

## City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

On June 9, HR Manager Devan Stewart proctored the police applicant test. During the week of June 11th Ms. Stewart conducted interviews for IT Desktop Support, PT Mailroom Aide and Electric Groundhand. Offers were made for all positions and accepted.

During the week of June 19, Acting Deputy City Manager Mark Farrall participated in Police applicant interviews with Captain Mike VanCampen and Lieutenant Scott Rieger. Also during the week, Ms. Stewart conducted interviews for a Parks Maintenance Seasonal position. Following the interviews, an offer was made and accepted.

On Monday, June 19, a monthly WOW breakfast was held. 24 nominees were recognized and 12 attended the breakfast.

From June 20-22, Ms. Stewart is attending the DVHT Health and Wellness Retreat. Ms. Stewart is sitting as a presenter on a panel for having a successful wellness program. All expenses covered by DVHT.

During the week of June 19, Assistant to the Managers Mark Brainard sent contract documents for the 2018 Street Improvement Program to potential vendors, uploaded to the City's website and advertised the program in the News Journal. Additionally he worked on several mailroom issues as well as purchasing needs across departments.

On Wednesday, June 20, the Sustainability Steering Committee held interviews of the three firms that sent proposals for RFP 18-01, the Newark Community Sustainability Plan.

On Thursday, June 21, Admin staff assisted with the Summer Blood Drive.

**Activity or Project:**
**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**
**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

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

Alderman's Court

**Notable Notes:**

Alderman's Court held 3 court sessions from 6/14/18 to 6/20/18. These sessions included arraignments, trials, capias return hearings, video hearings, and violation of probation hearings. Parking officers were here on Monday and Wednesday to handle any parking violations.

Sarah Campanelli started in her new position at court on 6/18/18.

**Activity or Project:**

Court sessions

**Description:**

From 6/14/18 to 6/20/18 Alderman's Court handled 75 arraignments, 51 trials, 7 capias returns, 3 video hearings and 1 violation of probation hearing. The court collected a total of 471 parking payments which included 268 online payments and 203 court payments. The court also collected criminal/traffic payments which included 133 online payments and 43 court payments for a total of 176 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

06-21-2018

**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:**

## City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on June 18. Geena was in the office on June 14 for Court.

Renee attended the staff meeting on June 14 where the June 25 Council agenda was discussed.

Staff finalized and posted the agenda and packet for the June 25 Council agenda on June 15.

The majority of staff time was spent on the referendum preparation, execution and follow up this week. Staff prepared materials for polling places, assisted walk-in absentee voters and fielded numerous phone calls from voters with various questions about their polling places and eligibility. Renee prepared training materials for election workers. Renee and Tara staffed the election worker training on June 14. Renee and Tara also spent time finalizing worker assignments and related paperwork. Renee coordinated with the Department of Elections for training and machine. Renee staffed the Election Board and the Absentee Election Judges meetings on June 19. Follow up for the referendum began on June 20.

Renee staffed the Council implicit bias training on June 20.

Renee spent time reviewing applicants for the three current vacancies in the Legislative Department.

Renee prepared and sent the required advertisements for the Comprehensive Plan amendment, rezoning, major subdivision and special use permit for the Park N Shop property and the special use permit for a T-Mobile cell antenna on the STAR campus, both of which are scheduled for Council hearings on July 9.

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

- \* Received requested information from staff, contacted the requestor, provided the information, completed and closed a May 24 FOIA request from Kepree Hamilton regarding a police camera footage.
- \* Receive documents from staff regarding a June 4 FOIA request from Frank Tolomeo regarding underground stormwater facilities.
- \* Received, directed to the appropriate agencies, completed and closed a June 19 FOIA request from GEI Consultants regarding a property outside City limits.

The June 25 Council, June 21 Election Board and June 27 Downtown Newark Partnership Strategic Planning Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the June 11 Council (Tara drafting) and June 12 Conservation Advisory Commission (Mecia drafting) minutes. The May 14, May 29 and June 11 Council executive session, June 19 Election Board and June 20 Council training minutes are currently in the queue.

