

City Manager's Weekly Report

Friday, May 5, 2017

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

At the April 24 Council meeting it was asked why the Casho Mill Station basin was on the mowing contract and being mowed by the City. Please note that the Casho Mill Station basin was dedicated to the City of Newark as part of the development agreement and is the City's to maintain.

This week the annual Memorial Wreath Ceremony was held in the Municipal Building lobby. I was unable to attend due to a prior commitment once noticing the date change. I apologize to all for the confusion that occurred with its scheduling and any lack of communication between the Police Department and all other municipal operations that resulted in the ceremony not getting the coverage/participation it deserves. I know that our employees welcome the opportunity to participate in activities such as this and have no doubt that in future years more care will be taken by the Department.

Reminder: The Mayor's Fun Ride will be held this Saturday morning - starting at the Newark Shopping Center.

Lots of great information shared by our dedicated departments. Have a great weekend. Carol

Activity or Project:

April Report as shared by Lobbyist Armitage

Description:

APRIL 4/3/2107- PJM information emailed to Council and staff 4/4/2017- Dover- attend GA session; attend fundraiser Sen. McDowell (D) and Rep. Heffernan (D) 4/5/2017- email information about SJR 1, state position PJM project and Marijuana legalization bill (HB 110); vet HB 120 Insurance Coverage for certain cancer treatments w/ staff. 4/11/2017- vet SB 31, DUI Interlocking devices with Solicitor and Deputy Solicitor 4/13/2017- HB 130 added hotel tax, email discussion with League staff and lobbyist, plus City Manager about amending bill to carve out added funding for municipalities; vet HB's 135, 137, 138 and 139 (all Elections Bills) with City Secretary. 4/17/2017- email to Council and staff regarding latest DEFAC predictions. Reduction of \$15.8M in current fiscal and next fiscal year bringing combined revenue shortfall since December 2016 to ~\$400.M. 4/20/2017- email to staff and Mayor regarding Ordinance 17-15, wireless communications update, attend Council swearing ceremony and Organizational meeting; conversation with Tom Coleman about HB 38 (non-potable wells) 4/21/2017- email with Rep. Dan Short regarding wording of HB 38 (non-potable wells) 4/23/2017- update activity report; vetting with staff: HB 1 unlawful compensation questions, HB 114 changes minimum vehicle insurance limits, SB 57 requires removal of snow from vehicles, SB 58 adds mandates for Ct. 40 to victim's rights; sending catch up information to Councilman Clifton and Hamilton 4/24/2017- prepare remarks and attend Council meeting 4/25/2017- Dover, attend GA session, transmit updated Table of Bills and issues to monitor to Council and staff, discuss Board of Adjustment language changes with League, HB 38 (well drilling in water districts) with League, Rep. Short and

Councilman Hamilton 4/26/2017- Dover, attend GA session, vet HB 142 (training for school resource officers) with PD; SB 20(Transportation Trust Fund Lock box passes Senate) 4/27/2017- Dover, attend GA session, HB 38 (well drilling) finally appears to be amended in manner to require proper permitting of new wells to protect existing water systems; HB 13 (Dangerous Dogs by breed) passes Senate and goes to Governor for signature; Fundraiser for Reps. Potter (D) and Boulden (D). 4/28/2017- update Activity report; send email to Council and staff about SB 20 (Trust Fund Lock box)and HB 13(Dangerous Dogs by Breed).

Status:

Expected Completion:

Execution Status:

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:

- Tuesday was Councilman Clifton and Councilman Hamilton start of many meetings orienting to the various departments, staff and tasks. Due to scheduling, Communications Manager Kelly Bachman and I will reschedule time with both councilmen as we were not able to sufficiently discuss our respective operations.

- Operational and Capital FY2018 Budget meetings were held with IT to review technology needs, both current and any potential future efforts. Additionally working with the Finance Department on developing a FY2018 Budget calendar to get before Mayor and Council for support.
- Dir. of Planning & Development Mary Ellen Gray, Dir. of PWWR Tom Coleman, Code Enforcement Manager Dave Culver and I met with Mr. Joe Divis of AT&T and Ms. Bonnie Metz of Verizon to discuss the proposed wireless telecommunication ordinance. It was a productive discussion with a plan to move forward; staff will follow up with accordingly to discussed items.

