

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

On Monday I met with the Rodney project team to discuss the project with a focus on parks amenities. I also attended conference calls with PFM, our financial advisor assisting us with debt related activities from the referendum. PFM will be presenting to Council at the August 13th meeting and we finalized their presentation documents. I attended a meeting with Public Works and our engineering consultant, JMT, to discuss the outcome of a CCTV inspection project that was recently completed on Delaware Avenue. We also discussed the 2019 sanitary sewer rehab project and a supplementary project for the remainder of 2018.

Later in the week, I sat in on a conference call with our actuarial representative from Milliman with regard to the requested COLA for retirees on the pension. We will be presenting the resulting analysis to the pension committee in the coming weeks. Finance, Electric, and I met on Friday to discuss electric sales projections for 2019 to determine the fiscal impact on the budget. We anticipate some demand from STAR beginning to come online which will be a good thing. I met with Acting Public Works Director Filasky and other management staff from PWWR to discuss the extended acting terms that are an outcome of the City Manager search. We discussed prioritization of tasks as necessary to address the manpower shortage that is a result of my continued role in the manager's office.

I also participated in a meeting with Councilmen Clifton and Hamilton and representatives from Limebikes, a bike share program that is interested in coming to Newark. I will provide more information in the coming weeks.

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

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

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

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<b>Expected Completion:</b>	
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**Activity or Project:**
**Description:**

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

### City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

On Thursday, August 2nd, Acting Deputy City Manager Mark Farrall, along with Acting City Manager Tom Coleman and Finance Director Dave Del Grande met with the City's Actuary to review their completed Pension Plan COLA study. This study will be presented to the Pension Committee in the coming weeks.

Assistant to the Managers Mark Brainard spent the majority of the week addressing numerous mailroom equipment issues and is working with the vendor to install new equipment and provide training for staff. He also worked on numerous facilities purchases and the return of several contract agreements with various vendors.

HR Manager Devan Hardin conducted interviews throughout the week for a part-time Community Center Attendant at the George Wilson Center. An offer will be made later this week. HR Manager Hardin continues preparations for the annual employee Wellness Fair scheduled for September 26th.

The HR team is currently accepting applications for three vacant positions including a Maintenance I position, part-time Street Sweeper and part-time Recreation Specialist. All three positions close on August 3rd.

**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>	

**Activity or Project:**

**Description:**

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

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office July 26 for Council and Geena was in the office on July 26 for Court.

Paul and Renee staffed the special Council meeting on July 26. Staff completed follow up work on July 27.

Renee drafted the August 13 Council agenda as well as related packet items.

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

- \* Received payment, provided documents, received follow up questions which were forwarded to staff for a June 28 FOIA request from Nikolina Novakovic regarding 26 and 28 Choate Street.
- \* Retrieved documents, mailed to requestor and closed a July 10 FOIA request from Construction Monitor regarding building permit information.
- \* Determined there were no relevant records, sent a response to the requestor and closed a July 18 and July 24 FOIA request from Bock and Clark regarding 650 South College Avenue.
- \* Received request, circulated to staff, determined there were no relevant records, sent a response to the requestor and closed a July 24 FOIA request from Pemco Limited regarding 823 Elkton Road.
- \* Received request, referred request to the lien certificate process and closed a July 24 FOIA request from Ward and Taylor related to property liens.
- \* Received request and circulated to staff for a July 25 FOIA request from Planning and Zoning Resource Company regarding One Easton Court.
- \* Received request, referred to the appropriate agencies and closed a July 27 FOIA request from LCS, Inc. regarding a property outside City limits.
- \* Received request and circulated to staff for a July 27 FOIA request from EBI Consulting regarding One Easton Court.

The August 7 Planning Commission and August 21 Traffic Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the May 29 Council executive session (Renee drafted - complete), June 11 Council executive session (Renee drafted - complete), June 25 Council executive session (Renee drafted - complete), July 9 Council executive session (Renee drafted - complete), July 11 Council executive session (Renee drafted - complete), July 12 Council executive session (Renee drafted - complete), July 23 Council executive session (Renee drafted - complete), July 17 joint Council-Planning Commission (Renee drafted - complete), July 23 Council (Tara drafting), July 25 Council executive session (Renee drafted - complete), July 25 special Council (Renee drafted - complete), July 26 Council executive session (Renee drafted - complete) and July 26 special Council (Renee drafted - complete) minutes. The July 21 Election Board and the July 21 Board of Adjustment minutes are currently in the queue.

