

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We have received an update on the Delaware Avenue crosswalk signalization project. DelDOT informed us that the steel fabricator is running around four weeks behind schedule so the full installation is now targeted for UD's spring break.

This past Monday I attended the groundbreaking ceremony for Chemours at the STAR Campus. This is an exciting project that will offer great benefits to the Chemical Engineering Department at UD, not to mention the 325 new jobs that will be relocating to Newark. Partnered with the new biopharmaceutical lab that will host NIIMBL, there are a lot of exciting things happening at STAR that will benefit Newark via jobs, tax and utility revenue.

I attended in-house training with other management staff where we reviewed the changes included in the recently approved CWA contract.

I met this week with representatives from the PW&WR and P&D Departments where we discussed the fiscal impact model used in the development review process. We will be working to update this model in the coming months with the goal to have a more accurate model that also provides the fiscal impact on each enterprise fund and the general fund separately. Under the current model, depending on the nature of the development, there may be a big win on one fund that masks a loss in the other funds. By calculating and reporting each fund separately we will have a better picture of the true impacts of development. The long-term goal is to be able to provide our calculations to developers in an easily completable spreadsheet so they can run the numbers on a project before bringing them to us in the first place. I feel this will help ensure developers don't get too far down the road before they realize they have a project that is going to be a financial burden on the City as designed so they can avoid costly redesigns and the delays associated with making design changes late in the process.

We met this week to discuss the referendum process and to chart out the path forward. Unfortunately, the state has informed us that voting machines will not be available for the second half of the year (mid-June through December 1st) so it is looking more like we will need to hold the referendum concurrent with the April election. This does not leave staff much time to coordinate all the work necessary to develop an accurate question so we will be putting some projects on hold to allow staff to focus on the referendum. I am planning on providing an update on the process to Council on 1/8/18.

I wanted to thank Bruce Herron for his 22 years of service to Newark. I have very much enjoyed working with Bruce during my time with the City and I wish him the best in retirement.

I spent much time this week reviewing the "Campus Update" presentation that was provided by UD. We are working on developing questions to pose to UD and hope to have more information for Council to consider soon. I have also been reviewing the rental housing needs assessment reports to see how UD's strategic plan will impact the recently completed analysis. Depending on the impact, we may want to update the analysis with new numbers and revisit the recommendations section.

I have continued to work on employee reviews this week and have started delivering them.

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:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

A finalist has been identified for the vacant IT Manager position; pre-employment vetting and screening continues, and the City is hopeful to make an announcement soon. Acting Manager Coleman and Mr. Haines have high hopes with the outcome of this process. Mr. Haines facilitated two education sessions among the management team members regarding the 2018-2019 CWA contract. These sessions highlighted the pending changes, reviewed existing terms and held Q&A opportunities to ensure consistency among all City operations. HR Administrator Ms. Pacheco has worked extensively with the Finance team regarding year-end changes, which requires changes to be entered, processed and completed before 1/1/2018. HR Manager Ms. Stewart worked with the Electric Department to complete interviews and perform thorough reference checks for three Groundhand vacancies. The City is primed to extend offers to three new employees. Mr. Haines joined Acting Manager Coleman and various other staff members regarding the timing and requirements for 2018 referendum(s).

Parking Division:

The Parking Division staff performed a parking sensor audit to ensure good connectivity between all sensors and sensor-enabled meters. Parking Manager Marvin Howard attended the Lunch and Learn regarding changes to the new CWA contract and he also attended Traffic Committee

meeting on Tuesday, 12/19/17. Parking Supervisor Courtney Mulvanity attended the GIS Committee meeting on Wednesday, 12/20/17. The Parking Division will provide parking at no charge for the holidays starting Thursday, 12/21/17 through Tuesday, 12/26/17. Meters have been programmed to display a digital message and parking lot equipment will have signage designating parking status to the patron. Communications is assisting with spreading the news of parking at no charge. GIS Technician Jay Hodny and Mr. Mulvanity have been working on a new Parking GIS Map that is easier to read with better information. This map will be on display at the next Parking Subcommittee meeting.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

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Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court only held one court session from 12/14/17 to 12/20/17. This session included arraignments, trials, and capias returns. Parking officers have been here Monday and Wednesday to handle parking appeals.

