

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week I spent a good bit of time catching up after being off for the latter half of last week. In addition to this, I spent time reviewing the possibility of a transferrable development rights program within Newark that could help protect neighborhood character and guide development towards more desirable locations. This is something we will continue to work on as time permits.

I also coordinated a meeting between staff, Mayor Sierer, and representatives from UD to discuss a potential collaboration opportunity via a smart communities grant to investigate the wide impacts that connected and autonomous vehicles will have on our communities and how the technology can improve the quality of life. This would be a multi-year collaboration which would ideally culminate with Newark receiving an autonomous vehicle plan that identifies the local impacts and challenges, lays out policy and planning recommendations, and offers a timeline for implementation, similar to what the comp plan does. The planning process would involve a robust public engagement component that incorporates diverse stakeholders from Newark (council, administration, law enforcement, business, UD, interest groups, citizens).

I continued discussions with representatives from CSX about updating the use agreement for the South Main Street sculpture garden. We have begun to make headway and I received positive feedback on the potential for our requested revisions.

I met with Director Gray to discuss, among other things, the current status of our TID initiative per the discussion at Council's Monday night meeting. The TID will, ideally, be completed during 2018, allowing us to capture small incremental growth and help fund necessary transportation improvements.

I met with Acting Director Filasky, Director Del Grande, and Acting Solicitor Bilodeau to discuss water service territory at STAR.

DelDOT has provided an update on the plan for resurfacing East Main Street and the project is expanding in scope from what was originally planned. They are now planning on a full reconstruction of the roadway which includes removal of the underlying concrete roadway. While this is going to make the project larger in scope and more disruptive, the end result will be much better and the road surface will last much longer than the previously planned mill and overlay. The previous mill and overlay only lasted around 7 or 8 years before there were significant reflection cracks and potholes began to appear. Please refer to the Public Works and Water Resources section for more information.

We have around 140 water accounts where we are having difficulty gaining consistent water readings, either due to a technical issue or due to the account holder never installing a smart meter as part of the larger smart meter project. We have whittled this number down considerably over the last few years but these last few have been largely non-responsive to multiple requests. Because of this, we are going to begin notifying the accounts of a pending disconnection which we feel will motivate them to set up an appointment.

I worked with Assistant to the Managers Mark Brainard to schedule the GovHR representative's February 11th and 12th visit. We are planning on the representative having availability for Council members on both Sunday evening and Monday throughout the day. Additionally, we will be scheduling staff interviews with the consultant during the day on Monday the 12th. We are hopeful that by starting the process, we will have some actionable information and data in hand for the council meeting that evening to assist in the discussion.

I spent time this week working with Parking Manager Howard and Deputy Chief Farrall on a parking issue along New London Road. We have determined the on-street special residential parking area has created a safety issue for vehicles leaving Andrew's Way and Gray's Avenue. Due to the configuration of the road and the higher speeds on New London, we will be removing the special residential parking area from this location.

The rest of my week was spent on general administrative tasks and preparing to be out of the office the beginning of next week at a conference.

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:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Deputy City Manager Andrew Haines attended a labor law roundtable with other Delaware peers and attorneys to discuss the 'post-Matt Lauer' office environment. The reporting, investigation and response times all are changing, along with the social impact of the #metoo effort. HR Manager Devan Stewart joined other staff members for the Women Leading Government association

meeting in Dover on Wednesday. Ms. Stewart also completed the onboard of two (2) groundhands from the Electric Department. Ms. Stewart worked with DVHT, and Mr. Haines, on two employee wellness engagements to launch in February: Weight Watchers at Work and a 12 Weeks to You transformation program. Assistant to the Managers Mark Brainard assisted Acting Manager Coleman with the executive recruitment and the consultant, GovHR. Mr. Brainard is leading GovHR's site visit coordination, scheduled for February 12th. Mr. Brainard also worked with the Facilities Division to meet with vendors for future improvement solutions.

Parking Division:

Parking Manager Marvin Howard advised that he and the Division staff are pleased with the functionality of Parklogix countdown signage, and will provide a writeup in the coming weeks to recommend it's full purchase for eligible lots. This recommendation will include graphic design coordination with the Communications Division to utilize the new signage as an opportunity to enhance the awareness of the municipal parking lots. This week's GIS Committee meeting reviewed the potential ability to connect the data from the vendor into the City's GIS maps.