Ana Baluk, Records Management edited 846 administrative agreements, minutes, ordinances and resolutions.

Sandy Bradley, Records Management under various tickets worked on the following: employee timesheets, May-June 2018 (closed). A/P batch scans, warrants 7/20/18 and 7/23/18 (closed), May 1-May 31, 2018 daily cash receipts.

Samantha Corson, Records Management and Temporary Legal Assistant, prepped 8 cases for court date of 8-9-18, prepped 4 discovery requests, reviewed violation documents that Mike Clark will add to MUNIS. She and Mike Clark will meet with Donald Lynch of IT to discuss finishing the TCM training document. Quality control on checks that have been scanned. Sent destruction notices for three boxes of records.

Fred Anthony, Records Management is processing subdivision/development plans.

Debbie Bello, Records Management is processing complaints/summons.

Mecia Brown, City Secretary's Office processing 1 check request, continued scanning into TCM, filed various documents from previous Council meeting packets, worked on the Board of Adjustment transfer files, ordered office supplies, processed lien certificate requests: 10 were received, 10 sent to Finance to obtain figures, and 9 completed lien certificates were sent to the attorney. Mecia also completed and distributed the August calendar of events.

Tara Schiano, processed the ad for Board of Adjustment meeting on August 16th. Worked with Code Enforcement/Planning & Development to finalize the facts for accurate advertising. Continued on working of July 23 Council meeting meetings, handled one resident inquiry about a Verizon pole in his yard that he had been unsuccessful in getting removed. City staff was contacted to see if they could assist the resident with a temporary fix until Verizon can come out to remove their pole. Various union issues, one rather complex in nature for a resolution TBD. Signed, posted and notarized agendas for the case in the lobby. Worked on preparing logistically the department for new incoming staff.

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**Activity or Project:**

Board of Adjustment - August Appeals

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**Description:**

Two new appeals for received for the August meeting. They are for 67-69 New London Road and 144 King William Street. The 67-69 New London Road is an extensive request offering two possible options. The ad for the meeting is scheduled to appear in the August 3rd Newark Post. Direct mail notices to the surrounding neighbors are scheduled to go out by August 3rd as well. Extensive communications between the Planning Department/Code Enforcement/City Secretary's Office was necessary to ensure the accuracy of the proposed appeal for 67-69 New London Road for advertising purposes, direct mail notices and agenda. It is a very complex request. The 144 King William Street proposal involves the request for a rental unit housing license and the variance request for an additional parking spot before the rental housing license can be granted. The meeting will be held on August 16 at 7:00 p.m. in Council Chamber.

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<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	09-01-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

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**Description:**

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**Status:**

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<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:**

Community Relations

**Notable Notes:**

Recycling Outreach: On July 31 I shared a graphic from Delaware Recycles showing what items cannot be recycled. The Facebook post received high engagement, with 134 reactions, comments and shares and 823 post clicks. Due to that engagement, the recycling information will be shared in October's newsletter. We are also working with the Public Works & Water Resources Department to create a unique PSA explaining the rules of recycling.

Fabulous Friday: August's Fabulous Friday event will highlight live performance. On Friday, August 24th there will be a singalong with a Princess Moana character (<https://www.youtube.com/watch?v=Bf93YcNf1gs>) at 5 p.m. There will also be a performance by the Juggling Hoffmans (<http://www.jugglinghoffmans.com/>) at 7 p.m. More performers will be announced in the coming weeks.

