

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Work on Preston's Playground equipment installation got underway this week and we have had great volunteer turnout. I would like to pass along my thanks to everyone who braved the heat to help with the project. In addition to the volunteers I would also like to thank all of the local businesses that donated food and supplies to support the volunteers. It looks as if equipment construction work will continue into next week as of now. Once all the equipment is installed, the playground company's contractor will install the rubberized surface. I spent time on-site throughout the week to monitor progress and pitch in when possible.

The East Cleveland Avenue lane diet was installed this week with most everything complete aside from final striping as of Friday morning. Because of the resurfacing, signal detection loops were removed and not reinstalled until overnight Thursday into Friday. This has resulted in longer than normal queues at signals as they are set to fixed lengths and must recall all legs every cycle. This should be corrected as of mid-day Friday or so. DelDOT will be monitoring the corridor and making more signal timing tweaks over the coming weeks.

This week I attended a meeting with Planning Director Gray and Acting Public Works Director Filasky to discuss the traffic impact study requirements for the College Square redevelopment project. We will be working with DelDOT to finalize the details of what will be required over the coming weeks.

I attended a meeting with the facilities team, Finance Director Del Grande, Acting Deputy Manager Farrall, and DEMEC representatives to discuss needed upgrades to the City Hall and Police Station HVAC system and the possibility to pay for the project using an energy savings performance contract through DEMEC's "Efficiency Smart" program. This program was presented to Council in early 2017 I believe but was not adopted at that time. We are going to try to get a real-world example of how the program works using City Hall and the Police Station and, depending on the result, potentially bring the program back to Council for reconsideration with the additional information and example.

I assisted New Castle County's Public Works Department (previously known as Special Services) by being an interview panel member for the "Public Works Senior Manager" position. NCC frequently provides technical support for our sewer operations and I felt this was a way to return the favor and continue to build the relationship between our organizations.

I attended the August DNP Board meeting where we approved the plan for moving the DNP outside of the City of Newark. I will now move to Council for consideration at the September 24th meeting.

Finance Director Del Grande and I continued to work on the 2019 budget.

I held a phone call with a reporter for the Delaware Business Times to discuss the Cleveland Avenue Task Force and more specifically the lane diet portion which is being implemented currently.

I continued to work on a revised lease for the portion of our parking lot that we lease from the VFW.

I am working with LimeBikes and Councilmen Clifton and Hamilton to potentially bring the bike share to Newark. We are working out the specifics and Lime will be presenting to Council on Monday night.

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

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

Assistant to the Managers Mark Brainard worked on a number of purchasing issues including contract documents, addendums to contracts out to bid and draft contracts being readied to post. He also coordinated the delivery, installation, and training related to the new mail machine scheduled to arrive next week. On Wednesday, he attended a meeting with DEMEC representatives on the HVAC systems in several city buildings. On Thursday he attended a meeting with the firm working with the City on a sustainability plan.

During the week, the HR team closed out three job postings, including two part-time (P&R & PWWR) and one full time position (PWWR). Applications are currently under review and interviews will take place in the coming weeks. On Friday, August 10th, three new employees

(2FT and 1PT) will begin onboarding with the HR team and City Secretary's Office. Interviews are also being finalized for the vacant Property Maintenance Inspector position.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 8/1/18 to 8/8/18. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

Parking Ambassadors will now be here on Tuesday and Wednesday from 8 a.m. -10 a.m. to handle any appeals.

Activity or Project:

Court Sessions

Description:

From 8/1/18 to 8/8/18 Alderman's Court handled 63 arraignments, 52 trials, 12 capias returns, 3 video hearings and 1 code violation. The court collected a total of 522 parking payments of which 329 were paid online and 193 were paid at court. The court also collected criminal/traffic payments which included 138 online payments and 64 court payments for a total of 202 payments.

Status:

Completed

Expected Completion:

08-08-2018

Execution Status:	Completed
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Activity or Project:

Description:

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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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on August 3 and Geena was in the office on August 7 for Planning Commission.

Tara attended the staff meeting on August 2 where the August 13 Council agenda was discussed.

Staff finalized and posted the agenda and packet for the August 13 Council meeting on August 6.

Renee and Tara drafted and posted the agenda for the August 14 Conservation Advisory Commission meeting on August 7.

Tara drafted and posted the agenda for the August 16 Board of Adjustment meeting on August 8. Mecia completed and sent the mailing for the relevant variance requests on August 3. There are two applicant properties for variance requests this month - 67-69 New London Road and 144 King William Street. The agenda is attached below.

Renee spent time on several packet items for the August 13 Council meeting.

Renee spent time on updating the office policies and procedures manual in anticipation of new employees starting on August 10.

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

- * Received additional documents, sent documents to the requestor, completed and closed a June 28 FOIA request from Nikolina Novakovic regarding 26 and 28 Choate Street.

- * Sent follow up correspondence to staff for a July 25 FOIA request from Planning and Zoning Resource Company regarding One Easton Court.

