

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:
Administration/HR:

Deputy City Manager Andrew Haines worked with the Finance Department to facilitate an online webinar training for GASB education. Deputy Director Jill Hollander found the session very valuable and taught by GASB staff, which added greater value. On Thursday, Mr. Haines attended on Newark's behalf the Central Delaware Chamber of Commerce Economic forecast breakfast. Three speakers presented to the audience, of which one was State Treasurer Ken Simpler. He presented his vision and plan for the Legislature to consider, which tries to create long-term, consistent revenues for the State to use and not respond up or down with the economy. Mr. Haines also convened the Police Department leadership, members of HR and Communications team to map out 2018 departmental personnel plans - both internal testing for promotions as well as another new officer candidate list. Assistant to the Managers Mark Brainard continued work with the Finance Department on deployment of new P-Cards for day-to-day operations. With a change in the cards, and which employees possess the P-Card, Mr. Brainard is working on updating the purchasing policies and procedures as well.

Parking Division:

Municipal parking was given at no charge in observance of Martin Luther King, Jr. Day on Monday, 1/15/18. Meters were programmed to display the no charge message and signage was affixed to all parking lot equipment to inform customers of parking status. Division staff continued working with GIS Technician Jay Hodny and Parking Logix on parking occupancy widgets that will ultimately be affixed to a website and/or the Parking GIS Map. Division administrative support staff received training on Munis and IPS software to enhance cross training and overall operational effectiveness. The various inclement weather events had Division maintenance salt walkways and drive lanes throughout City lots.

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
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Expected Completion:	
Execution Status:	

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

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court only held two court sessions from 1/11/18 to 1/17/18 due to the holiday. These sessions included arraignments, trials and capias returns. There were no video hearings, prisoners and no code violations this week. Parking officers were here on Wednesday to handle any parking appeals.

Alice Van Veen's last day is 1/31/18. Interviews for her part-time position will begin the week of 1/23/18.

Activity or Project:

Court Sessions

Description:

From 1/11/18 to 1/17/18 Alderman's Court handled 43 arraignments, 19 trials and 14 capias returns. The court collected a total of 620 parking payments of which 412 were paid online and 208 were paid at court. The court also collected criminal/traffic payments which included 204 online payments and 75 court payments for a total of 279 payments.

Status:	Completed
Expected Completion:	01-18-2018
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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 16 for Council and January 18 for Court and Board of Adjustment.

Staff finalized and posted the agenda and packet for the January 22 Council meeting on January 12. An addendum adding 5B (District 1 Election Board appointment) was sent to Council and posted on January 16 and a second addendum removing item 11A1 (Referendum public hearing resolution) was sent to Council and posted on January 17. The packet item for 5B was sent to Council and posted on the website on January 19.

Renee met with Councilman Morehead on January 12.

Renee attended a bid opening on January 16.

Paul and Renee staffed the special Council meeting on January 16. Follow up work was completed by staff on January 17.

Paul and Tara staffed the Board of Adjustment meeting on January 19. The Board voted 3-0 to approve the variance requested by McDonalds at 815 South College Avenue for two additional ground signs.

Renee spent time drafting and revising the referendum public hearing resolution for the January 22 Council agenda, which has since been removed.

Work continues on the preparations for the April 10 Council election. Three candidate petitions have been picked up from the office, however, none have been filed. 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. and the filing deadline is Monday, February 5 at 5:00 p.m. For more information on candidate eligibility requirements, visit <https://newarkde.gov/546/File-for-Candidacy>. Updated voter registration lists for coding by the Election Board were ordered and received from the Delaware Department of Elections. Additionally, initial contact was made with the Delaware Department of Elections regarding Council's decision to hold a referendum on June 19. All Election Board nominees for appointment and reappointment were finalized and are on the January 22 Council agenda for consideration. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

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.
- * Received relevant documents from staff, completed and closed December 4 and January 3 FOIA requests from Northeast Carpenters LU 173 regarding November and December building permits.
- * Received, directed the requestor to the appropriate agencies and closed a January 16 FOIA request from LCS, Inc. regarding a property outside City limits.
- * Received, determined properties inside versus outside City limits and circulated to staff seven January 17 FOIA requests from JPMorgan Chase regarding 42 Amstel Avenue and six other properties outside City limits.

The January 22 Council, January 24 Planning Commission Parking Subcommittee, and January 24 Election Board agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 9 Conservation Advisory Commission (Sarah drafted - complete) and January 16 Council (Tara drafting) minutes. The January 18 Board of Adjustment minutes are currently in the queue.