**Creative Design/Web Updates**

- Designed business resource guide cover page; Jerry Fickes Trail dedication invitation; Stay Connected" social media graphic for Next Door; and PUBS shutdown sign and social media graphics
- Formatted National Night Out post to 8.5" x 11" for Parks and Recreation to hand out at camps
- Posted "City Manager Finalists Not Selected for Role" to Newark News
- Updated TV22 programming schedule to include Intern video, "see something, say something" PSA

**Press Releases/Media Updates**

City Manager Finalists Not Selected for Role: <https://bit.ly/2AJYPk7>

Hundreds of Volunteers Expected to Help Construct Preston's Playground:

<https://bit.ly/2LVKW6F>

Josh Shannon, Newark Post, inquired about the upcoming planned road work on Cleveland Avenue

Johnnie Braxton, 6ABC, inquired about the upcoming volunteer effort regarding Preston's Playground

**Activity or Project:**

Jerry Fickes Trail Dedication Event

**Description:**

A walk-through of the site occurred earlier this week with Councilman Clifton and representatives from Aetna, Parks and Recreation, Communications and Police. Formal invitations for distinguished guests were sent this week and notice to the public/media will go out the week prior to the event. This will be a rain or shine event, with the rain location identified as Aetna Station #7 on Thorn Lane.

Communication will also be working on a formal program for the event.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	08-21-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

Media Room/Franchise Agreement Efforts

**Description:**

Work continues on the media room in the communications division. The three Sony PTZ cameras have arrived. Megan will work with the electric crew to install the cameras in Council Chamber. The acoustic foam has been ordered and will arrive next week. The facilities crew will install the foam padding on the walls of the media room to help control sound reverberation during interviews and productions. 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.

<b>Status:</b>	Started
<b>Expected Completion:</b>	09-28-2018
<b>Execution Status:</b>	On Track

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

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

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews and engineering have been working on fine tuning the automatic switching system on the 34kV circuits. After fixing radio communications, several circuits were activated with more scheduled to become active. If a fault occurs on an active circuit, the automatic switching software will isolate the fault and pick up load from another source.

The crews also replaced a pole at the new train station site after it was damaged by a construction vehicle.

The line crews, electricians, and engineering have been preparing to remove a substation transformer at South Well Field. The road was worked on, the transformer stripped, and the crane scheduled. A last minute cancellation occurred because the carrier's oversized load permits were not in order.

The electricians are working with the Water Division to come up with a way to use the City's portable generator to energize South Well Field in case of an emergency.

Engineering has been working on STAR Campus infrastructure design. 34kV and 12kV underground conduits have to be planned carefully for present and future needs. Engineering is also working on next year's budget.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Information Technology Department

**Notable Notes:**

1. Lee Ellingsworth, Lead Desktop Support Technician started on 7/16/2018.
2. Acting IT Manager and Network Admin III attended HDI Philly Chapter meeting about Gaining Synergy among Support Teams.

**Applications Team:**

1. Attended training with PD for body worn camera trial 7/16-7/18.
2. Attended Paymentus project status meetings.
3. Created reports for users as requested.
4. Worked with Tyler Technologies to revise various Tyler forms.

5. Launched Citizen Self Service online tax portal.
6. Attended Verizon Public Safety meeting.
7. Northstar and Customer Connect LIVE environment upgrades scheduled for 8/7.
8. Scheduled training with Alderman's Court staff for Tyler Cashiering on 8/10.
9. Smartworks Compass Distro updated in LIVE environment scheduled for 8/21.

**Infrastructure Team:**

1. System deployment and retrievals related to the PC Refresh Project are complete.
2. Configured design layout for parking lot, generated quote - CIP V1601.
3. Researched sharepoint and OWA issues for PD.
4. Began working on improved WiFi design for Municipal Building.
5. Assisted Applications with Smartworks Compass Distro update in TEST environment.

**Activity or Project:**

Workstation System Refresh

**Description:**

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

Deployment of new systems and retrieval of old units is complete.

Return of Lease systems scheduled for 7/27; however, the vendor rescheduled for 8/1/18. All leased equipment has been picked up.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	07-31-2018
<b>Execution Status:</b>	Completed

**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.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-01-2018
<b>Execution Status:</b>	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 are currently being configured for installation. We expect to have installation begin the week of August 13th.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	10-31-2018
<b>Execution Status:</b>	On Track

### City Manager's Weekly Report

#### Department:

Parks and Recreation Department

#### Notable Notes:

Director: Met with staff on Community Development Block grant funding application; attended a pre-construction meeting on 30 Benny Street project; conducted meeting with parks staff about Preston's Playground Build schedule; met with Corrado Construction about Preston's Playground preparation schedule and concrete work additions; took part in the City Manager presentation and questions and answer session; met with Chrissy about volunteer recruitment for the playground build; reviewed several plans for upcoming projects for comment.

