

City Manager's Weekly Report

Friday, October 20, 2017

Department:

Administration - City Manager

Notable Notes:

Unfortunately, I had to accept the resignation of our IT Manager this week who has decided to move back to the private sector. This will be a significant hole in our staff until we can refill the position. We will be beginning an active recruitment this coming week. In the meantime, Assistant IT Manager Montgomery will be appointed acting manager. I have taken the opportunity to realign a handful of IT staff members into other departments in order to make the transition to a new manager easier. Records (2.5 people) has been officially realigned under the City Secretary's office and will appear as such in the 2018 budget. I have also temporarily realigned the IT Division's GIS technician into Public Works to work alongside the Public Works Department's GIS technician under the supervision of Water Operations Superintendent Neimeister. This position will stay in the IT Division's budget for 2018 because I am not certain yet if this is an appropriate long-term solution, and it may move back to IT during 2018 after the new manager is up to speed. Moving staff around year to year makes it harder to track the person through the budget year over year so I am hesitant to move them in the budget until I am confident they will stay there. There are advantages to having centralized GIS operations, however, and we will use this trial to see if we are able to leverage these advantages into improved productivity and a renewed focus on infrastructure asset management efforts.

On the topic of recruitment, we have received five applications for the Electric Director vacancy, two internal and three external, and we are currently scheduling interviews.

Assistant to the Managers Mark Brainard and I have prepared a draft evaluation and ranking form for the Executive Search Firm RFP that we thought would assist Council in determining a way forward through the review process. We have included the form and suggested schedule with the Council packets for Monday night's meeting.

We held the first post-approval public outreach meeting for the stormwater utility this Wednesday. Attendance was light but we believe it may have been affected by the unfortunate situation with the active shooter. We are going to step up our notice efforts ahead of the second meeting to help drive more attendance.

We held two stormwater utility team meetings this week which were attended by staff and representatives from Black and Veatch. Progress is continuing on-schedule which is encouraging.

I attended a site visit for a source water protection project that we have partnered with the Brandywine-Christina Healthy Water Fund on in the White Clay watershed upstream from our intake. Work is progressing with over 400 riparian buffer trees planted so far. The goal of the pilot project is to be able to reduce nutrients, bacteria, and sediment in the White Clay Creek upstream from our intake. The results from this project will be the foundation for hopefully expanding the project to cover a portion of our NPDES MS4 requirements, which should reduce costs to Newark while providing a benefit to more stream miles of the White Clay and reducing pollutants at our intake.

I am continuing to work with our GIS team to develop maps that will assist in the discussion around Return on Investment for development projects. I hope to be able to show what types of development projects will provide more revenue than they "cost" in a hope that we can avoid projects that end up being a

financial drain on the city's coffers long term.

We performed a field visit at AETNA on Ogletown Road to review the facility ahead of the November 2nd special meeting on the Florida T. We are concerned about capacity of Council Chamber which is why we are holding the meeting at AETNA. We also held a prep meeting with DelDOT this week to discuss the presentation and to ensure we have addressed questions that have been raised thus far to aid in the discussion on the 2nd.

I attended the SAC meeting for 271 South Main Street and provided comments as appropriate.

I met with Parking Division staff and Mr. Haines regarding the Peak and Off-Peak pilot program. At the meeting I requested that the launch be delayed to allow Council to discuss further at their October 23 meeting. We also discussed potential options for increasing on-street metered parking by making changes to the area including Center, New, Choate, and North Chapel Streets. We also discussed potential reduced rate programs that could be offered to Main Street businesses.

I spent a significant amount of time this week discussing the ongoing CWA labor negotiations, working on the budget with Finance Director Del Grande, responding to information requests, addressing personnel issues, and general administrative tasks.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR

- Deputy City Manager Andrew Haines, as the state president of DelPELRA, facilitated an annual training day for labor professionals held at the DEMEC facility on Wednesday, October 18th. Forty attendees from municipalities and agencies around the State received training on field sobriety, active shooter and labor law updates. Five other City staff members were able to attend and benefit from this training opportunity.
- HR Manager Devan Stewart coordinated a webinar for management employees regarding supervision skills. Offered through the EAP, the focus was on better understanding the wellness of an employee and how to better manage during difficult scenarios.
- Parking Division staff met with Acting Manager Coleman and Mr. Haines regarding the Peak and Off-Peak pilot program. The discussion was about the launch, potentially delaying the implementation to allow Council to discuss further at the October 23 meeting.
- Mr. Haines lead the third negotiation session with CWA regarding a successor agreement; the Monday meeting was productive with another session scheduled for Thursday, October 26th.
- Assistant to the Managers Mark Brainard met with Facilities Superintendent with the internal realignment of Facilities Maintenance directly to him, within the department.
- Mr. Brainard also coordinated additional discovery days for the Co-Location Assessment RFP among the City and University staff, with the narrowed vendors.

