

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week we had the official public hearing on the referendum questions. Following the public hearing staff has begun the next phase of our outreach plan, placing yard signs and creating final advertising materials. We will also be updating our presentation to reflect the fact that the questions are finalized.

Staff members from DEMEC, Electric, PW&WR, and Finance met with myself and representatives from UD to discuss their Newark Urban Solar Potential project that is underway to see what we can do to assist them in their analysis of how we can become a solar city. We are going to have DEMEC work directly with the UD team as necessary to speed up the process.

Director Del Grande and I attended the monthly DEMEC board meeting.

I met with DelDOT's project manager for the Downes Elementary Safe Routes to School project and Councilman Morehead.

We continued Councilman Lawhorn's orientation, this time with PW&WR and Acting Deputy City Manager Farrall.

The rest of my time was spent on general administrative tasks and personnel issues.

Activity or Project:
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Execution Status:	
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City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Mark Farrall has transitioned into the role as Acting Deputy City Manager. The HR team is finalizing employee pension estimates and is hoping to disseminate by the end of the week. During the week the HR team has processed retirement paperwork for one employee and has initiated disability pension paperwork for another employee following Council authorization. The HR team is finalizing the processing of police recruitment applications with an applicant test scheduled for June 9th. The HR team continues to work on finalizing the City's Safety Manual and during the week was able to finalize plans for Verbal Judo training for Management and all Customer Service employees. The training will begin in late May and will be conducted by Master Corporal William Smith of the Police Department. During the week, three job postings were created. These include an Electric Groundhand and a Customer Service Representative II, both due to two resignations, and two Part-Time Mailroom Aides, currently serviced by a temp agency.

Mark Brainard has worked with Electric on three contracts that were sent out to bid. He has also finalized the interview schedule and format for three firms that submitted proposals for the sustainability plan RFP. The interviews will be conducted by the Steering Committee and will take place on Monday, May 23rd from 4-6 p.m.

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Activity or Project:
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City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 5/10/18 to 5/16/18. These sessions included trials, arraignments, capias returns, video hearings, violation of probation hearings, and parking appeals. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 5/10/18 to 5/16/18 Alderman's Court handled 91 arraignments, 68 trials, 9 capias returns, 2 prisoners transported, 1 code violation and 1 violation of probation. The court collected a total of 478 parking payments of which 346 were paid online and 132 were paid at court. The court also collected criminal/traffic payments which included 165 online payments and 98 court payments for a total of 263 payments.

Status:

Completed

Expected Completion:**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 May 14 for Council and May 15 for Planning Commission. Geena was in the office on May 10 for Court and May 16.

Paul, Renee and Tara staffed the Council meeting on May 14. An additional attachment for 7C was sent to Council on May 10 and items 3B, 3C and an additional attachment for 6C were sent to Council on May 11. Follow up was completed by staff on May 15 and 16.

Paul staffed the special Planning Commission meeting on May 15.

Renee drafted the May 29 Council agenda.

Renee spent time working with the Department of Elections regarding the June 19 referendum. Absentee ballot requests have been increasing and ballots will begin being mailed out on May 18. Staff has also been fielding calls from interested poll workers for the election.

Renee drafted, circulated to staff for comment and sent to the developer for comment the minor subdivision agreement for 0 and 1365 Marrows Road. This minor subdivision to construct one 2,500 square foot building is scheduled for the May 29 Council agenda for consideration.

FOIA issues took considerable staff time this week. The following actions were taken on FOIA issues:

