

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We had an issue with the administrative report last week that resulted in a previous week's report being submitted for mine. Because of this, this week's report includes my narrative from last week and this week. I apologize for the inconvenience.

Week of July 2nd:

I was out of the office the week of June 25th so there was no administrative report last week. Items from last week will be combined with this week and next week's reports, depending on department.

Since I was out last week, much of my time this week was spent catching up on items missed last week. In addition to catching up I performed a review of the City's purchasing manual and provided comment to the purchasing team. I have also started a review of the final draft of our new Safety Manual which was completed as part of a management/union collaboration. Once we have finalized the manual it will be mandatory reading for all new hires and will be incorporated into regular staff training and promotion efforts.

I also reviewed HB 456 with HA1 and HA2 (<http://legis.delaware.gov/BillDetail?legislationId=26820>) based on feedback on our lead prohibition ordinance I received via Councilman Hamilton from a District 4 resident. There appears to be significant overlap between the intent of the two efforts and I will be reaching out to the resident to ask to meet to discuss how we can modify our ordinance to compliment HB 456.

I visited paving sites with Acting PWR Director Filasky that were recently completed as the 2017 paving contract has wrapped up. There were two parks parking lot expansions included in the contract; Leroy Hill and Phillips Park. Both look great and I extend my thanks to the PWR inspectors and our contractor who endured the recent heat to ensure the paving was completed per the City's specs.

Earthwork is underway at Preston's Playground and our contractor, Corrado Construction, is making great progress so far. I visited the site with Parks and Recreation Director Spadafino this week to check in on progress, review some minor field changes, and discuss construction staging and lay down areas. At this time the project is still proceeding on schedule which is great to see.

The remainder of my week was spent on general administrative and personnel related items.

Week of July 9th:

The City of Newark would like to express our sincere appreciation and thanks for all the support and assistance provided by numerous staff and Departments from the University of Delaware in making the 2018 July 4th/Liberty Day celebration a huge success for the Newark community. Without the assistance of the University of Delaware Athletics, Fire Marshal, Police, Parking, Grounds, and Ice Arena staff this event would not succeed like it did. It takes a complete team

effort to coordinate an event of this magnitude with over 45,000 spectators and a large ground area to cover and support. Thank you to everyone involved and we look forward to working with the University of Delaware as we continue to serve the Newark community in future events.

The majority of my time this week was spent in departmental budget meetings to review their proposed 2019 budget requests. I will be working with the Finance team to wrap up all of the requests and prepare a presentation for Council in the coming months.

I met with staff to discuss a number of development plans that are in review including 92 East Main and 0 Paper Mill Road.

Assistant to the Managers Mark Brainard and I met with a representative from the VFW to begin negotiations for a successor lease agreement for the upper parking area in the City Hall parking lot which is partially on VFW property. We will bring the agreement to Council for consideration once we reach a tentative agreement in the coming month.

I have received a lot of questions about the status of the various changes coming to streets around town so I wanted to provide an update. The one-way change approved on Monday night for Margaret Street should be in place early next week. The lane diet proposed for Cleveland Avenue is scheduled to begin on July 29th. The one-way change for Amstel Avenue will be the last to be completed and it is our goal to have it in place before student move-in.

Finance Director Del Grande and I had a conference call with PFM Financial to prepare for an August 13th presentation to Council on debt financing and our financial plan for the projects approved in the referendum.

The remainder of my time 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:**

Alderman's Court

Notable Notes:

Alderman's Court held five court sessions from 6/28/18 to 7/11/18. These sessions included arraignments, trials, video hearings, capias returns and parking appeals. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 6/28/18 to 7/11/18 Alderman's Court handled 75 arraignments, 53 trials, 30 capias returns, 3 prisoners transported, and 6 video hearings. The court collected a total of 810 parking payments which included 519 online payments and 291 court payments. The court also collected criminal/traffic payments which included 284 online payments and 129 in court payments for a total of 413 payments.

Status:

Completed

Expected Completion:

07-11-2018

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 July 9 for Council and July 11 for Council and staff interviews. Geena was in the office on July 6 for Court.

Paul, Renee and Tara staffed the July 9 Council meeting. Follow up was completed by staff on July 10.

Renee attended the internal budget meeting from the Legislative Department on July 11.

