

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

I am proud to announce that Acting Electric Director Bhadresh Patel has been selected as our next Electric Director, effective Monday, November 20th.

Delmarva Power will be working in the area of Olan Thomas Park this coming Sunday which may result in impact to traffic in the area. There will be additional impacts over the coming months as the project progresses. Below is what has been provided to us from Delmarva:

Dear City of Newark Leadership and Public Safety Partners:

Work is beginning this weekend on the re-conductoring of our transmission line from Harmony substation to Chapel Street substation. Here are some key points about the work that we are starting:

- We're installing our first foundation this weekend near the Chapel Street RR overpass. Residents should use caution while driving in the area on Sunday and Monday. We will close a portion of Chapel Street near this area on Monday, November 20th for safety reasons. Flaggers will be in place to help direct traffic as we anticipate intermittent lane closures. We will return to this area in December to install the pole.
- When we begin work in Olan Thomas Park around November 27th, again there may be intermittent lane closures near the Cleveland Avenue and Chapel Street area as we move equipment in for the job.
- For safety, part of the walking path will also need to be secured from public access during intermittent hours as crews are working in this area.
- Work on the re-conductoring project, pole installation and replacements will continue in January 2018 and the project should be wrapped up in May 2018.
 - o Continued work around the intersection at Olan Thomas Park will take place again around Spring Break.
- We are coordinating operating service of the transmission line with City of Newark Electric Division.
- I am also copying Newark Police Department, University of Delaware Police, 911/Fireboard and the Aetna Fire Department with similar information.

DelDOT has finalized modifications to off-peak signal timing at the intersections of Hillside Road/Cleveland Avenue with 273 and New London Road which should improve flow in the evenings, after the p.m. rush hour. The new timing will be implemented in the coming weeks.

We held multiple meetings on the stormwater utility this week including the final planned public outreach event at the Newark Senior Center.

Finance Director Del Grande, Acting PWWR Director Filasky and I met with our engineering consultant's project manager for the Rodney project to discuss expenses and the recommended design option as determined by the public outreach process. We will be working to finalize the borrowing authorization necessary to complete the project and to develop an updated timeline based on the proposed referendum date.

I attended two Subdivision Advisory Committee meetings this week: 30 Benny Street and 1365 Marrows Road.

I attended an "Ethics in Engineering" training seminar hosted by ACEC this Wednesday.

Much time was spent on budget related items this week in preparation for the next budget hearing scheduled for December 4th. We have been reviewing referendum fallback plans and alternatives for debt financing.

Activity or Project:
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Activity or Project:
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Expected Completion:
Execution Status:
City Manager's Weekly Report
Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Significant time was invested in having the employees meet the deadline for Open Enrollment, which now places equal amount of time to process all the changes with the providers. HR Manager Devan Stewart has done fantastic work being available at a variety of hours throughout the day, for all employee work schedules, to provide the best possible opportunities for assistance to employees.

Assistant to the Managers Mark Brainard made progress scheduling the firms for the city manager executive recruitment bid. He also reported that Facilities is close to finishing the new locker room in the police department, which will be a valuable new asset to the department.

Parking Division:

Meters were bagged throughout the week so the Water Division and contractors could continue to do work on select locations through Main and Academy Street. Also, Reybold Construction (contractor brought in by Water Division) is storing equipment in Lot #3 while the sewer work is being completed.

The Division also worked with GIS staff members to add more parking lot information on the website for all the lots and meters. The Division staff also addressed administrative tasks, which included additional information and data request of the city manager for members of Council. This included historical information of land leases and agreement terms, right of way access points of the lots, number of spaces on respective leased properties and other parking inquiries.

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office on November 13 for the Council meeting. Paul was in the office on November 16 for Court.

Renee met with Councilman Markham on November 10.

Bruce, Renee and Tara staffed the Council meeting on November 13. Items 3B (November 2 Council minutes), 3C (October 3 Planning Commission minutes) and 6B (City Manager search firm rankings) were forwarded to Council and posted on the website on November 10. Staff completed follow up from the Council meeting on November 14.

Renee and Samantha met on November 14 to work to reconcile the records inventory in order to move forward with the drafting of the digital records strategic plan.

Samantha participated in a meeting with Tyler Technologies regarding citizen self service portals on November 14.

Renee staffed the Conservation Advisory Commission meeting on November 14. The CAC made a recommendation to support the Rodney Stormwater Project, requested information regarding the cost of the LED lights proposed for the Pomeroy Trail Connector to consider funding with CAC Green Energy funds and discussed items to be included on their December agenda.

Renee attended the staff meeting on November 16 where the November 27 Council agenda was discussed.

Renee drafted the November 27 Council agenda.

Renee drafted the subdivision agreement for the 36 Benny Street project and circulated it to staff for review. The Comprehensive Plan amendment, rezoning and major subdivision with site plan approval will be on the December 11 agenda for public hearing and Council consideration.

Renee and Mecia worked on items for the upcoming employee holiday luncheon.

Renee and Samantha worked with the IT Division on several items regarding Tyler Content Management.

Samantha met with representatives of several departments regarding classification issues for departmental documents.

Samantha began work on department-specific document retention schedules.

FOIA requests took a considerable amount of staff time this week. Actions taken on requests were as follows:

- * Received documents from staff, reviewed documents with the City Solicitor, sent documents to the requestor, completed and closed an October 3 FOIA request from Sarah Bucic regarding correspondence and meetings between City staff and DNREC.
- * Determined there were no responsive documents, referred requestor to the appropriate agency, completed and closed an October 24 FOIA request from Zoning-Info regarding Colonial Gardens apartments.
- * Sent documents to requestor, completed and closed an October 26 FOIA request from Katie Gifford regarding Council-staff emails referenced by Mayor Sierer at the October 23 Council meeting.
- * Sent response to requestor, completed and closed an October 26 FOIA request from Al Porach regarding population and electric account information.