Parking Division:

- Ericka Morterud started her new position of FT Clerk Typist I in the Parking Office on Monday, 5/1/17. She completed orientation with HR Manager Devan Stewart and has begun training in the administrative duties of the office.
- The first draft of the Parking Financial Summary for Q1 2017 was completed and submitted to Finance/Communications for review. A meeting has been scheduled between Parking Supervisor Court Mulvanity and Financial Analyst Trevor Miller to discuss ways to display financial numbers to be more informative to the reader.
- Marvin Howard and Court Mulvanity attended a budget meeting with Andrew Haines and Josh Brechbuehl to discuss possible Parking-IT projects in preparation of the 2018 budget season.
- Two PT Parking Attendants started and were trained this week. Brenda Sharp started her new position on Thursday, 4/27/17. Arnez Rodriquez started his new position on Wednesday, 5/3/17.
- Jeffrey Hudson began training as Parking Shift Manager position. He will be transitioning from a Parking Attendant to a Parking Manager over the next pay period.
- End-of-Month Financials for April were completed and submitted to Finance.

Activity or Project:

Police Officer Recruitment: Extended

Description:

The general police office recruitment effort was extended another month to allow for additional applicants and building a larger potential applicant pool. Applications will now be accepted through Friday, June 9 with a testing date of Saturday, June 24. Staff is hopeful that the current Certified Officer recruitment will fill the one (1) vacancy the department has at this time.

Status: In-Progress

Expected Completion: 7/28/2017

Execution Status: Behind Schedule

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 4/26/17 to 5/3/17. These sessions included trials, arraignments, capias returns, code violations, and video hearings. Parking officers were here to handle any appeals on Monday and Wednesday.

Activity or Project:

Court Sessions

Description:

From 4/26/17 to 5/3/17 Alderman's Court handled 97 arraignments, 71 trials, 19 capias returns, 1 video hearing and 1 code violation. The court collected a total of 368 parking payments of which 217 were paid on line and 151 were paid at court . The court also collected payments for criminal/traffic fines which included 108 online payments and 73 court payments for a total of 181 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 May 4 and Paul was in the office on May 2 for Planning Commission.

Staff completed and posted the agenda and packet for the May 8 Council meeting on May 1. Items 3C and 3D (March 21 and April 4 Planning Commission minutes) were forwarded to Council on May 3. An addendum removing item 1A from the agenda was sent and posted on May 4. The agenda for the meeting can be found here: <http://www.cityofnewarkde.us/ArchiveCenter/ViewFile/Item/5106>.

Sarah completed and posted the agenda for the May 18 Board of Adjustment meeting on May 1, as well as the required newspaper notices and mailings. There is one variance amendment on the agenda for 400 Ogletown Road, which requests an additional 7 space parking variance. The agenda for the meeting can be found here: <http://www.cityofnewarkde.us/ArchiveCenter/ViewFile/Item/5105>.

Tara completed and posted the agenda for the May 9 Conservation Advisory Commission agenda on May 2, which can be found here: <http://www.cityofnewarkde.us/ArchiveCenter/ViewFile/Item/5107>.

Renee spent time drafting several bills, proclamations and resolutions for the May 8 Council agenda.

FOIA requests took some time this week. The following actions were taken:

- Continued work with staff regarding a March 30 FOIA request from Duffield Associates regarding RFP No. 16-06.
- Sent an administrative cost estimate and corresponded with the requestor regarding an April 7 FOIA request from Andrew Ruth regarding crime statistics from the 1960s.
- Completed and closed an April 12 FOIA request from Jean White regarding 911 call statistics.
- Received, worked with Bruce on a response, declined and closed an April 24 FOIA request from American Transparency regarding employee information.
- Received and circulated to staff an April 26 FOIA request from EBI Consulting regarding 221

East Main Street and 236 East Delaware Avenue.

