

City Manager's Weekly Report

Friday, February 3, 2017

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

STAR Tower memo and artist rendering. Please find a memo further clarifying the discussion at a recent Council meeting.

Staff are all participating in defensive driving classes over the course of the next four weeks.

We have been advised by DelDOT that they will perform patching on Old Paper Mill Road this spring/summer as a result of our request. In the meantime, we will fill potholes that don't require extensive patching.

In case you have not seen the news reports, we have launched a new translation service to help employees communicate with utility customers, residents and visitors to Alderman's Court who do not speak English. Over the years our ability to supply timely translation services has become more difficult. This new option for our community is welcomed and another improvement to customer service.

I attended the monthly meeting of the Delaware League of Local Governments and the League's Legislative Committee in the past week.

The IT fiber install project is moving forward; PWWR will be the next department to begin setup and training for work order management; Communications is working on revising our new resident packets; we've received good feedback to our trial runs with Facebook Live of a recent Council meeting; our retiree Facebook highlights have also been well received and appreciated; work continues to streamline payments taken over the phone (time consuming) or at our counters with credit cards; the Police Department is working with the Newark Library to address trespass concerns; cameras in the courtroom will have a monitor in the waiting area allowing our bailiff to monitor the full operation; work continues to bring the part-time bailiff position in-house in association with continuous turnover with the contractual staffing; parks reports a lot of tree work is necessary in association with the recent heavy wind events; parking lot camera installs are ahead of schedule - expected to be completed one year early!

Activity or Project:

Elevator Repairs

Description:

Our elevator contractor has tentatively scheduled the final inspection of their work for next Wednesday at 8 a.m. Accommodations have been made to meet with individuals as necessary in relationship to the elevator being out of order.

Status: Near Completion

Expected Completion: 2/8/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

With the retirement of Maureen Feeney Roser, Director of Planning & Development, the Parking Division is now temporarily reporting to the City Manager's Office, specifically to me. The Parking Division's Weekly Report will be populated under my report moving forward. This week in the [Parking Division](#):

- Wednesday, February 1 commenced the full \$1/hour rate eliminated the 30-minute increments. Division Manager Marvin Howard, and Community Affairs colleague Megan McNerney went door to door among the businesses, as well as noticed placed in the impacted off-street lots.
- The off-street operations vendor, ParkingSoft, was onsite to ensure the software change went smoothly, and the system operated as anticipated without any glitches.
- Personnel changes and transitions have occurred within the Division, as Mike Eggert retired under the ERIP incentive, and approval of the 2017 Budget has further staff adjustments occurring into February (full-time clerk and additional part-time Parking Ambassadors).

Within the HR Division of the Manager's Office:

- HR Manager Devan Stewart is coordinating Defensive Driving training for the employees,

which is helpful in maintaining a highly qualified workforce to try to best mitigate City vehicle accidents.

- Nine (9) employees took advantage of the authorized ERIP incentive, which expired on Tuesday, January 31, 2017. A few employees continue to assist operations with arrangements for work; overall there was 206 years of experience and tenure that chose to take the incentive. Two employees will remain employed in alternative capacities: Lt. Hargrove retired to become the civilian Evidence Custodian and Ms. Van Veen retired to become a part-time clerk in Alderman's Court. Thank you to Ms. Stewart and HR Administrator Marta Pacheco, both of which greatly assisted in the retirement process, and active recruitment for the respective vacancies.

Activity or Project:

Recruitment: Police Officer

Description:

With Lt. Hargrove's retirement, staff immediately returned to the current applicant pool and refreshed its backgrounds on vetted candidates. A conditional employment offer was made, which will place a candidate in the March State Academy and backfill the vacancy created.

Status: Near Completion

Expected Completion: 2/27/2017

Execution Status: On Track

Activity or Project:

Recruitment: Director of Planning & Development

Description:

The initial job posting closes on Friday, February 3, 2017 and the HR team will review the submitted applicant with the City Manager. An initial review panel has been created among the management leadership team, with a second round to be determined based upon the number of applicants; quality of resume/experience and assessment of initial interviews.

Status: In-Progress

Expected Completion: 3/3/2017

Execution Status: On Track

Activity or Project:

Recruitments: Various

Description:

In addition the following positions are in process (beginning/middle/end) of recruitment: Electric Groundhand; PWWR Engineer; PWWR Water & Wastewater Inspector; PWWR Contract Manager-Estimator; Parks & Recreation PT Recreation Specialist; IT Network Administrator III; Financial Analyst; PWWR Sewer Division Maintenance IV Laborer, and this week, Assistant to the Managers (formerly Purchasing Administrator).

Status: In-Progress

Expected Completion: 3/17/2017

Execution Status: On Track

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 1/26/17 to 2/1/17 which included trials, arraignments, capias returns and video hearings. The parking division handled appeals on Monday and Wednesday.

UD student continues to do his internship and has been observing court and loading billing information for parking tickets.

Installation of the security cameras and the language link started. The language link is up and running and the employees have been trained. The security cameras are still in the process of being installed.

Activity or Project:

Court Sessions

Description:

From 1/26/17 to 2/1/17 Alderman's Court handled 42 arraignments, 30 trials and 9 capias returns. The court collected a total of 518 payments of which 278 were paid through Pay Pal and 240 were paid at court. The court also collected payments for criminal/traffic fines which included 106 from Govolutions (online/epayment) and 107 were paid at court for a total of 213 payments received.

Status: Completed

Expected Completion: 2/2/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

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

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office on January 27.

Alice worked her final day in the City Secretary's office on January 27. We wish her well in her well-deserved retirement!

Renee, Tara, Sarah and Teressa attended training on Tyler Content Management, the City's new electronic document management system, on January 27. Renee also spent time on spot checking information in the test environment that is being transferred from the Laserfiche system to TCM. The City Secretary's Office is officially inputting new data into TCM as of February 1 and will be working within both systems until the data migration is complete.

Renee staffed the Boards and Commissions Review Committee meeting on January 31. The Committee did their initial review of the Downtown Newark Partnership and began drafting their report to Council. Their next meeting is scheduled for February 28.

