

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

I am happy to announce that Tim Filasky has been promoted officially to the position of Director of Public Works and Water Resources. Ethan Robinson has also been promoted to Deputy Director of Public Works and Water Resources. Both Tim and Ethan have been successfully serving in these roles in an acting capacity and have proven they are fit for the role.

Activities this week were largely dominated by Monday's regular council meeting and the two special council meetings on parking and rental housing. A considerable amount of time was spent preparing for each meeting and performing appropriate follow-up actions afterwards.

On Monday I participated in an interview with journalism students from UD on the upcoming Main Street reconstruction project.

On Tuesday I met with District 2 candidate Maria Ruckle to discuss City operations and answer questions.

Water Operations Superintendent Neimeister and I met with code enforcement representatives from New Castle County to address a noise complaint at the South Wellfield Water Treatment Plant. Later that day I toured the ongoing construction work at the Curtis Water Treatment Plant which is nearing completion.

I fulfilled multiple requests for information from a variety of councilmembers throughout the week.

Together with staff from the City Secretary's office and IT we attempted to troubleshoot audio issues we have been experiencing with the livestream equipment and connectivity issues with the laptop in Council Chamber. We expect to have all issues addressed before the organizational meeting on 4/16.

I finalized a pay for success contract with The Nature Conservancy that will be implemented over the next year or so that we expect will result in lower future MS4 compliance costs and increased efficiency for source water efforts. This is a proof of concept effort we have been working on for several years in coordination with the UD Water Resources Agency and the Nature Conservancy with funding from the William Penn Foundation and could be a game changer for future compliance and the rate of improvement in water quality. I have discussed this effort previously during the budget process. Stay tuned as we will be bringing more information on this effort soon.

On Thursday I held a regular monthly meeting with Councilwoman Wallace.

On Friday I participated in a meeting with Solicitor Bilodeau, PW&WR Director Filasky, and Deputy Director Robinson where we discussed the proposed charter change that would allow us to provide sewer service outside of the municipal boundaries.

**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 3/21/19 to 3/27/19. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs are scheduled for their weapons requalifications on 5/4/19.

**Activity or Project:**

Court Sessions

**Description:**

From 3/21/19 to 3/27/19 Alderman's Court handled 65 arraignments, 81 trials, 10 capias returns and 3 video hearings. The court collected a total of 333 parking payments of which 270 were paid online and 63 were paid at court. The court also collected criminal/traffic payments of which 154 were paid online and 50 were paid at court for a total of 204 payments.

**Status:**

Completed

**Expected Completion:**

03-27-2019

**Execution Status:**

Completed

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

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

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Geena was in the office on March 21 for Court and March 27 for a Special City Council meeting.

Renee met with Anita, Danielle, Tara and Whitney had a staff meeting on March 22 to finalize work load/procedures during Renee's upcoming leave.

Renee and Tara met to finalize outstanding issues during Renee's upcoming leave.

Tara fielded and addressed various inquires on the upcoming election from area residents.

Tara and Whitney attended the March 25 Council meeting. Tara covered in the Acting City Secretary role and Whitney covered for Communications for the livestreaming of the meeting.

Tara and Whitney attended the March 26 Special Council Meeting on Parking in the same roles as the previous evening.

Tara and Whitney attended the March 27 Special Council Meeting on Student Housing in the same roles as the previous two meetings.

Tara finalized the payment for the polling place postcards with the printer. Postcards should arrive in all registered voters mailboxes late this week.

Tara began drafting the 20-22 Benny Street subdivision agreement.

Tara spent time with IT discussing the laptop issues as they pertain to presentations during the Council meetings.

Tara spent time on several personnel CWA related items.

Whitney worked on the March 25 Council meeting follow-up.

Whitney spent considerable time with IT addressing livestream issues in Council Chamber.

Whitney spent considerable time addressing a citizen's concern regarding sound quality of meetings in person and on Livestream.

Anita continued follow-up work with election workers to obtain missing documents and updating the spreadsheet.

Anita drafted a listing of neighborhoods served for each polling location to post on Election Day. The document is saved in Sharepoint>Election Board Committee file>2019>Neighborhood Lists by District.

Anita set up and cleaned up Council Chamber for March 25 Council meeting and March 26 and March 27 Special Council meeting.

Anita contacted a representative from each polling place location to obtain an additional contact number for them for machine delivery and saved the information on a spreadsheet.

Anita spent considerable time copying election district lists and assembling binders for distribution to various polling locations and internally.

Anita gathered various vehicles titles for vehicles going to auction and provided to Dave Vispi per his request.

Anita reserved Council Chamber for numerous staff members for upcoming meetings for the second and third quarter of 2019.

Anita created additional absentee and affidavit packets for distribution to voters.

Anita helped voters who will be unavailable during Election Day (due to traveling generally) with absentee voting.

Anita continued with general departmental filing, copying and scanning of documents.

- \* District 1 - 14 requested, 13 returned
- \* District 2 - 5 requested, 5 returned
- \* District 3 - 17 requested, 12 returned
- \* District 4 - 8 requested, 6 returned
- \* District 5 - 11 requested, 11 returned
- \* District 6 - 3 requested, 1 returned

Information on the 2019 election can be found on the City website here:  
<https://newarkde.gov/508/2019-City-Election-Information>.

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

- \* Received and circulated to staff for review on March 20 a FOIA request from Trimble MAPS Journey.
- \* Received, corresponded with staff for a March 22 FOIA request from Environmental Alliance,

Inc.

\* Provided relevant documents to requestor, completed and closed a March 18 FOIA request for current employee/hourly/salary rates and length of employment time.

\* Provided information to requestor, completed and closed a March 18 FOIA request from UPMC WorkPartners.

Regarding minutes, staff time was spent on the February 21 Board of Adjustment (Danielle drafting) minutes, January 28 Executive Session minutes (Renee drafting). The March 12 Conservation Advisory Commission minutes are currently in the queue as are the March 25 Council minutes, the March 26 Special Council meeting minutes and the March 27 Special Council meeting minutes.

Danielle fulfilled 13 discovery requests for upcoming Alderman's Court cases. 124 discovery requests have been filled so far this year. There is no court calendar for the upcoming week as there is no court scheduled. 13 court calendars with 227 associated cases have been prepared so far for 2019. Two plea by mail cases were processed this week.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 16 lien certificates were completed and sent to the requestor. 108 lien certificates have been processed for 2019.

---

**Activity or Project:**

Digital Records Project

---

**Description:**

Samantha is processing four boxes of subdivision files for transfer, with two boxes approved.

Samantha processed 17.25 boxes for destruction approval.

Samantha processed five rolls of building plans (20 sheets).

Samantha processed 34 complaints/summons.

Samantha scheduled TCM training with Administration.

Samantha worked on the purge schedule/procedure.

Samantha continued studying for her CRM.

Records Division staff worked 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 Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout. The students from the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City.

