

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week we held the final referendum townhall meeting, this time in District 5. There were two or three dozen people in attendance and feedback was again positive. My thanks to Councilman Lawhorn for getting the word out and Councilman Clifton for bringing some District 2 residents who missed the earlier townhalls. All eligible voters should have received a copy in the mail of a 16-page magazine that was prepared by the Communications team that outlined the referendum and projects included. We have received very positive feedback on the magazine and I would like to thank the communications team for their hard work on it and the entire referendum process.

On Monday I attended the quarterly meeting of the White Clay Creek Wild and Scenic Steering Committee along with Parks Director Spadafino where we discussed the Emerson Bridge project. It was well received by the committee. Monday was also a regular council meeting.

Our lodging tax charter change made it out of committee and now moves to the full senate for a vote. Assuming the senate passes the bill, it will then head to the governor's desk for his signature.

We have prepared an ordinance that will prohibit the use of lead-based paint in Newark and as part of municipal projects. This will be on the June 25th agenda for first reading.

Finance Director Del Grande and I held a conference call with our financial consultant, PFM, to give them an update on the status of the referendum process and to discuss in more detail our financing options.

Acting Public Works Director Filasky and I met with representatives from Washington Suburban Sanitary Commission (WSSC) to discuss our metering system and how we individually meter condominium and apartment complexes. WSSC is facing a mandate to provide individual metering for condos in one of their Virginia counties and they wanted to discuss specifically the way we do ours and the challenges that come from metering in this way, so they can develop their program.

On Wednesday night, UD's IPA held a public meeting called "Newark Futures" which was attended by around 125 people. IPA moderated the meeting where there were discussions about what people felt were the most important items for economic development and quality of life. In my opinion the meeting was well done and a worthwhile effort. I expect that there will be more meetings moving forward, likely quarterly, and future meetings will likely delve more deeply into specific topics as opposed to the more general discussion at this meeting.

I attended the monthly DNP board meeting on Thursday which was rescheduled to 9:00 a.m. to avoid a conflict with the District 5 townhall meeting. I think the morning time was better than evenings and anticipate we may try to schedule more meetings at this time moving forward to improve attendance from the business community.

The rest of my week was spent on referendum related items, personnel items, and general administrative tasks.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 6/7/18 to 6/13/18. These sessions included arraignments, trials, video hearings, capias returns, code violations and parking appeals. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 6/7/18 to 6/13/18 Alderman's Court handled 61 arraignments, 52 trials, 8 capias returns, 3 video hearings, and 4 code violations. The court collected a total of 544 parking payments which included 305 online payments and 239 court payments. The court also collected criminal/traffic payments which included 160 online payments and 76 court payments for a total of 236 payments.

Status:

Completed

Expected Completion:

06-13-2018

Execution Status:

Completed

Activity or Project:**Description:**

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Activity or Project:	
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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 June 11 for Council. Geena was in the office on June 7 for Court.

Paul, Renee and Tara staffed the June 11 Council meeting. Item 3A (5/29 Council minutes) was sent to Council on June 9. Follow up was completed by staff on June 12.

Renee staffed the Conservation Advisory Commission meeting on June 12. The CAC approved up to \$12,000 in funding for the LED lights on the Pomeroy Trail Creek Road Connector project and discussed Reforestation Day, Community Day and potential changes for the A Better Newark Award program.

Renee met with the Acting IT Manager on June 13 to discuss the implementation of a ticketing system for Legislative Department requests, which once implemented will permit better tracking and statistics for requests for the department's workload.

Along with other staff, Renee attended the Newark Futures Workshop on June 13.

Renee spent time reviewing applications for the two Administrative Professional I full-time positions and the one part-time Secretary position to fill two existing vacancies and one new position that was approved by Council at the June 11 Council meeting.

Sarah worked with Samantha and Mecia to cross-train them on tasks that her position fulfills so they can continue to be completed while the Administrative Professional I position is vacant.