Sarah fulfilled 10 discovery requests for upcoming Alderman's Court cases. 25 discovery requests have been filled so far for 2018. The office also received the court calendar for January 25 and the 13 associated case files were prepared for the Acting City Solicitor. 4 court calendars with 57 associated case files have been compiled so far for 2018. One plea by mail request was processed this week.

The office received 8 new lien certificate requests in the last week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. So far, 32 lien certificates have been processed for 2018.

Project Update

Digital Records Project – In-Progress – On Track

Samantha worked on the City of Newark records retention schedule.

Because of the Martin Luther King, Jr. holiday closure and staff absences, scan numbers are higher than the last three weeks, but still down for this time period. IT still is working with Tyler on the resolution to the additional underreporting issue noted in the January 5 report.

The document and page count for January 11-17 is attached below.

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:

Community Relations

Notable Notes:

Restaurant Week: Downtown Newark Restaurant Week ends on Sunday, January 21. We've received positive feedback from businesses regarding turnout and customer feedback. The Restaurant Week menus can be found on the DNP website: enjoydowntownnewark.com/restaurantweek/. We are offering three ways for Restaurant Week participants to win DNP Prize packs: Use the hashtag #NewarkDERestaurantWeek on Twitter or Instagram; Check-in at a restaurant on the Restaurant Week Facebook event - <https://www.facebook.com/events/146078822780505/>; Turn-in three receipts from Restaurant Week to the Welcome Center at the municipal building. The Newark Post published a preview article about Restaurant Week: http://www.newarkpostonline.com/news/downtown-newark-s-restaurant-week-begins-monday/article_ef073b49-c701-55b0-9bca-89f579326efd.html; and Delaware Today highlighted Restaurant Week on its website: http://www.delawaretoday.com/Blogs/Dining-Insider/January-2018/Warm-Up-During-Downtown-Newarks-Restaurant-Week/?utm_content=buffer12d0f&utm_medium=social&utm_source=twitter.com&utm_campaign=buffer

Fox 29 Live Shots: On Wednesday, January 17, Jenn Frederick from Fox 29 came to Main Street to cover Downtown Newark Restaurant Week and the Eagles playoff excitement. She did three live shots for the morning show Good Day Philadelphia. The first shot was with Robbie Jester at Stone Balloon Ale House. The second was with Ryan German at Caffè Gelato. The third was with Mayor Sierer and Gianmarco Martuscelli at Klondike Kate's. We received very positive feedback from both the restaurants and the crew at Fox 29. The videos can be viewed here: <http://www.fox29.com/good-day/307143717-video#/>

Newark News Brief: The latest news brief was published on January 19, 2018. The video covers the referendum date, City Council elections, NPD crime statistics and Restaurant Week. The video can be seen on the City website and social media pages as well as Channel 22.

Creative Design/Web Updates

- Created Better Newark Award e-signature form
- Converted Peddler Vendor Application to e-signature format; Converted Vendor Disclosure Form to e-signature format
- Scheduled MLK holiday refuse change notice to Everbridge and City website; Water booster maintenance to Everbridge; public meeting notices; CGI video to Newark News section; and Code Purple for 1/17/2018 on City website
- Designed Restaurant week poster for lobby, and 11"x17" posters for participating businesses
- Updated Board of Adjustment appeal form; and Media and Community Affairs page with CGI video widget

Press Releases/Media Inquiries

- Hayley Matthews, DatingAdvice.com, reached out with interest in writing a feature article about Newark as a dating destination (interview pending)

Activity or Project:

CGI Communications

Description:

We have officially launched a new series of videos that highlight everything our community offers residents, visitors and business owners. The three major topics are Parks and Recreations, Downtown Newark, and Serving the Community. The videos were created in partnership with CGI Communications, Inc. The link to the videos can be found on the media page of the website and on the City's Facebook and Twitter pages. Link: https://www.elocallink.tv/m/v/player.php?pid=w5aBN1N3&fp=denewa17_wel_rev2_iwd#.

Status:

Completed

Expected Completion:

08-31-2018

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:**

Electric Department

Notable Notes:

A West Main Substation transformer that was repaired and sent back is being shipped out again. The transformer's tap changer was wired backwards, so when the voltage was supposed to be raised, it would lower. A contractor tried to repair it in place, but could not. The line crews and electricians are preparing it for a return by taking off the bushings, A-frame, arrestors, breaker, etc. while the electricians are disconnecting the battery power and communications. Engineering is lining up the crane for next week.

