

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

This week I attended the White Clay Wild and Scenic Steering Committee meeting. Many topics were covered at the meeting relating to work and ongoing initiatives in the White Clay Creek watershed. New Castle County now has a representative from the Special Services Department on the board which will be a great addition.

We met internally this week to discuss what we can do to replicate the work that was proposed by Urban3 regarding mapping the financial productivity of different land uses in Newark. Our GIS team is confident that they will be able to tackle the majority of the work and we will begin on that initiative in early 2018.

I have begun a review of the development fiscal impact model that is used to determine the revenue/expense impact of new development applications in Newark. We will be transitioning this calculation to the Public Works Department from Planning as Code actually has this task assigned to Public Works.

We held the annual holiday luncheon this week and had great attendance. Thank you to the councilmembers who were in attendance.

I met with representatives from Public Works and our consultant engineers to review the results of our sewer capacity modeling efforts. We have identified one location where we will need to make capacity improvements and will begin analysis efforts to see which methods will be the most cost effective to add capacity, I&I reduction or pipe upgrades.

I attended a Brandywine Christina Healthy Water Fund meeting with our stormwater coordinator and Finance Director where they presented an innovative pay for success PPP business model for achieving MS4 compliance. The concept is very promising but they will have a few hurdles to cross before it is a possibility. We will continue working with them as necessary to assist as it could potentially save Newark a lot of money while achieving a similar outcome.

I attended the pre-bid meeting along with Public Works staff for the Curtis Water Treatment Plan chlorine gas conversion and building upgrade project. We are excited to get this project moving.

I attended a meeting hosted by Planning Director Gray regarding the Transportation Improvement District (TID) initiative she is working on with DelDOT.

We held two council meetings this week and I attended the DNP board meeting on Thursday evening.

The remainder of my week was filled with annual reviews and other administrative tasks.

### Activity or Project:

### Description:

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

Administration/HR:

The past week was challenging for HR to quickly try to best support the police department with a officer candidate. The recruit that was placed in the New Castle County academy had to withdraw, but the County provided the City an opportunity to try to place another viable person. I'm proud of all the team members to work together, as well as the extreme flexibility of our medical partners and the applicant himself.

The HR team also worked this week providing reminders and guidance to the management leadership with respect to benefit time and application to employees. This is done to try to best ensure equal benefit to all eligible employees. We were also able to provide a supplemental form to the annual performance review regarding the City's Anti-Harassment Policy, which will become incorporated into the annual review. With all the workplace issues arising throughout the country, this process will better enhance the culture in the organization and ensure we are providing touch points with every employee. HR extends our appreciation to the chiefs, as the idea started from a conversation after an education session at chief's association meeting.

The Purchasing Division worked with Acting Manager Coleman on several matters, of which included the RFP process and selection for both the executive search firm as well as lobbying services. Assistant to the Managers Mark Brainard also confirmed additional details with the Facilities team, as site improvements continue and colors are standardized with painting. Brightening and cleaning up the look may include painting brick within the building, but will be approved as needed by Acting Manager Coleman.

Parking Division:

The Parking Division received a new Windows-based tablet for field use while working with the ParkingLogix Lot Countdown signage. The tablet will help field employees ensure that connections between signs, repeaters, and sensors are strong, ensuring that when vehicles enter and exit the lot the sign is correctly receiving the information for display to the customer. ParkingLogix staff provided initial setup and training.

Parking Manager Marvin Howard and Supervisor Courtney Mulvanity attended the 12/11/17 City Council meeting to assist with any questions regarding the residential parking permit solution and for discussion on parking rates in lots and at on-street meters. The Parking Division again thanks Mayor and Council for the support to the barcode solution, which will provide significant improvements to the administration of the program.

