

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

I have spent a considerable amount of time over the past two short weeks on year end items like annual reviews and other administrative tasks.

Last week I met with Director Gray and Councilman Hamilton to review the rental housing needs assessment and how the recommendations will be affected by UD's expansion plans.

Last week I met with Councilman Clifton where we discussed an assortment of minor issues.

I reviewed information on the DE committee reviewing legalization of recreational marijuana.

I reviewed items under review by the DLLG LAC that were provided by Mayor Sierer.

I attended a state revolving loan fund meeting jointly held by DNREC's environmental finance department and DHSS which was required in order to apply for projects to be placed on the project priority list, a requirement to access a SRF loan. There are several grants available which were reviewed again along with one that I was unaware of which would provide up to \$400,000 in funding annually that can be used to help reduce utility bills for low income residents. I will need to discuss the program in more detail with representatives from DNREC but it appears that we would be eligible for the program as soon as we have an active loan with the SRF. Depending on how much we get through the program, it could offset a good portion of the interest we pay on our loans, especially when coupled with the other grant programs that become available once we enter their loan program. I will also be discussing potentially getting a grant to enter their asset management program which would result in interest reimbursement to the City if we take a loan in the future.

We continued to prepare information necessary for the referendum discussion on 1/8. We will be on an accelerated schedule due to availability of voting machines and will need to remain focused on the effort to avoid missing the construction window with projects we intend to start during 2018.

Spent time preparing questions for UD regarding their new campus plan which I will discuss with them soon. We are planning on holding regular meetings with UD to make sure we are involved in discussions about the campus master plan update which will be completed during 2018.

We had a significant snow storm this week and the PW&WR team was all hands on deck. With the extreme cold that will follow the storm we wanted to make sure we put the snow where we wanted it before it hardened in place. High winds during the storm have complicated our ability to keep roads clear. We are experimenting with brine during this storm again but the extreme cold has limited our ability to apply without potentially creating more of a problem.

### 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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on January 2 for Planning Commission.

Bruce and Sarah staffed the Board of Adjustment meeting on December 21. The Board approved a variance for one off-street parking at 205 Madison Drive with a 4 to 0 vote.

Staff finalized and posted the agenda for the January 8 Council meeting on December 29. Packets were completed and posted on the website on December 30. Item 3D (December 5 Planning Commission minutes) was forwarded to Council on January 3.

Sarah finalized and posted the agenda for the January 9 Conservation Advisory Commission meeting on January 2.

Sarah finalized and posted the agenda for the January 18 Board of Adjustment meeting and completed and sent associated advertising and direct mail notices to surrounding property owners on January 3. There is one application for a variance for two additional ground signs at the McDonald's at 815 South College Avenue.

Renee worked on 2017 employee evaluations.

Renee spent time on several items for the January 8 Council agenda including the City Solicitor search update, the path forward for the 2018 referendum with Acting City Manager Coleman, Bill 18-01 to restrict parking on New Street and the various sets of minutes detailed later in this report.

Tara and Mecia spent time changing over 2017 and 2018 filing and record keeping.

Initial preparations have begun for the 2018 City election to be held on April 10. The organizational meeting for the Election Board has been scheduled for January 24 at 5:00 p.m. in the Mayor's Conference Room. The solicitation of candidates notice has been submitted to the Newark Post and News Journal to be run for a combined five weeks leading up to the filing deadline for candidates on February 5. Staff also corresponded with Election Board members to arrange their reappointment for 2018. Candidate petitions are available for pick up for candidates for Council in districts 3, 5 and 6 at the City Secretary's office during regular business hours Monday through Friday from 8:30 a.m. to 5:00 p.m. For more information on candidate eligibility requirements, visit <https://newarkde.gov/546/File-for-Candidacy>. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

The January 2 Planning Commission, January 8 Steering Committee for the Newark Community Sustainability Plan, January 8 Council, January 9 Downtown Newark Partnership Design Committee, January 9 Conservation Advisory Commission and January 18 Board of Adjustment agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the December 4 (Renee edited - complete), December 11 Council (Sarah drafted; Renee edited - complete), December 12 Conservation Advisory Commission (Sarah drafted - complete), December 13 Council (Tara drafted; Renee edited - complete) and December 21 Board of Adjustment (Sarah drafted - complete) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 11 discovery requests for upcoming Alderman's Court cases. 381 discovery requests were filled for 2017 and 11 discovery requests have been filled so far for 2018. The office also received court calendars for January 5 and 11 and the 23 associated case files were prepared for the Acting City Solicitor. 47 court calendars with 683 associated case files were compiled for 2017. Two court calendars with 23 associated case files have been compiled so far for 2018. No plea by mail requests were processed this week.

