

City Manager's Weekly Report

Friday, February 26, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

The recruitment for the Director of Finance position closed two weeks ago. Nine candidates with the strongest profiles are being interviewed the week of February 29, 2016, with a likely second round to follow. Additionally, we are working on the 2017 Budget planning calendar including the March launch of the 2017 Budget Central section on the website and April will kick off our Department Directors work to begin to develop their Capital Program submissions. And yes. . . it does seem like we just finished our 2016 budget process.

I call your attention to the Police Department report and the proactive suggestions and effort of Officer Shannon Craig regarding our skateboarding concerns on the sidewalks downtown. We will have her work with Parks & Recreation and Communications as well as her work with Switch.

More on addressing bicycles on sidewalks: All the signs are up and are MUTCD compliant. The new signage is much more clear. We are also installing on the sidewalks "PED ZONE, Walk Your Wheels" decals since the signs are required for enforcement efforts. We can start installing the decals as soon as we have a couple dry, semi-warm days in a row.

Take a look at the attached picture taken by PW&WR during a recent snow event that shows the improved nighttime visibility during the storm following the installation of the LED lights. You can see the street better far off in the distance where there are LED's than you can close to the truck where the old HPS lights are still in place.

I also call your attention to the accomplishments on our community's on behalf of Eagle Scout Nicikas Krusko as outlined in the Parks and Recreation report. I have asked Joe Spadafino to prepare a resolution to thank and honor this young man's achievements and hard work.

I attended the League of Local Governments meeting this Thursday evening where the guest speaker was Janice Nevin, President and CEO of Christiana Health Care, and today I participated in a Regional Economic Development Program lead by DEDO Secretary Bernice Whaley in Dover. The Newark Area Welfare Committee 85th Anniversary Gala and Silent Auction was held last Saturday evening. The event was well planned and attended. Marilyn Minster was honored as the 2015 Good Neighbor Volunteer. Some photos from the event are attached.

Next week I will kick off my monthly time in the field with the Electric Department. I'm looking forward to this **dedicated** time to see and hear about the challenges, successes and ideas, from the standpoint of those responsible for each field division.

Have a great weekend!

Activity or Project:

2016 Planning Commission Work Plan

Description:

In association with questions raised again about the parking waiver review I share the attached and below: The Planning Commission 2015 Annual Report and 2016 Work Plan was on the Council Meeting Agenda dated December 14, 2015. See page 5 for work plan.

Status: Started

Expected Completion: 12/30/2016

Execution Status: On Track

Activity or Project:

DEMEC

Description:

Please find attached DEMEC Lobbyist legislative report.

Status: Started

Expected Completion: 2/26/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

The Alderman's Court held 3 court sessions this past week.

Activity or Project:

Court Sessions

Description:

We processed a total of 66 arraignments, 46 trials, 31 capias returns and held 6 case reviews.

Eight (8) prisoners were transported and 4 were videoed from the various prisons. In addition, we processed 717 payments for Court fines and Parking Citations over the last week of which 396 were electronic payments through Govolutions with the State of Delaware or PayPal for parking citations. We also waited on and helped another 93 customers at our customer service windows.

Status: Near Completion

Expected Completion: 2/23/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:**Staffing Transition**

In preparation for Ricky's departure, we have been working to transfer his knowledge and responsibilities, particularly with respect to Downtown Newark Partnership events throughout the year. We have consolidated details and important timeframes for decisions, promotions and other aspects of each downtown event throughout the year, including Restaurant Week, Wine and Dine, New Night Downtown, Food and Brew, Taste of Newark, Small Business Saturday, and smaller events and collaborations in between. We documented suppliers for promotional items, timeframes for finalizing advertising buys and arranging for business participation, and other key aspects of organizing and executing these important

tasks and events.

In addition to developing and consolidating detailed documentation, it has been a busy two weeks of introductions to a variety of stakeholders involved in all aspects of our downtown. We were able to spend an afternoon making introductions to a variety of business owners, and have undertaken efforts to meet with a variety of partners that we work with throughout town, and in the media.

Graphic Design

Several projects have been completed over the past two weeks, in regards to graphic design and web enhancements, including:

- Mayor's Masquerade Fun Run Giant Check
- Election Day Banner
- Newark Power Point Template
- Park's Sponsorship Opportunity Package Template
- Park's Summer Camp Ad
- Wine & Dine Ad and glass logo edits
- Snow Central Flyer Updates
- Updates to Downtown Newark Website: Events pages, and Real Estate Opportunities
- Updates to City Website: Fire Prevention, Parking, Election Information, Snow Removal Services, Parks & Rec Community Events, Budget Central
- PWWR's Water Bill Calculator Implemented to Website
- Everbridge: Public Meeting notices, Refuse Changes