The scanned documents numbers for March 14-20 are below.

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

### City Manager's Weekly Report

<b>Department:</b>	
Electric Department	
<b>Notable Notes:</b>	
<p>The line crews energized Chemours and terminated cables for the BPI Building at STAR. They continued working on the 12kV recloser project along Marrows Road.</p> <p>The electricians performed the monthly spill prevention audit at the substations, moved conduits in the way of a new lift in the garage, and repaired lights in the Park's garage.</p> <p>Engineering has been working with the vendor, electricians, and line crews trying to figure out why a couple of reclosers are losing communications. New antennas and cables have been replaced unsuccessfully to try and mitigate steadily increasing signal loss. Engineering also compiled City Water Plant loads to ascertain feasibility of joining the load curtailment program offered by PJM.</p>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	

**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:**

2018 Audit - The auditors returned to the office this week to perform their final fieldwork. Tentative plans have CLA presenting the audit to City Council at the June 24th meeting, which is about a month earlier than when it has been presented in the past. June 30 is the deadline for submitting the City's Comprehensive Annual Financial Report (CAFR) as imposed by the Government Finance Officers Association (GFOA) as part of their Excellence in Financial Reporting award program.

Staff attended the monthly Women Leading Government meeting in Dover on Wednesday.

The Finance Director attended DEMEC's IT & Cybersecurity Roundtable on Friday with IT staff. The focus of the meeting was Disaster Recovery and Business Continuity Planning.

**Activity or Project:**

County Taxes

**Description:**

On Tuesday, March 26th, New Castle County Council held a special Finance Committee meeting and invited representatives from all the municipalities to attend. Director Del Grande met with New Castle County officials to discuss the Local Service Function process. New Castle County provides a reduced tax rate in order to not double-tax our residents for the duplications of services. The County tax bill paid by City residents, includes these services:

- Paramedic services
- Regional parks (Bear/Glasgow, Rockwood, Carousel)
- Assessment services
- Libraries
- Share of County Council Office
- Share of County Executive Office
- Recorder of Deeds
- Register of Wills

- Clerk of the Peace
- Ethics Commission
- Sheriff
- School Crossing Guards (separate tax on the bill)

The County administration wants to “correct” the methodology used to calculate the tax rates for the local service function budget. Since the 1960’s, Newark has received a credit in the County’s rate-setting process for all of the services we provide, so our residents are not paying taxes for the same service twice. As a result, Newark taxpayers have only paid the GOB rate, to cover services not provided by Newark (see the list above).

One thing that has been a gray area is the City’s subvention to Aetna for fire services. Newark has always received a credit in the tax process, although we do not technically have a fire service. Effective 7/1/2019, the County wants to take away this credit. As a result, Newark tax rates will go up about 7%, or \$13 annually for our median households (\$66,800). This additional increase of 1.93 cents equates to about \$167K in additional tax revenue to the County and will not be passed directly to Aetna on our behalf.

Historically, the County has not taken away local service credits if they existed from the beginning of the County’s form of government (1967ish). County representatives pointed out that Newark did not have a fire service like Wilmington. However, Newark pointed out to the County that both Odessa and Townsend do not have a police force, yet the County was giving them a credit for police operations. The County went on to add that they hit the “low-hanging” fruit and will be addressing these issues later. Newark’s concern is that the “low-hanging” fruit choices were one-sided and the local service functions were not looked at fairly for all impacted municipalities. The City agrees that changes needed to be made within the County’s process, but all municipalities should be treated equally. Attached is a copy of the handout that they gave to the attendees today. I will be sure to follow up.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-30-2019
<b>Execution Status:</b>	On Track

#### **Activity or Project:**

Finance Vacancies

#### **Description:**

Finance Assistant – (replacement of pending retirement) Job announcement closed on February 21. Twenty applicants were interviewed this week. We are looking to have a round 2 of the finalists.

IT Infrastructure Manager – (former IT Manager) An offer had been made this week and accepted by our finalist. Start date for our new IT Infrastructure Manager will be April 15. More information to be provided.

IT Network Administrator III – (position open due to resignation) Position will be reviewed after the IT Infrastructure Manager position is filled.

P/T Finance Assistant – Position vacated in January. Will review once the full-time Finance Assistant position is filled.



P/T Meter Reader – Approved by Council in the 2019 budget and is on hold.

P/T Customer Service Clerk I – Approved by Council in the 2019 budget and is on hold.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2019
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

Automatic Bill Payment/Leak Notification System

**Description:**

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

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

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

<b>Status:</b>	Completed
<b>Expected Completion:</b>	12-31-2017
<b>Execution Status:</b>	Completed

**City Manager's Weekly Report**

**Department:**

Information Technology Department

**Notable Notes:**

Held weekly progress meeting with IT team to discuss 2019 projects.  
 Held weekly CyberSecurity meeting to continue working on APPA full assessment.  
 IT Applications Manager assisted with Finance Assistant interviews.

Applications Team:

Open Tickets from previous week - 71

Tickets Opened in the Last Two Weeks - 61

Tickets Closed in the Last Two Weeks - 57

Remaining Open Tickets – 75

1. Customer Connect 6 upgrade dates have been set, kick off meeting is the last week of June with a go live date around mid-August.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
4. Continued working on Munis General Billing for PWWR in TEST environment.
5. Created reports for users as requested.
6. Gave demo to Admin/HR on the policy acknowledgement module in Munis on 3/18/19, demo scheduled with PD on 4/1/19.
7. Working with the vendor and City staff to schedule Connexo Netsense 11.2 training for staff.
8. Attended PUBs training on 3/19/19.
9. Meeting with Parks and Recreation to discuss software vendor credit card integration on 4/2/19.

Infrastructure Team:

Open Tickets from previous week - 76

Tickets Opened in the Last Two Weeks - 153

Tickets Closed in the Last Two Weeks - 148

Remaining Open Tickets - 81

1. All equipment for VFW Internet connection is configured and testing is complete, Electric department has begun installation.
2. Developed and will continue to tweak an onboarding process with IT while coordinating with HR.
3. Wollaston Camera project, installation complete and cameras are live and operational.
4. Actively responded to and resolved Secureworks alerts.
5. Lead desktop support staff member received training for LiveStream and will act as a backup to City Secretary staff.
6. Created new virtual machines in preparation for the EAMs upgrade to Connexo Netsense and worked with vendor to install software.
7. Worked with the vendor to refresh the test environment of our meter data management software.
8. Follow up call with Dell deployment services regarding blade and storage, reviewing initial worksheet and discuss path forward.
9. Worked on cleaning up backups.
10. Updated our content filtering licenses.

---

**Activity or Project:**

Police Vehicle Technology Upgrades

---

**Description:**

Approved Capital Improvement Project.