Mr. Howard spent significant time working with Mr. Coleman and Deputy Chief Farrall on New London Road Special Residential Parking issues. He also attended the Planning Commission Parking Subcommittee meeting, along with Parking Supervisor Courtney Mulvanity. Staff participated in a quarterly education webinar with T2/ParkingSoft on their solutions.

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:

Alderman's Court

Notable Notes:

Alderman's Court held two court sessions from 1/18/18 to 1/24/18. These sessions included arraignments, trials, code violations, violation of probations, capias returns, video hearings and prisoners transported. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Interviews were held on 1/23/18 for the part-time position that will replace Alice Van Veen. Alice's last day is 1/31/18.

Activity or Project:

Court Sessions

Description:

From 1/18/18 to 1/24/18 Alderman's Court handled 43 arraignments, 33 trials, 16 capias returns, transported 2 prisoners, 2 video hearings, 1 code violation and 1 Violation of Probation hearing. The court collected a total of 331 parking payments of which 206 were paid online and 125 were paid in court. The court also collected criminal/traffic payments which included 121 online payments and 46 payments in court for a total of 167 payments.

Status:	Completed
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Expected Completion:	01-24-2018
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Execution Status:	Completed
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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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office January 22 for Council and January 25 for Court.

Renee met with Mayor Sierer and had a conference call with Councilwoman Wallace on January 19.

Staff finalized and posted the agenda and packet for the January 29 Council meeting on January 22.

Paul and Renee staffed the Council meeting on January 22. Follow up was completed by staff on January 23 and 24. Per the direction of Council, Renee worked with the Communications team to have an archive created on the website where the lobbyist report will be posted weekly by the Legislative Department. The archive can be found on the website here:

<https://newarkde.gov/Archive.aspx?AMID=85&Type=&ADID=>. Renee also spent time working with Mr. Armitage on reformatting and editing the existing report for posting on the website. The current report is attached below and can be found on the website here:

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/5435>.

Renee attended a bid opening on January 23.

Renee staffed the Election Board meeting on January 24. The Board discussed the April 10 and June 19 elections, assignments for various pre-election tasks and voted to provide an additional \$20 stipend to each poll worker and machine operator to compensate them for attending election training at the Delaware Department of Elections in New Castle prior to the election.

Renee, Sarah and Mecia spent time researching several items for other departments including advice regarding City boards and commissions meeting locations, past Jefferson Award winners, Briarcreek North public notices, Newark Senior Center's subvention, FY2018 Municipal Street Aid award, and Stone Springs and Gilberti Lane subdivision documents.

Sarah spent time working on updating the Legislative Department Policies and Procedures Manual to reflect new and updated procedures in several areas that have changed.

Work continues on the preparations for the April 10 Council election. Five 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>. Council approved the appointment of Rick Sylves to the District 1 position on the Election Board and approved the reappointment of Dean Moore to the District 2 position at the January 22 Council meeting, which fills all of the previous vacancies and brings all Election Board appointments up-to-date. 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 decision from requestor not to move forward and closed a January 4 FOIA request from Chelepis and Associates, Inc. regarding Bank of America utility bills.
- * Received, circulated to staff, received relevant documents, sent documents to requestor, completed and closed a January 18 FOIA request from SmartProcure regarding City purchase orders.
- * Received, directed the requestor to the appropriate agencies and closed a January 19 FOIA request from Cyprexx Services, LLC regarding a property outside City limits.
- * Received, circulated to staff and sent an administrative cost estimate for a January 23 FOIA request from Stutman Law regarding 1 Easton Court

* Received, circulated to staff, received documents and began document review for a January 24 FOIA request from Sarah Bucic regarding the Windy Hills Water Tower project.

The January 29 Council and February 1 Pension Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 16 Council (Tara drafted), January 18 Board of Adjustment (Sarah drafted - complete) and January 22 Council (Tara drafting) minutes. The January 16 and 22 Council Executive Session and January 24 Election Board minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 33 discovery requests have been filled so far for 2018. The office also received the court calendar for February 2 and the 17 associated case files were prepared for the Acting City Solicitor. 5 court calendars with 74 associated case files have been compiled so far for 2018. One plea by mail request was processed this week.