Samantha and Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases. 178 discovery requests have been filled so far for 2018. The office also received the court calendar for June 28 and the 12 associated case files were prepared for the Deputy City Solicitor. 26 court

calendars with 371 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. So far, 258 lien certificates have been processed for 2018.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha continued work on the strategic plan for the Records Division and Samantha and Renee met on June 15 to discuss the plan.

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 14-20 are below. Numbers were down this week due to staff vacation time.

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<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**

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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**City Manager's Weekly Report**

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**Department:**

Community Relations

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**Notable Notes:**

Newark News Brief: The 24th Newark News Brief is now available on the City's social media channels, website and Channel 22. This week's video is a special edition focused on the

referendum. It highlights the outcome of the vote and what happens next.

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

Facebook event: <https://www.facebook.com/events/2061142500829735/>

The Newark Post published a preview article on the event:

[http://www.newarkpostonline.com/news/newark-s-fabulous-fridays-event-series-kicks-off-this-week/article\\_77bfb91c-52a0-5174-be82-450e649a692d.html](http://www.newarkpostonline.com/news/newark-s-fabulous-fridays-event-series-kicks-off-this-week/article_77bfb91c-52a0-5174-be82-450e649a692d.html)

Press Release/Media Inquiries

Statement by the City of Newark Regarding Upcoming Newark Futures Workshop:

<https://bit.ly/2torF2p>

Let Your Voice Be Heard: Vote in the Newark Referendum Today: <https://bit.ly/2K5mPyc>

City of Newark Referendum Results: <https://bit.ly/2lrgeDw>

Josh Shannon, Newark Post, inquired about the City Manager search, including how many applications were reviewed by Council in executive session and if any of the applicants reviewed were current City employees. The information was not released, due to the discussions taking place in executive session.

Doug Rainey, Delaware Business Now, inquired about New Night. Statement provided. Resulting coverage: <https://bit.ly/2te0QPk>

Johnnie Braxton, WPVI (6ABC), inquired about referendum footage opportunities. Information provided, including raw footage for use.

### Activity or Project:

Communication Outreach: June Referendum

### Description:

Over the past several months, the Communications team executed an extensive community outreach effort, which included articles in various editions of the City's monthly newsletter, segments in various editions of the City's digital Newark News Briefs, a series of informational videos produced and distributed by the communications team online and via TV22, press releases, community presentations, nine town hall events, taped interviews with The Delaware Way and Comcast Newsmakers, a dedicated web page on the City's website, a 16-page, full color magazine mailed to the home of every registered voter in the City, yard signs placed throughout the City, advertisements on the Big Belly solar compactors on E. Main Street, extensive media coverage, including articles in the Newark Post, News Journal, and Delaware Today, along with coverage from 6ABC and WDEL, and an OpEd by acting City Manager Tom Coleman in the Sunday, June 17 News Journal.

We appreciate the support of our colleagues and members of Council who also worked to educate and inform residents. With voter turnout at nearly 15% and an overwhelming majority of the voters voting in favor of debt financing, it's clear our efforts were successful.

**Status:**

Completed

<b>Expected Completion:</b>	06-19-2018
<b>Execution Status:</b>	Completed
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

<b>Department:</b> Electric Department	
<b>Notable Notes:</b> The line crews finished up reconfiguring the 34kV circuitry on Christina Parkway feeding the Chemours Site. They installed a pole mounted recloser and switches.  The electricians have been working on a substation breaker that started leaking insulating gas. They also installed alarms for four similar breakers so when the pressure gets low, SCADA will notify engineering before the breaker opens by itself on low pressure. The electricians also installed cameras at the reservoir and painted a transformer in the field that looked bad and had rust spots.  Engineering attended an American Public Power Association Conference, met with cellular provider at STAR about servicing a temporary tower, and met with DOW on Bellevue Road about fixing a settling transformer. Engineering is also working on an Amtrak railroad crossing that needs to be moved for the new train station.	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

