

City Manager's Weekly Report

Friday, October 27, 2017

Department:

Administration – City Manager

We held several meetings this week which required advanced preparation and consumed a sizable portion of my time. We held a regular Council meeting on Monday night, the “Business Breakfast” outreach meeting on the stormwater utility on Wednesday morning, a field meeting with a resident, DeDOT, and Councilman Clifton regarding the Florida-T on Wednesday evening, and the coastal zone act interview on Thursday (I will expand on this below). Additionally, we began the formal interview process for replacing Director Vitelli this Friday with interviews continuing into early next week. I also assisted Deputy Manager Haines with final CWA negotiations which were very productive and will be presented to Council soon.

The coastal zone act interview on Thursday was very beneficial to my understanding of the process forward for developing regulations per the recently enacted legislation. It is my takeaway from the process that the goal of the interview process is to develop a framework that can be presented to DNREC and the public at a public meeting (complete with public participation) on the best way to move forward with the regulation development process. The interview was done by representatives from the Consensus Building Institute (CBI), primarily Patrick Field, who assisted DNREC when they developed the previous CZA regulations in the late 90's. I was accompanied by Planning and Development Director Gray, Lieutenant Aniunas of the Newark Police Department, and Acting Public Works and Water Resources Director Filasky, each of which was able to provide beneficial feedback during the interview. The stated goal of the interview process was to capture our interests, opportunities, and concerns about the process to develop new regulations. Below is a summary of the topics of discussion and my general impressions:

Stated concerns as were provided to me ahead of time:

1. The interview stakeholder selection process was not open, who made decisions about who was and wasn't included? For example, Valorie Longhurst was not included.
 - a. Potential interviewees were identified first by those who were signatories on the 1999 regulations and second by those who gave testimony on the new regulations during the legislative process. This list was provided to DNREC who winnowed the list down to a manageable size. It was emphasized that the interviewees were not necessarily pre-selected to be on the final regulatory advisory Commission (RAC) when it is formed during 2018 to develop the actual regulations. Additionally, they indicated that if the City had a specific legislator they would like to have interviewed, we could make that request and it would likely be granted (Ms. Longhurst for example).

2. Concerns about additional hazardous material being transported through Newark and the fact that we have limited information on what is and will be transported via rail or truck through town.
 - a. They appreciated this concern and noted that it would be appropriate to include as part of the permitting process a requirement to estimate the impact on transportation networks (rail, boat, and truck). We recommended they include WILMAPCO as a potential participant in the regulation development process to help facilitate this goal and they were in agreement that WILMAPCO would make sense to include.
3. Newark would like to see the state develop a state-wide response plan for derailments including potentially hazardous materials. Alternately, the state could provide financial assistance to municipalities and the county to develop our own plans and host regular tabletop exercises. We recommended they reach out to Dave Carpenter, the NCC emergency manager and include him in the process.
 - a. They felt this was a reasonable request and seemed particularly interested in including Mr. Carpenter.
4. What was the thought process behind the interview process?
 - a. In addition to what I explained above, the goal is to develop a report that can be presented in draft form to DNREC and the public that would outline a starting point for discussion on the process forward including the RAC process, format, and potential stakeholders. The public and DNREC can comment and provide feedback on the draft report, they will take that feedback into consideration and finalize the report which will be provided to DNREC who can choose to implement or not implement the recommendations within the report. They anticipate RAC candidates being self-nominated for consideration by DNREC.
5. What is the path forward/timeline?
 - a. The draft report will be issued in early 2018 with the RAC formed shortly thereafter. The legislation required that regulations be in place by October 2019 and the current goal for the earliest they could realistically be complete is April of 2019.
6. Can applications for reclassifications be made before the regulations are complete?
 - a. Yes but there are no known pending applications at this time. If one is made, DNREC will have to use their best judgement to review and address the application. DNREC would prefer not to have to do that though.
7. We would like to see meetings be held in several locations as opposed to just Dover like what has happened during the RAC process for the new stormwater regulations. For example, hold one in Newark, Wilmington, Middletown, etc.
 - a. This was well received and they recognized that it may help improve public participation
8. Does DNREC or the State have an idea of what type of businesses they will try to attract to the sites?
 - a. They did not have a list of what they were looking for but there were specific industries that would not be allowed and are included directly in the language of the legislation like liquified natural gas and paper mills.
9. Could bulk transfers result in increased rail or truck traffic through Newark?

