

City Manager's Weekly Report

Friday, October 13, 2017

Department:

Administration - City Manager

Notable Notes:

There have been some concerns raised recently about the "Mayor's" branding of events so Councilman Morehead has offered to place the item on an upcoming agenda for discussion to allow for direction to staff on how to proceed.

I attended a meeting with the Healthcare Committee this week to discuss potential plan changes that would result in cost savings for the City in 2018. Unfortunately, the committee was unable to come to an agreement on changes for this plan year. We are going to reconvene the committee in early 2018 with the hope that allowing more time for discussion will result in agreeable changes being made for the 2019 renewal year.

Held several meetings on the stormwater utility with staff and Black and Veatch. Now that Council has approved the ordinance, we are moving full steam ahead with implementation to meet our January 1st roll-out date.

I attended fire safety training held by the City's Fire and Property Inspectors.

I attended two subdivision advisory meetings, one for 92 East Main and one Village of Chestnut Hill.

I attended a meeting with UD and DelDOT on the new pedestrian crosswalk signal planned for Delaware Avenue at the Green which was recently approved by Council. The plan as of today is still that work would begin during the UD Thanksgiving break with the final signal to be installed over UD's winter break.

I met with management staff to discuss potential reorganization efforts.

I met with management staff to discuss business license categorization issues that have been identified as part of the transition to Munis.

I attended the Monday night Council meeting, Wednesday night Planning Commission meeting, and Thursday night DNP Board meeting.

I met with Water Operations Superintendent Mark Neimeister and the Water Supply Coordinating Council chair to discuss our public supply well allocation permits and the process to apply for modifications.

Activity or Project:

N/A

Description:

N/A

Status:

Not Started

Expected Completion: 12/31/2017

Execution Status: Completed

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:

Administration/HR:

- Deputy City Manager Andrew Haines lead and coordinated the Employee Healthcare Committee's vote on FY2018 plan amendments. Proposed amendments were further changed, with a final vote not supporting plan adjustments. Current plan designs and costs will be adjusted by the renewal valuation, which is pending from DVHT.
- Mr. Haines, Director of Finance Dave Del Grande and HR Manager Devan Steward convened the second negotiation session with CWA for the successor contract agreement. This session included substantive term proposals; the next session is scheduled for Monday, October 16th.
- The HR team rolled out a smartphone app for its ESS employee portal. With the developmental assistance of the IT applications team, and our vendor Tyler technologies, the app was annouced to the employees as an option to have direct access to their ESS portal.
- As a part of Fire Prevention Week, Ms. Stewart coordinated with Code Enforcement staff Dave Tynan and Ryan Straub, to facilitate fire extinguisher training.
- Assistant to the Managers Mark Brainard collected, reviewed and distributed ten (10)

validated submissions for Council's executive city manager search; submissions for the auditing services RFP were received and are being reviewed.

Parking Division:

- Parking Division submitted rate change forms to T2/ParkingSoft for the pilot Peak and Off-Peak rate changes (Peak rates: \$2.00/hr M-F, 9-5). Expectation is that this rate will be put into effect Monday, 10/23/17.
- Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity, accompanied by Mr. Haines, held a meeting with the DiSabatino Group on Friday, 10/6/17 to discuss the 92 East Main Building proposal.
- Mr. Howard and Mr. Mulvanity participated in the 'State of T2' online webinar on Friday, 10/6/17; T2 recently bought ParkingSoft, the former off-street parking lot equipment vendor for the City of Newark.
- Parking Division staff bagged meters on Friday, October 6 in advance of Saturday's Main Street Mile event. Parking operations returned to normal by 11:00 a.m. that morning.
- Mr. Mulvanity attended the Employee Healthcare Committee meeting on Monday, October 9th to discuss employee benefits packages and ways the City could potentially amend its plans.
- Mr. Howard attended the staff committee meeting for 52 East Main Street construction.
- Mr. Howard, Mr. Mulvanity and Ms. Stewart, conducted part-time parking ambassador interviews on Tuesday, October 10th and Wednesday, October 11th. Parking Division is currently looking to fill 2-3 open positions.
- Mr. Howard and Mr. Mulvanity held a meeting with GIS Technician Jay Hodny on Wednesday, 10/11/17 to discuss the feasibility of working with IPS Solutions (on-street vendor) to set up an occupied/unoccupied parking meter GIS map for public use.