- Received, circulated to staff, responded that there were no relevant documents and closed an April 26 FOIA request from IBEW LU126 regarding prevailing wage determination and certified payrolls for the fiber installation project.
- Received and circulated to staff a May 1 FOIA request from Diversified Technology regarding water/sewer utility billing software contracts.
- Received and circulated to staff a May 3 FOIA request from Patricia Escoto regarding the subdivision plan for the Village of Twin Lakes.
- Received and circulated to staff a May 4 FOIA request from Northeast Carpenters regarding April 2017 building permits.

The agendas for the May 8 Council, May 9 Conservation Advisory Commission, May 10 Newark Housing Authority and May 18 Board of Adjustment meetings were forwarded to Council.

Regarding minutes, staff time was spent on the April 13 Election Board (Sarah drafted) and April 24 Council (Tara drafting) minutes. The March 15 Council executive session minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases this week. 155 discovery requests have been filled so far for 2017. The May 11 and May 18 court calendars were received and the 27 associated case files were compiled for the Deputy City Solicitor by Sarah. 19 court calendars with 306 associated case files have been compiled for 2017 so far. Sarah also processed 2 pleas by mail.

The office received 22 new lien certificate requests this week, which were sent to finance for processing. 7 lien certificates were completed and sent to the requestor. So far 162 lien certificate requests have been processed for 2017.

Activity or Project:

No updates to report

Description:

There are no updates to report on long term projects for this week.

Status: In-Progress

Expected Completion: 5/4/2017

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:

Megan has been in Pittsburgh, PA this week attending the Main Street Now conference, which brings together main street organizers from across the country to share ideas and learn about the latest changes and concepts from the parent organization, Main Street America.

Creative Design/Web Updates

- Created 2017 Food and Brew event page banner; SignNow online applications for City Secretary's Office; car seat safety check poster for Police Department; 2017 NPD Trading Card webpage; formal 150th NPD anniversary invitation; Thompson Circle refuse proposal letter;
- Updated City Secretary's Office employee directory; City boards, committees, and authorities list on website; Stormwater Proposal - Rodney Dormitory Site webpage; UDon't Need It? documents and webpage; Rental Housing Needs webpage
- Scheduled public meeting InformMe notices; InformMe traffic alert for Amstel Avenue

Press Releases/Media Inquiries

- City of Newark to Support Downes Elementary Bike to School Week: <http://bit.ly/2pcNYEX>
- Upcoming Events: Newark Police Department Trading Card Project Kick-Off: <http://bit.ly/2p9XibF>
- Newark Spring Concert Series Kicks Off With Global Flare: <http://bit.ly/2pLIKUS>
- Josh Shannon, Newark Post, inquired about the amount of prescription drugs collected during the take back event
 - Resulting coverage: http://www.newarkpostonline.com/news/article_2094be13-38a0-571a-a8d1-7a29d88b1250.html
- Adam Duvernay, News Journal, inquired about images for the Trading Card Project to promote online
 - Request fulfilled

- Karie Simmons, Newark Post, inquired about additional information regarding the Rodney Dorm Site
 - Coverage pending
- Josh Shannon, Newark Post, inquired about the upcoming Bike to School week efforts
 - Coverage pending

Activity or Project:

School Hill Project

Description:

No new information to share.

Status: In-Progress

Expected Completion: 12/20/2017

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:

As the line crews were replacing damaged fuse cut outs at the Ogletown Road Wawa Wednesday, they

noticed a rather large brushfire behind the KFC. After calling the fire department just in case, they put out the fire themselves with the extinguishers on their trucks.

The line crews also replaced a bad cross arm on Cheltenham Road, repaired underground primary on Timber Creek Lane, and worked at 400 Ogletown Road Hotel site on the pole line feeding the site.

The electricians continued helping a contractor perform infrared scans of the substations and aerial lines, escorted a contractor getting oil samples from substation transformers, installed fiber optic boxes on poles, and checked capacitor banks for proper operation and blown fuses.

Engineering met with UD about STAR Campus infrastructure, compiled the monthly UD load report, met with contractors bidding on an underground pipe job needed to complete the circuit on Chestnut Hill Road for the new transformer to be bid soon, and continued upgrading firmware in substation relays.