The IPS dome-mount sensor trial began on 12/12/17. Parking Maintenance employee Mr. Shorter and a technician from IPS installed 10 dome-mount sensors, a new product developed by IPS. This solution has been promoted as more effective in the field over the current “hockey puck” sensor that is in the ground. These new sensors are posted on the head of meter pole, rather than being drilled into the asphalt. Pending results of trial, the City could look at ordering more of these sensors with a future CIP item, and will address future roadway pavings that require removal/replacement of the in-ground sensors. This is a real issue with the pending DelDOT paving plan for Main Street.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 12/7/17 to 12/13/17. These sessions included arraignments, trials, capias returns, video hearings and prisoners transported. Parking officers were here on Monday and Wednesday to handle any parking appeals. Starting in February 2018 Court 40 will have court on Tuesdays instead of Mondays.

**Activity or Project:**

Court Sessions

**Description:**

From 12/7/17 to 12/13/17 Alderman's Court handled 80 arraignments, 44 trials, 10 capias returns, 6 prisoners transported and 3 video hearings. The court collected a total of 424 parking payments of which 282 were paid online and 142 were paid at court. The court also collected criminal/traffic fines which included 147 online payments and 53 court payments for a total of 200 payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	12-14-2017
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Bruce was in the office on December 11 for Council. Paul was in the office on December 8 for Court.

Bruce, Renee and Sarah staffed the Council meeting on December 11. Items 3A (November 27 Council minutes) and 3B (November 7 Planning Commission minutes) were sent to Council and posted on December 9. Follow up was completed by staff on December 12 and 13.

Sarah staffed the Conservation Advisory Commission meeting on December 12. The CAC made amendments to their bylaws to reflect the recommendations of the Boards and Commissions Review Committee, discussed a previous reforestation recommendation that they are forwarding for a future Council agenda, reviewed a potential possibility for a "Conservation Corner" column

in the Newark Post, and a potential intern for working on the Green Energy Dashboard project.

Staff spent time this week working on the City employee holiday luncheon which was held on December 13. Thank you to the Council members and employees who attended to celebrate the holiday season.

Renee staffed the special Council meeting on the City Manager search firm recruitment on December 13. Follow up was completed by staff on December 13 and 14.

Renee completed the direction sheet for the November 27 Council meeting and circulated it to Council and staff. She also worked on the direction sheet for the December 4 Council meeting.

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

- \* Continued review of documents and updated the requestor on the timeline for completion on a November 14 FOIA request from Captrust Advisors regarding responses to RFP No. 16-01.
- \* Confirmed there were no responsive documents, notified the requestor and closed a December 6 FOIA request from EBI Consulting regarding 300 McIntire Drive.
- \* Received, circulated to staff, confirmed there were no responsive documents, notified the requestor and closed a December 8 FOIA request from Photofax, Inc. regarding permits pulled by a contractor.
- \* Received and circulated to staff a December 12 FOIA request from Environmental Alliance regarding 107 Sandy Drive.

The December 19 Traffic Committee agenda was posted and forwarded to Council.

Regarding minutes, staff time was spent on the November 27 Council (Tara drafted; Renee edited - complete), December 4 Council (Sarah drafted), December 11 Council executive session (Renee drafted - complete) and December 11 Council (Sarah drafting) minutes. The December 12 Conservation Advisory Commission and December 13 special Council meeting minutes are currently in the queue.

Sarah fulfilled 9 discovery requests for upcoming Alderman's Court cases. 378 discovery requests have been filled so far for 2017. There were no court calendars for this week. 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 11 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. So far, 474 lien certificate requests have been processed for 2017.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha sent destruction notices for approval for one box and transfer notices for an additional two boxes.