Renee attended the staff meeting on February 2 where the February 13 Council meeting agenda was discussed.

The filing deadline for candidates for the April 11 City Council elections is Monday, February 6 at 5:00 p.m. This week, nominating petitions were received from Mark Morehead for District 1, Jerry Clifton for District 2 and Marge Hadden for District 4. All petitions were verified by a member of the Election Board and follow up letters were sent to the candidates and the Delaware Department of Elections. An additional candidate petition was picked up for District 2, which had not been filed as of the writing of this report. Preliminary outreach was done to prospective polling places and initial paperwork was filed with the Delaware Department of Elections. Election Board members also came in to do the first round of voter list updates for this election. While the City uses the State voter registration rolls, the City is responsible for coding all voters that had changes in their voter record that are at Newark addresses as to (1) whether the voter resides within the limits of the City of Newark and (2), if they do reside within the City, which of the six Council districts they reside within. The first round of lists, which covers registration changes from April-December 2016, contained 1,905 voters to be coded. Thanks to our Election Board for doing this time-consuming, but important work.

Renee spent time drafting bills for first reading for the February 13 Council agenda.

Renee spent time on outreach to various boards and committees members with expiring terms to work with them on the necessary paperwork for their upcoming reappointments.

Some time was spent on FOIA requests this week. Action was taken on the following requests:

- Sent relevant documents, completed and closed a January 11 FOIA request from Richard Abbott regarding Trader's Alley.
- Referred to appropriate agencies and closed a January 26 FOIA request from AEI Consultants regarding a property outside City limits.
- Referred to appropriate agencies and closed a January 30 FOIA request from EMG regarding a property outside City limits.

Tara and Sarah spent time preparing the agenda, packets, legal notices and direct mailings for the February 16 Board of Adjustment meeting. There are three properties requesting variances on the agenda (232 Beverly Road - side yard; 146 West Main Street - maximum lot coverage, side yard; 60 North College Avenue - off-street parking requirements). The agenda can be found on the website here: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4965>.

Agendas for the February 7 DNP Design Committee, February 7 Planning Commission, February 8 Newark Housing Authority, February 13 Pension Committee and February 16 Board of Adjustment meetings were forwarded to Council.

Regarding minutes, staff time was spent on the January 18 Council workshop (Tara drafting) and January 31 Boards and Commissions Review Committee minutes (Sarah drafting). The January 23 Council executive session, January 23 Council and January 24 Board of Elections minutes are currently in the queue.

No discovery requests were received this week. 46 total discovery requests have been fulfilled so far for 2017. The court calendars for February 16 and 23 with their 32 associated case files were compiled for the Deputy City Solicitor by Sarah. 7 court calendars with 106 associated case files have been compiled for 2017 so far. Sarah also processed one plea by mail.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. So far, 41 lien certificate requests have been processed for 2017.

Activity or Project:

No progress to report

Description:

There is no progress to report on long term projects this week.

Status:

In-Progress

Expected Completion:

2/2/2017

Execution Status:

Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

- Five & Wine and Wine & Dine: So far, 124 people are signed up to run the Five and Wine 5-Mile Run/Walk on Saturday, March 25. Wine and Dine will be on Saturday, March 25 from noon – 5 p.m. This year we're offering the restaurants the opportunity to participate in both Wine & Dine as well as the Five & Wine after party on Academy Lawn. We will begin promoting Wine and Dine once a few restaurants have committed to participating. Gabel Music is providing live music for both the race after party and the duration of Wine & Dine. The music will be at the Academy Lawn.

Media Inquiries/Press Releases

- Redesigned City of Newark Website Enhances User Experiences: <http://bit.ly/2jB6tEg>
- Karie Simmons, Newark Post, inquired about new language translation service
 - Resulting article: <http://bit.ly/2klQib1>
- Karie Simmons, Newark Post, inquired about the City's proposed plan to address the potential lost of real estate transfer tax funds

Activity or Project:

Website Redesign

Description:

The redesigned website officially launched this week, along with the new site URL (newarkde.gov). The feedback, both internally and externally, has been largely positive. We continue to make some minor updates to individual pages and will develop a regular review schedule for Departments moving forward to ensure information online is current.

Status: Completed

Expected Completion: 2/1/2017

Execution Status: Completed

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews set a pole for Cleveland Station and one for the Mill at White Clay and is getting them ready to serve power for these projects. They also set a large pad mount transformer for a new service at the Interchange Industrial Park.

The electricians found a nitrogen leak in one of the City's main transformers. After getting the 100MVA transformer off, they sprayed soapy water all over and found a small leak at one of the flanges that hold the 138kV bushing on. A contractor has been called in to repair. A full nitrogen tank was getting depleted in two weeks at it's worst.

The line crews have switched off a transformer at the East Main Substation so a contractor can replace the bushings. The original bushing have started showing signs of degradation during testing. The crews also switched off another unit at the South Chapel Substation in preparation for a contractor to do testing.

Engineering has been working on the substation design for the new transformer at Chestnut Hill Road,

evaluating the automatic switching proposals, and analyzing the power exports at SevOne's Bloom Boxes.

Activity or Project:

SCADA and Automatic Switching

Description:

The evaluation panel has narrowed down the search to one vendor. Electric engineering has asked for clarification on a few exceptions to the specifications.

Status: In-Progress

Expected Completion: 9/30/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

The final 2017 Operating and CIP Budgets are being assembled. Staff will have them available on Monday, February 6th. Both versions will be posted on the website, and hardcopies will be provided to Council if requested.

Real Estate Transfer Tax revenue recognized for January was \$42,855 which is \$6,274 less than what we

realized in January 2016. Of the 32 real estate transactions last month, only 13 were required to pay the 1.5% RTT to Newark, as the remaining 19 were exempt. January and February months are generally slow for property transfers. With the state having its eye on this source of revenue, this is something that we are paying close attention to, as we may only have five more months of this revenue source at the 1.5% rate. We have budgeted \$1.6 million for RTT in 2017.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 610 phone calls last week, with the average call length of each call being 2:56. The average hold & queue time (average speed of answer) increased from 3:14 to 3:36 when compared to last week. There were not any service orders initiated by PUB during last week. The group processed 4,842 utility payments and CityView transactions, 1,129 of which were imported automatically with our electronic processes and 2,334 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Independent Financial Audit

Description:

The preliminary audit has been scheduled for the third week in February, while the audit kick-off meeting and fraud reviews need to be scheduled. Accounting team has begun the year-end process for 2016.