There will be no court sessions from 12/18/17 until 1/2/18. Parking officers will still be here for parking appeals.

Activity or Project:

Court Sessions

Description:

From 12/14/17 to 12/20/17 Alderman's Court handled 28 arraignments, 19 trials and 5 capias returns. The court collected a total of 360 parking payments of which 217 were paid online and 143 were paid at court. The court also collected criminal/traffic fines which included 99 online payments and 72 court payments for a total of 171 payments.

Status:	Completed
Expected Completion:	12-20-2017
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on December 18. Bruce was in the office on December 21 for the Board of Adjustment meeting.

Renee and Samantha met on December 19 to review the first draft of the City of Newark document retention schedule.

Renee attended a Lunch and Learn seminar on the new CWA contract on December 19.

Renee participated in a staff meeting regarding the 2018 referendum on December 20.

Renee had a conference call with Councilman Chapman on December 20.

Tara attended the quarterly Delaware Municipal Clerks Association meeting on December 21.

Bruce and Sarah staffed the Board of Adjustment meeting on December 21. One variance request for 205 Madison Drive for one off-street parking place was on the agenda.

Renee spent time preparing end-of-year staff evaluations for the Legislative Department.

Renee worked on the Digital Records project strategic plan draft.

Renee spent time on the November 14 FOIA request from Captrust Advisors regarding responses to RFP No. 16-01.

Mecia worked on follow up to the holiday luncheon to prepare for distribution of the holiday gift to the employees who were unable to attend.

The December 21 Planning Commission Parking Subcommittee agenda and the December 27 Planning Commission Parking Subcommittee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the December 11 Council (Sarah drafting) and December 13 Council (Tara drafting) minutes. The December 12 Conservation Advisory Commission and December 21 Board of Adjustment minutes are currently in the queue.

Sarah fulfilled 3 discovery requests for upcoming Alderman's Court cases. 381 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. One plea by mail request was processed this week.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far, 479 lien certificate requests have been processed for 2017.

Activity or Project:

Digital Records Project

Description:

Samantha sent a destruction notice for approval for one box and transferred six boxes to State Archives for permanent preservation.

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:

Recodification

Description:

Renee participated in a conference call with the City's codifier, Municode, this week. Some minor formatting issues were reviewed as well as some questions regarding Chapter 13, which were forwarded to Finance Director Del Grande for review. The codifier is working on the final proofs, so no new ordinances passed after December 31, 2017 will be included in the final recodification ordinance to be considered by Council. Any ordinances passed after December 31, 2017 will be included in the first supplement update of the Code to be provided after the new Code is adopted by Council.

Status:	Near Completion
Expected Completion:	03-26-2018
Execution Status:	Behind Schedule

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Community Relations

Notable Notes:

Restaurant Week: Downtown Newark Restaurant Week 2018 is Monday, January 15 – Sunday, January 21. We will begin posting each restaurant's specials on the Downtown Newark Partnership website and the Restaurant Week Facebook event on January 2nd. For the latest updates, check out the Facebook event: <https://www.facebook.com/events/146078822780505/>

Five & Wine 5-Mile Run/Walk: Registration is now open for the 2nd annual Five & Wine 5-Mile Run/Walk on Saturday, March 24. This year's event will include two after parties; one at Klondike Kate's and one at Stone Balloon. In just a few days, 70 people have registered for the run. To register, click here: <https://runsignup.com/Race/DE/Newark/FiveWine?remMeAttempt=>

Newark News Brief: The latest news brief was published on Thursday, December 21. It is one of the most comprehensive News Briefs to date. The 3 ½ minute video addresses topics such as holiday closures and refuse changes, the stormwater utility and the Shop with a Cop and Toys for Tots events. The video can be seen on the City website and social media pages as well as Channel 22.