- * Received request, reviewed with City Solicitor, sent denial letter and closed a November 3 FOIA request from Donald Ransom regarding an open criminal investigation.
- * Received and circulated to staff for review a November 13 FOIA request from the Newark Post regarding Council budget comments to staff since the November 6 Council meeting.
- * Received request, referred to appropriate agencies and closed a November 14 FOIA request from AEI Consultants regarding a property outside City limits.
- * Received request, reviewed with staff and sent administrative cost estimate for a November 14 FOIA request from Captrust regarding responses to RFP No. 16-01.

The November 15 Downtown Newark Partnership Merchants Committee meeting agenda and the November 16 Planning Commission Parking Subcommittee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the November 2 special Council (Tara drafted; Renee edited - complete), November 6 special Council (Sarah drafted), November 13 Council (Tara drafting) and November 14 Conservation Advisory Commission (Sarah drafting) minutes. The October 23 and November 13 Council executive session minutes are currently in the queue.

Sarah fulfilled 4 discovery requests for upcoming Alderman's Court cases. 354 discovery requests have been filled so far for 2017. The court calendar for November 30 was received and the 6 associated case files were prepared by Sarah for the Deputy City Solicitor. 45 court calendars with 660 associated case files have been compiled so far for 2017. There were no plea by mail requests this week.

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, 448 lien certificate requests have been processed for 2017.

Activity or Project:

Digital Records Project

Description:

Please see attachment for statistics on documents scanned for November 9-15.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:

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Expected Completion:	
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Execution Status:	
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Activity or Project:

Description:

Status:	
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Expected Completion:
Execution Status:

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

Small Business Saturday: Small Business Saturday is November 25. This year, the Downtown Newark Partnership gift card promotion will be purchase one \$50 card and get a \$20 card for free. The promo will be offered at the parking office on E. Main Street from 9 a.m. – 1 p.m. on Small Business Saturday. Limit one free card per customer. Must be 16 years or older. More information about Small Business Saturday promotions throughout downtown are posted on the Small Business Saturday Facebook event: https://www.facebook.com/events/360033531119497/?active_tab=about. Shoppers are encouraged to share their photos and experiences on social media using the hashtag #ShopSmallNewarkDE. Those who use the hashtag will be entered to win prizes including shirts and gift cards from downtown businesses. Small Business Saturday will also include the return of Noel the Newark Elf. She will have adventures throughout the City through the holiday season.

Thanksgiving Greetings: Megan is in the process of creating a Thanksgiving video greeting to run on Channel 22 and social media. She is recording greetings from each City department. The video will be posted on Wednesday, November 22.

Food Bank of Delaware Food Drive: The City of Newark is serving as a drop-off location for food and goods to benefit the Food Bank of Delaware. A promo video was created and shared and supplemental outreach materials were developed as well (poster, press release, social media posts, etc.). Items collected now through next Wednesday will be picked up and donated as part of the Food Bank's Thanksgiving for All campaign. Another bin will remain in the lobby through December 20.

Creative Design/Web Updates

- Posted PUBs early closing sign and News Flash and Thanksgiving recycling News Flash
- Designed Planning and code enforcement limited service sign, and social media graphic; Fire extinguisher recall graphic for social media, website, and channel 22; Thanksgiving for all food drive poster; Holiday food drive poster; Thanksgiving for all graphic created for News Flash, social media and TV22
- Scheduled public meeting notices
- Updated Turkey Trot webpage; Police Employee Directory on City website; Rodney Webpage; energy conservation workshop infographic; Parks and Recreation TV22 information; Parks and Recreation webpages

Press Releases/Media Inquiries

- City of Newark Collecting Goods to Benefit Food Bank of Delaware: <http://bit.ly/2jwP40i>
- Upcoming Event: 31st Annual Thanksgiving Day Breakfast: <http://bit.ly/2A3EvJa>
- City of Newark Announces New Electric Director: <http://bit.ly/2A3eHwN>
- Josh Shannon, Newark Post, inquired about where the money for the Beast of the East shuttle bus is coming from

- o Shared the money for the Beast of the East shuttle bus is coming from the planning and development line item cost for the bus operations. It was suggested the DNP consider covering the cost, but that was not a consensus directive from Council.
- Josh Shannon, Newark Post, wanted to speak with someone regarding the parking lot countdown signs being installed downtown.
- o Scheduled interview with Marv to discuss.

Activity or Project:

CGI Communications

Description:

No new information to report.

Status:	In-Progress
Expected Completion:	08-31-2018
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

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Expected Completion:	
Execution Status:	

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

Electric Department

Notable Notes:

Line crews set two poles on Christina Parkway near the Bloom site. One of these will be the 34kV underground riser pole for the Chemours Building. The other is for a future 12kV loop feed into the STAR Campus.

The electricians are still working on incidentals at the Chesnut Hill Road Substation. The new transformer is slated to arrive on November 29th. Engineering and an electrician replaced a burned out coil on a substation breaker and then troubleshot the breaker for proper operation, finding contactors that were not operating correctly.

Engineering is working on several projects at the STAR Campus, lining up contractors to fix

substation transformers, and working with the recloser technician to get the project working properly.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Technician is in town for several days programming radios, tweaking antennas, and checking systems.

Status:	In-Progress
Expected Completion:	12-31-1964
Execution Status:	On Track

Activity or Project:
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Activity or Project:
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City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The City of Newark, in partnership with First State Community Action Committee, Delaware Sustainable Energy Utility, and The Home Depot, hosted a free energy conservation workshop on 11/16. This workshop taught participants ways to conserve energy and, in turn, save money on their utility bills. All first-time workshop attendees received an energy conservation kit (one per household) that included LED light bulbs, a sensor nightlight, caulk and caulk gun.

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>

The PUB staff received customer service training on 11/13 for the upcoming stormwater utility. PUB staff is working diligently with PWWR to get all accounts established in time for the first billing in January.

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 3,726 utility payments and CityView transactions, 436 of which were imported automatically with our electronic processes and 2,415 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 875 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 505 calls out of 553 offered, reflecting an abandoned rate of 8.7%. The average speed to answer the phone was 3:19. The average call time was 3:26. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of Customer Connect and pre-authorized payments.

