

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We held the first full budget hearing this week and received feedback from Council that resulted in the budget failing to pass at this time. The November 20th budget hearing has been cancelled to allow for more time to make changes and we will be re-presenting the budget on December 4th.

I am happy to report that we have the pilot parking lot countdown signs in our possession and are planning to have them installed in Lot 1 next week. I will send a note to Council once they are in and functional and we will be looking for feedback.

We have made a selection for the next Electric Director and have notified the candidates who were not selected. Right now we are anticipating a start date of December 4th and will be making a formal announcement in the next week or so.

I attended a meeting with the Public Works Department and our engineering consultant to discuss the path forward for improvements to the South Well Field water treatment plant. These upgrades will provide better VOC removal capabilities which will allow us to bring Well 14 back online, improving our drought resiliency. The proposed VOC removal system will replace the aging unit which is in need of replacement. Per the proposed 2018 budget, this project would be funded using the state drinking water revolving loan fund program and will be included in the proposed referendum.

I attended a project meeting with the developer for the 92 East Main project, the State Fire Marshal, and our fire inspector. The meeting was productive overall and I think will result in a better product which will be presented to Council.

I attended a meeting with representatives from the Governor's Council on greenways and trails which was also attended by Parks Director Spadafino and Acting Public Works Director Filasky. At this meeting we discussed several parks and trails projects that are in the pipeline to try to gain insight into what would make them more attractive for outside funding. In general, feedback was very positive which was encouraging. One item that was brought up by the Council Chairperson was that they look for projects where the local municipality has "skin in the game" financially so we will need to keep this in mind.

This week I held meetings with Councilman Clifton and Councilman Morehead to discuss budget and personnel related items.

We held a veterans appreciation luncheon for military veteran staff members on Thursday the 9th which was well attended. This is the second year of the program and I feel that it is a worthwhile way to recognize our military veterans and their service to this country.

We received two nice letters from residents and consultants this week which were very complimentary of staff. The first was from Matt Buckley, DelDOT's engineering consultant for their Traffic Section and centered on the Cleveland Avenue Task Force and other traffic related initiatives he has been involved in with Newark going back to 2013. The second letter was from

two residents of the Southridge condominiums, Mona Stein and Paul Havey, who wanted to thank Director Gray and one of our Planners, Tom Fruehstorfer, for their thorough review of the 0 Independence Way development project and assistance in getting up to speed on the project. I have included them as attachments to this week's weekly. Due to the fact that I think we can often spend too much time on a small amount of negatives, overlooking the large amount of good happening in the City, I plan to include more letters like this in my weekly reports moving forward.

The remainder of my week was spent primarily on budget related items, personnel items (specifically staff reductions raised at Monday's budget hearing), and other administrative tasks.

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR

- Extensive time has been spent by HR Manager Devan Stewart assisting active employees, and retirees, with Open Enrollment. Even with a digital platform, human interaction via phone calls or in-person meetings have exceeded over 125 in count.
- Assistant to the Managers Mark Brainard publicly held a bid opening – RFP for lobbying services. Three (3) submitted proposals were accepted on the record.
- The HR team hosted a Veterans Luncheon for active employees that had service prior to coming to the City. This event started last year and we are proud to host this event for these employees.
- Significant time was spend leading up to Monday's Budget Meeting, as well as effort

afterward to provide Acting Manager Coleman requested data.

Parking Division

- End-of-month finances were completed and submitted to Finance on Thursday, 11/2/17.
- Fall maintenance of the parking lots, including leaf removal began in all parking lots.
- New tow notice stickers that were previously reported as being ordered have arrived. The new stickers have updated information and are high-visibility so that driver can be informed that their vehicle is on tow schedule.
- The Parking Division has been working with the Water Division on the sewer repairs on East Main Street. Meter bags have been placed at select locations on select days for overnight work and work equipment is being stored in a select location provided by Parking.
- Parkinglogix equipment arrived at the Parking office on Tuesday, 11/7/17; this is the equipment for the pilot lot space count signage. After training, the equipment will be installed by maintenance staff so that the lot has countdown signage at entrances.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 11/2/17 to 11/8/17. These sessions included arraignments, trials, capias returns, video hearings and code violation hearings. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Alderman's Court monthly report was submitted to council on 11/7/17.