Activity or Project:

Grant Writing/Research

Description:

Millennium Strategies' report of activity for September is attached. Feedback from City staff is that the firm is easy to work with, thorough and knowledgeable on the topics and process to achieve success.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 10/5/17 to 10/11/17. These sessions included trials, arraignments, capias returns, video hearings, and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 10/5/17 to 10/11/17 Alderman's Court handled 66 arraignments, 53 trials, 6 capias returns, 6 video hearings and 1 code violation. The court collected a total of 447 parking payments of which 273 were paid online and 174 were paid at court. The court also collected criminal/traffic fines which included 125 online payments and 73 payments made at court for a total of 198 payments.

Status:

Expected Completion:

Execution Status:

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 October 9 for Council. Paul was in the office October 6 and 12 for Court and October 11 for Planning Commission.

Bruce, Renee and Tara staffed the Council meeting on October 9. Staff completed follow up on October 10.

Tara staffed the Conservation Advisory Commission meeting on October 10. The Commission discussed

Renee participated in a Delaware Municipal Clerks Association committee meeting via conference call on October 11.

Renee attended the staff meeting on October 12 where the October 23 Council agenda was discussed.

Renee spent time on the City Solicitor recruitment. Advertising will run in the Delaware Bar Association Journal in their November issue with an application deadline of December 1.

Renee spent time drafting items for the October 23 Council agenda.

Renee drafted and circulated the direction sheet for the October 2 Council meeting to staff and Council.

Sarah completed the mailing notifications and committee packets for the October 19 Board of Adjustment meeting.

Tara completed one proclamation for the 50th anniversary of the Solomon Masonic Lodge #36.

FOIA requests took some time this week. The following action was taken on requests:

- Received, circulated to staff, determined the information was not available in the format requested and corresponded with the requestor for an October 5 FOIA request from Bob McGurk regarding specific rental permit information.
- Received and circulated to staff an October 10 FOIA request from DCR Environmental

Services regarding Candlewood Suites.

- Received and circulated to staff an October 10 FOIA request from the Newark Post regarding most impacted stormwater utility customers.

There were no agendas to be posted and forwarded to Council this week.

Regarding minutes, staff time was spent on the September 25 Council (Renee editing - complete), October 2 special Council (Sarah drafting) and October 9 Council (Tara drafting) minutes. The September 25 Council executive session, October 5 Board of Ethics, October 9 Council executive session and October 10 Conservation Advisory Commission minutes are currently in the queue.

Sarah fulfilled 7 discovery requests for upcoming Alderman's Court cases. 319 discovery requests have been filled so far for 2017. The court calendar for October 19 was received and the 14 associated case files were prepared by Sarah for the Deputy City Solicitor. 40 court calendars with 603 associated case files have been compiled so far for 2017. Sarah also completed two pleas by mail.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. So far, 402 lien certificate requests have been processed for 2017.

Activity or Project:

Ethics Code revisions

Description:

The Board of Ethics met on October 5 and recommended a total of 11 changes to the Newark Code of Ethics. Of these changes, six are to place items in the State Code into Newark's Code, three are recommendations of the Boards and Commissions Review Committee and two are items that are best practices from other communities. One additional recommended change would be to the Council and various boards and committee's rules of procedure. The next step in this process will be for the recommendations to come to Council for review prior to being submitted to the State Public Integrity Commission.

Status: In-Progress

Expected Completion: 1/22/2018

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Stormwater Educational Videos: The video Newark Stormwater 101 has reached more than 9,000 people on the City's Facebook page alone since it was posted on Friday, October 6. This week, Megan worked with Tim Filasky to create an educational video on the stormwater utility. We highlighted the purpose of the fee, what it means for residents, and what the next steps are moving forward. That video can be seen on the City of Newark social media channels, as well as website and Channel 22.

Newark News Brief: The fifth Newark News Brief is now live on the City of Newark social media channels, website and Channel 22. This week's brief features the information on the stormwater utility, new bicycle legislation, Coffee with a Cop and fall leaf collection.