The office received 9 new lien certificate requests in the last week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far, 41 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha and Renee spent significant time working on the draft City of Newark document retention schedule.

Samantha provided training for Sarah and Mecia on processing files for approval for destruction or transfer to State Archives. Sarah and Mecia spent significant time subsequently processing boxes from the Legislative Department for transfer. Destruction notices were sent to State Archives for 12 boxes for approval this week.

With a fully staffed division and full work week, as well as larger files being worked on at this time, scan numbers exceeded expectations for this week and have put January 2018 as the second highest volume scanning month since the project started with a week to go. January 2018 is on track to end as the highest volume scanning month by January 31. IT still is working with Tyler on the resolution to the additional underreporting issue noted in the January 5 report.

There were some quality control issues found this week with some of the documents that previously had been scanned by Legislative Department staff (legal sized documents had been scanned as letter sized). It is estimated that this issue affected approximately 377 documents within TCM. Training has taken place to correct the issue and the affected documents are being rescanned to ensure that they are all correct.

The document and page count for January 18-24 is attached below.

Status:

In-Progress

Expected Completion:

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:	
<p>The line crews switched circuits, rubbered up areas, and removed wires so that a crane could remove a substation transformer being sent out for repairs. After the transformer was removed, the crews returned everything to normal. The line crews continued with line maintenance punch list which included upgrading aerial wires along Beverly Road which will be used as a backfeed to South Main Plaza and Chimney Ridge on South Main Street.</p> <p>The electricians continued working on the annual maintenance list which includes visual inspections of all the substation equipment and cleaning up the Kershaw Relay House.</p> <p>Engineering attended the DeIDOT preconstruction meeting on the new train station, continued working on the bid package for the pole relocations for the Elkton Road widening project, and started working on the service design of the new Food Lion coming to the Fairfield Shopping Center. Engineering is also trying to finish up the Delmarva Pole Attachment Agreement and finish bid evaluations of the equipment needed to feed the Chemours site.</p>	
Activity or Project:	
n/a	
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:

Finance Department

Notable Notes:

The First State Community Action Agency (FSCAA) was in the PUB office on January 25th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. Our FSCAA rep is also here to provide services to our residents, and provide an avenue for them to obtain other levels of assistance. www.firststatecaa.org

New Tax Billing System: The Finance Department is now live on the new Munis Tax Billing Software and processing payments. The receivable balances were reconciled last week. Some work is being done to make some small corrections to some of the data that transferred over from CityView (old tax system). All general exemptions that were imported from the County's tax records have been reconciled. When the final data corrections are made, we will be reviewing all other exemptions before moving on to the quarterly billing for January. We are about two weeks away from staging the first tax bills out of Munis. By the time the annual tax bills are processed, taxpayers will be able to view their tax information directly on the website and make online tax payments.

The Payment & Utility Billing Office was closed on January 24th for the customer service representatives to attend training. Staff has been attending DEMEC's Key Account Program. In session 2 of 3, topics included: identifying the characteristics of a successful key accounts representative, how to assemble an effective key accounts team, creating strong relationships between key account staff and customers, establishing account-specific goals and strategies, how to develop an action plan to meet with customers and solve operational issues, how to lead an effective on-site customer meeting, reviewing communications and follow-up, and tips and techniques for focus and organization. These classes provide some of the tools necessary to enhance our CSR's customer service skills to better serve all our customers. Feedback has been positive, and the City has worked with DEMEC to provide these educational programs at no additional cost to Newark.

The December Monthly Financial Update will be available for the March 12th Council meeting.

Since December is the last month of the fiscal year, the month-end process takes longer than usual, and we have not yet closed out the fiscal year. Year-end closing entries will occur up to the first week of February. The Accounting staff is also working on the 2018 Rate Stabilization Adjustment (RSA) and the 2018 insurance renewals. We are planning on presenting these items to Council on March 12th also.

Activity or Project:

Automatic Bill Payment/Leak Detection System - CustomerConnect

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by 12 months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card, as the City incurs credit card fees with every credit card transaction.