Status:	In-Progress
Expected Completion:	12-31-2017
Execution Status:	On Track

Activity or Project:

2018 Budget

Description:

The City Manager and the Finance Director, along with the department directors and staff, presented Budget Hearing #1 on November 6th. Staff is preparing for the next Budget Hearing on December 4th. The CIP, OP Ex and presentation can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>.

Status:	In-Progress
Expected Completion:	12-04-2017
Execution Status:	On Track

Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended Public Workshop meeting for the Rodney Project; met with the Governor's Council on Greenways & Trails regarding upcoming projects and possible funding and potential new connections; attended Preston's Playground Committee meeting; worked on TD Bank tree grant for potential funding of new trees at Dickey Park and education components to the project; reviewed budget material and attended budget hearing. Recreation Superintendent: Attended budget hearing; worked on maintenance information for Rodney complex design; worked with Rich regarding streamlining the Munis work order system for the parks department; conducted weekly staff meeting with recreation staff; sent new special event applications to groups

requesting events in 2018; continued to finalize 50th Anniversary 50 Days of Fun information and worked on winter/spring programming information for the upcoming brochure; worked with Shelby on updating information on the Parks and Recreation section of the City website.

Recreation Supervisor of Athletics: Preparing for staff turnover in before/after care programs during holiday breaks and for next semester; working on programs for Winter/Spring and 50 days of Fun events for our 50th anniversary next year; adult volleyball leagues began this week at Newark Charter, schedules posted online and new referees hired, met with gym teacher at Newark Charter to see set up of new volleyball nets/poles; Youth basketball practices began 11/6, late registrations are being added to teams, making gym supervisor and referee schedules, games are scheduled to begin 12/4; adult archery class began at New Castle 100 Archers Club, met with instructor to discuss Winter/Spring archery programs; new sessions of after school gymnastics at Downes began this week on Tuesday and Thursday; the Junior Soccer league concluded on Saturday, 11/11 with the Yellow Jackets defeating the Firebirds in overtime for the championship.

Coordinator of GWC and Volunteers: Finalized staff and activity schedules for School's Out, Kids Day Off program for November 10 (19 participants attended); continued to plan and prepare for Winter/Spring and 50 Days of Fun Programs; continued to work on Program Analysis Statistics Information; continued to recruit volunteers for upcoming Fall events and finalize volunteers for the upcoming Turkey Trot and Thanksgiving Day Breakfast; continued reaching out to sponsors in preparation for the Thanksgiving Day Breakfast scheduled for November 23 and met with the chef of the Newark Senior Center in preparation for the day of the event; met with the Facility Coordinator of Aetna Fire Hall to finalize information on the Fall Dance Recital scheduled for Saturday, December 16.

Recreation Supervisor of Community Events: Working on items for upcoming events, including the Turkey Trot, Winterfest, and other holiday events. The 45th Annual Turkey Trot will be held on Saturday, November 18. Registrations continue to come in with over 350 participants pre-registered. Over \$2,500 in giveaways have been donated by local businesses, including: Anytime Fitness, Buffalo Wild Wings, California Tortilla, Castle Bag Company, Chaddsford Winery, Cinemark USA, Courtyard Marriott Hotel, Deer Park Tavern, Embassy & Homewood Suites, Hardbat Cross Fit, Main Street Movies 5, National 5 & 10, Painting with A Twist, Stone Balloon Winehouse, Wilmington Blue Rocks. Winterfest will be held on Friday, December 1st (rain date December 2) from 6 to 8 p.m. on the Academy Building Lawn and Academy Street. The tree lighting will be held at 6:30 p.m. followed by Santa's arrival.

Recreation Specialist: Delivered fliers to Newark Library and Newark Reservoir; added winter events to local radio station and newspaper websites and Event Brite for upcoming events; created MaxGalaxy program and flyer for FixMix program for after school care participants; updated department Instagram profile; confirmed an after school care program with the Governor's Advisory Council for Exceptional Citizens; input volunteer information from NewBark PawLooza and scanned all volunteer sign in sheets from 2017 to online files.

Parks Superintendent: Inspected five park areas and developed work orders as needed, attended management meeting at City Hall, continued working on planting plan for atrium area at City Hall, reviewed landscape installation at two development sites (one for start of surety bond and the other for release of surety bond), started reviewing list of recommended "Drought Tolerant Trees" that the City recommends, and followed up on status of several purchase orders.

Parks Supervisor: Continued assigning field staff daily and assisted as needed, continued working with Recreation Superintendent on streamlining Munis work order program, started researching pricing for walk behind mowing units and string line trimmers and backpack blowers, and coordinated with Public Works on new bike shelter installation along Pomeroy Trail at Main Street.

Parks/Horticulture Staff: Continue mowing and bed maintenance throughout park system, lined soccer fields for last time this year, did trash removal throughout park system as needed, continued perennial cutbacks throughout park system, did interior bed maintenance at City Hall, started checking Xmas lights

for placement on tree at Academy and Main Streets, straightened up storage building at Olan Thomas Park, did tree pruning as assigned and continued work orders as assigned.

Activity or Project:

Turkey Trot

Description:

45th Annual Turkey Trot will be held on Saturday, November 18. Over 350 participants pre-registered and more are expected through the day of the race. 10K race will begin at 9 a.m. followed by the 5k Walk/Run at 10:30 a.m.

Status:	Near Completion
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Expected Completion:	11-18-2017
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Execution Status:	On Track
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Activity or Project:
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Property Maintenance Inspectors reported no major issues this past weekend.

Property Maintenance Inspectors attended fire sprinkler training this week.

Staff continued to work with University of Delaware on various building projects.

Façade renovations at College Square Shopping Center are ongoing.

Construction is ongoing at Cleveland Avenue.

The foundation and steel 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 began this week. Work on the new atrium space connecting the buildings is ongoing. The foundation for the new six-story lab at the site is ongoing, and the Chemours Building foundation work is beginning. Staff is working on correcting data that was put into MUNIS for rental and business licenses, and continues to work on updating data on older building permits and code cases.