- a. In order to ship items out that came to a site via a bulk transfer there would have to be value added on-site. For example, they couldn't offload crude and take it via train to a refinery that isn't Delaware City. They could, however, refine it into gas and ship that out via truck, train, or boat.
10. Is the permitting process going to be an exercise in filling out forms or will the permitting process have teeth and the ability to deny poor applications?
- a. Permits are not going to be "by-right" so the DNREC Secretary will have the ability to deny permits that are not a good fit. There is, however, a "shot clock" on permit review and approval so part of the regulation process is going to be determining where application for the CZA permit makes the most sense to not add delay or run out of time for review.

A few other CZA items that were discussed were that they are currently envisioning a RAC made up of 15 full members with alternates. They also anticipate having monthly full-day or 2x per month half day meetings for about a year to develop the regulations or at least guidelines for regulations that can be provided to DNREC to develop the actual regulations, depending on the results of the interview process. They envision RAC members falling into one of three categories: Business and Labor groups, Environmental and Environmental Justice groups, and affected communities (direct and indirect). Newark could fall into the indirect version of the third category so, depending on the will of Council, we may want to consider nominating someone to serve on the RAC when the time comes.

Administration – Deputy City Manager

Administration/HR

- Deputy City Manager Andrew Haines attended the 103rd annual ICMA Conference; Mr. Haines has provided several options/solutions to various staff on City operations for consideration. Mr. Haines intends to hold a meeting with selected staff on ideas, concepts or solutions that were seen at the sessions.
- Mr. Haines lead a final negotiation session with CWA 1036 and have a tentative agreement in place for a successor contract.
- Mr. Haines will lead with Acting Manager Coleman, Chief Tiernan and Acting PW&WR Director Filasky the initials interviews for director of electric.
- HR Manager Devan Stewart facilitated benefit matters, including:
 - Onboarding of new IT Server Administrator Ali Abedin
 - Coordinated the Employee's Safety Committee
 - Provided documents and coordinated employee scheduling for onsite 2017 Biometric Screening
 - Open Enrollment starts on Monday; Ms. Stewart completed all the necessary behind the scene work for the enroll process on ESS
- Assistant to the Managers Mark Brainard coordinated the review committee for RFP #17-05, auditing services, with final scoring and assessments completed.

Parking Division

- Parking Division contacted T2/ParkingSoft about issue where emails from and to the Parking Division were not being received when addressed from T2/ParkingSoft.
- Parking Division contacted T2/ParkingSoft about credit card issue when handling Wells Fargo debit cards. A ticket has been issued for the problem and their IT team is working towards a solution.
- Martin started her training as a part-time Parking Ambassador on Monday, October 23rd.
- Marvin Howard and Courtney Mulvanity attended the City Council meeting on Monday, October 23rd.
- Marvin Howard and Courtney Mulvanity attended the Planning Commission Parking Subcommittee meeting on Monday, October 23rd.
- Maintenance worked with ParkingSoft on updates for the pay-on-foot stations in Lot 1 and the point-of-sale system in Lots 3 and 4.
- Scott Minshall came in on Saturday, 10/21 and Sunday, 10/22 to clean up lots and fix any equipment issues over the U.D. Homecoming weekend.
- Parking Division is working with IPS Smart Meters on a parking map that has potential to become a public occupied/unoccupied map that could be use by those who park in the C.B.D.

Alderman's Court

Alderman's Court held three court sessions from 10/19/2017 to 10/25/17. These sessions included arraignments, trials, capias returns, video hearings, prisoners being transported and code violations.

Parking officers were in court on Monday and Wednesday to handle any parking appeals.

Court Sessions:

From 10/19/17 to 10/25/17 Alderman's Court handled 74 arraignments, 42 trials, 10 capias returns, 3 prisoners, 3 video hearings and 2 code violations. The court collected a total of 475 parking payments of which 281 were paid online and 194 were paid at court. The court also collected criminal/traffic fines which included 130 online payments and 48 paid at court for a total of 178 payments.

City Secretary and City Solicitor's Office

Bruce was in the office on October 23 for Council. Paul was in the office on October 26 for Court.

Bruce and Sarah staffed the Board of Adjustment meeting on October 19. Both applications were approved 3-0 – one for four variances for 18 North Street (building setback lines, rear yard setback, side yard setback and height of building) and one for one variance for 4 Madison Drive (off-street parking spaces).