Referendum work took up the bulk of staff time this week. Polling place workers were finalized with letters going out to workers on June 7. Voter list binders for the polling places for Districts 1-6 were completed by Sarah. The updated property owner data from New Castle County was received on June 11 and Renee began work to create the final list of eligible non-resident/non-registered property owners and entities for the City Hall polling place location. Mecia and Sarah have been fielding calls, emails and walk-ins from absentee voters who have been steadily requesting and submitting ballots. As of June 13, 82 absentee ballots have been requested and 65 ballots have been returned. Renee worked on the materials for the election worker training. Staff

has also been fielding an influx of phone calls regarding polling places for residents and eligibility for non-resident voters.

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

- * Corresponded with staff, determined there were no additional documents responsive to the request, contacted the requestor, completed and closed a May 14 FOIA request from zoning info regarding Christina Mill Apartments.
- * Corresponded with staff regarding a May 24 FOIA request from Kepree Hamilton regarding a police camera footage.
- * Received and forwarded to staff a June 7 FOIA request from Steve Washington regarding electric and water billing data.

The June 14 Downtown Newark Partnership Board, June 19 Election Board, June 19 Absentee Judges, June 20 Council training, June 21 Election Board and June 27 Downtown Newark Partnership Merchants Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the May 29 Council (Tara and Sarah drafted; Renee edited - complete), and June 11 Council (Tara drafting) minutes. The May 14, May 29 and June 11 Council executive session and June 12 Conservation Advisory Commission minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 172 discovery requests have been filled so far for 2018. The office also received the court calendar for June 21 and the 13 associated case files were prepared for the Deputy City Solicitor. 25 court calendars with 359 associated case files have been compiled so far for 2018. Three plea by mail agreements were processed this week.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. So far, 243 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Management Project

Description:

Samantha continued work on the strategic plan for the Records Division.

Samantha worked with the Finance Department on their TCM permissions and worked with IT regarding TCM tickets and settings.

Samantha and Mecia worked on preparing documents for transfer to State Archives.

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 June 7-13 are below.

Status:

In-Progress

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

City Manager's Weekly Report

Department:	Electric Department
Notable Notes:	
<p>The line crews worked on changing spacer cable into crossarm construction around the West Main Substation, they are upgrading some lines on Christina Parkway, and they changed a pole that was hit on Madison Drive. The crews also worked at the train station moving a pole and guy wire that was in the way of the new parking lot.</p>	
<p>The electricians added gas to a substation breaker, pulled new telephone cable in at Preston's Playground, and fixed issues at the George Wilson Center, Curtis Water Plant, and the Evergreen Pump House. They also installed new lights at the Police Station.</p>	
<p>Engineering worked on the DelDOT Elkton Road Project, evaluated the bids for the transformer and breaker at South Chapel Substation, and is working with the recloser company on communication issues.</p>	
Activity or Project:	
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Expected Completion:	
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Activity or Project:	
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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The Payments and Utility Billing Office experienced extremely high call volumes and walk-in customers over the past few weeks due to the end of the semester at UD. Call volume is beginning to slow down this week. We apologize in advance to the longer-than-average wait times on the phone and in our lobby, and appreciate everyone's patience. Call volume over the past three weeks were double our annual average. For 2019, we are looking at supplementing PUB staff with a temporary employee to help with the call volume, and decrease waiting times.

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_ARTIISEFESESECH_DIV2SESECH_S25-17SESECHES, the City will adjust the sewer fee for all billing of usage beginning July 1, 2018. Residents will see their rate increase by 6.4%, which merely passes along the County's rate adjustment.

The Referendum Road Show continues to come to a district near you. The Referendum team presented their last Town Hall at the George Wilson Center for Councilman Lawhorn's district on June 14th. Thank you to Councilman Lawhorn for hosting and spreading the word of these meetings to his constituents.

Director Del Grande was interviewed by WPVI6 on June 14th regarding the upcoming referendum.

Director Del Grande will be attending the American Public Power Association's (APPA) National Conference from Friday, June 15th through Wednesday, June 20th with Director Patel.

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 5,173 utility payments and Munis transactions last week, 868 of which were imported automatically with our electronic processes and 4,195 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,271 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.).

PUB answered 895 calls out of 1,373 offered, reflecting an abandoned rate of 32.8%. The average speed to answer the phone was 10:33. The average call time was 3:57.