Activity or Project:

SCADA and Automatic Restoration

Description:

Looks like all licenses and contracts are signed and POs for equipment will be issued shortly.

Status: Started

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

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 5/4 providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we are now providing to residents. Appointments can be made in advance by calling the PUB office directly.
- Part of the Accounting staff moved from our first-floor location to the second floor. Three team members have made the switch, and the rest of the Accounting staff will be moved by end of the month.
- I would like to thank Council for their feedback with the revised Monthly Financial Update. Council's suggestions were incorporated into the February report and are reflected on the Agenda for May 8th.
- I met with Councilmen Hamilton and Clifton on 5/4 as part of their orientation to the City regarding the operations of the Finance Department.
- Accounting staff received training for the Budget module portion of Munis this week. The operating budget will be keyed directly into Munis by the department directors once they receive training the end of the month.
- The Finance Department is proud to welcome our new Financial Analyst, Trevor Miller. Trevor started with the City on May 1st, and we're happy to have him on our team.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 659 phone calls last week, with the average call length of each call being 3:53. There were 92 service orders initiated by PUB during last week. The group processed 5,264 utility payments and CityView transactions, 869 of which were imported automatically with our electronic processes and 2,724 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

2018 Budget

Description:

Timeline for the 2018 budget has been prepared and will be forwarded to Council by the end of this week.

Status: In-Progress
Expected Completion: 12/1/2017
Execution Status: On Track

Activity or Project:

Independent Audit

Description:

The Accounting staff is working on preparing the 2016 CAFR for CLA to review.

Status: In-Progress
Expected Completion: 6/30/2017
Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Reviewed several landscape plans for developers; worked on the first submittal of the Capital Budget; met with Public Works and DNREC officials about stream bank restoration along the Christina Creek; conducted park inspection in Redd Park and the Newark Reservoir; met with Paula about upcoming recreation activities and events; at the April 24 Council meeting Council had asked why the Casho Mill Station basin was on the mowing contract and being mowed by the City. The Casho Mill Station basin was dedicated to the City of Newark as part of the development agreement and is the City's to maintain.

Recreation Superintendent: Completed first draft of George Wilson Center kitchen renovation RFP; worked on promotion through social media, library, E-blasts, PSA's, etc. for summer brochure publication; continued to finalize details for the Mayor's Bike Ride; ordered supplies for A New Night Downtown;

Recreation Supervisor of Athletics: Held summer camp staff interviews, met with new director for Rittenhouse Camp; adult volleyball leagues began this week including the Wednesday league with the City employee team participating; the start of adult co-rec softball on Tuesdays was postponed due to rain; registration for 2017-2018 before and after care programs has begun, Downes aftercare is nearly full; the free skateboard clinic was held on Saturday with approximately 10 kids participating, new instructional classes are scheduled to begin 5/6; Pickleball was held on Saturday with nine participants.

Coordinator of GWC and Volunteers: Continued to plan for 2017 summer programs and Camp GWC; conducted two interviews for potential summer staff (before & after camp care coordinator and Disney dance camp instructors); coordinated with the Newark Morning Rotary and Downes Elementary School in planning a follow up meeting for the CATCH Program; continued to finalize details for the dance dress rehearsal and recital scheduled for Sat., May 6 at the Newark Senior Center, dance costumes were received and distributed to dance participants this week; met with two new Adopt-a-Park volunteer organizations, Elan Park has been adopted by two families and the Newark Reservoir has been adopted by Community Systems, Inc.; met with the Recreation Specialist to go over our volunteer database; met with the Recreation Specialist and Recreation Superintendent to plan the layout for the Mayor's Fun Ride; finalized volunteers for the Mayor's Fun Ride. **Volunteer Hours:** 1 volunteers devoted **3** hours removing

trash from Christina Parkway; 1 volunteer devoted **6.5** hours removing invasive plants and planting native plants along the James Hall Trail. Total Volunteer Hours for the week: **9.5** Hours.