New computers have been deployed to all vehicles. Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

New consoles have been installed in 5 of 12 vehicles. Cradlepoints have been installed in vehicles #917, #909, #935, #926, #915, #923, #928, #925, #907, #934, #910, #905, #918, #939, #906, #930, #908, #911 & #936. We have six vehicles remaining.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-01-2018
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

Sonicwall Firewall Replacement I1901

**Description:**

Approved Capital Improvement Project.

Revised quote received.

Purchase order sent to vendor.

Equipment received.

Call scheduled on 3/28/19 with vendor to assist with deployment services.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-30-2019
<b>Execution Status:</b>	On Track

**Activity or Project:**

Honeywell EAMS/Connexo NetSense Upgrade

**Description:**

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.
- Migrate data from previous release to Connexo
- Training
- Site Acceptance
- Promote to production
- Decommision old production, build new test

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2019
<b>Execution Status:</b>	On Track

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Deputy Director: Attended the Sustainability Plan Committee meeting; conducted weekly staff meeting with recreation staff; met with Joe and Shannon, our intern, on the recreation programming vision statements and goals; reviewed and updated April PSA's; attended the Memorial Day Parade Committee meeting; continued to process special event applications and issue permits once approved; worked with Kathy to finalize purchase orders for sports equipment and arts and craft supplies; worked with Shelby to schedule PSA's for upcoming City events to media sources; coordinated with Parks Department to deliver glasses for Wine and Dine to restaurants; continue to work with Tyler and Devan to determine the best way to secure personnel files for the Before and After Care program and to meet licensing requirements; awarded the portable toilet contract; coordinated the use of the Unicity Bus for upcoming event.

Recreation Supervisor of Athletics: The annual inspection at Downes was held on Tuesday, 3/19, as usual there are a few items to follow up on, but overall inspection went well and license was renewed for another year; working to get Rittenhouse Camp staff in place, holding and scheduling interviews with new staff and working with returning staff to finalize plans, submitted annual camp application to public health; coordinated with one of our after care staff to represent us at the Art Night program at West Park Elementary on Thursday, 3/21; held adult volleyball and adult softball league captains meetings on Tuesday, 3/19, leagues are scheduled to begin the week of 4/22; submitted summer program information and finalizing details with staff and instructors.

Recreation Supervisor of Community Events: Worked on/confirmed summer fitness and special interest classes; sent Egg Hunt donation requests to local businesses and have received confirmation of approximately 250 donated prizes, some for egg stuffing and others for baskets, business donations include Duck Donuts, Sports Clips, Pennoni & Associates, Painting With A Twist, Timothy's, Deer Park, Ameriprise, TD Bank, UD Ice Arena, Castle Bags, Courtyard by Marriot, McDonald's and Grain; prepared for and attended the Memorial Day Parade Committee meeting; worked on updating the VIP invitation list for the Newark Memorial Day Parade.

Coordinator of GWC and Volunteers: Opened the George Wilson Center early for the Lifeline Screening Event on March 18 with over 80 participants; continued speaking with the American Red Cross on options for summer programming and leading Lifeguard Training and/or Baby Sitting Training programs; continued finalizing information for summer programs; continued to finalize summer camp field trips for Camp GWC; continued working with the Recreation Specialist to finalize information for Summer Camp volunteers; met with the Recreation Supervisors, Deputy Director and Recreation Specialist to discuss the upcoming Summer Camp Orientation; continued contacting participants for the upcoming Spring Clean Out Sale and finalizing information for the event; coordinated with ZZ House/ALPACA Signs & Designs for signage for the event; spoke with WHYY and followed up with photos and additional information as they will be covering the Spring Clean Out before the event; updated staff on upcoming School's Out Programs scheduled for March 22 and March 29; sent feedback for the vision theme Community Engagement to Shannon, our intern; continued coordinating event information for volunteer events coming up with Newark High School, Newark Charter and University of Delaware; sent an April staff schedule to GWC Attendants and continued to discuss upcoming interviews/staffing schedules; continued meeting with and communicating with potential renters for the George Wilson Center.

Recreation Specialist: Reviewed and submitted Aftercare Food Bank Forms; all interviews completed for camp volunteers from applications received, 16 schedules sent out and we are still in need of volunteers; working to develop/incorporate some information on

inclusion/disability/customer service from DRPS conference into the summer camp staff manual; working on photo/write up to go with Parks magazine photo contest; met with West Park Principal Novak and Tom Zaleski regarding Arbor Day planting scheduled for April 29th at 1:00 p.m.; recruited a band for the Spring Concert Series; reviewed/commented on the intern's Community Engagement Vision theme; provided comments on Bikeway Loop for Joe; completed April Before/After Care schedule for Tyler and updated aftercare sheets/csv file for new participant; started on Easter Egg sponsor listing to send letters out for Sharon.

Parks Superintendent: Reviewed three proposed planting plans and commented as needed, along with our other ISA certified staff arborist evaluated condition of all trees at the Rodney dorm site and suggested which of the existing trees along the east side to prune/remove, along with our Recreation Specialist met with principal at West Park School to choose site for upcoming Arbor Day ceremony, met with developer to advise on plant material replacement that died over the winter, assisted Public Works in sign placement in Coverdale Park, interviewed candidate for seasonal Gardener's position, coordinated with Parks Supervisor on placement and planting of pots at City Hall/Train Station/Wilson Center with Pansies for spring color as well as tree removal operation along Valley Road which involved coordinating with Electric Department as well, met with contractor to get final quote on roofing project on shelter at Fairfield Park, met with hotel owner/hotel manager/lead maintenance engineer/landscape contractor at Candlewood Suites to review work needed prior to release of 2 year surety funds, continued organizing for upcoming chain saw safety/maintenance workshop on April 10, and along with Landscape Specialist developed annual planting plan.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated for several upcoming recreation events as well as tree removal along Valley Road in Coleman Park with parks staff and Sussex Protection for traffic control, completed purchase requests for purchase of mowing equipment approved by Mayor and Council, evaluated items in storage at Olan Thomas for placement on Muni-Bid, and coordinated with Parks Superintendent for placement/planting of pots at City Hall/Train Station/Wilson Center with Pansies for spring color.

Parks/Horticulture staff: Continue on cutbacks of Roses and perennials as needed, checked/cleaned all pipe/basin inlets/covers throughout park system, did interior bed maintenance at City Hall, completed dormant oil applications on selected trees in park system for scale control, did trash removal throughout park system, dragged/scarified all ballfields throughout park system, continued on meadow mowing operation, one staff member whom is also an ISA certified arborist assisted Parks Superintendent with tree evaluations on trees at Rodney dorm site, did equipment maintenance on chain saws and Ventrac unit, removed debris pile at trailhead in Redd Park off Cooke Way and did tree removal along Valley Road in Coleman Park.

Contractor completed dormant oil applications on several trees throughout park system for scale control.