Parking Division

- Parking staff contacted IPS (Smart Parking Meters) to discuss a collaboration with the City of Newark on possible Geographic Information System (GIS) parking maps. Goal would be to map out each individual meter (an existing City GIS map) through IPS so that each meter can allow the user to see if the meter is occupied or unoccupied.
- Parkign Manager Marvin Howard discussed and proof-read new off-street parking lot rate signs with Communications in anticipation of the new Peak and Off-Peak rates that will be instituted in all lots later in the month.
- Communicated with Ewing Towing, who possesses a number of vehicles that, after 6 months and sent certified letters, have been deemed abandoned and are sellable by the tow company.
- Working with T2 Solutions on Residential Permitting module. New module would allow the Parking Division to quickly identify those that choose to illegally use guest permits on congested residential streets, allow mailing of permits to customers and an online portal option where resident doesn't need to physically be at office, and allow Ambassadors quicker access to real time information in the field.
- Mr. Howard and Parking Supervisor Courtney Mulvanity held a conference call with Parking

Logix on Monday, 10/16/17 to set up dates for the new parking lot countdown signage trial in Lot #1. Signage should be installed by early November in Lot #1 on a trial basis, to ensure these signs will be sufficient for the City's needs.

- Maintenance has been working on leaf and curb clean up over the past week and will continue through autumn.

Activity or Project:

Recruitment: Director of Electric and IT Manager

Description:

Council was advised the status of two (2) leadership positions: the director of electric and IT manager. Five (5) candidates submitted applications for the director position and Acting Manager Coleman approved an interview plan. Mr. Coleman also approved a recruitment plan for the pending vacant IT Manager position, as Mr. Brechbuehl has provided his notice of resignation, as he transfers to another leadership opportunity in Pennsylvania. With his relocation, Ms. Daina Montgomery is named Acting IT Manager during the recruitment process.

Status: In-Progress

Expected Completion: 11/24/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

From 10/12/17 to 10/18/17 Alderman's Court held four sessions which included trials, arraignments, case reviews, code violations, video hearings and prisoners being transported. The Parking Division was here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 10/12/17 to 10/18/17 Alderman's Court handled 58 arraignments, 48 trials, 12 capias returns, and 1 video hearing. During this time court collected a total of 400 parking payments of which 282 were paid through PayPal and 118 were paid at court. The court also collected criminal/traffic fines which included 136 online payments and 65 payments made at court.

Status: Completed

Expected Completion: 10/18/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office on October 19 for Board of Adjustment. Paul was in the office on October 19 for Court.

Staff finalized and posted the agenda and packet for the October 23 Council meeting on October 16.

Renee drafted several items for the October 23 Council agenda.

Bruce and Sarah staffed the Board of Adjustment meeting on October 19. Two applications for variances are on the agenda: four variances for 18 North Street (building setback lines, rear yard setback, side yard setback and height of building) and one variance for 4 Madison Drive (off-street parking space variance).

Renee, Sarah and Mecia completed 1591 direct mail notifications for the special Council meeting scheduled for November 2 at 6:30 p.m. at Aetna Station #8 on the Florida T recommendations. Mailing notices were sent to neighborhoods and businesses adjacent to the Cleveland Avenue corridor and the Capitol Trail corridor from Cleveland Avenue to Red Mill Road.

Renee drafted and circulated the direction sheet from the October 9 Council meeting to staff and Council.

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

- Sent documents, completed and closed a September 22 FOIA request from SmartProcure regarding purchase orders from February 2017 to present
- Corresponded with staff regarding an October 10 FOIA request from the Newark Post regarding most impacted stormwater utility customers
- Received, circulated to staff, sent administrative cost estimate, received approval on administrative cost estimate and began work on an October 13 FOIA request from Susan Gibson regarding NPD financial reports and government grants

The October 23 Council, October 25 Planning Commission Parking Subcommittee and October 26 Downtown Newark Partnership Events Committee meeting agendas and the Traffic Committee cancellation notice were posted and forwarded to Council this week.