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

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**Status:**

In-Progress

<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Community Relations

**Notable Notes:**

**Council Outreach:** Following the successful passage of our 2018 budget, Kelly extended an invitation to all of Council to meet, discuss the work of the Communications team in greater detail, and hear from them regarding their thoughts and ideas, as well as feedback from their constituents, as to how we can continue to improve upon effectively and efficiently communicating with Newark's residents, business leaders and visitors. To date, Councilman Clifton accepted the offer and met with Kelly for a productive conversation. Mayor Sierer reached out and she and Kelly are scheduled to meet next week, and Councilman Markham expressed interest in scheduling a time to meet. We are hopeful all members of Council will accept the invitation and we look forward to sharing with them the work we do, the progress we made and our plans for the future; and we look forward to hearing their feedback.

**Livestream Issues:** There have been several technological issues with our Livestream feed during the last few meetings. Megan has put in a ticket with IT to review and resolve the issues and we are hopeful to begin the New Year with a more consistently reliable and high-quality streaming process.

**Informer On Hold:** Jenny has been working closely with the various departments to maintain up-to-date on-hold messages for those who call in to the municipal building. Through her efforts, we have been able to maximize the value of the contract we have for this service and provide another opportunity to communicate upcoming events and important information with our customers and residents.

**Year in Review:** Megan is in the pre-production phase of a Year in Review video. It will highlight the great work and big headlines from 2017, including the stormwater utility, Newark Police Department's trading card project, new City website and staff retirements. The video will be

released on the City's social media pages, website and Channel 22 on December 29th.

Noel the Newark Elf: Noel the Newark Elf continues her adventures with the Newark Police Department. This week she worked in dispatch and updated the naughty list. She'll continue to help the department with Toys for Tots. She'll also attend the Shop with a Cop event and help do a last-minute push for the City's holiday food drive. Keep an eye out for her on the City, DNP and police department's social media pages.

#### Creative Design/Web Updates

- Designed Beast of the East bus stop sign and unicuity route flyer; Happy Hanukkah graphic for Social Media; yard waste collection graphic for Newark News Brief; Toys for tots graphic for Newark News Brief; and Welcome to Downtown mock-up sign
- Posted holiday closure, refuse and Christmas tree collection schedule to News Flash; PUBs delayed opening for December 14 to News Flash; Snow Central to City of Newark homepage
- Scheduled public meeting notices
- Updated Parks and Recreation's TV22 programming

#### Media Inquiries/Press Releases

- Doug Rainey, Delaware Business Now, inquired about how Council voted on the proposed parking rate changes at Monday's meeting
  - oResulting coverage: <http://delawarebusinessnow.com/2017/12/responses-dart-column-marathon-council-meeting-newark/>
- Josh Shannon, Newark Post, sought clarification on several items discussed on Monday's meeting, including City Secretary's raise, the welcoming city proclamation, InformMe notifications and the Rodney project.
  - oPartial coverage: [http://www.newarkpostonline.com/news/article\\_d3154c6b-33b9-5f9e-a677-2f51c6567314.html](http://www.newarkpostonline.com/news/article_d3154c6b-33b9-5f9e-a677-2f51c6567314.html)

#### Activity or Project:

CGI Communications

#### Description:

We received the first draft of videos from CGI this week to review and provide feedback. While the overall messages in the videos are good - we have some concerns with the voiceover actor and the need for additional b-roll. We are taking a closer look at the footage and will record the voiceover scripts in-house to see if that works better for our needs. We plan to submit our feedback by the end of the week so we can, hopefully, receive a second cut before the holiday.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	08-31-2018
<b>Execution Status:</b>	On Track

#### Activity or Project:

#### Description:

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

Electric Department

**Notable Notes:**

In coordination with Delmarva, the line crews performed a scheduled outage on half of Christianstead so that a tree on Wedgewood Road could be removed safely.

The line crews installed and terminated underground cables at the Chestnut Hill Road Substation for utilizing the new transformer installed two weeks ago. The electricians have been working at the substation also, installing the conduits and wiring needed.

The line crews set a large transformer at the Chemours site for the temporary power that will be needed for construction. The meter technician has been involved setting the CTs and getting ready for wiring the meter after the cables are terminated. The construction managers want power on Friday.