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

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 3,409 utility payments and CityView transactions last week, 785 of which were imported automatically with our electronic processes and 2,564 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 496 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 478 calls out of 492 offered, reflecting an abandoned rate of 2.8%. The average speed to answer the phone was 1:02. The average call time was 3:16. 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. PUB staff will be testing both Northstar and CustomerConnect on February 13th. Testing was pushed back due to a need for our vendor to perform an emergency patch to their software (nationwide).

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:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

1. Donald Lynch completed initial deployment of Munis Permitting and Tax Project.
 - a. Historical taxes are live
 - b. First run of taxes are slated to be performed before end of January
2. Daina Montgomery attended Women in Government Conference.
3. Marius Motoc took lead on network security improvements while working with David Hopkins and John Herring.
4. Marius Motoc, Ali Abedin, and David Hopkins worked on assisting GIS group on a parking space application.
5. Enterprise configuration and division processes still under evaluation.

Totals for the week
 Tickets Closed - 110
 Tickets in Process - 49
 Projects in Process - 17
 Projects Closed - 2
 Tickets Created - 32

Activity or Project:

Munis Permitting and Tax Project

Description:

Historical taxes are live
 First run of property taxes are slated to be performed before end of January
 Project closeout has begun

Status:	Near Completion
	12-31-2017

Expected Completion:	
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.	
Developing process to make deployment more efficient.	
Status:	Started
Expected Completion:	05-31-2018
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:
<p>Director: Updated subdivision files for 2018; reviewed vendor packets for upcoming events; attended subdivision meeting for Sandy Drive project; inspected two park areas for maintenance issues and improvements; applied for the People For Bikes grant for additional funding of the Pomeroy Trail connection to Fremont Road.</p> <p>Recreation Superintendent: Worked with Shelby and Sharon on updating the 2018 vendor packet and sponsorship package; worked on finalizing inspection report forms for parks department, met with Joe, Tom and Rich to discuss implementation of inspection reports for the parks department staff; confirmed renewal of portable toilet and apparel contracts; worked on staff shirt requests and pricing; worked on consolidation of End of Year reports; completed Comcast newsmakers segment for winter/spring programming and 50 Days of Fun.</p> <p>Recreation Supervisor of Athletics: The indoor Soccerroos instructional program began on Thursday at McVey; prepared supplies for Soccerroos and Pint Size basketball which is scheduled to start 1/22; completed DRPS awards nomination; working on supplies bids; finalizing fall statistics for before and after care program; opened and closed the George Wilson Center for Stay Fit on Tuesday.</p>

Recreation Specialist: Attended ServSafe class on ServSafe Food Management and took exam for the food safety certification; contacted Delaware Nature Society and postponed the aftercare reptile out-reach program. Completed input of after care employee reviews into an electronic file; gathered supplies in preparation for Delaware's Natural History Museum's Summer Camp Fair and worked a booth for the department; posted on social media regarding upcoming programs.

Coordinator of GWC and Volunteers: Attended a ServSafe certification course at the Food Bank of Delaware, the certification is required for commercial kitchens by the Delaware Department of Public Health; went over staff evaluations with George Wilson Center attendants; completed nomination for the Friends of Recreation DRPS Award for Thanksgiving Day Breakfast Volunteers; finalized staff schedules and preparations for swim lessons at the Newark Senior Center with 26 participants registered; dropped off Swim Lesson supplies and flyers to the Newark Senior Center; finalized and sent the George Wilson Center attendant schedule to staff; prepared for the George Wilson Center kitchen inspection by the Delaware Department of Public Health; continued work on End of Year Volunteer Report with the Recreation Specialist; continued to meet with potential renters and book dates for the George Wilson Center; a total of 13 participants attended the School's Out Day on Monday, February 15.

Recreation Supervisor of Community Events: Working on the 2018 Vendor Packet and the 2018 Sponsorship Guide content and pricing revisions for vendors and sponsors. The final versions are being created and they should be sent via Constant Contact by the end of the week; sponsorship and donation numbers have been collected and are being added to the records in order to send out end of year tax letters and create a summary for the year; working on several items associated with the Delaware Recreation & Parks Society (DRPS) Conference including DRPS award nominations; bid preparations have begun for the 2018 fireworks, sound, and sign needs and should be sent out in the next two weeks; 2017 Community Gardeners were contacted with a last call to renew their garden plots. On February 1, people will be notified from the waitlist to fill open plots; coordinated and held a planning meeting with parking, law enforcement, DelDOT, Fire Marshals, emergency management, and facility coordinators to review the 2018 events schedule and needs, a few changes have been made to previous year's plans and additional meetings will be held with those affected when the Fireworks and Halloween Parade draw near. Construction at the UD Athletic Complex, STAR Campus, and Main Street will impact the aforementioned events, so plans for mitigating problems and minimizing the impact will be discussed as the plans for construction progress.