Paul, Renee and Tara participated in the first day of staff interviews for the three vacant positions in the Legislative Department on July 11.

Paul and Renee staffed the July 11 special Council meeting.

Renee spent extensive time on continued referendum follow up.

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

Mecia completed the direct mail notices 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 some FOIA-related items this week. The following actions were taken on FOIA requests:

* Received a July 9 FOIA request from the Newark Post regarding the results of a previous FOIA request by Tarabicos Grosso regarding the Park N Shop.

The July 18 Downtown Newark Partnership Strategic Planning Committee, July 18 Downtown Newark Partnership Merchants Committee, and July 19 Election Board agendas and the July 17 Traffic Commission cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the June 12 Conservation Advisory Commission (Mecia drafted), June 21 Board of Adjustment (Tara drafting), June 25 Council (Renee edited - complete) and July 9 Council (Tara drafting) minutes. The June 11, June 25, July 9 and July 11 Council executive session, June 21 Election Board and July 11 Council minutes are currently in the queue.

Samantha fulfilled 4 discovery requests for upcoming Alderman's Court cases. 193 discovery requests have been filled so far for 2018. The office also received the court calendar for July 19 and the 11 associated case files were prepared for the Deputy City Solicitor. 29 court calendars with 398 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 8 new lien certificate requests over the last week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. So far, 280 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha and Ana 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 July 5-11 are below. Numbers are down due to staff vacations and personal leave as well as diversion of some staff members to other tasks due to staffing shortages.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:**Description:**

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

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

Two weeks ago there was a pole hit on East Main Street near Tyre Avenue. It took the crews and engineering about two hours to get all the switching done to isolate the pole and reroute power. Then it took the crews from 7 p.m. to 2 a.m. to replace the pole, replace everything, and clean up the mess. The pole had three primary circuits and a transformer that was damaged and leaked out all it's oil.

The line crews have been fixing hot spots, tree trimming, and collecting fuse and transformer data for engineering software. The crews also set the transformer for South Main Plaza at Chimney Ridge.

The electricians installed circuits for air conditioning at the Police and Finance Departments. They also worked on the electric in the new walls being installed in the City Manager's area.

Engineering has been working on the budget and attended a Utility Health Assessment Seminar at DEMEC.

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:

Information Technology Department

Notable Notes:

1. Filled lead desktop support position, start date is 7/16/2018.
2. Attended meetings related to IT expenses for 2019 budget.

Applications Team:

1. Upgrades of Northstar, Customer Connect and Metersense Environments
 - a. Upgraded Metersense Live 7/3
 - b. Refreshed metersense test data 7/5
 - c. Conducted user acceptance testing 7/10
 - d. LIVE upgrades of Northstar and Customer Connect tentatively scheduled for 8/7
2. Assisted with utility billing week of 7/2
3. Assisted PD with setup of body worn camera trial.
 - a. Vendor scheduled to come onsite for staff training 7/16-7/18.
4. Created reports as requested.
5. Assisting Finance with annual tax testing.
6. Revising various Tyler forms.
7. Configured Citizen Self Service TEST environment for online tax payments.
 - a. Demo scheduled for 7/16 with Finance.

Infrastructure Team:

1. Completed Reservoir Project.
2. Worked with Electric to hang LPR for PD, ordered and configured SIM.
3. Installed and configured monitor in evidence room.
4. System deployment and retrievals related to the PC Refresh Project are continuing.
5. Began gathering numbers for Parking CIP V1601.

Activity or Project:

Workstation System Refresh

Description:

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. IT has met with the impacted departments for this project.

Deployment of new systems and retrieval of old units is complete for Non-PD systems. New mounting brackets were ordered for car mounts. PD System deployment is in process. Return of Lease systems scheduled for 7/27.

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

Activity or Project:

Police Vehicle Technology Upgrades

Description:

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

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

Activity or Project:

PD PTZ Camera

Description:

This is a Grant funded project.
The City will utilize radio technology and a Comcast VPN to communicate back to City Hall. All items have been received and are currently being configured for installation.

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

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

Parks and Recreation Department

Notable Notes:

Director: Met with sign company about Preston's Playground signage; along with public works and electric, met with Corrado Construction about utilities at Preston's Playground site; worked with UD Athletics staff, UD Fire Marshal and Dave Tynan regarding Liberty Day & July 4th event; helped coordinate post fireworks clean-up of trash post fireworks event in UD parking areas and grass area in front of stage; met with recreation staff about programs and camps.