* Received request, sent documents to the requestor, completed and closed an August 1 FOIA request from Keystone Mountain Lakes Regional Council of Carpenters regarding July building permits.

* Received request, circulated to staff, received relevant documents, forwarded documents on to the requestor, completed and closed an August 3 FOIA request from Anne Lefferts regarding outstanding property taxes owed to the City.

* Received request, circulated to staff and began receiving information for an August 6 FOIA request from Brian Frederick Funk P.A. regarding 162 King William Street

* Received request, circulated to staff and worked on a response for an August 7 FOIA request from Paralegal Consulting Services regarding the Lindsay Bonistall case.

The August 13 Council, August 14 Conservation Advisory Commission, August 15 Downtown Newark Partnership Economic Enhancement Committee, August 15 Downtown Newark Partnership Merchants Committee and August 16 Board of Adjustment agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the June 12 Conservation Advisory Commission (Renee edited - complete) and July 23 Council (Tara drafting), minutes. The July 21 Election Board and the July 21 Board of Adjustment minutes are currently in the queue.

Samantha fulfilled 6 discovery requests for upcoming Alderman's Court cases. 220 discovery requests have been filled so far for 2018. The office also received the court calendar for August 16 and the 16 associated case files were prepared for the Deputy City Solicitor. 32 court calendars with 429 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 15 new lien certificate requests over the last week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far, 326 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha completed a first draft of a TCM training guide.

Samantha transferred 12 boxes of permanent records to State Archives, disposed of 12 boxes of records approved for destruction and worked on another 17 boxes of development plans for transfer to State Archives.

Fred worked on training our new temporary, light duty employee on scanning large maps/plots.

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 26-August 8 are below.

Status:

In-Progress

Expected Completion:	
Execution Status:	On Track

Activity or Project:

City Secretary's Office Closure

Description:

The City Secretary's Office will be closed on Friday, August 10 for staff orientation and training.

Status:	Near Completion
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Expected Completion:	08-10-2018
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Execution Status:	On Track
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Activity or Project:**Description:**

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

Department:

Community Relations

Notable Notes:

Newark News Brief: This week's video marks one year of producing the Newark News Brief. This 26th edition highlights Preston's Playground, the Cleveland Avenue road diet, smoke testing and National Night Out. It can be viewed on the City's social media channels, website and Channel 22.

Preston's Playground: Megan has gone to the Preston's Playground construction site every day this week to take photos and videos of the different volunteer groups making progress at the site. She is posting the photos in the Parks & Recreation Instagram story and feed. A few of the photos are also on the City's Twitter and Facebook pages. Some of the video is featured in this week's Newark News Brief. Electric Director Bhadresh Patel flew over the site with his drone on Monday for a "before" shot of the site, and again on Friday to show the week's progress.

Parks & Recreation Camps Video and Photos: On Wednesday, August 8, Megan attended Rittenhouse Camp to take photos and videos of the campers in canoes and doing archery. On Thursday, August 9, she attended Camp REAL to take photos and videos of the Newark Police Department conducting a bicycle rodeo with the campers. Mayor Sierer also participated in both camps. The photos and videos will be used for the City's website homepage and for promotional materials.

National Night Out: Megan assisted the Newark Police Department in the promotion of National Night Out in the days and weeks leading up to the event. She then took photos and videos on the night of the event. Followers who couldn't attend the event got to check out the fun through the department's Instagram story. She also posted photos and videos on the department's Twitter and

Facebook pages. Video from the event can also be seen on the City's website homepage and on the Newark News Brief.

Creative Design/Web Updates

- Cropped Food Lion shopping center renders
- Scheduled notices and created graphics for City Secretary's Office closing
- Set up google analytics account for City's self serve website
- Updated validating businesses document on City website; TV22 programming schedule; application for Fire Protection Plan Submittal; parking ticket appeal days on Alderman Court website FAQs; validating businesses document; residential parking form on City website

Media Inquiries/Press Releases

Sophia Schmidt, Delaware Public Media, inquired about the volunteer efforts at Preston's Playground

Activity or Project:

Jerry Fickes Trail Dedication Event

Description:

No new information to report.

Status:	In-Progress
Expected Completion:	08-21-2018
Execution Status:	On Track

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. Megan is working with the electric crew to install the three cameras in Council Chamber. The acoustic foam has arrived to soundproof the walls of the media room. The facilities crew will install the foam once new lighting and electric outlets are installed in the room. Megan is talking with the company NewTek to purchase a TriCaster system. That system will be used to broadcast the videos on Channel 22 and the City's social media channels.

Status:	In-Progress
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:

Friday evening at 5 p.m. the line crews responded to a fallen tree on the wires at Radcliffe Drive and Dallam Road. Shortly before midnight, the 40 customers that lost power were restored. Another callout happened Sunday morning at 5:30 a.m., when a pole was hit at Townsend Road and Ritter Lane. The power to 25 customers was restored by 8 a.m.