Status:	In-Progress
Expected Completion:	12-31-2018
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:	Completed
Expected Completion:	12-31-2018
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Noteable Notes:

1. Identified and provided HR candidates for Lead Desktop Support position. Interviews have been scheduled.

Applications Team:

1. Conducted preliminary testing on the upgraded Northstar and Customer Connect applications.
 - a. Full UAT testing scheduled for July 10th with PUBs team.
2. Performed upgrades on the Metersense application.
3. Created reports as requested.
4. Assisting PD with setup of Body Worn Camera trial.
5. Assisted with utility billing and computer refresh project.

Infrastructure Team:

1. System deployment and retrievals related to the PC Refresh Project are continuing.

Activity or Project:

Workstation 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.

Deployment of new systems and retrieval of old units is close to completion for Non-PD systems. PD System deployment is in process, units are being tested. Return of Lease systems in process.

Status:	In-Progress
Expected Completion:	07-31-2018
Execution Status:	On Track

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project. Most of installation on these vehicles will be performed by vendor, PO processed.

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

Activity or Project:

PD PTZ Camera

Description:

This is a Grant funded project. Most items have been received. The additional items identified have been ordered. The City will utilize radio technology and a Comcast VPN to communicate back to City Hall.

Status:	In-Progress
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Expected Completion:	06-30-2018
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Execution Status:	On Track
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City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended a Elkton Road project meeting with DelDOT and JMT engineering to discuss right of way needs for installation of trail that would run along Elkton Road; attended a Newark Bikeway meeting to discuss a potential central bicycle loop and signage; talked with the construction companies for Preston's Playground to develop a timeline for the playground to be installed. Some prep work is being completed now such as moving the underground utility lines in preparation for the playground installation and prep work; conducted the parks maintenance meeting to discuss upcoming projects and work orders; spoke at the summer staff orientation for Camp Counselors; worked on the general operating budget for 2019.

Deputy Director: Worked on the general operating budget submissions with Joe; assisted in leading the summer camp counselor orientation with recreation staff; continued to send background checks to DELJIS and receive clearance of summer staff; continued to receive and process special event applications for upcoming races; finalized order for staff, camper and volunteer shirts; continued to receive a process fee assistance applications for summer programs.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse Camp and summer specialty camps, staff training was held on Wednesday and Thursday, CPR/First Aid was held Thursday night, met with Rittenhouse Director and Assistant Director, sent out Rittenhouse first day letter to parents; our latest introduction to Pickleball session was held on Wednesday night at the George Wilson Center.

Coordinator of GWC and Volunteers: Conducted Lifeguard orientations on June 4 & 5 to new and returning Lifeguard, completed preparations for opening day of pools on June 8; assisted the Recreation Specialist in finalizing items needed for the Volunteer Orientation on June 6; finalized preparations and assisted in Summer Camp staff orientations on June 6 & 7; finalized preparations and assisted in running Camp GWC staff orientation on June 8; finalized all personnel paperwork for new and returning staff; finalized Camp GWC and Before & After Camp Care staff schedules for the month of June; interviewed additional Lifeguard and summer camp staff; assisted in preparations for the CPR & First Aid Training held at the George Wilson Center on June 7; finalized all last minute preparations for Camp GWC to begin on June 11; met with the State of Delaware Public Health for Camp GWC Permit/License Inspection; sent welcome letters to Camp GWC participants and Art Camp participants; the Curtain's Up Theater Program held its Dress Rehearsal on June 5 and final show on June 8; continued to meet with potential renters for the George Wilson Center; great opening weekend for the George Wilson Center pool and Dickey Park pool with overall attendance for Friday and Saturday at the George Wilson Center of 20 and the overall attendance for Friday and Saturday at Dickey Park Pool was 70.

Recreation Supervisor of Events: Prepared for summer staff orientation; covered the Spring Concert Series featuring Zodiac Jack with approximately 100 in attendance; continued to work on items related to Camp R.E.A.L.; continued to meet with recreation staff regarding programs and

camps.

Recreation Specialist: Confirmed Camp R.E.A.L. staff employee contracts and received signed contracts; prepared for upcoming summer camp orientations; ran summer camp volunteer orientation where 15 volunteers attended; continued to interview potential volunteers for summer camps, confirmed summer volunteer schedules for those who accepted the volunteer opportunities; attended summer camp staff orientation and presented topic on leadership; attended orientation for Camp R.E.A.L. staff; met with the Director of Strategic Initiatives from the University of Delaware to discuss a potential field trip for Camp R.E.A.L. and confirmed the free trip to STAR Campus. Volunteer Hours: 15 volunteers each dedicated 1.5 hours for orientation. Total Volunteer Hours: 22.5 hours.