The electricians topped off two substation tap changers that had low oil alarms. These transformers were switched out and it was discovered that some of the breakers would not operate properly because of the previous extremely cold weather. The electricians had to relubricate

mechanisms and replace some coils that had burned up trying to operate the breakers.

Engineering met with University personnel to go over their plans for 2018. High on the list is to start removing 4kV service from their system at the City's request. Morris Library and some nearby buildings are still on 4kV and the City's only 4kV load. The older 4kV substation transformers will not be replaced at that voltage in the future should they fail, so urgency has been expressed to the University. Engineering has also been meeting on several upcoming projects, Biopharmaceutical Innovation (BPI) Building at the STAR Campus and a new primary service at the Sandy Brae Industrial Park.

Activity or Project:

N/A

Description:

N/A

Status:	Not Started
Expected Completion:	01-19-2018
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:

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 continues to work with PW&WR and Information Technology in preparing for stormwater utility billing, which will begin this month. 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 IT is working on the data conversion. IT has migrated all tax information out of the old CityView system and into Munis. The posting of tax payments was delayed for a few days during this process in order to reconcile the migration successfully.

The December Monthly Financial Update will be available for the 2/26/18 Council meeting. Since December is the last month of the fiscal year, the month-end process takes longer than usual. The 2018 Rate Stabilization Adjustment (RSA) will be presented to City Council on the March 12th Council meeting.

Finance Director Del Grande and Acting City Manager Coleman attended the monthly DEMEC meeting in Smyrna on January 16th.

On January 17th, Director Del Grande attended New Castle County's Board of Assessment Review's hearing for 1000 Suburban Drive. The Home Depot parcel in Suburban Plaza requested a \$1,169,700 reduction in their taxable assessment. The Board denied their request 5-0.

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 4,033 utility payments and CityView transactions last week, 646 of which were imported automatically with our electronic processes and 3,268 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,066 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 577 calls out of 675 offered, reflecting an abandoned rate of 14.5%. The average speed to answer the phone was 2:54. The average call time was 3:38. 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:**

Information Technology Department

Notable Notes:

I began onboarding and initial meetings with all departments completed on 12JAN18
 Began resolving Communications issues with VOIP Networks related to Dynamic Voicemail.
 Discussed with DELJIS our continued work to create more efficient interoperability with
 Computer Aided Dispatch (CAD) and other applications.
 Working with staff and other departments toward setting priorities for FY2018 budget goals, with
 an eye towards FY2019.

From 11JAN18 to 17JAN18 Closed 73 Tickets

Activity or Project:

Munis Permitting and Tax Project

Description:

Permitting module went live 11/30/17; Tax go-live date was pushed to 1/1/18, from 12/13/17. The
 team held Stakeholders meeting as well as convened tax go-live training.

Status:

Near Completion

Expected Completion:

12-31-2017

Execution Status:

Behind Schedule

Activity or Project:

Workstation System update

Description:

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. I
 have met with the impacted departments for this project. IT Division is working on getting PO and
 request for purchase information to the Purchasing Division, for Council agenda on or before the
 2nd February meeting.

Status:

Not Started

Expected Completion:

05-31-2018

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

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with the new IT Manager regarding items relating to Parks and Recreation; worked on parks maintenance plan with the Tom and Rich, met with Paula and Sharon in reference to the 2018 vendor packets; met with the Parks staff about snow and ice removal; worked on the 2018 parks maintenance and inspection plan; met with Tom Zaleski about updating the recommended tree listing for developers; conducted parks maintenance meeting to discuss upcoming work orders and projects.

Recreation Superintendent: Met with Sharon and Shelby to discuss details for the vendor packet and sponsorship package to send out through Constant Contact; attended management meeting with the Acting City Manager and Deputy; worked on permit applications for upcoming special events for those who have submitted their applications; worked on advertisement with Shelby for the University of Delaware summer camp guide; ensured January PSA's were sent out to media; finalized details and completed purchase order for 50 Days of Fun magnet; contacted individual interested in working with the Newark Fellows Program to set up meeting.

Recreation Supervisor of Athletics: Worked on cancellation announcements and rescheduling of many activities due to school closings; the new session of after school gymnastics began on Thursday at Downes Elementary, Tuesday classes were cancelled due to school closing; held interviews for after care staff, held orientation for seven new staff on Friday, sent out the parent's newsletter for January; working on DRPS awards nomination and the equipment and supplies bid

Recreation Supervisor of Community Events: Working on the 2018 Vendor Packet and the 2018 Sponsorship Guide content and pricing revisions for vendors.

