

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We welcomed our new IT Manager JD McCormick to the team this week and are very happy to have him on board. JD is settling in, learning our systems, and meeting team members this week.

We have had a few snow and icing events recently that resulted in the need to close or postpone opening of City Hall and postpone Monday's Council meeting. We were fortunate to make it through both events without any power outages which is a testament to the work of the Electric Department, especially their proactive tree trimming contract. Snow and ice removal on City maintained streets went well with only a few hiccups which the teams are addressing. The Parks team was also able to clear all city owned sidewalks successfully within the 24 hour period following the storm. We have encountered a higher number of private sidewalk clearing complaints during the recent storms and are working to develop an enforcement plan that will allow us to get better coverage in neighborhoods for enforcement. We are also compiling a "frequent flier" complaint list that we will use to verify compliance during future storms.

I held an internal meeting with appropriate staff to discuss the state revolving fund programs and information that was provided at a mandatory meeting held by DNREC and DHSS last week. We have new information about their Asset Management grant program and are going to investigate submitting an application this year.

Spent time this week reviewing modifications to the management/merit employee compensation plan that would allow for a holistic review as requested by Council. We will be presenting information at the 2/12 meeting for discussion prior to bringing an ordinance.

I continued to work on reviews this week and spent considerable time on general administrative tasks.

I spent time this week reviewing the City's 2011 Electric Rate Study and current rate structure. I will be working with the Director Patel to get pricing information together for the budget discussion as we are now in our 7th year since the last review. I think it will be important to review our customer charges and rate distribution across customer classes because our commercial and industrial rates appear to be out of line.

On Monday, several Directors and I met with upper level management in UD Facilities and 1743 to discuss UD's plans for expansion and new construction. The meeting was very productive and there was a desire from both City and UD staff to make the meetings a regular occurrence.

I have begun review of Transferrable Development Rights ordinances to see if we could enact something in Newark that would allow flexibility to guide development into targeted areas while protecting the current character of our residential areas. Both New Castle and Kent Counties currently have TDR ordinances in place.

I met with, along with members of our Planning and Development and PW&WR Departments, the engineers for the 0 Paper Mill Road development project this week to discuss the project's impact

to our Class C WRPA, studies that will be required, and how they can mitigate impacts. We will be reaching out to DGS to discuss recommended hydrogeological testing procedures for determining horizontal groundwater travel times to our Laird Tract wells from the development area.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

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:

On Monday, January 8th the organization welcomed Jim "JD" McCormick as the IT Manager. As the press release on his hire stated, he brings significant experience and the team is excited to have him continue the City's technology success. Assistant to the City Managers Mark Brainard worked with all departments on 2018 purchasing needs, including a pending Council meeting to provide an omnibus list of all State contract needs. This will increase the efficiencies among departmental operations. Mr. Brainard also worked with Acting Manager Coleman on GovHR's attendance at a future Council meeting to kickoff the executive recruitment for the city manager position. He also worked with the Finance Department on the pending deployment of the P-Card program to increase the effectiveness of procurement on a day-to-day basis. HR Administrator Marta Pacheco worked on an extensive volume of year-end/new-year personnel status paperwork, along with Ms. Keeley in Finance - they both should commended for the accuracy and detail oriented work completed.

Parking Division:

Parking Division hours were amended to adjust to the inclement weather this past week, which

included assisting the PW&WR team by bagging meters to ensure they could effectively clear Main Street. Walkways and entrance/exits were salted by Parking Division maintenance in preparation for refreeze.

Many current and former Parking Division staff members attended the funeral of former Parking Supervisor Jim Pennington on Friday morning. He worked 37 years for the parking operations, the last 12 as a part of the City operations. Jim was well known to "the guy with a walker" down main street, with a backpack on, and was friend to all that saw him.

Marvin Howard and Courtney Mulvanity met with Daina Montgomery and new IT Manager James McCormick on Tuesday, 1/9/18 to go over on-going technical support needed in the division from IT and to show James the Parking operation from a technical standpoint. Mr. Mulvanity worked with Division staff to complete the December 2017 Gift Card audit. All 2017 daily receipts were turned in to close out the 2017 financials between Parking and Finance.

