

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Human Capital Manager Devan Hardin has been selected to be our new Chief Human Relations Officer, filling officially the position last held by Andrew Haines (when it was Deputy City Manager). Acting CHRO Mark Farrall has begun transitioning items over to Devan after which he will return full-time to his regular position of Deputy Police Chief. I would like to congratulate Devan on this accomplishment and also thank Mark for his willingness to serve as CHRO for nearly two years.

On Thursday evening, I attended the annual Engineer's Week Banquet hosted by the Delaware Engineering Society where the Cleveland Avenue Task Force project received the highest level award, "Grand Conceptor" from the American Council of Engineering Companies (ACEC). Newark has won this award twice before, for the Hall Trail project and again later for the Pomeroy Trail project. I am working with the communications team to create a new board that we can display in City Hall. This is the second award we have received for this project, the first from the Institute of Transportation Engineers (ITE) earlier in 2019. This project was a great partnership between Newark, DelDOT, and DelDOT's consultant, Whitman Requardt Associates (WRA).

Tuesday was the February DEMEC Board meeting which I attended. It was preceded by an Executive Committee meeting and followed by the third of three training sessions by APPA on strategic planning. This was the first Executive Committee meeting I have attended since being appointed to the Executive Committee by the board earlier this year. DEMEC is kicking off an update to the DEMEC strategic plan in the coming months. I will use this experience to continue to gather information on how Newark can hold our own strategic planning effort in the future. Creating a strategic plan for Newark is something I think would be beneficial and would help guide Council and staff's decision making and prioritization moving forward. Considering the intense competition for Council's time and attention, having an updated vision and mission statement, along with defined areas of focus would likely be beneficial.

Mayor Clifton, Councilwoman Hughes, Finance Director Del Grande, and I attended the bill signing of the bill restoring Newark's fire service credit on for Newark's residents on their New Castle County tax bill. This subject was the cause of our recent lawsuit with the county and this legislation addresses the majority of our complaints related to the county's change to their tax policy. Our residents will again receive this tax exemption on their tax bills which come out the second half of 2020.

Throughout the week we held several internal meetings on specific projects and initiatives. We also held a staff meeting to prepare for the March 2nd Council meeting. I also spent time on personnel and other general administrative items.

Communications:

- Participated in a phone call with CivicPlus to discuss plans for the website redesign which is

tentatively scheduled to begin in early April

- Wrote and distributed two press releases: Downtown Newark Parking Workshops and GFOA award
- Developed survey to send to the public for soliciting potential park names
- Completed updates on employee intranet which will change-over next week

Delaware election deadlines: Last day to change party affiliation is Feb. 28:

https://www.newarkpostonline.com/news/delaware-election-deadlines-last-day-to-change-party-affiliation-is/article_2f5beed0-0cfd-5584-91ba-5c6f426a0239.html

Newark to install electric vehicle charging stations:

https://www.newarkpostonline.com/news/newark-to-install-electric-vehicle-charging-stations/article_f791fd0e-5d4c-558d-ab47-dfeefdc42669.html

Newark seeking public feedback on the future of downtown parking:

https://www.newarkpostonline.com/news/newark-seeking-public-feedback-on-the-future-of-downtown-parking/article_6b49df4a-0b86-5055-88b0-b5475554eec0.html

Newark man gets a utility bill claiming he used a year's worth of water in a month:

https://www.wdel.com/news/newark-man-gets-a-utility-bill-claiming-he-used-a/article_c8addae8-51c9-11ea-95b0-ff44f6f01a04.html

Welcome Center:

- Answer and direct all incoming calls and visitors to the correct departments.
- I have started the April newsletter.
- Recycle Coach is being pushed out to the community and I am helping where needed.
- Logging the Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.
- Edit copy from other departments for the communications team.
- Adding/changing InformMe customers information, selling DART cards, and assisting customers who need meter yokes, pay bulk pick-ups, or have trash fines for Public Works.
- Develop, edit and post social media copy for Facebook and NextDoor.