Media Outreach

- Alison Wilson, The Review, inquired about City ordinances with relation to dance floors.
 - Facilitated email interview with Maureen Feeney Roser
- Pitched ongoing Collision Reduction Initiative by NPD to Tim Furlong of NBC10.
 - Coordinated interview and video footage resulting in story on 2/24
- Eddie Lyubchenko, The Review, inquired about the vacant space previously leased by Kildare's.
 - Conducted phone interview and followed-up with email responses
- Patrick Witterschein, The Review, requested to shadow a parking ambassador for an assignment focused on interviewing "someone with an interesting job."
 - Coordinated walk-along with LoLo of the Parking Division for 2/26
- Lex Wilson, News Journal, inquired about Bill 16-07 and requested stats related to simple possession of marijuana
 - Coordinated interview between reporter and Bruce Herron.
 - Contacted NPD to request statistics and coordinate photo opp.
- Gwyn Jeffers, The Review, inquired about the closure of Yogoberry.
 - Coordinating response.

Activity or Project:

Style Guide

Description:

Recognizing the importance of a cohesive, consistent brand for the City of Newark, we are

developing a style guide that will provide clear direction for all City employees regarding the development and dissemination of communication materials.

Status: In-Progress

Expected Completion: 4/4/2016

Execution Status: On Track

Activity or Project:

Website Redesign

Description:

Will be working with CivicPlus to update the City website. We are reviewing best practices in municipal web design and will be soliciting citizen input.

Status: Started

Expected Completion: 6/1/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The LED streetlight change over project has slowed somewhat due to recent bad weather, but the line crews have still managed to change 1,368 lights out of a total 2,000.

The line crews installed a temporary service which will turn into the permanent service at the office going up at 60 N. Chapel Street and installed line hose for a tree removal on Vassar Drive.

Engineering has been busy reviewing permits for solar systems and working with Bloom Energy on the technical requirements involve with paralleling the electric system at the SevOne site. Engineering has also been working on a solution to inadequate infrastructure at the College Square Shopping Center. The primary feeds installed in the early 80's have no backup in case of emergency.

Activity or Project:

LED Streetlight Conversion

Description:

Replacing 2,000 high pressure sodium cobra head streetlights with LED type.

Status:

In-Progress

Expected Completion:

4/30/2016

Execution Status:

On Track

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

Finance Department

Notable Notes:

A request for proposals (RFP) for investment management services was published and distributed to about 20 prospective firms, including all incumbent service providers, on February 9, 2016 following Council's approval of the Investment Policy Statement (IPS) amendments for the Pension Fund, Other Post-Employment Benefits (OPEB) Trust, and Cash reserves. The Pension Committee will invite the most qualified respondents for face-to-face presentations, and service providers will be recommended to Council by the end of May 2016.

Payments and Utility Billing

The group handled 388 phone calls the week of 2/15/16 (four business days) with an average call length of 4:21 and an average hold & queue time (average speed of answer) of 3:21. Our Welcome Center staff greeted 174 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 103 last week. The group also processed 4,015 utility payments and CityView transactions, 435 of which were imported automatically with our new electronic processes and 2,453 of which were imported via web, lockbox or preauthorized payment (PAP).

The CustomerConnect platform, which is the customer-facing portal for billing, payments, and usage history launched in connection with the smart meter conversion, has been upgraded to the most current available version. Testing is underway now. Once deployed in the live environment, various improvements to internal processes and external functionality will result, including:

- improvement to the hierarchy settings for linked accounts,
- inclusion of PO Box functionality in service order transfer requests,
- expression of the requested moving date in service order transfers,
- improved search functionality,
- improved home connect interface, and more.

Most of the benefits accrue to the PUB team as administrative users, but some outward functionality will also be enhanced.

Accounting

Accounting staff have kicked off the rigorous year-end accounting close and financial reporting process, which includes the independent financial audit and the development of the 2015 Comprehensive Annual Financial Report (CAFR). Additional notes related to the audit process are reported in the projects below.

Activity or Project:

Independent Financial Audit

Description:

The preliminary audit remains underway this week. Our independent auditors are reviewing the materials and schedules we provided in advance per standard audit procedures, and we have responded to requests for additional materials and samples to be tested. The first draft of the fund financial statements should be completed by next week, as almost all adjusting entries have been completed. Milliman, our actuarial consulting firm, is expected to produce the materials required for the City's new GASB68 requirement early in March.

Status: In-Progress

Expected Completion: 6/30/2016

Execution Status: On Track

Activity or Project:

Insurance Renewal Process

Description:

Our insurance brokers have reached out to the underwriting marketplace on behalf of the City, and preliminary feedback is positive. Underwriters have been conducting due diligence, including

the review of the City's vehicle, equipment, and property schedules, property inspections, driver's license records, policies and procedures, safety protocols, police operations, and more. A renewal progress meeting is scheduled for February 26, 2016, and we expect to make a recommendation to Council to bind coverage on March 28, 2016.