Activity or Project:

Court Sessions

Description:

From 11/2/17 to 11/8/17 Aldermans Court handled 66 arraignments, 45 trials, 12 capias returns, 4 prisoners transported, 2 video hearings and 1 code violation. The court collected a total of 428 parking payments of which 291 were paid online and 137 were paid at court. The court also collected criminal/traffic payments which included 188 online payments and 66 payments made in court for a total of 254 payments.

Status:	Completed
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Expected Completion:	11-08-2017
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Execution Status:	Completed
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Activity or Project:**Description:**

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Activity or Project:**Description:**

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office on November 7 for Planning Commission. Paul was in the office on November 3 and 9 for Court and November 6 for the special Council meeting.

Renee met with Mayor Sierer on November 3 and with Councilman Hamilton on November 6.

Staff finalized and posted the November 13 Council agenda and packet on November 6. Item 3C (October 3 Planning Commission minutes) was forwarded to Council on November 9.

Paul and Renee staffed the November 6 special Council meeting on the 2018 Operating Budget and the 2018-2022 Capital Improvement Program. Follow up work was completed by staff on November 7.

Renee attended a bid opening on November 7.

Renee attended the annual Department of Justice FOIA Coordinator training in Dover on November 9.

Renee completed the direction sheet from the October 23 Council meeting and circulated it to staff and Council.

Renee drafted several bills and resolutions for the November 13 Council agenda.

Tara reviewed the boards and commissions expiration dates and prepared and sent a memo to Council regarding members who have terms expiring through the first quarter of 2018 for their consideration.

Samantha continued work updating the records inventory to evaluate the progress of the digital records program.

FOIA requests took some time this week. Actions taken on requests are as follows:

- * Response sent and request closed for an October 5 FOIA request from Bob McGurk regarding rental permit information.
- * Payment received, documents sent and closed an October 13 FOIA request from Susan Matthews regarding NPD grant information and financial reports.
- * Received relevant documents from staff, sent documents to the requestor and closed an October 25 FOIA request from James Carey regarding Campus Edge Apartments.
- * Received, circulated to staff, and corresponded with staff regarding a November 3 FOIA request from IBEW Local 126 regarding a 2016 substation renovation contract.

The November 9 revised Downtown Newark Partnership Board, November 13 Council, November 14 Conservation Advisory Commission, November 16 Planning Commission Parking Subcommittee and November 21 Traffic Committee agendas were posted and sent to Council.

Regarding minutes, staff time was spent on the October 23 Council (Renee editing - complete), November 2 special Council (Tara drafting) and November 6 special Council (Sarah drafting) minutes. The October 23 Council executive session minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 350 discovery requests have been filled so far for 2017. The court calendar for November 16 was received and the 15 associated case files were prepared by Sarah for the Deputy City Solicitor. 44 court calendars with 654 associated case files have been compiled so far for 2017. There were no plea by mail requests this week.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. So far, 439 lien certificate requests have been processed for 2017.

Activity or Project:

Digital Records Project

Description:

Please see attachment for statistics on documents scanned for November 2-8.

Additionally, Samantha completed transfer notices and inventory sheets for 7 boxes of records to go to the Delaware State Archives and destruction notices for 2 boxes of records this week.

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

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Activity or Project:

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

APPA Customer Connections Conference: From Sunday - Wednesday, Kelly was in California at the annual American Public Power Association's Customer Connections Conference. Invited to attend by DEMEC, the conference provided DEMEC's communications specialist and Kelly with an opportunity to connect with other municipalities, joint action agencies and public power utilities regarding communication and customer service-driven best practices and emerging trends. In addition to the main conference, Kelly attended two pre-conference academy workshops on crisis management and communications, and the power of collaboration. She looks forward to working with DEMEC on future projects, sharing information she received with her team and the PUBs staff and implementing some of the ideas presented during the conference.

Newark News Briefs: 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 final proposal for the stormwater project at the Rodney site, the stormwater utility public education sessions and the free energy conservation workshop.