Year in Review: Megan is in the interviews and editing phase of the Year in Review video. The video will feature interviews from many of the City's department directors highlighting the great work done by their staff this year. The video will be released on the City's social media pages, website and Channel 22 on Friday, December 29th.

Noel the Newark Elf: Noel the Newark Elf continues her adventures with the Newark Police Department. This week she is under investigation in the case of the missing Christmas cookies. She had taken a polygraph test, and even gone in front of the judge. Follow her adventures on the Newark Police Department Instagram page.

Creative Design/Web Updates

- Designed Christmas holiday refuse change graphic, New Year's holiday refuse change graphic, tree collection graphic and leaf pick-up graphic for Newark News Brief
- Scheduled weekly InformMe public meeting notices; and message for aftercare availability
- Created CivicPlus account for Lisa Pisarski and trained her to use the website editor

- Trained Shelby Scheels to update Parks and Recreations banner rotation, and Parks and Recreation's seasonal brochure on the City website
- Updated snow removal services on the City website; and Public Works and Water Resources webpages

Media Inquiries/Press Releases

Public Notice: City of Newark to Offer Free Parking Downtown During Select Dates:

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

Betsy Price, News Journal, is editing a piece on the Rodney project and request high resolution photos. They were provided.

Activity or Project:

CGI Communications

Description:

We've submitted our feedback and provided an alternative recording for the voiceover work in the videos. We expect to receive revised videos for review in the new year.

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

Activity or Project:

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Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews continued working at the Chestnut Hill Road Substation preparing for the new transformer energization. They terminated underground riser cables at the poles and worked on the ground grid. The transformer company brought in a crew for testing and commissioning. The transformer will be energized as soon as they get oil sample results and OK everything.

The electricians replaced a part on a Sandy Brae Substation transformer that took several weeks to come from Sweden. It was an SF6 monitor that goes into the 34kV breaker. About five weeks ago

it broke and the insulating gas was lost making the breaker unusable.

The meter technician got the construction service for the Chemours Building on and worked on a customer's power quality issue.

Engineering worked on service designs for several projects in the planning review process.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Engineering completed a personalized webinar on the system modelling software in order to perform a coordination study. The relay settings in the reclosers have to be established correctly so they will operate before other devices on the system.

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

Activity or Project:

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Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

On behalf of the entire Finance Department, we would like to wish everyone a Happy Holiday!

Thank you Solicitor Herron for your 22 years of service with the City of Newark! We wish you many years of happiness in your retirement.

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 PW&WR and Information Technology in preparing for stormwater

utility billing, which will begin in January 2018. Our Utility Billing Manager has been working tirelessly with our contractor and Public Works and Water Resources to add all the new accounts required to implement the new fee.

On December 21, Finance Director Del Grande attended Newark High School's "Financial Literacy Fair." This event was set in the format of a typical science fair, where teams of students each had a booth to present their specific topic. Students covered areas such as credit scores, types of loans, investment tools, budgeting, business ownerships, fraud protection, and several other topics. The event was well-attended by the student body as well as some external invitees. Congratulations to the faculty and students at Newark High School for recognizing the importance of financial literacy.

Activity or Project:

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Expected Completion:

Execution Status:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Paula and Sharon on vendor fees and classifications for 2018 vendor packets, attended the Rodney Storm presentation to council, held conference call with Paula for a special event application at the reservoir for a triathlon group, completed management evaluations and reviewed all department employee evaluations, submitted Redd Park Trails grant reimbursement and reporting information to Delaware State Parks, reviewed several development plans for the Planning Department, attended a plan review for a Casho Mill Road project with the Planning Department; along with the City Solicitor, working on an easement agreement with Liborio Louviers for the Redd Park Trail connector to Paper Mill Road.

Recreation Superintendent: Continued to make changes/updates for winter/spring activity guide and worked with Shelby on final draft; met with Joe and Sharon regarding vendor package information for the 2018 vendor package that will be worked on and sent out in January; attended meeting with the Newark American Little League discussing field use and payment information; completed annual performance evaluations on all recreation staff for review by Joe; conducted weekly recreation staff meeting; received three additional special event applications for 2018 and sent requests to Newark Police and Public Works for feedback; continued to finalize details for 50th Anniversary magnet and pricing; worked on playground inspection report form with Tom for use by parks staff in 2018.

