

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Finance Director Del Grande and I attended the regular DEMEC Board meeting on Tuesday the 21st.

The Parks Department hosted our annual Thanksgiving Day breakfast which was held at the Newark Senior Center while the GWC is undergoing kitchen renovations. The event was attended by over 150 people and staffed by 52 volunteers which is great to hear.

The police department is currently in the middle of their CALEA accreditation assessment and will be inviting public comment in writing, over the phone, and in person at an upcoming public information session on December 5th at 4:00 in Council Chamber.

The pilot parking countdown signs are in place and operational in Lot 1. Based on Council feedback on Monday night we will be holding off on the total parking solutions RFP until we have all countdown signs in place and can review the impact the signs has on the perception of parking capacity downtown.

I spent significant time this week on budget related items and preparing for Council meetings, both the 11/27 meeting and the 12/4 budget meeting.

I will be attending Winterfest on Friday 1/1 from 6-8 p.m. on the Academy Lawn.

I inspected the recent cleaning and repair work completed at the New London tank. We were able to make 42 point repairs to the inside of the tank where we were experiencing corrosion using City staff which saved a considerable amount of money over using a contractor. We will be filling the tank in the coming days. This work was made possible by the new water SCADA system which is maintaining pressure in the New London pressure zone via modulation of the northwest booster station pumps.

I attended a meeting with the stormwater utility implementation team. Things are moving along and we are still on track for a 1/1 implementation as planned. We have had great cooperation from New Castle County's GIS team which has been very helpful. We have been contacted by New Castle County to discuss our utility because they are again considering a similar initiative. Members of City staff will be meeting with representatives from NCC this coming week. This would be a good thing for Newark because NCC currently funds their stormwater program through sewer fees so paring stormwater out of the sewer fund will help reduce the demand for future sewer rate increases which would be passed along to Newark residents.

Based on feedback from Council at the 11/27 meeting we will be meeting internally to see how much of the work proposed by Urban3 can be completed in-house. My thought at this time is to complete what we can and bring it to Council for review and consideration of whether there is a desire to expand the analysis via a consultant. It will likely be mid 2018 before we are ready to present data to Council in consideration of the current GIS workload.

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:**

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Deputy City Manager facilitated an education session on due process and performance review writing with the police department. He also coordinated a meeting with the finance department and third-party consultant for liability coverages. The city is planning to market its broker coverage and then its coverage lines; Assistant to the Managers Mark Brainard also participated and will assist with this process. Substantial time was spent with Acting Manager Coleman on executive session materials, both before and after Monday's meeting. Mr. Brainard assisted Mr. Coleman on various tasks, including efforts with the executive recruitment firm for the city manager position. He also is working on new pre-sort mail services to better the City's current operations, along with the preparation for readiness Contract #17-05 to be bid. HR Manager Devan Stewart continued to address end-of-year plan benefit changes, Open Enrollment issues and year-end benefit closeouts. The City also hosted last week a Delmarva Blood Bank blood drive, and over 30 units were collected in the day - great job to all those who were able to donate!

Parking Division:

Parking Manager Marvin Howard attended the Planning Commission: Parking Subcommittee in Council Chamber to ensure the Division's involvement in their discussions. Staff worked with IPS (parking meter vendor) to adjust the sensitivity of sensors in Lot #6, as reporting demonstrated outliers on its occupancy data. The Parking Division was pleased to offer no charge on Thanksgiving Thursday, Black Friday, and Small Business Saturday, 11/23 – 11/25/17. The

parking meters were programmed to display a digital message informing patrons of the no charge status over the three days. Parking lot entrances, exits, and pay stations had signage affixed to inform customers of the lot status. The Parking Division staff assisted and coordinated with DNP administrator Megan McGuriman the Small Business Saturday Gift Card Giveaway in the Newark Parking Office on Saturday, 11/25/17. Patrons who purchased at least a \$50 Newark gift card were eligible to receive a free \$20 gift card to encourage shopping downtown over the holiday season and into 2018.

Lastly, the Lot Countdown Signs were installed by Division staff on Monday/Tuesday, and were connected to all web portals and sensors in the lot on Tuesday, 11/28/17 in Lot #1 for the ParkingLogix trial period. The countdown signs are now displaying the number of open spaces available in the parking lot, allowing customers to make educated parking decisions and whether they want to pull into a lot that is at or above capacity.