Status: In-Progress

Expected Completion: 6/30/2017

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:**IT Division**

- New IT room has been completed in basement. Seating for six.
- Andrea McKenica has retired and Cenise Wright will be taking over duties.
- Postings for both Network Administrator III and Server Administrator I are out.
- Working with consulting firm on hiring a contract employee for Desktop Support.
- Munis permitting project is underway (kicked off, purchases completed).
- Parking lot cameras continue to be installed in Lots 1, 2, 3 and 4.
- City of Newark Fiber Project is being built.
- A/V Upgrades in Court have been completed.
- TV's ready for installation at Welcome Center, PUBs and Court.
- IT Manager begins overseeing Facilities (interim) effective 2/1/2017.
- Additional 150 boxes safely shredded according to retention schedule. That is now a total of 8 tons shredded.
- Police Department User Core Switches replaced with new equipment (warranty replacement).
- Server Room Ladder/Rack has been installed to help tame cabling.
- Review of building security is ongoing.
- Review of building security application software is being conducted.
- IAPro moved from NPD to Municipal as part of effort to consolidate.
- Submitted report to Tyler Technologies in hopes of being awarded Tyler Excellent Award.

Facilities Division

- Met with and coordinated/escorted Sobieski for switching alarm monitoring services over to them. Also for repairs to system at yard that was giving false alarms.
- Elevator work began
 - Old piston was removed and hole cleaned out
- Performed monthly fuel tracking.
- Interviewed and selected new custodians and carpenter.
- Implementation of Work Order Management for facilities.

Activity or Project:

Munis Work Order Management - Electric

Description:

Year end in Finance caused delay testing system. This will happen as soon as possible with an anticipated go live of mid-February.

Status:

In-Progress

Expected Completion: 2/10/2017

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended a Preston's Playground and Reservoir site restroom design meeting, finalized the cost comparison report for mowing and horticulture services, worked on updating the park inspection process and check list, reviewed the landscape plan for Newark Preserve with the Parks Superintendent to determine plant material still owed and areas where landscaping has been installed, reviewing the end of year report for 2016.

Recreation Superintendent: Followed up with the Delaware Department of Engineering on the status of the George Wilson Center kitchen renovation package, worked with the Office of Food Protection and the Office of Environmental Health regarding clarification on the package, preliminary package has been sent to the Office of Environmental Health for feedback on processing the package for the Food Establishment Permit; met with the Deputy City Manager and Department Director regarding the mowing and bed maintenance bids and starting the background and reference check information for possible contractors; completed research on temporary outdoor skating rinks; met with Dennis Aniunas from Newark PD regarding establishing a Police PLAY (Partnering Law Enforcement And Youth) program for the City; met with the parks department staff at the yard regarding standard safety procedure expectations moving forward; camp guide timelines and summer brochure timelines have been set and sent to recreation staff to complete information; submitted job postings for summer camp counselors, lifeguards and CATCH staff to the University of Delaware job listing program.

Recreation Supervisor of Athletics: Visited pint size basketball at McVey; visit the youth basketball leagues held at Downes and Newark High during their picture night; began updating information for our aftercare license renewal at Downes, purchased supplies for Friday clubs, completed staff schedule for February; determining items to include on our sports equipment and arts and crafts bids; planning for summer camps and starting to get information ready for the Camp Guide to go out in February.

Recreation Supervisor of Community Events: Preparing for the conference session that she will be presenting at the annual Delaware and Recreation and Parks Society Conference with Megan McNerney, Parks & Recreation tax letters are being mailed to businesses that donated over \$500 in 2016 in sponsorship, goods, and services; finalizing summer camps including TechStars, Bricks 4 Kidz, and Superhero Camp; visited fitness classes and sent information to the 2016 Camp R.E.A.L. participants about the upcoming UD basketball game.

Coordinator of GWC and Volunteers: Continued conducting phone interviews for summer camp volunteers; advertised Dance and Theater programs to past participants and other interested participants; sent the Mayor's Fun Ride Sponsorship forms to the Mayor; scheduled an interview for a potential CATCH staff member; updated the February GWC attendant schedule; finalized additions and changes for arts and crafts supplies bid and sports equipment supplies bid; completed a Jefferson Award Nomination for a longtime volunteer as requested by the Mayor; continued to finalize information on summer camps; finalized the End of Year Volunteer Report; represented the City of Newark Parks and Recreation Department at the Delaware Museum of Natural History Summer Camp Fair. **Volunteer Hours:** 1 Volunteer devoted a total of **3** volunteer hours removing litter from Handloff Park and the Newark Reservoir; 1 Adopt-a-Trail volunteer devoted **1.5** hours removing fallen branches and litter from the Mason Dixon Trail. Total Volunteer Hours for the week of 1/23-1/29: **4.5** Hours.

Parks Superintendent: Completed planting plan and estimate for new plantings at the handicapped walkway and steps off Veteran's Lane parking lot, called references given by contractors for mowing/bed maintenance contract, wrote up inspection reports with details for inspecting tennis/basketball courts/baseball/soccer fields/tennis wall, along with Parks Director met with developer on site concerning tree issues, met representative of Delmarva Power concerning tree pruning/removal at two park/open space areas, inspected seven park areas and developed work orders as needed

Parks Supervisor: Continued working on developing specifications for new pick up #1434, continued working on work order system closing open work orders from 2016, took pictures of traffic island sponsor signs for new "Traffic Island Sponsor" brochure, inspected three downtown parking lots for tree/bed maintenance, and assigned field staff daily and assisted as needed.

