

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

CALEA assessors were in town this week performing a review of the police department which we hope will result in Newark being awarded gold status. I met with the assessors twice and feedback on our police force was very positive which is great to hear.

Council approved the budget on Monday night and I would like to pass along my thanks to both Council and staff for all their hard work preparing the budget. Staff is transitioning toward addressing the debt authorization referendum process and will bring a proposed path forward to Council for consideration in January.

I attended a DEMEC monthly meeting with Finance Director Del Grande

We held IT Manager interviews this week which absorbed a lot of my time. We had a great group of candidates and I am confident that we will be in good hands once we have made a final selection.

Deputy Manager Haines and I met with representatives from 92 East Main to discuss how to handle the project's impact to Lot 3 and how the City can secure a long-term lease for the lot area as part of the development process. I believe they will be moving forward to the Planning Commission in early January.

I attended a conference call with Black and Veatch on the stormwater utility implementation. Everything is still moving forward and is on track to hit the 1/1/18 implementation date. New Castle County has approached staff to discuss our program and how we have moved through the process to implementation. It appears that NCC will likely attempt a similar utility in the coming years. Seeing as they are currently paying for stormwater through their sewer fund, migrating these costs to a stormwater fund will help defray costs to Newark's sewer customers as they would no longer have to pay for NCC's stormwater program via their sewer bills.

I attended an informational session with representatives from Pond Hawk, the Newark based company that provides solar powered aeration systems for shallow ponds. We are interested in the potential of their system to improve water quality in some of our existing stormwater ponds and potentially the Rodney pond should that project continue to move forward.

I attended a dry run of the Rodney presentation that will be presented to Council on Monday the 11th.

I continued working on a draft development ROI analysis methodology that will be complimentary of our internal attempt to replicate the Urban3 productivity analysis. It is my plan to implement some of the information gathering requirements as part of the development submission process for new developments starting in 2018.

The remainder of my time this week was spent on annual reviews and other general administrative tasks.

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:

This week was consumed with personnel matters, including substantial time in Round 2 interviews for the IT Manager vacancy. The interview panel (Acting Manager Coleman, Capt. Van Campen, PUBs Manager Jones and an external consultant) and I conducted five (5) sessions, with two (2) candidates being moved on to a final Round 3. HR Manager Devan Stewart also facilitated interviews with the IT staff for the vacant Lead Desktop position. Additional HR tasks included employee biometric screenings follow up nurse visits, which provide one-on-one time to review the results of the screening.

The Parking Division team provided information on additional ParkingLogix countdown signage, confirmed its improved operability and continued its operational assessments. Of note, the University of Delaware reviewed with the Parking Division the solar functionality, as the City chose to utilize ParkingLogix solar solution and UD has piqued interest in its operations. The Parking Division team also worked on an amended 2017 Q2 Occupancy Report, which will expedite the 2017 Q3 report. Effort was made to streamline the reporting effort, as well as standardize the visual graphics.

The Purchasing Division team, which over sees the mailroom operation and staffing, worked with the Communications Team. The mailroom inserts of the December Newsletter were received by some residents after events occurred. This is an issue with PUBs billing cycles and the mailroom getting the inserts completed and mailed.

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City Manager's Weekly Report

Department: Alderman's Court	
Notable Notes: Alderman's Court held three court sessions from 11/30/17 to 12/6/17. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals. Beginning in February 2018 Court 40 will have court on Tuesdays instead of Mondays. All the JP Courts, Newark Police and the Department of Correction have been notified of the change. Alice Van Veen submitted her resignation and her last day will be on 1/31/18.	
Activity or Project: Court Sessions	
Description: From 11/30/17 to 12/6/17 Alderman's Court handled 64 arraignments, 54 trials, 13 capias returns and 4 code violations. The court collected a total of 335 parking payments of which 206 were paid online and 129 were paid at court. The court also collected criminal/traffic fines which included 160 online payments and 53 court payments for a total of 214 payments.	
Status:	Completed
Expected Completion:	12-06-2017
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:

Bruce was in the office on December 4 for Council, December 5 for Planning Commission and December 7.

Renee and Tara took part in Munis Plan Review software training on December 1.

Sarah completed and posted the agenda for the December 21 Board of Adjustment meeting on December 1 and completed related direct mail notices on December 7.

Renee participated in a conference call with Councilwoman Wallace on December 1.

Staff finalized and posted the agenda and packet for the December 11 Council meeting on December 4.

Tara completed and posted the agenda for the December 12 Conservation Advisory Commission meeting on December 4.