- * Received request for additional information, provided and closed a January 25 FOIA request from O'Rourke Investigative Associates regarding 400 Ogletown Road.
- * Received notification of the decision on the FOIA complaint to the Attorney General's Office by Eric Keebler that the complaint was moot as the City had already provided a response to the FOIA request.
- * Sent an administrative cost estimate for an April 12 FOIA request from Ken Siew regarding code violations.
- * Received additional correspondence and worked with staff on an April 13 FOIA request from American Transparency on personnel information.
- * Began receiving documents from staff for a May 3 FOIA request from Dominic Diaz regarding codifier contracts and invoices.
- * Received documents, forwarded documents to the requestor and closed a May 3 FOIA request from Dyani Castiglione regarding business licenses.
- * Received and requested additional information from the requestor for a May 4 FOIA request from SLK regarding 104 King William Street.
- * Received and worked with relevant staff on a May 5 FOIA request from Vanessa Naisha regarding police records.
- * Received, reviewed with staff, determined there were no relevant documents, completed and closed a May 11 FOIA request from Red Group Analytics regarding police records.
- * Received, forwarded to staff and corresponded with the requestor on a May 14 FOIA request from Zoning-Info regarding the Christina Mill Apartments.
- * Received and reviewed with staff a May 15 FOIA request from Red Group Analytics regarding police records.
- * Received, referred to appropriate agencies and closed a May 15 FOIA request from Red Group Analytics regarding addresses outside City limits.
- * Received, reviewed with staff, determined there were no relevant documents, completed and closed a May 15 FOIA request from ABC News regarding police records under UDPD jurisdiction.

The May 23 Downtown Newark Partnership Strategic Planning Committee agendas and May 15 Traffic Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the April 23 Council (Tara drafted; Renee edited - complete) and May 8 Conservation Advisory Commission (Sarah drafted - complete) and May 14

Council (Sarah drafting) minutes. The May 14 Council executive session minutes are currently in the queue.

Sarah fulfilled 12 discovery requests for upcoming Alderman's Court cases. 145 discovery requests have been filled so far for 2018. The office also received the court calendar for May 24 and the 16 associated case files were prepared for the Deputy City Solicitor. 21 court calendars with 301 associated case files have been compiled so far for 2018. Five plea by mail agreements were also processed.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far, 187 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha worked on the strategic plan for the Records Division.

Samantha spent time researching Alderman's Court records for expungement records.

Samantha worked on staff training regarding transfer templates and spreadsheets for Archives as well as training on development plan processing.

Samantha and Ana also continued working on quality control review for documents already scanned 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 May 10-16 are below.

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

Activity or Project:

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Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

Downtown Newark Fabulous Fridays: The Downtown Newark Partnership is celebrating what makes Newark a fabulous place to spend an evening with friends and family. The fourth Friday of June, July and August will now be known as Fabulous Friday from 5 – 9 p.m. The June 22nd event will be all about art. It will feature Newark Arts Alliance's Art on the Lawn, as well as face painting and sidewalk chalk contests. The July 27th event will focus on music, with strolling musicians. August 24th's Fabulous Friday will feature some of the best street performers in the area. Residents and visitors are encouraged to grab a bite to eat in one of Newark's delicious restaurants and stop for some retail therapy at one of the unique boutiques.

Downtown Newark Food & Brew Fest: The 15th annual Food & Brew Fest will be Saturday, July 21 from noon – 5 p.m. Food and Brew showcases more than 40 craft and imported beers paired with creative food offerings from more than a dozen Newark restaurants. Unlike most beer festivals, this is a pay-as-you-go event that takes place in the restaurants. We will be posting information about participating restaurants and menus in the coming weeks. The information will be posted at newarkfoodandbrewfest.com and on Facebook: <https://www.facebook.com/events/1702735676429418/>

Creative Design/Web Updates

- Designed rough draft of extended Newark News Brief
- Scheduled public meeting notices for the week; as well as City of Newark holiday refuse schedule; Memorial Day parade; and National Bike to Work Day to News Flash
- Updated media webpage with council meeting; and CWA contract on City website

Press Releases/Media Inquiries

City of Newark Hosts 83rd Annual Memorial Day Parade: <https://bit.ly/2IoazvK>

RESCHEDULED: City of Newark to Celebrate National Bike to Work Day:
<https://bit.ly/2L80YHr>

Public Notice: Town Hall Forums on Planned Referendum Scheduled for Each District:
<https://bit.ly/2k4fdk0>

Josh Shannon, Newark Post, inquired about the number of citations issued by Code Enforcement for rooftop violations

Activity or Project:

Communication Outreach: June Referendum

Description:

With an affirmation by Council to move forward with the June referendum and an affirmative vote on the resolution establishing the questions that will appear on the ballot, the Communications team continues to move forward with its outreach and education efforts. Town halls for all six districts have been scheduled, in addition to the three city-hosted town halls. The next town hall will take place on May 22 at the Newark Senior Center. We posted 48 yard signs throughout the City advertising the referendum, inserted advertisements into the big belly containers on Main Street, have banners we plan to hang on the outfield for Hill Park and the VFW ball fields, continue

producing and distributing videos focused on topics related to the referendum, and are nearly finished with a magazine that will be mailed to the homes of all registered voters.

