Valley Road – Demolition in progress (structure is removed, foundation to be removed within the next week)

Green Mansion Project (92,94,96 E. Main St) - Demolition is progressing at 92 E. Main St. Demo Permit has been issued for 94 & 96 E Main St. On 11/14 a meeting was held with developer, Builder, PW & Code Enforcement to discuss project progress.

Campus Walk II – 2 Units are ready for drywall. Phase II of Building #3 is continuing. Building 2 Roofing is in progress.

Train Station – (100 Station Way) - Work ongoing. Expected CO before end of 2019.

Chemours Building (210 Discovery Blvd.) - Finals are being done in sections. East and West Wings have had finals. North 2nd floor scheduled for 11/26/2019. All finals expected by Spring of 2020.

Whitney Sports Complex and Stadium Renovations – (625 S. College Ave.) - Structural steel is complete. Concrete and rough plumbing installation is ongoing. Weekly progress meetings held onsite.

New Townhouse development - 9 Townhouses (22 Benny Street) - Foundations are complete. Framing of the townhouse units is underway.

New Apartment Building with Ground level parking (211 Haines Street) - Building shell has been completed and all concrete floors poured. Interior framing is ongoing.

New Commercial Building commercial 1st floor and 12 apartments total on 2nd and 3rd floor (211 South Main Street) - Building plans are on hold due to costs. Builder is reviewing elevator and

budget options.

Life Sciences Building addition (77 East Delaware Avenue) - Building sections have been set. Interior framing, plumbing and HVAC work is progressing.

531 South College Avenue - The interior of the building has been demolished. New structural steel is being installed as necessary. Plumbing and framing is in progress.

College Square Site redevelopment - Approved demolition has been complete. Apartment building plans are under review. CIP submission #2 is being reviewed for compliance.

Campus Walk 2 – building 3 – two units drywalled and building 2 – roof is being installed.

Martin Honda on Marrows Road was issued a demolition permit.

Parking:

The Parking Division met with PW&WR and Electric Departments to coordinate pre-work to be completed next week for lot 1 expansion.

The new high visibility coats and hats have arrived for PAs.

The Parking Division financials have switched over to the Tyler Munis and Tyler Cashiering systems.

Planning/Land Use

Planning Director's Report:

Prepared for and participated in the Rental Workgroup meeting on Thursday, November 14, 2019 from 4:00 to 6:00 p.m. As I mentioned in the last weekly report, since the presentation of the draft recommendations of the Rental Workgroup to Council scheduled for October 28, 2019 was postponed by Council due to time constraints, the purpose of this meeting was to discuss the recommendations and survey results with the Mayor and Council members present. Mayor Clifton, Councilman Lawhorn and Councilwoman Wallace were able to attend in addition to members of the Rental Housing Workgroup and members of the public. The draft recommendations of the Workgroup and the results of the survey were presented and discussed as well as a questions and comments from the Council, Mayor, Workgroup and members of the public. The next step for the Rental Housing Workgroup is for a presentation of the draft recommendations and survey results to Council at the next available Council meeting agenda which is February 3, 2020 where this will be the only agenda item. The meeting materials from the November 14, 2019 meeting will be soon posted on the Rental Housing Workgroup website <https://newarkde.gov/1118/Rental-Housing-Workgroup>.

Participated in the monthly meeting of the Delaware Chapter of the American Planning Association (DE APA) Executive Board where topics included a debrief of the DE APA Fall Conference, annual reporting requirements to the national APA and planning for the DE APA retreat.

Attended the November 18, 2019 Council meeting.

Met with Troy Mix, UD, Associate Director Institute for Public Administration (IPA), Biden School of Public Policy and Administration along with Planners, Mike Fortner and Tom Fruehstorfer to discuss the opportunity of working with IPA on a Graduate Intern this coming year to work on economic development related issues. I'd like to start with getting a baseline inventory of current retail, commercial and industrial space, develop a website for prospective businesses and work with the Newark Partnership as well as the Delaware Prosperity Partnership and related entities on economic development related issues as well as look at our Economic Development Plan

<https://newarkde.gov/DocumentCenter/View/1850/Economic-Development-Strategy-and-Action-Plan--FI?bidId=>. This has been an effort that has been on my to do list since I started with the City of Newark and due to limited resources have not been able heretofore to work on this effort. It is my hope that this endeavor will bring some resources to bear to this topic.

Met with representatives of Kimley-Horn and Associates. This was our kickoff meeting to discuss the Newark Downtown Parking Plan. <https://newarkde.gov/DocumentCenter/View/12825/6A>. This was an organizational meeting which was very productive, and Kimley-Horn is moving forward with this effort. Their first step after this meeting is to analyze the parking data/information and zoning regulation from the City and to begin developing communications strategy. They will be spending their time from now until the end of the year focusing on reviewing our ordinances, parking information, comp plan and related information, getting oriented, and starting on a communication strategy.