---

**Activity or Project:**

Spring Clean Up

---

**Description:**

The Spring Community Clean Up will be held on April 6 from 9 a.m. - 12 p.m. at the City Municipal Building. Volunteers will clean up local parks and roadways in conjunction with the Annual Christina River Watershed Clean Up. Individuals and volunteer groups are welcome. Trash

bags and a snack will be provided to all volunteers who help. Volunteer T-shirts will be given to pre-registered volunteers or the first 200 volunteers. For additional information or to volunteer for the clean-up, please call the Recreation office at (302) 366-7000 or email [parksrec@newark.de.us](mailto:parksrec@newark.de.us).

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-06-2019
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Parking:

Parking Manager Marvin Howard and Parking Supervisor Court Mulvanity attended a meeting on March 20 regarding multi-space parking on Delaware Avenue. On March 26, Marvin and Court attended a Special City Council meeting for a Parking Subcommittee presentation.

Planning/Land Use:

The Planning Commission will meet on Tuesday, April 2 at 7:00 p.m. in the Council Chamber. Items on the April agenda include:

- Debrief on Focus Areas status;
- Review and consideration of potential changes to Planning Commission Rules of Procedure;
- Review and consideration of potential changes to Planning Commission Submission

Deadline Schedule;

- Discussion of new uses for RM and RA zoning districts; and
- Census update.

Planner Mike Fortner gave a presentation at the March 26 Special City Council meeting held to discuss the Parking Subcommittee parking strategy, staff technical review, and implementation plan. Mike also developed the report for a proposed ordinance to create a new zoning use called

“urban apartments” to be permitted in the RM and RA zoning districts as a conditional use; the proposed ordinance will be discussed at the April 2 Planning Commission meeting.

The following were also completed this week:

- 4 Deed Transfer Affidavits
- 50 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.

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 RS (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. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

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. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 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. The Planning and Development Department received revised plans on March 12, 2019.

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. Revised plans were received by the Planning and Development Department on October 31, 2018 and distributed to the SAC for review



on November 1, 2018. Revised plans were received by the Planning and Development Department on January 29, 2019. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0). At their meeting on March 25, 2019, Council approved the Comprehensive Development Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0).

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. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019.

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. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. SAC comments were forwarded to the applicant on February 21, 2019.

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. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting was held on November 5, 2018. SAC comments were forwarded to the applicant on December 21, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review. At its meeting on February 5, 2019, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), major subdivision with site plan approval (7-0), and special use permit (7-0). The project will be placed on an upcoming City Council agenda. At their meeting on March 25, 2019, Council approved the Comprehensive Development plan amendment (7-0), major subdivision with site plan approval (7-0), special use permit for fast food restaurant, cafeteria style restaurant, and apartments (7-0), and special use

permit for drive-in restaurant (6-1).

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. A SAC meeting was held on August 16, 2018. Staff comments were sent to the applicant on August 17, 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. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. 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. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019.

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. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

511 Valley Road, Briarcreek Lot 21, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018. Revised plans were received by the Planning and Development Department on February 28, 2019 and forwarded to the SAC for review on the same date.

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street

(often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments were forwarded to the applicant on December 27, 2018. Revised plans were received by the Planning and Development Departments on January 23, 2019 and forwarded to the SAC for review. SAC comments were forwarded to the applicant on February 22, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At the March 5, 2019 meeting, the Planning Commission vote resulted in negative recommendations for the major subdivision (3-3) and special use permit (3-3), and a favorable recommendation for the parking waiver (4-2). The project will be placed on an upcoming City Council agenda. Revised plans were received by the Planning and Development Department on March 13, 2019 in anticipation of a future Council meeting. At their meeting on March 25, 2019, Council approved the major subdivision (5-2) and special use permit (5-2).

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019.

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 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 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019. SAC comments were forwarded to the applicant on January 25, 2019. Revised plans were received February 14, 2019, with SAC comments forwarded to the applicant on February 20, 2019. Revised plans were received by the Planning and Development Department on February 25, 2019. At their March 5, 2019 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0). The project has been placed on City Council agendas for March 25, 2019 (first reading) and April 22, 2019 (second reading/public hearing).

34 and 38 Corbit Street, Parcel IDs 1801300087, 1801300088 (PR#18-12-02): Plans for a Comprehensive Development Plan amendment and minor subdivision of 34 and 38 Corbit Street were received by the Planning and Development Department on December 27, 2018. The plans propose the demolition of the existing structure at 38 Corbit Street and elimination of the existing driveway servicing that parcel, subdivision of the lot into two lots, construction of a semi-detached dwelling for purposes of a student rental, and construction of a parking lot encompassing the rear yards of both 34 and 38 Corbit Street. On February 21, 2019, the Board of Adjustment denied the appeal of the applicant for variances on minimum lot area, maximum lot coverage, and minimum lot width.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019.

42, 46, and 54 East Delaware Avenue, Municipal Parking Lot 1 Expansion, Parcel IDs 1802000068, 1802000070, (PR#19-02-02): On February 19, 2019, the Planning and Development Department received an application for an administration subdivision at 42, 46, and 54 East Delaware Avenue for the expansion of Municipal Parking Lot #1. The Department received site plans from the applicant on March 20, 2019 and letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on the same date.

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

---

**Activity or Project:**

**Description:**

**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**
**Patrol Division:**

- On March 27, 2019, Corporal Martin responded to Village of Fountainview for a report of a subject on location possibly masturbating. Upon arrival and investigation, he discovered that the suspect, a 38-year-old male from Newark, DE, had indeed masturbated in the view of the public including two employees who witnessed, and video recorded same. The suspect was arrested for 2 Counts of Indecent Exposure, Lewdness and Criminal Trespass. The suspect was also issued a No-Contact Order by Fountainview property.

**Special Operations Unit:**

- Sgt. D'Elia from the Special Operations Unit will be coordinating with the Sgt. Bolden from the Traffic Unit regarding the upcoming Distracted Driving Operation scheduled to take place next week.

**Traffic Unit:**

- PFC Vari and PFC Lee will begin the two-week motorcycle operators course offered by the Dover Police Department on Monday, April 1st.

**Criminal Investigations Division:**

- On March 21, 2019, detectives arrested a 22-year-old male from Wilmington in reference to a residential burglary that was reported in July 2017. The victim reported that an unknown suspect (s) entered her residence on Thompson Lane and damaged several windows and drywall in the bathroom. Officers recovered physical evidence from the scene, which was recently linked to the defendant. Based on the physical evidence and additional information obtained by detectives, an arrest warrant was issued for the defendant. He subsequently turned himself in and was video arraigned through Justice of the Peace Court 2. The defendant was released on \$7,000 unsecured bond.
- Throughout the week, Victims Services Coordinator Melissa Pennachi is participating as faculty in the inaugural Delaware Victims Assistance Academy (DVAA) in Rehoboth Beach, DE. The DVAA is a training and education program for new and beginning victim assistance providers in Delaware. The mission of the DVAA is to offer standardized training that integrates interdisciplinary, evidence-based knowledge and practice to victim service professionals and allies by providing a space for learning, networking, and applying new skills.