Graphic Design:

- Designed a flyer for the '2020 Healthy Weight Loss Challenge'
- Scheduled Presidents' Day refuse change via InformMe
- Scheduled weekly public meeting notices via InformMe
- Scheduled TV22 programming for the week
- Updated 'report a concern' module on City website
 - o Removed many outdated requests
 - o Added Electrical Engineering > Street Light Outage category
 - o Created website accounts with access to the 'report a concern' module for Mary Ellen Gray, Stephanie Petersen, Bhadresh Patel, Marvin Howard and Courtney Mulvanity
- Updated 'Payments & Services' webpage on City website
- Updated 'Observed City Holidays' webpage on City website

Currently working on the following:

- NPD 2019 Annual Report
- Graphic links for the Payments & Services webpage

- Staff Directory updates
- Fillable form for 'Green Energy Fund' for Finance

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 2/13/20 to 2/19/20. 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 2/13/20 to 2/19/20 Alderman's Court handled 32 arraignments, 56 trials, 18 capias returns and 2 video hearings. The court collected a total of 307 parking payments of which 220 were paid online and 87 were paid at court. The court also collected criminal/traffic payments of which 122 were paid online and 33 were paid at court for a total of 155 criminal/traffic payments.

Status:

Completed

Expected Completion:

02-19-2020

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 February 14 and 19. Geena was in the office on February 13 for Court and February 19.

Renee attended the management staff meeting on February 13 where the upcoming Council agenda was reviewed.

Staff finalized and posted the agenda and packet for the February 24 Council meeting on February 14.

Renee drafted and posted the February 25 Election Board agenda on February 18.

Paul, Geena, Renee and Danielle attended training on the new police camera system on February 19.

Renee drafted the agenda for the March 2 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into July of 2020.

Renee prepared the newspaper and direct mail notices and Sharon completed the mailing for a special use permit for Margherita's Pizza and Pasta for alcohol service. This special use permit is scheduled for public hearing at the March 9 Council meeting.

Renee spent time working on preparations for the April 14, 2020 Council elections for Districts 3 and 5. The updated voter lists were received from the Department of Elections and 750 new voters were coded with City district information and returned to the Department to be uploaded.

Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Tara drafted two proclamations recognizing local Eagle Scouts.

Nichol spent time working on boards and commissions items.

Danielle spent time processing items for the 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 documents and closed a January 29 FOIA request for open permits/violations/liens pertaining to 136 Woodlawn Avenue from Brian Funk, P.A.

- * Provided a response and closed a January 29 FOIA request for open permits/violations/liens pertaining to 52 Fremont Road from Brian Funk, P.A.

- * Provided a document and closed a January 30 FOIA request for solar energy agreements pertaining to McKees Solar Park and other possible solar energy agreements from Montgomery County, Maryland

- * Provide documents and closed a February 19 FOIA request for all purchasing records from November 13, 2019 through current from Smartprocure

Regarding minutes, staff time was spent on the January 28 Election Board (Tara drafted, Renee edited - complete), February 3 Council (Nichol drafted, Renee edited - complete) and February 10 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 8 discovery requests for upcoming Alderman's Court cases. 80 discovery requests have been filled so far for 2020. The court calendar for February 27 was received and the 9 cases were prepared for the Deputy City Solicitor. 8 court calendars with 129 associated cases have been processed in 2020. Three pleas by mail was processed.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 47 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Students from the Networks Program with the Christina School District worked on February 19 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 February 13-19 are below.

Status:

In-Progress

Expected Completion:	
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: Electric Department	
Notable Notes: The line crews kept working on the 12kV recloser installations. The crews also changed a damaged pad mount transformer at Interchange Industrial Park, installed poles for lighting at Lot 7, and repaired a bad primary connection on Hillside Road. The electricians worked on the Police Body Camera system and installed circuits in the police and yard gyms. Engineering kept busy with the Elkton Road pole relocations, switching circuits and going over changes. Engineering also worked on the design for several projects, e.g., Marrows Road Martin Honda and service upgrades in Sandy Brae Industrial Park.	
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:

Infrastructure Team

1. Set up and configuration of Axon BWC docks.
2. New process for updating computers that are not frequently on the network has been implemented.
3. Worked with Harris on Compass issues.
4. Scanner repair in Records.
5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

Pending:

1. Evaluating SSL/TLS vulnerabilities for remediation.
2. Building the Always on VPN server.
3. Issuing new certs for AeroHive
4. Standby procedures are being established for after-hours support.
5. Axon Fleet software will be installed next 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:

Parks and Recreation Department

Notable Notes:

Director: Met with Paula and Jayme about the groundbreaking ceremony for the Rodney project; working with Tyler on Parks on Draft organization; along with Paula, meeting with sign companies on design and installation cost of new park signage; finalizing restroom design and cost estimate for Reservoir Park restroom project; met with parks staff about park inspection schedule for 2020 and timelines for projects; conducted parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Worked with Shelby to finalize information for the camp guide and for distribution of it to our Eblast list, finalized remaining data entry forms needed for the recreation registration software; conducted weekly staff meeting with recreation staff; met with Jayme and Joe to discuss park naming contest for the Rodney project and ground breaking ceremony timeline; attended 2020 event planning meeting with representatives from UD, Aetna and City staff to discuss schedule; attended Memorial Day Parade Committee meeting, worked with Shelby to complete the Save the Date Eblast to previous parade participants for the Memorial Day parade; met with Alpaca Signs company regarding updated park signage and their capabilities; worked with Newark High School staff to finalize needs for the summer camp, program and volunteer fair, sent flyers to the local schools and worked the event; continued to finalize information and process the paperwork needed for the installation of the new recreation registration software; worked with the Zumba instructor to find temporary coverage for her; collaborated with the awards committee with the Delaware Recreation and Parks Society to determine the winners for this year's upcoming conference; continued to process special event applications.

Recreation Supervisor of Athletics: Prepared for and worked the Summer Camp and Volunteer Fair held at Newark High on Saturday, 2/15; planning for potential Parks on Draft events this summer; held summer camp staff interview; finalizing details for summer camps; met with several after care staff.

Recreation Supervisor of Community Events: Prepared for and held summer camp and volunteer fair with recreation staff; prepared for and held meetings for the Newark Community Garden and Newark Memorial Day Parade; completed Newark Community Garden assignments and emailed participants about upcoming timeline items and events; emailed rosters as needed; attended defensive driving training.

Coordinator of GWC and Volunteers: Followed up on items needed for the summer camp and volunteer fair including recruitment and communication with volunteers, doing a site visit on Wednesday, collected game items needed from the yard and basement, and met with IT to go over information on how to use the hotspot for registration, assisted in hosting the fair on February 15, uploaded photos and videos to social media for the event; followed up on items needed for the School's Out Days that took place on February 14 (total of 14 participants) and February 17 (total

of 10 participants); began researching/scheduling locations for Camp GWC field trips in preparation for sending out the bus bids; followed up on items needed for the Self Care Essential Oils Program; attended staff meeting; met with one of the George Wilson Center attendants on scheduling; created a staff schedule for George Wilson Center attendants; continued to communicate and meet with several potential renters of the George Wilson Center. Volunteer Hours: 17 volunteers devoted 42.5 hours assisting with the summer camp fair on February 15; the coordinator continued to recruit volunteers for upcoming events and communicate with upcoming volunteer groups including a UD MLK Day of Service Volunteer Event (2/29), the UD Big Event group (5/2) and a Bank of America group (3/20).

Recreation Specialist: Continued to receive/process camp volunteer applications and do interviews; worked on letter to send to vendors and volunteer organizations registered for the camp fair, placed signs in the parks and at the George Wilson Center for the event, purchased snack/drink supplies, helped Chrissy/Tyler pull items from the yard and load the van, made cookie bags and created thank you labels for the volunteers, worked the camp fair, got information from the Bike Project regarding summer camps; completed Jump Shot basketball certificates for Tyler; picked up volleyball scores at Newark Charter School and updated the website; sent out email asking for March availability for Before and After school care and updated staff spreadsheet.

Parks Superintendent: Inspected six park/open space areas and developed work lists as needed, reviewed one proposed planting plan and commented as needed, started on tree/shrub/perennial plan for Main Street, along with Parks Director went out to see pre-fab concrete building in White Clay Creek State Park to evaluate for installation at Preston's Playgroun , finalized 2020 seasonal budget and it was approved by Parks Director and coordinated with Public Works on blockage removal under bridge on Hall Trail at the East Fork of Cool's Run.

Parks Supervisor: assigned field staff daily and assisted as needed and continued following up with vendor concerning issue with auger on Kubota tractor.

Parks and Horticulture: Staff continued on work orders as assigned, did trash removal throughout park system, continued mulching at City Hall, did interior bed maintenance at City Hall, repaired bike shelter on Pomeroy Trail at Main Street, continued stump grinding throughout park system and went through most park areas and picked up downed limbs/branches on turf/bed areas.