Parks Superintendent: Attended the two day Horticulture and Pesticide Conference in Dover, attended meeting with Parks Director, Recreation Superintendent, Parks Supervisor concerning Munis work order system and park inspections methodology, sat in on webinar through Penn State on Tree Weather Preparation, talked with resident about tree issue and safety requirements, continued working on new PO requests for this year.

Parks Supervisor: Assigned field staff daily and assisted as needed, attended meeting with Parks Director, Recreation Superintendent, and Parks Superintendent concerning work order system and park inspection methodology, and continued closing out work orders from 2017.

Parks and Horticulture: Staff conducted spot ice control throughout park system as needed, continued on work orders as assigned, did interior bed maintenance including switching out plantings as needed, removed pots from City Hall entry and brought back to shop, did tree pruning

as assigned, Landscape Specialist attended the two day Horticulture and Pesticide Conference in Dover, and did equipment maintenance on Ventrac and salt box on back of truck #1430.

Activity or Project:

Preston's Playground Groundbreaking

Description:

An April Preston's Playground Groundbreaking is tentatively schedule for the playground. An announcement will be made when the date is finalized for the groundbreaking. The funding for the restrooms is not yet secured and will be part of phase two of the project when funding is complete.

Status:	Not Started
Expected Completion:	06-01-2018
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. 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 continuing to work on correcting data in MUNIS for rentals. Property Maintenance is reporting few violations; training in the new software is ongoing.

Staff met with University of Delaware representatives to discuss interior renovations at the Trabant Center demonstration kitchen. 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 reports and documents for the February 6, 2018 Planning Commission meeting; continued to work on plan review and related reports; met with representatives from DelDOT to discuss the DelDOT informational session to the Planning Commission scheduled for March 6, 2018, as described in the 2018 Planning Commission Work Plan <https://newarkde.gov/276/Planning-Commission>; prepared for and participated in the first Newark Community Sustainability Plan Steering Committee meeting on January 22, 2018; prepared for and participated in the Planning Commission Parking Subcommittee on January 24, 2018 – the next Planning Commission Parking Subcommittee meeting is scheduled on March 1, 2018 at 2:00 p.m., more information can be found at <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; and worked on administrative related issues.

Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting and the BikeNewark meeting on January 18. Mike was appointed as the lead organizer for the Newark Bike to Work Day event to be held on May 18, 2018. On Monday, January 22, Mike Fortner staffed the first meeting of the Steering Committee for the Newark Community Sustainability Plan. The Committee reviewed the draft of the Request for Proposals (RFP). The anticipated timeframe is to review the submitted RFPs by March, interview finalists, and make a recommendation to Council on the chosen consulting firm by April. Planning and Development Director Mary Ellen Gray also attended the meeting.

The Planning and Development Department has received a Petition for Annexation from the property owners of 3 Bridlebrook Lane in Covered Bridge Farms. The property owner is seeking city sewer utilities. The property is zoned NC-21 for single family half-acre lots. The proposed Newark zoning would be RH – single family half-acre lots.

On January 18, 2018, the Board of Adjustment approved the appeal of McDonald's USA, LLC, at 815 South College Avenue, for the following variance: 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.

The following was also completed this week:

- 9 Deed Transfer Affidavits
- 17 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 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 and major subdivision 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 were sent to the applicant on January 18, 2018.

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.

3 Bridlebrook Lane, Parcel ID 0900730033 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms in order to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan.

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:

Auxiliary Services:

- During the week Communications Supervisor Brian Cannon and Captain Michael Van Campen attended meetings related to the feasibility study for a consolidated 9-1-1 center with the University of Delaware.
- Last week Deputy Chiefs Farrall and Feeney, along with Captain Van Campen, met with a vendor to explore a body worn camera pilot project.