Activity or Project:

Recruitment: Police Officer

Description:

The City is at the end of its current recruitment list, after two (2) candidates withdrew or failed at the County academy. Proceeding down the list, many other recruits have voluntary withdrawn for varying reasons, or did not successfully pass pre-employment screenings. As the last candidates are vetted, staff is already looking forward to another recruitment process to create a viable candidate list for the department.

Status:	Near Completion
Expected Completion:	01-26-2018
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court did not hold court sessions from 12/18/17 to 1/2/18. Court resumed on 1/3/18. From 1/3/18 to 1/10/18 Alderman's Court held four court sessions which included arraignments, trials, video hearings, capias returns and prisoners transported. Parking officers were here on Monday and Wednesday to handle parking appeals.

Alice VanVeen's last day is 1/31/18. Interviews for her position will begin the week of 1/22/18.

Beginning in February we will have court on Tuesdays instead of Mondays.

Activity or Project:

Court Sessions

Description:

From 1/3/18 to 1/10/18 Court collected a total of 591 payments of which 403 were paid online and 188 were paid in court. The court also collected criminal/traffic payments which included 214 online payments and 72 court payments for a total of 286 payments. From 1/3/18 to 1/10/18 Court handled 118 arraignments, 77 trials, 39 capias returns, 5 video hearings and 2 prisoners transported. We did not have any code violations.

Status:	Completed
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Expected Completion:	01-11-2018
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Execution Status:	Completed
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Activity or Project:

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Execution Status:	
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Activity or Project:

Description:

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

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 5 and 11 for Court.

The Council meeting on January 8 was cancelled due to inclement weather. A special meeting of Council has been scheduled for Tuesday, January 16 to address items from the January 8 agenda that were considered time sensitive (City Solicitor search, 2018 referendum timeline and executive session with associated potential vote). The agenda for that meeting was posted on January 8.

Remaining items from the January 8 Council agenda will be on the January 22 and February 12 regular Council meeting agendas.

Renee attended a bid opening on January 9.

Sarah staffed the Conservation Advisory Commission meeting on January 9. The CAC saw a presentation regarding a study done by the University of Delaware Center for Energy and Environmental Policy. The study focused on how Newark could become a solar energy provider by using the rooftop space of City and University buildings as a solar plant. They discussed the financial and environmental implications of such a proposal and decided to speak to Dr. Byrne (the main researcher) again in March when there were final financial figures. Tim Filasky spoke to the CAC about using Green Energy Funding to install LED lights along the new Creek Road Trail Connector. It was decided that this would be discussed further at the next meeting. Ms. Smith shared that she had sent an article to the Newark Post about A Better Newark Award to be published in this Friday's paper. This will be a quarterly submission to the Newark Post from the CAC.

Renee met with the new IT Director and Assistant IT Manager on January 10 to discuss the IT needs for the Legislative Department and the Records Division.

Renee attended a lunch and learn session on January 10.

Tara attended the International Institute of Municipal Clerks Region II conference from January 10-12 in Gaithersburg, Maryland. This conference will give her additional points towards her Certified Municipal Clerk designation.

Renee attended the staff meeting on January 11 where the January 22 Council agenda was discussed.

Renee completed 2017 employee evaluations.

Renee spent time on the initial draft of the resolution for the 2018 referendum public hearing to be considered at the January 22 Council meeting if Council chooses the April 10 date at the January 16 special Council meeting.

Tara completed a proclamation recognizing the Newark Historical Society.

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

- * Redaction continued on a November 14 FOIA request from Captrust Advisors regarding responses to RFP No. 16-01.
- * Corresponded with staff and the requestor regarding a December 14 FOIA request from Environmental Alliance, Inc. regarding 107 Sandy Drive.
- * Determined there were no relevant documents, directed requestor to appropriate agencies and closed a December 22 FOIA request from Eric Keebler regarding a traffic study for Delaware Avenue.
- * Sent an administrative cost estimate to the requestor for a January 4 FOIA request from Chelepis & Associates, Inc. regarding 655 Paper Mill Road.

The January 16 Council, January 17 Downtown Newark Partnership Design Committee, and

January 22 Steering Committee for the Newark Community Sustainability Plan agenda and January 16 Traffic Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 9 Conservation Advisory Commission (Sarah drafting) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 4 discovery requests for upcoming Alderman's Court cases. 15 discovery requests have been filled so far for 2018. The office also received the court calendar for January 18 and the 21 associated case files were prepared for the Acting City Solicitor. 3 court calendars with 44 associated case files have been compiled so far for 2018. Two plea by mail requests were processed this week.