Parks Superintendent: Inspected 24 horticulture areas and developed work list as needed, met with representative from code enforcement concerning step installation to deck in Atrium garden area, with assistance from park staff member installed stone step to deck in Atrium, continued coordinating installation of Atrium planting for next week, completed session presentation for all camp staff members on playground safety, started coordinating for tree removal on Elkton Road traffic island #9 (Casho Mill and Elkton Roads intersection), represented city at dedication ceremony at Reservoir concerning Delaware Audubon Society's installation of several Bluebird houses/Kestrel boxes and 5 native planting areas at the Reservoir/Paper Mill Road Park/Curtis Mill Park, and talked with resident concerning trail issue in Redd Park.

Parks Supervisor: Assigned field staff daily and assisted as needed, picked up four roses for planting in Atrium garden area, and supervised putting up referendum signs at two park/open space sites.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, set up/removed stages for spring concert series, dragged/scarified all ballfields with scheduled games, did interior bed maintenance at City Hall, assisted Parks Superintendent with stone step installation in Atrium garden area to deck and started grading and tilling area, did equipment maintenance on both Kubota mowing units, and did trail work in Redd Park.

Activity or Project:

Dickey Park and George Wilson Park Pools

Description:

The Dickey Park and George Wilson Park pools are now open 12:30-5:00 p.m. Tuesday - Sunday through August 18. There is no admission fee for either pool and certified lifeguards are on staff. Children under the age of 10 must be accompanied at all times by a responsible person 16 years of age or older.

Status:	Started
Expected Completion:	08-18-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:

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

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Property Maintenance reported few issues this past weekend. Property Maintenance continues to work 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 demolition inside the store 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. 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.

Construction of the new rail station on the STAR Campus has begun. The new STAR Campus building work is nearing completion with an anticipated August 1 occupancy date. The structural steel installation is ongoing for the new six-story lab at the site. The Chemours Building structural steel is being installed, as well as the exterior walls.

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 were due at the end of May. We will be meeting with the City Solicitor to discuss the collection process as outlined in City Code.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray worked on documents and related issues for the June 5, 2018 Planning Commission meeting and related agenda items going to the June 25, 2018 City Council meeting; sent out a Subdivision Advisory Committee letter to the applicant for the project located at 924 Barksdale Road, Comprehensive Development Plan amendment, rezoning, and major subdivision to construct a 112-unit assisted living and memory care facility <https://newarkde.gov/1035/Development-Plan-Proposals>; participated in the kick-off meeting of

the Newark Transit Study – a WILMAPCO lead project that is conducting a consultant lead study to better coordinate the four transit systems that operate in Newark, including Unicity, DART, University of Delaware, and Cecil Transit; prepared for and participated in the June 11, 2018 City Council meeting where a special use permit for the construction of a covered deck in the special flood hazard area for a property located at 417 Creek Bend Drive was approved; participated in a community meeting lead by the University of Delaware Institute for Public Administration; worked with GIS and Planning and Development Department staff on mapping Planning and Code related items; continued work on plan review, related meetings, reports, and issues; and worked on administrative and personnel related issues.

At their meeting on June 5, 2018, the Planning Commission took the following actions:

- Recommended approval of a special use permit request for the collocation of telecommunication antennas on an existing water tank at 304 Research Boulevard.
- Recommended approval of the Parking Subcommittee report as a strategic work plan for action going forward.
- Recommended approval of an ordinance proposing amendments to Chapter 32 for the regulation of sidewalk cafes, patios, decks, balconies, and parklets in the downtown district.
- Recommended approval of revisions to an amendment to the Zoning Code, Sec. 32-96 – Use regulations for floodplain, by adding two definitions to Chapter 14A – Floodplains.
- Discussed LEED certification standards, per Planning Commission 2018 Work Plan Item 4.
- Discussed rezonings and Comprehensive Development Plan amendments for Focus Area 5 – South Chapel Street, per Planning Commission 2018 Work Plan Item 8.