Activity or Project:
Description:

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

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

Department:

Alderman's Court

Notable Notes:

Alderman's Court only held two court sessions from 11/22/17 to 11/29/17 due to the Thanksgiving holiday. These sessions included trials, arraignments, capias returns, video hearings and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 11/22/17 to 11/29/17 Alderman's Court handled 62 arraignments, 37 trials, 17 capias returns, 1 code violation, and 3 video hearings. The court collected a total of 257 parking payments of which 116 were paid online and 131 were paid at court. The court also collected criminal/traffic fines which included 55 online payments and 20 payments made at court for a total of 75 payments.

Status:	Completed
Expected Completion:	11-29-2017
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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on November 27 for the Council meeting and November 30 for Court. Bruce was in the office on November 30.

Sandy attended Munis permitting team training on November 17 and 29.

Staff finalized and posted the November 27 Council meeting agenda and packet on November 20.

Staff finalized and posted the December 4 Council meeting agenda on November 27.

Paul, Renee and Tara staffed the November 27 Council meeting. Follow up was completed by staff on November 28.

Renee attended the staff meeting on November 30 regarding the December 11 Council meeting.

Renee drafted several items for the November 27 and December 11 Council agendas.

Renee drafted and circulated to staff and Council the direction sheets from the November 6 and 13

Council meetings.

Renee drafted the December 11 Council agenda.

Renee spent time reviewing the sections of the website related to the Legislative Department for their quarterly updates and worked with the Communications team to implement requested updates.

Renee received comments back from staff, revised the draft subdivision agreement, forwarded the subdivision agreement to the developer for comment and received comments back from the developer on the subdivision agreement for 36 Benny Street. Sarah and Mecia also completed the required advertising and direct mail notices for 36 Benny Street. The Comprehensive Plan amendment, rezoning and major subdivision with site plan approval for this project are on the December 11 Council agenda for consideration.

Renee and Mecia continued work on the annual employee holiday luncheon.

Mecia completed the December monthly meeting calendar.

Samantha continued work on a draft City of Newark records retention schedule.

Tara worked on FOIA-related documentation and preservation of closed FOIA requests.

The November 27 Council, December 4 special Council, December 5 Downtown Newark Partnership Design Committee, December 5 Planning Commission, December 6 Downtown Newark Partnership Economic Enhancement Committee and December 7 Downtown Newark Partnership Events Committee meeting agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 23 Council executive session (Renee drafted - complete), November 6 special Council (Renee edited - complete), November 13 Council executive session (Renee drafting), November 13 Council (Tara drafted; Renee edited - complete), November 14 Conservation Advisory Commission (Sarah drafted - complete) and November 27 Council (Tara drafting) minutes. The November 27 Council executive session minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 362 discovery requests have been filled so far for 2017. The court calendar for December 8 was received and the 12 associated case files were prepared by Sarah for the Deputy City Solicitor. 46 court calendars with 672 associated case files have been compiled so far for 2017. Sarah also filled two plea by mail requests.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 25 lien certificates were completed and sent to the requestor. So far, 463 lien certificate requests have been processed for 2017.

Activity or Project:

Digital Records Project

Description:

Samantha received approval for destruction of 14 boxes of records and transferred 8 boxes of records to the State Archives. She also sent destruction notices for approval of 5 additional boxes.

Statistics on scanned documents and pages can be found on the attachment below.

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

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

Staff Thanksgiving Greeting: On Thanksgiving morning, we posted a video of Thanksgiving greetings from staff in each department within the City. The video can be viewed on the City's Facebook and Twitter pages. (Stats: Facebook: 4,340 people reached, 1,257 video views, 117 reactions, comments & shares; Twitter: 654 impressions, 135 media views, 24 engagements).

Thanksgiving Safety Video: On the day before Thanksgiving, we posted a video of Mayor Sierer sharing a few holiday safety tips, in partnership with Aetna Hose, Hook & Ladder. The video can be viewed on the City's Facebook and Twitter pages. (Stats: Facebook: 3,880 people reached, 1,442 video views, 44 reactions, comments & shares; Twitter: 782 impressions, 179 media views, 17 engagements).

NPD Package Theft PSA: Megan created a public service announcement with Cpl. Brandon Walker to warn residents about package thefts this holiday season. The PSA can be viewed on the Newark Police Department Facebook and Twitter pages and on the City of Newark Youtube page: https://www.youtube.com/watch?v=2kClomHsV_8. The video also references tips to prevent package theft. Those tips are listed on the City's website: <https://newarkde.gov/1034/Tips-to-Prevent-Package-Theft>.