Activity or Project:

Newark Community Garden

Description:

We are preparing the Newark Community Garden for the 2020 growing season by adding compost and clearing out the vacated garden plots. The Community Garden has 54 garden plots and currently has four garden plots available for this year. Anyone interested in obtaining a garden plot can visit our website at www.newarkde.gov/play for more information and to register.

Status:	Started
Expected Completion:	10-30-2020
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:

On February 12, Newark PD requested assistance from Code Enforcement Property Maintenance Inspectors for a possible sanitation violation at a residence in District 5. The inspection was completed, and the property deemed “Unfit for Human Habitation” due to roach infestation, no working fire detection systems, fecal matter soiled entire house, individuals living in non-habitable areas, sanitation and numerous property maintenance violations. Twenty animals were documented at the premises and animal control was requested.

On February 13, Property Maintenance Inspectors participated in an after-hours meeting with the owner and two current tenants of a residence on Annabelle Street, along with representatives from Newark PD Special Operations Unit, Code Enforcement, University of Delaware Greek Life, and University of Delaware Student Conduct. The meeting was to inform the tenants and owner about the extensive list of code violations, citations, sanitation issues, police activity, and arrest. The goal of the meeting was to inform the owner and tenants that the rental permit was in jeopardy of being revoked unless some pro-active changes were made in the current activity at the property.

On February 14, a meeting took place between Property Maintenance Inspectors and Code Enforcement Manager Stephanie Petersen about protective equipment for Property Maintenance Inspectors entering unhealthy or unsanitary homes to confirm condemnation of property.

Proactive sweeps were conducted during the weekend of February 15-17 to patrol problem areas with indoor furniture being stored outside and individuals parking on the lawn. Numerous violations (7) and citations (6) were issued.

Re-inspection was completed on February 19 of the White Chapel Property Maintenance sweep. Seven vehicles remained that had expired registration or were in disrepair. The vehicles were stickered with a 10-day tow notice on the driver side door.

On February 19, Property Maintenance Inspectors responded to a complaint from a resident of Kells Avenue regarding a backyard that was flooded. After conducting an inspection of the

exterior premises, it revealed that the adjacent property on East Park Place had a broken pipe in the crawl space and was flooding the three properties next to it. The Public Works and Water Resources Department was immediately notified to shut off the water at the curb and the tenants and owner of the property on East Park Place were notified on-site.

Also completed by Property Maintenance this week:

- 53 Inspections
- 20 Response to Complaints
- 13 Citations Issued
- 27 Violations Issued

Parking (for the period 2/6 – 2/19):

Parking was complimentary on Presidents' Day Monday, February 17. Kiosks and meters had digital programming displaying the complimentary status. Parking lots and the Parking Office had physical signage informing patrons of the status. The Passport App did not take payment and had a message of the parking status. Enforcement staff had the day off.

A shipment of 29 new parking kiosks was received this week. Staff is currently working on approval and scheduling of installation of these units in multiple areas over the course of 2020. Also this week, the IT Division installed a new laptop to act as a register for the Parking Division. Staff logged in and ensured that the system functioned properly and started taking payments on the new system. Parking participated in the bi-weekly project update with consultant Kimley-Horn on February 18. Earlier in the week, a flier promoting the Parking Study Workshop was reviewed and approved by staff, as well as a press release concerning the workshop. Staff attended the Newark Parks and Recreation Annual Events meeting on February 12 to discuss holiday/event plans for parking. Magnets were picked up with the event schedules to hand out and supply to the public. Maintenance employees attended the Monthly Safety Talk on February 13. Multiple Parking employees participated in defensive driving training. Staff worked with Finance to discuss consideration on merchant processing fees and options.

Planning/Land Use:

The Green Building Code Work Group is scheduled to meet on Tuesday, February 25 at 3:30 p.m. to review and approve the proposed amendments to the 2018 International Energy Conservation Code. The proposed amendments are scheduled to be discussed by the Planning Commission at their regularly scheduled meeting on March 3.