Regarding minutes, staff time was spent on the September 25 Council executive session (Renee drafted - complete), October 2 special Council (Sarah drafted; Renee edited - complete), October 5 Board of Ethics (Sarah drafted), October 9 Council (Tara drafting) and October 10 Conservation Advisory Commission (Sarah drafting) minutes. The October 9 Council executive session and October 19 Board of Adjustment minutes are currently in the queue.

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases. 325 discovery requests have been filled so far for 2017. The court calendar for October 26 was received and the 9 associated case files were prepared by Sarah for the Deputy City Solicitor. 41 court calendars with 612 associated case files have been compiled so far for 2017.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. So far, 408 lien certificate requests have been processed for 2017.

Activity or Project:

Description:

The Digital Records team is transitioning from the IT Division to the Legislative Department as of October 23. Renee met with the IT Manager and Assistant IT Manager on October 17 and the Digital Records Coordinator on October 18 to get background information and to learn more about the progress of the project. Renee also met with the Acting City Manager on October 18 to discuss the upcoming transition and an outline for future progress on the project.

Status: In-Progress

Expected Completion: 10/23/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:



Department:

Community Relations

Notable Notes:

Stormwater Utility Public Outreach: Following the affirmative passage of a stormwater utility, the City began a comprehensive, proactive public outreach effort to educate residents and commercial property owners about the charge and its impact on their utility bills. Below are some of the efforts and the impact/reach to-date.

- **Videos**

- Newark Stormwater 101
 - Youtube:
 - 27 views
 - https://www.youtube.com/watch?v=A89ptFq_YFo&t=29s
 - Facebook:
 - 9,820 people reached
 - 2,195 views
 - 146 reactions, comments & shares
- A Residential Guide to Newark's Stormwater Utility
 - Youtube:
 - 15 views
 - <https://www.youtube.com/watch?v=DXc3BZ21Nrs&t=10s>
 - Facebook:
 - 3,714 people reached
 - 1,003 views
 - 17 reactions, comments & shares

- **Facebook Posts**

- Graphic promoting the first public education session
 - 7,011 people reached; 32 likes, comments & shares
- Stormwater Utility Public Education Session 2 event page: <https://goo.gl/4fzh3i>
- Stormwater Utility Public Education Session 3 event page: <https://goo.gl/hXsutZ>

- **Tweets**

- 10/16 - Mark your calendar for the first public education session on the [#NewarkDE](#) stormwater utility charge. (with graphic)
 - 536 impressions, 7 engagements
- 10/18 - ICYMI: The first of three public education sessions on the [#NewarkDE](#) stormwater utility is TONIGHT. [#netDE](#) (with graphic)
 - 391 impressions, 6 engagements

Small Business Saturday: Planning is now underway for Small Business Saturday in downtown Newark. This year's Small Business Saturday is November 25. Updates on deals and giveaways will be posted on the Shop Small in Downtown Newark Facebook event: <https://goo.gl/hsSRf9>.

Creative Design/Web Updates

- Designed storyboards for Stormwater Utility public education sessions; graphic for Stormwater News Spotlight on City website; Stormwater Utility rates graphic; Stormwater Utility public meeting graphic; and Stormwater Utility public education session graphics
- Updated Stormwater Utility documents; the Stormwater webpage; Budget Central 2018; Parks and Recreations Banner Rotation; and Cleveland Avenue Improvement Task Force webpage
- Scheduled Stormwater Utility Explainer video and Newark News Brief on TV22;
- Posted Public Notice: Newark Stormwater Utility Public Education Sessions to News Flash on the City website
- Scheduled PUBS 3 p.m. closing to News Flash on the City website

Press Releases/Media Inquiries

- Public Education Sessions Scheduled for Residents & Commercial Property Owners on New

Stormwater Utility: <http://bit.ly/2ywtqwr>

- UPDATED SCHEDULE: Public Education Sessions Scheduled for Residents & Commercial Property Owners on New Stormwater Utility: <http://bit.ly/2hOWEPI>

Activity or Project:

CGI Communications

Description:

No new information to report.

Status: In-Progress

Expected Completion: 8/31/2018

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews continued installing reclosers. With only three more to go, it shouldn't be more than two weeks until the last install.

Engineering has been working on the specifications of the automation software. A conference call with the developers was necessary to hash out the finer points of some of the feeder backup settings.