Parks/Horticulture: Staff did trash removal throughout park system, continued on work orders as assigned, replaced sponsor sign on South Main Street island #4, cut to grade one vandalized street tree on Main Street and filled in center opening with stone dust, did interior bed maintenance at City Hall, continued on meadow mowing, lowered water levels in both pools, and did tree pruning throughout park system as assigned.

Activity or Project:

PLAY Program

Description:

We are working with our Police Department on a new Police PLAY Program – Partnering Law Enforcement And Youth. The program would invite the officers to drop in to our youth programs and provide them with regular program sites/calendars so they can drop in and participate in the activities with the recreation leaders and youth. We would keep an open door and not schedule the visits – this will be a great way for kids to have some interaction with law enforcement in a

positive, non-threatening environment.

Status: Not Started

Expected Completion: 6/23/2017

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 this week:
 - Met with representatives from Sobieski and coordinated efforts for switching alarm monitoring services over to them;
 - Repaired system at Municipal Yard that was giving false alarms;
 - Began process of replacing the elevator piston in Municipal Building. The old piston was removed and the hole cleaned out;
 - Changed lightbulbs as needed;
 - Completed fuel tracking;
 - Set up Council Chamber as requested;
 - Completed interviews and selected new custodians and carpenter.

Code Enforcement

- Site work has begun for the Lofts at Center Street. Steel structure should begin in the next few weeks.
- Work is nearing completion on the apartments at 60 North College Avenue.
- Interior framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Work is nearing completion for the new Candlewood Suites on South College Avenue. They hope to open in February.
- The Fire Lane behind the Newark Shopping Center near the movie theater remains temporarily closed for the theater renovations. The theater planned opening date is February 8 but may be later.
- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- On Tuesday, January 31, Planning and Development Director Maureen Feeney Roser retired after 32 years with the City of Newark. Thank you for your dedicated service, Maureen, and congratulations on your retirement!
- Considerable time was spent this week preparing for the February 7, 2017 Planning Commission meeting. On the agenda are:
 - Review and consideration of an annexation and rezoning at 139 East Chestnut Hill Road to make sanitary sewer service available to the building at the site;
 - Review and consideration of amendments to Chapter 32 Zoning as they relate to wireless infrastructure; and
 - Discussion regarding Planning Commission Rules of Procedure.
- On Monday, January 30, Development Manager Mike Fortner met with members of Bike Newark to begin planning National Bike to Work Day in Newark. The event will be held on May 19 at Mentor's Circle on the University of Delaware Campus.
- Mike Fortner spent some time this week preparing the Council presentation for Alcohol Production, Sales and Accessory Uses and completed the report for the Newark Resident Survey.
- On Wednesday, February 1, Mike Fortner attended the GIS Working Group meeting.
- Planner Tom Fruehstorfer and Interim Planning and Development Director Dave Culver met with Tim Kiser of Bernardon Architecture to discuss the proposed 10-story building at the STAR Campus.
- The following was also completed this week:
 - 5 Deed Transfer Affidavits
 - 30 Building Permit Reviews

Activity or Project:

Vacant Housing and Blight Remediation/Prevention Meeting

Description:

On Monday, January 30, David Culver and Mike Fortner met with representatives from the Delaware Housing Coalition and the Delaware Attorney General's Office to discuss statewide initiatives addressing vacant housing and blight remediation/prevention.

Status: Completed

Expected Completion: 1/30/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

Special Operations:

- Sgt. Aniunas is participating in a one (1) week media relations course hosted by DEMA.
- Sgt. Aniunas is continuing his discussion with Mr. Dannenman on the potential NPD Community Policing Center on Main Street. He anticipates receiving a draft lease this week.

Patrol:

- On January 31st, Cpl. Spadola and Intern Emily Neil participated in a Gentleman's Club event at Downes Elementary for a group of 4th and 5th graders.
- Last week, NPD received recognition from Cub Scout Pack 522 thanking NPD and specifically, Cpl. Walker for an excellent job with a tour provided to the scouts. They related their scouts had a fantastic time and that Cpl. Walker was "engaging, patient and kind."

- On January 31st, the NPD K9's participated in a career day demonstration at Newark High School. Community Affairs Officer Megan McNerney attended the event to document the activity via social media.
- During this week, Cpl. Peter Barnes is attending a Certified Instructor Class hosted by the Delaware State Police.
- Last week, Officer Aaron Olicker received his final certification paperwork recognizing him as a Drug Recognition Expert (DRE). The DRE program which Officer Olicker completed in late 2016, is designed to train officers to recognize impairment by drivers under the influence of drugs. The DRE training is a rigorous process requiring nearly 100 hours of classroom and field training and a 100% score on the final exam, which takes 12-18 hours to complete. Officer Olicker joins Lt. Rubin and Cpl. Mease as the third NPD officer to receive DRE certification.

Auxiliary Services:

- Brian Cannon is working with the State to implement the Text to 911 feature for our 911 system. This is a state-wide project and there are a few glitches that need to be worked out before the program goes live in Newark. No firm date has been set.
- Capt. Van Campen and Brian Cannon have met with state archives. State Archives declined to store the film as they are already maintaining a copy in conjunction with DSP/SBI - advised we can retain or destroy those as they are "convenience copies" - conservatively recommend to store until some Q/A can be completed to ensure proper digital retrieval.

Administration Division:

- Lt. Nelson is transitioning into the Professional Standards/PIO position to replace retired Lieutenant William Hargrove.
- Sgt. Bryda compiled the last half of 2016 statistics on NPD's reported domestic assaults, sexual assaults, and stalking incidents for the Project Director for UD/DSU Violence Against Women Act.
- There is a labor management meeting scheduled for February 3rd with representative of the FOP and police command staff regarding policy changes to Professional Standards.
- Cpl. Mease conducted a presentation at Newark High School regarding search and seizure to a class of seniors.
- The trading card project is underway and the officer's photos are nearly complete. Lt. Nelson, M/Cpl. Micolucci, Cpl. Smith, and Cpl. Mease have been working with Kelly Bachman's team on a promotion strategy once the cards are complete.
- Captain VanCampen will be meeting on Friday with a resident who has some issues regarding living in an off-campus student housing neighborhood.