Planning and Development Director Mary Ellen Gray participated in the monthly lunch meeting of the Delaware Commercial-Industrial Realty Council (CIRC) at their invitation last Wednesday where the speaker presentation was on the mixed-use hotel project that is currently under construction on Main Street. The CIRC is a non-profit organization that brings together members of the Delaware Valley community who are in a variety of fields relating to commercial and industrial real estate. <http://www.circdelaware.org/>

Director Gray participated in the bi-monthly meeting of the Delaware Prosperity Partnership (DPP) meeting in Dover <https://www.choosedelaware.com/>. This is a meeting of the municipalities and counties with representatives of the DPP where they receive updates on the DPP and share updates of goings-on in each other's municipalities and counties in Delaware.

Director Gray worked with staff on preparing for the drop-in public workshop on Downtown Newark Parking, including a conference call with our Parking Consultant Kimley-Horn, Parking Manager Marvin Howard, and Parking Supervisor Courtney Mulvanity where we discussed preparations for this public workshop to be held next Tuesday, February 25, in the Council Chamber. There will be two sessions – 8:00 a.m. to 10:00 a.m. and 4:00 p.m. to 7:00 p.m. The purpose of the workshop is to ascertain thoughts and ideas on how to improve public parking in our downtown and to discuss the City's new parking management technology, customer service, and public parking technology. The meeting flyer is attached to this report. Refreshments will be served.

Director Gray prepared for and participated in the monthly meeting of the Transportation Improvement District (TID) Committee on February 19 where topics discussed included a recap of existing and future land use presentation, and a continuation of the discussion on service standards. The next meeting is scheduled for March 11, 2020 from 1:30 p.m. to 3:30 p.m. <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>.

Also this week, Director Gray participated in the monthly meeting of the Economic Enhancement Committee of the Newark Partnership; held the monthly staff meeting of the Land Use and Code Enforcement Division; participated in a meeting with Newark Police Chief Paul Tiernan, City Manager Tom Coleman, and Planner Mike Fortner to discuss the regulations of restaurants serving alcohol; prepared for and presided over the monthly Subdivision Advisory Committee meeting; worked on February Planning Commission meeting related issues; and, worked on plan review, administrative, and managerial tasks. Director Gray was out of the office on Thursday and Friday of last week.

The following was also completed this week:

- 4 Deed Transfer Affidavits
- 29 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.

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. The Planning and Development Department received revised plans on November 13, 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. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020.

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. Staff comments were forwarded to the applicant on January 27, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting.

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 scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0). The project has been placed on the City Council agenda for February 24, 2020 (first reading) and March 23, 2020 (second reading).

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 will be reviewed and considered by the Planning Commission at a future Commission meeting.

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 Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project will be placed on an upcoming City Council agenda.

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. No objections have been received from adjacent property owners.

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. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020.

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:

Animal Control:

- On February 3, 2020, Animal Control Officer Vickers responded to the 400 block of New London Road for a sick groundhog in the backyard of a residence. She captured the groundhog, removed it from the property and turned it over to the Delaware Wildlife Rehabilitator Association.
- On February 5, 2020, Animal Control Officer Vickers responded to the unit block of White Clay Drive for a sick groundhog in the roadway. She captured the groundhog, removed it from the property and turned it over to the Delaware Wildlife Rehabilitator Association.
- On February 6, 2020, Animal Control Officer Vickers responded to the 700 block of South College Avenue for a report of an injured homeless cat that was living in a feral cat colony. This cat was not feral. The animal was captured and turned over to a local animal rescue group.
- On February 10, 2020, Animal Control Officer Vickers responded to Thorn Flats Apartment for a report of a Pitbull terrier that had attacked its owner. A male and his girlfriend had gotten into an argument and the female pushed the male. After the female pushed her boyfriend the dog attacked her causing severe punctures to her thigh. As the male was pulling the dog off the female he was bitten on the hand by the dog. Both the male and female were treated for their injuries at a local hospital. The dog had lived within the home with both subjects for a year and a half prior to this attack. The couple advised their dog had not shown any aggression until this incident. Vickers removed the dog from the residence, and it is under a 10-day quarantine period at a local shelter.
- On February 12, 2020, Animal Control Officer Vickers responded to the New London Road for multiple small dogs inside the residence. The property was deemed "unfit for human occupancy" by the City of Newark Code Enforcement Property Maintenance Inspector due to unsanitary conditions. A total of fourteen adult dogs and six newborn puppies were inside the home. Sixteen dogs were removed and transported to a local animal shelter. Charges are pending.

