

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This was a short week due to the Memorial Day holiday on Monday.

IT Manager McCormick submitted his resignation from the City on Wednesday, May 30th. Daina Montgomery will be the Acting IT Manager moving forward and I will be leaving the permanent IT manager position vacant until the new city manager is on board. Due to being short staffed, IT will be focusing on existing projects and regular maintenance and we will be restricting new projects for the time being.

Tuesday night was our postponed regular council meeting. I have several action items from that meeting that I have begun working on.

On Wednesday, Finance Director Del Grande and Acting Public Works Director Filasky and I met with representatives from New Castle County Public Works (previously known as Special Services) to discuss updates to our contractual sewer agreement which is around 40 years old. The meeting was constructive, and I think we are all on the same page for items that need to be addressed in the future agreement. The challenge is going to be coming to an agreement on the financial aspects of the agreement modifications. That said, I am cautiously optimistic that the discussions will be constructive. One mutual goal is to be able to develop a method to provide sewer to Christine Manor and Covered Bridge Farms without the need to annex first. This should significantly reduce the hurdles to eliminating their failing septic systems and cesspools which will be a great benefit to the White Clay Creek and Christina Creek water quality.

Thursday night we hosted the 5th of our referendum town hall meetings. This meeting was for District 1 and was hosted by Councilman Morehead in Council Chamber. Next week we have three town halls: District 2 at the Newark Senior Center on Tuesday night, District 4 in Council Chamber on Wednesday night, and a general town hall also in Council Chamber on Thursday night. After that we have one more left on Thursday, June 14th at the George Wilson Center for District 5.

Much of my week was dedicated towards personnel and general administrative tasks.

I will be out of the office on Friday, June 1st.

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

City Manager's Weekly Report

Department:	
Administration - Deputy City Manager	
Notable Notes:	
<p>During the week, the HR team processed applications for the Customer Service Rep I position which closes on May 31. and the Property Maintenance Inspector I position which closes on June 8.. HR Administrator Pacheco continues to process police applications and will post a Park Maintenance seasonal position on June 3.</p> <p>HR Manager Stewart conducted interviews for the vacant IT Lead Desktop Support position. Ms. Stewart also coordinated Verbal Judo training for management and customer service staff. The training, long practiced by police employees, has been tailored to provides strategies for positive interactions and enhanced customer service with citizens and fellow employees. Three training sessions were held May 30 through June 1.</p> <p>During the week Assistant to the Managers Brainard attended the City Council meeting and Thursday's referendum town hall meeting. Also during the week he worked on the bid opening for Contract 18-01, continued to work on an issue with the city's credit card vendor regarding account access across departments and continued to work on recommendations for the June 11 upcoming council meeting. He has begun the vetting process of five dozen applications received for the part-time mailroom aide position. He also spent time in the mailroom troubleshooting a reliability issue with mailroom equipment.</p>	
Activity or Project:	
Weekly Report - 2018 -05-31	
Description:	
Status:	Completed
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:	
<p>Alderman's Court held three court sessions from 5/24/18 to 5/30/18. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Wednesday to handle any parking appeals.</p> <p>Kelly Conway will be replacing Chris Janvier as a CSR II on 6/15/18. The CSR I position (Kelly's vacancy) has been posted and interviews will be held next week.</p>	
Activity or Project:	
Court Sessions	
Description:	
<p>From 5/24/18 to 5/30/18 Alderman's Court handled 89 arraignments, 52 trials, 5 capias returns, 2 video hearings and 1 code violation. The court collected a total of 276 parking payments which included 177 online payments and 99 court payments. The court also collected criminal/traffic payments which included 94 online payments and 30 court payments for a total of 124 payments.</p>	
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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on May 29 for Council. Geena was in the office on May 24 for Court.

Renee attended a bid opening on May 29.

Paul, Renee and Tara staffed the Council meeting on May 29. Items 3A and 3B (May 7 and May 14 Council minutes) were sent to Council and posted on the website on May 24. Follow up was completed by staff on May 30.

Renee and Mecia attended verbal judo training on May 30, which provided information on how to de-escalate tense situations.

Renee drafted the June 11 Council agenda.

Sarah drafted the June 12 Conservation Advisory Commission and June 21 Board of Adjustment agendas.