Planning/Land Use: Planning and Development Director Mary Ellen Gray prepared for and lead two Subdivision Advisory Committee meetings – one for a land use proposal on 30 Benny Street and one for a land use proposal on 1365 Marrows Road; prepared for the November 16 Planning Commission Parking Subcommittee meeting; convened a meeting with Jay Hodny and Mark Neimeister, along with Code Enforcement and Planning staff, to discuss Planning and Development Department's GIS needs, as well as follow up on mapping needs for the Planning Commission regarding the Rental Needs Assessment discussion at their November 7, 2017 Planning Commission meeting; worked on additional follow-up items from the November 7 Planning Commission meeting and started work on preparing for the December 5, 2017 Planning Commission meeting; attended a quarterly meeting of Planning Directors and planners of New Castle County, the purpose of which is to update each other on pending projects and to exchange ideas on planning efforts in New Castle County; worked with Code Enforcement Manager Dave Culver and Code Enforcement staff on rental and business license billing and related activities; worked on preparing agenda items for November 27, 2017 City Council meeting; and worked on administration of closing out the Planners4Health Grant. The Planning Commission's Parking Subcommittee is scheduled to meet on Thursday, November 16, 2:00 – 4:00 p.m. in Council Chamber. The Planning and Development Department received a minor subdivision application on November 15 for the property located at 67-69 New London Avenue for the construction of two townhouses at the site. Planner Mike Fortner attended Munis training; completed three zoning verification letters; attended meetings with Code Enforcement and IT/GIS staff on mapping and database needs for rental units; completed a report to New Castle County on loan repayments from Home Improvement Program loans; assisted the Parks and Recreation Department with Census Tract demographic information for a grant proposal for Dickey Park; and attended the IPA's 2017 Delaware Institute for Local Government Leaders: The Role of Local Government in Economic Development. The following was also completed this week:

- 4 Deed Transfer Affidavits
- 30 Building Permit Reviews
- 3 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review:

1119 South College Avenue (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

0 Independence Way, Village of Chestnut Hill (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 calls for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

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 (SAC) on October 4, 2017 and are currently under review. A SAC meeting was held on November 13, 2017. SAC comments will be sent to the applicant in the near future.

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. The project has been placed on the City Council agenda for first reading on November 13, 2017 and second reading on December 11, 2017.

65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

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 reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 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. SAC comments were sent to the applicant on October 20, 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. No objections were received regarding the requested subdivision. Final approval was issued by the Planning and Development Director and Acting City Manager, and plans submitted to New Castle County for recordation.

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. A SAC meeting was held on November 15, 2017. SAC comments will be sent to the applicant in the near future.

0 Paper Mill Road (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee on November 7, 2017.

67-69 New London Avenue (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the

property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans will be distributed to the Subdivision Advisory Committee in the near future.

Activity or Project:
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Expected Completion:
Execution Status:
City Manager's Weekly Report
Department:

Police Department

Notable Notes:

Our newest police recruit will begin working on Monday November 27th. After attending departmental training, Jessica Campbell will attend the New Castle County Police Academy in December. We welcome Jessica to the Newark Police Department and wish her the best of luck in her academy training.

Auxiliary Services:

- Brian Cannon will be attending a State of Delaware CAD user group meeting in Dover (DE) on 11/16/2017.
- Captain Van Campen attended the Chief's Council meeting on 11/14/2017.
- Captain Van Campen attended a SALLE/EDIE grant meeting Dover (DE) on 11/14/2017.

Administration Division:

- Cpl. Mease and other officers will be giving a tour of the police department on 11/17/17 to approximately 40 Downes Elementary students who are participating in the Gentleman/Ladies Club program.
- Cpl. Walker is attending "Crime Prevention for the Practitioner Class" this week in New Jersey.

- Cpl. Mease conducted an Explorers meeting on 11/13/17. The focus of the meeting was teaching traffic related police issues.
- As of this week, all mandatory in-service training for the police department has been completed for 2017.

Criminal Investigations Division:

- On Friday, 11/10/17, Delgene Ray (10/23/1994) was arrested on a warrant stemming from his involvement in the purse snatching robbery that occurred in the TGI Friday parking lot on the evening of 05/02/2017. Ray was interviewed at the time of his arrest by Det. Bystricky and gave a full confession as to his involvement in the robbery. Ray was arraigned before a judge at JP 11 on the Robbery 2nd and Endangering the welfare of a child charges stemming from that incident as well as five capiases and subsequently committed to HRYCI for lack of \$5,200 cash bond.
- On Saturday, 11/11/17, Det/MCpl. Skinner was called out to investigate a robbery that just occurred in one of the hotel rooms at Embassy Suites, 654 S. College Avenue. The victim, a 44-year-old male from Barnesville, Ohio, reported that he responded to the room to meet with a female that he had just met through an online advertisement. The victim stated he was met at the hotel room door by two males one wearing a wig and a dress. The suspects forcibly went through the victim's pockets removing an undisclosed amount of cash. Officers quickly arrived at the hotel and set up surveillance on the room where the incident occurred. Officers eventually observed three males exiting the hotel room and detained them. After additional investigation, Det. Skinner determined two of the males participated in the robbery. Both suspects were arrested, video arraigned through Justice of the Peace Court 11, and committed to Howard Young Correctional Institution in lieu of \$2,000 secured bond.
- The Street Crimes Unit continues to investigate crimes at area hotels. During the week, SCU contacted approximately 20 subjects advertising on Backpage.com in the Newark area. All subjects who were contacted were identified as inhabiting hotels outside of the jurisdictional boundaries of the City of Newark and the Newark Police Department. This aggressive enforcement conducted by SCU appears to be having a positive effect for our community and its citizens.

Patrol:

- On Monday, November 13th, Lt. Rubin presented at a University of Delaware Criminal Procedure class on the Newark Police Department and the Lindsey Bonistall case.
- During the week, Officer Casey Rivers will complete a temporary assignment in the Street Crimes Unit.
- On Wednesday, November 15th, Cpl. Aaron Olicker will represent Newark PD and present at a Bloom Energy DUI Awareness event.