The line crews installed a pole at 30 Benny Street, which will be used as the underground primary distribution point for two developers' projects. The crews also pulled aerial primary at STAR to a new riser pole that will be a 12kV distribution point for the campus and they worked at Preston's Playground using the line trucks to move playground equipment.

The electricians worked with automatic switching engineers troubleshooting four reclosers on the system. All but one was fixed. It has radio issues that should be repaired with a firmware update. The electricians also worked on an audio/visual room for the Community Affairs Officer and used the infrared camera to look for hot spots at all the substations.

Engineering worked on the automatic switching system, 2019 Budget, equipment approvals for BPI Building at STAR, and addressing potential conflicts on the Main Street repaving project.

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. The direct link is: <https://newarkde.gov/taxbill>.

Director Del Grande has been working with the State's Division of Revenue (DOR) to administer the lodging tax program on behalf of the City. DOR is open to the suggestion and is working internally to see what they need to do in order for our request to be accepted. We are anticipating a response by the end of next week (08/17/2018).

On August 8th, Director Del Grande met with representatives from DEMEC to discuss efficiency programs that would be best suited for a potential HVAC upgrade for City Hall. The building's heat and air conditioning components are beyond their useful lives (25 to 40 years old). With parts no longer available to patch the system together, it may be more advantageous to replace the entire system.

On August 7th, Payment and Utility Billing closed for the day in order to update two components of billing system. While the improvements will not be directly noticed to our customers, it did create some back-office improvements which will help staff our day-to-day operations of PUB. The upgrades of Northstar and CustomerConnect will also allow us to now move forward with Paymentus. With Paymentus, customers who call the main line to pay their utility bill, will be given a new option transferring them to this service for immediate processing. The direct payment option will allow PUB to handle more calls in a timely manner. The Paymentus service will be a soft roll-out so it can be properly tested, and we hope to have it available within a month. I would like to thank the PUB, IT and Accounting teams for all their hard work getting us to this point. Once phone payments have been thoroughly tested through our new system, we will be using the service for walk-ins and web payment. When the payment of utility bills via Paymentus is complete, we will be working towards the option of paying tax bills online.

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:	12-31-2017
Execution Status:	Completed

Activity or Project:

2019 Budget

Description:

Staff continues to work on the 2019 budget with the departments. Each director will present an executive summary to City Council on either August 27 or September 10. The rollover date will be September 17th in case all departments are not completed on the first two dates.

Status:	In-Progress
Expected Completion:	12-01-2018
Execution Status:	On Track

Activity or Project:

Payment and Utility Billing (PUB)

Description:

The group processed 3,767 utility payments and Munis transactions last week, 834 of which were imported automatically with our electronic processes and 2,823 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,140 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 630 calls out of 757 offered, reflecting an abandoned rate of 15.7%. The average speed to answer the phone was 5:28. The average call time was 4:07.

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

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

1. Attended Paymentus project status meetings.
2. Continued working with Tyler Technologies to revise various forms.
3. Created reports for users as requested.
4. Successfully upgraded the Northstar and Customer Connect LIVE environments on 8/7.
5. Coordinated demonstrations of Compass 4.3 & mCare6 for PUBs, Electric and Water staff as well as Customer Connect6 for PUBs.
5. Continued working with VOIP to update phone tree in preparation for Paymentus.

Infrastructure Team:

1. Testing the migration of VOIP phones from VOIP dedicated line to City Infrastructure.
2. Continued working on improved WiFi design for Municipal Building.
3. Began working on design layout for FOC network enhancements.
4. Met with PW&WR staff to discuss upgrade of ArcGIS.
5. Configured all copiers with faxing capability from user workstations.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

New computers have been deployed to vehicles with the exception of those in need of new consoles.

Most of installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

Status:	In-Progress
Expected Completion:	11-01-2018
Execution Status:	On Track

Activity or Project:

PD PTZ Camera

Description:

This is a Grant funded project, all equipment must be purchased by 6/30/18.

The City will utilize radio technology and a Comcast VPN to communicate back to City Hall. All items have been received and configured for installation. Installation scheduled to begin the week of August 13th.

Status:	In-Progress
Expected Completion:	10-31-2018
Execution Status:	On Track

Activity or Project:

V1601 - Parking Lot Surveillance Cameras

Description:

Configured design layout for parking lot, equipment identified. Purchase requisitions will be entered for equipment purchase approvals.

Status:	Started
Expected Completion:	11-30-2018
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with JMT about future Park development at the Rodney Dorm location; helped organize the Preston's Playground delivery to the Newark Reservoir; conducted a Jerry Fickes Trail dedication meeting with Kelly, Megan, Newark Police and Councilman Clifton; held organizational meeting for Preston's Playground construction.

Deputy Director: Started contacting possible vendors for the Mayor's Harvest Festival and set up initial meeting to discuss upcoming event; completed interviews for the George Wilson Center attendant position; worked on Outdoor Family Movie Night and possible site at the University of Delaware; met with Joe and JMT representatives regarding the Rodney project; completed Community Development Block Grant applications and submitted to Joe; updated and consolidated fall brochure information; attended meeting regarding upcoming Patriot Day Ceremony; went with Chrissy to SevOne to discuss possible volunteer opportunities; finalized details and requirements in preparation for National Night Out; continued to process fee assistance applications received and special event applications.