**Administration Division:**

- On March 21, 2019, M/Cpl. Smith and Cpl. Walker taught verbal defense and influence/de-escalation training at the Delaware State Police Academy.
- M/Cpl. Smith is attending training on Recruiting, Hiring and Officer Retention from March 25 - 28, 2019.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:** Completed**Expected Completion:** 03-28-2019**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:**

Spring Leaf Collection is underway until Friday, April 5th. If you need leaf collection prior to April 5th, please call Public Works to schedule the collection or simply put them into your yard waste cart for normal collection on Green Wednesday.

DNREC and the EPA will be auditing parts of our National Pollutant Discharge Elimination System (NPDES) Stormwater Program during the week of May 20. Previous audits have been successful and staff has begun preparations for the audit well in advance. Results of the audit will be made available as part of our annual reporting of our NPDES Program.

DelDOT will begin Main Street rehabilitation work on Monday, April 1, 2019. The DelDOT webpage specific for this work is scheduled to go live on Monday.

**Activity or Project:**

Rodney Environmental

**Description:**

Environmental Remediation is nearly complete. Testing of select concrete pads and removal of electric transformers are currently in progress. Site demolition plans and site security between construction phases are being finalized in the next two weeks.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	04-30-2019
<b>Execution Status:</b>	On Track

**Activity or Project:**

Water Main Work on Main Street

**Description:**

DelDOT's contractor will begin water work associated with the Main Street paving project on April 1, 2019. This work will be disruptive to most water customers along Main Street at certain times. While the disruptive work in the dense areas, generally West of Tyre Avenue, will be completed after June 1, 2019, there are several areas that will be completed between April 1 and June 1. These upgrades will require a shutdown of portions of the system and a 'Boil Water Notice' will be issued for defined areas until the system passes the required bacteria test, typically a 24-48 hour turnaround. Learning from recent sanitary sewer work along Main Street, many of the outages will occur Sunday night into Monday morning, followed by the boil water notice. Please direct any questions to the Public Works and Water Resources Department via email or phone. We will hold public information meetings specific to this water work and put out notice when the dates and times are finalized.

<b>Status:</b>	Started
<b>Expected Completion:</b>	08-31-2019
<b>Execution Status:</b>	On Track

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

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

Digital Records Project New Documents Created – March 21-27

Name	# of Documents	# of Pages	Types
Samantha	39	315	Court Documents
Sandy	919	2311	Court Documents/AP Batch Scans
Fred	148	727	Miss Utility Tickets/Court Documents
Debbie	333	4232	Court Documents/Miss Utility Tickets
Ana (PT)	101	3206	Court Documents/Inspection Reports
Anita (PT)	24	50	Miscellaneous Current Files
Total	1564	10,841	

Digital Records Project Documents Modified\* – March 21-27

Name	# of Documents	# of Pages	Types
Samantha	40	317	Minutes/Building Permits/Agendas
Sandy	923	2764	Court Documents/AP Batch Scans
Fred	183	999	Miss Utility Tickets/Court Documents/Building Plans
Debbie	333	4232	Complaints/Miss Utility Tickets
Ana (PT)	122	3258	Agendas/Minutes
Anita (PT)	25	52	Miscellaneous Current Files
Total	1,626	11,622	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727		
April	32,595		
May	40,272		
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals\*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137		
April	53,599		
May	49,087		
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

\*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.



# PROPERTY TAX RATE CALCULATIONS

---

Office of Finance and County Auditor

March 26, 2019

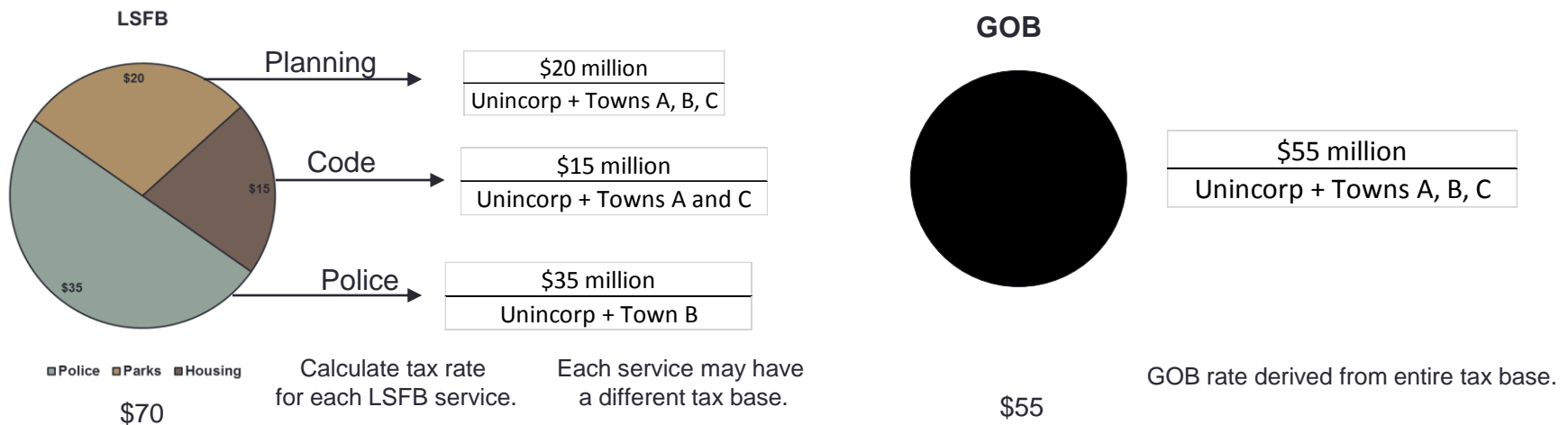
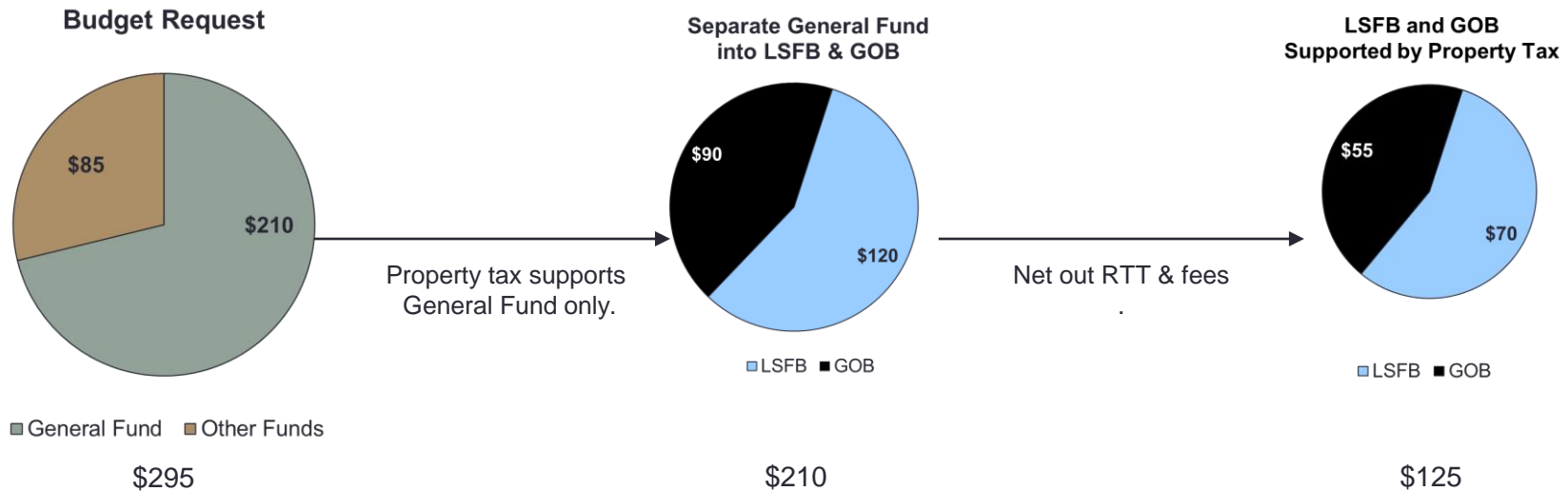
# Property Tax Rate Calculations