It was a historic week for the City of Newark! Hard work led to two critical pieces of Newark's future, gaining approval on the same day! House Bill 435, which allows City Council to adopt a lodging tax for our 1000 hotel rooms, was approved by the Senate 20-0. This bill, once signed by the governor, would allow council to create up to a 3% tax that would provide some financial relief to our general fund. A 3% hotel tax is equivalent to a 10% property tax, and should raise approximately \$675,000 annually to help fund our police, parks, streets and refuse operations. The other was the successful referendum on June 19th. I would like to thank all the staff both directly and indirectly involved with the entire referendum process. Our Communications group played a key role in keeping all involved on track and ensuring all information was disseminated in a timely manner. Providing the facts to these critical projects were key components to provide our public with all the tools they needed to educate themselves on the referendum before they voted. Feedback from the town hall meetings were overwhelmingly positive, and I appreciated the support that has been received from everyone during this period.

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](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. Residents will see their rate increase by 6.4%, which merely passes along the County's rate adjustment.

New Castle County Council passed 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. Newark taxpayers can review the impact on the County increase at: <http://www3.nccde.org/mybill/search/>. City residents pay County taxes to cover services not provided by the City of Newark, such as libraries and paramedics.

The 2017 Comprehensive Annual Financial Report is coming to completion. Final review by our auditors is taking place. The 2017 CAFR will be completed by June 30th. Clifton Larsen Allen will be presenting to Council during a council meeting in August.

**Activity or Project:**

Payments and Utility Billing (PUB)

**Description:**

The group processed 2,982 utility payments and Munis transactions last week, 294 of which were imported automatically with our electronic processes and 2,576 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 901 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc). PUB answered 701 calls out of 813 offered, reflecting an abandoned rate of 12.7%. The average speed to answer the phone was 3:31. The average call time was 3:37.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

Automatic Bill Payment/Leak Notification System - CustomerConnect

**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.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	Completed

**Activity or Project:****Description:****Status:**

<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Met Kelly, Megan, Paula and UD Athletics office staff regarding possible collaboration on upcoming events; gave a presentation on the Charles Emerson Bridge to the White Clay Wild and Scenic River Program; met with the Conservation Advisory Committee about the reforestation project scheduled for September; attended two subdivision meetings to discuss upcoming development; reviewed a sketch plan for future development; conducted Parks Maintenance meeting to discuss upcoming projects and work orders; Attended final meeting with agencies involved with the July 4th fireworks in preparation for the event.

Deputy Director: Attended final meeting with agencies involved with the July 4th fireworks in preparation for the event; the Newark Futures Workshop conducted by UD Institute for Public Administration; set up wrap up meeting for the Mayor's Fun Ride; updated rosters for the Cooking Camp, Horse Camp and Camp REAL in preparation for the camps starting the week of June 18 and assisted with gathering supplies; continued to receive special event applications and process them through the departments, issued permits for approved applications; received fee assistance and scholarship applications and awarded assistance according to financial information & guidelines.

Recreation Supervisor of Athletics: Continued planning for Rittenhouse Camp and summer specialty camps, staff training was held on site at Rittenhouse Park on Tuesday, met with fire marshal at Rittenhouse to review emergency planning; met with new assistant tennis instructor in preparation for tennis camp and confirmed a volunteer to help all week; met with our basketball camp instructor; received the camp rental van for use all summer; before and after school care programs ended on Monday and Tuesday, closed down the sites and removed storage crates; visited adult volleyball and softball programs.