The office received 9 new lien certificate requests in the last two weeks, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. So far, 24 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha worked on the City of Newark records retention schedule.

The scan quality issues reported last week have been resolved. Thanks to Samantha, Sandy, Cenise, Ali and Daina for their assistance in resolving these issues.

Because of weather delays/closures and staff absences, scan numbers are higher than the last two weeks, but still down for this time period. IT still is working with Tyler on the resolution to the additional underreporting issue noted in last week's report.

The document and page count for January 4-10 is attached below.

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

Description:

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Expected Completion:	
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Execution Status:	
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Activity or Project:

Description:

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

Department:

Community Relations

Notable Notes:

Restaurant Week: Downtown Newark Restaurant Week 2018 is Monday, January 15 – Sunday, January 21. Twelve downtown restaurants will be offering special deals for both lunch and dinner during this week. For the latest updates, menus and giveaways check out the Facebook event: <https://www.facebook.com/events/146078822780505/>. The menus are also posted at enjoydowntownnewark.com/restaurantweek

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. So far, about 160 people have registered for the run. To register, click here: <https://runsignup.com/Race/DE/Newark/FiveWine?remMeAttempt=>

Snow Coverage: Megan did a ride-along with Public Works Supervisor Dan Zebley during the snow storm on Thursday, January 4. She posted updates on the City's Twitter and Facebook pages throughout the day, and also shot photos and videos of the crews covering the storm. Much of that video can be seen on the homepage of the City website.

Newark News Brief: The latest news brief was published on January 5, 2018. The two-minute video covers the snow and frigid temperatures, the office closures and refuse changes for the Martin Luther King Day holiday and the upcoming City Council election. The video can be seen on the City website and social media pages as well as Channel 22. Youtube link: <https://www.youtube.com/watch?v=RL9UqxP9hVg>

Year in Review: The Year In Review video was published on Friday, December 29. It features Department Directors highlighting their team's accomplishments in 2017. It can be viewed on the City of Newark social media pages, as well as Channel 22. Youtube link: <https://www.youtube.com/watch?v=5GeL7vKaXNM>

Creative Design & Web Edits

- Designed SharePoint header for Court, Legislative services, and Parking; online form for A Better Newark Award; home fire safety tip graphics for social media; Code Purple, and Recycling/Tree collection graphics for Newark News Brief; MLK Holiday parking graphic for social media; Law Enforcement Appreciation Day graphic for social media
- Updated Rodney webpage; park use rates document on City website; 2018 observed holidays on City website; Restaurant Week ad dimensions
- Trained Michelle Vispi on CivicPlus website editor
- Corrected Parks and Recreation's 50 year anniversary graphics (incorrect website url)
- Scheduled inclement weather InformMe for January 4 and 5

Press Releases & Media Inquiries

City of Newark Announces New IT Manager: <http://bit.ly/2D254PP>

City of Newark to Operate on a Two-Hour Delay: <http://bit.ly/2Dk7BCU>

City of Newark Closed, Snow Emergency Declared: <http://bit.ly/2miA2ZR>

City of Newark to Operate on a Two-Hour Delay: <http://bit.ly/2CP0u4h>

Public Meeting Notice: City Council Meeting Cancelled: <http://bit.ly/2EyhTPb>
 City of Newark to Operate on a Two-Hour Delay: <http://bit.ly/2mtekMA>

Activity or Project:

CGI Communications

Description:

We reviewed, submitted feedback and approved final drafts of the videos they've produced for us. We are awaiting further information on next steps.

Status:

In-Progress

Expected Completion:

08-31-2018

Execution Status:

On Track

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

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews are reworking two recloser poles for the Auto Restoration Project. There were a couple of small outages to residences that were quickly identified and fixed. A transformer on Dove Drive and another on Lynn Drive failed and had to be replaced. Along with engineering they switched all the City's load to one transformer while Delmarva is working at Olan Thomas Park on the transmission lines.

The electricians worked at City Hall during the cold weather fixing receptacles in the Police Station. The electricians took down the holiday decorations on City Hall and the tree at City Hall. They also started on the yearly maintenance list, i.e. checking exit lights, generators, etc.