Creative Design/Web Updates

- Created Parking subcommittee survey
- Designed parking lot information sign; Newark Stormwater Utility public meeting graphic; City of Newark organizational charts
- Posted Upcoming Events: Bill Signing & Mayor's Harvest Festival News Flash; Coffee With a Cop News Flash
- Scheduled public meeting notices; Newark Stormwater 101 to TV22
- Updated Parks and Recreation's banners on the City website; Budget Central 2018

Press Releases/Media Inquiries

- Newark Police Department to Host Coffee with a Cop Event: <http://bit.ly/2g4F2P8>
- Event Canceled: Mayor's Harvest Festival: <http://bit.ly/2g3SEKj>

Activity or Project:

CGI Communications

Description:

On October 10th and 11th, Megan worked with a videographer from CGI Communications to

shoot interviews and b-roll for promotional videos highlighting the City. The series will include a feature on parks and recreation, a feature on downtown Newark, and a feature on Newark's commitment to service excellence. The videos will be released in 2018.

Status: In-Progress

Expected Completion: 8/31/2018

Execution Status: On Track

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 continued working on installing reclosers. Eleven out of 19 have been installed. The crews also installed a pole at the Chestnut Hill Road Substation (CHRS) in preparation for the new transformer that will arrive in the next few months. This pole is needed for a 34kV gang operated switch to be used to isolate the transformer.

The electricians built the concrete forms needed for three padmount transformer bases at the CHRS. These small single phase transformers are needed to supply voltage information to the relays and SCADA system. The electricians also worked at the yard and City Hall on a variety of small ticket items, i.e. installing receptacles and fixing lights.

Engineering is working with Amtrak on a pole relocation and aerial crossing of the tracks due to the new

transit hub. Engineering also upgraded pole calculation software for this project to include fiber optic cable.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Eleven of 19 reclosers installed. Electrician installed a radio at the reservoir.

Status:

In-Progress

Expected Completion:

12/31/2017

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 First State Community Action Network was in PUBS on October 11th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. We are also planning on holding an evening Energy Conservation Workshop during the month of November. If anyone is interested in being placed on a waiting list to attend a future Energy Conservation Workshop, please call the

PUB office.

Moving forward, the Payment and Utility Billing (PUB) group will be closed on the third Thursday of each month.

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Please click on this link to set up your account today! <https://newarkde.gov/payments>

Reminder that all electric bills on October 1st will be based on the City's "winter" rates. Residential customers will be paying 14.5 cents per kilowatt hour, versus the inclining rate structure that they pay from April 1 to September 30th. A link to the City Code can be found here:

https://library.municode.com/de/newark/codes/code_of_ordinances?nodeId=CH11EL_S11-2RESERAS

The RFP for audit services closed this week. Six firms submitted proposals for review. Staff will be reviewing these proposals for completeness, and will shortly begin the next step to select an auditing firm for 2017.

On October 9th, the Finance Director presented the August Financial Statements to Council, and assisted with the presentation for the Stormwater Utility.

With the approval of the stormwater utility, PUB staff is working with our consultants to create new accounts within our billing system that have not received utility bills in the past. There are just over 400 new accounts that will need to be created.

Some accounting staff have been in training this week for the new tax billing software, and continuing to work with the IT staff on our migration away from CityView. Our new Munis tax billing software will be going live by the end of the year in preparation for our quarterly tax billing in January.

The month of September will not be closed out until the end of this week. The September Financial Report will be on the Council agenda for the last meeting in October.

Activity or Project:

2018 Budget

Description:

Staff has been diligently working on the 2018 budget. The Financial Workshop was held on October 2nd, and the CIP was presented to the Planning Commission on October 11th. Staff is currently working on the operating budget book in its entirety, and will be providing the City Secretary with the information needed to advertise the budget in the local papers by October 16th. All budget information can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

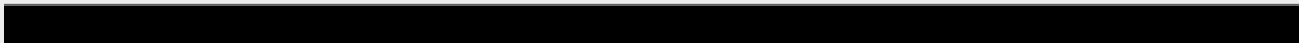
Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:



Department:

Parks and Recreation Department

Notable Notes:

Director: Along with Kelley and Tim met with resident interested in having a memorial in one of our parks, worked with the Governor Carney's office in preparation for the bicycle legislation signing on the Pomeroy and Newark Trail, coordinating with the Delaware Accessibility Review Board to review the Preston's Playground and restroom design and plans for accessibility, completed Community Transportation Fund (CTF) request for the Redd Park Trail Connection and Pomeroy Trail and Fremont connection, conducted Parks maintenance meeting with Parks Superintendent and Supervisor to discuss upcoming work orders and projects, coordinating with Public Works for the installation of a bike shelter on the Pomeroy and Newark Trail.

