

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week was largely dominated by the city manager hiring process. On Tuesday I participated in the director interviews with the candidates which was partially recorded and placed on the City's website for public review. Later on Tuesday I attended the city manager candidate meet and greet in the evening. On Wednesday, Acting Deputy City Manager Farrall and I took the candidates around town on a tour of the City and many City facilities. We also were given a tour of the STAR Campus by a representative from the UD Executive VP's office which was appreciated.

I started the week with a meeting between Mayor Sierer, UD's Executive Vice President Alan Brangman, and myself. We discussed many topics and overall had what I feel was a very productive topic. Mr. Brangman is consistently open to addressing the City concerns and working to improving the City-University relationship which is appreciated.

We had a regular council meeting on Monday night, the prep for which absorbed most of Monday.

On Tuesday, Finance Director Del Grande and I had a conference call with PFM, our financial consultant assisting us with debt related items. They are preparing a presentation which will be given to Council at the first meeting in August.

I also met with Planning and Development Director Gray, Code Enforcement Manager Culver, and three local landlords to discuss the rental inspection program. Council has directed staff to bring this topic back to Council for discussion, so this was our first step in that process. We will be setting up a meeting with legal counsel next to walk through the various options that were discussed with the landlords.

On Wednesday morning Mayor Sierer and I met with UD's new Director of Economic Development, Tracy Shickel. The meeting was very productive, and I think Tracy will be a great addition to UD's management team. We identified several action items and areas where we can work together to achieve mutual goals.

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

Activity or Project:
Description:

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

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

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

During the week Acting Deputy City Manager Mark Farrall assisted with several portions of the new City Manager selection process. On Tuesday, he participated in staff interviews and attended the public Meet and Greet. On Wednesday, he assisted Acting City Manager Tom Coleman in providing a tour of the city to both finalists. On Wednesday, Mark Farrall participated in a planning meeting for the Jerry W. Fickes Trail dedication.

HR Manager Devan Hardin completed the close out of our 2017-18 wellness grant from DVHT where we received \$21,714 in funding. The grant was used to purchase pedometers, water bottles, an air purifier system for the 911 center, and Varidesk (sit/stand desks) for city employees. Another grant is anticipated for 2019-20.

During the week, three job officers were extended including two full-time Administrative Professional I's and one part-time Secretary. All employees have accepted the offers and will begin employment on August 10th.

Three positions were posted this week for current vacant positions. Those include one part-time Recreation Specialist, one part-time Sidewalk Sweeper/Operator, and one full-time Maintenance I position in the Street Division.

The RealizeRetirement Escape Bus adventure with ICMA was cancelled due to inclement weather. It will be rescheduled for September.

HR Manager Devan Hardin has begun planning of our annual Wellness Fair which takes place on Wednesday, September 26th. The focus of this fair will be on nutrition and exercise. The fair will include invitations to new vendors located in the City along with a flu clinic sponsored by CVS.

During the week, Assistant to the Managers Mark Brainard continued his ongoing work with the mail equipment vendor regarding a problem with the mail machine. Following approval from Council, documents for Contract 18-04 were sent to the vendor. Opening bids were held on Tuesday for Contract 18-05. Documents for Contract 18-06 were approved and sent to prospective bidders and were uploaded to the City's website.

Activity or Project:

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 7/19/18 to 7/25/18. These sessions included arraignments, trials, capias returns, video hearings, code violations and violation of probation hearing. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 7/19/18 to 7/25/18 Alderman's Court handled 33 arraignments, 23 trials, 18 capias returns, 4 code violations, 1 violation of probation and 1 video hearing. No prisoners were transported during this time. The court collected a total of 432 parking payments which included 251 online payments and 181 court payments. The court also collected 118 online criminal/traffic payments and 54 court payments for a total of 172 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-25-2018

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 19 for Board of Adjustment, July 23 for Council and July 25 for Council. Geena was in the office on July 19 for Court.

Legislative Department staff attended Sharepoint training on July 19. Thank you to the IT staff for providing this requested continuing education.

Renee staffed the Election Board meeting on July 19 where the Board members audited the results of the June 19 referendum. A compiled audit report will be prepared with the findings from that meeting for the City Manager and Council.