Status:	In-Progress
Expected Completion:	06-19-2018
Execution Status:	On Track

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Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews demo'd the old ShopRite being turning into a Food Lion at the Fairfield Shopping Center. They removed the three phase aerial bank, a pole, and primary metering. The new store will have a pad mount transformer and secondary metering.

The electricians worked on the solar powered cameras that will be installed at the reservoir. A mock up is being tested at the maintenance yard.

Engineering met with contractors on completing the relocation of power at Preston's Playground. Underground power needs to be rerouted around the playground and in order to finish a pipe needs to run under a deep drainage ditch. Options are being explored, including open cut, horizontal boring, and going aurally.

Engineering also started working on next year's budget and on getting rid of the 50 year old substation transformer scheduled to be replaced this year.

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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:

1. Met with most of the individual departments to begin the FY2019 Budget process.
2. Continued resume reviews for the open Lead Desktop Technician position.
 - a. Final review slated for May 23, 2018.

Applications Team:

1. Performed an upgrade of Tomcat and Java on Metersense TEST as required by the vendor, currently testing.
2. Performed security patch installation on ArcGIS Server.
3. Held internal meeting with PUBs staff to discuss resolution of tickets and existing issues.
4. Assisted with the PC Refresh project.

Infrastructure Team:

1. System Deployment and Retrievals related to the PC Refresh Project are continuing.
2. Had introductory meeting with Representatives of Digitalogic.
3. Extended discussion of Security and Network enhancements are continuing.
 - a. Team discussion continue related to network and other system enhancements.
4. Marius Motoc has completed development on a more robust and economical Kiosk Solution for Court.
 - a. Other project and emergency issues has delayed testing and deployment.
5. Extensive work performed on other projects as noted.
6. Staff continuing assistance in PD Body Worn Camera system evaluations.

Projects not shown below:

Reservoir Camera Project Started Status: In-Progress Expected Completion:
31MAY18 Execution Status: On Track

1. Core Radio and PTZ camera have been deployed and are under testing.
2. All network and camera equipment has been configured and ready for deployment.

3. An evaluation of the initial design showed some safety concerns.
 - a. A safer system redesign was implemented and is under testing
- 4.. Weather has delayed system installation.

Activity or Project:

Workstations System Refresh

Description:

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. IT has met with the impacted departments for this project. Developing processes to make deployment more efficient, including imaging, inventory, and placement still in progress. All new units have arrived and deployment testing is complete. Deployment of new systems and retrieval of old units is just about complete for Non-PD systems PD System deployment and retrieval has begun.

Status:	Started
Expected Completion:	07-31-2018
Execution Status:	On Track

Activity or Project:

PD Vehicle IT System Update

Description:

Approved Capital Funded Project.
Request for Waive Bid was approved, PO is in process.
Most of installation work on PD vehicles will be performed by vendor.

Status:	Started
Expected Completion:	07-31-2018
Execution Status:	On Track

Activity or Project:

PD PTZ Camera

Description:

- a. This is a Grant funded Project.
- b. Most items have been received.
- c. City owned conduit, along the South College Avenue Bridge, has been identified. This will allow the extension of City Fiber Optic infrastructure to connect these cameras along with other City Assets saving reoccurring costs.
- d. Fiber optic and communications engineering is in process.

Status:	Started
Expected Completion:	10-31-2018
Execution Status:	On Track

City Manager's Weekly Report**Department:**

Parks and Recreation Department

Notable Notes:

Director: Completing final inspections of two year landscape warranty's for two developers; finalizing two grants applications for the Pomeroy Trail Connection from Fairfield Crest and Preston's Playground Restroom; attended the Town Hall meeting for the referendum; met with public works about several upcoming projects that we are working on and developing timelines; talked with several new traffic island sponsors about the program and sign proofs; met with parks staff about upcoming projects and work orders; reviewed special use permits and landscape plans from developers for upcoming projects; worked with Corrado Construction and EDIS on getting Preston's Playground timeline finalized.