Deputy Director: Continued to process fee assistance applications received and special event applications; helped shuttle kids from Camp REAL to the University of Delaware athletics complex for a field trip; met with parks staff scheduled to work Family Fun Night to review set up and supplies needed and worked with Allison to finalize details for the event, helped contact vendors when the event was canceled due to the inclement weather; attended the All Camp Olympics held at Handloff Park with over 160 kids participating in this first time event which included all the campers from Rittenhouse Camp, Camp REAL and Camp GWC, the kids had a great time and all the camp staff and supervisors did an awesome job putting it all together; met with Greg D'Elia to provide supplies for the pop up community police event held at White Chapel; reviewed applicants for the George Wilson Center Attendant position and scheduled interviews with personnel; worked with Brandon Walker from NPD on the set up and supplies needed for National Night Out; met with Mike Fortner and Mary Ellen Gray and Joe regarding the Community Development Block Grant; completed mid-year evaluations with the recreation staff.

Recreation Supervisor of Athletics: Continues finalizing fall program information; the wet weather was a concern each day and led to rescheduling of many activities including pool visits and buses, Rittenhouse Camp met at the indoor location Monday, Tuesday and Wednesday, All Camp Olympics was held as scheduled on Thursday at Handloff Park; gymnastics camp was held all week at Downes Elementary; Basketball Camp was held all week at Newark High; prepared and sent out the Parents Handbook and paperwork packet for before and after school programs, school starts 8/27, preparing to hire several new staff to work before and after care.

Coordinator of GWC and Volunteers: Camp GWC, Pottery Camp and Curtain's Up Theater Camp all took place at the George Wilson Center this past week with the following numbers: Camp GWC After Care – 20 Participants, Camp GWC Before Care – 11 Participants, Camp GWC Full Day – 54 Participants; Camp GWC Half Day – 9 Participants; Pottery Camp – 7 participants, Curtain's Up Theater Camp – 12 Participants; Camp GWC went on a Field Trip to a Wilmington Blue Rocks Game on July 25 and the theme for Camp GWC was Ultimate Sports; campers also

attended an All Camp Olympics at Handloff Park on Thursday; Curtain's Up Theater Camp put on a production of Robin Hood & Her Merry Hoods to family and friends on Friday; a new session of swim lessons including Beginner Swim, Advanced Beginner Swim, Intermediate Swim and Adult Swim began on July 26; sent camp information to the parents of the children registered for the upcoming Camp GWC VIII and Pottery Camps; coordinated with camp staff, Tyler and Allison for the All Camp Olympics which was a great success; completed a quote comparison and purchase order for new elements for the George Wilson Center kiln; continued to coordinate volunteers for the Preston's Playground Build Volunteer Dates; continued to work on Fall Programs; updated the Lifeguard and George Wilson Center Attendant schedule for August; continued to meet with potential renters for the George Wilson Center; overall attendance for the George Wilson Center Pool was 175 and the overall attendance for Dickey Park Pool was 200. Volunteer Hours: 1 volunteer devoted 23 volunteer hours to Camp GWC; 1 volunteer devoted 14 volunteer Hours to Camp REAL; 9 volunteers devoted 270 volunteer hours to Rittenhouse Camp; 1 group of 8 volunteers from Bank of America devoted 24 hours removing litter from Lumbrook Park, the Newark Pomeroy Trail and the roadway along Cleveland Avenue. Total Volunteer Hours: 331 hours.

**Recreation Specialist:** Worked on preparations for Family Fun Night and helped contact vendors for cancelation due to inclement weather, purchased and delivered supplies for Rittenhouse Camp, Camp R.E.A.L., and Camp GWC; checked in on Camp REAL; input volunteer hours from previous programs into volunteer excel spread sheet, scanned volunteer sign in sheets into a specific file; helped with the preparations, set up and running of the All Camp Olympics.