Recreation Superintendent: The Thanksgiving Day Breakfast for this year will be held at the Newark Senior Center due to the construction that will be taking place at the George Wilson Center in the kitchen. Assisted in final preparations for the Mayor's Harvest Festival and cancelation due to inclement weather; met with Chrissy on winter/spring programming information; conducted staff meeting with recreation staff; finalized 50th anniversary marketing items for 2018 and continued to work with Shelby on marketing material for upcoming programs and events; attended meeting with Joe, Andrew Haines, Dennis Aniunas and Tom Coleman regarding special event permitting and changes for 2018.

Recreation Supervisor of Athletics: Continues processing staff files and paperwork for the new before and after care staff, annual random inspection should take place in October; sent out information to volunteer coaches for our youth basketball leagues, coaches meeting set for 10/9, skills session 10/17 and practices are scheduled to begin 11/6; Basic Intro to Archery program began 10/2, met with instructor and gathered supplies; continues taking registration for adult volleyball program, the league captains meeting is set for 10/17; ordered trophies for youth soccer program which is scheduled to run through 11/11.

Coordinator of GWC and Volunteers: Prepared for and attended the Fall Flea Market, a total of seven vendors registered and participated in the event, an estimated 350 people attended the Flea Market; continued to send Fall Volunteer Event information to potential volunteers and organizations for upcoming

fall events; prepared for the School's Out Day with a total of 13 registered participants; began taking 2018 rental reservations for the George Wilson Center; met with the Recreation Superintendent for planning 2018 Program.

Recreation Supervisor of Community Events: Set dates for 2018 community events, and has been working on items for upcoming events, including the Halloween Parade, NewBark PawLooza, Turkey Trot and Winterfest. 2018 programs and activities are being planned. Letters went out to last year's participants and donations are being solicited for prizes and giveaways for the events.

Recreation Specialist: Created a Facebook competition for the Mayor's Harvest Festival and announced winners, got supplies/materials ready for volunteer group to assist with decorations for event, instructed volunteers on what to do to help prepare for the Mayor's Harvest Festival, and gave instructions in case of cancellation; contacted organizations for after care programs; contacted all vendors/volunteers to inform them of cancellation of Mayor's Harvest Festival. **Volunteer Information:** 18 volunteers devoted 1.75 hours each for the Mayor's Harvest Festival. **Total Volunteer Hours:** 31.5

Parks Superintendent: Inspected 10 park/open space areas and developed work orders as needed, met with two homeowners concerning planting choices and surety bond release, met with landscape contractor doing installation at site on South Chapel Street concerning proper planting methods as per the specifications noted on plan, reviewed landscape installation on Chapel Street for start of surety bond and/or escrow payment, started gathering quotes for possible tree planting along the Pomeroy Trail behind Newark Shopping Center, continued on "Tree City" and "Growth Award" applications, met with two university students one concerning solar powered watering systems and any issues concerning plant/soil types and another student concerning trash removal/control in the park system, along with Parks Director identified some possible tree planting sites along the Pomeroy Trail and discussed other possible sites, picked up items for seasonal fall display outside the atrium entry to City Hall and continued on preliminary work on the planting plan for the storm water basin at Transfer Station site for Public Works.

Parks Supervisor: Continued coordinating with recreation staff on upcoming "Harvest Festival" event, assigned work orders daily and assisted as needed, and researched prices for equipment rental to install ramps using stone/stone dust on new footbridge on trail in north end of Redd Park.

Parks/Horticulture: Staff continue mowing operations and bed maintenance throughout park system, did tree/shrub pruning throughout park system as assigned, prepared both soccer fields for league play, did interior bed maintenance at City Hall, dismantled seasonal annual display by atrium entry to City Hall and put in fall seasonal display, returned tables from Council Chamber to Wilson Center from weekend meeting, gathering materials/supplies as well as cleaning up storage building at Olan Thomas, did trash removal throughout park system as needed, continued working on installation of new footbridge on trail in north end of Redd Park, watered all new plant material throughout park system, did equipment maintenance on Kubota mowing units, and mulched bed areas throughout park system as needed.

