

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

I would like to start off by thanking everyone who participated in Tuesday's referendum. Turnout was even better than I had hoped which I feel reflects the level that our residents are engaged and willing to participate in their government. I was also pleased at the overwhelming support for all four questions on the ballot and I look forward to working with Council and the new City Manager to implement the projects over the coming years. I would also like to thank staff and the City Secretary's Office for all of their hard work preparing for the referendum.

This week our proposed charter change that would allow implementation of a local lodging tax was approved by the state senate 20-0 with one absent which is great news. It now moves on to the Governor for his signature. Assuming he signs the bill, Dave and I will work to develop a billing mechanism and bring this to Council for discussion for how/when/if we implement the tax.

We have received the results of our employee climate survey. I have reviewed the deliverables and provided copies to Mayor and Council and the City Solicitor. We will be preparing a version that can be used internally to work to discuss, identify, and implement changes where appropriate over the coming weeks.

I attended the LTAP Mid-Atlantic Region Peer Exchange in Lewes this week where the primary topic was "Data Driven Safety Analysis on Local Roads." The discussion was very good and FHWA provided useful spreadsheets that can be used to quantify the safety impact of geometric changes to roadways that we will be incorporating into our toolbox.

I attended the subdivision advisory committee meeting for the College Square development project.

Finance Director Del Grande and I held two phone conferences with PFM regarding financing and debt issuances. We will be inviting PFM to give a presentation to Council at the first meeting in August.

I attended a meeting of the Drought Operating Guidelines Subcommittee of the Water Supply Coordinating Council at the DGS Annex. We are looking at making changes to the guidelines to more accurately reflect the changes to supply and demand that have occurred since the original guidelines were prepared in 2005.

The remainder of my week was spent on personnel 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:**

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on June 21 for Board of Adjustment and June 25 for Council. Geena was in the office on June 21 and 28 for Court and July 3 for Planning Commission.

Renee staffed the Election Board meeting on June 21. The Board certified the final election results which have been submitted to Council for the July 9 Council meeting.

Paul and Renee staffed the Board of Adjustment meeting on June 21. The Board approved by a vote of 5-0 the requested variances for maximum lot coverage and rear yard setback for construction of a covered deck at 417 Creek Bend Court.

Paul, Renee and Tara staffed the Council meeting on June 25. Follow up was completed by staff throughout the remainder of the week.

Renee participated in a bid opening on June 26.

Renee attended the staff meeting on June 28 where the July 9 Council agenda was discussed.

Staff finalized and posted the agenda and packet for the July 9 Council meeting on July 2.

Renee drafted, finalized and posted the agendas for the July 11 and 12 Council meetings on July 2.

Mecia drafted and posted the cancellation notice for the July 10 Conservation Advisory Commission meeting on July 3.

Extensive time was spent by Renee and Mecia on referendum follow up, including working with the Election Board for certification, working with members of the press and the public regarding follow up questions, processing payments for the poll workers and various vendors, completing thank you letters for all of the poll workers and corresponding with them regarding interest for

working future elections and other miscellaneous correspondence.

Renee completed review of the applicants for the three Legislative Department vacancies and submitted interview selections to the HR staff. Interviews will take place on July 11, 12, 13 and 16.

Renee spent time drafting several items for the July 9 Council agenda.

Renee spent time working on items related to the City Manager search.

Renee spent time working with IT on a ticketing system for Legislative Department requests. This will enable the department to provide more comprehensive metrics to Council and the City Manager regarding the department's workload as well as enabling staff to better track request progress and completion.

Renee completed revisions, circulated to staff and the developer for comment and finalized the subdivision agreement for the Park N Shop major subdivision, which has been submitted to Council for consideration at the July 9 Council meeting.

Mecia prepared and sent the required direct mail notices 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.

Renee and Tara drafted and submitted the required advertisements for a Special Use Permit request to serve alcohol at Hsiang K located at 253 South Main Street. Mecia prepared and sent the required direct mail notices for the application, which is scheduled to be heard by Council on July 23.

Tara drafted and submitted the required advertisements for the July 19 Board of Adjustment meeting. One application for two variances (number of loading spaces and area requirements) for 1119 South College Avenue is on the agenda for the Board's consideration.