The office received 16 new lien certificate requests in the last two weeks, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 480 lien certificate requests were processed for 2017. So far, 15 lien certificates have been processed for 2018.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha worked on the City of Newark records retention schedule.

Samantha and Sandy spent extensive time over the last two weeks working with IT to troubleshoot various scan quality issues with Tyler Content Management. Thanks to Cenise, Ali and Daina for the time that the IT team has spent working with Tyler towards a resolution for these issues.

Because of the scan quality issues meaning that less time was spent on scanning and more time was spent on document preparation, the three City holiday days off and staff vacations, scan numbers were down considerably for this time period. Additionally, we have been told by Tyler that the documents being scanned that are being initially indexed with barcodes for batch scanning by the

Finance Department before coming to the Records Division are not having their page counts added to our numbers, as they are considered documents being modified, not originally scanned documents. This means that our page counts have been underreported. IT is working with Tyler on towards a resolution for this issue.

The document and page count for December 21-January 3 is attached below.

<b>Status:</b>	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

<b>Department:</b>	Electric Department
<b>Notable Notes:</b>	<p>The line crews have been working on the Christina Parkway setting poles and reworking the lines around Bloom to make the new 34kV service to the Chemours site.</p> <p>The electricians have been working at City Hall tracing and identifying UPS circuitry after a UPS went down because of imprudent loading by City employees. The electricians also fixed a pump at the Cooches Bridge Road Pump House.</p> <p>Engineering compiled the University's December loads for DEMEC and City billing. Engineering has also been working on fault calculations and coordination of relays and reclosers using the new modelling software.</p>
<b>Activity or Project:</b>	34.5KV Auto Restoration Project
<b>Description:</b>	The coordination study has not been completed. There are a few technical details needed about the recloser opening speeds in order to ensure proper operation of the system. Once the recloser manufacturer gets back with the needed information, the system can go online.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	01-15-2018
<b>Execution Status:</b>	Behind Schedule
<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:**

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 PW&WR and Information Technology in preparing for stormwater utility billing, which will begin in January 2018. Utility bills created after January 15th will include a stormwater fee.

On December 28th, the Government Finance Officers Association (GFOA) notified the Finance Department that our 2016 Comprehensive Annual Financial Report (CAFR) qualified for the Certificate of Achievement for Excellence in Financial Reporting. This certificate is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. I would like to thank Deputy Finance Director Jill Hollander for all her hard work in leading the Finance Department through the CAFR process. I would also like to thank our accounting staff and communications group for their help in getting the CAFR completed.

**Activity or Project:**

Payments and Utility Billing (PUB)

**Description:**

The group processed 3,334 utility payments and CityView transactions during a shortened holiday week, 539 of which were imported automatically with our electronic processes and 2,629 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition,

860 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 372 calls out of 478 offered, reflecting an abandoned rate of 18%. The average speed to answer the phone was 4:30. The average call time was 2:58. 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>	12-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

License Audit Review

**Description:**

Below is a summary of the Business License Audit Review for companies doing business within Newark's City limits, but not physically located in Newark (as of 12/31/2017):

- Collected \$50,566 (2013-2017) from 64 businesses for the City of Newark, so we will be billing this group of 64 going forward.
- Closed 74 accounts.
- We are awaiting payment from 24 businesses totaling \$16,227.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	03-01-2018
<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:**

Parks and Recreation Department

**Notable Notes:**

Director: Attended a subdivision meeting for Casho Mill Road project, attended overview of CWA contract information with Andrew, Paula, Tom and Rich; completed employee evaluations and reviews for 2017; working on prefabricated restroom cost estimates for Preston's Playground; reviewed the Winter/Spring activity guide; working on the end of year report for department; met with Parks Supervisors about snow and ice procedures for winter storms; and conducted Parks Maintenance meeting to discuss upcoming projects and work orders.