Status: In-Progress

Expected Completion: 3/28/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

I worked on Delaware Land and Water Conservation Trust Fund (DTF) projects for the 2017 funding cycle, met with Recreation staff about summer programs and the 2016 Camp Guide that will be emailed to our customers on Monday, March 7, reviewed several potential playground units and pavilions plans that we received per our bid specifications on these items.

The Director, Recreation staff, Parks Superintendent, Parks Supervisor and three Parks Maintenance staff attended the Delaware Recreation and Parks Society Conference in Rehoboth Beach.

Recreation Supervisor of Athletics: Met with a new potential gymnastics instructor regarding summer camps and the fall programs for next school year, completed the Wednesday Winter Volleyball league playoff schedule and sent it to the coaches and site supervisor, re-interview staff from Rittenhouse Camp that are interested in returning. She is challenging them to come with ideas and plans for the orientation.

Recreation Specialist: Attended and spoke on behalf of the City of Newark Parks and Recreation Department at the ceremony of Nicholas Krusko, an Eagle Scout that completed his Eagle Scout Project at LeRoy Hill Park. The Eagle Scout devoted a total of 216 volunteer hours for his project. Visitor and Home Side Bullpens have been built, filled in with Diamond Tech dirt, and have had the necessary hardware installed (new home plates/pitching rubbers). The fences have been moved and new ones, where necessary, have been installed behind the pitching mound and home plate areas. Between the pitching mounds and the fence, a 2-3 foot area of mulch has been added and boxed in to limit the chances of injury and provide additional space for pitchers to extend their arms. The mounds are fully functional and can be used during both games and practices. The scorers' table has also been sanded down and stained, the sides of the dugouts have been water sealed, wooden areas around home plate have been repainted, and mulch

has been spread around various areas of the field.

George Wilson Center Coordinator: Attended a four hour GIS training on Friday, February 19 in the IT Training Room and completed the following courses "Getting Started with GIS" and "Using ArcMap in ArcGIS Desktop 10".

Recreation Supervisor of Community Events: Attended a meeting for the 2016 National Night Out, which will be held on Tuesday, August 2 from 6 to 9 p.m. on Academy Street, between Delaware Avenue and Main Street, attended a UD Men's Basketball game with 17 campers from Camp R.E.A.L. and some Madison Drive area children. Thank you to Rick Deadwyler from UD, Mayor Sierer, Councilwoman Hadden, Newark Police Department Special Ops Unit, and the Parks & Recreation Director for helping coordinate and chaperone the night.

Parks Superintendent: Received several quotes for the new play unit in Rittenhouse Park which will be installed in-house after day camp is over this September, attended pre-bid meeting for resurfacing both pools, attended an EAB/BLS workshop along with our other certified arborist at Blue Ball Barn, and started comparing quotes for new shelter for Folk Park.

Parks Supervisor: Coordinated snow/ice control from storm on Monday, assigned work orders to field staff and assisted as needed.

Parks and Horticulture Staff: Continued on work orders/tree work as assigned, did trash removal throughout park system, worked on interior bed maintenance and did PM on snow removal equipment/trucks.

Activity or Project:

2016 Camp Guide

Description:

The 2016 Camp Guide is almost completed. The guide will feature all of our summer camp activities and will be delivered electronically to our mailing list on March 7.

Status: Near Completion

Expected Completion: 3/7/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- Facilities Maintenance performed the following:
 - Continued laying carpet in the Finance Department;
 - Worked on Bloodborne Pathogen Standard Operating Procedures;
 - Prepared the basement area for new floor and ceiling system for the IT Imaging Center in the Municipal Building;
 - Reviewed procedures with custodial staff for office routine.

Code Enforcement

- The plan review for the South Academy Street building is nearly completed and the permit should be issued in the near future.
- A pre-construction meeting was held with the Public Works and Water Resources Department on the Astra Plaza project.
- Staff coordinated efforts with the Finance Department on elevator billing for University of Delaware.
- Foundation work is ongoing at 60 North College Avenue.
- Framing work is ongoing at 52 North Chapel Street.
- Work continues on the façade at the Washington House Condominiums located at 113 East Main Street, as weather permits.

Parking

- This week Parking Manager Marvin Howard attended the Event Parking Facility and Emergency Management meeting coordinated between the City and University of Delaware for special events.
- Also this week, Marvin attended the management ICMA for Effective Supervisory Policy Series meeting.

Planning

- At the meeting on Monday night, City Council approved the rezoning of 249 East Main Street from BLR (limited business-residential) to BB (central business district).