Traffic:

- During the week, the traffic unit remains short staffed with two officers out on leave, due to injury and/or illness. An additional officer is on scheduled vacation.
- During the week, the traffic unit will continue with speed surveys and traffic data collection on Devon Drive and West Chestnut Hill Road due to citizen complaints.
- On Monday, Sgt. Davis conducted a presentation on traffic enforcement to the NPD Explorers at their monthly meeting and he has also been requested to provide an interview for a UD student conducting research on motorcycle safety.

Special Operations:

- On Tuesday, November 14th, Officer Nate Graber was transferred into the Special

Operations Unit filling a vacancy that was eliminated with the completion of field training by several newly hired officers.

- During the week, SOU began efforts to clear a homeless camp located on private property off of Capital Trail. The camp was discovered after complaints were received of trespassing in the area.
- On Wednesday, November 15th through November 17th, Sgt. Greg D'Elia will attend instructor training on the Fair and Impartial Policing program hosted by New Castle County Police Department. Once completed Sgt. D'Elia will join three other NPD officers who were trained as instructors last year in the course which was hosted by Newark Police.
- During the week, SOU will begin a retail theft enforcement campaign in area shopping centers and business districts. The enforcement campaign is designed to coincide with the holiday shopping season in an effort to curtail criminal activity near shopping areas.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	11-15-2017
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Water main break season has arrived along with the cold weather. We have had seven breaks over the last month, including four last weekend. Crews work to repair the mains as quickly and safely as possible and we appreciate the residents understanding that the water service may need to be interrupted for a period of time while we make the repairs. Cornwall Drive is scheduled for base paving by the end of this week and full top coat before Thanksgiving, weather permitting.

Activity or Project:

Sanitary Sewer Lining

Description:

Council approved a lining contract with AM-Liner in July 2017. The first phase of the project lined identified segments of pipe associated with upgrades for the UD Dormitory construction. PWWR informed Council that it would provide a list of areas where the remainder of the work would be completed. We have identified approximately 3,000 feet of pipe which takes into account areas which may need upgrade or replacement in the future. Locations are shown on the attached PDF.

Status:	In-Progress
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Expected Completion:	04-30-2018
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Execution Status:	On Track
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Activity or Project:

Sanitary Sewer Point Repairs

Description:

Keybold Construction is completing the final restoration of Main Street and Academy Street in order to complete this critical project ahead of the planned repaving of Main Street in 2018. PWWR staff, Newark Police Department, and the Parking Division have all worked together to make the road and parking closures as smooth as possible and we appreciate the efforts of these other departments.

Status:	Near Completion
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Expected Completion:	11-30-2017
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Execution Status:	On Track
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Activity or Project:

Stormwater Utility

Description:

Stormwater Utility Implementation is underway and the bills are scheduled to roll out with the January billing cycle. Black & Veatch, IT, Finance PUBS, and PWWR staff have been working hard to process all of the data and have the billing system ready for this rollout. We expect the appeals and credit applications to start coming in after the first bill goes out and we are ready for the increase in associated calls and meetings. PWWR and Communications have also completed four Stormwater Utility specific public outreach sessions over the last month, including a breakfast meeting targeting the customers that would see the largest impact from the new fee. We were able to answer all of the questions that residents and businesses had and overall feedback was good from those who attended. A PDF of the presentation boards are attached and all information from the outreach along with general utility information can be found on our website, newarkde.gov/stormwater

Status:	In-Progress
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Expected Completion:	12-31-2017
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Execution Status:	On Track
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Digital Records Project Documents Scanned – November 9-15

Name	# of Documents	# of Pages	Types
Samantha	17	2,931	Financial Reports
Sandy	1,027	2,184	Accounts Payable Invoices/Timesheets and Reports
Fred	121	760	Court Documents
Ana (PT)	830	1,104	Personnel Documents/Court Documents
Mecia (PT)	44	583	Rezoning Files/Board of Adjustment Historical Files
Sarah	12	34	Current Miscellaneous Documents
Total	2,051	7,596	

NEWARK POLICE DEPARTMENT

WEEK 11/05/17-11/11/17

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	7	1	0	4	2	0
Rape	4	5	0	3	0	0
Unlaw. Sexual Contact	6	11	0	2	2	0
Robbery	42	26	2	15	15	1
- Commercial Robberies	13	10	0	0	2	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	22	14	2	13	8	1
Assault/Aggravated	24	25	1	24	21	0
Burglary	68	45	4	39	13	0
- Commercial Burglaries	15	9	1	4	3	0
- Residential Burglaries	45	27	3	28	9	0
- Other Burglaries	8	9	0	7	1	0
Theft	586	480	12	165	184	8
Theft/Auto	44	42	0	13	5	0
Arson	2	1	0	0	0	0
All Other	113	84	3	85	72	14
TOTAL PART I	896	721	22	350	314	23
<u>PART II OFFENSES</u>						
Other Assaults	289	270	2	104	124	5
Rec. Stolen Property	1	2	0	29	16	0
Criminal Michief	178	175	4	55	47	0
Weapons	10	16	0	34	32	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	225	135	2	1010	246	3
Drugs	115	124	3	177	147	1
Noise/Disorderly Premise	597	748	22	262	283	7
Disorderly Conduct	138	135	1	82	140	0
Trespass	176	177	3	63	104	2
All Other	413	386	10	290	339	7
TOTAL PART II	2142	2168	47	2106	1478	25
<u>MISCELLANEOUS:</u>						
Alarm	595	264	4	0	0	0
Animal Control	486	440	12	4	3	0
Recovered Property	260	281	4	0	0	0
Service	28591	32318	642	0	0	0
Suspicious Per/Veh	490	546	23	0	0	0
TOTAL MISC.	30422	33849	685	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	859	39,146	863	41,687



Newark Police Department
Weekly Traffic Report
11/05/17-11/11/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	9228	7935	206	118
DUI	166	155	5	3
TOTAL	9394	8090	211	121

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	204	230	3	6
Property Damage (Reportable)	1099	993	20	30
*Hit & Run	243	220	2	6
*Private Property	261	219	4	5
TOTAL	1303	1224	23	36

*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.