Deputy Director: Processed special event applications received through City departments and sent out approved permits for upcoming events; worked on updating mailing information for Camp REAL and worked with the police department on setting up times for Bike Rodeos for summer camps; ordered buttons for the Memorial Day Parade, continued to update the script for the parade and receive additional participants, sent the traffic control plan to DART for awareness of street closures; continued to confirm guest speakers for the summer camp counselor orientation; conducted initial 4th of July Fireworks meeting with representatives from Schaefer Fireworks, DelDOT, AETNA, the University of Delaware Grounds, Athletics, Parking, Police, Ice Arena staff & UD Fire Marshal and Newark Police, Newark Fire Marshal, and Public Works; met with Joe and interviewed possible summer intern for the department.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Camp and summer camps, sending out contracts and finalizing staff paperwork and background checks, planning and finalizing field trips, purchasing and gathering supplies; working on the program statistics for winter/spring activities; the before and after care parents' newsletter for May was completed and sent out, purchased and delivered Friday club supplies; our latest pickleball session was held May 10 for about an hour and cut short due to rain; preparing for the start of new sessions of tennis lessons, finalizing instructors; BYOB (Bring Your Own Bow) Archery class started on Monday.

Coordinator of GWC and Volunteers: Prepared for, sent updates to participants and attended the dance program's dress rehearsal and dance recital on May 12 at the Aetna Fire Hall, over 160 people attended the dance recital "Beauty & the Beast and Other Disney Classics", the dance participants did an excellent job and enjoyed the program and the recital continues to be an excellent way to wrap up the dance program; continued finalizing information for summer programs and Camp GWC; researched possible speakers for staff orientations; sent contracts to instructors and staff; sent summer camp purchase order information and bus bid information to Tyler; continued working on statistics and program analysis forms for the winter/spring season; met with CATCH staff and volunteers to review the program and discuss improvements for the fall; processed purchase orders for pool supplies; continued recruitment for lifeguards; continued recruitment of volunteers for upcoming events including the Memorial Day Parade and Mayor's Bike Ride; continued to meet with potential renters for the George Wilson Center; Dickey Park Pool was uncovered, drained, power-washed, acid-washed and filled, the pumps will be turned on and vacuuming will take place the week of May 14, the George Wilson Center pool was uncovered and maintenance will begin the week of May 14.

Recreation Specialist: Attended meeting for 4th of July, changed Yoga in the Parks fitness class to a 6-week class and Sent Fitness contracts for the upcoming classes. Confirmed make-up date for Authentic Yoga with Meeta. Contacted someone interested in providing a free Nature Themed

activity for Camp R.E.A.L. Reached out to Camp R.E.A.L. Directors to set up a meeting to discuss field trip schedules. Confirmed Rita's Water Ice for Mayor's Fun Ride event. Reached out to a new Food Truck vendor for Mayor's Fun Ride. Created a mail merge for Memorial Day Parade Line Up information. Attended Spring Concert Series where Ace of Hearts performed. Posted on social media during the concert, as well as next day to show footage from concert.

Parks Superintendent: Inspected two proposed landscape plans and commented as needed, inspected Valley Stream area and developed work list as needed, continued horticulture course at Longwood Gardens School of Horticulture (final is May 15), attended fireworks meeting for Liberty Day event at City Hall, met with representative from Penn Lighting concerning new bottom ring assemblies on light poles along Hall Trail, inspected trees planted by volunteers at eight different park/open space sites, completed list of possible areas for Elm tree planting as part of an United State Forest Service study; reviewed updated version of Safety Manual, coordinated deliveries of mulch and woodcarpet to Parks Maintenance building, coordinated tree/creek removals with our Arborist contractor as well as with Electric Department to cover electrical lines as needed and started developing "watering" list for upcoming summer/fall season.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated turf repair for Public Works Department in Windy Hills as part of a pipe line replacement, and continued staffing several upcoming special events.