Small Business Saturday: Small Business Saturday is November 25. This year, the Downtown Newark Partnership gift card promotion will be purchase one \$50 card and get a \$20 card for free. The promo will be offered at the parking office on E. Main Street from 9 a.m. – 1 p.m. on Small Business Saturday. Limit one free card per customer. Must be 16 years or older. More information

about Small Business Saturday promotions throughout downtown will be posted in the coming weeks on the Small Business Saturday Facebook event:

https://www.facebook.com/events/360033531119497/?active_tab=about

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

Creative Design/Web Updates

- Designed Downtown Newark gift card sale flyer
- Posted electric conservation public workshop and upcoming Newark events to News Flash
- Updated the Parking Division webpage on the City website; the City organizational chart; and Parks and Recreations webpage on the City website

- Scheduled public meeting notices for upcoming week

- Final updates made to emergency egress map

- Press Releases/Media Inquiries

- Upcoming Event: City of Newark Hosts Free Energy Conservation Workshop:

<http://bit.ly/2jbWENZ>

- Public Meetings Notice: Public Education Sessions on New Stormwater Utility:

<http://bit.ly/2yny4fi>

- Scott Goss, News Journal, inquired about the permit application status for the Compassionate Care Research Institute.

oResulting coverage: <http://www.delawareonline.com/story/news/local/2017/11/08/medical-marijuana-dispensary-may-opening-milford/840575001/>

Activity or Project:

CGI Communications

Description:

CGI Communications employees were in town this week to meet with potential business sponsors. Several businesses reached out for confirmation of the partnership and we are awaiting information from CGI regarding the success of their outreach efforts.

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

Activity or Project:

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Expected Completion:

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Activity or Project:

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Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The West Main 41 substation transformer was energized after being away for repair for over a year. A local testing company was used for final commissioning and found that the tap changer results were backwards. After contacting the transformer rewind company, the transformer was energized and the results were confirmed. The fix is relatively easy, but does involve draining 200 gallons of oil. The rewind company will reimburse for this work.

The line crews continued work at the Chestnut Hill Substation. They are also fixing any hot spots that the infrared contractor finds.

The electricians worked at the Silverbrook pumping station on controls and pumps. They also helped engineering troubleshoot the 12kV breakers at Sandy Brae after a coil burned up and escorted the infrared contractor to all the substations and along the aerial lines. Engineering has been busy working on several substation transformer issues. 34kV bushings need to be replaced on West Main 76, Sandy Brae transformer needs a new coil and SF6 monitor, and there is a hot spot at Freemont Road Substation that will require a contractor to repair. Engineering is also designing the 34kV aerial crossing over the Christina Parkway to feed the future Chemours Building.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Engineering attending factory acceptance tests. Basically, many physical reclosers are wired to a server and the whole system is systematically simulated in a warehouse. All possible scenarios for faults and wires down are simulated and the system tested for proper operation.

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

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

Department:

Finance Department

Notable Notes:

The City of Newark, in partnership with First State Community Action Committee, Delaware Sustainable Energy Utility, and The Home Depot, is hosting a free energy conservation workshop intended to teach participants ways to conserve energy and, in turn, save money on their utility bills. First-time workshop attendees will receive an energy conservation kit (one per household) that includes LED light bulbs, a sensor nightlight, and caulk and caulk gun.

When: Thursday, November 16, at 6 p.m.

Where: Council Chamber, City Municipal Building, 220 S. Main St.

Note: In order to ensure there are enough kits, registration is required. Please RSVP with any Payments & Utility Billing representative at 302-366-7000.

The Payment and Utility Billing (PUB) group is closed on the third Thursday of each month. In addition, they will be closing at noon on November 13th for training on their role in the stormwater billing process. 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>

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 4,932 utility payments and CityView transactions, 1,206 of which were imported automatically with our electronic processes and 2,799 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 927 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 555 calls out of 629 offered, reflecting an abandoned rate of 11.8%. The average speed to answer the phone was 3:58. The average call time was 3:30. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of Customer Connect and pre-authorized payments.

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

2018 Budget

Description:

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

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

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Parks and Recreation Department

Notable Notes:

Director: Attended the State Comprehensive Outdoor Recreation Plan meeting with Delaware State Parks; met with Paula about the fee assistance program and increasing benefits to low income families; reviewed and commented on landscape plan from developer; working on employee evaluations; attended meeting with JMT for the Rodney Project in preparation for November 8 Public meeting.

Recreation Superintendent: Attended strategic plan planning meeting with Joe; worked on statistics regarding Parks and Recreation community events; worked on consolidating 50th Anniversary 50 Days of Fun information in preparation for Shelby to create marketing material; conducted weekly staff meeting with recreation staff; worked at NewBark Pawlooza; attended weekly parks maintenance meeting; updated Special Event application and permit that will be used starting January 1, 2018; worked with Shelby on updating event information slides and consolidating program information slides for Channel 22; working with Devan on coordinating a Veteran's Day lunch for City staff who are veterans.