Renee and Samantha met with the Assistant IT Manager on October 20 to discuss the delineation of responsibilities for the administration of the Tyler Content Management software with the transition of the Digital Records Division to Legislative from IT.

Renee did a walk-through of the Aetna Station #8 facilities on October 20 with the Acting City Manager and staff from Communications and IT to determine set up needs for the special Council meeting on the Florida T, which will be held on November 2.

Renee led a staff meeting with the Digital Records Division staff to discuss the transition for the team to the Legislative Department.

Bruce, Renee and Tara staffed the October 23 Council meeting. Item 3B (October 9 Council minutes) and an attachment to 9A (Bill 17-44 – Management title changes/reclassifications) was forwarded to Council on October 20. Follow up was completed by staff on October 24 and 25.

Renee drafted and staff finalized and posted the agenda and packet for the November 2 special Council meeting on October 26.

Tara participated in the CWA contract negotiations as part of the CWA team on October 26.

Renee and Sarah submitted the reviewed legal review proofs for recodification to the codifier on October 21 and 23. The codifier will be reviewing the City's responses and will be sending completed publication proofs for review in the upcoming months. Once the publication proofs are approved, the codifier will send a final ordinance to be introduced to and adopted by Council.

Renee drafted and circulated the October 23 Council direction sheet to staff and Council.

Mecia completed and sent invitations to City staff for the annual employee holiday luncheon hosted by Mayor and Council.

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

- Corresponded with requestor on an October 13 FOIA request from Susan Gibson regarding NPD financial reports and government grants
- Received and circulated to staff an October 24 FOIA request from Zoning Info regarding Colonial Gardens
- Received and circulated to staff an October 25 FOIA request from Building Evaluation Services and Technology regarding Campus Edge
- Received and circulated to staff an October 26 FOIA request from Katie Gifford regarding Council-staff emails referenced by Mayor Sierer at the October 23 Council meeting

The November 2 special Council meeting agenda was posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 9 Council executive session (Renee drafted – complete), October 9 Council (Tara drafted; Renee edited – complete), October 19 Board of Adjustment (Sarah drafted – complete) and October 23 Council (Sarah drafting) minutes. The October 23 Council executive session minutes are currently in the queue.

Sarah fulfilled 9 discovery requests for upcoming Alderman’s Court cases. 334 discovery requests have been filled so far for 2017. The court calendar for November 3 was received and the 14 associated case files were prepared by Sarah for the Deputy City Solicitor. 42 court calendars with 626 associated case files have been compiled so far for 2017. Sarah also completed two plea by mail requests this week.

The office received 15 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, 423 lien certificate requests have been processed for 2017.

Documents scanned for the week are as follows:

Name	# of Documents	# of Pages	Types
Samantha	256	1,445	Miscellaneous
Sandy	195	1,909	Court documents
Fred	176	1,282	Court documents, Fire Protection large plans
Ana (part-time)	180	1,272	Court documents
Mecia (part-time)	17	649	Rezoning files
Sarah	146	4,504	Board and commissions historical documents, contracts
Total	970	11,061	

Community Relations

Newark News Brief: The latest Newark News Brief can now be viewed on City of Newark social media pages and Channel 22. This week’s video focuses on the stormwater public education sessions, the special Council meeting on the Florida-T and the Halloween Parade.

DNP Website: Megan is in the process of updating and redesigning the Downtown Newark Partnership’s website, enjoydowntownnewark.com. She is replacing the old photos with photos from the 2016-2017 events, and updating the information to reflect the revitalized Board and Committees and the new businesses that have come to Main Street this year.

Social Analytics

- **Livestream City of Newark Council Meeting 10/23/17:** 434 total views, 201 unique views, average watch time: 34:55
- **Job Posts for IT Manager:**
 - Facebook: To date: 11,529 people reached, 62 reactions, comments & shares, 730 post clicks (Post boosted through 10/31 for \$30).
 - Twitter: 492 impressions, 15 total engagements

- LinkedIn: 144 impressions, 3 likes

Creative Design/Web Updates

- Designed full page ad for Stormwater Public Education Sessions; flyer for Stormwater Utility Estimator tool; City of Newark Holiday Heroes Blood Drive flyer to be 24"x36" compatible
- Created TV22 Slideshow video for Parks and Recreation's Fall events
- Posted Halloween Parade News Flash and City of Newark Stormwater Utility Implementation News Flash
- Scheduled weekly public meeting notices
- Updated Charitable Solicitation form on the City website; Stormwater Utility webpage; Budget Central webpage