The Steering Committee meeting for the Newark Sustainability Plan is scheduled for 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.

The Board of Adjustment will meet on June 21 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:

- 18 Deed Transfer Affidavits
- 24 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. The project has been placed on the City Council agenda for June 11, 2018 (first reading) and July 9, 2018 (second reading).

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 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 were sent to the applicant on June 1, 2018.

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 18, 2018 and distributed for SAC review. Revised plans were received by the Planning Department on June 7, 2018.

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. A SAC letter with staff comments was sent to the applicant on June 12, 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). The second reading for 3 and 5 Bridlebrook Lane annexation and rezoning has been postponed until June 25, 2018 at the request of the applicant.

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. At their meeting on June 5,

2018, the Planning Commission recommended approval of the special use permit request for a telecommunications facility at 304 Research Boulevard. The special use permit request will be scheduled for City Council consideration at a future date.

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 was approved 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, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 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:

Chief Tiernan, along with other city staff, attended the “Newark Futures Workshop” on June 13th. The event was organized by UD’s Institute for Public Administration & Community Engagement Initiative.

Auxiliary Services Division:

- On June 12, 2018, Capt. Van Campen attended the quarterly S.L.E.A.F meeting in Dover, DE.

Criminal Investigations Division:

- On June 8, 2018, detectives responded to M&T Bank, 550 Suburban Drive, to assist with a bank robbery investigation. Detectives were able to quickly identify Frederick Baynes as a suspect and obtained a warrant for his arrest. Detectives developed information on Baynes’ whereabouts and coordinated with the Philadelphia Police Department to apprehend him. Baynes was located and arrested on 6/9/18 in Philadelphia and is currently being held there pending his extradition to Delaware.

Administration Division:

- On June 8, 2018, Sgt. Jones, Cpl. Walker, Cpl. Saunders and M/Cpl. Sansone presented ALICE training, which is an active shooter preparedness seminar, to the staff at West Park Elementary School.
- Police applicant testing took place on June 9, 2018. Both the written test and physical agility test were held. Interviews of successful candidates will begin the week of June 18th.

Patrol Division:

- On June 11, 2018, Lt. Rieger, Sgt. Bryda, Sgt. D’Elia and M/Cpl. Marconi attended Crowd Management: Protecting Civil Rights Training hosted by the University of Delaware Police Department.
- On June 11, 2018, Cpl. Olicker (CNT) was able to safely talk a suicidal subject, reportedly armed with a handgun, from his residence.

Special Operations Unit:

- On June 14, 2018, SOU will begin planning for the upcoming summer camp season. Camps include the Mobile PAL project and other summer camps hosted by the City of Newark Parks and Recreation Department.

Traffic Unit:

- Sgt. Davis will be attending the New Castle County Fire Police Association meeting on Monday evening. They have been requested to provide five officers to assist with the July 4th fireworks detail.
- The speed signs are currently installed on S. College Avenue and Old Cooches Bridge Road, respectively.
- The police department has been awarded funding from the Office of Highway Safety to participate in Delaware's "Distracted Driving" mobilization campaign that runs from July 12-31st. 62% of Delaware's distracted driving crashes occur in New Castle County.
- The police department has been awarded funds from the Office of Highway Safety to purchase handheld radar units and Lidar speed enforcement units. The Newark Police Department continues to have an excellent relationship working with the DE Office of Highway Safety in traffic enforcement and education.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	06-14-2018
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:

The new Creek View Road traffic signal on Paper Mill Road is now on flash and will be activated on Monday the 18th. We have prepared an ordinance change to convert Margaret Street to one-way between Cleveland Avenue and Annabelle Street which will allow DelDOT to make modifications to the Paper Mill Road intersection to improve traffic flow.

Street paving was completed this week on Academy Street. Work is underway on Timber Creek Drive but final paving likely won't begin until the week of the 25th.

The contractor for the Curtis Water Treatment Plant project has been continuing preparation work and staff is moving forward with acquisition of material for the project.

Annual water main flushing was wrapped up this week.