Recreation Supervisor of Community Events: Coordinated a C.E.R.T. training course in conjunction with New Castle County Emergency Services. Meals for the participants were donated by local businesses; preparations are underway for several upcoming events including the Spring Concert Series, which will begin on May 4, Newark's Youth's Got Talent, which will begin on May 11, and the Memorial Day Parade. Preparations are underway for the final Newark Memorial Day Parade Committee meetings prior to the parade; met with the Deputy Police Chiefs and New Castle County Emergency Services in order to establish a facility for a volunteer center for a drill in August.

Parks Superintendent: Inspected four park areas and developed work orders as needed, reviewed several development landscape plans and commented as needed, assisted Electric Department on a tree evaluation on a resident's property, continued studying for upcoming NPSI exam (certified National Playground Safety Inspector Exam), along with Volunteer Coordinator met with a new "Adopt a Park" volunteer at Elan Park and at Reservoir site, picked up tree from State Forestry for planting in park system and healed it in at Park Maintenance Building, along with Parks Director met with developer at construction site to discuss tree related issues, and talked with several homeowners on tree/shrub issues.

Parks Supervisor: Assigned field staff daily and assisted as needed, researched costs for safety equipment and discussed with Parks Director, and coordinated with field staff installation of exercise equipment along the Hall and Pomeroy Trails.

Parks and Horticulture: Staff continued mowing operations throughout park system, continued with bed maintenance, dragged all ballfields, raked out all horseshoe pit areas, did tree removal/pruning as assigned, did interior bed maintenance at City Hall, sprayed roses for insect control throughout park system, planted up pots with seasonal plantings for use at City Hall, set up/removal of tables/chairs for Administrative Professionals Day at City Hall, did trash removal throughout park system, and ground out tree stumps at 896 and West Chestnut Hill Road Island and at City Hall.

Activity or Project:

Spring Concert Series

Description:

The Spring Concert Series begins this Thursday on the Academy Building Lawn. This year's theme will be music from around the world with the first performance being Blamoh Doe performing African Drum. The series will also include Newark's Youth's Got Talent performing 5:30-6:30 p.m. followed by the Spring Concert Series from 7:00-8:00 p.m. The performances will run May 4-June 22.

Status: Started

Expected Completion: 6/22/2017

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 reported heavy weekend citation activity with 24 citations and 19 warnings. High grass violations are now being issued.
- The site work on South Main Street for the next phase of Chimney Ridge is continuing.
- Site work is continuing for the new hotel at 400 Ogletown Road.
- Construction is ongoing at Cleveland Avenue.
- The structural steel work for the new building on STAR Campus should begin within the next two weeks.
- Exterior finish and interior work is continuing at Woolen Way for the new townhouse apartments.
- Interior framing and exterior finishing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Construction is ongoing at the Lofts at Center Street.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Planning and Development Director Mary Ellen Gray went on a ride along with Fire Protection Specialist David Tynan to observe a fire inspection and learn about his job duties.
- Director Gray is continuing work on the Plan4Health and Planners4Health grant which seeks to improve healthy eating and active living for Delaware's citizens.
- Director Gray met with the Finance team to ascertain the reporting requirements of the

Community Development Block Grant Program and Business Licenses.

- Director Gray participated in the orientation meetings of Councilman Hamilton and Councilman Clifton.
- Director Gray and Planners Tom Fruehstorfer and Mike Fortner further reviewed the Main Street Bump Out project in the field.
- Director Gray met with Public Works and Water Resources Director Tom Coleman to discuss the Safe Routes to School project.
- Director Gray participated in a meeting with representatives from Verizon and AT&T to discuss the proposed wireless ordinance.
- At its May 2, 2017 meeting, the Planning Commission took the following actions:
 - Appointed a subcommittee under Code Section 2-88, pending the approval of the Planning and Development Director and the City Manager, to continue their review of the City's minimum parking requirements in the Zoning Code.
 - Reviewed and accepted the quarterly report on the Planning Commission 10/1/16 – 9/30/17 Work Plan. A copy of the report is attached.
 - Recommended that Council extend the expiration of the proposed wireless telecommunications ordinance from 60 days to 90 days.
- On Friday, April 28, Planner Mike Fortner processed a loan for a Home Improvement Program project to repair a water line.
- On Monday, May 1, Mike Fortner attended the settlement for a POOH Program loan for an owner occupant to purchase a rental home on Kells Avenue.
- Planner Tom Fruehstorfer met with an individual to discuss potential development of 924 Barksdale Road.
- The following was also completed this week:
 - 7 Deed Transfer Affidavits
 - 50 Building Permit Reviews
 - 1 Certificate of Occupancy/Completion