Engineering also attended Delmarva's annual wholesale meeting where they go over all the transmission projects on the peninsula. The only one that directly affects the City is the reconductoring and separation of the lines that go into Kershaw Substation through Olan Thomas Park. That work is supposed to start late December, early January.

Meter technician has been busy getting temporary services going for all the construction projects at the STAR Campus.

Electricians kept working at the Chestnut Hill Road substation, installing the ground grid, doing the final grading, and stone install for the new section of the station.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Sixteen of 19 reclosers have been installed. Factory Acceptance Test in three weeks. Technician coming to program reclosers in four weeks.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

The First State Community Action Network was in PUBS on October 19th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. We are also planning on holding an evening Energy Conservation Workshop during the month of November. If anyone is interested in being placed on a waiting list to attend a future Energy Conservation Workshop, please call the PUB office.

PUB office closed at 3 p.m. on 10/19 due to staff training. The Payment and Utility Billing (PUB) group is closed on the third Thursday of each month.

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

Reminder that all electric bills on October 1st will be based on the City's "winter" rates. Residential customers will be paying 14.5 cents per kilowatt hour, versus the inclining rate structure that they pay from April 1 to September 30th. A link to the City Code can be found here: https://library.municode.com/de/newark/codes/code_of_ordinances?nodeld=CH11EL_S11-2RESERAS

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

Activity or Project:

2018 Budget

Description:

Staff has been diligently working on the 2018 budget. The Financial Workshop was held on October 2nd, and the CIP was presented to the Planning Commission on October 11th. The 2018-2022 CIP will be provided to Council on 10/20 and posted on Budget Central. We are also currently working on the Operating Budget, and its supporting documentation. OPEX information will be available 10/30, a week before the 11/6 budget hearing.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 2,600 utility payments and CityView transactions, 340 of which were imported automatically with our electronic processes and 1,436 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 824 manual payments

were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 546 calls out of 579 offered, reflecting an abandoned rate of 5.7%. The average speed to answer the phone was 2:27. 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:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with JMT and Tim in reference to the Rodney Project and the upcoming public workshop; attended the 92 East Main Street and 0 Independence Way subdivision meeting with the Planning Department; attended the Planning Commission meeting for the Capital Budget; submitted plans for Preston's Playground and the Reservoir ADA Restroom to the Delaware Architectural Accessibility Board for their review; completed video shoot with Megan and CGI for Parks and Recreation; the Redd Park bridge installation and trail improvement project has been completed on the north end of the Redd Park trail.

Recreation Superintendent: Met with Tyler and Sharon regarding winter/spring programming information; met with Joe and spoke with representative from Millennium Strategies regarding possible grant opportunities; met with Joe and Allison regarding the Mayor's Harvest Festival cancelation and possible changes to the format for future years; met with Chrissy and Allison regarding the Fall Community Clean Up and worked it; worked on compiling program statistics for budget reporting.

Recreation Supervisor of Athletics: Continues processing staff files and paperwork for the new before and after care staff, annual random inspection at West Park is set for 10/16, staff CPR/First Aid training was held 10/15, recruiting more before care staff; continues preparing for the start of youth basketball leagues in November, volunteer coaches meeting was held on Monday, skills sessions scheduled 10/17, recruiting gym supervisors and scorekeepers; researched information for Walmart grant for after school programs; continues preparation for adult volleyball program which is scheduled to begin Nov. 8-9; the Little Kickers and Tiny Tot Soccer programs concluded on 10/14.

Coordinator of GWC and Volunteers: Prepared for and attended the Fall Community Clean Up, a total of 122 volunteers devoted 227.5 hours removing an estimated 800 pounds of trash/litter from various parks and roadways throughout the City of Newark, volunteer organizations included Bloom Energy, Boy Scout Pack 255, Cherry Hill Manor neighborhood; Citylight Church, First Presbyterian Church of Newark, Newark High School, University of Delaware Alpha Phi Omega, Engineers Without Borders, Gamma Sigma Sigma, Kappa Alpha Theta, individuals and families; continued taking 2018 rental reservations for the George Wilson Center; met with an art instructor for planning 2018 programs; continued to finalize statistics for 2016-2017 year; continued to prepare for the CATCH Program scheduled to begin October 23 at Downes Elementary School; began reaching out to sponsors in preparation for the Thanksgiving Day Breakfast scheduled for November 23; completed two letters of recommendation for summer staff members.