Newark News Brief: On Tuesday, November 21, we posted a special Thanksgiving edition of the

Newark News Brief. It featured information on recycling collection, the Thanksgiving breakfast and the food drive. It can be viewed on the City of Newark Facebook and Twitter accounts as well as the City's Youtube channel: <https://www.youtube.com/watch?v=HNVDtdWCm-g&t=7s>. Stats on Facebook: 4,357 people reached, 2,041 video views, 33 likes, comments and shares.

Small Business Saturday: We had another successful Small Business Saturday. The buy one \$50 card, get one \$20 card free DNP gift card promotion was successful, with around 100, \$50 cards sold. We once again recruited the Grinch and an elf from Barnes & Noble to visit the businesses and take photos with shoppers and employees. Those photos can be seen on the Downtown Newark Partnership social media pages. The Newark Post published an article about the day: http://www.newarkpostonline.com/news/article_6e8bd6ce-1a80-5b2a-a4a0-896b6a8078a9.html.

Holiday Storefront Decorating Contest: The Downtown Newark Partnership will once again be holding the Holiday Storefront Decorating Contest. This year, we're asking the public to help pick the winner. Online voting will go live during Winterfest on December 1. Voting will be open until noon on Friday, December 8th and the winner will then be announced. The link for voting can be found on Downtown Newark Partnership social media pages. This year, there are nine businesses on Main Street officially competing for the trophy: Unique Impressions, Bloom, You've Been Framed, The Delaware Growler, Grotto Pizza, Del One Federal Credit Union, National 5 & 10, Kneisley Eye Care, Grassroots.

Webinar: Megan and Kelly participated in a free webinar focused on changing public perception through social media. Presented by the Jacksonville (Fla.) Sheriff's department, the webinar provided a lot of great ideas regarding engaging with the public on social media and the positive benefits that can result. We plan to utilize some of the recommendations both on the City's accounts, as well as sharing them with the NPD for them to use as well.

Creative Design/Web Updates

- Designed graphics for Thanksgiving tips video; Holiday recycling graphic for News Brief; and holiday food drive graphic for News Flash
- Updated the Planning Commission's webpage; City Manager's webpages; snow removal services on City website; the application for standard plan approval on City website; Restaurant Week 1/3 page ad for 2018; City Secretary's webpages; DNP Gift Card promo flyer for Small Business Saturday; Parks and Recreation's TV22 programming
- Scheduled InformMe for Thanksgiving holiday recycling change; InformMe public meeting notices; Thanksgiving videos to TV22 programming
- Posted Thanksgiving Day Breakfast to News Flash; New Electric Director release to News Flash

Press Releases/News Inquiry

- City of Newark Police Department Launches Annual Toys for Tots Campaign: <http://bit.ly/2AheC7Y>
- Winterfest to Kick-Off the Holiday Season in Downtown Newark: <http://bit.ly/2BnGvIL>
- Josh Shannon, Newark Post, inquired about information on two development plans (92 E. Main St and 0 Paper Mill Road)
 - o Information provided.
- Josh Shannon, Newark Post, inquired about discussion at the recent council meeting regarding the parking RFP effort
 - o Confirmed clarifying question regarding the effort

Activity or Project:

CGI Communications

Description:

No new information to report.

Status:

In-Progress

Expected Completion:

08-31-2018

Execution Status:

On Track

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

Electric Department

Notable Notes:

The line crews have been fixing the hot spots identified during infrared scan of system two weeks ago. They also had to temporarily provide power to some residents on Country Club Drive and fix an underground cable.

Electricians replaced 70 banners on South and East Main Streets.

A Delmarva transmission line project is in full swing at Olan Thomas Park. Buried 34kV lines had to be accurately located so the foundations for the new transmission poles can be installed without interference.

The specifications for major equipment for the Chemours Building is being prepared for a contract while stock items needed have gone out for quotes.

Engineering, in collaboration with Delmarva, has scheduled an outage to part of Christianstead so a homeowner can take down a large tree on Wedgewood Road.

Activity or Project:

34.5KV Auto Restoration Project

Description:

All the reclosers are programmed and communicating. IT and recloser engineers are working on some problems with the network. One recloser in the field was giving all the engineers fits because of bad voltage readings. After two days of troubleshooting, it turned out that a factory mistake was made inside the controller.