- Background
  - County Council inquired about seemingly inconsistent municipal tax rates.
  - Municipalities with same mix of services having different tax rates.
- Office of Finance Research
  - County Departments / Municipalities
  - Cost Accounting
    - More than 50 separate spreadsheets
    - In excess of 2,400 linked formulas
- Review of rate calculations identified issues
- County Auditor Consulted

# Context & Terminology

- Local Service Function Budget (LSFB) – budget covering “direct services” that are provided by NCC and at least one municipality.
  - Different municipalities have different service mixes.
  - Municipalities that provide their own Local Service Functions do not contribute NCC tax for those services.
- General Operating Budget (GOB) -- all expenditures not allocable to the LSFB or other operating budget fund.
- Municipalities – pay LSFB rate on NCC provided services + GOB.
- Unincorporated Areas – pay full LSFB and GOB rates.
- Realty Transfer Tax (RTT)

# Property Tax Rate Calculations



# Implications -- NCC tax rates should reflect changing conditions.

- Relative growth rates in municipal assessed values
  - Hot markets in some areas; cool markets in others
  - Annexation
- Local Service Function Budget growth that differs across departments
  - Which towns use fast growing services; which ones do not?
- Change in municipal NCC service mix
  - Adding a NCC LSFB service
  - Dropping a NCC LSFB service
- Overall mix between LSFB and GOB

# Step 1: Determine where NCC LSFB services are provided.

## LOCAL SERVICE FUNCTION RATE CALCULATION

	Total Property Tax Required	Assessed Value in Service Area	LSFB Tax Rate	Unincorporated	Arden	Ardencroft	Ardentown	Bellfonte	Delaware City	Elsmere	Middletown	Newark	New Castle	Newport	Odessa	Townsend	Wilmington
<b>LSFB SERVICE</b>																	
Advanced Planning				Y	Y	Y	Y	N	N	N	N	N	N	Y	Y	N	N
Planning Services				Y	Y	Y	Y	Y	N	N	N	N	N	N	Y	N	N
Code Enforcement				Y	Y	Y	Y	N	N	N	N	N	N	N	Y	N	N
Police Operations				Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N
Dog Control Services				Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
911 Communications				Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
Fire Protection				Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Local Parks				Y	N	N	N	Y	N	N	N	N	N	N	N	N	N
Recreation				Y	N	N	N	Y	N	N	N	N	N	Y	Y	Y	N

# Step 2: Calculate rate for each respective service.

## LOCAL SERVICE FUNCTION RATE CALCULATION

	Total Property Tax Required	Assessed Value in Service Area	LSFB Tax Rate	Unincorporated	Arden	Ardencroft	Ardentown	Bellefonte	Delaware City	Elsmere	Middletown	Newark	New Castle	Newport	Odessa	Townsend	Wilmington
SERVICE TAX RATE CALCULATION	Millions	Millions	Cents per \$100 Assessed Valuation														
Advanced Planning	\$1.30	\$14,864.09	\$0.87	14,837.5	16.2	7.4	10.4	0.0	0.0	0.0	0.0	0.0	0.0	55.4	11.9	0.0	0.0
Planning Services	\$0.40	\$14,838.40	\$0.27	14,837.5	16.2	7.4	10.4	29.6	0.0	0.0	0.0	0.0	0.0	0.0	11.9	0.0	0.0
Code Enforcement	\$2.84	\$14,808.96	\$1.92	14,837.5	16.2	7.4	10.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.9	0.0	0.0
Police Operations	\$60.40	\$14,826.53	\$40.74	14,837.5	16.2	7.4	10.4	29.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Dog Control Services	\$1.58	\$16,131.92	\$0.98	14,837.5	16.2	7.4	10.4	29.6	48.5	114.0	754.3	0.0	253.7	55.4	11.9	74.1	0.0
911 Communications	\$3.07	\$16,131.92	\$1.90	14,837.5	16.2	7.4	10.4	29.6	48.5	114.0	754.3	0.0	253.7	55.4	11.9	74.1	0.0
Fire Protection	\$3.28	\$16,995.04	\$1.93	14,837.5	16.2	7.4	10.4	29.6	48.5	114.0	754.3	867.5	253.7	55.4	11.9	74.1	0.0
Local Parks	\$2.87	\$14,792.74	\$1.94	14,837.5	0.0	0.0	0.0	29.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Recreation	\$4.10	\$14,933.45	\$2.74	14,837.5	0.0	0.0	0.0	29.6	0.0	0.0	0.0	0.0	0.0	55.4	11.9	74.1	0.0

# Step 3: Assign service tax rates to appropriate jurisdictions.

## LOCAL SERVICE FUNCTION RATE CALCULATION

	Total Property Tax Required	Assessed Value in Service Area	LSFB Tax Rate	Unincorporated	Arden	Ardencroft	Ardentown	Bellefonte	Delaware City	Elsmere	Middletown	Newark	New Castle	Newport	Odessa	Towmsend	Wilmington
<b>TAX RATE BY JURISDICTION</b>																	
Advanced Planning			0.87	0.87	0.87	0.87	0.87	0.00	0.00	0.00	0.00	0.00	0.00	0.87	0.87	0.00	0.00
Planning Services			0.27	0.27	0.27	0.27	0.27	0.27	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.00
Code Enforcement			1.92	1.92	1.92	1.92	1.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.92	0.00	0.00
Police Operations			40.74	40.74	40.74	40.74	40.74	40.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dog Control Services			0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.00	0.98	0.98	0.98	0.98	0.00
911 Communications			1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	0.00	1.90	1.90	1.90	1.90	0.00
Fire Protection			1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	0.00
Local Parks			1.94	0.00	0.00	0.00	1.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreation			2.74	0.00	0.00	0.00	2.74	0.00	0.00	0.00	0.00	0.00	0.00	2.74	2.74	2.74	0.00
<b>TOTAL LSFB RATE</b>			<b>53.29</b>	<b>48.61</b>	<b>48.61</b>	<b>48.61</b>	<b>50.50</b>	<b>4.81</b>	<b>4.81</b>	<b>4.81</b>	<b>1.93</b>	<b>4.81</b>	<b>8.43</b>	<b>10.61</b>	<b>7.55</b>	<b>0.00</b>	