Recreation Supervisor of Athletics: Continues finalizing fall program information and proofed the draft of newsletter; Tennis camp was held all week at Handloff Park, Mayor Sierer helped out on Monday and Tuesday; sent promotional flyers out for the youth soccer leagues starting soon, recruiting volunteer coaches, skills clinic is set for 8/7 and practices scheduled to begin 8/20; recruiting before and after school care staff, holding interviews with new applicants and confirming schedule availability with returning staff; promoting and preparing for Rittenhouse Family night set for 8/7.

Recreation Supervisor of Community Events: Worked on updating Fall brochure information; checked in on Camp REAL, coordinated field trip to Vince's.

Coordinator of GWC and Volunteers: Camp GWC and Pottery Camps (morning and afternoon) all took place at the George Wilson Center this past week, camp registration had the following numbers: Camp GWC After Care – 21 Participants, Camp GWC Before Care – 10 Participants, Camp GWC Full Day – 60 Participants; Camp GWC Half Day – 6 Participants; Pottery Camp (Morning) – 6 participants, Pottery Camp (Afternoon) – 5 participants, Camp GWC went on a field trip to the Wilmington Riverfront Riverwalk Golf on Wednesday with Mayor Polly Sierer and the weekly theme was Water Adventures; sent camp information to the parents of the children registered for the upcoming Camp GWC IX and Pottery Camps; continued to work on Fall programs and send facility requests to the Newark Senior Center; coordinated with Fusion, Preston's March for Energy and Parks and Recreation staff to finalize details for building Preston's Playground during the week of August 6 - 11; met with the Deputy Director and SevOne on Friday to discuss volunteer opportunities for the City of Newark Parks and Recreation Department; received quotes for winterization kits for pools; continued to meet with potential renters for the George Wilson Center; interviewed potential candidates for the George Wilson Center attendant position; coordinated with George Wilson Center attendants to fill in over the weekend. The overall attendance for the George Wilson Center Pool was 150 and the overall attendance for Dickey Park Pool was 106. 2 volunteers devoted 30 volunteer Hours to Camp REAL; 7 volunteers devoted 300 volunteer hours to Rittenhouse Camp.

Parks Superintendent: Inspected nine park/open space areas and developed work lists as needed, coordinated with Gia-Tronics our contractor maintaining our emergency call boxes along the Hall/Pomeroy trails/Reservoir for our annual maintenance visit, met with resident concerning tree issue, sprayed herbicide as needed along Hall Trail, picked up supplies for installation of Preston's Playground starting next week, and met with our arborist contractor to get quotes on several large dead trees and pruning of two other trees in park system. Emergency phone contractor completed yearly maintenance inspection on all trail/train station/Reservoir phones and made repairs as needed.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued coordinating for installation of Preston's Playground, and oversaw unloading of materials at Reservoir parking lot for Preston's playground.

Parks/Horticulture Crew: Continued mowing and bed maintenance operations, did interior bed maintenance at City Hall, dragged/scarified all ballfields, replaced one 3 line fence post at White Chapel, sheared up hedges at Anna Way, did tree/shrub pruning at several sites throughout park system, cut back plant growth off trail area at Folk Park and sidewalk along Paper Mill Road for vehicle/pedestrian clearance, started prep work on both soccer fields for upcoming season, and continued on work orders as assigned.

Activity or Project:

Fall Activity Guide

Description:

Preparations for the fall activity guide are well underway with final details being confirmed with instructors. The fall brochure will be completed and sent out on Monday, August 20. Registration for residents will begin on August 20 and for non-residents on August 24.

Status:	Not Started
Expected Completion:	08-20-2018
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 conducted several sweeps this past week. The demolition of 919 Rockmoss Avenue is completed, with topsoil and seed added; the Parks and Recreation Department will maintain the property. The demolition of 28 Annabelle Street is also completed. The tenant fit out for Jerry's Artarama is nearing completion; the store is planning on adding a mural to the side of the building. 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 is continuing. 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 of the various projects, to discuss progress and issues.

Construction of the new rail station on the STAR Campus is continuing. The new STAR Campus building was issued temporary Certificates of Occupancy. 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:

Parking continued to work on maintenance projects to be completed prior to the return of students. A portion of Lot 2 was barreled off and a new seal coat was put down; the lot was subsequently restriped, and parking has been reopened. Parking staff bagged meters on Academy Street and supplied parking for police for the National Night Out festivities on Tuesday, August 7.

Parking staff held a conference call with T2/ParkingSoft to discuss discrepancies identified in some reports; the variances were reported to ParkingSoft and will be reviewed by their engineering team. A follow-up meeting has been scheduled to discuss findings. The July 2018 Financials and the Gift Card Reconciliation were completed this week. Additionally, staff continued work on the Residential Database and updated verbiage on terms of agreement forms.