Parks/Horticulture: Staff continued mowing/bed maintenance operations, completed interior bed maintenance at City Hall, planted perennials at McDonald's Circle/City Hall/Apple and Barksdale open space (tree), watered newly installed and trees planted last year, trash removal throughout park system, dragged/scarified all ballfields, did a turf repair for Public Works at private residence, did spring concert set up/take down for Recreation Division, continued on Rittenhouse Day Camp "Punch List", removed two trees at Phillips Park for parking lot expansion project, replaced damaged island sponsor signs and installed a new island sponsor sign, adjusted tennis nets at Fairfield as needed, started on pool opening "Punch List".

Activity or Project:

George Wilson Center and Dickey Pools

Description:

George Wilson Center and Dickey Pools are being cleaned and having the pump systems checked in preparation for Summer opening. The pools will be open June 8 – August 18 and are free to the public. Permission slips are required for children 17 years and younger and children under the age of 10 must be accompanied at all times by a responsible person 16 years of age or older.

Status:	In-Progress
Expected Completion:	06-08-2018
Execution Status:	On Track

Activity or Project:

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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

The demolition of the vacant end of the Park N Shop Shopping Center fronting along South Main Street is ongoing. The next level of façade replacement at the Washington House for the stone veneer is scheduled to start in the next several weeks. The renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of the shopping center have been received and are being reviewed. Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The steel work and framing on South Main Street for the next phase of Chimney Ridge is ongoing. Staff continued to meet and discuss projects with University of Delaware staff. Staff expects the new South Campus Dormitory plans to be submitted in the next several weeks; construction is expected to begin this summer with a completion date of August 2020.

Construction of the new rail station on the STAR Campus should begin in the near future. The new STAR Campus exterior work is nearing completion; interior work in the building and atrium is progressing. The structural steel installation is ongoing for the new six-story lab at the site. The Chemours Building foundation work is continuing and the structural steel is being installed. Plans for the interior of the building were received and will be reviewed over the next several weeks.

Code Enforcement continues to correct issues with the data on business and rental licenses. Delinquent notices for business licenses have been sent for 2018 renewals.

PARKING:

Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity met with Planning and Development Director Mary Ellen Gray at the Parking Office on May 15 to discuss reunification of the Parking Division with the Planning and Development Department and future budgeting for the division. The data input phase has begun for Residential Parking Permitting into the new T2 Residential system. The purchase requisition and final sign designs were approved for the Lot Countdown signage; signage is now in production with an estimated install date of July 1. Staff ordered Lot 4 signage directing customers to Lot 3 for additional parking. On-street meters were programmed in preparation for the Memorial Day Parade on Sunday, May 20. Parking will be at no charge on Sunday, 5/20, but parking restrictions on the parade route will be in effect and will be signified with No Parking bags.

PLANNING/LAND USE:

Planner Mike Fortner presented the Department reports for two proposed ordinances considered at the special Planning Commission meeting on May 15. The proposed ordinances – one to add nine streets to the list of exempt streets under the definition of Student Home, and the other to allow single-family rental units on all streets and subdivisions listed as exempt under Section 32-4(a) (123.1) to be occupied by up to four unrelated tenants – came from recommendations from the Rental Housing Needs Assessment. Planning and Development did extensive notifications to area residents and the meeting had a nearly full room. After listening to the staff presentation and public comment, the Planning Commission determined that the ordinance changes did not adequately address the student housing challenges and voted to not move the proposed ordinances forward, with the recommendation to work with City Council on the formation of a subcommittee to examine the topic of student housing in a larger context.

Preparation for the upcoming interviews for hiring a consultant for the Newark Sustainability Plan has been finalized. Information regarding the interview process and questions have been sent to Steering Committee members and the consultants interviewing. The Steering Committee will meet on May 23 to conduct the interviews of three consultants.

The following was also completed this week:

- 15 Deed Transfer Affidavits
- 27 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.

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.

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

275 South Main Street, Park N Shop, Parcel ID 1802500157 (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017. Revised plans were received by the department on January 16, 2018, and staff comments were sent back to the applicant via a SAC letter on January 30, 2018. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. At its meeting on March 26, 2018, City Council passed a motion to postpone a vote indefinitely on the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for this project.