Tara spent time corresponding with potential nominees for appointment and reappointment for the City's boards and commissions.

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

- * Mailed relevant documents, completed and closed a June 4 FOIA request from Frank Tolomeo regarding underground stormwater facilities.
- * Received, directed to the appropriate agencies, completed and closed a June 25 FOIA request from LaBella Associates regarding a property outside City limits.
- * Received, directed to the appropriate agencies, completed and closed a June 25 FOIA request from LCS, Inc. regarding a property outside City limits.
- * Received, directed to the appropriate agencies, completed and closed a June 25 FOIA request from JLL regarding properties outside City limits.
- * Received, circulated to the appropriate staff members and began receiving responses for a June 26 FOIA request from Enercon regarding 650 South College Avenue.
- * Received and circulated to the appropriate staff members a June 29 FOIA request regarding 26

and 28 Choate Street.

* Received, sent relevant documents to the requestor, completed and closed a July 2 FOIA request from Northeast Carpenters regarding June building permits.

The July 3 Downtown Newark Partnership Design Committee, July 3 Planning Commission, July 9 Council, July 11 special Council, July 12 Downtown Newark Partnership Board, July 12 special Council and July 19 Board of Adjustment agendas and the July 10 Conservation Advisory Commission cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the May 14 Council executive session (Renee drafted - complete); May 29 Council executive session (Renee drafting), June 11 Council (Tara drafted; Renee edited - complete), June 12 Conservation Advisory Commission (Mecia drafting), June 19 Election Board (Renee drafted - complete); June 20 Council training (Renee drafted - complete) and June 25 Council (Tara drafted; Renee editing) minutes. The June 11 and June 25 Council executive session, June 21 Election Board and June 21 Board of Adjustment minutes are currently in the queue.

Samantha fulfilled 11 discovery requests for upcoming Alderman's Court cases. 189 discovery requests have been filled so far for 2018. The office also received the court calendars for July 6 and 12 and the 16 associated case files were prepared for the Deputy City Solicitor. 28 court calendars with 387 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 16 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 27 lien certificates were completed and sent to the requestor. So far, 274 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha completed the initial draft of the strategic plan for the Records Division and submitted it to Renee for review.

Samantha and Ana also continued working on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for June 21-July 4 are below as well as the final numbers for the month of June. Numbers were up year over year for the month of June, but were down from May due to staff vacations and diversion of some staff members to other tasks due to staffing shortages.

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

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

Fourth of July Videos: We produced and distributed two videos related to Fourth of July activities. The first video was shot with the Newark Police Department and highlighted the Newark ordinance related to fireworks differed from the new Delaware law. Incorporating a bit of humor, that video was shared 148 times and was viewed by more than 26K people.

The second video was shot with Fire Marshal Dave Tynan and highlighted fire safety tips related to the holiday, including grilling and firepit safety. It was viewed by more than 2K people.

Food & Brew Festival: Newark's annual Food & Brew festival will be held on July 21. More than a dozen restaurants are registered to participate and we are still soliciting sponsorship opportunities. More information on the event is available at:

<http://www.newarkfoodandbrewfest.com/>. For sponsorship packages, businesses can view the sponsorship form here: <https://newarkde.gov/DocumentCenter/View/10516/Food-and-Brew-Sponsorship-Form-2018>.

Creative Design/Web Updates

- Designed rain barrel fact sheet; and Green Wednesday graphic for July 4th holiday
- Scheduled green Wednesday cancellation notice; and public meeting notices
- Updated Newark Spotlight and Newark News with City Manager search information
- Posted 4th of July fireworks and Liberty Day Celebration to Newark News

Press Releases/Media Inquiries

City of Newark to Host Annual 4th of July Fireworks and Liberty Day Celebration:

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

Public Notice: Updated Recruitment Schedule for City Manager's Search: <https://bit.ly/2NtIRwE>

Brooke Schultz, Newark Post, inquired about Newark's fireworks ordinance and whether state law overrides it. Response provided.

Karl Baker, News Journal, requested information related to the recent referendum vote. Response provided.

Johnnie Braxton, 6ABC, requested access the day of the 4th of July fireworks to obtain video of set-up. Access granted.