Engineering has been in correspondence with Amtrak and DeIDOT about moving a crossing at the new Transportation Hub. Engineering has also been working on getting the Chemours equipment specifications out for bid.

**Activity or Project:**

34.5KV Auto Restoration Project

**Description:**

The system has been tested. After a coordination study using the new modeling software has been completed the relay settings can be installed and the system put on line.

**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>

PUB staff is working with PWWR and Information Technology in preparing for stormwater utility billing, which will begin in January 2018. PUB was closed the morning of December 14th for staff training on the stormwater utility so we are prepared to answer any questions our customers may have.

Staff attended the Holiday luncheon on December 13th. We would like to wish everyone a Happy Holiday!

On December 14th, Finance Director Del Grande attended the “Brandywine-Christina Healthy Water Fund Pay-For-Success Mechanism” meeting. This USDA Conservation Innovation Grant provides the foundation for pay-for-success contracts designed to attract private capital for conservation projects.

Accounting staff prepared and submitted the 2018 Local Service Function Application to New Castle County on December 15th. Per state code, the County is required to have its local municipalities complete an application annually to reflect the services they provide within their own borders, that the County also provides. This application ensures that our taxpayers are not being charged twice for the same service (police, code enforcement, etc.).

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

**Activity or Project:**

2018 Budget

**Description:**

Staff is finalizing the 2018 Budget that was approved by Council on December 4th. The final budgets will be available by Friday, December 15th. <http://newarkde.gov/1007/Budget-Central>. I would like to thank Council, our residents, our directors, Acting City Manager Coleman, and especially the Finance Department for all of their hard work over the past nine months.

**Status:**

Completed

**Expected Completion:**

12-15-2017

**Execution Status:**

Completed

**Activity or Project:**

Payment &amp; Utility Billing (PUB)

**Description:**

The group processed 4,527 utility payments and CityView transactions, 587 of which were imported automatically with our electronic processes and 2,954 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 966 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 544 calls out of 580 offered, reflecting an abandoned rate of 6.2%. The average speed to answer the phone was 2:03. The average call time was 3:17. 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.

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

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

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

Planning and Development Department

**Notable Notes:****CODE ENFORCEMENT:**

After several weeks, Code Enforcement is still receiving numerous calls on issues/questions with the data on business licenses. (As of December 12, over 130 calls, emails or return invoices have been received.) 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 has entered all of the building permits that were received when MUNIS was being uploaded. Training is continuing on the new software.

Staff continues to work on correcting data that was put into MUNIS for rental permits.

Property Maintenance is reporting few violations. (Training in the new software is ongoing.) We anticipate the number being light as we approach the end of the fall semester and the holidays.

Staff is reviewing renovation plans for the McDonalds on South College Avenue.

Staff is working with the architect on the Food Lion renovations at Fairfield Shopping Center.

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:

The Planning Commission Parking Subcommittee meeting originally scheduled for December 27 has been rescheduled and will now be held on Thursday, December 21, 2017, 2:00-4:00 p.m. in the Municipal Building Council Chamber.

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.

The following was also completed this week:

- 6 Deed Transfer Affidavits
- 31 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. The Planning and Development Department received revised plans on December 12, 2017, and the project is scheduled for review and consideration by the Planning Commission at their January 2, 2018 meeting.

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. City Council approved the Comprehensive Development plan amendment, rezoning, and major subdivision with site plan approval at its December 11, 2017 meeting.

65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. 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 was held on December 6, 2017. SAC comments will be sent to the applicant in the near future.

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:****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:**

## Special Operations:

- The Special Operations Unit continues their retail theft prevention operation. The unit continues with both uniform and plain clothes operations to deter retail theft coinciding with the holiday shopping season. On Wednesday, NBC 10 will run a story on the operation.
- On Saturday, members of the Special Operations Unit will assist with the "Shop with a Cop" program.