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

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

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>

CliftonLarsenAllen, LLC has been notified that they have won the contract for the City's audit services. We are in the process of scheduling field work.

PUB staff is working with PWR and Information Technology in preparing for stormwater utility billing, which will begin in January 2018.

Accounting staff is continuing to work with Information Technology on the new tax billing module in Munis.

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 2,544 utility payments and CityView transactions, 448 of which were imported automatically with our electronic processes and 1,699 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 375 manual payments

were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 312 calls out of 335 offered, reflecting an abandoned rate of 6.9%. The average speed to answer the phone was 2:11. The average call time was 3:07. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of Customer Connect and pre-authorized payments.

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

Activity or Project:

2018 Budget

Description:

Staff has been working on the 2018 Budget proposal. Next meeting is scheduled for December 4, 2017. Information on the budget can be found here: <http://newarkde.gov/1007/Budget-Central>.

Status:	Near Completion
Expected Completion:	12-04-2017
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: Researching pre-fabricated restroom units for Preston's Playground at the Reservoir, reviewed several development plans for comment, coordinated with Public Works for installation of bike shelter and repair station on Pomeroy Trail just off of Main Street, met with recreation staff about upcoming events including Turkey Trot, Thanksgiving Day Breakfast and Winterfest, conducted parks maintenance meeting to discuss upcoming park projects and work orders.

Recreation Superintendent: Completed first draft of winter/spring brochure consolidating all the programs from each supervisor; working on data entry forms of confirmed programs for input into recreation software and continued to update brochure information for Shelby; attended Turkey Trot pre-event meeting and worked the Turkey Trot; completed compiling December PSA's for upcoming programs and events; sent out special event applications for two event requests in 2018; conducted weekly staff meeting with recreation staff; worked on updating employee performance reviews for contracted employees for implementation in 2018; worked on updating program

evaluations, making it a user-friendly fillable document that can be emailed and sent out using constant contact providing easier ability to be completed by the participants; worked Thanksgiving Day Breakfast.

Recreation Supervisor of Athletics: Preparing for staff turnover in before/after care programs during holiday breaks and for next semester, scheduling interviews, recruiting new site supervisor, working on staff files and paperwork, working through new background check requirements for all staff, sent parent's newsletter out, completed staff schedules for December; working on programs for Winter/Spring; making gym supervisor and referee schedules for youth basketball, continues adding late registrations to team rosters, ordered t-shirts, games are scheduled to begin 12/4, finalized game schedules and posted on our website; completed PSAs for December; finalizing instructors for Soccerroos starting in January; School's Out Kids Day Off program was held on Wednesday at the George Wilson Center.

Coordinator of GWC and Volunteers: Recruited and finalized volunteers for Turkey Trot preparations and the Turkey Trot Event on Saturday, November 18; met with the Recreation Supervisor of Events, Recreation Superintendent and parks staff members to finalize details for the event; assisted with preparations; attended and assisted with the Turkey Trot; continued to finalize Winter/Spring programs; continued to plan and prepare for Winter/Spring and 50 Days of Fun programs; processed timesheets for staff; finalized the December schedule for George Wilson Center Attendants; set up for the Curtain's Up final class and show on Friday, November 17 with an overall attendance of 50; prepared for the Thanksgiving Day Breakfast; finalized sponsorship information; began picking up items for the Thanksgiving Day Breakfast from various grocery stores and shops on Main Street; sent updated Thanksgiving Day Breakfast information to volunteers and staff; worked together with two volunteers to set up the Newark Senior Center on Wednesday, November 22 from 4:30-8:30 p.m.; hosted the Thanksgiving Day Breakfast on Thursday, November 23 at the Newark Senior Center to a total of 152 participants; 52 volunteers devoted 210 hours assisting with the Thanksgiving Day Breakfast; Thanksgiving Day Breakfast sponsors included Acme, Giant, the Kenney Family Foundation ShopRite, Timothy's, Kirk's Flowers, Duck Donuts, Dunkin Donuts, Hand of Friendship Food Closet, Newark Deli & Bagel, Panera Bread, Grain, Honey Grow, Bing's Bakery, Downtown Newark Partnership, Stone Balloon, Buffalo Wild Wings, Honeygrow, the Wilmington Blue Rocks, and the City of Newark Parks and Recreation Department; a Newark Post Article on the breakfast can be found at http://www.newarkpostonline.com/news/article_e7067a04-8d56-5fb5-8d1b-90e5a9f3bbd7.html.