Staff continues to work on items related to the June 19 referendum. Absentee ballot requests have picked up with 20 total requests being filed as of May 30. Tara worked on the poll worker assignments toward finalizing worker assignments by June 1. Renee corresponded with Department of Elections regarding ballot approval, worker and board training, and election results procedures.

The June 5 Downtown Newark Partnership Economic Enhancement Committee, June 5 Planning Commission and June 7 Downtown Newark Partnership Strategic Planning Committee agendas and June 5 Downtown Newark Partnership Design Committee and June 19 Traffic Committee cancellation notices were posted and forwarded to Council.

Regarding minutes, staff time was spent on the May 7 special Council (Renee edited - complete) and May 14 Council (Sarah drafted; Tara edited - complete) minutes. The May 14 and May 29 Council executive session and May 29 Council minutes are currently in the queue.

Sarah fulfilled 5 discovery requests for upcoming Alderman's Court cases. 159 discovery requests have been filled so far for 2018. The office also received the court calendar for June 7 and the 14 associated case files were prepared for the Deputy City Solicitor. 23 court calendars with 330 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 17 lien certificates were completed and sent to the requestor. So far, 211 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 working on transfer forms for development plans and destruction notices for duplicate documents.

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 24-30 are below.

Status:	In-Progress
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Expected Completion:	
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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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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:**

Community Relations

Notable Notes:

UDon't Need It?: On Friday, May 25, Megan did a Facebook Live video of the first UDon't Need It? sale day. The video reached 9,781 people. It has 5,208 views and 253 reactions, comments and shares. On Tuesday, May 29, Megan took preview photos of the new donated items ahead of the second sale day and posted them on social media. She did another Facebook Live video during the second sale day on Thursday, May 31.

Creative Design/Web Updates

- Designed referendum header for twitter and facebook; June Blood Drive poster; sign and social media graphic for PUBS closing May 30 from 9-11 a.m.; Main Street road work graphic

and scheduled news flash

- Created Newark Spotlight for Newark referendum webpage
- Scheduled Memorial Day Refuse Collection news flash and InformMe notice; weekly public meeting notices; Newark News Brief on TV22; 2018 water main flushing public notice to Newark News Flash; Newark Futures Workshop to the City calendar
- Updated Finance employee directory on City website

Press Release/Media Inquiries

Public Notice: 2018 Water Main Flushing: <https://bit.ly/2IZrTI2>

Activity or Project:

Communication Outreach: June Referendum

Description:

Our fifth town hall was held this week on Thursday in Council Chamber. The video from that town hall is available on the City of Newark Youtube Channel and website. In the coming week, we have three additional meetings scheduled for June 5, 6 and 7. The ninth and final town hall will be held on Thursday, June 14.

The referendum educational video highlighting the sewer projects included in the referendum can now be viewed on City of Newark social media channels, the website and Channel 22. Our next video will be an explainer on who is eligible to vote and what questions voters will see when they go to the polls.

Minor updates were made to the referendum page on the website (www.newarkde.gov/vote) to make navigation easier and update information.

Status:	In-Progress
Expected Completion:	06-19-2018
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:

Finance Department

Notable Notes:

The Payments and Utility Billing Office is experiencing extremely high call volume and walk-in customers this week due to the university students moving out. This volume of business will continue through next week. We apologize in advance to the longer-than-average wait times on the phone and in our lobby, and appreciate everyone's patience.

New Castle County Council passed a sewer rate increase of 12% effective July 1, 2018. Per City Code, https://library.municode.com/de/newark/codes/code_of_ordinances?nodeId=CH25SE_ARTIIISEFESESECH_DIV2SESECH_S25-17SESECHES, the City will adjust the sewer fee for all billing of usage beginning July 1, 2018. We are waiting from the County for official confirmation of the new rate and will provide more detail once this information is received. It could take up to two weeks for the County legislation to become official, when it is signed by the County Executive, and the bill becomes official.

New Castle County Council is considering a 15% tax increase effective July 1, 2018 which will be phased in over two years. A substitute ordinance was introduced on May 29th to phase the full impact of the tax increase to over two years. So, the net result would be a 7.5% increase in 2018, and another 7.5% increase in 2019. Here is a link to the agenda for the special council meeting. http://www.nccde.org/AgendaCenter/ViewFile/Agenda/_05292018-1526. The actual discussion of this proposal will not take place by New Castle County Council until June 12th.