- This week the Department received an administrative subdivision request to adjust property lines between two tax parcels at 129 Lovett Avenue.
- Also this week, the Department received a request to amend the subdivision plan and agreement for the Newark Opera House.
- This week Development Manager Mike Fortner and Code Enforcement Division staff completed the annual Municipal Development Trends Report for 2015 for the Delaware Office of State Planning Coordination.
- Final preparations have been made for sending the 2016 Newark Resident Survey. The City of Newark has contracted with Chimes of Delaware to mail out approximately 5,000 surveys to Newark residents (approximately 50% of Newark households).
- This week Planner Tom Fruehstorfer continued evaluations of Code Section 32-56.2. – Area regulations; exceptions to address Code clarity issues.
- This week Tom attended a meeting with City staff to discuss current City fees, and continued research on the amount of the time each department spends on plan reviews for items in Chapter 27 and 32 of the Code to help with evaluations of current fees, in association with Council interest to consider impact fees.
- The following was also completed this week:
 - 7 Deed Transfer Affidavits
 - 30 Building Permit Reviews
 - 1 Certificate of Occupancy

Activity or Project:

Planning Commission Meeting

Description:

Considerable time was spent this week preparing for the March 1, 2016 Planning Commission meeting. On the agenda are: the minutes of the February 2, 2016 Planning Commission meeting; review of an amendment to the Zoning Code to permit movie theaters to serve alcohol with a special use permit; discussion regarding Planning Commission training sessions; and a report on Planning Commission Work Plan progress.

Status: In-Progress

Expected Completion: 3/1/2016

Execution Status: On Track

Activity or Project:

Rental Housing Needs Assessment Phase Two

Description:

Urban Partners will conduct two focus groups/workshops for the Rental Housing Needs Assessment Phase Two, to be held in the Council Chamber. The date of the focus group on “Affordable Housing” and programs to encourage home-ownership has changed from Thursday, March 3rd to Thursday, April 7th at 4:00 p.m. The second focus group, which will focus on transitioning neighborhoods from student rentals to non-student rentals and home-ownership, will be held on Tuesday, March 15th. The Rental Housing Needs Assessment Phase Two Steering Committee will meet again on April 7th to discuss the results of the focus groups and review a draft report.

Status: Started
Expected Completion: 4/7/2016
Execution Status: On Track

Activity or Project:

Comprehensive Development Plan V

Description:

On February 24th, Mike attended the Planning Land Use Service (PLUS) Committee meeting of the Office of State Planning Coordination to review the revised draft of Comprehensive Development Plan V dated 1/5/16. The Committee includes representatives from DelDOT, DNREC and DSHA, as well as the Office of State Planning Coordination. A representative from the New Castle County Department of Land Use also attended the meeting. The Committee did have some final, minor recommendations that will be presented for Council consideration at the regularly scheduled City Council meeting on March 14th.

Status: Near Completion
Expected Completion: 3/14/2016
Execution Status: On Track

Department:

Police Department

Notable Notes:

We have recently been dealing with a number of violent domestic related incidents. Below are two of the more violent incidents that occurred.

On February 18th, Newark officers responded to a report of a possible carjacking at an intersection in the city. The female victim told officers the father of her child approached her just after dropping off her child at daycare. The female has a no-contact order against the male and was able to leave the scene in her vehicle. She then observed the male following her. When the female stopped for a red light, the male exited his vehicle and physically forced his way into her car. The female was able to flee the vehicle and the male left the area. The male has been charged with numerous crimes against the female in the past including, assault, aggravated menacing, terrorist threats, etc. A warrant was issued for the male and Newark detectives tracked him in Georgia where he was arrested by local police.

On February 21st, Newark officers responded to a report of a woman screaming and then a second report of a woman who was at a neighbor's residence that appeared injured. Officers arrived to find the female with wounds on her face and neck with lacerations near her right eye. The female also had bruises on her arms and neck. Later the investigation revealed that the woman was beaten by her live-in boyfriend. The male was arrested and charged with assault, strangulation, theft, unlawful imprisonment, DUI and driving with a suspended license. We encourage anyone who would like more information relating to domestic violence or available support services to contact the Newark Police Department.

Officers have continued with community policing initiatives. The Special Operations Unit has been working with the residents of Villa Belmont Condominiums, New Castle County Police Department, and other

agencies on a group of homeless people in the area. The unit will be meeting with the residents and others on Thursday, February 24th at 7:00 p.m. in the Villa Belmont community room. Special Operations officers also assisted the Parks and Recreation Department with chaperoning 17 children from the Camp R.E.A.L. Camp as they attended a basketball game at the university.