Press Releases/Media Inquiries

- City of Newark Announces Search for IT Manager: <http://bit.ly/2zS2xDK>
- City of Newark Implements Stormwater Utility: <http://bit.ly/2y68nUK>
- Newark to Host 70th Annual Halloween Parade and Trick-or-Treat Main Street: <http://bit.ly/2yOydMi>
- City of Newark to Hold Prescription Drug Take-Back Event: <http://bit.ly/2gGzydI>
- Josh Shannon, Newark Post, inquired about the inception of the Mayor's Harvest Festival
 - Response provided

CGI Communications – In Progress – 08/31/2018 – On Track

No new items to report.

Electric Department

Sunday, October 22nd, at 8:50 a.m., a squirrel crawled through the underground conduits containing the 34kV wires that feed the West Main 76 transformer. Once inside the high voltage compartment the squirrel cause a flash between two bushings with over 7000amps flowing. This tripped out the transformer which had two 12kV circuits feeding 1,116 customers on the northwest side of town. After line crews and engineering arrived all power was restored by switching to other transformers in the same substation by 10:18 a.m. Visible damage was done to the bushings, so after oil tests and transformer tests are complete, it will be decided if replacing the bushings is all that is needed. Miraculously, the crews found the knocked-out squirrel still alive in the high voltage compartment and when poked it woke up and ran off. All pipes have been sealed.

Transformer 41 at West main, which blew up over a year ago and was rebuilt with insurance money, passed testing and is now able to be energized. Engineering is looking for a part to make the 34kV fuses work. The old fuse holders will not work with the new bushings as is. Modifications will have to be made.

The line crews installed the last recloser Monday. In a couple weeks, engineers are coming in to program the equipment and perform testing.

The electricians worked at the Chestnut Hill Road Substation doing site work, install LED fixtures in the Police Station, and installed cameras on the outside of the municipal building. Engineering is attending a weeklong substation design class in Wilmington. Engineering has been working on locating the hard to find bushings and adapters for the projects mentioned above and the yearly performance evaluations.

Finance – Accounting Department

The First State Community Action Network was in PUBS on October 26th 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.

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?nodetid=CH11EL_S11-2RESERAS

Smart City initiatives of the past are generating long-term avoidance cost savings to the City. During 2015 and 2016, the City replaced nearly 2,000 street light fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed an analysis to determine the project's overall impact and cost-effectiveness (M&V Report). This report confirmed that the City's LED project will produce an annual cost avoidance of \$135,000 annually, and create an annual savings of 829,000 kwh. The total cost of the project was \$575,000, creating a payback on the City's outlay at just over four years. For every \$1 spent on this project, the City will save \$4.20 in avoidance costs. It is projects like this that help keep spending from climbing at a pace greater than inflation. See the attached report for details.

The Finance Director attended training on 10/24 at UD's John L. Weinberg Center for Corporate Governance. This panel discussion covered the topic of a Board's role in disclosure statements. Training was free for all who attended.

The Finance Director serves as an Alternate Director on the DEMEC board, and is a member of the Audit Committee. Training was free for all who attended. On 10/26, the Audit Committee met with DEMEC staff and their auditors to begin the kickoff of their upcoming annual audit.

Accounting staff continues to work on the rollout of our tax billing software from CityView to Munis.

2018 Budget – In Progress – 12/01/2017 – On Track

The 2018-2022 CIP has been provided to Council a week earlier to allow for more time for review prior to our first budget workshop on 11/6. We are also currently working on the Operating Budget, and its supporting documentation. OPEX information will be available 10/30.

All Budget information can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>.

Parks and Recreation Department

Director: Attended the Subdivision Advisory Committee meeting on the Park N Shop; reviewing safety manual for comments, working with Delaware Department of Natural Resources about the Redd Park Trail connection design; working on employee evaluations; conducted parks maintenance meeting to discuss upcoming projects and work orders; met with Paula about upcoming activities and 2018 50th Anniversary of Parks and Recreation Department; and updated some of the 2018 CIP information.