Conducted our now monthly SAC meeting. The plans reviewed at this meeting include:

- Revisions for the major subdivision for the property located at 132-138 East Main Street
- Transportation Improvement District Agreement
- Revisions for Comprehensive Development amendment and major subdivision for the property located at 1501 Casho Mill Road
- Minor Subdivision and site plan approval for the property located at 118, 126, and 130 New London Road
- Annexation, rezoning and major subdivision for the property located at 734 Paper Mill Road and 5 and 11 Possum Hollow Road

The annual business license bills were sent out last week. Consequently, we are receiving some calls related to these bills and time is being spent on responding and adjusting bills as appropriate.

Worked on December 3, 2019, Planning Commission packet and related tasks and issues.

The balance of the week was spent on Council packet preparation, plan review, administrative and managerial tasks.

Planner's Report:

On Thursday, November 14, City Planner Mike Fortner participated in the Rental Housing Workgroup meeting.

Mike Fortner completed a report to the Planning Commission on the Comp Plan amendment for 19 Amstel Avenue. The amendment will be reviewed at the Planning Commission meeting

scheduled for December 3, 2019.

Mike Fortner completed a report for City Council for the special use permit application for Atexquita Mexican Restaurant to open at 136 South Main Street in Newark, DE to sell alcohol for consumption on premises. The permit will be reviewed by Council at their December 9 meeting.

Mike Fortner completed a report to Council to amend the Zoning Code to permit agricultural and farm uses. The report will be prepared for first reading at the December 9th Council meeting and will have the 2nd Reading in January 2020.

On Monday, November 18, City Planner Mike Fortner was a guest lecturer for a University of Delaware class called “Planning for Sustainable Communities”. Mike talked about Newark’s recently adopted Sustainable Newark plan and the roll planning and site plan reviewing play to make Newark a more sustainable place.

Planner Tom Fruehstorfer attended the WILMAPCO Council meeting on November 14, 2019, to present the summary of the October 28, 2019, WILMAPCO PAC meeting.

The following was also completed:

- 15 Deed Transfer Affidavits
- 46 Building Permit Reviews
- 2 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review (updates in italics)

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. The project is tentatively scheduled to be reviewed and considered by the Planning Commission at their meeting on December 3, 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. The project is tentatively scheduled to be reviewed and considered by the Planning Commission at their meeting on December 3, 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. The project is tentatively scheduled to be reviewed and considered by the Planning Commission at their meeting on December 3, 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:

Administration Division:

- The 14th session of the Newark Police Citizens Police Academy graduated on Wednesday, November 20, 2019. The participants spent the past several weeks learning about various divisions and units in the police department. The program is an excellent way for the officers and members of the public to interact and discuss ideas in a casual atmosphere. Sgt. Will Smith did a great job coordinating the academy program.
- Lt. Rubin assisted Amtrak PD with a rail crossing safety PSA on Thursday, November 21, 2019.
- Cpl. Brandon Walker has been transferred to the Administration Unit to assume the role of Accreditation Manager.

Criminal Investigations Division:

- On November 18, 2019, Newark Police detectives arrested a 59-year-old male from New Castle during the execution of a search warrant at his residence regarding an invasion of privacy investigation. The investigation launched after a hidden camera was discovered in a female's bathroom at a business along S. College Avenue. The suspect was linked to the crime through the examination of evidence and witness interviews. The suspect was charged with two counts of Invasion of Privacy and released on \$3,000 unsecured bail.

Auxiliary Services Division:

- PSAP Manager Cannon will be attending State PSAP Managers meeting as well as a 9-1-1 Board meeting on November 21st.

Patrol Division:

- The Newark Police would like to remind the public of the dangers of driving under the influence of alcohol and/or drugs. Between November 14th at about 2300 hours and November 16th at 0600 hours, Newark Police Officers arrested eight drivers for DUI in eight separate incidents. In fact, six of the arrests came in a 6-hour span between 0030 and 0630 this morning. Of the arrests made, four resulted from traffic stops, two resulted from property damage crashes and two motorists were found asleep at the wheel – one in the roadway and another in the drive thru lane of a local restaurant. As of early November 2019, DUI arrests in Newark are up more than 16% over the same time period last year.
- On November 14, 2019, Pfc. McKennon conducted a traffic stop on a dark blue Mazda on South College Avenue in the area of Old Chestnut Road. Pursuant to the vehicle stop, and on-scene investigation, the operator, Chavez Waters, was found to be in possession of crack cocaine and was driving while suspended. As a result of the stop, Waters was charged with several traffic offenses, possession of a controlled substance and was taken into custody as a local fugitive for four active capiases. Waters was presented before Justice of the Peace Court #11 and was ultimately released after posting \$500.00 cash bond.

Special Operations Unit:

- The Traffic Unit continues to respond to citizen complaints. This week, Traffic Officers will address reports of traffic backups in the area of West Park School. Officers will also be continuing speed enforcement in the area of Otts Chapel and Sandy Drive as well as other locations in the city.