**CIPP
REHABILITATION:
AREA 1**

Legend

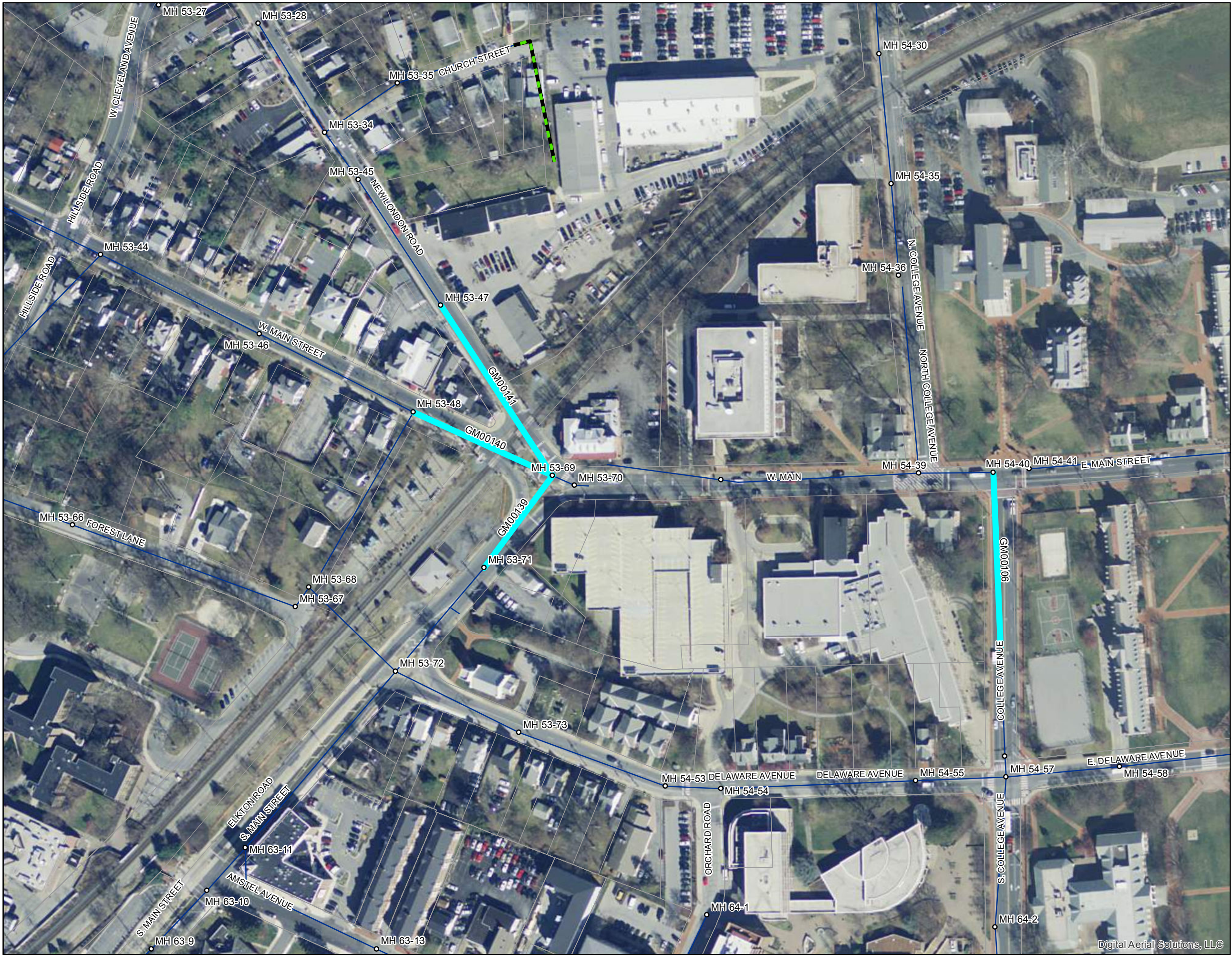
- Manhole
- Gravity Main
- Force Main
- Rehabilitation**
 - CIPP
 - Optional
 - Optional - No CCTV
- Other**
 - City Limits
 - Parcels



0 37.5 75 150 Feet

1 inch = 75 feet





CITY OF NEWARK

DELAWARE

CIPP
REHABILITATION:
AREA 2

Legend

- Manhole
- Gravity Main
- Force Main
- Rehabilitation**
- CIPP
- Optional
- Optional - No CCTV