The Referendum Road Show continues to come to a district near you. On 5/31, the Referendum team presented to the members of District 1, in the City Council Chamber.

The monthly Financial Reports for April are being prepared for review by Council for the June 11th council meeting.

Activity or Project:

2019 Budget

Description:

Departments are completing the initial "wish" list for capital projects for the 2019-2023 CIP.

Departments are working with the Finance staff on their 2019 operating budget request to the City Manager.

Staff will be blocking out time on the August 27th Council Agenda to review departmental budget submissions.

Status:	In-Progress
Expected Completion:	12-01-2018
Execution Status:	On Track

Activity or Project:

Automatic Bill Payment/Leak Notification System

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when

your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Payment and Utility Billing (PUB)

Description:

The group processed 4,300 utility payments and Munis transactions last week, 381 of which were imported automatically with our electronic processes and 3,812 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,126 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc). PUB answered 776 calls out of 1,210 offered, reflecting an abandoned rate of 34.5%. The average speed to answer the phone was 10:39. The average call time was 4:15.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Working on the CIP budget, met with the IT Division about 2019 budget items; met with public works about upcoming projects including the parking lot expansion and basketball court overlay at Phillips Park; met with Paula about upcoming programs and events; reviewed several landscape plans from developers for comments.

Deputy Director: Met with IT Division regarding 2019 budget; set up post Memorial Day parade

meeting with committee, sent out reminders to committee members; met with Trevor and Joe regarding CIP budget information; reviewed June PSA's and sent them out; met with Greg D'Elia and Jay Conover from Newark Police to determine final dates for upcoming field trips to the police department and bike rodeos; met with Devan and Megan regarding the upcoming City blood drive; attended the Mayor's Fun Ride meeting to finalize details; promoted the weekly Spring Concert Series band and their performance on Facebook; boosted the Mayor's Fun Ride on Facebook; attended the State Comprehensive Outdoor Recreation Plan meeting conducted by State Parks; updated summer camp orientation schedule for staff.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Camp and summer specialty camps, gathering staff background checks, contracts and new hire paperwork, held tennis camp instructor interview; ice cream parties were held at both after care sites, picked up and delivered supplies; continues working on Winter/Spring program statistics; Newark Charter School wrapped up their spring sports on City fields and tennis courts including Leroy Hill, Handloff and Folk Parks; Spring Archery programs concluded; worked the Memorial Day Parade on 5/20.

Coordinator of GWC and Volunteers: Continued finalizing information for summer programs and Camp GWC; updated section on Camp GWC in the summer staff manual; continued to assist in coordinating speakers for staff orientation; continued to complete contracts and paperwork for instructors and camp staff; continued working on statistics and program analysis forms for the Winter/Spring season; scheduled and conducted interviews for potential lifeguards; met with the Head Lifeguard and continued training on pool opening procedures and maintenance; updated staff for the School's Out Kids Day Off scheduled for May 25, a total of 9 participants attended the program; attended a Mayor's Fun Ride meeting; continued recruitment of volunteers for upcoming events including the Mayor's Fun Ride and Summer Camps; continued to meet with potential renters for the George Wilson Center; both Dickey Park Pool and the George Wilson Center Pool continue to go through opening procedures including balancing water chemistry, cleaning pool decks, vacuuming, installation of ladders, etc.

Recreation Specialist: Updated Camp R.E.A.L. contracts and sent to employees, reached out to groups to set up a meeting for potential field trips for Camp R.E.A.L.; ordered event coloring books for Mayor's Fun Ride, attended Mayor's Fun Ride meeting to finalize information; reached out to fitness instructors for fall contracts; delivered flyers, brochures, and other marketing information to the library; attended the Spring Concert Series and passed out parks and recreation activity guides, upcoming event flyers, and freebies; worked on material for summer camp volunteer orientation.