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

Parks and Recreation Department

Notable Notes:

Director: Met with Councilman Lawhorn to give an overview of the Parks and Recreation Department and visited several park locations; attended a subdivision meeting with the Planning Department; met with staff about potential Community Development Block Grant projects; worked on 2019 budget and revenue figures; met with Corrado Construction about Preston's Playground equipment staging and construction timelines; submitted a grant through Target for equipment and supplies for our youth soccer program; met with Paula and Sharon about the fireworks and 4th of July event logistics; met with Public Works about paving projects at Phillips Park and Leroy Hill Park.

Deputy Director: Met with Tyler regarding fall programs; reviewed PSA's for July for submission; set up and attended the wrap up meeting for the Mayor's Fun Ride; sent out an updated vendor letter to the vendors for the July 4th event, gathered supplies for the event, met with parks staff working July 4th in a pre-event meeting; continued to update background check information and submit them to DELJIS for summer camp contracted staff; assisted with field trip for Camp REAL; helped summer intern and Allison set up contact list for possible instructors for Safe Kids Camp; worked with Allison on creating a list of possible vendors to contact for Family Fun Night. Summer camps started in full swing with over 215 kids involved in a variety of camps including cooking, computer, tennis, theater, nature and outdoor this week; met with Joe regarding the Community Development Block Grant; met with Chrissy regarding Fall programming; met with Shelby and Sharon regarding updating the vendor package for the fall programs; continued to

submit background checks for summer contracted staff and updated paperwork for the University of Delaware background check information; continued to process special event applications and issue permits once approved; spoke with Sharon regarding Fall programming and finalizing fitness information; helped coordinate and set up items for the City blood drive.

Recreation Supervisor of Events: Covered final Spring Concert Series featuring The Honeycombs with approximately 80 in attendance; continued to work on items related to Camp R.E.A.L.; sent information to vendors for Liberty Day/4th of July Fireworks; gathered equipment needed for the Ground Up Computer Camp and checked in on during the week.

GWC Coordinator Report: Camp GWC and Amazing Art Camp took place at the George Wilson Center this past week; Camp GWC Registration had the following numbers: After Care – 18 Participants, Before Care – 8 Participants, Full Day – 58 Participants; Half Day – 4 Participants; Camp GWC Registration went much better since closing registration the Friday prior to camp; continued completing any necessary personnel paperwork for new staff; confirmed busses and field trip information for the Camp GWC field trip which was changed from bowling to the movies due to the bowling alley being unavailable; Campers instead went to see The Incredibles 2!; sent Camp Information to the parents of the children registered for the upcoming Camp GWC IV; coordinated with the Delaware Department of Health and Social Services who provided an excellent presentation to campers on June 26 on Lyme Disease prevention; attended a TTT meeting on Thursday, June 28; sent information to the HR Department on an open position for George Wilson Center Attendant substitute, as we received final notice from the current substitute; updated the George Wilson Center Attendant schedule; did outreach for the Friday Full Moon Hike Program that ran with a total of 4 participants; finalized staff schedules for the Fireworks Event scheduled for Wednesday, July 4; finalized information for a Volunteer Group from Connolly Gallagher who spread woodcarpet and removed litter from Lumbrook Park on Friday, June 29; processed timesheets for staff; continued to meet with potential renters for the George Wilson Center. The George Wilson Center Main Hall was rented on Saturday, June 30 from 11 a.m. – 7 p.m. for a baby shower with an attendance of 70 and on Sunday, July 1 from 2 – 9 p.m. for a graduation party with an attendance of 80. The rental on Sunday complained multiple times about the temperature of the Main Hall and were partially refunded due to the AC units at the George Wilson Center not being able to keep up with the heat. Created a purchase requisition for the George Wilson Center dumpster. The overall attendance for the George Wilson Center pool was 227 and the overall attendance for Dickey Park pool was 195. Swim Lessons finished up on Thursday, June 28.