PLANNING/LAND USE:

Director Mary Ellen Gray worked on document preparation, participated in and followed up on issues related to the upcoming Planning Commission meeting on August 7, 2018 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5719>; started work on issues related to the upcoming September 4, 2018 Planning Commission meeting; worked on Subdivision Advisory Committee (SAC) reports <https://newarkde.gov/1035/Development-Plan-Proposals>; participated in a planning meeting for the Main Street improvement project; lead an internal meeting and worked with DelDOT on transportation related issues regarding the proposed development at College

Square; worked on Community Development Block Grant program related issues; participated in the monthly meeting of the Downtown Newark Partnership Design Committee; participated in the second meeting of the Newark Area Transit Study at WILMAPCO; worked on 2019 budget and related issues; spent some time out in the field looking at various ongoing projects; continued to dedicate a significant amount of time to plan review, related meetings, reports, and issues; and, worked on administrative and personnel related issues.

At their meeting on August 7, the Planning Commission took the following action:

- Recommended establishment of a work group to discuss LEED certification standards and recommend proposed ordinance changes
- Discussed framework for new multi-family zoning district
- Continued discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 5 – South Chapel Street
- Discussed rezonings and Comprehensive Development Plan amendments for Focus Area 2 – Cleveland Avenue
- Discussed rezonings and Comprehensive Development Plan amendments for Focus Area 3 – New Center Village
- Discussed rezonings and Comprehensive Development Plan amendments for Focus Area 1 – New London Road

Applications for the 45th Year CDBG Program and 2019 Revenue Sharing program are due on Friday, August 10. The applications will be distributed to members of the Community Development/Revenue Sharing Advisory Committee who will begin reviewing them and bring a recommendation for funding to Council in October.

On August 16, the Board of Adjustment will hear the following variance for the property at 67-69 New London Road for the demolition of the existing building and construction of a two-unit townhome:

Option 1: The following uses require Special Use Permits as provided in Article XX, Section 32-78 of this chapter.

- Sec. 32-11(b)(1): Conversion of a one-family dwelling into dwelling units for two or more families, if such dwelling is structurally sound but too large to be in demand for one-family use, and that conversion for the use of two or more families would not impair the character of the surrounding area. The variance request is to challenge the interpretation of the above section.
- Sec. 32-11(b)(1)a: There shall be a lot area of at least 4,000 square feet for each family to be accommodated. Proposed plan shows 67-69 New London Road as having 4,356 square feet. With two units, the plan would provide 2,178 square feet per unit, requiring a variance of 1,822 per unit.
- Sec. 32-11(b)(1)d: No addition shall extend within the front yard, side yards, or rear yard required for the district within which it is located. Dwelling is located in RM zoning with the following applying:
 - Sec. 32-11(c)(5): Building setback lines. Each story or part of building exclusive of cornices and uncovered steps and uncovered porches, shall be set back from the line of the street on which the building fronts by at least (a) minimum of 15 feet. Proposed plan shows a setback of about 6.14 feet, requiring a variance of 8.86 feet.
 - Sec. 32-11(c)(7): Side yards. Two side yards shall be provided on every lot as follows: (a) on an interior lot, the minimum width of such side yards shall be 7 feet, with a minimum aggregate width of the two side yards of 15 feet. Proposed plan shows side yards of approximately 1.84 feet and 1.72 feet for an aggregate of 3.56 feet, requiring a variance of minimum side yard variance of 5.28 feet and aggregate side yard variance of 11.44 feet.

Option 2: The applicant is seeking a variance from Section 32-4(a)(40) dwelling, multifamily.

- Sec. 32-4(a)(40): Dwelling, multifamily. A building arranged, intended or designed to be occupied by three or more noncommunicating one-family sections having a common wall between each two adjacent section. Proposed plan has two one-family sections, requiring a variance from the definition of one (1) one-family section. If this section is pursued, the applicant will also need the following variances.

- Sec. 32-11(a)(1)a: Dwelling units per gross acre. The maximum number of dwelling units per gross acre is 16. Proposed plan shows 20 units per acre, requiring a variance of 4 units.

- Sec. 32-11(a)(1)d: Lot coverage. The maximum lot coverage shall be 20% for any lot which is developed for garden apartments. Proposed plan shows lot coverage at 26.8%, requiring a variance of 6.8%

- Sec. 32-11(a)(1)i: Open area. At least 40% of a lot to be developed for garden apartments shall be devoted to open area. Proposed plan shows 25.1% open area, requiring a variance of 14.9%.

- Sec. 32-11(a)(1)j: Parking and loading spaces. All uncovered parking and loading spaces shall be located at least 10 feet from all abutting perimeter streets and property lines. Proposed plan shows 9 parking spaces located 0 feet from the side property, requiring a variance of 10 feet, and 1 parking space located 4.5 feet from the property line, requiring a variance of 5.5 feet.