Recreation Supervisor of Athletics: Continues collecting items for staff files to complete compliance for West Park after care license, held staff interview this week, preparing for staff turnover during holiday breaks and for next semester; working on programs for Winter/Spring and 50 Days of Fun events for our 50th anniversary next year; completed adult volleyball schedules and working to find referees; made youth basketball team rosters and distributed to coaches, practices begin 11/6, working on gym supervisors schedule.

Coordinator of GWC and Volunteers: Continued to monitor the CATCH program which has a total of 17 participants registered; met with and hired an additional staff member for the CATCH program due to increased attendance; finalized staff and activity schedules for School's Out, Kids Day Off programs scheduled for November 2 (19 participants), November 3 (19 participants) and November 10 (9 participants registered); continued to plan and prepare for Winter/Spring and 50 Days of Fun programs; continued to work on program analysis statistics information; continued to recruit volunteers for upcoming Fall Events; continued reaching out to sponsors in preparation for the Thanksgiving Day Breakfast; finalized preparations with staff for a birthday party held at the George Wilson Center.

Recreation Supervisor of Community Events: Prepared for and held the third annual NewBark PawLooza with 14 vendors and approximately 350 attendees. The event was very well received and both dogs and owners had a great time. The "Rescue Runway" gave rescue groups a chance to showcase the adoptable dogs that they had on site and hopefully created some interest in adoptions. Three dogs were adopted at the event this year. Over \$2,586 was donated for the event in in-kind donations and services. WXCY, once again did an excellent job emceeding the event and getting participation for the contests. The main sponsor of the event, Cinemark Christiana Mall was an outstanding partner that engaged the public throughout the event. Thank you to the NPD K9 officers conducted a great demonstration and the animal control had a wonderful display at the event; working on items for upcoming events, including the Turkey Trot and Winterfest, as well as 50 Days of Fun and upcoming Winter/Spring programs and events.

Recreation Specialist: Reached out to local businesses for NewBark Pawlooza; dropped off supplies to aftercare; reached out to local hiking groups about Full Moon Hike; input volunteer information to excel spreadsheet; purchased supplies for School's Out day and birthday party at the GWC; opened George Wilson Center for Tai Chi classes being held; and confirmed dates for upcoming after care programs.

Parks Superintendent: Inspected 15 park areas and developed work orders as needed, assisted Code Enforcement on tree issue, met with contractor to get quote on cost to remove Bamboo at three areas in park system (first step in eradication process), ordered all plant materials for planting in basin at old Transfer Station site, continued working on design for Atrium at City Hall, coordinated meadow maintenance operation at Elan Park and planting of bulbs on four South Main Street/Elkton Road islands, met with Storm Water Coordinator at basin site in Hunt at Louviers to discuss weed issue, and started coordinating for planting in wetlands area at Hall/Pomeroy Trail confluence.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued working on Munis Maintenance Work Order System with Recreation Superintendent on streamlining work order data collection, and met with Eagle Scout on possible Eagle Scout project at Fairfield Community Garden site.

Parks/Horticulture: Staff continued mowing and bed maintenance operations, planted 700 dwarf daffodil bulbs on four traffic islands on South Main Street/Elkton Road, prepared wetlands planting area for upcoming planting operation at Hall/Pomeroy Trail confluence, prepared both soccer fields for league play, did interior bed maintenance at City Hall, loading/set up/removal of materials/supplies for NewBark PawLooza event, repaired tennis court surface in Phillips Park from cracking, did trash removal throughout park system, tree pruning at Dickey Park, our Maintenance III attended Urban Forestry workshop conducted by State Forestry Department (for ISA CEU's), and continued on work orders as assigned.

Activity or Project:

Preston's Playground

Description:

The City of Newark has been awarded \$78,000 from the State Outdoor, Recreation, Parks and Trails Grant (ORPT) for Preston's Playground. This additional funding will be used to complete construction of the playground. The project is currently awaiting final review from the Delaware

Accessibility Board. We will be meeting with the Playground Committee and the contractor to discuss construction timelines.