Paul and Renee staffed the Board of Adjustment meeting on July 19. The Board approved two variances for the number of loading berths and the driveway setback for the hotel/convenience store plan at 1119 South College Avenue.

Paul, Renee and Tara staffed the Council meeting on July 23. Follow up was completed by staff on July 24.

Renee attended the department head event with the City Manager candidates on July 24.

Renee staffed the City Manager candidate community meet and greet event on July 24.

Paul and Renee staffed the special Council meeting on July 25.

Renee and Mecia spent time working on a subpoena response.

Renee spent time working on personnel vacancy issues.

Renee drafted and distributed to staff for review a subdivision agreement amendment for the Barnes and Noble property related to the transfer of properties from the University to the City adjacent to Lot #1 to expand parking. This is tentatively scheduled to be on the August 27 agenda for Council consideration.

Renee corresponded with the applicant and staff regarding finalizing the annexation agreement for 3 and 5 Bridlebrook Lane. This has not yet been rescheduled for a Council agenda.

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

Regarding minutes, staff time was spent on the July 9 Council (Tara drafted; Renee edited - complete), July 11 special Council (Renee drafted - complete), July 12 special Council (Renee drafted - complete) and July 23 Council (Tara drafting) minutes. The June 11, June 25, July 9, July 11, July 12, July 23 and July 25 Council executive session; the July 17 and July 25 Council; the July 21 Election Board and the July 21 Board of Adjustment minutes are currently in the queue.

Samantha fulfilled 5 discovery requests for upcoming Alderman's Court cases. 210 discovery requests have been filled so far for 2018. There was no court calendar for this week. 30 court calendars with 405 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 12 new lien certificate requests over the last week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. So far, 301 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha worked on training our new temporary light duty employee on TCM.

Samantha also worked on creating training materials to be used for the city-wide TCM rollout.

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 19-25 are below.

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

Description:

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

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

Community Relations

Notable Notes:

City Manager Meet & Greet Livestream Analytics: Wanted to share livestream data from the recent City Manager meet & greet: 153 total views, 52 live views, 101 recorded views, 119 unique viewers, 22 – max concurrent viewers, average watch time – 15:18.

Food & Brew Fest: Despite heavy rain, the 15th annual Food & Brew Fest was a success. Thousands of people came to Main Street with umbrella in hand. The strolling musicians took shelter inside the restaurants, and many participants stayed inside restaurants longer than they would have on a nice day. Photos of the event are posted on the Downtown Newark Partnership's Facebook page and website. The Newark Post also published a photo gallery: http://www.newarkpostonline.com/news/newark-s-food-and-brew-festival-carries-on-in-spite/collection_843c32f3-e980-527d-a13e-c8cb83bcad53.html

Fabulous Friday: July's Fabulous Friday event is all about music. On Friday, July 27th representatives from the Newark Symphony Orchestra will be performing on the academy lawn. Jack Bartley (guitar and voice) will perform from 5:30 – 6:30 p.m. and string trio Laura Rogers, Steven Field and Louisa Marks will perform Celtic and American folk music from 6:30 – 7:30. There will also be strolling musicians along E. Main Street, including Dylan Hepner, Levi Dylan, Orion Freeman and Nic Snow with Jeffrey Attakorah.

Newark Police Department Event Converge: On Tuesday, July 24, Megan accompanied Cpl. Brandon Walker to the Newark Free Library. He read a book to children during story time and showed them police equipment. Photos from the event are posted on the Newark Police Department's social media pages. On Thursday, July 26, she accompanied members of the Newark Police Department Special Operations Unit to Launch Trampoline Park. She took photos of the officers interacting with the kids enrolled in the Launch camp. Photos are posted on the Newark Police Department's social media pages. Finally, on Friday, July 27, Megan covered the Newark Police Department's first Pop-Up in the Park event at White Chapel Park. Photos and videos from the event are posted on the Newark Police Department's social media pages.

Public Works and Water Resources Intern Feature: Thursday, July 26 was National Intern Day. I shot video of the Public Works and Water Resources Department's interns performing tasks such as sign inspection, inventory and retro reflectivity. I also interviewed them about the program. A feature video on the internship program is now playing on the City's social media channels and Channel 22.