Recreation Supervisor of Athletics: Began hiring new staff for before/after care, recruiting new site supervisor, working on submitting staff files to get current staff upgraded through the Office of Childcare Licensing, sent out Parent's monthly newsletter, schools closed early on Friday so we had to move up the aftercare time and troubleshoot with our Everbridge notification system, all children were picked up by 3:15 p.m.; finalizing programs for winter/spring and proofing the newsletter text; submitted remaining 2017 invoices; met with the new president and vice president of the Newark American Little League to discuss field use in our parks and other general items.

Coordinator of GWC and Volunteers: Continued to work on program analysis forms; continued to finalize winter/spring program brochure information; sent additional facility requests to the Newark Senior Center; continued to plan and prepare for winter/spring and 50 Days of Fun Programs; updated the December schedule and finalized the January schedule for George Wilson Center Attendants and a staff meeting is scheduled to go over updates to the kitchen and security system; the GWC Coordinator, Recreation Specialist, Recreation Superintendent and IT staff met with Advantech to go over all aspects of the new security system at the George Wilson Center; all cameras are in with the exception of the kitchen camera scheduled to be installed once the ceiling tiles are in; continued preparation for the Dance Recital on Saturday, December 16, attended the Dance Rehearsal at the Aetna Fire Hall which dancers practiced for the show and had their pictures taken, attended the Dance Recital in which 100 people attended and posted photos from the recital on the Parks and Recreation Facebook page.

Recreation Supervisor of Community Events: Currently preparing for 2018 programs and events, including fitness and special interest classes, community events and summer camps; reports from 2017 programs are being completed; registration for fitness programs is occurring for the new sessions; reviewing the winter/spring newsletter for the final time before it goes to print.

Recreation Specialist: Purchased supplies for after-care Friday Clubs; worked on the 50th Anniversary Photo Challenge; attended meeting to learn how to properly work the new George Wilson Center security camera system; reached out to various organizations to get updated contact information for Outdoor Adventure Showcase vendor list; confirmed and sent out volunteer hours to various volunteers.

Parks Superintendent: Met with play equipment representative to get quote on new swing parts for several swing units throughout park system, started working on "Mini Grant" through the First State Resource Conservation and Development Council for Bamboo removal/control at site along the west bank of the Christina behind Timberline Drive, started gathering pricing for purchases in 2018, researched for grant opportunities for removal of two large areas of Bamboo other than the smaller site behind the houses on Timberline along the Christina, sat in on webinar through Urban Forestry Today on Pruning to Manage Risk and Enhance Wildlife for ISA CEU's, developed

“Play and Swing Equipment” inspection list for field staff, continued monitoring the work being done for the Electric Department at Olan Thomas Park.

Parks Supervisor: Continues assigning field staff daily and assisting as needed, followed up with garage on repair to salt box on truck #1430, met with Parks Director to discuss employee yearly reviews.

Parks/Horticulture Staff: Continue on perennial/ornamental grass cutbacks throughout park system, did trash removal throughout park system as needed, cleaned off snow removal equipment from storm, did interior bed maintenance at City Hall, continued on work orders as assigned, replaced one missing plant and reset several other plants in pots along Main Street, completed installation of bike racks and repair station at bike shelter on Pomeroy Trail at Main Street, put cab on VenTrac for snow removal operations, winterized water tank, replaced grow bulb in the interior planting bed at City Hall, snow/ice control as needed, and did tree pruning as assigned. Contractor completed the fence replacement at Handloff Park #1 ballfield along the right field fence line.

Activity or Project:

George Wilson Center Security Cameras

Description:

All aspects of the new security system at the George Wilson Center are completed and activated with the exception of the kitchen camera that is scheduled to be installed once the ceiling tiles are in for the kitchen renovation.