Status:	Not Started
Expected Completion:	05-31-2018
Execution Status:	On Track

Activity or Project:

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Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

- Property Maintenance Inspectors reported no major issues this past weekend.
- Temporary Certificates of Occupancy were issued last week for Dr. Cox's building on Center Street.
- Staff continued to work with University of Delaware on various building projects.
- Façade renovations at College Square Shopping Center are ongoing.
- Construction is ongoing at Cleveland Avenue.
- The foundation and steel work on South Main Street for the next phase of Chimney Ridge is ongoing.
- The building and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on STAR Campus is completed. Work on the exterior should begin this week. Work on the new atrium space connecting the buildings is ongoing. The foundation for the new six-story lab at the site is ongoing, and the Chemours Building foundation work is beginning.
- Staff is working on correcting data that was put into MUNIS for rental and business licenses, and continues to work on updating data on older building permits and code cases. Planning/Land Use
- Planning and Development Director Mary Ellen Gray spent a good bit of time preparing for, participating in, and following up on the November 7, 2017 Planning Commission meeting.
- Director Gray continued to work on transition to MUNIS.

- Director Gray worked with staff on GIS needs.
- Director Gray attended the Downtown Newark Partnership Design Committee meeting.
- Director Gray continued to work on plan review and related reports.
- Director Gray prepared for and attended Council budget meeting.
- At their November 7 meeting, the Planning Commission took the following actions:
 - oReviewed Downtown Newark Partnership Design Committee Guidelines.
 - oApproved the prioritization of Planning Commission 2018 Work Plan, which will be posted on the City website.
 - oDiscussed amendments to the Zoning Code regarding Regulations for Wireless Facilities in the Right of Way and Outside the Right of Way.
 - oDiscussed the Rental Housing Needs Assessment Study, with a plan to make recommendations to Council in December.
 - oDiscussed City of Newark Geographic Information System (GIS). A list of Planning Commission GIS needs will be provided to staff in the near future.
 - oReceived an update on the October Parking Subcommittee meeting. The subcommittee is scheduled to meet next on Thursday, November 16, 2017.
- The Planning and Development Department received land development applications on November 7 for the Annexation and Rezoning of 13.9 acres at 0 Paper Mill Road (Tax Parcel 08-052.00-012) from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, with a Major Subdivision, creating 18 new lots for construction of single family homes, with request for review by Site Plan Approval.
- On Tuesday, Planner Mike Fortner presented information to the Planning Commission on the Rental Housing Needs Assessment.
- On Wednesday, Mike Fortner did a loan signing for a Home Improvement Program Loan to replace a roof in the Stafford neighborhood.
- The following was also completed this week:
 - o7 Deed Transfer Affidavits
 - o43 Building Permit Reviews
 - o4 Certificates of Completion/OccupancyLand Use Projects Currently Under Review
- 1119 South College Avenue (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.
- 0 Independence Way, Village of Chestnut Hill (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans calls for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.
- 30 Benny Street and 155 South Chapel Street (PR#16-08-01): Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 4, 2017 and are currently under review. A SAC meeting has been scheduled for November 13, 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. The project has been placed on the City Council agenda for first reading on November 13, 2017 and second reading on December 11, 2017.
- 65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.
- 275 South Main Street, Park N Shop (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017.
- 92 East Main Street (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017.
- 550 South College Avenue, STAR Campus (PR#17-09-02): Plans for an administrative subdivision for the property located at 500 South College Avenue on the STAR Campus were received on September 21, 2017. The plan calls for a lease line on the property and a two- and three-story structure with labs and offices. Plans were reviewed by the Subdivision Advisory Committee and letters mailed to adjacent property owners notifying them of the plans for the site. No objections were received regarding the requested subdivision. Final approval was issued by the Planning and Development Director and Acting City Manager, and plans submitted to New Castle County for recordation.
- 0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting has been scheduled for November 15, 2017.
- 0 Paper Mill Road (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee on November 7, 2017.

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

Police Department

Notable Notes:

Chief Tiernan and Deputy Chief Feeney conducted final interviews of candidates to fill the vacant police officer position. A conditional offer of employment was given to one candidate, who will now move onto the physical and psychological evaluations.

Patrol Division:

During the week, Lt. Andrew Rubin is attending the Delaware Office of Highway Safety conference. He will be presenting at the conference on Thursday, November 9th on Drug Recognition during crash investigations.

During the week, Officer Casey Rivers is participating in a temporary rotation with the Street Crimes Unit.

During the week, M/Cpl. Wayne Aston is attending LIDAR instructor certification.