# LOCAL SERVICE FUNCTION RATE CALCULATION

	Total Property Tax Required	Assessed Value in Service Area	LSFB Tax Rate	Unincorporated	Arden	Ardencroft	Ardentown	Belleville	Delaware City	Elmire	Middletown	Newark	New Castle	Newport	Odessa	Townsend	Wilmington
<b>LSFB SERVICE ??</b>																	
Advanced Planning				Y	Y	Y	Y	N	N	N	N	N	N	Y	Y	N	N
Planning Services				Y	Y	Y	Y	Y	N	N	N	N	N	N	Y	N	N
Code Enforcement				Y	Y	Y	Y	N	N	N	N	N	N	N	Y	N	N
Police Operations				Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N
Dog Control Services				Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
911 Communications				Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
Fire Protection				Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Local Parks				Y	N	N	N	Y	N	N	N	N	N	N	N	N	N
Recreation				Y	N	N	N	Y	N	N	N	N	N	Y	Y	Y	N
<b>SERVICE TAX RATE CALCULATION</b>	Millions	Millions	Cents per \$100 Assessed Valuation														
Advanced Planning	\$1.30	\$14,864.09	0.87	14,837.5	16.2	7.4	10.4	0.0	0.0	0.0	0.0	0.0	0.0	55.4	11.9	0.0	0.0
Planning Services	\$0.40	\$14,838.40	0.27	14,837.5	16.2	7.4	10.4	29.6	0.0	0.0	0.0	0.0	0.0	0.0	11.9	0.0	0.0
Code Enforcement	\$2.84	\$14,808.96	1.92	14,837.5	16.2	7.4	10.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.9	0.0	0.0
Police Operations	\$60.40	\$14,826.53	40.74	14,837.5	16.2	7.4	10.4	29.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Dog Control Services	\$1.58	\$16,131.92	0.98	14,837.5	16.2	7.4	10.4	29.6	48.5	114.0	754.3	0.0	253.7	55.4	11.9	74.1	0.0
911 Communications	\$3.07	\$16,131.92	1.90	14,837.5	16.2	7.4	10.4	29.6	48.5	114.0	754.3	0.0	253.7	55.4	11.9	74.1	0.0
Fire Protection	\$3.28	\$16,995.04	1.93	14,837.5	16.2	7.4	10.4	29.6	48.5	114.0	754.3	867.5	253.7	55.4	11.9	74.1	0.0
Local Parks	\$2.87	\$14,792.74	1.94	14,837.5	0.0	0.0	0.0	29.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Recreation	\$4.10	\$14,933.45	2.74	14,837.5	0.0	0.0	0.0	29.6	0.0	0.0	0.0	0.0	0.0	55.4	11.9	74.1	0.0
<b>TAX RATE BY JURISDICTION</b>																	
Advanced Planning				0.87	0.87	0.87	0.87	0.00	0.00	0.00	0.00	0.00	0.00	0.87	0.87	0.00	0.00
Planning Services				0.27	0.27	0.27	0.27	0.27	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.00
Code Enforcement				1.92	1.92	1.92	1.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.92	0.00	0.00
Police Operations				40.74	40.74	40.74	40.74	40.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dog Control Services				0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.00	0.98	0.98	0.98	0.98	0.00
911 Communications				1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	0.00	1.90	1.90	1.90	1.90	0.00
Fire Protection				1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	1.93	0.00
Local Parks				1.94	0.00	0.00	0.00	1.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreation				2.74	0.00	0.00	0.00	2.74	0.00	0.00	0.00	0.00	0.00	2.74	2.74	2.74	0.00
<b>TOTAL LSFB RATE</b>				53.29	48.61	48.61	48.61	50.50	4.81	4.81	4.81	1.93	4.81	8.43	10.61	7.55	0.00

# New rates produce same revenue

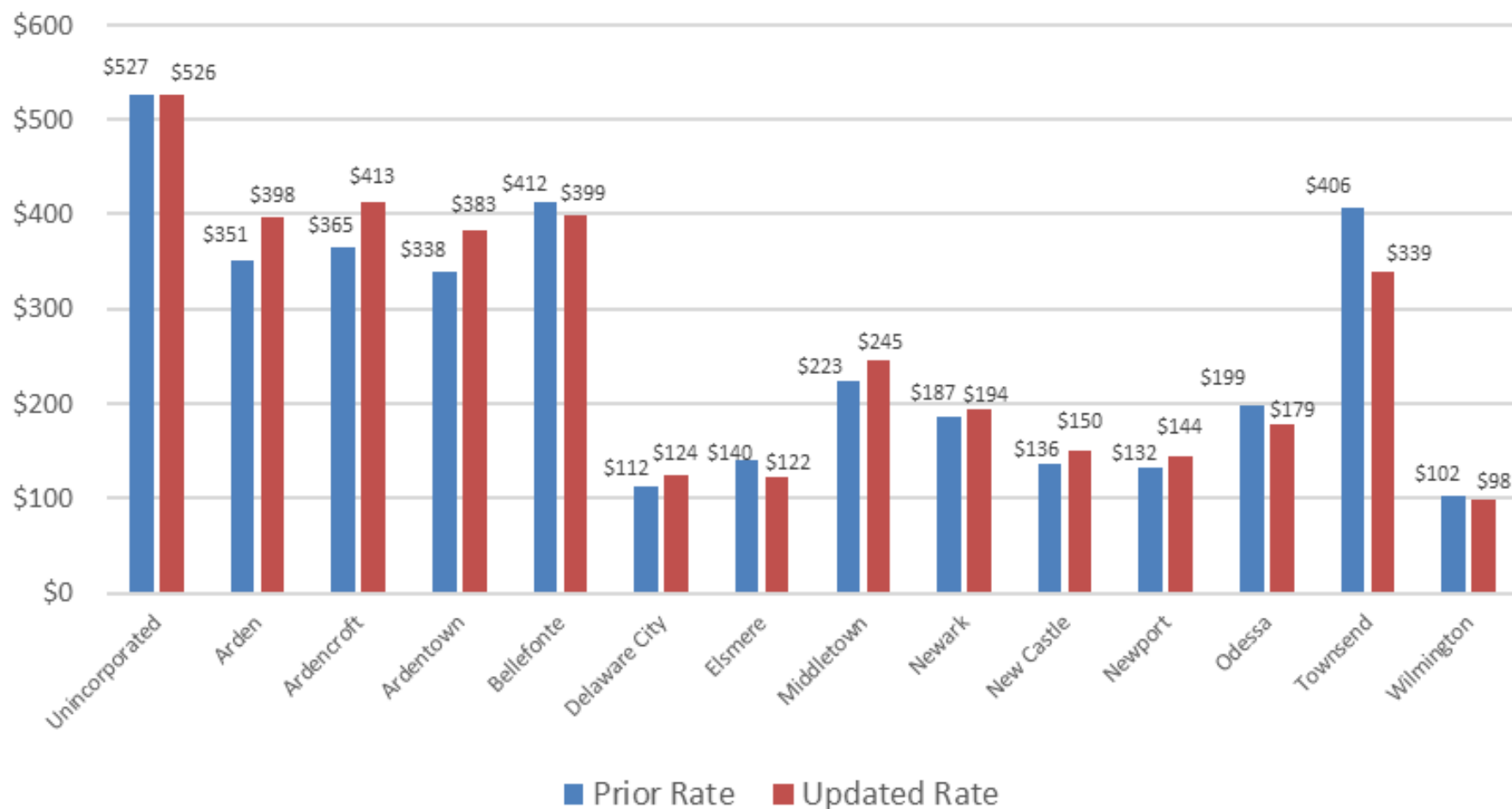
Forecast Date	FY 2020 Property Tax Estimate
June 2018 (Prior LSFB Calc)	\$133.3 million
September 2018 (Prior LSFB Calc)	\$133.3 million
December 2018 (Prior LSFB Calc)	\$133.3 million
March 2019 (Proposed)	\$133.3 million