Criminal Investigations Division:

- Several arrests were made in regard to a home invasion drug robbery that occurred on January 23rd. The "victim" of the robbery was charged with possession of suspected cocaine, marijuana, packing material, scales and other drug paraphilia. The suspected robbers were also arrested. **This is another example of a person who is engaged in criminal activity and become a victim of a robbery, which is added to our robbery statistics for the year.**
- There have been recent thefts of property from unlocked motor vehicles. These valuables

left in vehicles contributes to our increase in theft statistics for the year.

- Newark Police Department Victim Services Specialist Melissa Pennachi, in her position as the Chair on the Delaware Victims' Rights Task Force, is in planning stages of Victims' Rights Week in April including a vigil. Date will be announced.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 2/2/2017

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 have had several retirements associated with the early retirement incentive plan which have absorbed a lot of management time. The staff shortage is going to continue to impact our efficiency for the next few

months until we can get replacements onboard and up to speed.

Our engineering team is working on cleaning up a few outstanding conditional and final acceptance issues with the City Secretary. This refresher is timely considering the impending turnover in Twin Lakes and Newark Preserve.

We have received engineering proposals for our on-call engineering services contract and are currently reviewing them. We anticipate developing a shortlist by the end of next week. Consultants on the short list will be brought in for a full-day site visit to view our facilities and discuss projects in our 5-year CIP. After this meeting they will perform individual, detailed presentations to the review team. Initial feedback on the proposals are that we are happy with the group that was received.

Activity or Project:

Alternative Disinfection

Description:

We are nearing completion of the plans and specifications for this project. Advanced automation and controls relocation work is also wrapping up which is the final step necessary to make way for the proposed hypochlorite and caustic tanks and feed systems. Our SCADA contractor will be handling all automation tasks associated with this project but the bid contractor will be responsible for installation of all equipment and running all power to the equipment.

Status: In-Progress

Expected Completion: 7/31/2017

Execution Status: On Track

Activity or Project:

Salt Shed Replacement

Description:

The contract is currently out to bid

Status: In-Progress

Expected Completion: 7/31/2017

Execution Status: Behind Schedule

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

1/29/2017

to 2/4/2017



**CITY OF NEWARK
DELAWARE**

January 26, 2017

TO: Mayor and Members of Council

VIA: Carol S. Houck, City Manager 

FROM: Maureen Feeney Roser, Planning and Development Director 

RE: **STAR TOWER**

At the January 23, 2017 Council meeting, Councilman Markham asked about the ten-story tower proposed for STAR Campus. Specifically, he asked questions about the Science Technology Campus (STC) zoning category, whether the proposed tower met area requirements, and if the City would have an opportunity to review the plans for it. As Council will recall, in response I explained that there had been some conversations between staff, Delle Donne and the University regarding the project requirements – specifically height, stormwater management and other construction and timing matters, and a meeting had been scheduled with the principals to discuss those matters in detail. Councilman Markham then asked if we would see the plans again, and I responded in the affirmative. After the Council meeting, it occurred to me that Councilman Markham's final question may have reflected an understanding that the project would come before Council before it could be approved. If so, I may have inadvertently provided misinformation. The tower will not come before Council for development plan approval because STC zoning permits administrative approvals for projects that meet Code. This memorandum is intended to help clarify STC zoning and the administrative procedures associated with it.

As a result of the University of Delaware's acquisition of the former Chrysler Automobile Assembly Plant and MOPAR Parts Facility site, and following detailed discussions with University of Delaware officials, on March 12, 2012 the City established a new zoning district (STC) appropriate for land in the City of Newark with the special characteristics proposed by University of Delaware at the Chrysler location.

The STC zone takes into consideration the University of Delaware's ownership of the site and the City's land use authority for that location. Specifically, the University has traditionally taken the position that its charter (Title 14, Chapter 51 of the Delaware Code) exempts its property from local zoning codes, including Newark's. In this regard, Delaware courts have largely agreed. Therefore, at least for those uses that fall within the University's exemption, the University is free to develop the STC Campus according to its own standards. Having said that, while the City and University might agree on uses that clearly fall within the exemption (classrooms or dormitories, for example) or outside the exemption (a large shopping mall with no connection or benefit to the University other than financial, for example), it is very likely that there are uses that do not

easily fall into either category. The University and the City, therefore, concerned that the prospect for a case-by-case debate on potential uses may result in delays and litigation, agreed to develop a zoning district for the site which would provide the community with some assurances of which uses would be permitted on the property and how the development would look and, in exchange, the University would receive expedited and administrative review of projects in the STC zone. In other words, if a project meets the use, area and aesthetic requirements of the STC zoning district, the project is approved administratively.

I have attached the STC zoning code section (32-23.1) which states the permitted uses, area requirements and processes for approvals (A).

Based on the above, and as I noted at the January 23 Council meeting, staff met with the representatives of Delle Donne, the University and Bancroft Construction to review the tower plans on Tuesday, January 24. Based on the information provided at the meeting, there are two issues remaining which must be addressed before the foundation permit can be issued: Public Works and Water Resources review of stormwater management calculations and land disturbances, and Planning and Development review of building height and Zoning Code exceptions. Both requirements are relatively easy to meet and should not create excessive delays for the project. Therefore, staff anticipates the issuance of a foundation permit, which will include structural steel, to be issued in the near future. For Council's benefit, we've attached information on the site concept and renditions of the tower from all sides (B).

We hope this information is helpful. Should you have questions or need more information, please let us know.

MFR/mv
Attachments

cc: Dave Culver, Code Enforcement Manager

• **Sec. 32-23.1. - Uses permitted in the STC (science and technology campus) district.**

(a)

In an STC district, no building or premises shall be used and no building shall be erected or altered which is arranged, intended, or designed to be used except for one or more of the following uses:

(1)

Any process involving cleaning, manufacture, processing, production or testing, except for the following:

a.