Coordinator of GWC and Volunteers: It was a great first week of Camp GWC and Exploring Drawing and Painting camps! Camp GWC registration was After Care – 25 participants, Before Care – 11 participants, Full Day – 54 participants; 5 attended the Exploring Drawing and Painting Camp; summer swim lessons began June 12 with Beginner Swim, Advanced Beginner Swim and Advanced Swim; conducted Lifeguard Orientations on June 11 to lifeguards that were unable to attend original orientation the previous week; completed final personnel paperwork for new staff; interviewed additional potential lifeguards for the 2018 summer season; assisted with any items needed for the first week of Camp GWC and the Art Camp; confirmed busses and field trip information for the field trip to Plumpton Park Zoo for Camp GWC and completed check requests for all upcoming field trips; sent camp information to the parents of the children registered for the upcoming Camp GWC II (which is full) and Broadway Musical Theater Camp; assisted the Recreation Specialist in finalizing volunteers scheduled for upcoming camps; continued to meet with potential renters for the George Wilson Center; additional new chairs, chair rack and tables were ordered and received; it was another great week for the George Wilson Center Pool and Dickey Park Pool, overall attendance for the George Wilson Center pool was 174 and the overall

attendance for Dickey Park pool was 237.

**Recreation Supervisor of Events:** Prepared for the first day of Camp REAL and other specialty camps, sent first day letters; covered the Spring Concert Series featuring Meeta with approximately 75 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:** Interviewed potential summer camp volunteers and sent confirmation of schedules to those volunteering; confirmed the supplies needed for the first week of Camp R.E.A.L. starting on June 18th, gathered all the supplies for the camp from municipal building and the yard.

**Parks Superintendent:** Directed/assisted with garden installation in Atrium area at City Hall, trained two seasonal employees on proper watering methods, picked up plant material from nursery for Atrium garden project, researched pricing on ADA accessible picnic tables and benches for Preston's Playground, started coordinating for fence installation at Wilson Center along rear property line and started coordinating for upcoming YBC program this summer.

**Parks Supervisor:** Assigned field staff daily and assisted as needed, checked sod cutter for proper operation, started coordinating for upcoming Liberty Day event, dropped off tiller for repair at dealership, oversaw sod installation in Atrium garden at City Hall, brought down table/chairs for cleaning/wood protection application from Olan Thomas to Parks Building which will be put out in Atrium garden area and continued coordinating with contractor providing traffic control for upcoming tree/stump removal on Elkton Road traffic island #9.

**Parks/Horticulture:** Staff continued mowing and bed maintenance operations, dragged/scarified ballfields with league play scheduled on them, installed landscape plantings and sod in Atrium garden area at City Hall, watering of all newly planted plant materials throughout park system, trash removal throughout park system as needed, did equipment maintenance to all mowers/trimmers/blowers, did interior bed maintenance at City Hall, and continued on work orders as assigned.

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**Activity or Project:**

4th of July Fireworks

**Description:**

The 4th of July Fireworks will be held once again at the University of Delaware Athletic Complex. Vendor booths and entertainment will begin at 6:00pm with fireworks beginning at dusk. The rain date for the event is July 5.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	07-04-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

**Status:**

<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### 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 work has begun with demolition inside the store 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 to the upcoming June 25 City Council meeting; worked on agenda items, documents, and related issues to the upcoming July 3 Planning Commission meeting; lead three Subdivision Advisory Committee meetings for the proposed land use developments located at 209-225 Haines Street, 62 North Chapel, and College Square, plans for which can be found on our Development Plan Proposals website <https://newarkde.gov/1035/Development-Plan-Proposals>; spent a good bit of

time this week on parking related issues; participated in the Newark Sustainability Plan Steering Committee meeting held on June 20; continued to dedicate a significant amount of time to plan review, related meetings, reports, and issues; and worked on administrative and personnel related issues.

The Steering Committee for the Newark Community Sustainability Plan met on June 20 to conduct interviews of the consultants being considered for the sustainability plan. Information regarding the interview process and questions were sent to Steering Committee members and the consultants. The Steering Committee will provide their recommendation to City Council at an upcoming Council meeting.

Planner Tom Fruehstorfer represented Newark at the WILMAPCO PAC meeting on June 18.

The following was also completed this week:

- 9 Deed Transfer Affidavits
- 60 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 and Development 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 a future date, 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 colocation of antennas on the existing water tank at the site and an equipment compound at the base of the tank, which will be enclosed by a 10' high security fence and landscaping. Plans were distributed to the Subdivision Advisory Committee on May 8, 2017. 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 was held on June 14, 2018. SAC comments will be sent to the applicant in the near future.