Activity or Project:

Bike to Work Day

Description:

Bike to Work Day Newark will be held on May 19 from 7:30 to 9:00 a.m. at Mentors' Circle at the corner of South College Avenue and Kent Way. The event is organized by the City of Newark, BikeNewark, and the University of Delaware. Bike commuters that morning can enjoy a light breakfast and hear brief comments by invited guest speakers, including New Castle County Executive Matthew S. Meyer. Safety for the event will be provided by UD Campus Safety and the Newark Police Department. Local businesses are supporting the event through sponsorships. Free Bike to Work Day t-shirts, courtesy of DelDOT and the Delaware Bicycle Council, will be available while they last. The goal is to get more and more people to consider biking as a viable means of transportation – for commuting, for one's health, for one's wallet, for our planet, and just for fun. More information can be found on the BikeNewark webpage at: www.BikeNewark.org/events/b2wd.

Status: In-Progress

Expected Completion: 5/19/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:Auxiliary Services:

- Newark Police/Middletown Police Regional S.W.A.T. completed an N.T.O.A. tactical workshop last week.
- NPD/MPD Regional S.W.A.T. was activated in support of DSP in the Middletown (DE) area.
- A SLEAF grant application was completed and submitted. Committee review/vote scheduled for next week.

Administration Division:

- Sgt. Jones is finalizing the field training schedules for Recruits Faulk and Roberts who will graduate from the police academy in June.
- Sgt. Jones is finalizing the summer firearms range curriculum and schedule. This training will include scenario training with simunitions.
- Two patrol officers are attending a career fair in Philadelphia on 5/6/17.
- Lt. Nelson & Sgt. Bryda will be attending the wreath ceremony at NPD and the Law Enforcement Memorial Service on 5/3/17.
- Lt. Nelson & Sgt. Bryda are conducting interviews for the Crime Prevention/Crime Analysis position on 5/3/17 & 5/4/17.

- Lt. Nelson is assisting with the trading card releases on 5/4/17 at West Park Elementary and Downes Elementary schools.
- A total of 497.5 pounds was collected during the drug take back event on 4/30/17.

Criminal Investigations Division:

- On 4/5/2017 Newark Police responded to a residential burglary that occurred in the unit block of Academy Street. Officers reviewed surveillance camera footage from the area and observed a subject, believed to be the suspect, entering the residence at 1:31 a.m. The suspect was observed leaving the residence a short time later and heading towards a vehicle parked nearby. Officers were able to obtain a vehicle description and registration number for the suspect vehicle by reviewing additional surveillance video. On 4/28/17 detectives executed a search warrant at the suspect's residence and recovered some of the stolen items that belonged to one of the victims. The suspect was arrested and video arraigned in front of Justice of the Peace Court 2. He was released on \$10,000 unsecured bond.
- On Friday, April 28, 2017, Sgt. Maiura completed the New Jersey State Association of Chiefs' of Police Command & Leadership Academy hosted at the New Castle County Police Department. This intensive 14-week program studies leadership as a science with logic, critical thinking, methodology and vision using organization theory in a law enforcement context with police-oriented case studies.
- Cpl. Kendrick continues the applicant background investigation for the certified police officer position.

Special Operations Bureau:

- During the week, Officer Gerasimov is assigned to conduct a background investigation for a police applicant.
- Sgt. D'Elia is assisting the Southern Chester County Regional Police Department with police oral boards.
- SOU is continuing ongoing activities to address order maintenance issues at a residence that has been the location of several recent incidents.
- M/Cpl. Conover is conducting preparations for the upcoming National Night Out event.
- SOU will host the monthly HUB meeting on Wednesday, May 3rd. The program continues to be a success.
- On Saturday, SOU will assist with the Mayor's Bike Ride event and a Police Trading Card event.