Manufacture of corrosive acids, gelatin, paint, oils, fertilizer, linoleum, cork products, alcohol, bleaching compounds or soap; tanning or curing of hides; crude oil refining; rubber treatment or manufacture; ore smelting; blast furnace, garbage or offal reduction or dumping; asphalt manufacture or refining; abattoir; junk storage; automobile wrecking; animal rendering; oil storage; except for the exclusion of distribution or warehouse operations, unless such operations are incidental to and intended primarily to serve uses permitted in this district.

(2)

Laboratories and related facilities for research, basic and applied.

(3)

Hospitals and medical clinics.

(4)

Offices for professional services and administrative activities, including but not limited to such uses as conference and corporate training centers, financial institutions and banks, personal services, and supply and storage facilities.

(5)

Technologically dependent or computer based facilities that are dedicated to the processing of data or the analysis of information.

(6)

Daycare centers with the following special requirements:

a.

At least 100 square feet of outdoor play space per child shall be provided.

b.

Outdoor play space shall be fenced or otherwise enclosed on all sides and shall not include driveways, parking areas, or lands unsuited by other usage or natural features for children's active play space, fencing or other enclosures shall be a minimum height of four feet.

c.

Thirty-five square feet of indoor area shall be provided per child, not including toilet rooms, kitchens, offices, storage spaces, hallways, and mechanical rooms, and other areas not used by children for sleep or play on a routine basis; the minimum lot area for such uses shall not be less than 10,000 square feet.

d.

This use shall be primarily intended to serve the uses permitted in this district.

(7)

Restaurants, including restaurants, cafeteria style and delicatessens; incidental to and intended primarily to serve uses in this district.

(8)

Recreation facilities, indoor and outdoor, incidental to and intended primarily to serve uses permitted in this district.

- (9) Hotels and motels, with conference facilities.
- (10) Utility distribution and transmission lines, substation, electric, gas and telephone central office.
- (11) Public transportation facilities, including bus or transit stops for the loading and unloading of passengers; stations and depots.
- (12) Parking, off-street.
- (13) Accessory buildings or structures, no impact, and accessory uses, no impact.
- (14) All residential uses, as defined in this chapter, shall be permitted.
- (15) Retail and retail food stores up to 75,000 square feet in maximum floor area.

(b)

The following uses require special use permits as provided in Article XX, Section 32-78 of this chapter.

(1)

Tower, broadcasting and telecommunications, subject to the following special requirements:

a.

Tower applications shall be accompanied by a professional engineer's report containing the following:

1.

A technical evaluation of the utilization of existing towers for telecommunications or other equipment intended for the installation on the proposed tower.

2.

A technical evaluation of the feasibility of attaching the tower or antenna to existing buildings.

3.

Written certification of compliance with Federal Communications Commission Safety Standards for exposure to nonionizing electromagnetic radiation.

4.

Copies of all applicable state and federal permits.

b.

Any principal part of the tower, excluding guy cables, shall be set back from the nearest property line of a church, library, school, nursing home, hospital, or lot zoned residential (RH, RT, RS, RD, RM, RR, AC) not less than three times the height of the tower or 350 feet, whichever is greater. The setback shall be measured from the nearest point of the base of the tower to the nearest point of the property line of the protected use.

c.

No artificial light shall be installed upon any such tower unless required by the Federal Aviation Administration. If such light is required, it shall be screened so as not to project its light below the horizontal plane in which it is located.

d.

Towers over 200 feet in height shall be guyed and not self-supporting nor consisting of lattice type structures, unless the applicant demonstrates that a guyed tower shall have a greater negative visual impact than a self-supporting tower.

e.

Towers located on existing buildings or structures shall not extend beyond 22 feet above the highest point of the building or structure. Accessory buildings or facilities for towers located on existing buildings or structures shall be located either in or on top of such buildings or structures.

f.

Landscaping shall be provided around the base of the tower and adjacent to a required security fence that shall be at least ten feet high. The landscaping shall consist of a minimum 25-foot wide planting strip with ground cover and/or grass, including at least one row of six-foot high evergreen trees providing a solid screen adjacent or proximate to the fence, and 15-foot high, two-inch caliper deciduous trees, interspersed within the buffer area and no more than 20 feet apart. Applicants may substitute alternative landscape plans that meet the purposes of this subsection to limit the visual impact of the lower portion of the tower and adjoining accessory facilities. Camouflaged towers designed to look like trees may be exempt from this subsection, subject to council approval. Towers located on top of buildings three stories or more in height and telecommunication antennas located on existing buildings shall be exempt from this subsection, except that a six-foot high solid evergreen screen shall be required between any telecommunications antenna or tower accessory building and adjoining properties. A ten-foot high security fence and an adjoining six-foot high solid evergreen screen adjacent or proximate to the fence shall be provided around the anchoring facilities for guy wires for guyed towers.

g.

No outdoor storage shall be permitted at the tower site.

h.

Unless otherwise required by the Federal Communications Commission or the Federal Aviation Administration, towers shall be light gray in color. Camouflaged towers designed to look like trees may be exempt from this subsection, subject to council approval. Telecommunication antennas with colors designed to match buildings or structures to which they are attached shall be exempt from this subsection.

i.

A tower shall be located so as not to encroach into any established public or private airport approach as established by the Federal Aviation Administration.

j.

Towers higher than 100 feet must be a minimum of 500 feet from the nearest similar tower, measured from the base of the towers.

k.

New telecommunication facilities may be attached to an approved tower without applying for an additional special use permit so long as the new facility is in compliance with the requirements and standards of this section.

l.

No interference with existing television, cable television, radio signals, or other electronic devices shall be permitted from the tower. If interference occurs, it shall be immediately remedied by the operators of the tower.

m.

If a tower is abandoned, unused for two years, or no longer operable, it shall be removed within six months of its abandonment. If a tower is not dismantled as specified in this subsection, the city shall arrange to have the facility dismantled and will assess the

landowner all costs associated with the removal of the tower. If the full amount due the city is not paid by the owner, or person in control of the property, or his or her agent, within 90 days of receipt of a bill from the city, the city finance director shall cause a special assessment to be recorded in the municipal lien docket. The recordation of such special assessment shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made.

n.