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 meeting was held on June 14, 2018. SAC comments will be sent to the applicant in the near future.

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.

253 South Main Street, Parcel ID 1802500157 (PR#18-06-01): On June 15, 2018, the Planning and Development Department received a special use permit application for a restaurant with alcoholic beverages for the property at 253 South Main Street in the Park N Shop shopping center. The plan proposes a restaurant with karaoke and with alcohol.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

- Due to a recent increase in thefts from unlocked motor vehicles, the sign board will once again be placed in neighborhoods throughout the city reminding residents to remove valuables and lock their vehicles. The simple act of securing a vehicle will significantly reduce the number of reported thefts in Newark.
- Planning is underway for the July 4th fireworks display. Large crowds and extensive traffic have been prepared for.
- Two suspects from Wilmington have been arrested for assaulting a woman with a baseball bat at the DART bus hub.
- Detectives are investigating the death of a 26-year-old male resident from an apparent heroin overdose.
- During the week of June 18th, Deputy Chief Mark Farrall, Captain Mike VanCampen and Lt. Scott Rieger conducted applicant interviews as part of the ongoing police officer recruitment process.
- On June 12, 2018, Captain Van Campen attended a SLEAF meeting at which an award was approved in support of purchasing equipment for our evidence control custodian and property rooms.
- On June 15, 2018 M/Cpl. Blake Potocki attended a summer camp at Del Tech Stanton campus where he presented to a group of 13-15-year olds on crime scene response and forensic crime scene techniques.
- On June 20, 2018, Sgt. Greg D'Elia and Sgt. Greg Micolucci conducted a presentation to City Council on Implicit Bias.
- On June 21, 2018, PSAP Manager Brian Cannon attended a state wide PSAP managers' meeting in Dover.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	06-21-2018
<b>Execution Status:</b>	Completed

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

Public Works and Water Resources Department

**Notable Notes:**

PWWR would like to thank the Council and all of the voters who came out to vote on the Referendum on Tuesday. We are encouraged that the message was well received and we are ready to tackle these projects and continue our Commitment Service Excellence. A positive result from the referendum was the result of a true team effort from all of our City Departments.

DelDOT Bridge repairs continue on Capitol Trail near Windy Hills. One lane will remain closed in each direction for the duration of the project.

The City's paving contractor will be continuing work on Timber Creek Lane. Notices will be give to any affected residents.

Work on Preston's Playground will begin next week.

**Activity or Project:**

Paper Mill Road and Creek View Traffic Signal

**Description:**

The traffic signal at Paper Mill Road and Creek View Drive is now operational. DelDOT and their consultant are monitoring the function of the light and have already made several tweaks based on comments from City residents. The signal is part of the broad scope of changes recommended by the Cleveland Avenue Task Force. The light is necessary in order to convert a portion of Margaret Street to one-way, which will be in front of Council for a First and Second Reading on the next two regular Council meetings. Please contact Acting Director Filasky if you have any questions or suggestions on this signal operation.

**Status:**

In-Progress

**Expected Completion:**

07-15-2018

**Execution Status:**

On Track

**Activity or Project:**

Water Main Flushing

**Description:**

We have successfully completed the annual Water Main Flushing program over the last two weeks. Most of the work was done in the overnight hours in order to minimize the disruption to residents and businesses. Reports of dirty water were minimal. Flushing is necessary to remove sediment that builds up in the pipes over time and allows us to perform flow testing on our system in order to calibrate our water model to accurately predict flows and make decisions on system performance, maintenance, and upgrades.