92 East Main Street, Parcel ID 1802000033 (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017.

0/1365 Marrows Road, College Square, Section 1, Parcel IDs 1802100203, 1802100204 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. Staff comments were sent to the applicant on November 30, 2017. Revised plans were received by the Planning and Development Department on February 22, 2018 and forwarded to the Subdivision Advisory Committee on February 23, 2018. SAC comments were forwarded to the applicant on March 27, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the minor subdivision for 0 and 1365 Marrows Road. This land use proposal has been scheduled for City Council consideration on Tuesday, May 29, 2018.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the

existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 2, 2018 and distributed for SAC review.

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

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

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

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033, 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request

annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the annexation and rezoning of 3 Bridlebrook Lane and 5 Bridlebrook Lane. At their meeting on May 1, 2018, the Planning Commission recommended approval of an amendment to the annexation map and planning area map in Comprehensive Development Plan V to include 3 and 5 Bridlebrook Lane. The annexation, rezoning, and amendment to the annexation/planning area maps has been scheduled for the City Council agenda on May 14, 2018 (first reading) and June 11, 2018 (second reading).

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. Plans were distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for SAC review.

304 Research Boulevard, Parcel ID 1803900002 (PR#18-04-01): On April 30, 2018, the Planning and Development Department received a special use permit application for a telecommunications facility at 304 Research Boulevard, on the University of Delaware campus. The plan proposes the colocation of antennas on the existing water tank at the site and an equipment compound at the base of the tank, which will be enclosed by a 10' high security fence and landscaping. Plans were distributed to the Subdivision Advisory Committee on May 8, 2017.

417 Creek Bend Drive, Parcel ID 1800900030 (PR#18-05-01): A special use permit application for deck improvements in the Special Flood Hazard Area (SFHA) was received on May 4, 2018 for the property at 417 Creek Bend Drive. The plan proposes the replacement of an older deck with a covered deck/porch. Plans were distributed to the Subdivision Advisory Committee for review on May 8, 2018.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes

demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee for review on May 11, 2018.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee for review on May 11, 2018.

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:

- Planning is underway for the International Ride of Silence bike event, Memorial Day Parade, University of Delaware graduation weekend, and Alumni weekend.
- The Newark Police Department has been awarded funding to participate in the May “Click It or Ticket” campaign. The campaign will run from May 14th through May 28th. NPD was also awarded funds to participate in the Impaired Driving Enforcement program earlier this month. The funding for both programs was awarded by the Delaware Department of Highway Safety.

- Deputy Chief Farrall has begun his additional duties as Acting Deputy City Manager this week.
- Deputy Chief Feeney and Captain VanCampen attended the Delaware Chiefs' of Police Association training conference earlier this week.
- Last week Deputy Chief Feeney and Lieutenant Nelson attended a "Regional Opioid-Abuse Prevention Effort" meeting that included law enforcement and public safety stakeholders.
- On Monday, May 14, 2018 at approximately 11:45 p.m., the Newark Police responded to Sunoco located at 287 South Main Street for a report of an armed robbery. It was reported that an unknown male entered the store brandishing a handgun and demanded money. An undisclosed amount of money was turned over from the register. The suspect fled the store on foot in a southbound direction through the parking lot. The suspect is described as a white male dressed in all black clothing with his face partially covered in black material. There is no video surveillance available.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	05-17-2018
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:

City crews are working to clear catch basins and outlets due to the sustained rainfalls we are experiencing. Residents can do their part by clearing debris that may build up on the basins near their homes. Please do so with caution and call the Public Works Department if the water is ponding.

City staff met with DelDOT to discuss upcoming repairs to the Windy Hills Bridge on Kirkwood Highway. The repairs are planned to start in mid-June and take approximately 8 weeks to complete. Traffic on the bridge will be limited to one lane each direction for the duration of the repair.

PW&WR Environmental Coordinator was made aware of unlabeled drums containing an unknown material near a pile of dirt on a site off Marrows Road. Kelley worked with DNREC and the property owner's representative to have them temporarily labeled and ultimately removed from the site. The material was soil and water from a Brownfield investigation well. The site is currently subject to a Brownfield Development Plan.