- Sec. 32-11(c)(1): Minimum lot area. Except as specified in Article XVI, Section 32-56.2(a) of this chapter, the minimum lot areas shall be one acre with 2,725 square feet per family for garden apartments, and in no case shall the minimum lot area be less than 2,350 feet per family for a garden apartment. Proposed plan shows the property at .182 acres, requiring a variance of .818 acres. Proposed plan shows 1,094 square feet per family, requiring a variance of 1,631 square feet per family.

- Sec. 32-11(c)(5)a: Building setback lines. For an apartment building, each story or part of building exclusive of cornices, balconies, and uncovered steps and uncovered porches, shall be set back at least 30 feet from the line of all perimeter streets. Proposed plan shows the building with a setback of 2.8 feet from New London Road, requiring a variance of 27.2 feet.

- Sec. 32-11(c)(5)c: For an apartment building, each story or part of building exclusive of cornices, balconies, and uncovered steps and uncovered porches, shall be set back at least 25 feet from all exterior lot lines. Proposed plan shows the building with a 1.82 and 1.72 foot setback on the south and north lot lines, requiring a variance of 23.16 and 23.28 feet for both from the south and north lot lines.

- Sec. 32-11(c)(7)b: Side yards. In a RM district, two side yards shall be provided.

Apartments in RM district, the minimum side yard shall be 20 feet. Proposed plan shows a side yard of 2 feet, requiring a variance of 18 feet.

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.

Planner Mike Fortner presented materials to the Planning Commission at their August 7 meeting relating to focus areas the Commission is reviewing for Comprehensive Development Plan and

Zoning Code changes; continued to work on the staff review of the Parking Subcommittee report; and, received seven (7) applications for Home Improvement Program loans to be funded under the Community Development Block Grant's Home Improvement Program – the program is targeted to Newark homeowners that income-qualify as low-to-moderate income to complete home repairs.

Planner Tom Fruehstorfer and Director Mary Ellen Gray attended the Newark Transit Improvement Partnership (TriP) Study meeting at WILMAPCO on August 7. The consultant has developed some draft study maps and begun the bus driver and transit user surveys. The outcome of the study is expected to be recommendations to help provide better integration of the various transit options in the Newark region.

The following was also completed this week:

- 14 Deed Transfer Affidavits
- 63 Building Permit Reviews
- 1 Certificate of Occupancy/Completion

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 were sent to the applicant on July 26, 2018.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC 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.

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 on August 13, 2018.

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

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of

the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. 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:

- Two police officers have announced their intention to resign from the department and

assume careers with another police agency. With three vacancies, and several officers out with long-term injuries, several officers will be transferred from specialized assignments to patrol. We will be sending two recruits to the Delaware State Police Academy in the Fall and are in the process of possibly hiring a certified police officer.

- All divisions of the police department participated in National Night Out on Tuesday evening. Although it was a hot and humid night, many residents came out to interact with the members of our department and other agencies that were present. Photographs of the event are posted on the police Facebook page as well as the Newark Post.

Patrol:

- On August 5th, an officer responded to a local restaurant, on a report of a disorderly man refusing to leave the premise. When approached by the officer, the man refused to leave and stated he was going to finish his beer. After several attempts to persuade the man to leave, he was informed he was under arrest. The man refused to submit to the arrest and physically resisted the police officer, causing the officer and subject to fall to the ground. Once handcuffed, the subject physically resisted when placed in the police vehicle. Once at the police station, the subject physically resisted being removed from the police vehicle. The subject, who was intoxicated, was charged with disorderly conduct, resisting arrest, criminal mischief and trespass.

Auxiliary Services Division:

- Auxiliary Services and PSAP Manager supported the annual National Night Out event with establishing the Mobile Command Post and S.W.A.T. for public interaction.

Criminal Investigations Division:

- CIU searched several vacant residences in the Madison Drive and Thorn Lane areas regarding a recent theft investigation. Additional property, believed to be stolen, was located.

Administration Division:

- Sgt. Jones has been preparing the newest recruits and completing their paperwork for the state police academy which is scheduled to begin in September.
- Sgt. Jones has been conducting the annual department weapon inspections.
- Sgt. Bryda was a panel member for the Millsboro Police Department oral board phase of their promotional process for the rank of Sergeant.
- Sgt. Jones, Sgt. Bryda and Cpl. Walker planned and executed the National Night Out Event with the assistance of numerous co-workers.
- Lt. Rubin is teaching DITEP (Drug Impairment Training for Education Professionals) to a group of 16 teachers from around the state. The DITEP is a 3-day, 16-hour class, funded by the Office of Highway Safety. This is the first time this class is being offered in Delaware.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	08-09-2018
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:

Cleveland Avenue Road Diet has been implemented. There are still items that remain to be completed and the timing of the lights will be tweaked based on observed conditions. While schools are out and many people are on vacation, from our observations the traffic seems to be moving well at all hours of the day. Please pass along any observations or comments on the new configuration.