Recreation Superintendent: Worked with Tyler and Devan on possible ways to complete the new Federal requirements for background checks for child care staff; met with Megan regarding the DNP events and the 50 Days of Fun schedule for 2018 in celebration of the department's 50th Anniversary; met with Joe regarding the possible ideas for the final schedule of the 50 Days of Fun; attended manager's training on Interpersonal skills; completed Comcast Newsmakers promotional segment; compiled information for previous year's Mayor's events; conducted staff meeting with recreation staff and reviewed the department's budget and its process.

Recreation Supervisor of Athletics: Completed annual after care inspection at West Park with licensing specialist from the Office of Child Care Licensing, continues collecting items for staff files to complete compliance, new background check requirements from the Office of Childcare Licensing will be in effect for 2018, working with Paula and Devan to determine how best to complete these as the process will be significantly more tedious, particularly for staff who are from out of state, completed staff schedule for November; flag football demo class was held at West Park after care, parent newsletters were sent out; held skills night for Jump Shot, Elementary and Junior basketball leagues, volunteer coaches are being recruited and teams being formed; conducted Adult Volleyball captains meeting.

Coordinator of GWC and Volunteers: Interviewed potential candidates for the CATCH program, hosted an orientation for CATCH staff and prepared for the start of the CATCH program with a total of 16 participants; provided information to Paula for a grant provided by Walmart; created a staff and activity schedules for the upcoming School's Out, Kids Day Off; finalized the November staff schedule for GWC attendants; continued to prepare for the Halloween Party scheduled for Thursday, October 26 at the George Wilson Center; continued to prepare for Winter/Spring and 50 Days of Fun Programs; continued to recruit volunteers for upcoming Fall events; continued reaching out to sponsors in preparation for the Thanksgiving Day Breakfast .

Recreation Specialist: Updated after care emergency call list, entered before/after care staff schedule for November; input volunteer hour information from Fall Community Clean Up; contacted and confirmed two food vendors for Mayor's Movie Night; purchased supplies for Friday clubs; contacted organizations about upcoming program for aftercare.

Recreation Supervisor of Community Events: Working on items for upcoming events, including the Halloween Parade, NewBark PawLooza, Turkey Trot and Winterfest. Halloween Parade lineup positions have been sent to participants and new registrations continue to come in, currently 63 groups are registered; Cinemark Movies from Christiana has come in as a sponsor for the NewBark PawLooza and we are looking forward to partnering with them to make the event fit for the stars with contests and settings with a Hollywood flair. Donations from local businesses for all of the upcoming fall events continue to come in with over \$4,000 worth of prizes already being collected; working on many programs and activities for the 50 Days of Fun as well as regularly scheduled winter and spring programs.

Parks Superintendent: Completed proposed planting plan and cost estimate for stormwater basin at the old transfer station site for Public Works, started working on proposed design for planting the open air atrium area at City Hall, met with representatives from Davey Resource Group and Asplundh Tree Service concerning tree/shrub pruning/removal of wooded area between Olan Thomas Park and substation at Kershaw Park, met with representative from CSX concerning hole cut in fence at Lumbrook Park, oversaw selective removal/thinning of trees at East Park Place Open Space, attended Perennial Plant Conference at Swarthmore College, attended supervisor training at City Hall, had a phone meeting with representative of the Smyrna Delaware Tree Board concerning writing of tree pruning/removal contracts including utility line pruning as well as giving public notification of utility line pruning to be done, inspected site at Folk Park for release of 5% retainage from contract to install new shelter and ADA walkway, updated for review by Parks Director/Aetna Fire Company and State Community Forestry Coordinator Community Wildfire Protection Plan (CWPP) for Newark, and assisted Water Division of Public Works on replacement planting issue at private residence.

Parks Supervisor: Attended "Drug Training" workshop, oversaw completion of new footbridge and topdressing of trail in north end of trail system in Redd Park, assigned field staff daily and assisted as needed and attended supervisor training at City Hall.

Parks/Horticulture: Staff continue on mowing and bed maintenance operations, watering of planters and one new tree along Main Street, did a selective removal/thinning of trees at East

Park Place Open Space and treated stumps, completed footbridge installation and topdressing of trail/turf area repair at north end of Redd Park, did interior bed maintenance at City Hall, preparation of both soccer fields for league play, raked off/leveled all horseshoe pit areas throughout park system, blew off tennis court areas as needed, did trash removal throughout park system as needed, applied fungicide application to three White Spruce/Douglas Fir trees for Stigmata Needlecast in Folk Park, replaced vandalized plant material in planters along Main Street, continued on work orders as assigned, and planted up pots with fall seasonal color for placement at City Hall and Wilson Center. Networks (student work training program with Christina School District) applied wood carpet safety surfacing under play/swing units at Fairfield Crest Park.