# Total tax rate: LSFB + GOB

## PROPOSED FY 2020 NEW CASTLE COUNTY TAX RATES

	Unincorporated	Arden	Ardencroft	Ardentown	Bellefonte	Delaware City	Elsmere	Middletown	Newark	New Castle	Newport	Odessa	Townsend	Wilmington
<b>LSFB RATE</b>	53.29	48.61	48.61	48.61	50.50	4.81	4.81	4.81	1.93	4.81	8.43	10.61	7.55	0.00
<b>GOB RATE</b>	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11	27.11
<b>TOTAL COUNTY RATE</b>	80.40	75.72	75.72	75.72	77.61	31.92	31.92	31.92	29.04	31.92	35.54	37.72	34.66	27.11
<b>PRIOR RATE SCHEDULE</b>	80.57	66.94	66.94	66.94	80.11	28.76	36.72	29.08	28.01	29.08	32.63	41.86	41.58	28.01
<b>DIFFERENCE</b>	(0.17)	8.78	8.78	8.78	(2.50)	3.16	(4.80)	2.84	1.03	2.84	2.90	(4.14)	(6.92)	(0.90)
<b>MEDIAN ASSESSED VALUE</b>	65,400	52,500	54,500	50,550	51,450	39,000	38,100	76,800	66,800	46,900	40,550	47,450	97,700	36,300
<b>TYPICAL TAX - PROPOSED</b>	\$526	\$398	\$413	\$383	\$399	\$124	\$122	\$245	\$194	\$150	\$144	\$179	\$339	\$98
<b>TYPICAL TAX - PRIOR</b>	\$527	\$351	\$365	\$338	\$412	\$112	\$140	\$223	\$187	\$136	\$132	\$199	\$406	\$102
<b>INCREASE / (DECREASE)</b>	(\$1)	\$46	\$48	\$44	(\$13)	\$12	(\$18)	\$22	\$7	\$13	\$12	(\$20)	(\$68)	(\$3)
<b>MONTHLY AMOUNT</b>	(\$0.09)	\$3.84	\$3.99	\$3.70	(\$1.07)	\$1.03	(\$1.52)	\$1.82	\$0.57	\$1.11	\$0.98	(\$1.64)	(\$5.63)	(\$0.27)

## FY 2020 County Tax Bill Typical Homeowner



# What's next?

- Updated calculations included in County Executive's FY 2020 recommended budget.
- Included on tax bills due September 30, 2019.
- The Office of Finance and County Auditor will, together, continue to review and improve calculations.
- Future rates will reflect changing conditions.

NEWARK POLICE DEPARTMENT

WEEK 03/17/19-03/23/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	2	3	0	1	0	0
Unlaw. Sexual Contact	1	1	0	1	0	0
Robbery	6	3	0	13	4	0
- Commercial Robberies	1	1	0	0	3	0
- Robberies with Known Suspects	1	0	0	2	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	4	2	0	11	1	0
Assault/Aggravated	4	7	1	6	6	0
Burglary	13	24	1	3	52	5
- Commercial Burglaries	6	1	0	0	0	0
- Residential Burglaries	7	17	1	3	39	1
- Other Burglaries	0	6	0	0	13	4
Theft	115	119	9	32	155	3
Theft/Auto	13	11	0	2	3	0
Arson	0	0	0	0	0	0
All Other	20	33	3	14	47	2
<b>TOTAL PART I</b>	<b>174</b>	<b>201</b>	<b>14</b>	<b>72</b>	<b>267</b>	<b>10</b>
<u>PART II OFFENSES</u>						
Other Assaults	62	66	11	46	35	11
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	55	20	1	11	28	3
Weapons	2	8	3	8	18	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	76	33	2	91	59	5
Drugs	21	47	5	31	74	4
Noise/Disorderly Premise	202	150	20	93	58	10
Disorderly Conduct	35	32	5	23	32	9
Trespass	41	63	5	10	33	2
All Other	89	82	8	79	103	18
<b>TOTAL PART II</b>	<b>583</b>	<b>501</b>	<b>60</b>	<b>394</b>	<b>444</b>	<b>63</b>
<u>MISCELLANEOUS:</u>						
Alarm	43	31	4	0	0	0
Animal Control	89	110	16	1	1	0
Recovered Property	58	41	4	0	0	0
Service	8986	8080	638	0	0	0
Suspicious Per/Veh	94	105	6	0	0	0
<b>TOTAL MISC.</b>	<b>9270</b>	<b>8367</b>	<b>668</b>	<b>1</b>	<b>1</b>	<b>0</b>

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	974	11,537	873	10,532



**Newark Police Department  
Weekly Traffic Report  
03/17/19-03/23/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	2653	2516	275	275
DUI	35	44	1	3
<b>TOTAL</b>	<b>2688</b>	<b>2560</b>	<b>276</b>	<b>278</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	1	0	0
Personal Injury	49	46	3	5
Property Damage <b>(Reportable)</b>	270	270	25	19
*Hit & Run	58	53	3	3
*Private Property	69	66	7	8
<b>TOTAL</b>	<b>319</b>	<b>317</b>	<b>28</b>	<b>24</b>

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