Activity or Project:

George Wilson Center Kitchen Improvements

Description:

The George Wilson Center kitchen improvements will not be completed in time to hold the Thanksgiving Day breakfast at the center. The Newark Senior Center is graciously letting us use there facility for the event again this year.

Status:

Not Started

Expected Completion: 12/29/2017

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:

Code Enforcement

- Property Maintenance Inspectors again reported light activity this past weekend but expect increased activity for Parents' Weekend and Homecoming.
- Property Maintenance Inspectors and the Fire Protection Specialist completed the majority of the annual fraternity and sorority safety inspections.
- The Building Inspector and Fire Protection Specialist inspected 40.5 North Street and 11 Wilbur Street for fire damage.
- Façade renovations at College Square Shopping Center are ongoing.
- Construction is ongoing at Cleveland Avenue.
- The foundation work on South Main Street for the next phase of Chimney Ridge is ongoing.
- The building and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on STAR Campus is completed. Work on the exterior should begin shortly, as well as the new atrium space. Code Enforcement is reviewing the initial construction plans for the new six-story lab at the site, as well as the new office/lab plans. Foundation and site work is expected to begin this fall on both

buildings.

- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Director Gray spent a fair bit of time preparing for the October 11, 2017 Planning Commission meeting. At the meeting, the Planning Commission took the following actions:
 - Elected Planning Commission Officers
 - Recommended approval of the 2018-2022 Capital Improvements Program
 - Recommended approval (3-2) of a Comprehensive Development plan amendment, rezoning and major subdivision with site plan approval for 36 Benny Street
 - Recommended approval of an amendment to the Zoning Code related to regulations for wireless facilities in the right of way and outside the right of way
 - Adopted Planning Commission Rules of Procedure
 - Approved the Planning Commission 2017 Annual Report and 2018 Work Plan
- Director Gray worked with staff on reviewing land use projects currently under review as well as spent a fair bit time on day-to-day management and administrative issues.
- Director Gray continued to work with Planning and Development staff and the Newark team on reviewing business license data in anticipation of transition to the Munis platform.
- On Thursday, October 19, the Board of Adjustment will hear the following appeals:
 - The appeal of Todd Ladutko, owner of the property at 18 North Street (RM Zoning District), for the following variances:
 - Sec. 32-11(c)(5)c – Building Setback Lines – Code requires a 25 foot setback from all exterior lot lines. The plan shows the new structure is set back from the west lot line at 11 feet and from the north lot line at 19 feet. The applicant is requesting variances of 14 feet and 6 feet from the west and north sides.
 - Sec. 32-11(c)(6) – Rear yards – Code requires a rear yard of 25 feet for apartments. The plan shows the new structure's rear lot line at 19 feet. The applicant is requesting a 6 foot variance.
 - Sec. 32-11(c)(7)b – Side yards – Code requires apartments to have a side minimum side yard of 20 feet. The plan shows the new structure has a side yard on the west lot line of 11 feet. The applicant is requesting a 9 foot variance.
 - Sec. 32-11(c)(4) – Height of building – Height of building shall not exceed three stories or 35 feet. The applicant indicated that the height of the structure proposed is 35 feet, 6 inches. The applicant is requesting a 6 inch variance.
 - The appeal of Liping Hu, property owner at 4 Madison Drive, for the following variance.
 - Sec 32-47(j) – Existing single family type rental dwelling - Code requires two off-street parking spaces per unit. The applicant has zero off-street parking spaces and is requesting a variance of two off-street parking spaces.
- Planner Mike Fortner completed the report to Council of the Community Development/Revenue Sharing Advisory Committee's recommendation for the 44th Year CDBG program and 2018 Revenue Sharing Program. The report will be reviewed at the next available Council meeting.
- Mike Fortner completed a report to Council on the Newark Community Sustainability Plan, funded through a grant from DNREC's Division of Energy and Climate. The report puts forward a recommendation to Council for appointments to a Steering Committee to review

the RFPs and hold meetings with the consulting firm.