Recreation Supervisor of Community Events: Prepared for and held the 45th annual Turkey Trot with over 700 participants. Attendance was great and everyone enjoyed the moderate weather and sunshine. The parks crew, Newark PD and public works were once again a huge help in the coordination of the event; working on items for upcoming events, including Winterfest, Snack with Santa and Santa's Secret Shoppe, which will be held on Friday, December 1 and 2 respectively.

Recreation Specialist: Picked up supplies and donations from various grocery stores and local businesses for the Thanksgiving Day Breakfast and delivered supplies to the Newark Senior Center in preparation for breakfast. Volunteer Hours: 21 volunteers devoted 65.5 hours to Turkey Trot preparation. 30 volunteers devoted 128.75 hours to the day of Turkey Trot. Total Volunteer Hours: 194.25

Parks Superintendent: Continued working on planting plan and cost estimate for planting plan for

Atrium at City Hall, made up seasonal arrangements for use at City Hall where fall display was located, reviewed three development sites one for start of surety bond and the other two for release of 2- year surety bond on landscape installation, met with two homeowners on tree issues, finalized plant material pick up with Public Works for basin planting at old Transfer Station site, coordinated plant change over in pots along Main Street removing Mums and replacing with more seasonal plant materials, inspected all downtown parking lot bed areas and developed work orders as needed, stopped at Olan Thomas Park to inspect construction through that park for new electrical lines into Kershaw substation, reviewed current list the City has for “Drought Tolerant Trees” and updated/changed tree species as needed on list, inspected three park areas and developed work orders as needed, and followed up on status of several work orders.

Parks Supervisor: Assigned all field staff daily and assisted as needed, researched pricing on string line trimmers/walk behind mowing units and back pack blowers for purchase, coordinated with Electric Department for placement and decorating holiday tree at Academy and Main Streets, coordinated with Public Works to vacuumed up leaf piles at City Hall in parking lot areas, continued working with Recreation Superintendent on streamlining Munis work order system, and coordinated with Public Works on concrete pad installation of new bile shelter along Pomeroy Trail at Main Street crossing.

Parks/Horticulture: Staff continue mowing/leaf removal operations, continue on perennial/grass cutbacks throughout park system, watered all newly installed plant materials throughout park system, replaced Mums in pots along Main Street with seasonal plant materials, started testing lights and making white light garland for holiday tree at Academy and Main Streets, blew off all tennis court areas throughout park system, did interior bed maintenance at City Hall, mowed several ROW's for Electric Department, did trash removal as needed throughout park system, planted donated Rudbeckia from UD Master Gardeners to area along Hall Trail behind Lewis Park, raked off horseshoe pits throughout park system, did equipment maintenance on mowing equipment as needed, and continued on work orders as assigned.

Activity or Project:

Bike Shelter and Repair Station

Description:

The pad has been poured and installation of the bike shelter on the Pomeroy Trail near Main Street has begun. The pad will include updated bike racks that meet City Code and a bicycle repair station. All material for the improvements were purchased using proceeds and sponsorship received from the Mayor's Bike Ride event.

Status:	Started
Expected Completion:	12-07-2017
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

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

Planning and Development Department

Notable Notes:**CODE ENFORCEMENT:**

Code Enforcement received numerous calls on issues/questions with the data on business licenses (as of November 29, over 60 calls, emails or return invoices). Code will be working on correcting the data entered in error and sending out revised notices. A complete review will need to be performed before the next billing cycle since numerous errors were discovered on bills.

Property Maintenance Inspectors attended the new LEISS training this week.

Staff is working on correcting incorrect data identified in MUNIS for rental licenses.

Construction is ongoing at Cleveland Avenue.

Façade renovations at College Square Shopping Center are ongoing.