Deputy Director: Finalized details with light rental company, portable toilet company and worked with UD Athletics staff, UD Fire Marshal and Dave Tynan regarding set up of racks for fireworks the day prior to the Liberty Day & July 4th event; worked the July 4th Liberty Day and Fireworks celebration, approximately 45,000 attended/watched the display.

Recreation Supervisor of Athletics: Rittenhouse camp spent lots of time indoors at West Park Elementary this week due to excessive heat all day on Monday and Tuesday and the threat of storms Friday afternoon; assisted a parent with a fee assistance application for camp; no other specialty sports camps were held this week due to the holiday, planned for next week's camps including golf, basketball and soccer; finalizing trips for the Adventure Fun Camp scheduled July 16-19; many of our tennis lessons concluded the session this week, new sessions start 7/9.

Coordinator of GWC and Volunteers: Camp GWC took place at the George Wilson Center this past week except for July 4 with the following numbers After Care – 19 Participants, Before Care – 6 Participants, and Full Day – 55 Participants, they went on a Walking Field Trip to White Clay Creek and had a Pirate Party on Friday in honor of their Beach Week theme; sent camp information to the parents of the children registered for the upcoming Camp GWC V; finalized Camp GWC staff and volunteers scheduled to work at the fireworks; attended and assisted staff with the Liberty Day and Fireworks Event; met with and completed orientation and personnel paperwork for a new Lifeguard; Krafty Kids Inc. hosted a Bubble Mania class; continued to meet with potential renters for the George Wilson Center. The overall attendance for the George Wilson Center Pool was 249 and the overall attendance for Dickey Park Pool was 150.

Recreation Supervisor of Community Events: Worked on preparing the schedule for the upcoming Safe Kids Camp, contacted and continued to confirm guests speakers and the field trip.

Recreation Specialist: Reached out to multiple vendors to see if they were interested in coming to participate in Family Fun Night scheduled for July 27; interviewed potential summer camp volunteers and confirmed schedule for those who were approved; reached out to previous volunteers to see if interested in volunteering again for Safe Kids Camp; got supplies ready for 4th of July/Liberty Day event, worked 4th of July/Liberty Day event, instructed volunteers on their responsibilities, posted on social media, and took pictures for future marketing, posted pictures on Facebook of the event; received feedback from Safe Kids Camp instructors on their availability to participate again. Volunteer Hours: 4 volunteers devoted 62 hours to camps at the George Wilson Center. 4 volunteers dedicated 90 hours for Rittenhouse Camp. Total Volunteer Hours: 152 Volunteer hours.

Parks Superintendent: Inspected 11 park/open space areas and wrote up work lists as needed, reviewed 2 landscape plans and commented as needed, coordinated tree removal with arborist contractor at Dickey Park, started paperwork on YBC crew hiring for this season, assisted in overseeing clean up on University and surrounding business grounds from Liberty Day event, met with contractor doing work at Preston's Playground concerning tree issues, and pruned down on height on Baptisia on island #10 on Elkton Road.

Parks Supervisor: Assigned field staff daily and assisted as needed, assisted in overseeing clean up on University grounds from Liberty Day event, and coordinated with recreation staff on upcoming volunteer project.

Park/Horticulture Staff: Continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, completed planting 9 trees along the Pomeroy Trail behind Newark Shopping Center, loading/set up/take down/storage of materials/supplies from Liberty Day, watering of all newly planted plant materials throughout park system, trash removal throughout park system, sprayed all weed growth on all infield areas, raked off/leveled/ sprayed weed control in all horseshoe pit areas, and did tree removal/pruning as assigned.

Activity or Project:

Family Fun Night, Handloff Park

Description:

Family Fun Night at Handloff Park will be held on Friday, July 27 with fun for the entire family. Games and activities will be hosted by the Parks and Recreation Department, the Newark Police Department will hold a bicycle rodeo for children and a car seat installation check.