- On Thursday, October 5, Mike Fortner met with a developer from Chicago to discuss potential project locations for student housing.
- This week, Mike Fortner completed two Zoning Verification letters.
- Also this week, Mike Fortner and Assistant to the Managers Mark Brainard worked together to assemble notes from the recent Planning Commission's Parking Subcommittee meeting to create a survey that was distributed to committee members to identify issue priorities for the Subcommittee's focus.
- Planner Tom Fruehstorfer, along with other Planning and Development staff, met with a property owner on October 5 to discuss redevelopment of their rental property.
- The following was also completed this week:
 - 7 Deed Transfer Affidavits
 - 58 Building Permit Reviews
 - 4 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review (*updates in italics*)

- **0 Independence Way, Village of Chestnut Hill (PR#16-06-02):** The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans are in the process of being reviewed by the Subdivision Advisory Committee (SAC) and a SAC meeting is scheduled for October 13, 2017.
- **30 Benny Street and 155 South Chapel Street (PR#16-08-01):** Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee on October 4, 2017.
- **36 Benny Street (PR#17-01-02):** On January 30, 2017, the Department received plans for a Comprehensive Development plan amendment, rezoning, and major subdivision with site plan approval for the property located at 36 Benny Street. The plan calls for the demolition of the existing single family home and two-car detached garage at the site and construction of seven townhouse-style apartments. *The Planning Commission recommended approval of the project at its October 11, 2017 meeting.*
- **275 South Main Street, Park N Shop (PR#17-06-02):** Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee (SAC) and are under review. A SAC meeting scheduled for October 18, 2017.
- **92 East Main Street (PR#17-09-01):** The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on

October 3, 2017. *Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017.*

- **550 South College Avenue, STAR Campus (PR#17-09-02):** Plans for an administrative subdivision for the property located at 500 South College Avenue on the STAR Campus were received on September 21, 2017. The plan calls for a lease line on the property and a two- and three-story structure with labs and offices. Plans were reviewed by the Subdivision Advisory Committee and letters mailed to adjacent property owners notifying them of the plans for the site. If no objections are forthcoming by October 13, 2017, final approval for the administrative subdivision will be issued.
- **0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03):** The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

10/13/2017

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:

At the October 11th police roll call, Chief Tiernan presented the "Chief's Award" to Deputy Chief Farrall, Sergeant Micolucci, Master Corporal Smith, and Corporal Mease. Deputy Chief Farrall was honored for his work, along with Deputy Chief Feeney, for organizing the police department anniversary celebration. This involved among other items; the anniversary celebration event, anniversary badges and departmental photograph. Deputy Chief Feeney will be presented with his award at the next roll call. Officers Micolucci, Smith, and Mease were presented with the "Chief's Award" for their great work on the police trading card project. Many extra hours were spent on organizing and implementing this very successful community event. Finally, Chief Tiernan presented a "letter of commendation" to Corporal Schwagel. Cpl. Schwagel arrested a suspect for theft of tires from a local car dealership.

The following email was sent to Chief Tiernan by a detective from the New York City Police Department who was assigned to assist our detectives in a recent homicide investigation when our suspect fled to New York.

Chief Tiernan,

I just wanted to take a moment to express my appreciation for the hard work and professionalism exhibited by Detective Daniel Bystricky and Corporal James Skinner while they were here in New York City in regards to the investigation into the homicide of Sherrie Campbell. Their dogged determination was evident and, on a personal note, they were a pleasure to work with. You certainly sent two of your finest in pursuit of Rondell Veal. If I can be of any assistance in the future, please don't hesitate to ask.

Sincerely,

Jeffrey Millenbach, Detective
013 Precinct Detective Squad
230 East 21 Street
New York, NY 10010

Patrol:

- During the week, Officer Whitt and Cpl. Olicker are attending Crisis Negotiations Training at the Delaware State Police Academy.
- During the week, CPR and Narcan training continues for all divisions.
- On Tuesday, October 10th, M/Cpl. Will Smith taught a course of instruction at the Delaware State Police Academy on de-escalation of conflict.
- On Wednesday, October 11th, Officer Kelsey O'Donnell will represent the Patrol Division at the "Coffee with a Cop" event.

Special Operations Unit:

- On Tuesday, Special Operations Unit (SOU) officers conducted distracted driving enforcement. Also on Tuesday, Cpl. Sharpe and K9 Kody assisted the criminal division with

an investigation.