Creative Design/Web Updates

- Designed TV22 graphics for City Manager candidate meet and greet, National Night Out

social media graphics for NPD, directory poster for the lobby, and graphics for NPD Pop-Up in the Park event

- Scheduled weekly public meeting notices and Unicity change posted to Newark News Flash
- Updated Jen Wallace's address on City website and the New Resident Booklet, and the Real Estate Taxes webpage with "View your Property Tax Bill", and created the <https://newarkde.gov/taxbill> link

Press Releases/Media Inquiries

Public Notice: Route Change for Unicity Bus Service: <https://bit.ly/2LoyBbM>

Activity or Project:

Jerry Fickes Trail Dedication Event

Description:

A meeting to plan the Jerry Fickes Trail Dedication event was held earlier this week. Our role will be to design and distribute the formal invitation, draft and distribute an event notice and publicize the event, collect RSVP's, draft the agenda and coordinate day-of logistics with other engaged departments. Kyle is currently working on the invitation, which will be distributed for internal review in the coming days.

Status:	Started
Expected Completion:	08-21-2018
Execution Status:	On Track

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work has begun on the media room in the communications division. This room will house the equipment necessary to stream Council meetings more effectively and efficiently. Funding for the project is provided by a grant through our franchise agreement with Comcast. The room has been emptied and re-painted. Megan will begin ordering the equipment and sound-proof padding in the coming days.

Status:	Started
Expected Completion:	09-28-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews and engineering performed a shutdown and turn back on, on two different early mornings, of a 34kV UD only circuit that feeds the ISEB/ECUP building on Lovett Avenue. This had to be done to fix sagging wire on Center Street. This was scheduled in advance with UD. The line crews continued spot trimming and fixing hot spots.

The electricians performed meter disconnects for finance while the meter technician was on vacation. They also pulled network cable in Council Chamber, tested all the emergency lights, and troubleshot a kiln at the George Wilson Center.

Engineering met with STAR Campus personnel to go over infrastructure plans and also met with contractors at the new train station to verify service locations and pole ownership. Engineering also is working with SCADA developer and relay engineers on displaying fault data on the HMI.

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:**

Finance Department

Notable Notes:

The 2018/2019 tax bills have been posted. Due to our migration to our new tax billing system, all tax bills can now be viewed directly online. Property owners who do not escrow their property taxes will receive their bill in the mail by the end of next week. Property owners who have their taxes paid by their mortgage company will not receive a bill in the mail. With the ability for tax payers to see their bills online, we are anticipating a reduction in the amount of phone calls that normally come into the Finance Department to address these questions. In 2017, 41% of tax

payments were made by the mortgage companies. Since this is the first year property tax bills are available on our website, our goal is to reduce the number of phone calls, and help reduce hold times experienced by our constituents. The direct link is: <https://newarkde.gov/taxbill>. We are currently working on solutions to begin accepting tax payments via credit card through the website. I would like to thank Jim Smith, Donald Lynch, and Trevor Miller for their hard work in migrating the City into our new tax billing software.

On Monday evening, City Council provided direction to staff to come forward with legislation to consider the adoption of a 3% lodging tax. In addition, Council favored the suggestion to seek assistance from the State's Department of Revenue to manage the program. Staff has reached out to the state and is awaiting their response.

On Tuesday, Director Del Grande participated in the interview process for our City Manager search. In addition, I attended the meet-and-greet that evening with the public.

Activity or Project:

Automatic Bill Payment/Leak Detection System - CustomerConnect

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

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

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

Status:	Completed
Expected Completion:	
Execution Status:	Completed

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 4,636 utility payments and Munis transactions last week, 480 of which were imported automatically with our electronic processes and 4,040 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 873 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 668 calls out of 761 offered, reflecting an abandoned rate of 11.3%. The average speed to answer the phone was 4:13. The average call time was 3:31.