Status:	Not Started
Expected Completion:	07-27-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Property Maintenance reported few issues this past week. The next level of façade replacement at the Washington House for the stone veneer is ongoing. The renovation plans for the Food Lion at Fairfield Shopping Center are approved and work has begun; 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 Division staff participated in the budget workshop meeting on Tuesday, July 10. Staff also met to discuss seal coating and striping of Lot 2. Data entry continued for the T2 Residential Module and inventory of Residential Parking Zones and Signage. Towing signage was validated for multiple properties to ensure it meets Code. July 2018 validation reports were completed and invoices sent to customers.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray worked on follow-up issues related to the July 3 Planning Commission meeting – two recommendations will be going to the July 23, 2018 City Council meeting which include the formation of a Transportation Improvement District subcommittee, and the formation of a subcommittee to examine the topic of rental housing in a larger context, as well as a discussion of potential 2019 Planning Commission Work Plan items; reviewed and finalized land use plans and an ordinance going to July 23, 2018 City Council which include a special use permit for the sale of alcoholic beverages at the proposed restaurant Hsiang K at the property located at 253 South Main Street (Park N Shop), and an ordinance to allow minor structures and grading in special flood hazard areas to be an administrative approval - the land plans can be found on our Development Plan Proposals website <https://newarkde.gov/1035/Development-Plan-Proposals>; worked on the August 7, 2018 Planning Commission agenda and related issues; worked with Planner Mike Fortner on developing the work plan for the Comprehensive Parking Strategy; worked on 2019 budget and related issues as well as participated in internal budget meetings; attended the Downtown Newark Partnership Design Committee meeting; continued to dedicate a significant amount of time to plan review, related meetings, reports, and issues; and worked on administrative and personnel related issues.

On July 19, the Board of Adjustment will hear the following variance for the property at 1119 South College Avenue for a proposed hotel and convenience store/gas station:

- Section 32-19(b)(1)g – Minimum distance between any access driveway and any residential district shall be 50 feet. The plan shows the access driveway located 35 feet from the residential district (RS) south of the parcel on Route 896, requiring a variance of 15 feet.
- Section 32-46(a)(2) – Loading spaces. For office buildings, high rise apartments, and hotels,

the number of loading berths is based on the gross floor area devoted to the use. The proposed hotel has a gross floor area of approximately 104,600 square feet, requiring three loading berths. The plan shows no areas designated for loading berths, requiring a variance of 3 loading berths.

The following was also completed this week:

- 10 Deed Transfer Affidavits
- 47 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, and special use permit 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). At their meeting on July 9, 2018, City Council unanimously approved the Comp Plan amendment, rezoning, major subdivision, and special use permit for 275 South Main Street.

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 for a telecommunications facility at 304 Research Boulevard was approved by City Council at their meeting 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. City Council will consider the special use permit request at their meeting on July 23, 2018.

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 approved by Council on July 9, 2018. Plans were distributed to the Subdivision Advisory Committee on June 22, 2018. The special use permit request was approved by the Planning Commission at their regularly scheduled meeting on July 3, 2018 and will be presented to City Council in August.

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. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

The Newark Police Department has been awarded funding from the Delaware Department of Highway Safety (OHS) to participate in a statewide speed enforcement and occupant protection effort in August. OHS released statistics that show in 2016 39% of vehicle occupants killed in crashes were not wearing a seat belt. New Castle County accounts for 56% of all unrestrained crashes in the state.

Chief Tiernan has been contacted by municipal officials in Teaneck, NJ requesting assistance to a Teaneck resident who was injured in a vehicle crash in DE and whose husband and children were killed in the crash. Members of the Teaneck Ambulance Corp and Teaneck Police Department will be escorting the woman back to New Jersey when she is well enough.

Patrol:

- On Saturday, 7/7/18, Newark officers investigated a crash involving multiple vehicles which occurred as a suspect fled from University of Delaware Police Officers who attempted to conduct a motor vehicle stop. The intersection of South College Avenue and Park Place was closed for approximately 2 ½ hours while Newark Officers conducted the investigation.
- This week the Patrol Division, along with the Special Operations Unit, is working to evict subjects who have set up a homeless camp in the area of Manual Street. Notices have been placed in the camp advising these subjects of the eviction. While checking the area, Special Operations located a subject who was found to be wanted and she was arrested on the outstanding warrants. Officers are making the subjects aware of social service assistance that is available.