<b>Status:</b>	Near Completion
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<b>Expected Completion:</b>	06-30-2018
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Wyoming Road Culvert Replacement

**Description:**

The contractor is preparing to mobilize to repair the collapsed corrugated metal pipe along Wyoming Road. The construction is slated to begin on July 9. Lane Closures will be necessary and temporary road closure may be necessary to bring in the new concrete box culvert. All closures will be coordinated with DelDOT.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	08-15-2018
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<b>Execution Status:</b>	On Track
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Digital Records Project New Documents Created – June 14-20

Name	# of Documents	# of Pages	Types
Samantha	0	0	
Sandy	318	2,370	Court Documents/AP Invoices
Fred	11	881	PWWR Development Plans
Ana (PT)	4	4	Miscellaneous
Mecia (PT)	23	50	Miscellaneous Current Files
Sarah	4	8	Miscellaneous Current Files
Total	360	3,313	

Digital Records Project Documents Modified\* – June 14-20

Name	# of Documents	# of Pages	Types
Samantha	14	42	Court Documents
Sandy	507	3,638	Court Documents/AP Invoices
Fred	12	1,032	PWWR Development Plans
Ana (PT)	884	2,473	Resolutions/Ordinances
Mecia (PT)	32	65	Miscellaneous Current Files/Board of Adjustment Historical Files
Sarah	4	8	Miscellaneous Current Files
Total	1,453	7,258	

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  
Weekly Traffic Report  
06/10/18-06/16/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	4218	5653	103	264
DUI	75	86	3	6
<b>TOTAL</b>	<b>4293</b>	<b>5739</b>	<b>106</b>	<b>270</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	126	97	3	3
Property Damage <b>(Reportable)</b>	542	529	21	16
*Hit & Run	116	110	5	3
*Private Property	122	134	5	7
<b>TOTAL</b>	<b>668</b>	<b>626</b>	<b>24</b>	<b>19</b>

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.

NEWARK POLICE DEPARTMENT

WEEK 06/10/18-06/16/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO DATE	2018 TO DATE	THIS WEEK 2018	2017 TO DATE	2018 TO DATE	THIS WEEK 2018
<b>PART I OFFENSES</b>						
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	0	0	2	0
Unlaw. Sexual Contact	7	4	0	0	5	0
Robbery	12	15	0	7	21	0
- Commercial Robberies	5	7	0	1	8	0
- 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	13	11	0	14	19	0
Burglary	22	24	2	7	3	0
- Commercial Burglaries	5	8	0	1	0	0
- Residential Burglaries	12	14	1	6	3	0
- Other Burglaries	5	2	1	0	0	0
Theft	239	240	10	95	64	2
Theft/Auto	22	21	1	2	4	0
Arson	1	0	0	0	0	0
All Other	48	44	3	24	25	0
<b>TOTAL PART I</b>	<b>366</b>	<b>365</b>	<b>16</b>	<b>150</b>	<b>143</b>	<b>2</b>
<b>PART II OFFENSES</b>						
Other Assaults	150	133	4	70	92	1
Rec. Stolen Property	1	0	0	10	10	0
Criminal Michief	110	84	2	32	91	0
Weapons	10	5	0	15	19	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	61	121	0	91	169	1
Drugs	78	65	1	80	76	5
Noise/Disorderly Premise	372	361	4	124	150	0
Disorderly Conduct	69	70	3	50	50	3
Trespass	85	110	5	34	36	1
All Other	203	177	10	180	150	3
<b>TOTAL PART II</b>	<b>1139</b>	<b>1126</b>	<b>29</b>	<b>686</b>	<b>843</b>	<b>14</b>
<b>MISCELLANEOUS:</b>						
Alarm	171	101	4	0	0	0
Animal Control	209	227	17	2	1	0
Recovered Property	159	129	2	0	0	0
Service	17677	18789	776	0	0	0
Suspicious Per/Veh	284	227	10	0	0	0
<b>TOTAL MISC.</b>	<b>18500</b>	<b>19473</b>	<b>809</b>	<b>2</b>	<b>1</b>	<b>0</b>

TOTAL CALLS	THIS WEEK 2017 920	2017 TO DATE 22,955	THIS WEEK 2018 1,039	2018 TO DATE 24,368
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