## Traffic Unit:

- The Traffic Unit will conduct high visibility enforcement at various locations throughout the City including West Main Street following citizen complaints.
- On Wednesday, Sgt. Curtis Davis will attend a monthly Fire Police meeting.
- During the week, traffic will conduct training on the operation and maintenance of new portable breath testers that were provided to the department from the State Office of Highway Safety.
- During the week, M/Cpl. Paul Keld began training for his transition from Traffic to the Criminal Division which will occur in January. On Monday, M/Cpl. Keld attended a presentation at DSP Troop 2. The presentation was presented by Dr. Raymond Carr, a retired FBI agent, who discussed the investigation of a subject responsible for over 50 bank robberies over a 30 year period.

#### Patrol Division:

- During the week, Cpl. Mike Gruszecki and Officer Casey Rivers are attending the 40 hour Basic Criminal Investigator's Course.
- On Monday, Lt. Andrew Rubin attended meetings as part of the DELJIS Law Enforcement Users Group and the Criminal Justice Council Warrants and Capias Committee.
- On Tuesday, Lt. Rubin presented a block of instruction on Sex Crimes Investigation at the Delaware State Police Basic Criminal Investigators Course.
- On Wednesday, after passing the bar examination, Lt. Rubin will be sworn in by the Delaware Bar Association.

#### Auxiliary Services:

- SALLE/EIDE grants applications were prepared. The Newark Police Department is seeking funding for advanced training and technology upgrades.
- Captain Van Campen has been invited to serve on the Middletown PD promotional interview board next week.
- Mr. Cannon attended the PSAP managers meeting and 911 board meeting on 12/7.
- Text to 911 is still on track to go live in February at every 911 center in the state.
- NPD Communications is working with the board, E911 administrator, and Secretary of Delaware Safety and Homeland Security on the public awareness and education portion of text to 911. Testing and training is set to begin next month.

#### Administration Division:

- Cpl. Walker conducted security surveys at two local churches on 12/8/17.
- The Administration Unit is coordinating with Recruit Officer Anthony Boggs to get him enrolled into the New Castle County Police Academy.
- The Administration Unit is delivering the Toys for Tots toys to the Holy Angels School for gift wrapping on 12/15/17.
- The Administration Unit has made arrangements for the "Shop with a Cop" event on 12/16/17 at Kmart.

#### Criminal Division:

- On Wednesday, 12/13/17, Newark Police Department arrested Alex Evans for a home invasion robbery that occurred on Monday, 12/11/17, at approximately 3:30 p.m. at a residence in the 300 block of Paper Mill Road. The victim, a 69-year-old male, reported that he was first contacted at his front door by the suspect, who asked for a drink and food. The victim provided the suspect with a drink and the suspect initially left without incident. The suspect then returned 5 to 10 minutes later and pushed past the victim at the front door, causing him to fall. The suspect then proceeded to go through the victim's residence, taking cash and other assorted items. The suspect eventually left through the victim's rear door in an unknown direction.
- On Monday, 12/11/2017 at approximately 12:50 p.m. Newark Police Department received an alarm at TD Bank, 230 E. Delaware Avenue and learned that the bank had been robbed. One of the tellers, a 21-year-old female, reported that the suspect approached the counter and presented a demand note. Newark Officers, assisted by the Delaware State Police and New Castle County Police, subsequently located a blue Acura ATL on Sykes Road and conducted a traffic stop on the vehicle. Both the driver, David May, and the passenger, Justin Thompson, were taken into custody without incident. Officers found that surveillance video of the suspect obtained from the bank was an exact match for Thompson. Detectives also obtained additional information linking May to the robbery. Both May and Thompson were video arraigned in front of Justice of the Peace Court 11 and committed to Howard Young Correctional Institution in lieu of \$62,000

secured bond.