Recreation Superintendent: Completed final revisions to winter/spring activity guide and worked with Shelby on the initial marketing of the guide online and distributing copies to the email list, updated Facebook and website banners and worked with Shelby on weekly E-blasts for the first

part of January; reviewed PSA's for distribution to media outlets; sent out deadlines to recreation staff for upcoming bid requests including sports equipment, arts & crafts, portable toilets and apparel; met with Chrissy and Sharon regarding the sponsorship package that will be sent out in January; completed annual reviews with each recreation staff member.

Recreation Supervisor of Athletics: Submitting staff files and updating background checks for the Office of Childcare Licensing for before/after care staff, went to the state police troop for fingerprinting, completed and sent out staff schedule for January, local authors read their book "Milton the Christmas Moose" at West Park aftercare; met with Recreation Superintendent for annual performance review; proofed the newsletter text and program information on our online registration system; completed statistical program analysis information for fall activities; working on end of year report; finalizing basketball staff schedules for January; sent out flyers for upcoming programs and updated information for PSA's.

Recreation Supervisor of Community Events: Preparing year-end report, writing PSAs, working on items related to the Winter/Spring Newsletter including promoting fitness programs and completing instructor contracts.

Coordinator of GWC and Volunteers: Completed program analysis forms for Fall 2017 and finalized statistics; continued to review Winter/Spring Program Brochure information and data entry forms; continued to work on the end of year report; continued planning the Volunteer Appreciation & Fair scheduled in January; worked with the Recreation Specialist to ensure all volunteer hours from 2017 have been recorded in the volunteer spreadsheet; met with the Recreation Supervisor of Events and the Recreation Superintendent on sponsorship information; met with the Recreation Superintendent to go over the coordinator's annual evaluation; continued to work on annual evaluations for George Wilson Center attendants; coordinated with the theater instructor to offer a special Two Day Film Acting Workshop the last week in December which participants had the opportunity to act in an original student film that included the prequel and sequel written by one of the participants; finalized the staff schedule for the School's Out, Kids Day Off program scheduled for Tuesday, January 2 which ran with 15 participants; the kitchen renovation nears completion with the sinks being installed after the countertops.

Recreation Specialist: Confirmed all volunteer hours for 2017; started inputting volunteer hours into an end of year report; contacted organizations to inquire about aftercare programs; scheduled the author of Milton the Christmas Moose to come read the book to the aftercare participants; collected materials for Friday Clubs at aftercare; completed creating a vendor list for the upcoming Outdoor Adventure Show event; finalized the selection of photos to be submitted to Delaware Today for an upcoming article about the 50th anniversary of the Parks and Recreation Department.

Parks Superintendent: Developed new master work orders for all aspects of mowing/general park maintenance/planting bed maintenance/snow and ice removal/chemical applications for use in 2018 to name a few, completed trail inspections of trail system through Redd Park/Coverdale Park/Valley Stream areas, reviewed proposed landscape plan and commented as needed, continued gathering quotes for upcoming purchases in 2018, and inspected new fence installation at the Wilson Center T-ball field.

Parks Supervisor: Organized new master work orders for 2018 and assigned field staff and assisted as needed.

Parks/Horticulture: Staff did trash removal throughout park system as needed, continued on work orders as assigned, did equipment maintenance on portable torpedo heater at Parks Maintenance Building, did snow/ice control as needed, checked all heater units in Rittenhouse Block Building/both pool buildings/Olan Thomas storage building, and checked on holiday tree and pots along Main Street.

**Activity or Project:**

Winter/Spring Activity Guide

**Description:**

The Winter/Spring activity guide is available online at [www.newarkde.gov/play](http://www.newarkde.gov/play) and registration begins January 2 for residents and January 5 for non-residents. In 2018, join the Parks and Recreation Department in the celebration of our 50th Anniversary. Throughout the year, we will include 50 special days of fun for you and your family to participate in and enjoy. You can find the calendar in our Winter/Spring Activity Guide. We hope to see you in the New Year and in the next 50 years to come!

**Status:**

Completed

**Expected Completion:**

01-02-2018

**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:**

Planning and Development Department

**Notable Notes:**

CODE ENFORCEMENT:

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.

Staff has addressed several issues with freezing pipes and broken sprinkler heads. Many work sites are reporting light activity because of the cold weather.

Property Maintenance is reporting few violations (training in the new software is ongoing).

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

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.

#### PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray dedicated a good bit of time to preparing the documents and presentation materials for the January 2, 2018 Planning Commission packet and participating in said meeting; working on follow-up issues discussed at the January 2, 2018 Planning Commission meeting; starting work on the February 6, 2018 Planning Commission meeting; continuing 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 and issues related to the MUNIS transition; continued to work on plan review and related reports; worked with Planner Mike Fortner on the draft request for proposal for the Newark Community Sustainability Plan and the January 8, 2018 Steering Committee meeting; finalized and sent out the Subdivision Advisory Committee (SAC) report on December 29, 2017 regarding 46 Welsh Tract Road; and worked on administrative issues including employee evaluations.

At its January 2, 2018 meeting, the Planning Commission took the following actions:

- Discussed a combined Planning Commission/City Council meeting including, but not limited to meeting dates, format of meeting, and potential agenda items.
- Tabled the Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval of 24 and 30 Benny Street and 155 South Chapel Street due to lack of public notification sign posting at the development site.
- Discussed amendments to the Zoning Code relating to regulations for wireless facilities in the right of way and outside the right of way.

The proposed ordinance change to require floor plans for subdivision proposals for multi-family and hotels/motels projects was tabled because the Planning Commission adjourned before the agenda item was discussed.

On Monday, January 8 at 4:00 p.m. in the Council Chamber, the Steering Committee for the Newark Community Sustainability Plan will hold its first meeting to review the RFP and next steps in the process.

On Thursday, January 18, the Board of Adjustment will hear the appeal of McDonald's USA, LLC, for the property at 815 South College Avenue. A variance is requested from Sec. 32-60(a) (2) – Sign Standards for Business Districts - Standards for business zoning districts shall be permitted in all business districts as per the following standards: Ground Sign – Maximum number is one. The applicant is requesting three additional ground signs. A variance of two signs is needed.

The following was also completed this week:

- 8 Deed Transfer Affidavits
- 25 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, 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. The project, originally scheduled for review and consideration by the Planning Commission on January 2, 2018, has been tentatively rescheduled for Planning Commission review at its February 6, 2018 meeting due to lack of public notification sign posting at the development site.

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. The project is tentatively scheduled for review and consideration by the Planning Commission at their February 6, 2018 meeting.

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. The project is tentatively scheduled for review and consideration by the Planning Commission at their February 6, 2018 meeting.

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 were sent to the applicant on December 29, 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. 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.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**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>	

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

A review of our 2017 year-end crime statistics compared to 2016 reveals that overall Part 1 (serious crimes) have declined by 18.5%. Robbery has declined by 24.4%, aggravated assault has declined by 13.8%, burglary has declined by 37.2% and thefts have declined by 17.7%. Our total Part 1 crimes have declined by 46.8%. In the past 11 years, robberies have decreased by 60.3% over the past decade. In 2017, our traffic collisions have declined by 2.7%. This decade long reduction of serious crime in the City of Newark is a testament to the hard work and dedication of all members of the Newark Police Department.

**Auxiliary Services:**

- State of Delaware Grant applications were submitted for FY 2018 SALLE and EIDE. The grant funding is being sought to fund advanced training and equipment. The applications will be presented for committee approval next week.
- Text to 9-1-1 is still anticipated to be implemented in early 2018. This is pending funding approval.

**Administration Division:**

- Sgt. Jones is coordinating numerous in-service training sessions that are scheduled in January and February for the entire police department.
- Lt. Nelson is preparing a year-end report that will include statistics and information on the Newark Police Department in 2017.

**Criminal Investigations Division:**

- On 12/13/17, at 2 p.m. officers from the Special Operations Unit responded to ACME, 100 Suburban Drive, for a shoplifter who was being detained. During a search of the suspect, Dominic Polifroni, officers recovered six baggies of suspected marijuana and three methadone pills. Additionally, officers found that Polifroni was in possession of merchandise that was determined to have just been stolen from Walgreens, 216 Suburban Drive, valued at \$158.26.
- Officers from the Street Crimes Unit, who were investigating Polifroni for the sale of narcotics, worked with the Special Operations Unit and executed a search warrant at Polifroni's residence located in the 100 block of Madison Drive.
- Based on evidence located in the residence, Polifroni was arrested for Manufactures,

delivers, or possesses with intent to manufacture, deliver a controlled substance (2 Counts), Shoplifting under \$1,500 (2 Counts), Possess controlled substance (2 Counts), Possesses a controlled substance in a Tier 1 quantity, Possession of drug paraphernalia.