Patrol:

- On February 12, 2020 at approximately 9:30 a.m., the Newark Police Department School Resource Officer (SRO) assigned to Newark High School responded to a fight within the school. The fight consisted of three male students attacking another male student, causing injury to the student. The victim was transported to an area hospital by a parent for treatment of his injuries. The SRO, with assistance of school employees, was able to separate the involved parties. The incident remains under investigation by Newark Police.
At approximately 11:20 a.m., another fight broke out related to the first fight. The SRO called for additional assistance as the suspects from the first fight attempted to access the area where this fight was occurring. More than a half dozen additional Newark Police Officers responded to the

school to assist the SRO and school staff in restoring order at the school. Throughout the day, an additional three fights broke out at the school, requiring intervention by Newark Police. During the course of one of these fights, a 14-year-old female student was arrested by Newark Police for Disorderly Conduct, Resisting Arrest and Offensive Touching on a staff member of the school. That student, whose name will not be released due to the student's age, was released on her own recognizance to a family member for a future appearance in New Castle County Family Court. A large presence from Newark Police was required for the remainder of the day to ensure the safety of the school.

- On February 15, 2020, Cpl. Mease and Cpl. Gruszecki responded to the intersection of Elkton Road and Suburban Drive for a black Ford F150 stopped at the red light for several cycles. Additional callers reported the operator may be slumped behind the wheel. As officers began to arrive on scene, the suspect vehicle began to pull away, driving into the Suburban Plaza Shopping Center. Contact was made in the area of the Home Depot and a DUI investigation was initiated for the operator of the vehicle, identified as Jesse Butcofsky. As a result of the investigation, Butcofsky was arrested for a 3rd offense DUI as well as two counts of possession of controlled substance after a search of his vehicle revealed a bag of suspected methamphetamine and several wax baggies containing suspected heroin.

Auxiliary Services Division:

- Trainers from Axon Enterprises will be onsite at NPD on Wednesday, February 19th to begin the Body Worn Camera (BWC) rollout. All NPD supervisors and select city staff will be attending this initial training session. Additional training sessions for officers are scheduled for March.

Administration Division:

- On February 19, 2020, NPD officers attended the Northeast Career Project career fair hosted at the George Wilson Center.
- On February 20, 2020, NPD officers attended a job fair at the University of Delaware Carpenter Sports Building.

Criminal Investigations Division:

- On February 15, 2020, Lt. Nelson and Cpl. Odom attended an awards ceremony hosted by the Department of Delaware Veterans of Foreign Wars at the Posthelwait Middle School in Rising Sun, DE. Cpl. Odom was recognized as the VFW Delaware Police Officer of the Year. Cpl. Odom received the award for several investigations that he handled while in the Street Crimes Unit.
- As part of an ongoing investigation, two additional subjects were arrested on February 13, 2020 and February 14, 2020 for a robbery that occurred on October 25, 2019 at the Red Roof Inn. Both subjects were charged with Robbery 1st Degree, Assault 2nd Degree, Conspiracy 2nd Degree, Offensive Touching, and Criminal Mischief. One of the subjects, a juvenile female, remained in the custody of the New Castle County Detention Center. The other subject, an adult male, was given secured bond and committed to the Howard R. Young Correctional Institution.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:	02-20-2020
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Execution Status:	Completed
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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:

Public Works and Water Resources Department

Notable Notes:

The demolition contractor has completed the building and foundation removal at Rodney. Some minor soil and contaminated materials will be removed from the site and the site will be stabilized until the Mass Excavation contract is awarded and commenced. The contract is on the Council agenda for February 24.

The South Well Field Water Treatment Plant Rehabilitation will begin soon and staff will be sending out notices to any homes within approximately 1,000 feet of the site. Most of these homes are outside of the City limits so we are notifying them of the scope and duration we expect for the project. We will also inform them of the air monitoring that will be conducted during the demolition of the existing tanks on the site.

Activity or Project:

2019 Water Main Improvement Project

Description:

Reybold Construction will be finalizing water service reinstatements on Wilson Road and Sypher Drive. All services will be switched over to the new water main in the next two weeks. Once services on Wilson and Sypher are completed, the contractor will mobilize to Tufts Lane to begin work on the installation of the new 10" water main from Vassar Drive to Baylor Drive and around to Dallam Road. The contractor will be returning to each location to permanently restore sidewalks, curb ramps, driveways, and yards once the weather is conducive to hotmix installation, concrete work, and grass germination.