Special Operation Unit:

- Special Operations Officers will once again be conducting the "Retail Theft Operation". For the remainder of the year officers will be at various retail locations to combat thefts. The officers have made numerous shoplifting and thefts during this operation the past few years.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	11-21-2019
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:

The Haines Street intersection has been paved and is currently open to traffic.

On Nov. 15, Director Filasky and Environmental Coordinator Kelley Dinsmore attended the Annual Summit of the Resilient and Sustainable Communities League (RASCL). The Summit focused on management of our water and land while accounting for changing climates and increasing development pressures. Director Filasky was part of a speaker panel focused on local stories which featured the Rodney Pond and Park project.

The Street Program paving schedule for the upcoming week will be the installation of the final asphalt on Devon Drive and mobilizing the paving crew to Kells Park & Lewis Park to resurface the parking lots. All work is weather dependent. Details on work completed last week are below.

Activity or Project:

Corrugated Metal Pipe (CMP) Rehabilitation

Description:

Our contractor, IPR, will begin the rehabilitation of several CMP segments throughout the City on or about December 2. These pipes were identified in our prioritization report for the replacement of CMP, updated in 2018. This is part of the CIP that forms the backbone of our Stormwater Utility.

Status:

Not Started

Expected Completion:

01-31-2020

Execution Status:

On Track

Activity or Project:

Annual Street Program Update

Description:

Grassbusters Landscaping Co., Inc. continued the 2019 Street Improvement Program on Monday, 11/18/19. The concrete crew mobilized to Orchard Road to begin curb removal and replacement while the paving crew mobilized to Hartford Place to begin the milling of the existing street surface

and the installation of base hot mix asphalt. On Tuesday, 11/19/19 the concrete crew completed all curb removal and replacement at Orchard Road and the paving crew completed the installation of the asphalt on Stamford Drive and Hartford Place. On Thursday, 11/21/19 the paving crew mobilized to Devon Drive to begin the milling of the existing street surface and the installation of base hot mix asphalt. No paving is to be completed on Friday, 11/22/19 due to the likelihood of inclement weather. The schedule for the upcoming week involves the installation of the final asphalt at Devon Drive and mobilizing the paving crew to Kells Park & Lewis Park to resurface the parking lots.

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 – November 14-20

Name	# of Documents	# of Pages	Types
Samantha	293	2,090	Court Documents/Building Plans
Sandy	433	1,631	Personnel Files/PUBS Daily Cash Receipts/Court Documents
Fred	112	2,107	Miss Utility Tickets/Permit Applications
Ana (PT)	131	745	Court Documents
Sharon (PT)	22	315	Miscellaneous Current Files
Total	991	6,888	

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 11/10/19-11/16/19

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	1	1
Rape	14	6	0	4	11	0
Unlaw. Sexual Contact	5	5	0	6	0	0
Robbery	19	17	0	25	15	4
- Commercial Robberies	9	8	0	9	9	1
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	1	1
- Other Robberies	9	8	0	13	4	2
Assault/Aggravated	18	23	1	26	21	0
Burglary	39	63	0	17	103	0
- Commercial Burglaries	11	8	0	2	8	0
- Residential Burglaries	24	42	0	13	59	0
- Other Burglaries	4	13	0	2	36	0
Theft	519	511	18	178	312	1
Theft/Auto	48	43	1	6	10	0
Arson	0	0	0	0	0	0
All Other	92	99	4	94	98	2
TOTAL PART I	755	769	24	356	571	8
<u>PART II OFFENSES</u>						
Other Assaults	228	247	3	164	150	3
Rec. Stolen Property	1	1	0	17	16	0
Criminal Mischief	140	132	2	113	118	5
Weapons	12	21	0	36	66	4
Other Sex Offenses	0	0	0	0	7	0
Alcohol	209	182	3	402	333	12
Drugs	133	185	4	178	279	4
Noise/Disorderly Premise	732	626	9	343	245	1
Disorderly Conduct	142	153	3	96	125	2
Trespass	210	213	10	64	81	2
All Other	347	307	4	299	396	5
TOTAL PART II	2154	2067	38	1712	1816	38
<u>MISCELLANEOUS:</u>						
Alarm	152	151	2	0	0	0
Animal Control	436	558	5	2	9	0
Recovered Property	249	203	4	0	0	0
Service	35016	30088	597	0	0	0
Suspicious Per/Veh	442	412	11	0	0	0
TOTAL MISC.	36295	31412	619	2	9	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	873	45,356	791	40,004



**Newark Police Department
Weekly Traffic Report
11/10/19-11/16/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	9305	10482	116	159
DUI	163	193	3	8
TOTAL	9468	10675	119	167

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	210	208	8	4
Property Damage (Reportable)	1083	1022	29	29
*Hit & Run	237	184	8	3
*Private Property	283	239	5	5
TOTAL	1293	1232	37	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.