Coordinator of GWC and Volunteers: Continued planning and preparing for the Volunteer Appreciation Event that took place on Saturday, January 13; reminder emails were sent to all volunteer, a total of 10 volunteers attended the event, 3 of which were previous volunteers recognized for their volunteer efforts in 2017 including Tatiana Stiefvater with a total of 122.75 hours, Lester Stein with a total of 18.75 hours and Councilman Chris Hamilton who devoted 2 hours, all others that attended filled out volunteer applications and received information on upcoming volunteer opportunities; continued working with the Recreation Specialist on the 2017 Volunteer Report; finalized annual evaluations for George Wilson Center Attendants and conducted staff meeting to cover the following items: building updates (kitchen, security system, water fountain, curtains, printer, and recycling bin locations), updated rental forms, staff evaluations, potential staff manual, staff uniforms, staff scheduling, and 50th Anniversary Programs; reviewed information for upcoming Serv Safe Training at the Food Bank of Delaware;

updated the program schedule and attendance lists for the School's Out, Kids Day Off programs scheduled for Friday, January 12 and Monday, January 15.

Recreation Specialist: Spent the week preparing for the Volunteer Appreciation & Fair event; created a PowerPoint slide of 2017 volunteer pictures from various events and program; calculated the Top 10 Volunteers who devoted the most time volunteering in 2017 to Parks and Recreation and created a sign in appreciation; helped assemble gift bags for 2017 volunteers that came to the event; attended the fair and spoke with various people about upcoming volunteer opportunities; published upcoming events to radio stations, Facebook, and local calendars.

Parks Superintendent: Inspected six park areas and developed work list for each park, started working on Delaware State Forestry grant for 2018, continued gathering quotes for upcoming purchases, attended Christina River Clean Up meeting, reviewed 2017 open purchase orders to determine if they should be closed, and continued monitoring work that is ongoing at Olan Thomas Park.

Parks Supervisor: Completed researching truck replacement options for 2018 purchase, assigned work orders daily and assisted as needed, and continued closing out work orders from 2017 on Munis work order system.

Parks/Horticulture: Staff did snow/ice control as needed, completed removal of holiday tree on Main Street, did tree removal in Valley Stream area and Rahway Park, did equipment maintenance on hand held sprayer units (winterization of sprayers) and on all chain saws, did interior bed maintenance at City Hall, did trash removal throughout park system, and continued on work orders as assigned.

Activity or Project:

Landscape Design for Atrium

Description:

New landscape design for Municipal Building Atrium is being developed. The design will include a walkway connecting the two doorways and colorful landscaping throughout. The landscaping installation will begin in the spring.

Status:	Started
Expected Completion:	05-21-2018
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:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Code Enforcement is still correcting issues/answering questions regarding the data on business licenses. Staff will be working on correcting the data entered in error and sending out revised notices. A complete review will be performed before the next billing cycle. Staff continues working on improving the accuracy of the rental permit data in MUNIS software. Field activity for the week includes 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 has begun.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray worked on follow-up issues discussed at the January 2, 2018 Planning Commission meeting; worked on reports and documents for the February 6, 2018 Planning Commission meeting; continued to work on plan review and related reports; participated in the University of Delaware (UD) campus update meeting with Newark staff and UD representatives on Monday, January 8, 2018; worked on Planning Commission Parking Subcommittee related issues; and worked on administrative related issues.

The Steering Committee meeting for the Newark Sustainability Plan is scheduled 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 – (2) 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.

Planner Mike Fortner completed the financial draws to New Castle County for the Community Development Block Grant Program through December 2017.

The following was also completed this week:

- 7 Deed Transfer Affidavits
- 29 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 call 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, was tabled at that meeting due to lack of public notification sign posting at the development site. The project is now scheduled to be reviewed and considered by the Planning Commission at their February 6, 2018 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. Revised plans were received by the department on January 16, 2018. The project is 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 will be reviewed and considered by the Planning Commission at an upcoming 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:

First State News, WDEL, and the Newark Post contacted Lt. Nelson for information about the decline in serious crime in Newark in 2017 and continued decline for the past 10 years. First State and WDEL published articles on the subject and the Newark Post ran its story on Friday.

AUXILIARY SERVICES:

- SALLE/EDIE grant applications were presented and approved; Grants support advanced training of officers and upgraded equipment.