After being made aware of a complaint of skateboarders on Main Street yesterday, Officer Shannon Craig decided to begin a community policing project to deal with the issues. Below is part of the email that Officer Craig sent to her sergeant regarding the project she is working on:

"I met with one of the owners of Switch today regarding a collaboration between Switch and NPD to minimize the skateboard violations occurring on Main Street. He and I both agreed that an educational pamphlet that he could hand out to new customers would be the best route at this point. The pamphlet would educate Switch customers that it is prohibited for them to skateboard on East Main Street between Library Avenue and South Main Street. Tyler also suggested the pamphlet contain something positive such as the two skate parks located within the City limits that they can go skate in if they choose. Another suggestion he made was to add the camps that may be available at the skate parks throughout the year. I will continue to communicate with Tyler and make a draft of a pamphlet until all parties are satisfied. I also advised Tyler that the City is working on placing better visible signs along East Main Street so that the public is aware of the prohibition of bicycles and skateboards on the sidewalks."

Our newest police recruit, Nicholas Esposito, will begin work on Monday at the police department and will begin the police academy in mid-March.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

2/24/2016

Execution Status:

Completed

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

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

We applied for a 2016 Drinking Water Innovation and Technology Grant for the Newark Reservoir Aeration/Mixing and Water Quality Monitoring Project that was included in the 2016 CIP. We are hopeful that we will receive the grant which will cover up to \$50,000 of the project cost. An interesting aspect of this project is that the grant requires the involvement of a local STEM program so we have reached out to the Newark High School who will be involved in the project. We should have initial feedback soon on whether or not the project will be recommended for approval to the Water Infrastructure Advisory Council at their next meeting. If all goes well, we anticipate beginning construction around mid-August which should give an adequate amount of time to have the system in place prior to the fall turnover that causes water quality problems. I will provide an update on the grant application as soon as we have more information.

We anticipate being able to purchase some hot mix today (Friday, February 26th) as a plant is supposed to be open. This would provide a more permanent repair to the many pot holes showing up around the city.

The filter rehabilitation project at the South Well Field Treatment Plant is scheduled to begin on March 7th so we will have the plant off beginning March 6th. We will have a good idea of any necessary internal component repairs necessary within a week or so of the project start date.

Activity or Project:

Water SCADA

Description:

We have decided to proceed with a new professional services contract for the water SCADA system now that we are nearing completion of the Reservoir monitoring system. Digitallogic will complete the reservoir piezometer monitoring data logger project which is self contained and can be migrated to whatever system we end up with once the new integrator is on board. Ultimately we decided that we needed an integrator with more water experience that would allow the SCADA project to proceed at a pace that is more in line with our expectations and needs. We anticipate having the new RFP out for bidding within the next few weeks.

Status:

In-Progress

Expected Completion:

12/31/2017

Execution Status:

Behind Schedule

Activity or Project:

2016 Street Contract

Description:

We anticipate having the 2016 Street Contract advertised by the first week of March, well ahead of where we have been over the last many years. We are hoping that this will result in better pricing due to there being more contractors available as we will have beat most other organizations in getting our contract on the street for bidding. This will also increase the odds that we are able to complete the project within the same calendar year. I will have a final street list on the next weekly report.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

2016 Water Main Replacement Project

Description:

We anticipate having the 2016 water main replacement contract advertised the first week of March, also well ahead of where we have been the last few years. This contract includes Hillside Road, Ferncliff Road, Flora Circle, Center Street, Winslow from Apple to Beverly, and Beverly from Winslow to Sunset. We have received several discolored water complaints elsewhere around town and are now planning to include at least some cement mortar lining in the 2017 contract where appropriate in an effort to improve water quality.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

2/21/2016

to 2/27/2016

Nottingham Rd
Tanglewood La



Newark Area Welfare Committee
2015 GOOD NEIGHBOR AWARD



Presented to
MARILYN MINSTER
Minster Jewelers

In recognition of her continued generosity and service.

Polly Sierer NAWC President

Thanks Minster's
Jewelers and
All
Volunteers





**CITY OF NEWARK
DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT**

November 24, 2015

TO: Mayor Sierer and Members of City Council

FROM: Planning Commission Chairman Alan Silverman

RE: **Newark Planning Commission 2015 Annual Report and 2016 Work Plan**

About the Commission

The Planning Commission makes recommendations to City Council concerning:

- Annexations
- Rezoning of Property
- Subdivision
- Development Approval
- Zoning Code and Subdivision Regulations Amendments
- Adoption and Amendment of Comprehensive Plans
- Municipal Capital Expenditures

The Commission also makes determination on requests for off-street parking requirement waivers. The Commission's advice to the City Council, except in the case of parking waivers, is always in the form of a recommendation; City Council may also hear appeals of, review, modify or deny the commission's approval, disapproval, or approval with conditions of off-street parking waivers upon the recommendation of a member of Council, Planning and Development Director and/or the City Manager.

Membership

Six commissioners are appointed by City Council members from the districts they represent for three-year terms. One three-year term at-large commissioner is appointed by the Mayor.