**Patrol Division:**

- On December 27th and January 3rd, Lt. Rubin instructed recruits at the Delaware State Police Academy's Search and Seizure class.
- On January 4th, Lt. Rubin will attend an Impaired Driving Taskforce meeting in Dover.

**Traffic Unit:**

- The traffic unit conducted a speed survey and deployed a speed message board on Radcliffe Drive following a citizen complaint. During a 7-day period, the equipment recorded 619 vehicles travelling along the roadway, however, none were travelling more than 10 mph over the posted speed limit.
- The traffic unit will conduct enforcement on Elkton Road at Millstone Drive following complaints of vehicles passing stopped school buses.
- The traffic unit continues to conduct traffic enforcement at various locations throughout the city.

**Special Operations Unit (SOU):**

- Officer Nate Graber has been assigned to conduct a background investigation on a police applicant.
- SOU Officers continue to work the retail theft detail and will be executing warrants on several individuals identified for their involvement in recent thefts.
- SOU officers are also conducting follow up investigations on several recent graffiti cases throughout the City.
- On Wednesday, January 3rd, SOU hosted the monthly HUB meeting.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

01-03-2018

**Execution Status:**

Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

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

Digital Records Project Documents Scanned – December 21-January 3

Name	# of Documents	# of Pages	Types
Samantha	4	109	Miscellaneous Documents
Sandy	8	30	Accounts Payable Batch Scans
Fred	2	5	Court Documents
Ana (PT)	5	24	Court Documents
Mecia (PT)	95	2,447	Board of Adjustment Historical Files
Sarah	23	57	Alderman's Court Reports/Appointments
Total	137	2,672	



NEWARK POLICE DEPARTMENT

WEEK 12/24/17-12/31/17

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	3	8	0	3	0	0
Unlaw. Sexual Contact	6	12	0	2	2	0
Robbery	41	31	0	15	20	3
- Commercial Robberies	13	11	0	0	4	0
- Robberies with Known Suspects	2	1	0	0	0	0
- Attempted Robberies	6	2	0	2	5	0
- Other Robberies	20	17	0	13	11	3
Assault/Aggravated	29	25	0	26	21	0
Burglary	76	49	0	39	15	0
- Commercial Burglaries	14	10	0	4	3	0
- Residential Burglaries	54	30	0	28	11	0
- Other Burglaries	8	9	0	7	1	0
Theft	684	563	3	191	217	9
Theft/Auto	53	47	1	15	5	0
Arson	2	1	0	0	0	0
All Other	129	105	4	85	77	1
<b>TOTAL PART I</b>	<b>1031</b>	<b>843</b>	<b>8</b>	<b>380</b>	<b>359</b>	<b>13</b>
<u>PART II OFFENSES</u>						
Other Assaults	316	298	3	112	136	5
Rec. Stolen Property	1	2	0	29	18	0
Criminal Michief	197	203	3	57	54	0
Weapons	11	21	0	36	36	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	234	144	0	1034	265	2
Drugs	137	146	0	197	175	4
Noise/Disorderly Premise	679	808	4	286	305	0
Disorderly Conduct	158	160	4	90	155	3
Trespass	204	213	4	78	116	2
All Other	466	426	5	329	375	13
<b>TOTAL PART II</b>	<b>2403</b>	<b>2421</b>	<b>23</b>	<b>2248</b>	<b>1635</b>	<b>32</b>
<u>MISCELLANEOUS:</u>						
Alarm	663	286	5	0	0	0
Animal Control	524	471	6	4	5	0
Recovered Property	296	317	3	0	0	0
Service	33306	37406	838	0	0	0
Suspicious Per/Veh	572	618	11	0	0	0
<b>TOTAL MISC.</b>	<b>35361</b>	<b>39098</b>	<b>863</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	782	45,262	961	48,183



Newark Police Department  
Weekly Traffic Report  
12/24/17-12/31/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	10249	9155	55	77
DUI	196	183	3	1
<b>TOTAL</b>	<b>10445</b>	<b>9338</b>	<b>58</b>	<b>78</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	1	0	0
Personal Injury	241	254	3	1
Property Damage <b>(Reportable)</b>	1243	1189	11	21
*Hit & Run	272	251	1	3
*Private Property	285	263	5	7
<b>TOTAL</b>	<b>1484</b>	<b>1444</b>	<b>14</b>	<b>22</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.