**Parks Superintendent:** Inspected 12 park/open space areas and developed work list as needed, assisted Public Works and Code Enforcement with tree issues, assisted field staff as needed, assisted recreation staff relocating supplies from Rittenhouse to Downes School, met/talked with several residents concerning tree issues, and met with Public Works and contractor on site at Twin Lakes concerning grading/play area issues.

**Parks Supervisor:** Assigned field staff daily and assisted as needed, coordinated for several recreation/Police Department events with field staff and attended pre-construction meeting concerning Preston's Playground.

**Parks/Horticulture Staff:** Continue on mowing and bed maintenance throughout park system, completed tree work as assigned, installed new backboards at Phillips Park, installed/relocated bike racks and repair station at City Hall, did interior bed maintenance at City Hall, installed trail access sign at north end of Reservoir leading into Redd Park, dragged/scarified all ballfields, raked off/leveled all horseshoe pit areas, loading/set up/take down of materials/supplies for several Recreation Department/Police Department events, cut back of plant growth along Casho Mill Road, applied herbicide to Bamboo in Valley Stream area, continued on work orders as assign, started on installation of "Fickes Trail" sign in Rittenhouse Park, and did trash removal throughout park system.

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**Activity or Project:**

Preston's Playground Build

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**Description:**

Preston's Playground Build will take place August 6 - 11 with over 150 volunteers participating. The playground should be assembled by the end of the week and the poured in place safety surface

will be installed the week of August 13. We would like to thank everyone who has joined in to make this project possible, especially the Preston's Playground Committee who has worked tirelessly over the last three years to make this a reality.

<b>Status:</b>	Started
<b>Expected Completion:</b>	08-20-2018
<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

**Department:**

Planning and Development Department

**Notable Notes:**

**CODE ENFORCEMENT:**

Property Maintenance reported few issues this past week. Plans are under review for the new Millcroft Memory Care Facility building. The next level of façade replacement at the Washington House for the stone veneer is ongoing. The renovation work for the Food Lion at Fairfield Shopping Center is ongoing; construction for the overall renovation of the shopping center has also started. Façade renovations at College Square Shopping Center are ongoing. The steel work and framing on South Main Street for the next phase of Chimney Ridge is continuing. Staff continued to meet and discuss projects with University of Delaware staff. These meetings are with UD personnel, as well as with the general contractors at the various projects, to discuss progress and issues.

Construction of the new rail station on the STAR Campus has begun. The new STAR Campus building work is nearing completion, with temporary occupancy approval expected this week. 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 staff participated in a T2 Webinar to discuss changes associated with the 17.2 Flex software upgrade and how it would affect its current operations. Staff also worked with T2/ParkingSoft on July 31 to go over bugs/hardware issues with some off-street equipment, and new hardware was ordered under warranty to repair an entrance gate. Staff continued to spend time on data input for the Residential Parking Program, as well as provided service to the increased volume of walk-in customers for residential permitting due to the start of several new rental agreements. Parking Maintenance staff continued lot sweeping and painting before the beginning of the University of Delaware Fall Semester. The new Parking Citation Appeal Line is up and running.

#### PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray: worked on document preparation and related issues regarding the upcoming Planning Commission meeting on August 7, 2018 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5719>; sent out a Subdivision Advisory Committee (SAC) report on the proposed development located at 209-225 Haines Street - a plan for a comprehensive development plan amendment, rezoning and major subdivision with site plan approval for the demolition of existing buildings on the site and construction of a high-rise apartment with 24 units (12 three-bedroom and 12 two-bedroom with 22 garage parking spaces on the first floor) <https://newarkde.gov/1035/Development-Plan-Proposals>, and continued work on additional SAC reports; worked on 2019 budget and related issues; spent some time in the field looking at various ongoing projects; continued to spend a significant amount of time dedicated to plan review, related meetings, reports, and issues; and worked on administrative and personnel related issues.

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

- Continued discussion of LEED certification standards
- Discussion of framework for new multi-family zoning district
- Continued discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 5 – South Chapel Street
- Discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 2 – Cleveland Avenue
- Discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 3 – New Center Village
- Discussion of rezonings and Comprehensive Development Plan amendments for Focus Area 1 – New London Road

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

construction is concluded, normal bus service will resume. Questions regarding the temporary changes can be directed to the Planning and Development Department at 302-366-7000.