Recreation Specialist: Interviews people interested in volunteering for summer camps. For volunteers that were approved, I wrote up confirmation schedules and sent them. Reached out to volunteers that expressed interest on VolunteerMatch.org. Sent Fall Fitness Dates to Christina Holubinka, Recreation Supervisor, to ensure that the locations are secure for the dates needed. Reached out to previous attendants of Safe Kids Camp to start creating a schedule, updated the schedule based off of who has responded. Reached out to multiple vendors for Family Fun Night. Visited Camp R.E.A.L. throughout the week to collect any supplies not needed, drop off supplies, and check on status of camp. Drove Camp R.E.A.L. campers in city vehicle to Star Campus for a field trip in which they got to wear virtual reality simulators and learn about technology created to help children with disabilities. Volunteer Hours: 1 volunteer contributed 15 hours for Camp R.E.A.L. 7 volunteers contributed 137.5 Hours to Rittenhouse Camp. 4 volunteers contributed 84 hours to Camp GWC. 8 volunteers contributed 12 hours distributing new wood carpet to the playground equipment located at Lumbrook Park. Total Volunteer Hours: 248.5 hours

Recreation Supervisor of Athletics: Session II of Rittenhouse Camp concluded on 6/29 it went very well; all two-week sessions of Rittenhouse are full this summer with 80 kids registered; gymnastics camp was held Monday-Thursday at Downes Elementary with 4 kids attending; basketball camp was held Monday-Thursday at Newark High with 19 children participating; our adult softball league concluded the regular season, 2 weeks of playoffs remain; submitted some basic program information on our soccer leagues for a grant request; met with Deputy Director and working to plan and schedule fall program offerings.

Parks Superintendent: Met with representative of One Easton Place to conduct final landscape review for release of surety bond, conducted interview for openings (2) on Youth Beautification Crew, assisted with watering of newly planted trees throughout park system, coordinated tree removal at Dickey Park with contractor and police to get a car towed, met with two residents concerning tree issues and advised another resident on Bamboo control, and placed garden furniture and umbrella in Atrium garden at City Hall.

Parks Supervisor: Coordinated tree removal and traffic control with both contractors to remove two trees on Elkton Road island #9, assisted with tree planting along the Pomeroy Trail, assigned field staff daily and assisted as needed, coordinated with recreation section for upcoming Liberty Day event, and did pest control at block building at Rittenhouse.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations throughout park system, did interior bed maintenance at City Hall, watering of all newly planted plant material throughout park system, dragged ballfields with league play, did tree work as assigned, did trash removal throughout park system, started tree planting along the Pomeroy Trail behind Newark Shopping Center, did equipment maintenance on both Jacobsen mowing units, and delivered woodcarpet and tools to Lumbrook Park for volunteers to spread under play units. Contractor completed tree and stump removal on Elkton Road traffic island #9 and started on tree removal at Dickey Park as part of the grant through State Forestry.

Activity or Project:

Preston's Playground

Description:

Construction has begun at Preston's Playground with the playground subsurface being prepared and storm water areas being installed. The prep work will take approximately two – three weeks weather permitting. The next phase will be installing the Playground Equipment and final phase having the poured in place safety surface installed.

Status:	Started
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Expected Completion:	08-10-2018
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Execution Status:	On Track
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Activity or Project:

Description:

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

Planning and Development Department

Notable Notes:**CODE ENFORCEMENT:**

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. 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 were 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.

PARKING:

Parking staff prepared for June 22's Fabulous Friday parking restrictions. Staff also prepared for the 4th of July holiday by programming parking meters and creating/affixing signage for the holiday explaining that parking is No Charge for the day. In addition, second semester municipal parking permits were distributed to monthly permit holders.

Parking management provided 2019 parking revenue numbers to Finance for addition to the 2019 budget and worked with Finance to make adjustments to 2019 GOB line adjustments based on 2018 YTD usage. June 2018 End-of-Month Financials were submitted.

Staff placed the order for new parking citation rolls with updated information for 2018-2019,

including the new phone number for the Parking Appeal line and updated verbiage to make it clearer for patrons on how to pay/appeal a parking citation. Staff also placed and received an order for new citation printer straps and covers, which will provide added protection to our existing citation printers. Parking Supervisor Court Mulvanity and Residential Parking Secretary Ericka Morterud continued working on their summer project measuring all residential parking zones and cataloging residential signage for inventory purposes. Parking staff participated in two webinars through T2 solutions explaining their new consulting services team and upcoming featured product lines, as well as fielding general questions on existing equipment. In addition, staff established a T2 set-up for a new employee of Alderman's Court and established more secure user roles to increase system security.