Other

- City Limits
- Parcels



0 75 150 300 Feet

1 inch = 150 feet



AUGUST 2017



DELAWARE

**CIPP
REHABILITATION:
AREA 3**

Legend

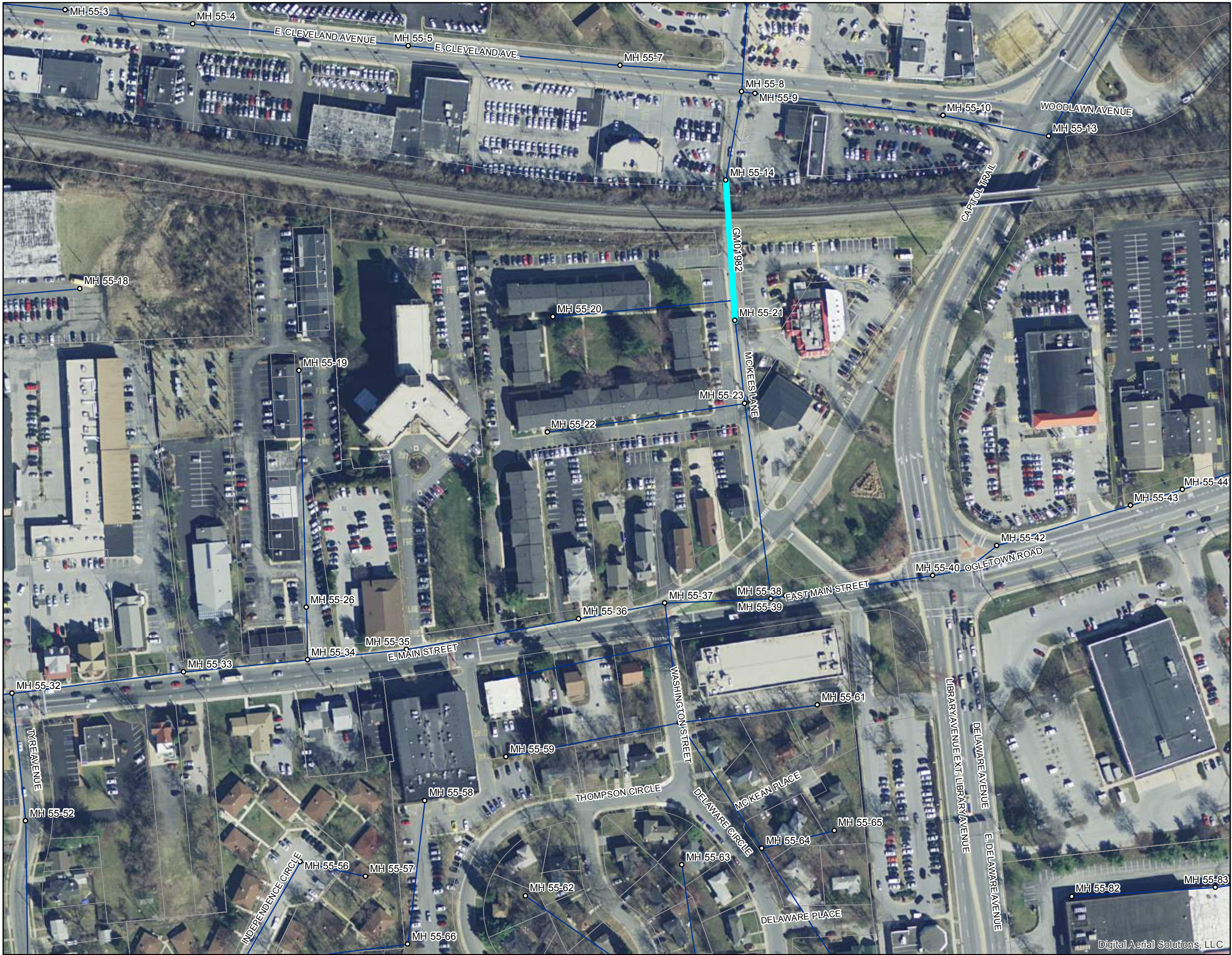
- Manhole
- Gravity Main
- Force Main
- Rehabilitation**
 - CIPP
 - Optional
 - Optional - No CCTV
- Other**
 - City Limits
 - Parcels



0 75 150 300 Feet

1 inch = 150 feet





**CIPP
REHABILITATION:
AREA 4**

Legend

- Manhole
- Gravity Main
- Force Main
- Rehabilitation**
- CIPP
- Optional
- Optional - No CCTV