Engineering met with cell tower field crews to go over several sites they want to use for 5G sites. Engineering also is working on the feeder design of the Biopharmaceutical Innovation (BPI) Building at the STAR Campus. Engineering is evaluating the bids for the equipment needed to serve the Chemours site at 34kV.

Activity or Project:

34.5KV Auto Restoration Project

Description:

There were two reclosers that were put on the poles in the opposite direction than intended. While this can be worked around, it was decided to rework these locations so that the proper source voltages would read on the SCADA screen. Engineering conferenced with IT and recloser technicians and installed a backup server for the system.

Status:	Near Completion
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Expected Completion:	01-31-2018
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Execution Status:	Behind Schedule
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Activity or Project:**Description:**

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Activity or Project:**Description:**

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

Department:

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 the stormwater utility billing, which will begin in January 2018. Utility bills created after January 15th will include the stormwater fee.

Accounting staff is continuing to work with Information Technology on the new tax billing module in Munis. Testing of the new software is continuing, and II is working on the data conversion.

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 3,137 utility payments and CityView transactions last week, 505 of which were imported automatically with our electronic processes and 2,527 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 580 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 372 calls out of 437 offered, reflecting an abandoned rate of 14.9%. The average speed to answer the phone was 3:37. The average call time was 3:10. 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.

With the roll-out of the new stormwater bills on January 15th, PUB is anticipating an increase in call volume over the next month or so. PW&WR staff will be providing support to PUB to assist with any stormwater questions.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Annual Audit

Description:

Accounting staff is preparing for the beginning of the 2017 audit. Prep work has begun, and auditors will be on site the last week of January to begin their fieldwork.

Status:	Started
Expected Completion:	06-30-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Working on ADA to continue making facilities in our parks more accessible; met with parks staff regarding snow removal plan due to snow and ice storms; working on the end of year reports and prioritizing projects for 2018; working on grant application for the Pomeroy Trail connection from Fremont Road; reviewing subdivision files for closeout of landscape sureties in 2018.

Recreation Superintendent: Worked on promotion of winter/spring activity guide including sending to local schools, boosting on Facebook and the weekly E-blast, getting copies to the

library and placing ads in local newspapers; worked on special event applications that were submitted for upcoming races; completed Hopkins scholarship application for DRPS awards; completed the updated for the park permit and new fee structure for the website and in-house.

Recreation Supervisor of Athletics: Worked on cancellation announcements and rescheduling of activities due to snow on Thursday; emailed out promotional flyers for upcoming programs; completed gym supervisors schedule for January, scheduled photo night for youth basketball teams; a new session of the adult drop in NBA basketball program began Wednesday at Newark High; working on DRPS awards nomination; prepared equipment and supplies for upcoming programs including Soccerroos, Pint Size Basketball and Co-Rec Volleyball; completed annual report.

Recreation Supervisor of Community Events: Preparing and distributing contracts, rosters, and information to fitness instructors, marketing fitness programs, and encouraging participants to register early; working with Shelby on the 2018 Vendor Packet and Sponsorship Guide content, which will include several new events and programs that have not included vendors in the past. The packets will be released on January 22. A new process is being initiated to get the information out to potential vendors and sponsors this year through Constant Contact. This process will also allow us to collect data on the number of views and number of people that have marked the information as spam and allow those it was sent to the opportunity to unsubscribe from the list.

Coordinator of GWC and Volunteers: Finalized Fall 2017 statistics for the George Wilson Center; finalized the End of Year Report; continued planning the Volunteer Appreciation Event scheduled for Saturday, January 13; sent out volunteer verification letters to all volunteers from 2017 which included an invitation to the Volunteer Appreciation Event; worked with the Recreation Specialist on the 2017 Volunteer Report; continued to work on annual evaluations for attendants which will be reviewed individually after the upcoming staff meeting; updated the GWC attendant schedule and sent to recreation staff; finalized the staff schedule for swim lessons; finalized the program schedule for the School's Out, Kids Day Off program January 2 which ran with 15 participants; the George Wilson Center kitchen renovations were completed on Friday, January 5.

Recreation Specialist: Worked on the 2017 Volunteer Yearly Report, input new data and uploaded new pictures; sent confirmation e-mail to volunteers who requested hours; confirmed with Delaware Nature Society an outreach program in which they will come to the schools to do a reptile show for those who sign up; spoke to Creation Station about their outreach programs for the after care programs; posted on Instagram a picture to start the weekly 50 Days of Fun photos.