Bruce and Renee staffed the special Council meeting on the 2018 Budget on December 4. Follow up was completed by staff on December 5.

Staff finalized and posted the agenda and packet for the December 13 special Council meeting for City Manager search firm interviews on December 6.

Renee drafted two bills, four resolutions and a memo for the December 11 Council agenda.

Renee spent extensive time finalizing the subdivision agreement for 36 Benny Street with the developer and staff. This project is on the December 11 Council agenda for consideration.

Samantha continued work on the draft City of Newark document retention schedule.

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

- * Forwarded relevant documents, completed and closed a November 13 FOIA request from the Newark Post regarding Council/staff correspondence on the 2018 budget.
- * Continued document review for a November 14 FOIA request from Captrust Advisors regarding RFP No. 16-01.
- * Forwarded relevant documents, completed and closed a November 17 FOIA request from Xiaoge Zhou regarding a Code Enforcement citation.
- * Received, circulated to staff, received partial information, corresponded with IT and corresponded with requestor on a December 4 FOIA request from Northeast Carpenters regarding November building permits.
- * Received and circulated to staff a December 6 FOIA request from EBI Consulting regarding 300 McIntire Drive.

The December 11 Council, December 12 Conservation Advisory Commission, December 13 Newark Housing Authority, December 13 special Council, December 14 Downtown Newark Partnership Board and December 21 Board of Adjustment meeting agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the November 13 Council executive session (Renee drafted - complete), November 27 Council executive session (Renee drafted - complete), November 27 Council (Tara drafting), December 4 Council executive session (Renee drafted - complete) and December 4 Council (Sarah drafting) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 7 discovery requests for upcoming Alderman's Court cases. 369 discovery requests have been filed so far for 2017. The court calendar for December 14 was received and the 11 associated case files were prepared by Sarah for the Deputy City Solicitor. 47 court calendars with 683 associated case files have been compiled so far for 2017. No plea by mail requests were processed this week.

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 sent destruction notices for approval for two boxes and transfer notices for and additional four boxes. Samantha also worked on template creation for custom document types for Finance and Alderman's Court.

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:

Delaware Today Meeting: For the past several years, the City (through the DNP) has partnered with Delaware Today for a 16-page insert that focuses specifically on Newark. This past year, the focus was on the arts. We recently met with the editorial team to discuss the topic for 2018.

Joining Kelly Bachman was Parks & Recreation Director Joe Spadafino. For 2018, the focus will be on the 50th anniversary of the Parks & Recreation Department. We discussed several story ideas, including Friends of School Hill and the history of the George Wilson Center, Newark's extensive trail system, and a historical timeline highlighting growth and progress within the Department over the past five decades. The issue will appear as part of its May issue.

Newark News Brief: The latest edition of the Newark News Brief was posted on Friday, December 8. It features information on the budget, Delmarva Power's work at Olan Thomas Park, Toys for Tots and the holiday food drive. The News Brief can be viewed on the City of Newark Facebook and Twitter accounts as well as the Youtube channel and Channel 22.

Holiday Storefront Decorating Contest: The Holiday Storefront Decorating Contest was a big hit this year. Ten businesses competed for the title of the most festive storefront. Thousands of residents, visitors, and store employees voted online for their favorite storefront from Friday, December 1 until Friday, December 8. At the time of this publication, Del One Federal Credit Union, The Delaware Growler, and Unique Impressions were the top three winners.

Noel the Newark Elf: Noel the Newark Elf is back for a second year. This year, she is expanding her visits from mostly downtown Newark to different departments within the City, including the police department. She will also be helping to promote the holiday food drive and Toys for Tots.

Creative Design/Web Updates

- Scheduled public meeting notices
- Cropped stormwater utility tier graphic for the newsletter
- Designed Beast of the East flyer; WOW Employee poster for lobby; graphic for storefront decorating contestants

- Created Toys for Tots News Flash and designed graphic
- Updated rate on Police Extra Duty form; and Parks and Recreation's banners on the City website

Press Releases/Media Inquiries

- Josh Shannon, Newark Post, inquired about information discussed at the budget meeting on Monday
 - oResulting coverage: http://www.newarkpostonline.com/news/article_dcbb630-642f-51e9-8b87-0416357484ec.html

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:

Engineering, line crews, and the electricians are all involved in testing the automatic restoration project. A company engineer is on site and faults are being simulated across the system to verifying that the equipment is operating as expected.