Parks Superintendent: Reviewed proposed landscape plan and commented as needed, discussed with resident in detail the City's "Tree Preservation" ordinance, laid out all annual plantings at several traffic island/park and horticulture sites and oversaw the installation, along with Parks Director met with representatives of the U.S. Forest Service concerning the City participating in the Elm Tree study for urban areas and identified many potential sites throughout town for possible Elm tree placement, met with contractor at Reservoir site to discussed "tree spading" two trees to be relocated elsewhere at Reservoir site, assisted in picking up annuals at supplier along with horticulture crew.

Parks Supervisor: Started researching pricing for closing down two lanes on Elkton Road for removal of trees on island at Elkton Road and Casho Mill Road, started researching pricing for

possible purchase of two new Kubota mowers and one new Jacobsen mowing unit and assigned field staff daily and assisted as needed.

Parks/Horticulture: Staff continue mowing and bed maintenance operations, applied fungicide application to several Spruce and Fir trees for Swiss Needle Cast at several park sites, did interior bed maintenance at City Hall, set up/removal of stages for spring concert at Academy Street, storage of materials/supplies from Memorial Day parade, loading/set up/storage of supplies from Bike to Work day event, trash removal throughout park system as needed, planted over 900 annuals at several horticulture/park sites, dragged/scarified all scheduled ballfields, applied herbicide to all infields throughout park system as needed, raked off/leveled all horseshoe pits throughout park system, removed post & rail fence along entry drive into Reservoir parking lot prior to start of construction of Preston's Playground, continued on punch lists for pool opening and Rittenhouse Day Camp opening, did equipment maintenance on chain saws as needed, and continued on work orders as assigned.

Activity or Project:

Phillips Park Parking Lot Expansion

Description:

Phillips Park Parking lot expansion and basketball court asphalt overlay will begin Monday. Areas of the park will still be open such as the tennis court and skate park, although B Street will be closed to traffic until the project is completed.

Status:	Started
Expected Completion:	06-11-2018
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:

Property Maintenance reported few issues with move-out this past weekend; inspectors will be checking streets to ensure the large trash items are removed in a timely manner. Property Maintenance is also working on numerous property maintenance complaints for grass/weeds. The tenant fit out for the new end unit in the Park N Shop shopping center is anticipated in the near future. The next level of façade replacement at the Washington House for the stone veneer has begun. The renovation plans for the Food Lion at Fairfield Shopping Center are approved and the permit will be issued shortly. Demolition inside the Food Lion area is ongoing in preparation for the fit out. Plans for the overall renovation of the shopping center have been approved and the permit issued. We anticipate Food Lion placing temporary ‘Coming Soon’ signs at the shopping center in the near future. Construction is nearly completed at Cleveland Avenue for the new townhomes; Certificates of Occupancy have been issued for all but one of the units. Certificates of Occupancy have also been issued for the apartments at 6 Annabelle Street. 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. These meetings are with UD personnel, as well as with the general contractors at the various projects, to discuss progress and issues. Staff is waiting for an update on the new South Campus Dormitory plans and construction schedule.

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 and are due at the end of May. After this, we will begin the collection process as outlined in City Code.

PARKING:

Parking was provided at no charge on Monday, May 28 for Memorial Day. Parking meters displayed a digital message saying No Charge and off-street parking equipment had signage affixed displaying parking lot status. The June Parking Ambassador calendar has been completed and distributed to staff. Changes were submitted for the CIP Master Worksheet in the 2019 Budgeting process. The close-out document was signed with T2 concerning implementation and training for the T2 Residential Module. Staff continues to use what they learned to input residential permitting.

PLANNING/LAND USE:

Director Mary Ellen Gray: worked on documents and related issues to the June 5th, 2018 Planning Commission meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5618> ; held a Subdivision Advisory Committee meeting regarding the land use development project for an annexation and rezoning for an 18 unit single family home development located on O Paper Mill Rd. <https://newarkde.gov/1035/Development-Plan-Proposals>; prepared for and participated in the May 29th, 2018 City Council meeting where the proposed development located at 0/1365 Marrows Road for a minor subdivision to build a 2,500 square foot building for a rental car facility was approved <https://newarkde.gov/DocumentCenter/View/10560/10A>; worked on budget related issues; reviewed applicable code chapters related to the recodification effort; continues to work

with Code Enforcement Manager Dave Culver on business licenses and related issues; continued work on plan review, related reports and issues; worked on administrative and personnel related issues.