Parks Superintendent: Inspected four park areas and developed work list as needed for each park, completed 2018 Delaware Tree Survey for Arbor Day Foundation, met with our mowing contractor to get quote on new Stormwater basin area that City picked up maintenance on in 2018 (need to add to current contract), and continued researching for grants for invasive plant removal/control.

Parks Supervisor: Coordinated snow/ice control operations, continued working on developing spec's for two new trucks in park fleet (#1431 and 1435), assigned work orders and assisted as needed.

Parks/Horticulture: Staff continued on perennial and ornamental grass cutbacks, did snow/ice

removal/control, started on holiday tree removal on Main Street, continued on work orders as assigned, and checked on heat in both pool buildings and Rittenhouse Block building.

Activity or Project:

Volunteer Appreciation & Fair

Description:

On Saturday, January 13, the Parks and Recreation Department will be hosting a Volunteer Appreciation & Fair at the George Wilson Center from 9 - 11 a.m. This gives us an opportunity to thank the over 800 amazing and enthusiastic volunteers in 2017 that were essential for our parks, programs and events and thank our most dedicated volunteers. This also gives anyone interested in volunteering with the Parks and Recreation Department a perfect opportunity to come out and find out all of the volunteer positions available.

Status:	In-Progress
Expected Completion:	01-13-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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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 numerous issues with freezing pipes and broken sprinkler heads.

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

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 slated to begin this week.

PLANNING/LAND USE:

The Steering Committee meeting for the Newark Sustainability Plan, set for Monday, January 8, was cancelled because of the forecasted freezing rain. The meeting was rescheduled for Monday, January 22 at 4:00 p.m. at the George Wilson Community Center, 303 New London Road.

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:

- 5 Deed Transfer Affidavits
- 20 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.

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:

Patrol Division:

- On Tuesday, January 9th, at approximately 10:20 p.m., patrol officers responded to a report of a home invasion style robbery on North Street with reports of gunshots. Upon arrival, officers apprehended one suspect attempting to flee the scene. Three additional suspects fled prior to police arrival. It was determined that one shot was fired into a wall during the attempted robbery and the investigation is ongoing to identify and apprehend the remaining suspects.
- On Wednesday, January 10th, Lt. Rubin, Cpl. Mease and Cpl. Olicker received training on a new tablet-based Drug Recognition Expert reporting system.
- On Thursday, January 11th, Lt. Rubin will conduct instruction on Search & Seizure at the DSP Academy.
- Throughout the past week, patrol officers handled an exceptional number of collisions/disabled vehicles due to the recent inclement weather.

Special Operations Unit (SOU):

- On Monday, January 8th, both K9 officers attended monthly patrol training.

- On Tuesday, January 9th, M/Cpl. Conover participated in Crisis Negotiations Training.
- On Thursday, January 11th, both K9 officers will attend monthly scent training.
- SOU continues with follow ups on several investigations including graffiti and a disorderly premise.
- The unit continues to conduct retail theft enforcement at various locations throughout the business districts and will also be conducting alcohol enforcement with DATE later in the week.
- Throughout the week, Officer Graber continues a background investigation on a police applicant.

Traffic:

- On Tuesday, January 9th, members of the traffic unit participated in a vehicle parade at AI DuPont Children's Hospital for a young child undergoing treatment for an aggressive form of cancer.
- The traffic unit continues traffic enforcement at locations throughout the City.

Auxiliary Services:

- Text to 911 is moving forward as expected. Text has been turned and is in a testing phase only. The state is still on track for all PSAP's to go live with text to 911 in the beginning of March.

Administration Division:

- Cpl. Saunders began working with our School Resources Officer, Cpl. Mease, this week in anticipation of Cpl. Saunders taking over this position on 1/22/18.
- Cpl. Walker attended Crisis Negotiation Team training.
- Cpl. Mease attended Drug Recognition Expert training.