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

The following was also completed this week:

- 6 Deed Transfer Affidavits

#### LAND USE PROJECT 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.

253 South Main Street, Parcel ID 1802500157 (PR#18-06-01): On June 15, 2018, the Planning and Development Department received a special use permit application for a restaurant with alcoholic beverages for the property at 253 South Main Street in the Park N Shop shopping center. The plan proposes a restaurant with karaoke and with alcohol. City Council approved the special use permit request for a restaurant with alcoholic beverages to be consumed on-premises at their meeting on July 23, 2018.

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

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

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and



Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018.

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

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

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

#### Patrol Division

- On Saturday, July 29, 2018, at approximately 2311 hours, officers responded to the Main Towers for a suspicious person. The reporting person observed the suspect pulling on door handles of vehicles in the rear parking lot, but he fled prior to entering any vehicles. Waleem Christian, was contacted a short time later and admitted to pulling on door handles but denied entering any vehicles or stealing anything. A search was conducted, but no stolen property was in his possession. After reviewing conditions of his release from previous arrests, it was found that he was out past his court established curfew. As a result, Christian was charged with non-compliance with conditions of bond and loitering. He was subsequently released on unsecured bond after being presented before Justice of the Peace Court #11.
- The Newark Police have arrested three subjects in a rash of package thefts that occurred over the past week on the west side of the city. Video and photo surveillance images were obtained from all of the incidents, which showed four different suspects and their vehicles. Officers were able to immediately identify 26-year-old Edward Adkins of Newark in one of the videos from prior police contact. As the investigation continued, officers were also able to identify 25-year-old Adrian Jefferson of Wilmington and 27-year-old Carianne Weikel of Newark. The fourth suspect, who has been identified, is still being sought. On Thursday, July 26th, 2018, at approximately 4:45 p.m. the Newark Police Department conducted a traffic stop on a vehicle, which contained Adkins, Jefferson and Weikel, as it was traveling on Westfield Drive. All three were taken into custody without incident. A search warrant was executed on the vehicle and additional evidence was located.

#### Special Enforcement Division

- Special Operations Unit (SOU) continues to plan for the next Mobile PAL project scheduled for August 17, 2018 at Dickey Park. To date, SOU has received commitments from ACME, DSP Mounted Unit, UDairy, Newark Parks & Recreation, the Blue Line Network and the Delaware PAL.
- On Wednesday, August 1, 2018, SOU attended the College Park Community Association meeting at Dickey Park.
- On Friday, SOU will participate in Bike Newark's first Friday ride.
- SOU will conduct enforcement efforts throughout the week including a possible operation with the Delaware Alcohol and Tobacco Enforcement Agency.
- On Monday, July 30, 2018, the traffic unit met with the University of Delaware to finalize traffic plans for move-in weekend to help ease traffic congestion at several identified problem locations.
- The Traffic Unit continues with several traffic studies including analysis of speed information from Old Cooches Bridge Road, Nottingham Road and Christopher Drive. The unit is also preparing comments for the bikeway plan on Delaware Avenue.

#### Auxiliary Services Division

- Grant funding has enabled the police department to purchase tourniquets for all field personnel. The equipment is expected to arrive this week.
- Captain Van Campen is coordinating the upgrade of police fleet mobile radios. The City Council presentation is anticipated in August.

#### Criminal Investigations Division

- Sgt. Watson conducted police officer applicant polygraphs with the final polygraph completed on 7/30.
- M/Cpl. Smith began a temporary rotation in CID for two weeks.

- NPD was awarded two funded spots in the Crimes Against Children Conference in Dallas, TX. NPD's Victim Services Coordinator and an NPD detective will attend the conference.
- Detectives executed a search warrant on a residence on Madison Drive regarding a counterfeit money investigation. Evidence was seized leading to the arrest of the juvenile suspect.

#### Administration Division

- Cpl. Walker assisted the Special Operations Unit on Thursday, 7/26 with an event/summer camp at Launch and assisted on Friday, 7/27 with the pop-up in the park event in White Chapel.