During the week, Cpl. Ronald Zappaterrini is attending advanced crime scene training.

Special Operations Unit:

On Wednesday, SOU will host the monthly HUB meeting.

SOU remains short staffed with one officer on FMLA and another officer on vacation. The remaining unit will spend the week conducting order maintenance enforcement and will work with DATE on alcohol enforcement at local establishments.

SOU will supervise community service following arrests for trespassing at the New Street Cemetery.

Traffic:

During the week, members of the Traffic Unit will attend the annual conference hosted by the Delaware Office of Highway Safety.

Traffic investigators continue to investigate the pedestrian collision which occurred last week.

Traffic officers will spend their remaining time conducting traffic enforcement at various locations throughout the city.

Auxiliary Services:

Brian Cannon continues his Command and Leadership Training. The final phase begins this week.

Brian Cannon will attend a state-wide Computer Aided Dispatch user group next week.

Captain Van Campen and Sgt. Bolden will attend a State of Delaware Tactical Team meeting on November 8th.

Administration Division:

Lt. Nelson is attending training for the IA Pro software system from November 6-8th. IA Pro software is used to manage the Internal Affairs function and a component of it, Blue Team, is the digital platform that ensures critical incidents are documented, reviewed and managed with consistency and completeness.

Cpl. Walker is attending Security Assessment training from November 6-10th. The training is being hosted by UDPD and will certify him to make security assessments on commercial buildings and private residences.

Sgt. Bryda and command staff held a conference call with our assigned CALEA assessors on November 7th. This was in preparation for the on-site Gold Standard assessment that will occur in December.

Criminal Investigations Division:

On Monday, November 5th, Det/MCpl. Skinner, Det. Anderson and Mrs. Pennachi attended the 2017 Law Enforcement Training Conference during which Det/Sgt. Watson presented a 2013 cyber stalking investigation.

On Tuesday, November 6th, Sgt. Maiura and Cpl. Odom attended mandatory firearms qualification with E Platoon while Cpl. Pagnotti, Cpl. Kendrick, Det. Anderson and Det. Gerasimov covered patrol duties.

During the week, SCU continued to aggressively investigate criminal activity occurring at local hotels, including vice crimes and drug investigations.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

11-08-2017

Execution Status:

Completed

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

Public Works and Water Resources Department

Notable Notes:

PWWR and NPD assisted with the test borings necessary for design work associated with the anticipated 2018 repaving of Main Street. The contractor was appreciative of the help received and sent an email of thanks which I have attached. Specific thanks to Ethan Robinson and Shawn Gealy for their Commitment to Service Excellence. Sewer work on Main Street will continue overnight, weather permitting.

Activity or Project:

NW Booster Grant Opportunity

Description:

In cooperation with Millennium Strategies, the Citys contracted Grant Writer, PWWR has submitted a grant request for Backup Power Generation at the NW Booster Water Pump Station through the federal Pre-Disaster Mitigation program. This pump station feeds the New London Water Tank pressure zone and was rehabilitated in 2011 to raise the pumps and controls out of the floodplain. The final phase of this project will provide resiliency to power outages by installing a generator near the station. If successful, the grant will provide 75% of the funding to complete the project. DEMA has completed the preliminary Benefit Cost Analysis and the project qualifies for the funding. It will now be ranked and compete with other applications for the available funding.

Status:	In-Progress
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Expected Completion:	12-31-2017
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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11/4/17

Tom,

I want to personally thank you for the opportunity to work with you and the other City officials on Newark's traffic challenges. Since 2012, I have truly enjoyed collectively assessing and implementing numerous progressive traffic solutions that clearly are NOT black-&-white. The recent Cleveland Ave Task Force was an amazing public involvement effort and certainly an assignment that I will remember and reflect upon throughout my career. Although I work for DelDOT, you have always welcomed my input as if I am part of the City's team. Your leadership and willingness to take educated risks for the sake of the greater good is commendable. I look forward to continuing to work with, and learn from, you as we tackle Newark's future mobility and traffic safety initiatives.

— Matt

WRA

1310 Independence Way
Newark, DE 19713
November 7, 2017

Mary Ellen Gray
Planning and Development Director
City Of Newark
220 S. Main Street
Newark, DE 19711

Dear Director Gray,

As current owners at Southridge Condominiums we would like to take the opportunity to thank and commend you and your staff on the very comprehensive and exacting evaluation of the proposed development plan #16-06-02 .