Status:	Near Completion
Expected Completion:	01-01-2018
Execution Status:	On Track

Activity or Project:

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Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

After several weeks, Code Enforcement is still receiving numerous calls on issues/questions with the data on business licenses. 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 for rentals and building permits. Training is continuing on the new software.

Property Maintenance is reporting few violations. We anticipate the number being low as we approach the winter season.

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 dedicated a good bit of time preparing the documents for the January 2, 2018 Planning Commission packet; continued to work with Code Enforcement Manager Dave Culver and Code Enforcement staff on rental and business license billing and activities related to the transition to the MUNIS system; continued to work on plan review and related reports; prepared for and led two Subdivision Advisory Committee (SAC) meetings for proposed land use developments including 46 Welsh Tract Road and 1501 Casho Mill Road; sent out a SAC report for 0 Paper Mill road (Parcel ID 0805200012); and prepared for the Planning Commission Parking Requirements Subcommittee meeting on December 21, 2017 <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>.

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.

The Planning Commission is scheduled to meet on Tuesday, January 2, 2018 starting at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Discussion of combined Planning Commission/City Council meeting including, but not limited to meeting dates, format of meeting, and potential agenda items
- Comprehensive Development Plan amendment, rezoning, and major subdivision with site

plan approval of 24 and 30 Benny Street and 155 South Chapel Street

- Amendments to the Zoning Code relating to regulations for wireless facilities in the right of way and outside the right of way
- Amendments to the Zoning Code relating to requiring floor plans for land use development
- Discussion of Planning Commission GIS needs
- Quarterly report on Planning Commission 2018 Work Plan
- Parking Subcommittee update

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 19, Planner Mike Fortner and Code Enforcement Officer Brian Daring assisted a Newark resident with a backed up sewer line under the Home Improvement Program.

Planner Tom Fruehstorfer represented the City of Newark at the WILMAPCO PAC meeting on December 18.

The following was also completed this week:

- 6 Deed Transfer Affidavits
- 19 Building Permit Reviews

LAND USE PROJECT 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, Parcel ID 1100900078 (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, Parcel ID 0805200012 (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 were sent to the applicant on December 14, 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 was held on December 14, 2017. Staff comments will be sent to the applicant in the near future.

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. A SAC meeting was held on December 18, 2017. Staff comments will be sent to the applicant in the near future.

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:

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

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Auxiliary Services

- On Tuesday, December 19th, Capt. Van Campen assisted the Middletown Police Department with their promotional oral boards.
- Mr. Cannon is in the process of applying for a position with the Tyler/New World CAD User's group. This position will allow Mr. Cannon to provide direct input on all aspects of the New World dispatch software utilized throughout the State of Delaware. The appointment to the board is a three-year term.

Administration Division

- On December 20th, Cpl. Walker assisted Parks and Recreation with security recommendations at the George Wilson Center.
- On December 20th, the Administration Unit coordinated the Toys for Tots event.
- On December 22nd, the Administration Unit will coordinate a meeting with the Gentlemen/Ladies Club at Downes Elementary School. The meeting will focus on learning about the SWAT Team and the Crisis Negotiation Team.
- On December 22nd, the Administration Unit will conduct security at the Pepfest event at Newark High School.

Criminal Division

- On Wednesday, December 20th, the Newark Police Department SWAT Team, assisted by the Street Crimes Unit and Criminal Investigation Unit, arrested James Brooks for the early morning shooting and robbery which occurred in the Applebee's parking lot in Suburban Plaza on Saturday, July 9th, 2017. Brooks was identified as the second suspect after a thorough, in-depth investigation by the Criminal Investigations Unit. His co-defendant, Thomas Ellerby, remains incarcerated pending trial. At the time of this report, bail has not been set for Brooks.

- On December 6th, 2017, Marquis Brown was arrested on outstanding warrants for Possession with the Intent to Distribute a Controlled Substance, Resisting Arrest, Possession of Drug Paraphernalia and Criminal Mischief. Brown was the target of a drug investigation initiated by the Street Crimes Unit (SCU) and previously fled from officers on November 29, 2017. SCU observed a suspicious vehicle in the area of Madison Drive which was found to be owned by the mother of Brown's girlfriend. Surveillance efforts on the vehicle eventually yielded a positive identification of Brown to be one of the occupants. A quick reaction plan was placed into motion with the assistance of the Special Operations Unit. Brown was taken into custody a short time later.