- On Tuesday, 12/12/17, Ralph Walsh was sentenced by Superior Court to 10 years' incarceration for possession of a firearm by a person who was prohibited after the Street Crimes Unit arrested Walsh in June of this year. Cpl. Odom (SCU) was checking Walsh's address and observed Walsh and another individual getting into Walsh's truck. Cpl. Odom was aware that both subjects were wanted on an excess of 10 capiases between the two of them and followed the subjects to a gas station on Kirkwood Highway. At that time, Cpl. Odom approached the subjects and arrested them without incident. Odom found heroin, methamphetamine, marijuana and a loaded gun on Walsh. Walsh was charged with possession of paraphernalia as well as the three drug charges, Possession of a firearm by a person prohibited, possession of a firearm in a school zone, CCDW and 8 capiases cleared. A domestic violence warrant was cleared on Walsh for the NCCPD and an active unserved PFA was served on Walsh on behalf of his ex-wife.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:** Completed

**Expected Completion:** 12-14-2017

**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:**

The recent cold weather has brought with it several water main breaks in the last week. Most notably a break on Cleveland Avenue at New London Road. We appreciate the residents and visitors patience while we had to close several lanes of traffic to make the repairs.

Our first snow event of the season is behind us. Approximately 3" of snow fell on Saturday night and Sunday morning. Crews treated the Level 1 roads as well as hills, bridges, and intersections.

Please reach out if there were any areas you feel should have been treated at this level.

We will be updating the Rodney project website to reflect a timeline for completed tasks and tentative future tasks. All public participation and meeting information is available on our website at [newarkde.gov/rodney](http://newarkde.gov/rodney)

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**Activity or Project:**

Stormwater Utility Implementation

**Description:**

PWWR, PUBs, and IT, along with our consultant, Black and Veatch are working hard to begin the billing process on January 1, 2018. As this is a new fee that residents and businesses will see on their bills, we are prepared to answer questions and the Communications Team has dedicated the January newsletter to this new fee and utility.

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<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	01-31-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Stormwater Pond Outfall Inspections

**Description:**

Each year, as part of our NPDES Stormwater Permit, our Stormwater Coordinator inspects approximately 20% of the stormwater outfalls in the City. A list of maintenance items is compiled and given to the Field Operations Superintendent for completion. Creation of the Stormwater Utility and the staffing of that utility will allow us to complete a significant portion of this maintenance in house. Due to workload and weather, this maintenance was routinely deferred in favor of street and water repairs in the past.

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<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	12-31-2017
<b>Execution Status:</b>	On Track

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**Activity or Project:**

GIS Utility Mapping - Miss Utility

**Description:**

Our ongoing GIS mapping efforts have resulted in efficiency for responding to Miss Utility Designer Tickets that are routinely called in by engineers, contractors, and property owners. Prior to the availability of GIS maps, scans of static maps which were rarely updated were used. Using the Combined Utility GIS web application created by PWWR staff, the requested utility layer (sanitary, stormwater, or water) can be turned on along with latest 2017 aerial imagery provided by New Castle County, City logo and disclaimer. We can now create customized utility maps with the latest up to date utility information in a matter of minutes, not only for Miss Utility Ticket requests, but for any request that comes to our department. An example of a water map is attached.

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<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018

<b>Execution Status:</b>	On Track
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Digital Records Project Documents Scanned – December 7-13

Name	# of Documents	# of Pages	Types
Samantha	69	2,020	Transfer Tax Documents/Court Documents/CDBG Documents
Sandy	103	2,324	Accounts Payable /Court Documents/CDBG Documents
Fred	100	1,459	Transfer Tax Documents/Court Documents
Ana (PT)	24	3,429	Court Documents/CDBG Documents
Mecia (PT)	42	864	Board of Adjustment Historical Files
Sarah	31	153	Boards and Commissions Historical Files
Total	369	10,249	