Current Members:

Alan Silverman, Chairman, District 5
Robert L. Stozek, District 1
Willard F. Hurd, District 2
Edgar Johnson, District 3
Jeremy M. Firestone, District 4
Frank McIntosh, District 6
Bob Cronin, Member at Large

Also serving during the reporting period was Andy Hegedus, District 4.

Executive Summary

From October 1, 2014 – September 30, 2015, the Newark Planning Commission considered the following:

<u>Code</u> Amendments	-	4
<u>Comp Plan</u> Amendments	-	2
Rezoning	-	5
Major Subdivisions	-	5
Minor Subdivisions	-	1
Administrative Subdivisions	-	1
Parking Waivers	-	1
Request for Extension	-	1

In addition to the above, the Commission also reviewed:

2015-2020 Capital Improvement Plan
Staff Presentation on the City's interest in Rodney/Dickinson complexes

During the same time period, the Commission held public discussions on appointments to the City's Rental Housing Needs Assessment Study Phase II Technical Advisory Committee, the Commission's work plans and Council's participation in Planning Commission meetings.

Planning Commission Activities 10/1/14 – 9/30/15

A detailed description of these actions may be found below:

Code Amendments

Review and consideration of an amendment to the Zoning Code regarding "no impact" home based businesses. The Commission recommended approval 10/7/14 (also reviewed 9/14); approved by Council on 12/8/14.

Review and consideration of Zoning Code amendments: Floodplains and Flood Hazard Zones. The Commission recommended approval 12/2/14; approved by Council on 1/12/15. While approving the amendments, Council requested additional review of the ordinance for consideration. Therefore, the Commission reviewed and considered of additional Amendments to Chapter 27 Subdivisions, and Chapter 32 Zoning, of the Municipal Code of the City of Newark, Delaware regarding Floodplain Regulations. The Commission recommended approval on 8/4/15; Council has not yet considered the new amendments.

Review and consideration of Zoning Code Amendments: Fence Height. The Commission recommended approval 1/6/15; Council did not approve the amendments.

Review and consideration of an amendments to the Zoning Code on definitions of “Accessory Use” and “Neighborhood.” The Commission recommended approval on 7/7/15 (also reviewed by Commission at March, April, June, 2015 meetings); Council approved on 9/4/15.

Review and consideration of Amendments to Chapter 27 Subdivisions, and Chapter 32 Zoning, of the Municipal Code of the City of Newark, Delaware regarding Floodplain Regulations. The Commission recommended approval on 8/4/15; Council has not yet considered the amendments.

Development Plans

Review and consideration of a Comprehensive Development Plan amendment, a rezoning, major subdivision and a special use permit for the .846 acre property located on the west side of Center Street from 21 – 49 (odd addresses). Applicants are requesting approval to rezone the parcels from RS (single family detached residential) and NCV (New Center Village) to BB (central business district) and major subdivision approval to demolish the existing single-family dwelling at the site and build a four story, mixed use building with 3,000 square feet of office space and parking on the first floor and 30 apartments above. The Commission did not recommend approval 10/7/14. Applicant revised plan to reduce the number of units to 24 and preserve more open area. The Commission did not recommend approval again on 5/7/15. Developer has not yet requested review by Council.

Review and consideration of the rezoning, major subdivision and special use permit for 52 North Chapel Street to demolish the existing building and build a three story mixed use building with 3,382 square feet of commercial space and parking on the first floor, and 12 apartments on the two floors above. The Commission recommended approval 2/3/15 (also reviewed 9/14); approved by Council on 6/22/15.

Review and consideration of the rezoning of 60 North College Avenue from BC to BB, and the major subdivision and special use permit to demolish the existing building at the site and build a four story, mixed use building with 5,500 square feet of commercial space and parking on the first floor, and 36 apartments on the three floors above. The

Commission recommended approval 2/3/15 (also reviewed 9/14); approved by Council on 8/10/15.

Review and consideration of an administrative subdivision for 1119 South College Avenue. The Commission recommended approval of the subdivision on 2/3/15; Council approved the administrative subdivision on 3/9/15. Later the Commission was asked to review and consider a request for an extension for an approved major subdivision at 1119 South College Avenue (Candlewood Suites), which was started but not completed within the required timeframes for the same project. The Commission approved the extension on May 5, 2015. The hotel is now under construction.

Review and consideration of the minor subdivision, parking waiver and special use permit for the .043 acre property at 70 East Main Street. Approvals are sought to add two floors above the existing one story retail building and the addition of two residential units at the site. The Commission did not recommend approval at its 7/7/15 meeting; application has not yet requested Council review.