That the owner of such tower shall provide proof to the city that the tower has undergone a triennial inspection for structural integrity. Said inspection is to be performed by a certified engineer, or other qualified professional, at the expense of the owner of the tower. If structural deterioration is found to be present, and such deterioration affects the physical stability or aesthetic integrity of the tower, the owner shall be required to correct such deterioration within a time limit to be established by the building department.

In addition, the operator of such tower shall provide annual proof to the city that the tower has undergone field measurements to ensure compliance with all applicable Federal Communication Commission safety standards for exposure to nonionizing electromagnetic radiation. Such field measurements, and submission of the results to the city, shall be conducted upon start up of the facility and annually thereafter; except that every third year, such proof of compliance shall be submitted on behalf of the operator by an independent nonionizing electromagnetic radiation evaluator. All such field measurements, and submission of the results, are to be performed by a certified engineer, or other qualified professional, at the expense of the operator. If such field measurements demonstrate noncompliance with Federal Communication Commission safety standards specified in this section, transmission at the facility shall be suspended until such time as full Federal Communication Commission safety standards compliance is demonstrated to the satisfaction of the city.

o.

The owner of such tower shall give proof to the city that any damages which may occur to surrounding properties or injury which may occur to persons, which damages or injuries are caused by a failure of the tower and/or its associated structural supports, regardless of whether such failure is a result of human error or an act of God, shall be paid by the owner of the tower and/or insurers of the tower.

(2)

Restaurant with alcoholic beverages, incidental to and intended primarily to serve uses permitted in this district, except such uses, including accessory parking, shall not be permitted within 100 feet of perimeter streets as defined in subsection 2 above.

(3)

Fast food restaurants, incidental to and intended primarily to serve uses permitted in this district, subject to the following special requirements:

a.

Minimum lot size shall be one acre.

b.

Minimum lot width shall be 200 feet.

c.

Minimum depth of lot on one side shall be 218 feet.

d.

Minimum setback from all perimeter street lines shall be 75 feet.

e.

Minimum distance from all property lines other than perimeter street lines shall be 50 feet.

- f. Parking requirements shall be subject to the requirements listed in Article XIV.
 - g. Exterior lighting shall be shielded so that it is deflected away from adjacent properties and from passing motorists.
 - h. A solid fence or wall and/or a landscape screen of a minimum of six feet in height shall be erected along all property lines separating the site from lots zoned residential or any lot developed or approved for development for residential use, in accordance with Article XXV of this chapter.
- (4) Commercial indoor recreation and indoor theaters.
 - (5) Accessory buildings or structures, with impact, and accessory uses, with impact.
- (c) Area regulations and other special requirements.
- (1) Height of buildings. In no case shall building height exceed ten stories or 150 feet.
 - (2) Building setback lines. Except as otherwise specified herein, each story or part of a building, exclusive of cornices and uncovered steps and uncovered porches, shall be set back from the line of perimeter streets on which the building fronts a minimum distance of 50 feet. Perimeter streets for purposes of this subsection shall be defined as South College Avenue between the Northeast Corridor Railroad right-of-way and the Christina Parkway (Route 4).
 - (3) Parking. Off-street parking spaces shall be provided at locations and the number of spaces to be determined by the University.
 - (4) Building design. Regarding building design, the following standards shall apply:
 - a. Detailed elevation drawings of all proposed buildings shall be submitted including all signage; building materials; building height; the location, height and material of landscaping and screening walls and fences; outdoor trash and recyclable material storage areas; and electrical, mechanical and gas metering equipment.
 - b. To maintain a high standard of construction and appearance and to provide architectural unified and interesting design, the exterior walls of each building are to be constructed of durable, permanent materials, (including appropriately selected brick, treated concrete, glass, and other architectural panels). Buildings should complement and harmonize with the overall design of the STC District.
 - c. Signage, intended to guide motorists and pedestrians from perimeter streets, shall correspond to the overall design, color and finishing of the buildings upon which they are displayed; that is, signage shall be designed as integral architectural elements of proposed architecture.
 - (5) Site design. Regarding site design, except as otherwise specified herein, the following special regulations shall apply:

- a. Sidewalk and pathways shall be installed and designed to enhance the pedestrian experience; off road bicycle circulation paths shall be designed to complement pedestrian ways.
- b. Building sites and roadways shall be designed to facilitate way finding through the district.
- c. Exterior and interior lighting features shall be integrated to help provide visual understanding of the building's composition and function based on the following guidelines:
 - 1. Use lighting fixtures primarily for important building elements such as entries.
 - 2. Favor the use of defused lighting system over those generating a strong point source of lighting.
 - 3. Enhance the visibility of interior building lighting to the exterior giving a sense of light emanating from the building.
 - 4. Avoid dramatic changes of illumination levels which can produce glare and disorientation.
 - 5. Enhance the illumination, where appropriate, of landscape features.
 - 6. Lighting shall be designed to limit impact on adjacent properties.
- d. Landscaping or screening shall be installed to screen parking areas, mechanical equipment, refuse storage areas and related appurtenances and to enhance the visual appeal of the buildings and facilities in the district.
- e. Utility lines and related appurtenances shall be installed underground or otherwise screened from public ways, insofar as possible.

(6)

Review of plans to determine compliance with the provisions of subsection (c) herein shall be performed by the planning and development department, which shall issue approvals upon satisfaction that all such provisions have been met. Applications for administrative subdivisions for the purposes of establishing lot and/or lease lines for real estate taxation and related purposes shall be subject to the procedural requirements of Chapter 27, Subdivision and Development Regulations of this Code. Otherwise, all permitted uses in the district shall be subject to all other applicable Municipal Code requirements, standards and procedural requirements, except as modified herein.