The Delmarva transmission project is in full swing at Olan Thomas Park where new foundations are being poured for steel transmission poles. The City's power had to be switched to one main transformer at Kershaw so some transmission lines could be deenergized. Also, 34kV circuits were switched out and deenergized, because the City's overhead lines in the park were too close to the construction.

The line crews continued fixing hot spots from the infrared scan three weeks ago.

The electricians troubleshot and fixed a substation breaker that was having mechanical issues.

Engineering interviewed candidates for vacant linemen positions and met about a new proposed development on Paper Mill Road.

Activity or Project:

34.5KV Auto Restoration Project

Description:

A company engineer is on site preparing the system for use.

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

Activity or Project:

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Expected Completion:	
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Activity or Project:

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Expected Completion:	
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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>

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:

2018 Budget

Description:

Acting City Manager Coleman and I presented the 2018 Operating and Capital Budgets to City Council on December 4th. I would like to thank Council for their support and feedback over the past nine months. The Finance Team, directors and their staff worked tirelessly this year working on getting us to the final product. My appreciation to all.

Status:	Completed
Expected Completion:	12-04-2017
Execution Status:	Completed

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 4,918 utility payments and CityView transactions, 1,231 of which were imported automatically with our electronic processes and 2,423 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,264 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 660 calls out of 701 offered, reflecting an abandoned rate of 5.8%. The average speed to answer the phone was 2:06. The average call time was 3:11. 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:

License Audit Review

Description:

Metro Rev has reviewed 182 businesses to date located outside of the City. Through November, we have received \$51,019 in business license payments from this project for the periods of 2013-2017 from 65 companies. Another 10 companies have been billed for a total of \$12,645. This project should add another \$15K going forward to the City's business license revenue line.

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

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

Parks and Recreation Department

Notable Notes:

Director: Submitted information for grant reimbursement from Delaware Recreational Trails Grant for Redd Park; along with Kelly, attended a kickoff meeting with Delaware Today magazine for a feature they are doing on Newark Parks and Recreation 50th Anniversary; met with Paula on new

permit requirements for park rentals and events; evaluated a potential development property for a value tree estimate on the property; met with Paula and Sharon on Winterfest and Academy Building lawn set up for the event; met with the Parks Maintenance staff about upcoming projects and work orders; reviewed a new landscape plan for Municipal Building atrium.

Recreation Superintendent: Continued working on data entry forms of confirmed programs for input into recreation software and continued to update winter/spring brochure information for Shelby; worked with Shelby on 50th Anniversary advertisements and marketing material; met with Tyler, Deputy City Manager and HR Manager regarding new background check policies for before and after school staff members; worked on special event permit for event in 2018 with NPD and Public Works; conducted weekly staff meeting with recreation staff; assisted with preparations for Winterfest activities; worked Winterfest; checked in on Santa's Secret Shoppe and Snack with Santa and progress of the George Wilson Center kitchen renovations.

Recreation Supervisor of Athletics: Held interviews for before/after care staff, recruiting new site supervisor, met with Deputy City Manager and HR Manager on new background check requirements; working on programs for Winter/Spring and proofing the newsletter text; youth basketball games are scheduled to begin 12/4, distributed team t-shirts, finalized gym supervisor and referee schedules for December.

Coordinator of GWC and Volunteers: Recruited and finalized volunteers for Santa's Secret Shoppe and Snack with Santa; met with the Recreation Supervisor of Events and Recreation Specialist to finalize details for the event; assisted with preparations; continued to work on program analysis forms; continued to finalize Winter/Spring programs; continued to plan and prepare for Winter/Spring and 50 Days of Fun programs; returned Thanksgiving Day Breakfast items to sponsors; sent "Thank You" emails to Thanksgiving Day Breakfast volunteers; met with the Recreation Superintendent and Parks and Recreation Director for a "wrap up" meeting on the Thanksgiving Day Breakfast; assembled the Christmas decorations at the George Wilson Center for Snack with Santa/Santa's Secret Shoppe; George Wilson Center kitchen renovations continue.

Recreation Supervisor of Community Events: Prepared for and held several holiday events. Winterfest was held on Friday night with holiday music, the tree lighting, roasted chestnuts, and, of course, visits with Santa. Approximately 1,800 people were in attendance for the event. Thank you to the parks crew, electric department for their outstanding efforts in placing and decorating the tree. Thank you to Megan, Dan, Jeff Smith and Mike Fortner for making the evening even more special for the attendees. Snack with Santa and Santa's Secret Shoppe were held on Saturday with 114 attendees. The volunteers did a fantastic job with crafts, snacks, and helping Santa. The children and their families that were in attendance had a great time.