Recreation Supervisor of Community Events: Working on items for upcoming events, including the Halloween Parade, NewBark PawLooza, Turkey Trot and Winterfest; continuing planning of 2018 programs and activities with instructors; letters to previous participants and donations are being solicited for prizes and giveaways for upcoming events; working with Shelby on marketing material for events.

Recreation Specialist: Contacted an organization about after-care programming; contacted food vendors for Mayor's Movie Night; attended a meeting for the Mayor's Harvest Festival recap and contacted vendors from Mayor's Harvest Festival regarding refunds; purchased supplies for the Friday clubs at the after school care programs.

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

Parks Supervisor: Assigned work orders daily and assisted as needed, and researched prices for equipment rental to install ramps using stone/stone dust on new footbridge on trail in north end of Redd Park.

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

Activity or Project:

Charles Emerson Bridge Grant Funding

Description:

We have been preliminary approved for an additional \$100,000 from the Delaware Outdoor Recreation, Parks and Trails Program grant for additional funding of the Charles Emerson Bicycle and Pedestrian Bridge.

Status: Not Started
Expected Completion: 12/27/2019
Execution Status: On Track

Activity or Project:

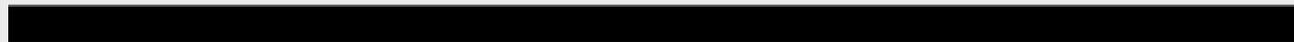
Description:

Status:
Expected Completion:
Execution Status:

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:



Department:

Planning and Development Department

Notable Notes:

Code Enforcement

- Property Maintenance Inspectors will be on patrol all day and early evening for Homecoming this weekend.
- The 7-11 convenience store on Delaware Avenue is scheduled to begin removing gas pumps.
- The Fire Protection Specialist conducted fire safety training for 85 City employees and 76 residents at Independence Way.
- 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 should begin shortly, as well as the new atrium space. We have completed the initial review of the construction plans for the new six-story lab at the site, as well as the new office/lab plans. Foundation and site work is expected to begin this fall on both buildings.

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

Planning/Land Use

- Planning and Development Director Mary Ellen Gray held three Subdivision Advisory Committee (SAC) meetings with staff on land use development projects for 92 East Main Street, 0 Independence Way, and 271 South Main Street, and is working on preparing respective SAC letters to go to applicants.
- Director Gray prepared Planning Commission documents that are scheduled for the October 23, 2017 City Council meeting to include: the Planning Commission 2017 Annual Report and 2018 Work Plan, Election of Officers, and Rules of Procedure; and Amendment to the Wireless Telecommunications Ordinance. Director Gray also worked with staff on preparing the Sustainable Newark Grant and Steering Committee memo, and the Recommendations on Activities Proposed for 44th Year Community Development Block Grant and 2017 Revenue Sharing Program.
- The bulk of Director Gray's time this week was spent on planning review and day-to-day administration.
- Director Gray is working with the Planning Commission Parking Subcommittee on their upcoming meeting scheduled for Wednesday, October 25, 2017 from 2:00 - 4:00 pm in the Council Chamber.
- Director Gray is working on preparing agenda items for the November 7, 2017 Planning Commission meeting.
- On Thursday, October 19, the Board of Adjustment will hear the following:
 - The appeal of Todd Ladutko, owner of the property at 18 North Street (RM Zoning District), for the following variances:
 - Sec. 32-11(c)(5)c - Building setback Lines – Code requires a 25 foot setback from all exterior lot lines. The plan shows the new structure is set back from the west lot line at 11 feet and from the north lot line at 19 feet. The applicant is requesting variances of 14 feet and 6 feet from the west and north sides.
 - Sec. 32-11(c)(6) – Rear yards – Code requires a rear yard of 25 feet for apartments. The plan shows the new structure's rear lot line at 19 feet. The applicant is requesting a 6-foot variance.
 - Sec. 32-11(c)(7)b – Side yards – Code requires apartments to have a minimum side yard of 20 feet. The plan shows the new structure has a side yard of the west lot line of 11 feet. The applicant is requesting a 9-foot variance.
 - Sec. 32-11(c)(4) – Height of building – height of building shall not exceed three stories or 35 feet. The applicant indicated that the height of the structure proposed is 35 feet, 6 inches. The applicant is requesting a 6-inch variance.
 - The appeal of Liping Hu, property owner at 4 Madison Drive, for the following variance.
 - Sec 32-47(j) – Existing single family type rental dwelling - Code requires two off-street parking spaces per unit. The applicant has zero off-street parking spaces and is requesting a variance of two off-street parking spaces.
- On Wednesday, Planner Mike Fortner and Director Gray met with GIS Technician Jay Hodny

to discuss GIS mapping projects for the Planning Commission Rental Housing Needs Assessment prioritization report to be presented at the Planning Commission meeting on November 7.