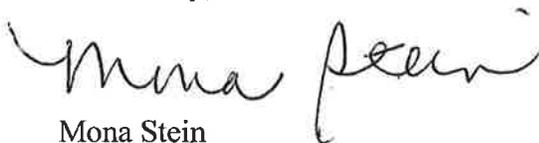
Having only recently heard of this most recent submission to develop 0 Independence Way in late June we had considerable catching up to do. The Planning Department was crucial to our getting up to speed. Mr. Thomas Fruehstorfer was of exceptional assistance. His knowledge and attention to detail combined with his patience in educating us demonstrated the highest level of professionalism.

In particular we appreciated the observation concerning the potential of student housing at this site. The building occurring on the 272 acre STAR Campus which is just around the corner gives us grave concerns that 0 Independence Way could become de facto student dorms.

Again, we appreciate how the Planning and Development Department is providing exceptional service to all of its residents.

With the highest of regards.

Yours truly,


Mona Stein


Paul Havey

Cc: T. Coleman

Digital Records Project Documents Scanned – November 2-8

Name	# of Documents	# of Pages	Types
Samantha	173	2,030	Property Attachments/Contracts
Sandy	402	5,426	Accounts Payable Invoices/September Daily Cash Receipts
Fred	239	1,444	Court Documents
Ana (PT)	505	1,327	Court Documents
Mecia (PT)	51	729	Rezoning Files
Sarah	261	1,021	Boards and Commissions Historical Files
Total	1,631	11,977	

NEWARK POLICE DEPARTMENT

WEEK 10/29/17-11/04/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	7	1	0	4	2	0
Rape	4	5	0	3	0	0
Unlaw. Sexual Contact	6	11	1	2	2	0
Robbery	42	24	0	15	14	0
- Commercial Robberies	13	10	0	0	2	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	22	12	0	13	7	0
Assault/Aggravated	24	24	1	24	21	0
Burglary	68	41	2	39	13	0
- Commercial Burglaries	15	8	1	4	3	0
- Residential Burglaries	45	24	1	28	9	0
- Other Burglaries	8	9	0	7	1	0
Theft	569	468	16	162	176	2
Theft/Auto	44	42	2	13	5	0
Arson	2	1	0	0	0	0
All Other	112	81	0	84	58	0
TOTAL PART I	878	699	22	346	291	2
<u>PART II OFFENSES</u>						
Other Assaults	285	268	10	103	119	3
Rec. Stolen Property	0	2	0	25	16	0
Criminal Michief	174	171	4	54	47	5
Weapons	9	16	0	34	32	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	225	133	1	1003	243	4
Drugs	113	121	2	176	146	4
Noise/Disorderly Premise	575	726	20	256	276	12
Disorderly Conduct	136	134	0	79	140	2
Trespass	172	174	1	60	102	1
All Other	404	376	5	281	332	8
TOTAL PART II	2093	2121	43	2071	1453	39
<u>MISCELLANEOUS:</u>						
Alarm	583	260	12	0	0	0
Animal Control	480	428	4	4	3	0
Recovered Property	255	277	4	0	0	0
Service	28004	31676	663	0	0	0
Suspicious Per/Veh	478	523	13	0	0	0
TOTAL MISC.	29800	33164	696	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	840	38,287	864	40,824



Newark Police Department
Weekly Traffic Report
10/29/17-11/04/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	9022	7817	185	162
DUI	161	152	7	1
TOTAL	9183	7969	192	163

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	201	224	10	6
Property Damage (Reportable)	1079	963	30	23
*Hit & Run	241	214	8	3
*Private Property	257	214	8	7
TOTAL	1280	1188	40	29

*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.

Test borings - Main Street, Newark November 2017

Good Morning Ethan,

I would like to take this opportunity to thank you for all your help with the above referenced project. We started and finished the test borings last week. Your willingness to take the lead and guide us in all the necessary paperwork and waivers to accomplish this in a timely manner with minimal disruption to your city is a true picture of your dedication to your job and your willingness to help others. Shawn (who replaced Phil Bishop) of your Public Works Dept. helped us reserve a few parking spaces one night for our work site and that was certainly key assistance and much appreciated. On behalf of all the management of the Walton Corporation we sincerely appreciate all of your help and look forward to working with you again if the need arises.

Thank you again.

Randy

Randy Ferguson

Superintendent

Walton Corporation