Brown was in possession of a small amount of crack cocaine and approximately \$1,400 US currency at the time of arrest leading to additional charges. Brown was committed to the Howard Young Correctional on \$35,000 cash.

Patrol Division

- On Saturday, December 16th, several officers from the Patrol Division assisted with the Shop with a Cop event. The event was very well received by the children and their families.
- On Monday, December 18th, Cpl. Barnes and Officer Vari attended Report Writing training at the DSP Academy.
- On Tuesday and Wednesday, December 19th and 20th, Lt. Rubin attended Drug Recognition Expert (DRE) Prosecution Training in Baltimore with two other DRE's and three prosecutors from Delaware.

Traffic Unit

- Officers continue with enforcement on Kells Avenue for stop sign violations based on citizen complaints.
- Traffic officers are also conducting enforcement of school bus violations particularly in the area of Elkton Road at Millstone following citizen complaints.
- On Wednesday, December 20th, traffic officers will assist with the Toys for Tots event.

Special Operations Unit

- Officers of the Special Operations Unit are continuing their retail theft operations at various business establishments throughout the city.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	12-20-2017
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

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

Digital Records Project Documents Scanned – December 14-20

Name	# of Documents	# of Pages	Types
Samantha	30	2,762	HR Documents
Sandy	38	5,906	Court Documents/CDBG Documents/HR Documents
Fred	61	1,538	Court Documents
Ana (PT)	100	1,768	Court Documents/CDBG Documents
Mecia (PT)	36	716	Board of Adjustment Historical Files
Sarah	11	22	Boards and Commissions Historical Files
Total	276	12,712	

NEWARK POLICE DEPARTMENT

WEEK 12/10/17-12/16/17

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	12	1	2	2	0
Robbery	43	31	2	15	17	2
- Commercial Robberies	13	11	1	0	4	2
- Robberies with Known Suspects	2	1	0	0	0	0
- Attempted Robberies	6	2	0	2	5	0
- Other Robberies	22	17	1	13	8	0
Assault/Aggravated	27	25	0	26	21	0
Burglary	74	49	0	39	15	0
- Commercial Burglaries	15	10	0	4	3	0
- Residential Burglaries	51	30	0	28	11	0
- Other Burglaries	8	9	0	7	1	0
Theft	654	548	14	184	208	5
Theft/Auto	53	46	1	15	5	0
Arson	2	1	0	0	0	0
All Other	125	101	5	85	76	3
TOTAL PART I	996	822	23	373	346	10
<u>PART II OFFENSES</u>						
Other Assaults	310	291	5	110	131	0
Rec. Stolen Property	1	2	0	29	18	0
Criminal Michief	193	193	1	57	54	0
Weapons	11	20	0	36	33	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	231	144	0	1025	261	1
Drugs	130	144	3	195	167	6
Noise/Disorderly Premise	664	802	6	285	304	7
Disorderly Conduct	152	154	4	89	151	4
Trespass	195	208	3	75	112	2
All Other	449	415	6	324	361	4
TOTAL PART II	2336	2373	28	2225	1592	24
<u>MISCELLANEOUS:</u>						
Alarm	643	278	5	0	0	0
Animal Control	512	460	2	4	5	0
Recovered Property	289	310	5	0	0	0
Service	32028	35805	710	0	0	0
Suspicious Per/Veh	550	597	10	0	0	0
TOTAL MISC.	34022	37450	732	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	882	43,674	876	46,263



Newark Police Department
Weekly Traffic Report
12/10/17-12/16/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	10079	8945	149	125
DUI	187	175	2	0
TOTAL	10266	9120	151	125

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	235	252	7	5
Property Damage (Reportable)	1212	1152	16	37
*Hit & Run	267	243	4	3
*Private Property	275	251	2	9
TOTAL	1447	1405	23	42

*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.