Several field staff have assisted on the Preston's Playground build.

Sanitary Sewer smoke testing in District 1 is complete. No major defects were detected, however, some minor repairs are needed and can largely be handled by in-house staff. A full report will be delivered in the next few weeks and will assist us in identifying areas for more detailed inspections.

Activity or Project:

Amstel Avenue Conversion to One Way

Description:

PW&WR staff along with Parking staff have begun to install the parking meter poles on Amstel Avenue ahead of the conversion to one way eastbound east of Orchard Road. Once the meters are moved, the signage and striping will be installed and notice will go out that the change will occur. The final step will be to remove the parking spots and re-stripe South College Avenue near the Morris Library.

Status:

Started

Expected Completion:

08-31-2018

Execution Status:

On Track

Activity or Project:

Career Services Intern from UD

Description:

One of our PW&WR summer seasonals this year has been from UD's Career Life Skills Certificate program. He has worked on several tasks including operating as the second man on the rear loader, the second man on the catch basin truck, catch basin repair support, sign installation support, and he has been a big help removing trash from the yard waste piles. He is the second person we have welcomed in from this program, but the first was only for a one day introduction. All of our field staff have worked very well with Mike and the garage staff decided to get him a cake with several of the guys pitching in to wish him luck in the next phase.

Status:	In-Progress
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Expected Completion:	12-31-2018
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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CITY OF NEWARK
DELAWARE
BOARD OF ADJUSTMENT
AUGUST 16, 2018 – 7:00 P.M.

1. **The approval of the minutes from the meeting held on June 18, 2018.**
2. **The appeal of Michael Paraskewich, property address 67-69 New London Road, for the following variances:**

Option 1: The following uses require Special Use Permits as provided in Article XX, Section 32-78 of this chapter.

- **Sec. 32-11(b)1:** Conversion of a one-family dwelling into dwelling units for two or more families, if such dwelling is structurally sound but too large to be in demand for one-family use, and that conversion for the use of two or more families would not impair the character of the surrounding area. The variance request is to challenge the interpretation of the above section.
- **Sec. 32-11(b)1 a:** There shall be a lot area of at least 4,000 square feet for each family to be accommodated. Proposed plan shows 67-69 New London Road as having 4,356 square feet. With two units, the plan would provide 2,178 square feet per unit, requiring a variance of 1,822 per unit.
- **Sec. 32-11(b)1d:** No addition shall extend within the front yard, side yards, or rear yard required for the district within which it is located. Dwelling is located in RM zoning with the following applying:
- **Section 32-11(c)(5): Building setback lines.** Each story or part of building exclusive of cornices and uncovered steps and uncovered porches, shall be set back from the line of the street on which the building fronts by at least (a) minimum of 15 feet. Proposed plan shows a setback of about 6.14 feet, requiring a variance of 8.86 feet.
- **Section 32-11(c)(7): Side yards.** Two side yards shall be provided on every lot as follows: (a) on an interior lot, the minimum width of such side yards shall be 7 feet, with a minimum aggregate width of the two side yards of 15 feet. Proposed plan shows side yards of approximately 1.84 feet and 1.72 feet for an aggregate of 3.56 feet, requiring a variance of minimum side yard variance of 5.28 feet and aggregate side yard variance of 11.44 feet

Option 2 : The applicant is seeking a variance from Section 32-4(40) dwelling, multifamily.

- **Section 32-4(a)(40) – dwelling, multifamily.** A building arranged, intended or designed to be occupied by three or more noncommunicating one-family sections having a common wall between each two adjacent sections. Proposed plan has two one family sections, requiring a variance from the definition of one (1) one family section. If this section is pursued, the applicant will also need the following variances:
- **Sec. 32-11(a)(1)a – dwelling units per gross acre.** The maximum number of dwelling units per gross acre is 16. Proposed plan shows 20 units per acre, requiring a variance of 4 units.
- **Sec. 32-11(a)(1)(d) – lot coverage.** The maximum lot coverage shall be 20% for any lot which is developed for garden apartments. Proposed plan shows lot coverage at 26.8%, requiring a variance of 6.8%.