(Ord. No. 12-07, Amend. No. 2, 3-12-12; Ord. No. 15-18, Amend. No. 17, 9-14-15)

NORTH

Avenue 1743



Site Concept

SIKORA WELLS APPEL
LANDSCAPE ARCHITECTS

1/12/2017

STAR Campus Tower
University of Delaware - College of Health Science

VIEW FROM SE



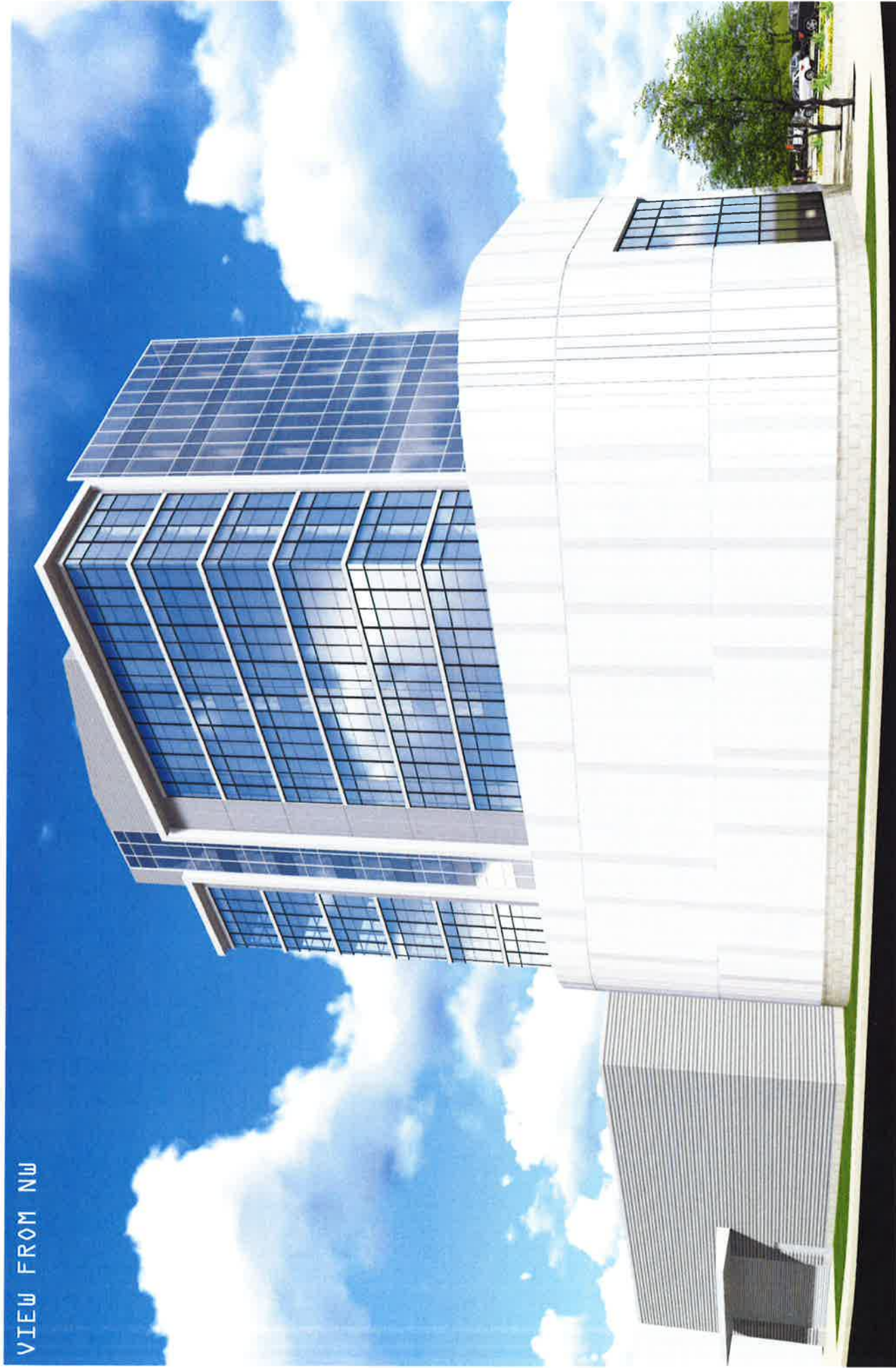
AERIAL VIEW FROM SE



VIEW FROM SW



VIEW FROM NW





Tower Location

NEWARK POLICE DEPARTMENT

WEEK 01/22/17-01/28/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	1	1	0	0	0	0
Robbery	4	1	1	3	2	1
- Commercial Robberies	1	0	0	0	1	1
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	1	0	0	0	0	0
- Other Robberies	2	1	1	3	1	0
Assault/Aggravated	1	1	0	1	6	6
Burglary	11	6	2	2	0	0
- Commercial Burglaries	3	3	0	0	0	0
- Residential Burglaries	7	3	2	2	0	0
- Other Burglaries	1	0	0	0	0	0
Theft	45	48	9	9	14	0
Theft/Auto	2	9	2	2	0	0
Arson	0	0	0	0	0	0
All Other	7	10	3	2	3	2
TOTAL PART I	71	76	17	19	25	9
<u>PART II OFFENSES</u>						
Other Assaults	32	15	1	16	8	1
Rec. Stolen Property	0	0	0	3	0	0
Criminal Michief	14	14	5	2	3	1
Weapons	1	0	0	4	2	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	3	4	1	12	4	1
Drugs	11	8	4	13	6	0
Noise/Disorderly Premise	31	35	5	14	11	1
Disorderly Conduct	10	13	2	12	2	0
Trespass	11	8	2	3	4	0
All Other	48	33	7	31	21	4
TOTAL PART II	161	130	27	110	61	9
<u>MISCELLANEOUS:</u>						
Alarm	102	24	5	0	0	0
Animal Control	18	24	7	0	0	0
Recovered Property	22	23	9	0	0	0
Service	2600	2898	749	0	0	0
Suspicious Per/Veh	49	32	7	0	0	0
TOTAL MISC.	2791	3001	777	0	0	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	779	3,531	973	3,729



Newark Police Department
Weekly Traffic Report
01/22/17-01/28/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	736	687	156	199
DUI	13	7	3	1
TOTAL	749	694	159	200

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	6	20	4	4
Property Damage (Reportable)	94	57	30	10
*Hit & Run	26	14	15	3
*Private Property	24	9	12	2
TOTAL	100	77	34	14

*Included in the total collision numbers