Traffic:

- On Wednesday, Traffic motorcycles will assist with the Police Memorial in Dover.
- On Friday, Traffic motorcycles will assist with the funeral services for Cpl. Ballard of the Delaware State Police.
- On Friday, Sgt. Davis will assist with the Team 26 bike ride travelling through Newark.
- Traffic has placed the variable message board in the Hunt at Louviers neighborhood. The message board continues to display a message to secure vehicles and valuables.
- During the week, Traffic officers are conducting speed enforcement on Casho Mill Road.
- On Saturday, Traffic will assist with the Mayor's Bike Ride Event.

Patrol:

- On Wednesday, officers from all operating elements of the Department will travel to Legislative Hall in Dover for the 2017 Police Memorial Ceremony.
- Patrol Officers, along with officers from other operating elements of the department have volunteered to handle calls for service for the Delaware State Police on Friday, May 5th so that troopers can attend the funeral for their fallen officer.
- On Tuesday, May 2nd, Lt. Rubin will conduct Sexual Assault Awareness training.
- On Wednesday and Thursday, several patrol officers will attend mandatory **ALERRRT** training.
- On Friday, officers from all operating elements of the department will attend the funeral services for Cpl. Ballard of the Delaware State Police.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 5/4/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

4/30/2017

to 5/6/2017



**CITY OF NEWARK
DELAWARE**

April 25, 2017

TO: Chairman and Members of the Planning Commission
FROM: Mary Ellen Gray, Planning and Development Director *MEG*
RE: **Quarterly 2016-2017 Work Plan Update - #2**

2017 Work Plan

1. Continue the review and consideration of land development projects according to the [Planning Commission Submission Deadline schedule] to make recommendations to Council.

January

No land use applications were considered in January.

February

On February 7, 2017 the Commission reviewed the annexation and rezoning for 139 East Chestnut Hill Road to make sanitary sewer service available to the existing business on the property. The Commission unanimously recommended annexation of the 0.837 acre parcel with BL (Business Limited) zoning. Council subsequently approved the annexation and rezoning at their April 24, 2017 meeting.

March

The March 7, 2017 Planning Commission meeting was cancelled as there were no land development projects ready for review.

2. Continue to work with staff to review parking capacity and demand, parking space requirements by use, parking waiver legislation, fees and practice, conduct nationwide research on parking design standards and best practices and make recommendations for Code amendments based on findings. The Commission began this effort in 2016.

On January 3, 2017, the Planning Commission discussed next steps and the scheduling of a workshop. On March 21, 2017, the Planning Commission held a public workshop on consideration of revising mandated parking requirements in BB (Central Business) district zoned properties downtown. The workshop included a presentation by Planning and Development Department staff on challenges with the current zoning requirements and discussion on a variety of alternatives for calculating parking demand in downtown areas. Next steps are scheduled for discussion at the May 2, 2017 Planning Commission meeting.

3. Consider amendments to the Zoning and Subdivision Code regulations as they pertain to development plan submittal requirements and associated fees. Consider other Code amendments to these chapters as necessary.

January

On January 3, 2017, the Commission reviewed staff proposed amendments to Chapters 27 Subdivisions and 32 Zoning as they relate to updating references to the former position of Building Inspector and clarifying conditions for subdivision approval. The Commission had several wordsmithing changes to the amendments, which were reviewed with the City Solicitor and incorporated into the draft ordinance. The Commission unanimously recommended that Council approve the amendments to Chapters 27 Subdivisions and 32 Zoning relating to clarifying responsible parties as well as land use and development processes. Council unanimously approved the amendments at their March 13, 2017 meeting.

February

On February 7, 2017, the Commission reviewed staff proposed amendments to Chapter 32 Zoning as they relate to wireless infrastructure, specifically creating regulations for wireless facilities in the right-of-way and updating regulations for wireless facilities outside the right-of-way to conform to federal regulations. The Commission had several suggestions for improving the proposed code amendments, as well as wordsmithing changes. The Commission approved the amendments 4-1 with the wordsmithing changes only, and a recommendation to have the ordinance expire sixty (60) days after approval by Council, to be superseded by revised amendments incorporating their suggestions for improvement. The proposed amendments will advance to Council for consideration at a future date.