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 and work on the exterior has begun. 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 continued to work with University of Delaware on various building projects.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray participated in MUNIS training November 16 and 17, 2017; prepared for and participated in the Planning Commission Parking Subcommittee meeting on November 16, the next Planning Commission Parking Subcommittee meeting is scheduled for Thursday, December 21, 2017 from 2:00 to 4:00 p.m. in the Council Chamber, more information can be ascertained from the Parking Requirements Subcommittee website <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; prepared for and participated in

the November 27, 2017 Council meeting, where a number of Planning related issues were discussed, including agenda items under special departmental reports, recommendations on contracts and ordinances for second reading and public hearing <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5361>; dedicated a good bit of time to preparing the documents for the December 5, 2017 Planning Commission packet; continued to work with Code Enforcement Manager Dave Culver and Code Enforcement staff on rental and business license billing and related activities; and continued to work on plan review and related reports.

The Planning Commission is scheduled to meet on Tuesday, December 5 at 7:00 p.m. Items on the agenda include:

- Rodney Stormwater Project presentation
- Follow-up to Rental Housing Needs Assessment Study recommendations
- Overview of IPA Training Housing Demographic Realignment – Solving the Millennial Puzzle in Delaware
- Amendments to the Zoning Code relating to regulations for wireless facilities
- Parking Subcommittee update
- Discussion of Planning Commission GIS needs (if time warrants)

Planner Mike Fortner attended the Delaware Resilient and Sustainable Communities Summit in Dover on Monday, November 27, and completed a report to the Planning Commission on the prioritization of action items from the Newark Rental Housing Needs Assessment Study.

There was no Board of Adjustment meeting in November.

The following was also completed this week:

- 13 Deed Transfer Affidavits
- 47 Building Permit Reviews

LAND USE PROJECTS CURRENTLY UNDER REVIEW:

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

0 Independence Way, Village of Chestnut Hill (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans calls for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

30 Benny Street and 155 South Chapel Street (PR#16-08-01): Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on

Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 4, 2017 and are currently under review. A SAC meeting was held on November 13, 2017. SAC comments were sent to the applicant on November 17, 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.

0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. SAC comments will be sent to the applicant in the near future.

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

Advisory Committee on November 7, 2017.

67-69 New London Avenue (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee on November 15, 2017.

46 Welsh Tract Road (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres in order to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

419 and 421 Paper Mill Road (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 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:

Over the Thanksgiving holiday weekend, Newark police officers responded to two separate suspected deaths due to heroin overdose. The first occurred on Thanksgiving morning when a 23-year-old female was found dead by her roommates. The roommates reported they suspected the drug overdose. The victim had been treated for a heroin overdose the previous month. The second death occurred two days later, when a 47-year-old male was found dead by his roommate. The roommate suspected the death was caused by a heroin overdose. This victim had also been previously given medical care for a heroin overdose approximately three weeks prior to his death. Investigation continues in both deaths.

Patrol Division:

- On November 29th and 30th, Lt. Andrew Rubin will be teaching the Advanced Roadside Impaired Driving Enforcement (ARIDE) program. ARIDE is a program developed by NHTSA and is designed to identify and assess drivers suspected of driving under the influence.
- Patrol Division officers continue to maintain a high visibility in the shopping centers and business districts to curtail theft and shoplifting incidents during the holiday season. On November 24th, officers responded to a report of a suspicious person in one of the shopping centers. The suspect was located and arrested for possession of a handgun.
- On December 1st, NPD officers will provide assistance for Winterfest and Reindeer Run.

Traffic Division:

- Sgt. Davis attended a planning meeting on November 28th in preparation for the funeral services for Sgt. Bond of the Delaware State Police. The funeral, to be held on Thursday, November 30th at the Bob Carpenter Center is anticipated to draw a large crowd. Officers will assist with traffic direction as the funeral procession leaves the complex for the cemetery.
- Traffic officers will spend the week conducting high visibility traffic enforcement at various locations throughout the city. One officer is off on vacation.

Special Operations Unit:

- The Special Operations Unit will continue to focus their efforts on shoplifting enforcement at area shopping centers and business districts. Enforcement will include both high visibility and plain clothes surveillance. They have been successful in making several arrests of shoplifters in retail establishments.

Auxiliary Services:

- Communications and Records Supervisor Cannon has completed the last week of NJSACOP Command and Leadership Academy.

Administration Division:

- Recruit officer Jessica Campbell started administrative duties at the police department. She is scheduled to begin the New Castle County Police Department Police Academy next week.
- Two CALEA assessors will be arriving at the police department on 12/3/17, which will begin the on-site re-accreditation process for the police department.
- Corporal Walker finalized the dates for the Shop with a Cop (12/16/17) and Toys for Tots (12/20/17) events.
- Corporal Walker and Megan McGuriman completed their work on a public service announcement regarding package thefts, which will be released on social media.