Review and consideration of the rezoning of 163, 171, 175, 179 South Chapel Street and a portion of 52 Benny Street from RM (multi-family dwellings – garden apartments) and RD (one family semi-detached residential) to RA (multi-family dwelling – high rise apartments) and major subdivision approval to construct a four story, 16 unit apartment building and five townhouse style apartments for a total of 21 units at the site. The Commission recommended approval at its 7/7/15 meeting; Council approved 9/14/15.

Review and consideration of the Comprehensive Development Plan Amendment, Rezoning, Major Subdivision and Special Use Permit of the .89 acre properties at 174 East Main Street and 21 North Chapel Street in order to add 6 apartment units with first floor parking to the existing mixed use building known as Astra Plaza. The Commission recommended approval at its 9/1/15 meeting; Council approved on 11/23/15.

Comprehensive Development Plan V

The Commission began the process of updating the City Comprehensive Development Plan on June 2, 2012 and worked diligently hosting Public Hearings, “Drop In” Open Houses, Neighborhood Workshops, Planning Commission Workshops and a series of Planning Commission meetings where individual chapters were reviewed in depth. The Commission also held a series of Public Hearings, until they eventually recommended adoption to City Council on June 17, 2014. Since that time, the Council has held a series of workshops in which some members of the Commission as well as Chairman Silverman participated. These meetings were held as follows:

October 20, 2014; January 5, 2015; February 2, 2015; March 2, 2015; May 18, 2015 and most recently August 3, 2015. Council held another workshop on October 5, 2015. Final action by Council is pending.

Other

At the November 4, 2014 meeting, upon a presentation by the City Manager and Finance Director, the Commission reviewed and considered the 2015-2019 Capital Improvements Program. The Commission recommended approval. Council approved the budget on 12/15/14.

At the May 5, 2015 meeting, the Commission heard a staff presentation on the City's interest in purchasing Rodney Dormitories.

At the June 2, 2015 meeting, the Commission elected two Commissioners to serve on the Rental Housing Needs Assessment Study Phase II Steering Committee, which held its organizational meeting on 10/21/15.

The Commission also held discussions on the following topics but no recommendations were approved:

Discussion regarding the 2015 Planning Commission Work Plan. 12/2/14

Discussion regarding Planning Commission Administrative Procedures. 1/6/15

Discussion concerning participation by Council members at Planning Commission meetings. 9/1/15

2016 Work Plan

1. Continue the review and consideration of land development projects according to the attached schedule (see Attachment A) to make recommendations to Council.
2. Consideration of revised Comprehensive Development Plan V.
3. Work with staff to review parking capacity and demand, parking space requirements by use, parking waiver legislation, fees and practice, conduct nationwide research on parking design standards and best practices and make recommendations for Code amendments based on findings.
4. Consider amendments to the Subdivision regulations as they pertain to development plan submittal requirements and associated fees.
5. Work with Planning and Development Department and DelDOT to set boundaries and begin process to create a Transportation Improvement District(s) (TID) as called for in Comprehensive Development Plan V.
6. Participate in training sessions on the role of the Planning Commissioner, FOIA and Roberts Rules.

AS/mv

Legislative Report – February 11, 2016

Governor Markell's Final State of the State and Budget Addresses

On January 21, 2016, the Governor Markell's State of the State outlined three major areas of interest: (1) Education, (2) Criminal Justice, and (3) Jobs. Claiming somewhat of a victory in coming out of the Great Recession, the Governor called for higher teacher pay, expanded job training programs, and, most contentious of all, taking a hard look at the high cost of health care spending for state employees.

On January 28, 2016, the Governor's 239-page budget (SB 175) was released, outlining to the General Assembly how to spend more than \$4.1 billion in taxpayer dollars—5 % more than was available last year. The budget has many challenges. *Note: SB 175 is available online: <http://legis.delaware.gov>.*

Governor Markell's challenge to Delaware's Joint Finance Committee five-week budget-writing session is that if nothing is done the state's health care costs will grow to \$1 billion by 2020.

Delaware's Fiscal Future Uncertain

In December 2015, the Delaware Financial Advisory Council (DEFAC) projected an \$88 million boost in revenue that provided the lawmakers some needed breathing room.

However, the Dow-DuPont merger and accompanying job losses (1,700 DuPont personnel cut and more to come) need to be factored into what could be a flatter revenue projection at DEFAC's next meeting in March 2016.