The Steering Committee meeting for the Newark Sustainability Plan is scheduled to meet on June 20 at 4:00 p.m. in the Council Chamber. Information regarding the interview process and questions have been sent to Steering Committee members and the consultants. After the interviews, the Steering Committee will provide their recommendation to City Council.

Planner Mike Fortner has completed the Financial Draws to New Castle County for the Community Development Program for expenditures from April 2018.

The Board of Adjustment will meet on June 21, 2018 for the appeal of Adele Hayes, property owner of 417 Creek Bend Drive, for the following variances:

- Section 32-9(c)(2) – Area Regulations – Maximum lot coverage. The maximum lot coverage for any building is 20%. The applicant’s plan indicates 23.3% lot coverage, requiring a variance of 3.3%
- Section 32-9(c)(6) – Area Regulations – Rear yards. The rear yard requirement in RS zoning is 30 feet. The plan shows the rear yard of 25 feet, requiring a variance of 5 feet.

The following was also completed this week:

- 8 Deed Transfer Affidavits
- 34 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. At its meeting on May 29, 2018, City Council approved the minor subdivision for 0/1365 Marrows Road.

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. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments will be sent to the applicant in the near future.

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. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. Staff comments will be sent to the applicant in the near future.

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 Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018.

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 collocation 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. The special use permit request is scheduled for consideration by the Planning Commission at their regularly scheduled meeting on June 5, 2018.

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. The special use permit request is scheduled for consideration by City Council at their regularly scheduled meeting on June 11, 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 (SAC) for review on May 11, 2018. A SAC meeting has been scheduled for June 14, 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 (SAC) for review on May 11, 2018. A SAC has been scheduled for June 14, 2018.

100, 115, 121 College Square, Williams Crossing, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:
Auxiliary Services Division:

- On May 24, 2018, Deputy Chief Feeney and Captain Van Campen attended an award ceremony at the United States Attorney General's Office (District of Delaware) recognizing the exemplary investigative work of NPD/TFO Paul Lawrence.
- Captain Van Campen submitted two (2) State of Delaware Grant applications seeking to support advanced training and enhance evidence control within the department. The applications will be reviewed and voted on by the committee at a June meeting.

Criminal Investigations Division:

- On May 24, 2018, officers from the Street Crimes Unit, Special Operations Unit, and Patrol conducted a reverse prostitution sting at a local hotel targeting "Johns" attempting to solicit prostitutes. An advertisement was placed online by undercover officers, which resulted in numerous phone contacts and charges being leveled.

Special Enforcement Division:

- On Wednesday May 30, 2018, the Traffic Unit assisted with traffic operations at the groundbreaking for the New Train Station adjacent to the UD Star Campus.
- On May 31, 2018, Sgt. Greg D'Elia and Sgt. Mike Watson will graduate from the New Jersey State Association of Chiefs of Police Command and Leadership Academy. The academy is an intensive and highly competitive 14-week program designed to develop future police leaders. Chief Tiernan will attend this ceremony with several command staff members to celebrate the accomplishment.
- During the weekend, SOU will conduct high visibility patrols in the areas surrounding the UD Green and Downtown Business District to coincide with UD's Alumni weekend. Officers will work to ensure a safe and orderly event.
- On Saturday, SOU and Traffic Unit officers will assist with and participate in the Mayor's Fun Ride.
- The traffic unit is finalizing their investigation into a serious motorcycle collision which occurred at Thorn Lane/Elkton Road. Traffic warrants are pending for the crash.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

05-31-2018

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:

DelDOT will be working in several areas throughout the City over the next 2 weeks. Bridge repairs on Apple Road Bridge near City Hall are expected to begin on June 4. Variable Message Boards are up advising of restrictions. Temporary patching of Main Street is scheduled to start on June 4. Weather permitting, this work should be completed by June 9. Bridge work on the Christina Parkway (Route 4) Bridge will continue this weekend, signs are posted advising of closure. Sidewalk work will continue on Library Avenue near the Newark Library. This work is expected to be completed at night and signs are posted advising of the work.