NEWARK POLICE DEPARTMENT

WEEK 12/03/17-12/09/17

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	0	3	0	0
Unlaw. Sexual Contact	6	11	0	2	2	0
Robbery	42	29	1	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	16	1	13	8	0
Assault/Aggravated	26	25	0	26	21	0
Burglary	73	49	1	39	15	0
- Commercial Burglaries	15	10	0	4	3	0
- Residential Burglaries	50	30	1	28	11	0
- Other Burglaries	8	9	0	7	1	0
Theft	642	534	8	181	203	6
Theft/Auto	53	45	0	15	5	0
Arson	2	1	0	0	0	0
All Other	121	96	4	85	73	0
<b>TOTAL PART I</b>	<b>977</b>	<b>799</b>	<b>14</b>	<b>370</b>	<b>336</b>	<b>6</b>
<u>PART II OFFENSES</u>						
Other Assaults	307	286	5	109	131	1
Rec. Stolen Property	1	2	0	29	18	0
Criminal Michief	189	192	2	57	54	4
Weapons	11	20	0	36	33	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	230	144	1	1021	260	4
Drugs	127	141	3	183	161	5
Noise/Disorderly Premise	657	796	17	283	297	1
Disorderly Conduct	149	150	6	89	147	1
Trespass	193	205	6	73	110	1
All Other	443	409	4	317	357	5
<b>TOTAL PART II</b>	<b>2307</b>	<b>2345</b>	<b>44</b>	<b>2197</b>	<b>1568</b>	<b>23</b>
<u>MISCELLANEOUS:</u>						
Alarm	626	273	3	0	0	0
Animal Control	506	458	10	4	5	0
Recovered Property	284	305	7	0	0	0
Service	31353	35095	708	0	0	0
Suspicious Per/Veh	539	587	11	0	0	0
<b>TOTAL MISC.</b>	<b>33308</b>	<b>36718</b>	<b>739</b>	<b>4</b>	<b>5</b>	<b>0</b>