- On Wednesday, October 11th SOU officers will participate in the "Coffee with a Cop" event. SOU officers will then conduct distracted driving enforcement
- On Thursday, October 12th, Cpl. Sharpe will attend monthly K9 training.
- For the remainder of the week, SOU will focus enforcement efforts on Distracted Driving and Order Maintenance enforcement.

Traffic:

- The traffic unit will conduct traffic enforcement at numerous locations throughout the city. Included in those locations will be South College Avenue, Dallas Avenue and Devon Drive for stop sign violations. They will also continue to focus efforts on distracted driving.
- On Tuesday, October 10th, Sgt. Davis attended a planning meeting with UD to address potential traffic concerns with the upcoming parents weekend.
- On Wednesday, October 11th, Traffic will participate in the Coffee with a Cop event.
- The traffic unit will move the message board to Cherry Hill Manor. The message board continues to display an educational message reminding residents to lock their vehicles and remove valuables.
- The traffic unit has concluded traffic studies on Orchard Road and Apple Road. Sgt. Davis will be providing his analysis to PWWR.

Auxiliary Services:

- Communications Supervisor Cannon is working towards a Computer Aided Dispatch upgrade with Tyler/New World which is scheduled to take place at the end of October.
- Deputy Chief Feeney and Captain Van Campen attended the SALLIE/EDIE meeting hosted at the Dover Police Dept.

Administration Division:

- Cpl. Mease is giving instruction on the dangers of driving under the influence at the Newark Charter School for driver's education classes.
- The Administration Unit organized a "Coffee with a Cop" event scheduled for 10/11/17 at McDonald's, 374 E. Main St. Cpl. Walker is participating in the event along with other members of the police department.
- Cpl. Walker is scheduled to give a tour of the police department to NCCL (Newark Center for Creative Learning) kindergarten and first grade students on 10/12/17.

Criminal Investigations Division:

- The recent murder investigation from 29 Westfield Drive continued throughout last week and into the beginning of this week as detectives began to complete the required paperwork documenting the investigation.
- The Criminal Investigations Unit covered the road for the Patrol Division as they attended mandatory firearms qualification.
- On 10/5/17 the Newark Police Department arrested Clarence Conner Jr. for the robbery of the Citizens Bank on 10/4/17. Conner was arrested without incident at a residence in the

3000 block of Stone Place, Newark, DE 19702 at approximately 4:40 p.m. following the execution of a search warrant. Conner was developed as a suspect through witness interviews, public and private surveillance camera footage, and physical evidence recovered during a search of two vehicles associated with him as well as a search of Conner's person.

- Cpl. Odom continues to conduct an employee background investigation.
- A suspect was arrested on active warrants for tampering with a motor vehicle, resisting arrest, trespassing and night prowling.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/12/2017

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:**Activity or Project:**

Summary of Delaware Sediment and Stormwater Regulations

Description:

Please see the email from our consultant, Dave Athey, regarding the status of the Delaware Sediment and Stormwater Regulations which were emailed to Council Members by Tom Coleman on Wednesday, October 11, 2017. Please reach out to PWWR with any questions or comments.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Salt Brine Truck

Description:

PWWR will be utilizing two salt brine trucks on a limited basis this winter, if there is a need. Staff will monitor the results of this limited use to evaluate the effectiveness of the brine for future expansion. A photo of the smaller system is attached.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Sanitary Sewer Point Repairs

Description:

Reybold Construction is completing this contract work for PWWR. Repairs and rehabilitation needs were identified by CCTV inspections and plans bid out in Spring 2017. Work has been completed at the end of Kells Avenue and is nearing completion along Courtney Street. Additional repairs will begin on Academy Street and Main Street within the next two weeks. The Main and Academy Street work will be completed at night and the streets will generally remain open to traffic. Notices will be circulated as the dates become more certain. The attached photo is a progress photo of a doghouse manhole installation. The manhole is installed over the existing main and allows a new pipe to tie in to a main that is in use.

Status: In-Progress

Expected Completion: 11/30/2017

Execution Status: On Track

10/8/2017

to

10/14/2017



MEMORANDUM

TO: Andrew Haines
FROM: Denise Rodriguez
DATE: October 1, 2017
RE: Monthly Report
CC: Jill Hollander, Mark Brainard, Pete Blanos, Ed Farmer

This memo will provide an overview of all work performed by Millennium Strategies on behalf of the City of Newark, DE from July 1, 2017 to the present. For more information please contact Grant Manager, Denise Rodriguez.