Project Update: Halloween Parade

The Halloween Parade is ready to step onto Main Street at 3:00 p.m. on Sunday. Currently 63 groups are registered for the event. Following the parade the road will be closed for families to enjoy Trick-or-Treat Main Street.

Planning and Development Department

Code Enforcement

- Property Maintenance Inspectors were on patrol last weekend for Homecoming. The Inspectors issued 13 citations and 30 warnings. The Inspectors also assisted with one unconscious person and spoke to 20 individuals about property issues. The Inspectors also spoke to managers at Deer Park Tavern, Grotto Pizza, Catherine Rooney's, Klondike Kate's, and Arena's Deli on crowd control. Overall, while several areas were busy, they did not report any major issues.
- The building permit for Preston's Playground was issued.
- 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. Test piles were poured for the new NIMBL building.
- 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 worked on administrative issues regarding the Planners4Health Grant.
- Director Gray attended MUNIS end user training for Business Licenses.
- Director Gray worked with staff and prepared for and attended the October 23 Council meeting. Planning and Development agenda items included:
 - Planning Commission 2017 Annual Report, 2018 Work Plan, Election of Officers, and Rules of Procedure (Consent Agenda);
 - Sustainable Newark Grant and Steering Committee (Special Report). As indicated below, Council approved the members of the Steering Committee;
 - Recommendations on Activities Proposed for 44th year (July 1, 2018 – June 30, 2019) Community Development Block Grant and 2017 (January 1, 2018-December 31, 2018) Revenue Sharing Program. As indicated below, Council approved both the CDBG budget, with the Department recommended change, and the Revenue Sharing Program.
- Director Gray prepared for and attended the Planning Commission Parking Subcommittee meeting on October 25. Meeting materials are posted on the City of Newark's website under Parking Requirements Subcommittee on the Planning and Development website. <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>. The next meeting is scheduled for Thursday, November 16, 2017, 2:00 - 4:00 p.m., in the Council Chamber in the Newark Municipal Building.
- Director Gray met with representatives of the West Branch Civic Association to discuss civic association related issues.
- Director Gray continued to work on plan review and related reports.
- On October 19 the Board of Adjustment approved 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.

- Planner Tom Fruehstorfer met with a representative of the Newark Center for Creative Learning (NCCL) School about their facilities on Phillips Avenue. The representative indicated they may be growing out of their space and wanted to talk about alternative locations within the City of Newark. Options for expanding their current location were discussed, but if those don't work out the school may still be looking for a possible new location.
- Tom Fruehstorfer represented Newark at the WILMAPCO Public Advisory Committee (PAC) meeting on October 23.
- Planner Mike Fortner analyzed the Parking Priorities Survey results and created a report for the Planning Commission's Parking Subcommittee.
- Mike Fortner presented the Community Development/Revenue Sharing Advisory Committee's recommendation and the Planning and Development Department recommendation on the CDBG program to Council on Monday, October 23. Council approved both the CDBG budget, with the Department recommended change, and the Revenue Sharing program.
- Mike Fortner also prepared the agreement between the City of Newark and the DNREC Division of Energy and Climate, for the Newark Community Sustainability Plan. Council approved the members of the Steering/Advisory Committee at their meeting on October 23.
- The following was also completed this week:
 - 4 Deed Transfer Affidavits
 - 46 Building Permit Reviews
 - 3 Certificates of Completion/Occupancy

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

- **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 are being prepared and will be sent out 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.
- **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.
- **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. *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.

Police Department

Auxiliary Services:

- On 10/24/2017 a major CAD upgrade was implemented with little affect to operations.
- Captain Van Campen is working with Millennium Strategies for upcoming SALLE/EDIE funding opportunities. Applications will seek equipment and advanced training in support of the Street Crimes Unit and Traffic Unit.