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

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 again reported few issues this past week. The demolition of 919 Rockmoss Avenue is nearly completed; final grade and topsoil will be done based on weather conditions. The demolition of 28 Annabelle Street is also nearly completed, with final grade and topsoil to be done based on weather conditions. Plans are under review for the new Millcroft Memory Care Facility building. The next level of façade replacement at the Washington House for the stone veneer is ongoing. The renovation work for the Food Lion at Fairfield Shopping Center is ongoing; construction for the overall renovation of the shopping center has also started. 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 continuing. 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 2018 business license renewals 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:

New Parking Ambassador printers and protective sleeves arrived and have been put into the field. The new equipment is the main printer used for written citations. All Parking Ambassador (PA) mobile devices have had the Slack app installed for fleet-wide communication. In the short-term, it will be used to communicate Residential Parking exemptions while PAs are in the field, but the Division is looking at additional ways to utilize the new form of communication. A ParkingSoft technician came out to investigate a network error affecting a single machine in Lot 3; a follow-up meeting has been scheduled with the City's IT Division to further investigate the machine error. Parking Maintenance helped install new meter poles for the meters that were involved in the vehicle-pole accident on East Main Street; after measurement, the City was able to add an additional meter to the area.

Parking Manager Marvin Howard and Parking Supervisor Court Mulvanity participated in the Amstel Avenue One-Way discussion at City Hall on July 19 to go over the schedule and expectation for the project. Staff continued working on residential parking historical data input, as well as reviewed and completed multiple months' Daily and Gift Card reconciliations for Finance.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray: worked on document preparation and related issues and then participated in the July 23, 2018 City Council meeting – these items included an ordinance amending Chapter 14A, Floodplains, and Chapter 32, Zoning by allowing minor structures and grading in the special flood hazard area with administrative approval (adopted by Council), request of Xipeng Chen for a Special Use Permit for the sale of alcoholic beverages at the proposed restaurant Hsiang K located at 253 South Main Street in the Park N Shop center (approved by Council), the formation of a Transportation Improvement District Subcommittee (the Council requested additional information which will be presented to Council at a future meeting), the formation of a subcommittee to examine the topic of rental housing in a larger context (the Council requested additional information which will be presented to Council at a future meeting), as well as a discussion of potential 2019 Planning Commission Workplan items (Council suggestions included prioritizing work, limiting it to 2-3 achievable items, focus on the Comprehensive Plan including completing the proposed Comprehensive Plan revisions in the five focus areas currently underway, and look into affordable housing); worked on finalizing Subdivision Advisory Committee reports; worked with Planner Mike Fortner on Community Development Block Grant program issues and continuing to work on the work plan for the Comprehensive Parking Strategy; worked on 2019 budget and related issues; continued to dedicate a significant amount of time to plan review, related meetings, reports, and issues; and, worked on administrative and personnel related issues.

The Planning Commission is scheduled to meet on Tuesday, August 7 at 7:00 p.m. in the Council Chamber. Items on the agenda include:

- Continued discussion of LEED certification standards
- Discussion of framework for new multi-family zoning district
- Continued discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 5 – South Chapel Street
- Discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 2 – Cleveland Avenue
- Discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 3 – New Center Village
- Discussion of rezonings and Comprehensive Development Plan amendments for Focus Area

1 – New London Road

At their meeting on July 19, the Board of Adjustment unanimously approved the following variance for the property at 1119 South College Avenue for a proposed hotel and convenience store/gas station, with the condition that they mark a section of parking as a loading zone for any hotel deliveries:

- 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 and convenience store requires two loading berths. The plan shows one area designated for loading berths, requiring a variance of one loading berth.

Due to construction at Fairfield Shopping Center, the Unicity bus is temporarily rerouting its service in that area. While construction is ongoing, the detour will have the bus turning onto Country Club Drive from New London Road, stopping for passengers at the former DART bus stop near the shopping center entrance. It will then continue on Country Club Drive, making a right turn onto Stamford Drive and another right onto Cambridge Drive to exit the neighborhood. As it travels south on New London Road, the bus will make a right into Fairfield Shopping Center, stopping for passengers at the north end of that location before returning to its regular route. Once construction is concluded, normal bus service will resume. Questions regarding the temporary changes can be directed to the Planning and Development Department at 302-366-7000.

A training conducted by New Castle County on guidelines and reporting requirements for the Community Development Block Grant (CDBG) program will be held on August 17, 2018 for City staff and local grantees.