Highlights of State of Delaware Fiscal Year 2017 Financial Overview of January 28, 2016

Education Total Investment--\$49.0 Million

Technology enhancements	\$ 4.0 million
Wilmington education improvement	\$ 6.0 million
Increased teacher compensation: Entry level salaries, Teacher leadership, etc.	\$ 4.0 million

Public Safety Body Cameras	\$ 500,000
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Library Investments & Maintenance

Several new libraries: Duck Creek, Selbyville, Harrington Rts 9 & 13	\$ 10.7 million
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Open Space Preservation	\$ 3.0 million
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Farmland Preservation	\$ 3.0 million
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Strategic Fund for Economic Development	\$ 10.0 million
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FY2017 Bond Bill Total Investment--\$486.9 million

State Agency Projects	\$ 236.1 million
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Transportation	\$ 250.8 million
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Other Bond Bill Projects

Downtown Development Districts	\$ 8.5 million
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Diamond State Port Infrastructure	\$ 15.8 million
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Riverfront Development Corporation	\$ 3.1 million
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Schools (elementary and secondary)	\$ 75.7 million
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Colleges (U of Del, Del State, Del Tech)	\$ 18.0 million
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DE State Housing Development Fund	\$ 4.0 million
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NVF and Fort DuPont	\$ 5.5 million
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State-wide trails	\$ 3.0 million
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National Guard Bethany Training Site	\$ 1.3 million
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Equipment and Maintenance Minor Improvements	\$ 29.6 million
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Frannhofer Biotechnology Vaccine	\$ 1.0 million
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FY 2017 Recommended Financial Plan – Overview

General Fund Operating Budget	\$4,113.5 million
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Transportation Trust Fund Budget	\$ 337.5 million
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Grants-in-Aid	\$ 43.0 million
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Bond and Capital Improvements Act	\$ 486.9 million
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State Capital Projects	\$ 236.1 million
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Transportation Projects	\$ 250.8 million
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Notes:

- FY2017 Operating Budget reflects 5.24 percent growth
- 0.37 percent average annual budget growth (FY2010-FY2017 recommended) adjusted for inflation and population growth

2016 Elections in Delaware

Statewide US Representative in Congress (2-year term)
Governor (4 years)
Lieutenant Governor (4 years)
Insurance Commissioner (4 years)

State Senators (4-year terms): 11 seats up for reelection in 2016 (Note: 10 seats up in 2018)

Senate District	Current State Senator
2	Harris B. McDowell III (D)
5	Catherine Cloutier (R)
7	Patricia M. Blevins (D)
8	David P. Sokola (D)
9	Karen E. Peterson (D)
12	Nicole Poore (D)
13	David B. McBride (D)
14	Bruce C. Ennis (D)
15	David G. Lawson (R)
19	Brian G. Pettyjohn (R)
20	Gerald W. Hocker (R)

State Representatives (2-year terms): All 41 House seats up for reelection in 2016
(currently 25 Democrats, 16 Republicans)

NEWARK POLICE DEPARTMENT

WEEK 02/14/16-02/20/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	1	0	1	0	0
Rape	0	0	0	0	2	2
Unlaw. Sexual Contact	0	2	0	0	0	0
Robbery	6	5	0	6	5	0
- Commercial Robberies	4	1	0	0	0	0
- Robberies with Known Suspect:	1	1	0	0	0	0
- Attempted Robberies	1	1	0	3	0	0
- Other Robberies	0	2	0	3	5	0
Assault/Aggravated	0	1	0	5	1	0
Burglary	10	14	2	4	7	3
- Commercial Burglaries	1	5	2	1	0	0
- Residential Burglaries	9	7	0	3	5	3
- Other Burglaries	0	2	0	0	2	0
Theft	56	74	9	43	22	8
Theft/Auto	4	2	0	5	2	0
Arson	0	0	0	0	0	0
All Other	5	14	1	6	15	2
TOTAL PART I	83	113	12	70	54	15
<u>PART II OFFENSES</u>						
Other Assaults	28	52	8	15	19	1
Rec. Stolen Property	0	0	0	6	5	0
Criminal Michief	33	21	1	8	12	9
Weapons	2	2	1	17	5	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	14	14	5	22	27	2
Drugs	10	16	1	38	25	4
Noise/Disorderly Premise	32	76	15	19	33	8
Disorderly Conduct	16	16	3	5	15	3
Trespass	19	15	2	14	6	2
All Other	60	81	5	39	43	3
TOTAL PART II	214	293	41	183	190	33
<u>MISCELLANEOUS:</u>						
Alarm	138	158	19	0	0	0
Animal Control	47	38	6	0	0	0
Recovered Property	18	39	7	0	0	0
Service	3426	4613	650	0	0	0
Suspicious Per/Veh	73	81	13	0	0	0
TOTAL MISC.	3702	4929	695	0	0	0

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
TOTAL CALLS	790	4,851	878	6,174



Newark Police Department
Weekly Traffic Report
02/14/16-02/20/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	1,186	1,164	176	66
DUI	24	22	4	2
TOTAL	1,210	1,186	180	68

TRAFFIC ACCIDENTS				
Fatal	0	0	0	0
Personal Injury	18	21	3	8
Property Damage (Reportable)	41	103	7	13
Property Damage (Non-Reportable)	37	17	5	3
Hit and Run	31	45	6	9
TOTAL	127	186	21	33