Recreation Specialist: Purchased supplies for after care clubs; updated after care sign in sheet information; prepared for Secret Santa Shoppe and Snack with Santa by decorating and getting supplies organized; input volunteer data into spread sheet from previous events; confirmed with Governor's Advisory Council for Exceptional Citizens date and time for a free after care outreach program. Volunteer Information: 35 volunteers devoted 134 hours to Secret Santa Shoppe and Snack with Santa. Total Volunteer Hours: 134 hours.

Parks Superintendent: Attended Christina River Clean Up Committee meeting, completed planting plan and cost estimate for Atrium at City Hall, picked up some of the plant materials for planting at the old Transfer station basin site and supervised planting, met with State Department of

Agriculture Forest Entomologist concerning Lantern Fly issue and it's possible concerns within Newark, re-inspected one development site for start of 2-year surety bond, identified several trees along the Hall Trail that were incorrectly pruned by AmTrack and had corrective pruning done, and walked the entire length of the Valley Stream to identify potential issues with Bamboo and upcoming Christina River Clean Up sites needing attention.

Parks Supervisor: Coordinated holiday tree set up/decorating at Academy and Main Streets as well as the lighting of other trees at site, assigned field staff daily and assisted as needed.

Parks/Horticulture: Staff did spot leaf removal throughout park system, continued on perennial/ornamental grass cut backs, did interior bed maintenance at City Hall, watered pots along Main Street as needed as well as replacing some missing plant material, set up/decorated holiday tree at Academy and Main Streets as well as stringing lights on other trees at site, did tree pruning as assigned, loading/set up/take down supplies/materials for Winterfest event, delivered holiday trees/decorations and other items to Wilson Center for decorating the Center as well as for Snack with Santa and Santa's Secret Shoppe, planted basin at old Transfer Station site along with staff from Public Works, did trash removal throughout park system, and continued on work orders as assigned.

Activity or Project:

Delmarva Power Work at Olan Thomas Park

Description:

The Pomeroy & Newark Rail Trail remains open in Olan Thomas Park at the intersection of Cleveland Avenue and Paper Mill Road while a Delmarva Power project upgrading the power poles and electric lines is taking place. There will be times the trail is closed for a very short duration while equipment is being moved or the project interferes with the trail. Whenever possible during that time, a detour will be in place and the trail will remain open. The Delmarva Power project will continue through the Spring of 2018.

Status:	Started
Expected Completion:	06-01-2018
Execution Status:	On Track

Activity or Project:

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Activity or Project:

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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Code Enforcement is still receiving numerous calls on issues/questions with the data on business licenses (as of December 5, over 100 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.

Staff is working on correcting data that was put into MUNIS from CityView for rental and business licenses, as well as building permits.

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 STAR Campus exterior work, as well as work on the 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 prepared for and attended the December 4, 2017 City Council meeting on the budget; prepared for and attended the December 5 Planning Commission meeting; attended the Newark Downtown Partnership Design Committee meeting on December 5; prepared for and led the Subdivision Advisory Committee meeting regarding the proposed development located at 0 Paper Mill Road; continues to work with staff on the transition to Munis and related issues; continued work on reviewing land use projects; started work on the January 2, 2018 Planning Commission meeting.

At its December 5, 2017 meeting, the Planning Commission took the following actions:

- Endorsed the continued effort for the Rodney Stormwater Project.
- Recommended that Planning and Development Department staff proceed with the drafting of a report for proposed amendments to Code in support of two Rental Housing Needs Assessment Study recommendations.
- Received an overview of IPA training Housing Demographic Realignment – Solving the Millennial Puzzle in Delaware.
- Discussed amendments to the Zoning Code relating to regulations for wireless facilities.

On December 21, the Board of Adjustment will hold a hearing on the variance request of Abhi Shah for the property at 205 Madison Drive. A variance is requested from Sec. 32-47(j) – Two off-street parking spaces shall be required per unit for every owner occupant, one-family and/or two-family dwelling type structure converted for the taking of boarders and roomers as permitted in this chapter and requiring rental permits as specified in Chapter 17, Housing and Property Maintenance, code of the City of Newark, Delaware. The applicant has one off-street parking space and is requesting a variance of one off-street parking space.