Administration Division:

- The first day of the Gentlemen's/Ladies' Club at Downes Elementary is scheduled for 10/26/17. This is the second year of this program, which involves officers meeting with approximately 50 students on a monthly basis at the school. The students will be taught various aspects of policing and get to go on a tour of the police department.
- Cpl. Walker and IT are putting the finishing touches on a crime mapping program that will be released to the public shortly. It will show a map of most of the crimes in the City starting from 1/1/17 to present and it will be updated on a weekly basis.
- The Awards Committee met on 10/19/17 to discuss award nominations for the third quarter of 2017. The following officers/civilians will be receiving awards from the police department:
 - **Officer Matthew Coughlin and Officer Jon Lee** – Letter of Commendation for their investigation and apprehension of a domestic violence and DUI offender. On 8/16/17 both officers responded to a domestic assault at a residence in the 200 block of W. Chestnut Hill Road. The suspect fled prior to the officers' arrival, however, a relative reported that the suspect was planning on returning once the officers left the area. Officers Lee and Coughlin hid their vehicles nearby and positioned themselves at the house where they could not be seen. The suspect returned a short time later and resisted arrest. The suspect was eventually taken into custody after being tased and was found to be under the influence of marijuana and acid. He was charged with Assault 2nd, DUI, Offensive Touching of a Law Enforcement Officer, and several other offenses. Their actions may have prevented the victim from being assaulted for a second time in one night.
 - **Corporal Peter Barnes, Officer Brian Whitehead, Corporal/3 Ritchie (Delaware State Police), Benjamin Baffone, and Grant Jeppe** – Lifesaving Award for their combined efforts in providing medical attention/assistance to a 64 year old male who experienced sudden cardiac arrest. On 7/16/17 the victim was driving on E. Cleveland Avenue when he experienced a sudden cardiac arrest. The victim's wife was able to safely steer the vehicle off of the roadway and bring it to a stop. Jeppe and Baffone were driving by when they observed the victim's wife yelling for help. Both Jeppe and Baffone stopped to assist. Baffone called 911 and relayed CPR instructions to Jeppe while awaiting the arrival of the police and EMS personnel. Barnes and Whitehead arrived a short time later, as did Ritchie who just happened to be driving by the scene. They removed the victim from the vehicle, began chest compressions, and placed the AED pads on the victim. A shock from the AED was administered and officers continued CPR until EMS personnel arrived. The

victim was eventually taken to the hospital and he was later released. The officers' and witnesses' actions reportedly led to the victim being able to survive this event.

- **Corporal Joseph Kendrick and Corporal Kenneth Odom** – Nowinski Award for a drug investigation that started with anonymous tips from a caller reporting drug deals being conducted in the parking lot of Villa Belmont Condominiums in late 2015. In July 2017, officers searched four residences and recovered a large amount of raw and packaged heroin and crack cocaine. Five people were arrested that were linked to a drug organization that distributes drugs to Pennsylvania, Maryland, and Delaware.
- **Private First Class Nate Graber, Officer Andrew Vari, Corporal Taras Gerasimov, Master Corporal Blake Potocki, Corporal Brandon Walker, Sergeant Gregory Micolucci** – Unit Citation for their efforts in safely taking into custody a barricaded suicidal subject. On 8/5/17 Graber, Micolucci, and Vari responded to the 1000 block of Wharton Drive for a subject who had barricaded himself in his bedroom. Upon arrival the victim's mother reported that her adult son had threatened to harm himself the day before with a knife. She stated that she tried to speak to him today about getting mental health assistance and he proceeded to lock himself in his room. She stated that she then heard things breaking inside of the room and believed he had broken a mirror on the floor. She felt that her son would be combative with the police based on previous interactions. Gerasimov responded to the scene with a shield to assist as well as Potocki and Walker who are both members of the Crisis Negotiations Team. Officers attempted to communicate with the subject for several hours using various techniques and eventually convinced the subject to exit his room and surrender without incident.
- **Corporal Daniel Bystricky** – Knights of Columbus Officer of the Quarter for three investigations that he handled in his capacity as a general investigator for the Criminal Investigations Division. On 7/29/17 Bystricky was assigned as the lead investigator in an attempted robbery and shooting that occurred in Suburban Plaza. Bystricky was able to use area surveillance cameras and other investigative techniques to identify the suspect who shot the victim. Bystricky eventually obtained an arrest warrant for the suspect and he was arrested without incident. On 9/19/17 Bystricky was assigned to follow up on a death investigation at an apartment in the 300 block of E. Main Street. Bystricky located the victim's next of kin, some of whom live out of state and some of whom live out of the country. Bystricky was able to properly inform the family as to what was going on by Skyping with them. According to Newark Police Department's Victim's Services Coordinator, Bystricky was extremely patient with the family and spent a lot of time with them to help assist them in this difficult time. On 9/22/17 Bystricky was assigned as the lead investigator in a murder that occurred at a residence in the unit block of Westfield Drive. The investigation was extensive and led him to New York City in order to conduct follow up on the case. Bystricky was able to quickly identify and arrest the murder suspect.