This week, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting and completed a report to City Council for the Planning and Development and Finance Department's budget recommendation for the 2019 Revenue Sharing program.

The following was also completed this week:

- 7 Deed Transfer Affidavits
- 43 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.

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.

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 approved the special use permit request for a restaurant with alcoholic beverages to be consumed on-premises 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 for the temporary facility 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. A revised sketch plan was received by the Planning and Development Department on July 17, 2018.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018.

703 Valley Road, Parcel ID 0902000011 (PR#18-07-02): The Planning and Development Department received plans on July 23, 2018 for the property located at 703 Valley Road. The plans propose an annexation and rezoning of the parcel in order to provide water and sewer services to the existing house on the site.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Police Department

Notable Notes:
Auxiliary Services Division

- The Bureau of Justice Assistance (BJA) announced the opening of the FY2018 Local JAG Program funding grant applicant process. Historically, the NPD uses this award to fund supplemental-proactive overtime details. Captain Van Campen will be working with Millennium Strategies to complete the application process.
- PSAP Manager Cannon participated in a PSAP managers' meeting regarding the future implementation of EPD for all state wide PSAPs.

Criminal Investigations Division

- Victim Services Coordinator Melissa Pennachi attended a two-day training session on advanced critical incident stress management for children.
- On 7/18/18, members of the Criminal Investigations Division executed a residential search warrant in reference to a residential burglary that occurred in May 2018. During a search of the residence, detectives recovered electronics stolen from the burglary as well as a stolen handgun. The handgun was found to have been taken from a vehicle in Newark in June 2018. A 22-year-old male resident was arrested for Receiving Stolen Property Under \$1,500 and Receiving a Stolen Firearm.

Administration Division

- On 7/24/18, Cpl. Walker participated in story time at the Newark Free Library. Cpl. Walker read the book, Officer Buckle and Gloria, to approximately 20 children.

Patrol

- On 7/19/18, P/O Carter was dispatched to Pat's Pizza on South Main Street to investigate a

suspicious vehicle with front end damage. Upon arrival, P/O Carter contacted the operator, and upon investigation, discovered that the male was wanted by Wilmington Police Department for Attempted Murder 1st and Possession of a Firearm During Commission of a Felony/By a Person Prohibited. The subject was arrested without incident and turned over to Wilmington PD detectives.

- On 7/25/18, M/Cpl. Smith begins his temporary transfer to the Criminal Investigations Unit.

Traffic

- On Monday, the Traffic Division assisted the Teaneck (NJ) Police Department and Ambulance Corp with an escort from Christiana Hospital to the NJ state line for the woman whose family was killed in a motor vehicle accident on Rt. 1 earlier this month.
- On Tuesday, Traffic Officers assisted with a large funeral escort in Newark.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

07-26-2018

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:

Each year the PW&WR Department receives numerous phone calls from residents regarding a letter they receive in the mail from a company named American Water Resources about their water and sewer service lines. This letter is not from the City of Newark and we are in no way connected to this proposed service. While the information is mostly factual and the service line repairs are the responsibility of the homeowner, the City has not vetted this company. PW&WR recommends that homeowners do their own due diligence prior to making any commitment.

PW&WR Acting Director Filasky met with Newark Country Club representatives to review the stormwater management and ways the club can enhance their facilities to both reduce their fee and enhance the quality of the water leaving the site.

The planned smoke testing in District 1 for this week was postponed due to the wet weather. New notices will be distributed to the affected areas in advance of the rescheduled work. They anticipate rescheduling for the middle of next week, weather dependent.

Activity or Project:

Sanitary Sewer Lining

Description:

The City's contractor, Am-Liner East, will be completing the lining work in and around Main Street over the next two weeks. The work will be completed at night. Traffic Control will be set up and remain in place until the work is complete. The affected residents and businesses will be notified in advance and the information will go out on the InformMe system.