- **Sect. 32-11(a)(1)l – open area.** At least 40% of a lot to be developed for garden apartments shall be devoted to open area. Proposed plan shows 25.1% open area, requiring a variance of 14.9%.
- **Sect. 32-11(a)(1)j – Parking and loading spaces.** All uncovered parking and loading spaces shall be located at least 10 feet from all abutting perimeter streets and property lines. Proposed plan shows 9 parking spaces located 0 feet from the side property, requiring a variance of 10 feet, and 1 parking space located 4.5 feet from the property line, requiring a variance of 5.5 feet.
- **Sect. 32-11(c)(1) – Minimum lot area.** Except as specified in Article XVI, Section 32-56.2(a) of this chapter, the minimum lot areas shall be one acre with 2,725 square feet per family for garden apartments, and in one case shall the minimum lot area be less than 2,350 square feet per family for a garden apartment. Proposed plan shows the property at .182 acres, requiring a variance of .818 acres. Proposed plan shows 1,094 square feet per family, requiring a variance of 1,631 square feet per family.
- **Sect. 32-11(c)(5) a – Building setback lines.** For an apartment building, each story or part of building exclusive of cornices, balconies, and uncovered steps and uncovered porches, shall be set back at least 30 feet from the line of all perimeter streets. Proposed plan shows the building with a setback of 2.8 feet from New London Road, requiring a variance of 27.2 feet.
- **Sect. 32-11(c)(5)C – Building setback lines.** For an apartment building, each story or part of building exclusive of cornices, balconies, and uncovered steps and uncovered porches, shall be set back at least 25 feet from all exterior lot lines. Proposed plan shows the building with a 1.82 and 1.72 foot setback on the south and north lot lines, requiring a variance of 23.16 and 23.28 feet for both from the south and north lot lines.
- **Sect. 32.11 (c) (7)b – side yards.** In a RM district, two side yards shall be provided. Apartments in RM district, the minimum side yard shall be 20 feet. Proposed plan shows a side yard of 2 feet, requiring a variance of 18 feet.

3. The appeal of Lauren Knapp, property address 144 King William Street, for the following variance:

- a. **Sect. 32-47(j) – Existing single family type rental dwelling** – Two off-street parking spaces shall be required per unit for every nonowner occupant, one-family and/or two-family dwelling type structure converted for the taking of boarders and roomers as permitted in this chapter and requiring rental permits as specified in Chapter 17, Housing and Property Maintenance, Code of the City of Newark, Delaware. The applicant has one off-street parking spaces and is requesting a variance of one off-street parking space.

The application and related materials may be examined at the City Secretary's Office, 366-7000, prior to the meeting.

Agenda Posted – August 8, 2018

Attest:

Sworn by:

City Secretary

Notary Public (Seal)

Digital Records Project New Documents Created – July 26-August 8

Name	# of Documents	# of Pages	Types
Samantha	15	16	Miscellaneous
Sandy	1,931	7,863	AP Invoices/Timesheets/Daily Cash Receipts
Fred	28	3,014	PWWR Development Plans
Ana (PT)	40	209	Miscellaneous
Mecia (PT)	57	603	Miscellaneous Current Files
Debbie	1,260	2,240	Court Documents/Personnel Documents
Total	3,331	13,945	

Digital Records Project Documents Modified* – July 26-August 8

Name	# of Documents	# of Pages	Types
Samantha	15	16	Miscellaneous
Sandy	1,932	7,864	AP Invoices/Timesheets/Daily Cash Receipts
Fred	29	2,853	PWWR Development Plans
Ana (PT)	1,338	3,874	Agendas/Agreements/Legal Opinions/Minutes/Ordinances/Resolutions
Mecia (PT)	238	2,000	Miscellaneous Current Files
Debbie	1,260	2,240	Court Documents/Personnel Documents
Total	4,812	18,847	

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	23,131	-2,975
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	30,099	+1,295
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 07/29/18-08/04/18

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	7	1	0	2	0
Unlaw. Sexual Contact	8	4	0	0	5	0
Robbery	15	16	0	9	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	8	8	0	3	12	0
Assault/Aggravated	16	13	0	15	24	0
Burglary	25	28	0	9	7	0
- Commercial Burglaries	5	9	0	1	0	0
- Residential Burglaries	15	17	0	8	5	0
- Other Burglaries	5	2	0	0	2	0
Theft	325	310	9	128	100	2
Theft/Auto	28	30	1	2	5	1
Arson	1	0	0	0	0	0
All Other	58	62	4	36	29	0
TOTAL PART I	479	470	15	200	195	3
<u>PART II OFFENSES</u>						
Other Assaults	180	158	5	80	119	4
Rec. Stolen Property	1	0	0	12	11	0
Criminal Michief	123	94	2	37	96	0
Weapons	12	6	1	24	27	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	64	122	0	103	181	4
Drugs	101	81	5	113	109	5
Noise/Disorderly Premise	411	400	7	133	157	2
Disorderly Conduct	95	81	2	54	58	0
Trespass	115	132	4	41	44	0
All Other	253	244	8	243	193	14
TOTAL PART II	1355	1318	34	840	995	29
<u>MISCELLANEOUS:</u>						
Alarm	197	118	3	0	0	0
Animal Control	294	297	7	2	2	0
Recovered Property	200	171	6	0	0	0
Service	22709	24204	850	0	0	0
Suspicious Per/Veh	344	288	11	0	0	0
TOTAL MISC.	23744	25078	877	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	884	28,518	1,072	31,028



**Newark Police Department
Weekly Traffic Report
07/29/18-08/04/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	5294	7129	109	171
DUI	94	127	1	5
TOTAL	5388	7256	110	176

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	156	122	6	3
Property Damage (Reportable)	663	696	10	19
*Hit & Run	145	150	0	3
*Private Property	148	192	4	7
TOTAL	820	818	16	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.