- Planner Tom Fruehstorfer attended the public meeting held at Southridge Condominiums about the proposed annexation and major subdivision on Independence Way.
- The following was also completed this week:
 - 5 Deed Transfer Affidavits
 - 42 Building Permit Reviews
 - 4 Certificates of Completion/Occupancy

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

- **0 Independence Way, Village of Chestnut Hill (PR#16-06-02):** The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. *Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments are being prepared and will be sent to the applicant in the near future.*
- **30 Benny Street and 155 South Chapel Street (PR#16-08-01):** Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee on October 4, 2017.
- **36 Benny Street (PR#17-01-02):** On January 30, 2017, the Department received plans for a Comprehensive Development plan amendment, rezoning, and major subdivision with site plan approval for the property located at 36 Benny Street. The plan calls for the demolition of the existing single family home and two-car detached garage at the site and construction of seven townhouse-style apartments. The Planning Commission recommended approval of the project at its October 11, 2017 meeting.
- **275 South Main Street, Park N Shop (PR#17-06-02):** Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. *Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments are being prepared and will be sent to the applicant in the near future.*
- **92 East Main Street (PR#17-09-01):** The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017.
- **550 South College Avenue, STAR Campus (PR#17-09-02):** Plans for an administrative subdivision for the property located at 500 South College Avenue on the STAR Campus were received on September 21, 2017. The plan calls for a lease line on the property and a two-

and three-story structure with labs and offices. Plans were reviewed by the Subdivision Advisory Committee and letters mailed to adjacent property owners notifying them of the plans for the site. *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.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/20/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

Auxiliary Services:

- Newark PD will undergo a major Computer Aided Dispatch upgrade next week with the support of the IT Department.
- Text to 9-1-1 has been delayed for implementation until March of 2018.
- Brian Cannon attended the State of Delaware PSAP managers' meeting on 10/17/17.
- NPD/UDPD hosted first discovery day relative to the 9-1-1 center co-location RFP - remaining two vendors to visit later this week.

Administration Division:

- On 10/16/17, Cpl. Walker hosted Cub Scout Pack 56 at the police department. He instructed the cub scouts about evidence collection techniques and provided a tour.
- On 10/16/17, Cpl. Mease hosted an Explorers (youth interested in law enforcement) meeting at the police department. The Explorers participated in mock traffic stops.
- On 10/19/17, Cpl. Walker is conducting a police department tour for Cub Scout Pack 255.
- On 10/19/17, Lt. Nelson is chairing the quarterly awards committee meeting to review award nominations for the third quarter of 2017.
- On 10/20/17, members of the Administration Unit are assisting with security at a pep rally at Newark High School.

Special Operations Unit:

- On Tuesday, SOU provided road coverage for the patrol division who participated in firearms training.
- On Wednesday, Sgt. D'Elia will be assisting the FBI with terrorism training.
- During the week, SOU will assist the traffic division with traffic enforcement and will be conducting order maintenance enforcement.
- On Saturday, SOU will conduct high visibility patrols and order maintenance enforcement to coincide with the UD homecoming event.

Traffic:

- One officer continues on light duty. During his light duty assignment, that officer is conducting a background investigation for a police applicant.
- On Tuesday, two traffic officers provided road coverage for the patrol division who participated in firearms training.
- During the week, Sgt. Davis will compile traffic data for traffic studies conducted on Apple Road, Orchard Road, Farmhouse Road and Hidden Valley Drive.
- A speed sign will be installed on West Chestnut Hill Road and Devon Drive.
- Sgt. Davis will attend a Bike Newark meeting on October 19th.

Patrol:

- During the week, patrol division officers will participate in ongoing firearms and CPR

training.