Criminal Investigations Division:

- The Criminal Investigations Unit (CIU) continues to clear assigned robbery investigations by arrest, clearing 17 of the 25 assigned robbery investigations in 2017 (68%). Additionally, 11 of the 25 of the assigned burglary investigations have been cleared to date (44%). CIU's

statistics are well above the national average of clearance rates compiled by the FBI in 2016. The national FBI statistics show burglary clearance rates are at 13% while the robbery clearance rate is 29%.

- On Wednesday, 10/25/17, Lt. Rieger, Sgt. Watson and Mrs. Pennachi will attend training in Middletown for the Sexual Assault Kit Initiative (SAKI). SAKI awarded the Delaware Criminal Justice Council (CJC) a grant of nearly \$1.2 million, which it will use to convene a multidisciplinary team of experts to enhance the criminal justice system's response to sexual assault in Delaware. The Delaware CJC and SAKI working group plan to inventory all unsubmitted SAKs and test those that are deemed eligible.
- On Thursday, 10/19/17, the Street Crimes Unit identified a female advertising on Backpage.com in the Newark area. A subsequent investigation revealed the female was operating as a prostitute out of a local hotel within the jurisdiction of the City of Newark. The female suspect, later identified as Kendra Davis, was contacted by an undercover officer and arrested by SCU for prostitution. Incident to her arrest, she was found to be in possession of a Tier 1 quantity of cocaine. The defendant was arraigned through Justice of the Peace Court #11 and released from police custody on \$2,101 unsecured bond pending a later court date.

Patrol Division:

- Cpl. Burgess and Ofc. Golden attended Characteristics of an Armed Gunman training on Monday, 10/23.
- Lt. Rubin continues to conduct AED/CPR/Naloxone training for all NPD personnel.
- The fall range qualifications continue and should be completed by November 7th.
- The Wilmington Resident Officer of the FBI is conducting Terrorism Awareness for First Responder training for all NPD officers.
- Cpl. LaRue and Ofc. Vari attended the Delaware State Police Homicide Conference.

Special Enforcement Division:

- On Tuesday, 10/24, Sgt. D'Elia assisted with patrol coverage for range qualifications.
- During the week, MCpl. Conover met with loss prevention personnel from various local businesses in preparation of the Special Operations Unit's holiday theft prevention project.
- MCpl. Conover also met with a local Girl Scout Troop to plan a women in law enforcement program hosted by NPD.
- On Wednesday, 10/25, Lt. Aniunas and Sgt. D'Elia will be interviewing officers interested in serving in the Special Operations Unit.
- Special Operations Unit officers will be conducting various order maintenance details over the weekend due to Halloween parties.
- MCpl. Keld attended Characteristics of Armed Persons training on Monday, 10/23.
- Officers from the Traffic Unit are conducting final preparations for the Halloween parade.

Public Works and Water Resources Department

DeIDOT will be completing soil borings on Main Street over the weekend for signal pole design associated with the Pave and Rehab of Main Street slated for 2018. Notification to affected residents and businesses is being hand delivered.

Also this weekend, our contractor will be performing CCTV inspection of the sewer lines on Main Street in support of the sewer point repair contract. Actual repairs will be scheduled shortly after the inspections are complete.

Stormwater Utility – In Progress – 12/31/2017 – On Track

In conjunction with the affirmative vote to implement the stormwater utility, staff has been working with our consultant, Black and Veatch on the implementation and billing plan. We have also held two public information sessions, one for residents on Wednesday, October 18 and one for the 50 most impacted parcels on Wednesday, October 25. We will continue our outreach efforts with two additional meetings on Thursday, November 9 and Wednesday, November 15. An advertisement for the remaining meetings will be placed in the Newark Post and broadcast over social media. More information can be found at the following link to our webpage: <https://newarkde.gov/CivicAlerts.aspx?AID=1007>

Water Main Rehabilitation (E. Park Place & Dallam Road) – In Progress – 11/03/2017 – On Track

The contractor will be finishing the major work associated with the water main replacement on Dallam Road by the end of next week. Minor touch up and punchlist items will be completed as necessary.

10/22/2017 to 10/28/2017