Activity or Project:

Sewer Main Lining

Description:

Our contractor, AMLiner East, continues to work on the Sanitary Sewer Lining Contract to re-line certain segments of pipe identified in our CCTV Inspection Report. Most recently completed work on Bellevue Road and McKees Lane. McKees Lane will require additional work as the liner was damaged during the initial install and the work had to be abandoned.

Status:	In-Progress
Expected Completion:	06-30-2018
Execution Status:	On Track

Activity or Project:

Annual Street Contract (2017)

Description:

Work continues, weather permitting, on the Annual Street Contract for streets and lots not completed in 2017. Curb work remains on the North end of Apple Road and paving should begin on the South end of Apple near Ritter Lane the week of May 21. George Wilson Center, Phillips Park and Leroy Hill Parking Lots are also slated for repair under this contract. The contractor anticipates completing the work within the next 30-45 days. Notices will be given to affected residents and out through our social media channels.

Status:	In-Progress
Expected Completion:	07-31-2018
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	

Execution Status:

Digital Records Project New Documents Created – May 10-16

Name	# of Documents	# of Pages	Types
Samantha	1	31	Miscellaneous
Sandy	153	8,708	Personnel Files/Parks & Rec Files/Court Files/Cash Receipts
Fred	17	2,007	PWWR Development Plans
Ana (PT)	110	233	Agendas/Minutes/Resolutions/Ordinances
Mecia (PT)	35	154	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	13	40	Miscellaneous Current Files
Total	329	11,173	

Digital Records Project Documents Modified* – May 10-16

Name	# of Documents	# of Pages	Types
Samantha	3	170	Development Plan Troubleshooting
Sandy	105	8,737	Personnel Documents
Fred	27	4,235	Court Documents/PWWR Development Plans
Ana (PT)	0	0	
Mecia (PT)	0	0	
Sarah	7	28	Miscellaneous Current Files
Total	142	13,170	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988		
June	15,578		
July	26,106		
August	22,939		
September	29,779		
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718		
June	14,906		
July	28,804		
August	18,646		
September	19,716		
October	23,730		
November	27,776		
December	29,452		
Totals	353,240		

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

**Entire database was modified in April 2017.

NEWARK POLICE DEPARTMENT

WEEK 05/06/18-05/12/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	1	0	0
Rape	1	4	0	0	1	0
Unlaw. Sexual Contact	6	4	1	0	2	1
Robbery	10	10	1	3	15	0
- Commercial Robberies	5	2	0	1	2	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	1	0	0	1	0	0
- Other Robberies	4	7	1	1	11	0
Assault/Aggravated	10	9	0	14	12	2
Burglary	18	18	0	6	3	0
- Commercial Burglaries	5	8	0	1	0	0
- Residential Burglaries	10	9	0	5	3	0
- Other Burglaries	3	1	0	0	0	0
Theft	190	195	16	77	52	2
Theft/Auto	20	17	1	2	4	0
Arson	1	0	0	0	0	0
All Other	38	36	3	17	15	0
TOTAL PART I	295	293	22	120	104	5
<u>PART II OFFENSES</u>						
Other Assaults	125	101	9	58	79	2
Rec. Stolen Property	1	0	0	3	10	2
Criminal Michief	95	74	3	22	90	75
Weapons	8	4	0	14	16	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	50	109	3	81	128	6
Drugs	56	43	4	62	52	5
Noise/Disorderly Premise	324	321	15	107	136	4
Disorderly Conduct	57	55	1	37	39	5
Trespass	68	79	5	28	22	4
All Other	169	129	3	127	129	6
TOTAL PART II	953	915	43	539	701	111
<u>MISCELLANEOUS:</u>						
Alarm	144	77	5	0	0	0
Animal Control	153	166	13	2	1	0
Recovered Property	112	99	6	0	0	0
Service	14014	14672	829	0	0	0
Suspicious Per/Veh	223	177	15	0	0	0
TOTAL MISC.	14646	15191	868	2	1	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	845	18,234	1,080	19,041



Newark Police Department
Weekly Traffic Report
05/06/18-05/12/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	3285	4468	165	235
DUI	61	71	4	5
TOTAL	3346	4539	169	240

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	105	69	9	3
Property Damage (Reportable)	417	417	25	20
*Hit & Run	90	89	4	4
*Private Property	85	102	3	9
TOTAL	522	486	34	23

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.