PLANNING/LAND USE:

At their meeting on July 3, the Planning Commission took the following actions:

- Recommended approval of a special use permit request for a Tower, Broadcasting and Telecommunications for a temporary telecommunications facility at 304 Research Boulevard.
- Continued discussion of LEED certification standards.
- Approved a memorandum from Planning Commission to City Council recommending formation of a subcommittee to discuss the topic of rental housing.
- Discussed next steps of TID process.
- Discussed Planning Commission 2019 Work Plan.

Planner Mike Fortner submitted Financial Draws to New Castle County for the Community Development Block Grant (CDBG) program for April, May, and June. This closes out the 43rd year CDBG program. Preparation is beginning for the current year's program, beginning July 1, 2018; and planning for the next fiscal year's program, beginning July 1, 2019. Mike also prepared reports for the Planning Commission on current and proposed changes to the future land use designation in the Comprehensive Development Plan. The reports focused on three areas – the Cleveland Avenue area, the New Center Village area, and the New London Road area. The report was on the Planning Commission agenda for July 3 however, due to time constraints, the Planning Commission was unable to review the report at the meeting. The report will be forwarded to the Planning Commission's August 7 meeting. Lastly, Mike completed a Home Improvement Program project to install a new HVAC system in a home on Farnsworth Road.

The following was also completed this week:

- 15 Deed Transfer Affidavits
- 42 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 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 is scheduled for City Council consideration on July 9, 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.

304 Research Boulevard, Parcel ID 1803900002 (PR#18-06-02): The Planning and Development Department received a special use permit application for a telecommunications facility at 304 Research Boulevard on June 22, 2018. The plan proposes the installation of a single trailer with a boom that will be raised to hold three panel antennas and one dish antenna, surrounded by a fence. The facility is a temporary measure until the applicant is able to permanently collocate antennas on the existing water tank at the site, a project which was approved by Planning Commission on June 5, 2018 and is scheduled for Council consideration on July 9, 2018. Plans were distributed to the Subdivision Advisory Committee on June 22, 2018. The special use permit request will be considered by the Planning Commission at their regularly scheduled meeting on July 3, 2018.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes.

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:

The July 4th activities order has been distributed to all police personnel. As usual, large crowds are expected for the holiday events.

The Newark Police Department (NPD) has been awarded funding from the Delaware Office of Highway Safety (OHS) to participate in a state-wide team "Driving Under the Influence" enforcement program scheduled for late July. NPD received additional funding from OHS to participate in a "Checkpoint Strike Force" also scheduled in July. OHS reminds us that 63% of impaired driving crashes occur on the weekend and 43% of fatal crashes in 2017 were impaired related.

Chief Tiernan has been gathering information for the City Manager and Council concerning jurisdiction questions involving the University Police Department.

Background investigations have begun on the top applicants of the recent police officer exam.

The police department and code enforcement have been addressing a complaint from former Mayor Vance Funk involving cigarette butts left of Main Street.

Auxiliary Services Division:

- On Thursday, June 28th, PSAP Manager Cannon attended the E-911 Board meeting which involved key discussions regarding the E-911 budget for fiscal year. Additionally, the board approved to fund Emergency Police Dispatch (EPD) for statewide Public Safety Answering Points (PSAP).
- Last week the Police Department was notified the FY2017 Bureau of Justice Assistance's Edward Byrne Memorial Justice Assistance Grant was awarded to PD. The grant will be used to fund supplemental overtime patrols and details.
- On July 9th & 10th, Captain Van Campen will attend a Training Seminar focusing in Emerging Legal Trends & Liability Management For Tactical, SWAT & Emergency Response Operations hosted by the Legal Liability Risk Management Institute.

Criminal Investigations Division:

- On June 25th detectives arrested a 17-year-old male for Burglary 3rd Degree stemming from a daytime theft from a vehicle in the 100 block of Timberline Drive. Additional stolen property was found on the defendant's person and more charges are anticipated.