- Several officers will attend the Delaware State Police Homicide Conference.
- On Wednesday, officers will participate in FBI terrorism training.
- On Thursday, M/Cpl. Nick Sansone will be recognized at the "atTack Addiction Gala" for his efforts in responding to narcotics overdoses. In the past three years, M/Cpl. Sansone has administered Naloxone to three unresponsive subjects as the result of drug overdoses. In all three occasions, due to his intervention, the subjects were revived and survived the overdose. Lt. Rubin will accompany M/Cpl. Sansone to the Gala.
- On Saturday, Officers from the patrol division will join all other operating elements of the Department in aggressive order maintenance enforcement during UD's homecoming.

Criminal Investigation Division:

- On Saturday, 10/14/17, Det. Skinner was called out to 810 Dallam Road for the report of a stabbing. Upon patrol arrival, the victim was transported to the Christiana Emergency Room and a female suspect was located in the residence. Upon completing his investigation, Det. Skinner developed sufficient probable cause to arrest the suspect for assault 1st.
- On Tuesday, 10/17/17, Lt. Rieger, Det. Gerasimov and Det. Anderson attended a mandatory firearms qualification.
- On Wednesday, 10/18/17, CIU executed a search/arrest warrant at 76 Madison Drive in reference to the robbery occurring in the Sunoco parking lot on September 23rd. At the time of the search warrant, a suspect was taken into custody without incident. As of Wednesday morning, the suspect is awaiting his initial presentment at court.
- Det. Bystricky continues to track down leads regarding the homicide investigation that occurred at 29 Westfield Drive.
- Officers assigned to the Criminal Investigations Division are scheduled to work this Saturday to assist with order maintenance patrol for the University of Delaware homecoming.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/18/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

On October 10-11, Acting Director Tim Filasky attended and gave a presentation at the Water Asset Management Conference in Boston, MA. Keeping up with the latest industry trends and technology is an important management tool.

City staff, along with DNREC Dam Safety Program staff, and our dam inspection consultant performed the Annual Reservoir Inspection at the Newark Reservoir. The full report will be submitted to the City by the end of 2017.

Main Street sewer repairs will begin within the next week. Notices will go out to affected businesses in the area.

Activity or Project:

Rodney Project - Environmental

Description:

Please see the attached high level summary sheet attached. Complete environmental report will be provided in the next month or so. Results from the environmental testing phase of the Rodney project came back favorable. An inventory of hazardous materials inside the building was conducted and the items that were identified throughout the complex can be consolidated into four categories, ozone depleting, Polychlorinated Biphenyl's (PCBs), universal waste, and miscellaneous materials. These categories will be used to properly dispose of the hazardous materials. The following materials observed throughout the complex could be hazardous if not properly disposed: Freon from refrigerators, air conditioner/HVAC units, and water fountains; hydraulic oil from equipment found in the dining hall, light bulbs that contain mercury, mercury switches and thermostats, exit signs that can contain radioactive material, batteries, fire extinguishers, engine oil inside compressors, and other household cleaning items. The final plan of remedial action for this site will address disposal and monitoring methods and will be approved through DNREC Brownfields Program. Also, a State of Delaware-approved asbestos building

inspector conducted an Asbestos Assessment in accordance with the Federal EPA regulations. Over 450 samples of potential asbestos containing materials (ACM) were collected from suspect materials throughout the onsite buildings. The sampling results indicated that ACM exist throughout the buildings and therefore, the survey concluded that a State of Delaware approved/licensed asbestos abatement contractor must remove the asbestos containing material in accordance with federal, state, and local asbestos regulations prior to the initiation of any demolition or renovation activities that would disturb them.

Status: In-Progress
Expected Completion: 11/30/2017
Execution Status: On Track

Activity or Project:

Stormwater Utility

Description:

The first stormwater utility information session was held October 18 from 4:30 to 6:30 p.m. at City Hall. Two more general information sessions and one large customer session are planned for the next month. The schedule is as follows: •Business Breakfast - Wednesday, October 25, from 7:30 - 9:00 a.m. George Wilson Center, 303 New London Road •General Information Session - Thursday, November 9, from 4:30 - 6:30 p.m. George Wilson Center, 303 New London Road •General Information Session - Wednesday, November 15, from 6:00 - 8:00 p.m. Newark Senior Center, 200 White Chapel Drive All information is available at our website: newarkde.gov/stormwater

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

Activity or Project:

Annual Street Program

Description:

Hot Mix paving continues on Independence Circle, Farnsworth, Ash, Stafford and Hawthorne, expected to finish up by October 23. Curb work has begun on Cornwall Drive. Apple Road will follow Cornwall Drive.