Status:	In-Progress
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Expected Completion:	05-15-2020
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Execution Status:	On Track
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Activity or Project:

Main Street Improvements

Description:

A-Del continues to work on the installation of new storm sewer infrastructure on Main Street within Phase 6. They have begun adjusting utility services to facilitate the installation of storm sewer. Impact to water customers has been minimal at this point. The next service disruption and isolated boil water advisory for Main Street is tentatively scheduled for Sunday, March 1st and is required to replace two (2) broken 6" valves. All customers will be notified one week in advance and work will be completed on a Sunday night to further minimize impacted to customers.

PW&WR will be working with Parking Division over the next few weeks to begin installation of new kiosks on the south side of Main Street.

Status:	In-Progress
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Expected Completion:	07-15-2020
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Execution Status:	On Track
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Activity or Project:
Description:

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – February 13-19

Name	# of Documents	# of Pages	Types
Samantha	38	270	Court Documents
Sandy	597	1,628	Administrative Correspondence and Weekly Reports/PUBS Daily Cash Receipts and Returned Mail
Fred	50	1,889	Permits/PWWR Inspection Reports
Ana (PT)	171	1,043	Parks & Rec Reports/Court Documents
Sharon (PT)	41	410	Miscellaneous Current Files
Total	897	5,240	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706		
March	32,064		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.



Let's talk about parking

"Drop In"



PUBLIC WORKSHOP DOWNTOWN NEWARK Parking Management Plan

TUESDAY
February 25
8:00 AM to 10:00 AM
And
4:00 PM to 6:00 PM
**CITY OF NEWARK
COUNCIL
CHAMBER**
220 S. Main Street



The City of Newark Planning & Development Department invites you to their Public Workshop to discuss your thoughts and ideas about how to improve public parking in DOWNTOWN NEWARK. Just "Drop-In" during of the times shown above. Refreshments will be included.

We will discuss using the City's new parking management technology to improve operations, customer service, and public parking policy.



For more information, please contact:
Michael Fortner
Phone:
(302) 366-7000
Email:
mfortner@newark.de.us



NEWARK POLICE DEPARTMENT

WEEK 02/09/20-02/15/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	2	0	0	1	1
Rape	1	0	0	0	0	0
Unlaw. Sexual Contact	1	1	1	0	0	0
Robbery	3	1	0	4	0	0
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	1	0	1	0	0
Assault/Aggravated	4	2	0	5	1	0
Burglary	17	4	0	4	8	0
- Commercial Burglaries	1	0	0	0	6	0
- Residential Burglaries	15	4	0	3	2	0
- Other Burglaries	1	0	0	1	0	0
Theft	71	57	6	50	28	1
Theft/Auto	6	9	0	3	0	0
Arson	0	0	0	0	0	0
All Other	17	30	2	12	7	0
TOTAL PART I	120	106	9	78	45	2
<u>PART II OFFENSES</u>						
Other Assaults	35	44	10	15	26	7
Rec. Stolen Property	0	0	0	3	0	0
Criminal Michief	10	14	4	11	17	2
Weapons	2	2	0	9	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	7	7	2	17	4	2
Drugs	29	11	1	35	16	3
Noise/Disorderly Premise	72	58	30	24	18	12
Disorderly Conduct	19	13	0	14	14	4
Trespass	30	32	2	16	13	0
All Other	42	35	10	55	45	5
TOTAL PART II	246	216	59	199	155	35
<u>MISCELLANEOUS:</u>						
Alarm	15	10	2	0	0	0
Animal Control	57	70	10	1	15	0
Recovered Property	21	30	5	0	0	0
Service	4655	4696	716	0	0	0
Suspicious Per/Veh	49	58	11	0	0	0
TOTAL MISC.	4797	4864	744	1	15	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	816	5,977	937	5,962



**Newark Police Department
Weekly Traffic Report
02/09/20-02/15/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	1286	1342	183	140
DUI	28	12	2	2
TOTAL	1314	1354	185	142

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	34	26	6	6
Property Damage (Reportable)	152	101	40	19
*Hit & Run	41	20	9	5
*Private Property	31	20	11	6
TOTAL	187	127	46	25

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.