March

The March 7, 2017 Planning Commission meeting was cancelled as there were no land development projects ready for review.

4. Work with Planning and Development Department and DeIDOT to set boundaries and begin process to create a Transportation Improvement District(s) (TID) as called for in Comprehensive Development Plan V.

This effort has not yet begun.

5. Provide an informational session with WILMAPCO and DeIDOT to discuss the transportation planning processes and components as it relates to the City of Newark. For Federal funding (WILMAPCO), topics may include how projects are initiated; how projects are prioritized; and how the projects are related to future capital planning and funding years. For DeIDOT, an overview of their review process and criteria, including level of service criteria, when making recommendations on land use applications under consideration by the City; and once a land use application is approved by the City, the application and approval processes for DeIDOT permits.

An informational session with WILMAPCO is tentatively scheduled for the June 6, 2017 Planning Commission meeting. Outreach to DeIDOT has not yet occurred.

6. Develop Commission procedural guidelines.

On February 7, 2017, the Planning Commission discussed development of rules of procedure for the commission. A draft of the rules of procedure will be completed and brought back in front of the Planning Commission at a future date for further discussion and public comment.

7. Provide an annual review of Comp Plan V to determine the need for updated information and/or amendments necessary to ensure the Plan remains a dynamic and useful document.

The Commission should schedule this annual review for the third quarter.

8. Continue quarterly reporting on Work Plan.

Quarterly update #1 of the 2016-2017 Work Plan was provided to the Planning Commission at their January 3, 2017 meeting. This memorandum is update #2.

9. Participate in training sessions as applicable and available.

No training sessions were attended this quarter.

MEG/mv

NEWARK POLICE DEPARTMENT

WEEK 04/23/17-04/29/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	3	1	0	2	1	0
Rape	0	1	0	3	0	0
Unlaw. Sexual Contact	3	5	0	1	0	0
Robbery	15	9	0	5	3	0
- Commercial Robberies	7	5	0	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	1	1	0	0	1	0
- Other Robberies	6	3	0	5	1	0
Assault/Aggravated	10	8	1	4	14	0
Burglary	30	16	2	12	5	1
- Commercial Burglaries	8	5	0	0	1	0
- Residential Burglaries	18	8	0	10	4	1
- Other Burglaries	4	3	2	2	0	0
Theft	226	176	18	51	68	5
Theft/Auto	15	20	1	5	2	0
Arson	0	1	0	0	0	0
All Other	44	34	0	20	17	0
TOTAL PART I	346	271	22	103	110	6
<u>PART II OFFENSES</u>						
Other Assaults	117	104	7	54	49	1
Rec. Stolen Property	0	1	0	9	2	0
Criminal Michief	61	81	8	26	19	4
Weapons	3	8	0	14	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	94	42	4	152	76	5
Drugs	49	55	0	73	62	1
Noise/Disorderly Premise	250	284	28	114	93	14
Disorderly Conduct	56	54	4	41	32	0
Trespass	60	58	3	26	25	2
All Other	183	150	8	111	122	3
TOTAL PART II	873	837	62	620	493	30
<u>MISCELLANEOUS:</u>						
Alarm	309	140	1	0	0	0
Animal Control	165	131	11	0	2	1
Recovered Property	105	98	12	0	0	0
Service	11402	12710	629	0	0	0
Suspicious Per/Veh	197	204	11	0	0	0
TOTAL MISC.	12178	13283	664	0	2	1

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	960	15,391	818	16,550



Newark Police Department
Weekly Traffic Report
04/23/17-04/29/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	3790	2912	405	84
DUI	56	59	1	9
TOTAL	3846	2971	406	93

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	70	91	7	11
Property Damage (Reportable)	416	346	25	17
*Hit & Run	104	82	3	5
*Private Property	98	77	8	6
TOTAL	486	437	32	28

*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.