On December 5, Planner Mike Fortner presented to the Planning Commission a report on the prioritization of the action items on the Rental Housing Needs Assessment. The Planning Commission gave direction to staff to proceed in drafting a report for the consideration of a Zoning Code amendment to add streets to the list of exempt streets, as well as an amendment to allow up to four unrelated individuals in all dwelling units on exempt streets. On December 6, Mike attended the Downes Elementary Safe Routes to School meeting to discuss public workshop comments.

The following was also completed this week:

- 3 Deed Transfer Affidavits
- 23 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. Staff comments were sent to the applicant on November 30, 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 (SAC) on November 7, 2017. A SAC meeting is scheduled for December 6, 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 (SAC) on November 21, 2017. A SAC meeting is scheduled for December 14, 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.

1501 Casho Mill Road (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment, rezoning and major subdivision with site plan approval for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017, and a SAC meeting is tentatively scheduled for December 18, 2017.

924 Barksdale Road (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning in order to construct a 112-unit assisted living and memory care facility. Plans were distributed to the Subdivision Advisory Committee on December 1, 2017.

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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

Police Department

Notable Notes:

The Newark Police Department completed the CALEA on-site review for recertification. The two assessors arrived in Newark on Sunday and completed their review on Wednesday. During that time, they reviewed policies and files, interviewed personnel, and attended various staff and division meetings. The assessors informed Chief Tiernan that this was one of the few times they did not have to send any policies or files back for revision. The assessors were very impressed with the operation, staff and personnel of the Newark Police Department. The assessors agreed with the city's plan to move emergency management operations from the police department to the fire marshal. They also recommend the police department consider increasing the vehicle fleet so there are not instances when officers do not have access to a car. The assessors conclude by commending our CALEA manager, Sgt. Gerald Bryda for guiding one of the best assessment reviews they have conducted and they will be recommending the Newark Police Department for the "Gold Standard" accreditation.

Traffic Unit:

- The traffic unit will be conducting high visibility traffic enforcement at various locations throughout the city.
- On Wednesday, Lt. Aniunas and Sgt. Davis are attending a Hostile Vehicle Mitigation training hosted by the New Jersey Office of Homeland Security and Preparedness. The training will assist with the planning of large scale events where large crowds are gathered.
- The unit will install a speed sign on Kells Avenue following a citizen complaint of speeding motorists.

Special Operations Unit:

- On Tuesday, SOU assisted Parks & Rec clear a homeless camp found on city property.
- On Wednesday, SOU hosted the monthly HUB meeting.
- On Thursday, Cpl. Sharpe attended K9 training.
- Throughout the week, SOU will focus enforcement efforts on plain clothes shoplifting and theft prevention at various locations throughout the business district.

Patrol Division:

- On Wednesday, December 6th, Lt. Rubin, in his role as the State Drug Recognition Expert (DRE) Coordinator, will testify before the Delaware House of Representatives Adult Use of Cannabis Taskforce at Legislative Hall on issues involving Drug Impaired Driving.
- On Thursday, December 7th, following a request from Salesianum High School, Lt. Rubin will present to the AP Civics program on 1st, 4th and 5th amendment rights as they relate to law enforcement.
- On December 5th through December 7th Sgt. Scott Simpson and Officer Brian Whitehead

will attend Commercial Motor Vehicle Criminal Interdiction training.

- On Tuesday, December 5th, Officer Jon Lee attended Major Case Management Training.
- On Thursday, December 7th Officer Jon Lee and Officer Matt Coughlin will attend Background Investigator training.
- The Patrol Division will continue high visibility patrols throughout the business districts in an effort to curtail criminal activity surrounding the busy holiday season.

Auxiliary Services:

- Administrative personnel participated in CALEA assessment.
- Captain Van Campen participated in IT Director interviews on December 5th and 6th.
- Communications Supervisor Cannon will attend a State of Delaware PSAP manager meeting on December 7th followed by a State of Delaware 911 Board meeting.

Administration Division:

- Sgt. Bryda has been coordinating the CALEA on-site assessment of the police department.
- On Monday Cpl. Walker, Cpl., Mease and Officer O'Donnell attended the Downes Elementary Gentlemen/Ladies Club and spoke to the students about patrol operations.
- Cpl. Walker recently completed three security assessment surveys (two churches and one residence) at the request of the owners. The assessment entails Cpl. Walker meeting with the interested party at the location and making recommendations for security improvements.
- Cpl. Walker provided a holiday safety/identity theft presentation to Bloom Energy on Tuesday.
- Recruit Jessica Campbell begins the New Castle County Police Academy this week.
- Sgt. Jones is coordinating the 2018 training schedule.