Status: In-Progress
Expected Completion: 11/30/2017
Execution Status: Behind Schedule

10/15/2017 to 10/21/2017

NEWARK POLICE DEPARTMENT

WEEK 10/08/17-10/14/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	6	1	0	4	2	0
Rape	3	5	0	3	0	0
Unlaw. Sexual Contact	6	10	0	2	2	0
Robbery	37	23	0	13	13	0
- Commercial Robberies	11	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	19	11	0	11	6	0
Assault/Aggravated	22	21	1	24	19	0
Burglary	65	34	2	33	13	0
- Commercial Burglaries	14	6	0	4	3	0
- Residential Burglaries	43	19	1	22	9	0
- Other Burglaries	8	9	1	7	1	0
Theft	531	429	12	144	169	1
Theft/Auto	42	39	0	12	4	0
Arson	2	1	0	0	0	0
All Other	103	77	1	83	58	0
TOTAL PART I	817	641	16	318	280	1
<u>PART II OFFENSES</u>						
Other Assaults	258	247	9	91	115	5
Rec. Stolen Property	0	2	0	24	16	0
Criminal Michief	159	160	3	51	42	0
Weapons	8	15	0	33	30	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	200	125	2	966	229	4
Drugs	106	114	1	160	139	3
Noise/Disorderly Premise	490	648	15	215	248	3
Disorderly Conduct	127	128	4	79	118	1
Trespass	161	163	2	55	99	1
All Other	370	357	9	256	310	4
TOTAL PART II	1879	1959	45	1930	1346	21
<u>MISCELLANEOUS:</u>						
Alarm	547	238	6	0	0	0
Animal Control	456	398	12	4	3	0
Recovered Property	234	254	5	0	0	0
Service	26377	29742	776	0	0	0
Suspicious Per/Veh	443	471	21	0	0	0
TOTAL MISC.	28057	31103	820	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	756	35,839	1,034	38,172



**Newark Police Department
Weekly Traffic Report
10/08/17-10/14/17**



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	8602	7226	199	230
DUI	146	142	3	6
TOTAL	8748	7368	202	236

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	186	211	4	3
Property Damage (Reportable)	986	894	19	22
*Hit & Run	216	195	3	5
*Private Property	232	195	2	4
TOTAL	1172	1106	23	25

*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.

**Brownfield Investigation Summary
Former Rodney Dormitory Complex Site (DE-1658)**

Actions Completed	Findings
1 Ground Penetrating Radar and Electromagnetic Survey	Two underground storage tank fuel level gauges were observed mounted on the East wall of the Powerhouse Building (boiler room), indicating there are potentially USTs in this area which would most likely contain heating oil. DNREC DEN records do show tanks were previously removed from this area but the records are inconclusive and lack significant detail. One 10' by 6' potential underground storage tank anomaly on the southern corner of the the Powerhouse Building (boiler room). One reinforced concrete pad on the northeastern side of the boiler room which could be hiding a underground storage tank.
2 Hazardous Material Survey	Light bulbs, hydraulic lifts, mercury switches/thermostats, air conditioner units
3 Lead Assessment Survey	Over 250 components were tested for lead based paint. Two components were found to contain lead based paint. One component identified was the door to chase in the cafeteria hallway. The second component was the stairway stringer in Building B.
4 Asbestos Survey	Over 400 samples were collected. Asbestos containing materials were found through out all of the buildings.
5 Soil Sampling	35 Soil samples were collected (15 surface and 15 subsurface from geoprobe rig and 5 hand augers beneath the basement slabs near the transformers).
6 Groundwater Sampling	One groundwater sample was collected from each of the four monitoring wells installed. No sheen, PID readings, or visible signs of contamination were observed during well sampling. Groundwater was observed at depths ranging from 5.7 ft bgs to 13.2 ft bgs.
7 Transformer Oil Sampling	One transformer labeled as containing PCB oil was observed and the oil sampled in each of the three building complexes A/B, C/D, and E/F and one transformer labeled as containing non-PCB oil was observed and the oil sampled in the Powerhouse. All of the oil contains PCBs except the transformer located inside the Powerhouse.
8 Concrete Pad Sampling	Two concrete samples were collected from the one observed transformer pad in Building A/B, C/D, and E/F and the two pads (one which still houses a transformer and one which does not) within the Powerhouse. At each location one sample was collected from the observed stained area and one from outside the stained area. Six of the ten samples collected contained PCBs (4 of 5 samples in stained areas and 2 of unstained areas).