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	901	42,792	951	45,387



Newark Police Department  
Weekly Traffic Report  
12/03/17-12/09/17



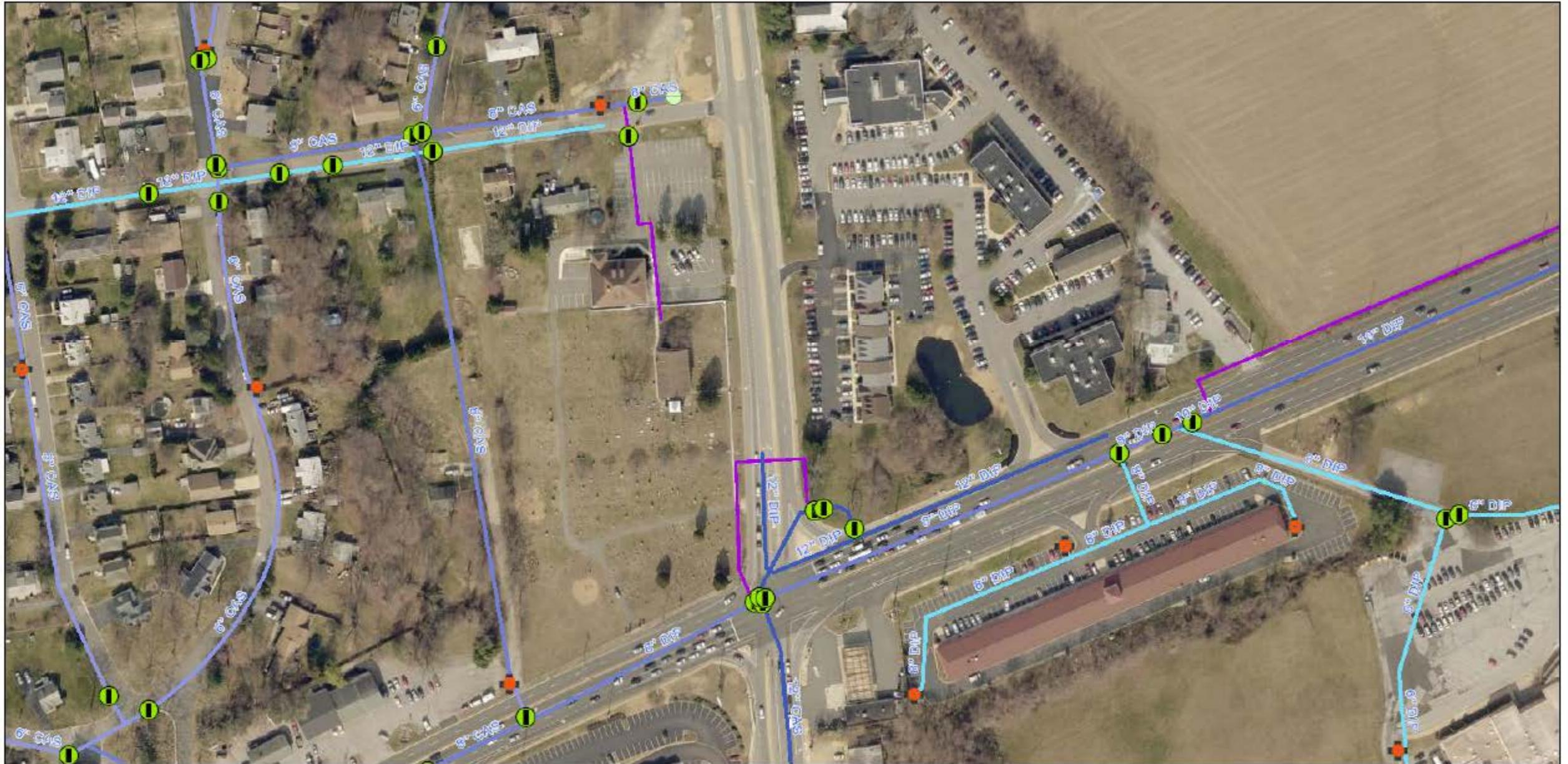
TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	9930	8820	129	282
DUI	185	175	3	2
<b>TOTAL</b>	<b>10115</b>	<b>8995</b>	<b>132</b>	<b>284</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	1	0	0
Personal Injury	228	247	9	5
Property Damage <b>(Reportable)</b>	1196	1115	26	28
*Hit & Run	263	240	7	1
*Private Property	273	242	7	8
<b>TOTAL</b>	<b>1424</b>	<b>1363</b>	<b>35</b>	<b>33</b>

\*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.

# Miss Utility Ticket #173400114 - Water

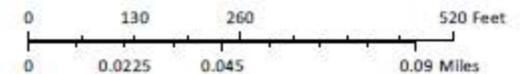


**LEGEND:**

- |                        |                 |                              |                          |                                     |
|------------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| Control Valve          | In Service      | Tower                        | 4", City of Newark       | Over 12", City of Newark            |
| System Valve Closed    | Meter Station   | Treatment Plant              | 6", City of Newark       | Unknown, City of Newark             |
| System Valve Opened    | Production Well | Other                        | 8", City of Newark       | All sizes, Private or Unknown Owner |
| Hydrant Out of Service | Pump Station    | Water Main (Diameter, Owner) | 10", City of Newark      | Water Lateral                       |
|                        |                 |                              | Under 4", City of Newark | 12", City of Newark                 |

**BASEMAP CREDITS:** Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo,

1:2,257



Public Works & Water Resources Department, City of Newark, Delaware



December 13, 2017

**Electronic Information Disclaimer:** Plans have been created from the Delaware Geospatial Data Exchange GIS Information, City of Newark Water Maps, Sanitary Maps, Storm Sewer Maps, and other available information. Additional buried utilities or structures may be present in the work area. The user should not rely on these plans and should verify all information to his/her satisfaction. All information shown on these plans should be verified by a licensed surveyor before making any purchase or design decisions.