Criminal Investigations Division:

- As of Friday, 12/1/17, the Newark Police Department Criminal Investigations Unit were assigned 182 investigations for follow-up in 2017. The assigned cases composed partially of 1 homicide, 27 robbery investigations, 3 felonious assaults and 32 burglary investigations. Detectives have cleared the homicide investigation, all assigned assaults, 17 robberies (63%) and 12 burglaries (38%). These statistics exceed the national average of clearance rates in all categories for similar cases compiled by the Federal Bureau of Investigations in all categories.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	12-06-2017
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:**Activity or Project:**

New London Water Tank Inspection

Description:

The PWWR team contracted Mumford-Bjorkman Associates (MBA) to perform a cleaning, inspection and disinfection of the 2 million gallon New London water tank. During the inspection, MBA observed significant pitting on the steel floor of tank. PWWR was able to utilize the Fleet Maintenance staffs welding skills to perform spot repairs to 42 locations while the tank was offline, saving thousands of dollars in contractual work. This example of inter-divisional work within the PWWR Department is great example of teamwork to maximize our in-house efficiencies. Photo attached.

Status:

Completed

Expected Completion:

12-07-2017

Execution Status:

Completed

Activity or Project:

Rodney Stormwater and Park Project

Description:

City staff along with our consultant, JMT, presented the preferred concept and public outreach process to the Planning Commission at their regular meeting on December 5, 2017. We were able to respond and answer the majority of the questions posed by the Commission. The Commission voted to prepare a recommendation to City Council to move forward with the planned referendum. A similar presentation and discussion is planned for the regular Council meeting on Monday, December 11.

Status:

In-Progress

Expected Completion:

12-31-2018

Execution Status:

On Track

Activity or Project:**Description:****Status:**

Expected Completion:	
Execution Status:	

Digital Records Project Documents Scanned – November 30-December 6

Name	# of Documents	# of Pages	Types
Samantha	57	1,030	Financial Statements/Transfer Tax Documents
Sandy	332	1,896	Payroll/Planning and Development Documents
Fred	63	3,103	Planning and Development Documents
Ana (PT)	186	2,656	Personnel Documents/Court Documents
Mecia (PT)	79	1,378	Board of Adjustment Historical Files
Sarah	42	777	Boards and Commissions and Legal Historical Files
Total	759	10,840	

NEWARK POLICE DEPARTMENT

WEEK 11/26/17-12/02/17

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	7	1	3	0	0
Unlaw. Sexual Contact	6	11	0	2	2	0
Robbery	42	28	0	15	15	0
- Commercial Robberies	13	10	0	0	2	0
- Robberies with Known Suspects	2	1	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	22	15	0	13	8	0
Assault/Aggravated	25	25	0	26	21	0
Burglary	72	48	2	39	15	0
- Commercial Burglaries	15	10	1	4	3	0
- Residential Burglaries	49	29	1	28	11	0
- Other Burglaries	8	9	0	7	1	0
Theft	627	526	18	178	197	4
Theft/Auto	48	45	1	14	5	0
Arson	2	1	0	0	0	0
All Other	119	92	6	85	73	0
TOTAL PART I	953	785	28	366	330	4
<u>PART II OFFENSES</u>						
Other Assaults	305	281	4	109	130	3
Rec. Stolen Property	1	2	0	29	18	1
Criminal Michief	187	190	3	57	50	1
Weapons	10	20	1	36	32	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	229	143	2	1020	256	4
Drugs	125	138	5	183	156	2
Noise/Disorderly Premise	638	779	17	277	296	12
Disorderly Conduct	146	144	3	89	146	2
Trespass	190	199	8	73	109	4
All Other	433	405	5	313	352	6
TOTAL PART II	2264	2301	48	2186	1545	35
<u>MISCELLANEOUS:</u>						
Alarm	621	270	0	0	0	0
Animal Control	500	448	3	4	5	0
Recovered Property	274	298	5	0	0	0
Service	30664	34387	713	0	0	0
Suspicious Per/Veh	523	576	6	0	0	0
TOTAL MISC.	32582	35979	727	4	5	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	978	41,891	939	44,436



**Newark Police Department
Weekly Traffic Report
11/26/17-12/02/17**



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	9801	8538	166	259
DUI	182	173	5	5
TOTAL	9983	8711	171	264

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	219	242	5	3
Property Damage (Reportable)	1170	1087	23	29
*Hit & Run	256	239	2	5
*Private Property	266	234	0	3
TOTAL	1389	1330	28	32

*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.