- Cpl. Walker conducted a building tour and a forensic presentation for a cub scout tour on Monday night.
- Cpl. Walker met with UDPD staff members on Monday and presented our new online crime map, which will be featured on the police department website. The map will contain incidents from both agencies.
- DC Feeney and Sgt. Bryda participated in a call-in session on Tuesday for the Dover Police Department, as part of Dover's CALEA on-site inspection.
- Sgt. Jones completes the NJSACOP Command & Leadership Academy this week.

Criminal Investigations Division:

- On Monday, 11/27/17, defendant Rondell Veal was extradited from New York City, NY to Newark, Delaware by Delaware Attorney General's Office Investigators to face charges of Murder 1st and Possession of a Weapon During the Commission of a Felony. Veal was presented before Justice of the Peace Court #2 by Det. Bystricky and he was subsequently issued a \$1.17 million cash bail and transported to the Howard R. Young Correctional Facility.
- On Thursday, 11/16/17, D/C Feeney and Lt. Rieger met at the Delaware Attorney General's Office with the Delaware State Prosecutor, the New Castle County Chief Prosecutor and Domestic Violence Unit Head to discuss how to increase communication between agencies. Beginning in January, quarterly meeting will be attended with the Delaware Attorney General's Office to better increase lines of communication.
- On Friday, 11/17/17, SCU conducted an undercover operation for prostitution at the Baymont Inn after observing an advertisement posted on Backpage.com. Investigators responded to the hotel and arrested Nichole Nowicki, from Whitmarsh, MD, for prostitution without incident.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	11-29-2017
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project Documents Scanned – November 16-29

Name	# of Documents	# of Pages	Types
Samantha	1	74	Financial Statement
Sandy	388	5,819	Accounts Payable Invoices/Cash Receipts
Fred	267	1,910	Court Documents/Planning and Development Documents
Ana (PT)	1,182	2,385	Personnel Documents
Mecia (PT)	109	1,747	Board of Adjustment Historical Files
Sarah	362	1,651	Boards and Commissions Historical Files
Total	2,309	13,586	

NEWARK POLICE DEPARTMENT

WEEK 11/19/17-11/25/17

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	8	1	0	4	2	0
Rape	4	6	0	3	0	0
Unlaw. Sexual Contact	6	11	0	2	2	0
Robbery	42	28	2	15	15	0
- Commercial Robberies	13	10	0	0	2	0
- Robberies with Known Suspects	2	1	1	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	22	15	1	13	8	0
Assault/Aggravated	24	25	0	24	21	0
Burglary	68	46	0	39	15	1
- Commercial Burglaries	15	9	0	4	3	0
- Residential Burglaries	45	28	0	28	11	1
- Other Burglaries	8	9	0	7	1	0
Theft	611	508	16	177	193	6
Theft/Auto	46	44	1	14	5	0
Arson	2	1	0	0	0	0
All Other	116	86	0	85	73	1
TOTAL PART I	927	757	19	363	326	8
<u>PART II OFFENSES</u>						
Other Assaults	300	277	2	107	127	0
Rec. Stolen Property	1	2	0	29	17	0
Criminal Michief	183	187	4	57	49	0
Weapons	10	19	1	34	32	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	228	141	1	1019	252	6
Drugs	123	133	2	183	154	0
Noise/Disorderly Premise	620	762	4	270	284	0
Disorderly Conduct	144	141	3	85	144	1
Trespass	183	191	7	72	105	0
All Other	428	400	7	306	346	2
TOTAL PART II	2220	2253	31	2162	1510	9
<u>MISCELLANEOUS:</u>						
Alarm	616	270	1	0	0	0
Animal Control	496	445	2	4	5	2
Recovered Property	270	293	6	0	0	0
Service	29893	33674	619	0	0	0
Suspicious Per/Veh	512	570	12	0	0	0
TOTAL MISC.	31787	35252	640	4	5	2

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	946	40,913	822	43,497



Newark Police Department
Weekly Traffic Report
11/19/17-11/25/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	9635	8279	159	149
DUI	177	168	4	8
TOTAL	9812	8447	163	157

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	214	239	3	5
Property Damage (Reportable)	1147	1058	18	17
*Hit & Run	254	234	5	4
*Private Property	266	231	3	4
TOTAL	1361	1298	21	22

*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.