#### Activity or Project:

N/A

#### Description:

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	08-02-2018
<b>Execution Status:</b>	Completed

#### 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:

Public Works and Water Resources Department

#### Notable Notes:

The culvert replacement at Wyoming Road will be underway in the next week. Weather delays have pushed this project back, but the weather looks clear for getting the project moving early next week.

Our Street crews have been busy completing numerous patches of minor streets throughout the City. These patches allow us to address the worst areas of the streets not yet on the Annual Street Program.

The Engineering Division has numerous development plans under review in all phases from sketch plan to CIP, as well as projects that are under construction or seeking certificates of occupancy.

Acting Director Filasky met with representatives from the Newark Charter School to discuss their stormwater utility fees. We will be working on some credits and appeals for their properties on the western edge of town.

The District 1 sanitary sewer smoke testing is expected to get underway on Monday, August 6. Wet weather has pushed this back a few weeks, however, the weather looks favorable for the early part of next week. Notice and messages will go out to those affected by this work.

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**Activity or Project:**

Sanitary Sewer Lining

**Description:**

The City's contractor, AM-Liner, continues to work on the sewer lining in several areas along Main Street and the surrounding streets. Advanced signage is out for road closures anticipated for this work, which will be completed at night.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	08-31-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Curtis Water Treatment Plant Upgrades

**Description:**

Work has begun on the system and building upgrades at the Curtis Water Treatment Plant, our surface water treatment plant which supplies roughly 60% of the water for our customers. The primary driver for this project is to convert our disinfection system consistent with our South Well Field Treatment Plant as well as roof and siding replacement. Preliminary work includes containment of the treatment process and demolition.

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

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**Activity or Project:**

**Description:**

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

NEWARK POLICE DEPARTMENT

WEEK 07/22/18-07/28/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	1	0	0
Rape	2	6	0	0	2	0
Unlaw. Sexual Contact	8	4	0	0	5	0
Robbery	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	8	7	1
- Commercial Burglaries	5	9	0	1	0	0
- Residential Burglaries	15	17	0	7	5	1
- Other Burglaries	5	2	0	0	2	0
Theft	312	301	11	125	98	22
Theft/Auto	28	29	3	2	4	0
Arson	1	0	0	0	0	0
All Other	55	58	0	36	29	0
<b>TOTAL PART I</b>	<b>463</b>	<b>455</b>	<b>14</b>	<b>196</b>	<b>192</b>	<b>23</b>
<u>PART II OFFENSES</u>						
Other Assaults	174	153	5	80	115	3
Rec. Stolen Property	1	0	0	12	11	1
Criminal Michief	121	92	2	37	96	0
Weapons	12	5	0	24	27	5
Other Sex Offenses	0	0	0	0	0	0
Alcohol	63	122	0	99	177	1
Drugs	100	76	2	111	104	5
Noise/Disorderly Premise	407	393	7	131	155	3
Disorderly Conduct	90	79	2	54	58	1
Trespass	111	128	3	39	44	0
All Other	244	236	7	234	179	7
<b>TOTAL PART II</b>	<b>1323</b>	<b>1284</b>	<b>28</b>	<b>821</b>	<b>966</b>	<b>26</b>
<u>MISCELLANEOUS:</u>						
Alarm	193	115	1	0	0	0
Animal Control	284	290	17	2	2	0
Recovered Property	196	165	4	0	0	0
Service	22004	23354	818	0	0	0
Suspicious Per/Veh	333	277	7	0	0	0
<b>TOTAL MISC.</b>	<b>23010</b>	<b>24201</b>	<b>847</b>	<b>2</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	867	27,634	818	29,956



Newark Police Department  
Weekly Traffic Report  
07/22/18-07/28/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	5184	6777	147	167
DUI	92	111	4	6
<b>TOTAL</b>	<b>5276</b>	<b>6888</b>	<b>151</b>	<b>173</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	150	117	9	5
Property Damage <b>(Reportable)</b>	654	652	19	17
*Hit & Run	145	133	8	5
*Private Property	144	170	2	5
<b>TOTAL</b>	<b>805</b>	<b>769</b>	<b>28</b>	<b>22</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.