Our sewer lining contractor will be performing cleaning and CCTV work on West Main Street next week starting on the 20th. West Main Street west of the railroad will be closed to through traffic while they perform this work. They will be returning in July to perform a final flush and begin lining operations.

Activity or Project:

NPDES Permit MS4 Audit

Description:

Within the Stormwater Utility and as part of our federally mandated Municipal Separate Storm Sewer System (MS4) Permit, our Environmental Coordinator participated in a DNREC MS4 Audit of our Public Education/Outreach and Public Involvement/Participation efforts. A representative from DNREC reviewed all of our efforts over the past year, which were included in our recently submitted Annual Report. The material was very well prepared and organized. We expect a follow up letter with recommendations and input on the program and will incorporate any comments into our program moving forward.

Status:	Near Completion
Expected Completion:	06-30-2018
Execution Status:	On Track

Activity or Project:

PW&WR Intern Program

Description:

We are excited to begin our 2018 PW&WR Intern Program with five University of Delaware students from the Civil and Environmental Engineering Department. The interns will be exposed to numerous functions of our department and have the opportunity to solve problems as they prepare to make decisions on their career paths. You may see them around town evaluating sewer manholes, storm drains, street signs, and stormwater outfall inspections, among other tasks.

Status:	Started
Expected Completion:	08-31-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	

Execution Status:

Digital Records Project New Documents Created –June 7-13

Name	# of Documents	# of Pages	Types
Samantha	30	249	PWWR Development Plans
Sandy	130	885	Court Documents
Fred	83	1561	PWWR Development Plans
Ana (PT)	3	3	Miscellaneous
Mecia (PT)	63	621	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	11	47	Miscellaneous Current Files
Total	320	3,366	

Digital Records Project Documents Modified* – June 7-13

Name	# of Documents	# of Pages	Types
Samantha	30	249	PWWR Development Plans
Sandy	983	4,144	Court Documents/A/P Batches
Fred	82	1,410	PWWR Development Plans
Ana (PT)	417	1,172	Resolutions/Ordinances/Legal Opinions
Mecia (PT)	70	760	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	15	60	Miscellaneous Current Files
Total	1,597	7,765	

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	40,272	+21,284
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	49,087	+34,369
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 06/03/18-06/09/18

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	6	1	0	2	0
Unlaw. Sexual Contact	7	4	0	0	5	0
Robbery	12	15	1	7	21	6
- Commercial Robberies	5	7	1	1	8	6
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	4	0	0
- Other Robberies	5	7	0	2	11	0
Assault/Aggravated	12	11	0	14	19	1
Burglary	22	22	2	7	3	0
- Commercial Burglaries	5	8	0	1	0	0
- Residential Burglaries	12	13	2	6	3	0
- Other Burglaries	5	1	0	0	0	0
Theft	224	230	8	89	62	1
Theft/Auto	22	20	1	2	4	0
Arson	1	0	0	0	0	0
All Other	46	41	0	24	25	9
TOTAL PART I	348	349	13	144	141	17
<u>PART II OFFENSES</u>						
Other Assaults	145	129	5	70	91	1
Rec. Stolen Property	1	0	0	10	10	0
Criminal Michief	110	82	1	30	91	0
Weapons	10	5	0	15	19	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	61	121	2	91	168	4
Drugs	75	64	4	80	71	5
Noise/Disorderly Premise	369	357	5	124	150	2
Disorderly Conduct	68	67	2	49	47	3
Trespass	82	105	4	34	35	2
All Other	196	167	10	174	147	5
TOTAL PART II	1117	1097	33	677	829	22
<u>MISCELLANEOUS:</u>						
Alarm	168	97	9	0	0	0
Animal Control	199	210	11	2	1	0
Recovered Property	148	127	6	0	0	0
Service	16944	18013	841	0	0	0
Suspicious Per/Veh	269	217	4	0	0	0
TOTAL MISC.	17728	18664	871	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	933	22,035	1,078	23,329



Newark Police Department
Weekly Traffic Report
06/03/18-06/09/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	4115	5389	207	246
DUI	72	80	5	3
TOTAL	4187	5469	212	249

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	123	94	3	1
Property Damage (Reportable)	521	513	18	25
*Hit & Run	111	107	4	1
*Private Property	117	127	5	5
TOTAL	644	607	21	26

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.