Activity or Project:

U Don't Need It? Student Move Out Project

Description:

The UDNI tents at STAR Campus were once again filled with furniture and home goods donated by students leaving for the summer and were quickly emptied during the sale days by folks that are getting moved in for next fall. We have made several changes to the way we handle the trash at the UDNI site and around town. Crews begin the cleanups each morning at 4 a.m. and we have noticed a marked difference in the cleanliness of the heavy rental areas because of our efforts. Fines are levied when appropriate and the response from the landlords to the UDNI program and communications sent in advance has been encouraging.

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

Activity or Project:

Stormwater Program Field Staff Training

Description:

Our Environmental Coordinator provided training to all field staff on environmental hazards and appropriate spill response. Rainwise Solutions provided a thorough and interesting presentation to

all field staff in all Departments. This annual training is a requirement of our NPDES Stormwater Permit issued by the state, through the EPA.

Status:	Completed
Expected Completion:	05-31-2018
Execution Status:	Completed

Activity or Project:

Annual Street Program

Description:

Work will continue on Apple Road next week along with the reconfiguration and paving of the Phillips Park parking area. Curb work on Timber Creek Lane will also begin next week. All of this is weather dependent and could shift based on forecast. Notices will go out to all affected residents prior to any work.

Status:	In-Progress
Expected Completion:	08-31-2018
Execution Status:	Behind Schedule

Digital Records Project New Documents Created – May 24-30

Name	# of Documents	# of Pages	Types
Samantha	1	2	Miscellaneous
Sandy	238	3,423	Court Documents/Parks and Rec Permits/Realty Transfer Taxes
Fred	80	632	PWWR Development Plans/Court Documents
Ana (PT)	12	77	Resolutions/Legal Opinions
Mecia (PT)	62	640	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	27	54	Miscellaneous Current Files
Total	420	4,828	

Digital Records Project Documents Modified* – May 24-30

Name	# of Documents	# of Pages	Types
Samantha	9	619	Development Plan Troubleshooting
Sandy	238	3,017	Court Documents/Parks and Rec Permits/Realty Transfer Taxes
Fred	80	632	PWWR Development Plans
Ana (PT)	547	1,352	Resolutions/Legal Opinions
Mecia (PT)	74	673	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	28	55	Miscellaneous Current Files
Total	976	6,348	

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 05/20/18-05/26/18

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	5	0	0	2	0
Unlaw. Sexual Contact	7	4	0	0	5	3
Robbery	11	13	0	4	15	0
- Commercial Robberies	5	5	0	1	2	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	1	0	0	1	0	0
- Other Robberies	5	7	0	2	11	0
Assault/Aggravated	11	10	1	14	16	2
Burglary	19	20	3	6	3	0
- Commercial Burglaries	5	8	1	1	0	0
- Residential Burglaries	10	11	2	5	3	0
- Other Burglaries	4	1	0	0	0	0
Theft	209	219	17	81	59	2
Theft/Auto	22	19	2	2	4	0
Arson	1	0	0	0	0	0
All Other	44	40	2	17	16	1
TOTAL PART I	326	330	25	125	120	8
<u>PART II OFFENSES</u>						
Other Assaults	139	119	6	62	87	5
Rec. Stolen Property	1	0	0	6	10	0
Criminal Michief	101	79	2	24	91	1
Weapons	10	5	1	14	18	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	55	113	0	85	156	3
Drugs	66	56	9	71	61	4
Noise/Disorderly Premise	355	348	15	122	142	3
Disorderly Conduct	63	63	7	39	43	4
Trespass	74	98	9	33	31	4
All Other	183	147	11	142	141	3
TOTAL PART II	1047	1028	60	598	780	28
<u>MISCELLANEOUS:</u>						
Alarm	155	83	2	0	0	0
Animal Control	178	191	13	2	1	0
Recovered Property	128	115	6	0	0	0
Service	15506	16331	844	0	0	0
Suspicious Per/Veh	251	202	17	0	0	0
TOTAL MISC.	16218	16922	882	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	982	20,221	1,115	21,203



**Newark Police Department
Weekly Traffic Report
05/20/18-05/26/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	3742	4946	223	196
DUI	66	76	3	3
TOTAL	3808	5022	226	199

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	114	82	4	3
Property Damage (Reportable)	483	457	38	19
*Hit & Run	104	98	9	3
*Private Property	104	109	9	4
TOTAL	597	539	42	22

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.