Other

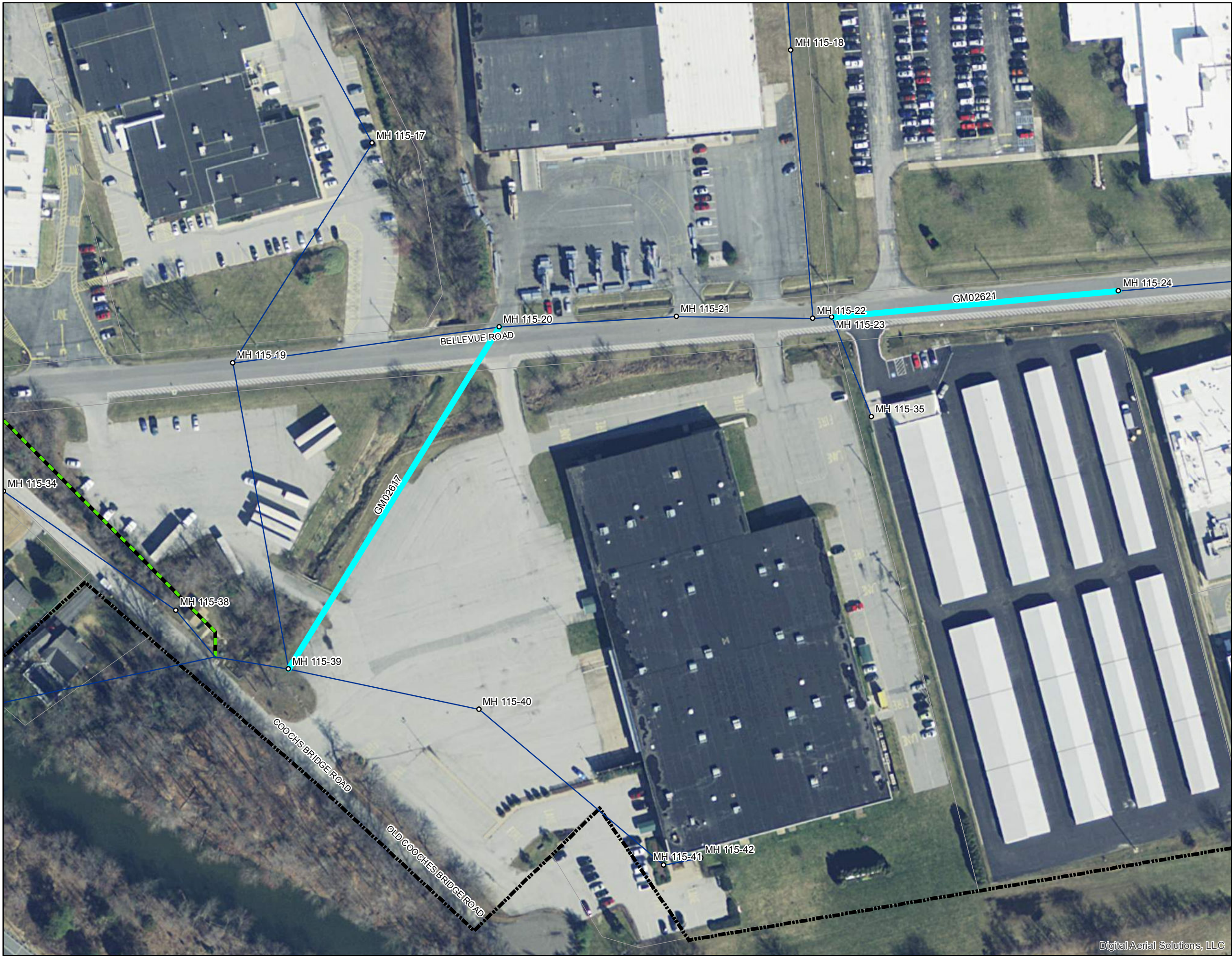
- City Limits
- Parcels



0 75 150 300 Feet

1 inch = 150 feet





DigitalAerial Solutions, LLC

CITY OF NEWARK

DELAWARE

CIPP REHABILITATION: AREA 5

Legend

- Manhole
- Gravity Main
- Force Main
- Rehabilitation**
 - CIPP
 - Optional
 - Optional - No CCTV
- Other**
 - City Limits
 - Parcels



0 50 100 200 Feet

1 inch = 100 feet



AUGUST 2017

Welcome

to Newark's Stormwater Utility

Our Mission

Our core stormwater management goals are to

- Mitigate flooding
- Reduce pollution in our creeks and rivers
- Protect natural resources in our watershed
- Enhance our community's safety and health
- Sustainably manage the City's stormwater infrastructure now and into the future

Our Service to You

With your help and support we

- Maintain and operate a complex drainage system
- Rehabilitate and improve our drainage system
- Manage land use and development
- Perform stream and habitat restoration
- Implement green solutions and best practices
- Comply with all State and Federal stormwater regulatory requirements
- Collaborate with community partners

To Sustain a Beautiful and Safe Newark

It takes

- Community awareness and support
- Cost effective, sustainable and dedicated funding
- Fair and equitable rates for all customers
- Comprehensive stormwater management program



Why adopt a stormwater charge?

Stormwater Management Needs

The stormwater system requires maintenance, repair, enhancements and replacement to meet existing and future needs, including flood mitigation and water quality protection. The City has already made a significant investment into stormwater related infrastructure.

The City is also subject to the requirements of the Federal Clean Water Act and is required to maintain and manage stormwater discharges in accordance with permit requirements.



Stormwater utilities are authorized by the State of Delaware. Other communities in Delaware and across the nation have adopted stormwater fees to recover stormwater management costs.

Equity and Fairness

The City has been recovering all of the stormwater management costs through water charges, without any consideration of a parcel's contribution of runoff and pollution to the City's stormwater system.

Key Benefits

- Provides a dedicated funding source for stormwater management.
- Uses impervious area as the basis for assessing the stormwater charge, which increases fairness in cost recovery.
- Offers fee reduction opportunities to properties that implement stormwater management practices which go above and beyond local ordinance requirements.
- Offers stormwater grants to residential customers.



Proposed Stormwater Utility User Charge

The stormwater user charge is scheduled to appear on utility bills from the City of Newark **beginning in January of 2018**. Each parcel’s monthly charge will depend upon the estimated amount of impervious area measured in square feet. The proposed rates are described below. ESU stands for Equivalent Stormwater Unit and is equal to 1620 ft².

Residential

TIER	IMPERVIOUS AREA (SQ FT)	ESU FACTOR	MONTHLY FEE
1	0 TO 1,289	0.60	\$1.77
2	1,290 TO 1,950	1.00	\$2.95
3	1,951 TO 2,610	1.30	\$3.84
4	2,611 OR MORE	1.80	\$5.31



Non-Residential

\$2.95 PER ESU PER MONTH

Example Calculation for Non-Residential

Retail store on 5000 ft² parcel (gross area)
 Stormwater Class: Commercial
 Stormwater Runoff Factor: .95
 Effective Impervious Area: $5000\text{ ft}^2 \times .95 = 4,750\text{ ft}^2$
 Parcel ESU: $4,750\text{ ft}^2 / 1620\text{ ft}^2 / \text{ESU} = 2.93\text{ ESU}$
 Monthly Change: $2.93\text{ ESU} \times \$2.95 = \8.64



What is Impervious Area?

Impervious area includes hard surfaces such as pavement, buildings and other areas that restrict stormwater from being absorbed into the ground (thus causing run-off). Properties with more impervious area contribute more to stormwater runoff and pollution.

What is an ESU?

The monthly Stormwater User Charge will be based on the Equivalent Stormwater Unit (ESU). One ESU is equivalent to 1,620 sq. ft. of impervious area. This represents the median impervious area of all single family residential parcels in the city.

How are ESUs determined for my parcel?

For **residential** customers, a parcel's total impervious area is computed based (i) actual footprint of the building, (ii) any attached structure, and/or (iii) detached structure.

Every **non-residential** parcel is assigned to a specific stormwater class. The Run-off Factor of that specific stormwater class is applied to the total parcel's lot size to estimate a parcel's Impervious Area. The total number of ESUs is then calculated as the total amount of impervious area (in sq. ft.) divided by 1,620.

For **condominium** customers, the impervious area associated with the entire condominium complex is individually determined using the Geographic Information System (GIS) tool, based on county parcel information and aerial imagery.



Residential Stormwater Grants and Customer Programs

In conjunction with the stormwater fee, the City has established a grant program for residential customers. The program offers:

- Rain Barrels
- Design Service Support
- Stormwater Project Cost Sharing

Non-Residential Credit Program

The program provides non-residential property owners an opportunity to reduce their monthly stormwater fee up to 25%. In addition, the program recognize efforts that go beyond the City's current stormwater management requirements.

Two types of credits are available through the program:

- **Quality Credit** is based on the capture and infiltration of runoff. If the technical criteria is met, a **maximum 15% reduction** in the stormwater fee is possible.
- The **Quantity Credit** is reductions in peak stormwater discharge rates. If the technical criteria is met, a **maximum 10% reduction** in the stormwater fee is possible.



The utility will raise \$1.4 million each year to improve the City's stormwater system, including the failing infrastructure shown below.