- Communications Supervisor Cannon will be meeting with Westin regarding the pending implementation of text to 9-1-1. This is anticipated to roll out the first week in March 2018.
- Communications Supervisor Cannon will be traveling to Rehoboth to meet with the PSAP manager to tour their new facilities and discuss operational/transitional matters.
- Communications Supervisor Cannon and Captain Van Campen will be meeting with UDPD regarding the continued feasibility study of a co-located 9-1-1 center.

ADMINISTRATION DIVISION:

- Sgt. Jones attended a Council on Police Training meeting on 1/16/18.
- Cpl. Mease is assisting with Drug Recognition Expert training.
- Cpl. Mease is completing his final week as the School Resource Officer and will be transitioning to Patrol next week.
- Lt. Nelson is completing his final week as the Administration Unit Commander and will be transitioning to the Criminal Investigations Commander next week.

CRIMINAL INVESTIGATIONS DIVISION:

- On Monday, 1/8/18, the Street Crimes Unit assisted Cpl. Saunders (Newark High School Resource Officer) with looking for a missing/endangered juvenile. The juvenile was located later in the day and returned home.
- A total of 193 cases were assigned to the Criminal Investigations Unit for follow-up in 2017. The assigned cases composed partially of 1 homicide, 30 robbery investigations, 3 felonious assaults, 32 burglary investigations and 11 rape investigations. Through skill, dedication, and hard work, the detectives assigned to the Criminal Investigation Unit were able to clear the homicide, 67% of the assigned robberies, 100% of felonious assaults, 41% of burglaries, and 45% of the rape investigations. This exceeds the national average of clearance rates for similar cases compiled by the Federal Bureau of Investigations in all categories.

SPECIAL OPERATIONS UNIT (SOU):

- During the week, Officer Graber continues to work on a background investigation for a police applicant.
- During the week, SOU are beginning to finalize their retail theft operation. Officers will be obtaining and executing warrants on several wanted fugitives related to the operation.
- During the week, SOU will conduct Cops in Shops and alcohol enforcement activities at various locations.

TRAFFIC UNIT:

- The traffic unit will conduct traffic enforcement at various locations throughout the city.

PATROL DIVISION:

- On Tuesday, January 16th, Officer Carter McKennon will attend Overdose Investigation training hosted by the Delaware Attorney General's Office.
- During the week, Officer Brian Whitehead will be attending Drug Recognition Expert training. Lt. Rubin will be instructing at the training conference.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	01-17-2018
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:**Activity or Project:**

Sidewalk Snow and Ice Removal

Description:

During the past several snow and ice events, we have had many inquiries into our process for enforcement of snow and ice removal from sidewalks in accordance with City Code Sec. 26-3. Each year, PW&WR reminds residents that it is their responsibility to comply with Sec. 26-3 and remove the snow and ice from the sidewalk adjacent to their property within 24 hours of the end of the storm. While PW&WR does enforce this code section, it would be impossible for our inspector to cover all of the City and issue citations or warnings. For the rest of the winter in 2018, we intend to utilize more of our inspectors for enforcement, however, it may impact other tasks that they are required to complete. We typically inspect areas with high pedestrian traffic as the priority for enforcement and respond to individual complaints in other areas. Moving forward, we will have broken the City into zones and focus on individual zones for enforcement. Our goal is to make sure residents comply and keep our City sidewalks safe for all. We will be working with Communications on sidewalk specific notices and information. More information from Snow Central is attached. Residents can also see our info at: <https://newarkde.gov/922/Snow-Central>

Status:	In-Progress
Expected Completion:	04-01-2018
Execution Status:	On Track

Activity or Project:

UD Future Plans impact on PW&WR

Description:

As Council is aware, the University of Delaware has unveiled an ambitious growth and building plan to take place over the next few years. The City's proactive approach since 2013 to create master plans for our water, sewer and stormwater infrastructure will pay dividends as we plan for servicing the new construction and development. We continuously update these plans through field staff working with our GIS team in order to provide real-time knowledge of our assets. Recently completed water and sewer system models will assist in verifying capacity or identifying upgrades that may be necessary.

Status:	Started
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Snow and Ice removal on City Streets

Description:

The PW&WR Department has fielded several phone calls regarding the snow and ice removal for the past few minor storms. Staff intends to follow the current Snow Plan, which breaks storms and responses down to categories and levels. Each storm category requires a certain response level. The response levels and treatment routes have differing levels of effort and cost. PW&WR is committed to gathering feedback and adjust as necessary, however, there are cost increases for each increase in level of service. We intend to quantify the difference in cost for treating the roads in each different level of response. There is also an environmental cost each time we apply salt to the roads. We will prepare a report to Council on snow and ice control by May 1, 2018.