Patrol Division:

- On June 28th at 5:15 p.m., a Facebook user made a post about a man who allegedly tried to lure her children in his minivan. In the original post, and in many of her replies to commenters, the subject claims that she called NPD and reported that incident, which never occurred. Officers only learned of this incident when a witness thought they saw the suspect vehicle on Main Street. The post has been shared over 1,600 times with over 250 comments. Through investigation by Det. Keld, and interviews with the alleged suspect, it was quickly learned that no criminal activity occurred in this instance.
- On June 28th, officers responded to a single car vehicle collision on East Main Street which caused power outages in the area as well as closing East Main Street for eight hours while City electric made the required repairs.
- On July 1st, Officers from C Platoon could be found interacting with the community by handing out water and popsicles on East Main Street.

Special Operations Unit:

- Special Operations Unit officers have been assigned applicant backgrounds and this will be a priority over the next few weeks.
- The Special Operations Unit will be assigned to the Independence Day fireworks detail on Wednesday, July 4th.

Traffic Unit:

- The small message board will be positioned on one end of Munro Road displaying a "Lock Your Doors" message. The large message board will be positioned on State Road 4 in support of the fireworks display.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	07-05-2018
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – June 21-July 4

Name	# of Documents	# of Pages	Types
Samantha	45	362	Court Documents
Sandy	861	3,789	Court Documents/AP Invoices/Financial Reports/Audit Reports
Fred	23	2,880	PWWR Development Plans
Ana (PT)	22	117	Miscellaneous
Mecia (PT)	47	188	Miscellaneous Current Files
Total	998	7,336	

Digital Records Project Documents Modified* – June 21-July 4

Name	# of Documents	# of Pages	Types
Samantha	47	396	Court Documents
Sandy	1,271	4,711	Court Documents/AP Invoices/Financial Reports/Audit Reports
Fred	40	4,199	PWWR Development Plans
Ana (PT)	1,468	3,863	Agendas/Minutes/Agreements/Deeds/Legal Opinions/Ordinances
Mecia (PT)	95	338	Miscellaneous Current Files/Board of Adjustment Historical Files
Total	2,921	13,507	

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	17,662	+2,084
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	30,590	+15,684
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 06/24/18-06/30/18

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	2	6	0	0	2	0
Unlaw. Sexual Contact	7	4	0	0	5	0
Robbery	12	15	0	8	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	5	0	0
- Other Robberies	5	7	0	2	11	0
Assault/Aggravated	14	12	0	15	23	1
Burglary	22	25	0	7	4	1
- Commercial Burglaries	5	8	0	1	0	0
- Residential Burglaries	12	15	0	6	3	0
- Other Burglaries	5	2	0	0	1	1
Theft	261	262	15	106	72	1
Theft/Auto	26	22	1	2	4	0
Arson	1	0	0	0	0	0
All Other	53	49	2	30	27	0
TOTAL PART I	399	395	18	169	158	3
<u>PART II OFFENSES</u>						
Other Assaults	157	138	4	75	102	4
Rec. Stolen Property	1	0	0	12	10	0
Criminal Michief	113	84	0	33	95	4
Weapons	10	5	0	17	21	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	61	121	0	94	172	3
Drugs	90	72	4	97	89	8
Noise/Disorderly Premise	381	366	1	124	150	0
Disorderly Conduct	77	74	1	50	53	1
Trespass	91	116	4	34	38	1
All Other	215	203	15	198	159	4
TOTAL PART II	1196	1179	29	734	889	25
<u>MISCELLANEOUS:</u>						
Alarm	177	109	4	0	0	0
Animal Control	238	243	9	2	1	0
Recovered Property	169	142	7	0	0	0
Service	19240	20326	767	0	0	0
Suspicious Per/Veh	306	248	12	0	0	0
TOTAL MISC.	20130	21068	799	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	975	24,899	1,085	26,420



**Newark Police Department
Weekly Traffic Report
06/24/18-06/30/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	4620	6141	194	265
DUI	80	94	2	6
TOTAL	4700	6235	196	271

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	135	102	3	4
Property Damage (Reportable)	580	583	19	30
*Hit & Run	126	120	6	4
*Private Property	127	150	3	11
TOTAL	715	685	22	34

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.