Criminal Investigations Division:

- CIU has been called out three times since January 4th. These callouts include a death investigation for a suspected drug overdose, a sexual assault and most recently, a robbery investigation which resulted in an arrest.
- As previously mentioned, on Tuesday, 1/9/18, Newark Police Patrol Units responded to the area of North Street for the report of a home invasion robbery. Upon arrival, responding officers located the juvenile suspect as he fled from the victim's residence. Upon investigation, the juvenile suspect was charged with home invasion armed with a deadly weapon, reckless endangering (2 counts), conspiracy, and attempted robbery 1st.
- Lt. Rieger and Sgt. Watson, along with numerous officers from the Newark Police Department and allied law enforcement agencies, responded to the AI Dupont Children's Hospital to support the University of Delaware Police Department and Danny Feltwell who is currently in the hospital battling cancer.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	01-10-2018
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:**

Public Works and Water Resources Department

Notable Notes:

Our Field Operations Superintendent, Jason Winterling and the Water crew have been working with the owner of Fairfield Shopping Center, DelleDonne Associates. DelleDonne's Project Manager spoke with our secretary and she relayed this about the team:

Joe spent several minutes talking about how much he appreciated Jason going out of his way to reveal the shut-off – to truly go the extra mile when he didn't have to. He respects that a small city must have limited personnel that must work crazy & demanding hours (especially this time of year), so he was extremely impressed by Jason going above and beyond to help him sort out their issues. He said this is his first experience with these issues and with the City of Newark, and since his experience with Jason, he has enjoyed telling people this is a quality place with quality people.'

Activity or Project:

Stormwater Utility Billing

Description:

After a successful data analysis and import into our billing system, the first bills associated with the stormwater utility will show up on the bills starting around January 15th. We send bills on a rolling basis, so customers may see a prorated bill for the first month, depending on where they fall in the billing cycle. The PUBS and IT teams have been integral in getting this data in the system and the bills ready for distribution. Please be aware that parcels exist within the City without a current utility bill, a Stormwater Only account has been created for these parcels. Parcel owners will receive a bill for these parcels, even if they are vacant.

Status:

In-Progress

Expected Completion:

01-31-2018

Execution Status:

On Track

Activity or Project:

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

Digital Records Project Documents Scanned – January 4-10

Name	# of Documents	# of Pages	Types
Samantha	1	221	Miscellaneous Documents
Sandy	15	2,890	Accounts Payable Batch Scans/HR Historical Files
Fred	51	305	Court Documents
Ana (PT)	175	975	Court Documents
Mecia (PT)	91	1,542	Board of Adjustment Historical Files
Sarah	24	109	Legal and Board of Ethics Historical Files
Total	357	6,042	

NEWARK POLICE DEPARTMENT

WEEK 01/01/18-01/06/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO DATE	2018 TO DATE	THIS WEEK 2018	2017 TO DATE	2018 TO DATE	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	0	0	0	1	5	5
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	0	0	0	1	5	5
Assault/Aggravated	0	0	0	0	0	0
Burglary	3	2	2	0	2	2
- Commercial Burglaries	2	0	0	0	0	0
- Residential Burglaries	1	2	2	0	2	2
- Other Burglaries	0	0	0	0	0	0
Theft	14	3	3	6	2	2
Theft/Auto	1	1	1	0	0	0
Arson	0	0	0	0	0	0
All Other	3	1	1	1	2	2
TOTAL PART I	21	7	7	8	11	11
<u>PART II OFFENSES</u>						
Other Assaults	7	2	2	4	5	5
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	2	6	6	0	1	1
Weapons	0	0	0	1	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	2	0	0	2	1	1
Drugs	1	0	0	5	1	1
Noise/Disorderly Premise	9	9	9	2	4	4
Disorderly Conduct	3	3	3	0	2	2
Trespass	0	3	3	1	0	0
All Other	9	6	6	4	11	11
TOTAL PART II	33	29	29	19	25	25
<u>MISCELLANEOUS:</u>						
Alarm	6	5	5	0	0	0
Animal Control	6	3	3	0	0	0
Recovered Property	6	4	4	0	0	0
Service	708	645	645	0	0	0
Suspicious Per/Veh	9	5	5	0	0	0
TOTAL MISC.	735	662	662	0	0	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	910	910	765	765



Newark Police Department
Weekly Traffic Report
01/01/18-01/06/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	138	87	138	87
DUI	2	2	2	2
TOTAL	140	89	140	89

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	2	1	2	1
Property Damage (Reportable)	18	16	18	16
*Hit & Run	4	2	4	2
*Private Property	3	1	3	1
TOTAL	20	17	20	17

*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.