Status:	In-Progress
Expected Completion:	08-31-2018
Execution Status:	On Track

Activity or Project:

Rodney Project

Description:

PW&WR staff along with Finance and Administration met with our consultant, JMT, to discuss a path forward for the Rodney Project. JMT will be submitting a scope of services and detailed fee proposal. DNREC has submitted our loan documents to their loan attorney, Saul Ewing, in order to process the loan documents. Once prepared, they will be submitted to Council for discussion at a future Council meeting. Staff will also be reaching out to potential working group members over the next few weeks. While the overall scope was prepared prior to the referendum, there are a lot of details that will need to be reviewed and staff feels that a working group would be the best way to review these details. The purchase contract also stipulates that the UD Civil Engineering Department be involved to the extent practical. Staff will be reaching out to UD to discuss how to satisfy this requirement.

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

Activity or Project:

Brandywine-Christina Healthy Water Fund

Description:

PW&WR staff met with representatives from the Brandywine-Christina Healthy Water Fund to review a Pilot Project in which the City participated and to discuss a new project from which the City could potentially benefit. This fund seeks to leverage grant funding and funding from utilities to complete projects in the Bradywine-Christina watersheds, which includes the source of 60% of the City's drinking water, the White Clay Creek. Reducing sediment loads and other pollutants

upstream of our intake is a major benefit of this program and due to the location of the creek upstream of Newark being mostly on private property in Pennsylvania, the fund is able to coordinate all aspects of the project, from easements to final construction. While we are primarily involved for source water protection, we are also exploring with DNREC the possibility of counting these projects toward our NPDES Water Quality Permit.

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

Digital Records Project New Documents Created – July 19-25

Name	# of Documents	# of Pages	Types
Samantha	1	5	Miscellaneous
Sandy	747	1,136	AP Invoices/Timesheets
Fred	12	889	PWWR Development Plans
Ana (PT)	28	40	Miscellaneous
Mecia (PT)	42	194	Miscellaneous Current Files
Debbie	454	1,279	Court Documents
Total	1,284	3,543	

Digital Records Project Documents Modified* – July 19-25

Name	# of Documents	# of Pages	Types
Samantha	3	8	Miscellaneous
Sandy	747	1,136	AP Invoices/Timesheets
Fred	12	940	PWWR Development Plans
Ana (PT)	715	1,226	Agreements/Appointments/Minutes/Resolutions
Mecia (PT)	54	263	Miscellaneous Current Files
Debbie	454	1,279	Court Documents
Total	1,985	4,752	

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 07/15/18-07/21/18

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	8	4	0	0	5	0
Robbery	13	16	0	8	23	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	1	0
- Other Robberies	6	8	0	2	12	0
Assault/Aggravated	15	13	1	15	24	0
Burglary	25	28	1	7	6	0
- Commercial Burglaries	5	9	0	1	0	0
- Residential Burglaries	15	17	1	6	4	0
- Other Burglaries	5	2	0	0	2	0
Theft	303	290	10	110	76	1
Theft/Auto	27	26	2	2	4	0
Arson	1	0	0	0	0	0
All Other	55	58	5	32	29	0
TOTAL PART I	450	441	19	175	169	1
<u>PART II OFFENSES</u>						
Other Assaults	170	148	3	77	112	2
Rec. Stolen Property	1	0	0	12	10	0
Criminal Michief	121	90	1	33	96	0
Weapons	11	5	0	21	22	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	63	122	1	99	176	4
Drugs	95	74	0	109	99	1
Noise/Disorderly Premise	398	386	7	128	152	0
Disorderly Conduct	85	77	0	51	57	2
Trespass	106	125	3	37	44	0
All Other	240	229	9	222	172	4
TOTAL PART II	1290	1256	24	789	940	13
<u>MISCELLANEOUS:</u>						
Alarm	187	114	1	0	0	0
Animal Control	272	273	10	2	2	0
Recovered Property	188	161	6	0	0	0
Service	21305	22536	817	0	0	0
Suspicious Per/Veh	325	270	5	0	0	0
TOTAL MISC.	22277	23354	839	2	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	953	26,767	987	29,138



Newark Police Department
Weekly Traffic Report
07/15/18-07/21/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	5037	6610	214	143
DUI	88	105	2	5
TOTAL	5125	6715	216	148

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	141	112	3	3
Property Damage (Reportable)	635	635	21	17
*Hit & Run	137	128	5	2
*Private Property	142	165	5	5
TOTAL	777	747	24	20

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.