Status:	In-Progress
Expected Completion:	04-30-2018
Execution Status:	On Track

Digital Records Project Documents Scanned – January 11-17

Name	# of Documents	# of Pages	Types
Samantha	4	1,027	HR Historical Files
Sandy	13	5,565	HR Historical Files
Fred	69	323	Court Documents
Ana (PT)	235	736	Court Documents
Mecia (PT)	133	2,338	Board of Adjustment Historical Files
Sarah	0	0	N/A
Total	454	9,989	

NEWARK POLICE DEPARTMENT

WEEK 01/07/18-01/13/18

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	1	1
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	0	1	1	1	5	0
- 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	1	1	1	5	0
Assault/Aggravated	1	0	0	0	0	0
Burglary	3	4	2	0	2	0
- Commercial Burglaries	2	1	1	0	0	0
- Residential Burglaries	1	3	1	0	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	27	14	11	9	6	4
Theft/Auto	1	2	1	0	0	0
Arson	0	0	0	0	0	0
All Other	5	4	3	1	2	0
TOTAL PART I	37	25	18	11	16	5
<u>PART II OFFENSES</u>						
Other Assaults	12	8	6	6	13	8
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	6	14	8	0	3	2
Weapons	0	0	0	1	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	2	0	0	3	1	0
Drugs	3	1	1	5	2	1
Noise/Disorderly Premise	21	29	20	7	10	6
Disorderly Conduct	5	4	1	0	7	5
Trespass	2	5	2	1	2	2
All Other	18	12	6	11	16	5
TOTAL PART II	69	73	44	34	54	29
<u>MISCELLANEOUS:</u>						
Alarm	12	9	4	0	0	0
Animal Control	12	12	9	0	1	1
Recovered Property	9	7	3	0	0	0
Service	1438	1414	769	0	0	0
Suspicious Per/Veh	19	13	8	0	0	0
TOTAL MISC.	1490	1455	793	0	1	1

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	922	1,832	954	1,719



Newark Police Department
Weekly Traffic Report
01/07/18-01/13/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	338	269	200	182
DUI	5	3	3	1
TOTAL	343	272	203	183

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	7	8	5	7
Property Damage (Reportable)	37	41	19	25
*Hit & Run	9	8	5	6
*Private Property	8	7	5	6
TOTAL	44	49	24	32

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.



Sidewalk Snow Removal

Please be a good neighbor (and comply with City Code!) by clearing your sidewalk of snow and ice within 24 hours of the end of a snowfall. Snow should be piled on your property (see diagram to the left), not in roadways. For specific details, see [Sec. 26-3 of the Code](#).

Attention Industrious Newarkers!

We maintain a list on the City website of residents and businesses offering snow removal services. To be listed, please send your name, address and phone number to mclark@newark.de.us and we'll get you listed online. We list shovelers by council district, to assist residents in finding someone nearby. The City does not endorse any individual or business on this list, nor provide a guarantee of the quality of service, or rates charged, for snow removal.

Our crews do their best to not plow driveways in, but it's often an unavoidable consequence of snow removal. *Help us help you by clearing as pictured to the left.*

Fire Hydrant and Storm Drains

Please don't cover fire hydrants and storm drains with snow, and, if you are able, please help us to clear them if you can. Keeping storm drains clear allows melting snow to escape without flooding or re-freezing. If you can, please help to clear storm drains near your property.

Snow Plows Hard at Work

During a snow event, the primary focus of our plow crews is to ensure the safe passage of emergency vehicles. The plow crews work hard to keep roads clear – focusing attention on main roads first, before addressing secondary and tertiary roads. To help them perform their jobs more efficiently, please utilize off-street parking during a storm, if possible. In cases of extreme snowfall, plows are limited in where they can put snow removed from the streets. We appreciate your patience and understanding as they clear roadways.

Parking and Snow Emergency Routes

During a declared snow emergency (check cityofnewarkde.us/snowcentral), homes or businesses on snow emergency roads must remove all vehicles to avoid being towed. Arrangements are typically made with the University of Delaware to allow those impacted by a snow emergency to park their vehicles at the Trabant garage at the end of Main Street (across from the deer park). The duration of this availability will depend on the storm.