Criminal Investigations:

- Corporal Kendrick and Corporal Odom from the Street Crimes Unit are attending tactical firearms training hosted by the U.S. Marshal's Service.
- Detectives have been assigned the following cases over the last week: child abuse, fraud (counterfeit money) to a business, burglary (business), assist NYPD, assist Elkton PD.
- Four members of the Criminal Investigations Division are working on background investigations for police officer applicants.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	07-12-2018
Execution Status:	Completed

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

Public Works and Water Resources Department

Notable Notes:

Merit Construction Engineers plans to begin work along Wyoming Road on or about July 23. They will be replacing the failed corrugated metal pipe along the south side of the road.

Acting Director Filasky attended a workshop at Deerfield Golf Club to participate in the White Clay Creek State Park Master Planning session. There is much interest from numerous attendees in rebuilding the former Schaen Cider Mill along Creek Road. It was noted that the City of Newark had reservations about this rebuild on a previous attempt.

Due to a recurring water quality issue in the Reservoir, likely caused by goose waste, we are meeting with companies that bring dogs to a location and keep the geese away by stirring them up. We will evaluate the quotes and effectiveness over the next few weeks.

Activity or Project:

Annual Street Paving Contract

Description:

The final paving for the 2017 Street Contract is complete. Only minor striping and punchlist items remain. The new green cyclegrip paint has been added to Apple Road and provides more awareness that bicycles and pedestrians frequent the area.

Status:

Near Completion

Expected Completion:

08-31-2018

Execution Status:

On Track

Activity or Project:

Sanitary Sewer Lining

Description:

AM-Liner East will return on or about July 31 to complete the sewer main lining in the Downtown area. Notices will go out to residents and businesses in the area. Some lane and road closures will be necessary.

Status:	In-Progress
Expected Completion:	08-31-2018
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – July 5-11

Name	# of Documents	# of Pages	Types
Samantha	214	1,558	Court Documents
Sandy	35	110	Court Documents/AP Invoices
Fred	9	829	PWWR Development Plans
Ana (PT)	41	114	Miscellaneous
Mecia (PT)	27	120	Miscellaneous Current Files
Total	326	2,731	

Digital Records Project Documents Modified* – July 5-11

Name	# of Documents	# of Pages	Types
Samantha	217	1,571	Court Documents
Sandy	35	110	Court Documents/AP Invoices
Fred	10	968	PWWR Development Plans
Ana (PT)	703	1,437	Agendas/Agreements/Deeds/Legal Opinions/Ordinances
Mecia (PT)	30	123	Miscellaneous Current Files
Total	995	4,209	

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 07/01/18-07/07/18

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	15	12	0	15	23	0
Burglary	23	26	1	7	5	1
- Commercial Burglaries	5	9	1	1	0	0
- Residential Burglaries	13	15	0	6	3	0
- Other Burglaries	5	2	0	0	2	1
Theft	271	271	9	108	75	3
Theft/Auto	26	24	2	2	4	0
Arson	1	0	0	0	0	0
All Other	54	51	2	32	28	1
TOTAL PART I	412	409	14	173	163	5
<u>PART II OFFENSES</u>						
Other Assaults	159	140	2	75	107	5
Rec. Stolen Property	1	0	0	12	10	0
Criminal Michief	118	86	2	33	95	0
Weapons	10	5	0	20	21	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	62	121	0	95	172	0
Drugs	92	73	1	103	91	2
Noise/Disorderly Premise	386	373	7	126	151	1
Disorderly Conduct	79	77	3	50	55	2
Trespass	96	118	2	34	40	2
All Other	223	211	8	200	163	4
TOTAL PART II	1226	1204	25	748	905	16
<u>MISCELLANEOUS:</u>						
Alarm	182	111	2	0	0	0
Animal Control	251	252	9	2	2	1
Recovered Property	174	150	8	0	0	0
Service	19925	21037	711	0	0	0
Suspicious Per/Veh	316	255	7	0	0	0
TOTAL MISC.	20848	21805	737	2	2	1

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	830	25,729	876	27,296



**Newark Police Department
Weekly Traffic Report
07/01/18-07/07/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	4691	6296	71	155
DUI	82	99	2	5
TOTAL	4773	6395	73	160

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	1	0
Personal Injury	135	105	0	3
Property Damage (Reportable)	596	602	16	19
*Hit & Run	129	123	3	3
*Private Property	134	156	7	6
TOTAL	732	707	17	22

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.