Applications Submitted – Awaiting Decision

Date Submitted	Funding Program	Purpose	Amount Requested	Anticipated Response
8/30/17	US DOJ - Edward Byrne Memorial Justice Assistance Grant (JAG)	Officer Overtime	\$18,887.00	10/1/17
8/28/17	DE Dept. of Safety and Homeland Security—Fund to Combat Violent Crimes	Various Equipment and Officer Overtime	\$10,571.73	10/1/17
9/8/17	DE Land and Water Conservation Trust Fund-Parks	Preston's Playground	\$75,00.00	1/15/18
9/8/17	DE Land and Water Conservation Trust Fund-Trails	Charles Emerson Bridge	\$100,000.00	1/15/18
11/1/17	FEMA—Pre-Disaster Mitigation	Pump Station Generator	\$70,000.00	11/15/17

Grant Opportunities in Progress

Due Date	Funding Program	Amount Available	Date Noticed
12/31/17	Walmart Foundation—Community Grant Program	\$2,500.00	9/26/17

Grant Opportunities Reviewed

Due Date	Funding Program	Amount Available	Date Noticed
10/1/17	Road Runners Club of America—Kids Run the Nation Grant Fund	\$1,000.00	9/6/17
8/31/17	PetSmart Charities Targeted Spay/Neuter Grant	\$100,000.00	8/7/17
8/30/17	Target & US Soccer Foundation—Youth Soccer Grant	\$1,000.00	8/15/17
7/31/17	Funders Network—Partners for Places Grant	\$75,000.00	7/1/17
Rolling	National Park Service Rivers, Trails and Conservation Assistance Program	TA	9/6/17
Rolling	ASPCA—Anti Cruelty Grant Program	\$10,000.00	8/7/17
Rolling	ASPCA—Spay/Neuter Equipment Grants	\$85,000.00	8/7/17

NEWARK POLICE DEPARTMENT

WEEK 10/01/17-10/07/17

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	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	6	1	0	4	2	0
Rape	3	5	0	3	0	0
Unlaw. Sexual Contact	6	10	0	2	2	0
Robbery	37	23	2	13	13	0
- Commercial Robberies	11	10	2	0	2	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	19	11	0	11	6	0
Assault/Aggravated	20	20	0	24	19	0
Burglary	65	32	0	33	13	0
- Commercial Burglaries	14	6	0	4	3	0
- Residential Burglaries	43	18	0	22	9	0
- Other Burglaries	8	8	0	7	1	0
Theft	520	417	16	140	168	4
Theft/Auto	41	39	1	12	4	0
Arson	2	1	0	0	0	0
All Other	100	76	0	83	58	1
TOTAL PART I	800	625	19	314	279	5
<u>PART II OFFENSES</u>						
Other Assaults	252	238	8	89	110	2
Rec. Stolen Property	0	2	0	24	16	0
Criminal Michief	157	157	1	51	42	0
Weapons	8	15	1	32	30	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	198	123	1	964	225	7
Drugs	104	113	0	158	136	0
Noise/Disorderly Premise	471	633	24	205	245	10
Disorderly Conduct	124	124	3	79	117	3
Trespass	157	161	4	54	98	3
All Other	363	348	12	252	306	9
TOTAL PART II	1834	1914	54	1908	1325	35
<u>MISCELLANEOUS:</u>						
Alarm	537	232	6	0	0	0
Animal Control	448	386	11	4	3	0
Recovered Property	233	249	3	0	0	0
Service	25826	28966	669	0	0	0
Suspicious Per/Veh	431	450	15	0	0	0
TOTAL MISC.	27475	30283	704	4	3	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	770	35,083	957	37,138



Newark Police Department
Weekly Traffic Report
10/01/17-10/07/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	8403	6996	144	355
DUI	143	136	3	8
TOTAL	8546	7132	147	363

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	182	208	5	4
Property Damage (Reportable)	967	872	26	23
*Hit & Run	213	190	8	4
*Private Property	230	191	5	3
TOTAL	1149	1081	31	27

*Included in the total collision numbers

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