Administration Division:

- Cpl. Walker, Cpl. Saunders and Cpl. Mease conducted a building tour on Friday, January 19th, for 28 students from Downes Elementary School. The students are part of a club which explores community interaction with law enforcement, while also learning what it takes to become a police officer.
- On January 22nd, Cpl. Saunders began his assignment as the department's School Resource Officer. He is tasked with providing law enforcement services and educational opportunities at the six schools throughout the City of Newark. He brings with him a wealth of experience as having previously served in this capacity from 2008-2013. Cpl. Saunders also possesses a bachelor's degree in education.
- On January 22nd, Lt. Andrew Rubin assumed command of the Administration Division. Lt. Rubin, a recent graduate of the Delaware Bar, will provide oversight of administrative duties including Professional Standards, Public Relations, Training and Accreditation.
- On Tuesday, January 23rd, Sgt. Jones attended a Council on Police Training (COPT) decertification hearing in Dover. Sgt. Jones, the Department's Planning and Training Coordinator, serves on the board of the COPT.
- On Tuesday, January 23rd, Cpl. Walker conducted a building tour and presentation for Cub Scout Pack 205.
- On Thursday, January 25th, Sgt. Chris Jones and Communications Supervisor Brian Cannon will graduate from the Command and Leadership Academy. The training program, hosted by the New Castle County Police Department in conjunction with the New Jersey State Association of Chiefs of Police (NJSACOP), provides a rigorous leadership curriculum developed through collaboration with the United States Military Academy at West Point and NJSACOP. In recognition of the challenges facing law enforcement, the program develops police leaders with a blend of theory and application.
- The Awards Committee met on January 18th to discuss end of the year and 4th quarter awards for 2017. The following officers/civilians will be receiving awards in the near future:

Lion's Club Officer of the Year: Master Corporal Joseph Conover – M/Cpl. Conover had several notable arrests in 2017. On 2/18/17, he conducted a routine traffic stop on a vehicle for a traffic violation. Upon contacting the driver, he smelled an odor of raw marijuana coming from the vehicle and he conducted a search based on the odor. During the search of the vehicle, he recovered a loaded .40 caliber handgun, an AK-47 style rifle with a loaded magazine, 10 individual baggies of marijuana, a digital scale, and other drug paraphernalia. The driver was arrested on numerous drug and gun charges. On 12/21/17, M/Cpl. Conover and other officers were working a retail theft prevention operation in a local store when M/Cpl. Conover observed a subject in the store who appeared to be armed with a concealed handgun. Officers conducted additional surveillance on this subject and arrested him outside of the store with a 9mm handgun concealed in his pocket. M/Cpl. Conover's supervisor also noted that he has worked on a number of community projects throughout the year, he coordinated training exercises for the Crisis Negotiations Team, and he acts as source of intelligence information for the entire department.

VFW Officer of the Year (selected by staff): Corporal Daniel Bystricky – Cpl. Bystricky was

recognized for several cases in which he was the lead investigator in 2017, including: his arrest of two suspects involved in a shooting/robbery in a shopping center parking lot on 7/29/17, a death investigation that occurred in September 2017 in which he worked closely with the family who were located out of the state and out of the country, and a domestic related homicide in which he identified and arrested the responsible party. Cpl. Bystricky was also recognized for several other awards he has received during his career as a police officer and for his service in the United States Marine Corps.

Knights of Columbus Officer of the Quarter: Corporal Robert Sharpe – On 10/3/17, Cpl. Sharpe located a vehicle at a local motel that was the subject of a be on the lookout report by the Criminal Investigations Division. The operator of the vehicle was a person of interest in an attempted murder investigation by an out-of-state police agency. Cpl. Sharpe confirmed the vehicle was associated with a particular room at the motel and additional units were contacted to assist. The suspect was arrested on a fugitive warrant in the parking lot by NPD's SWAT Team. A search warrant conducted on the room and vehicle revealed significant quantities of heroin, cocaine, and marijuana.

DUI Enforcement Ribbon: Corporal Daniel Burgess, Officer Carter McKennon, Corporal Aaron Olicker – Awarded to the top three officers in DUI enforcement for 2017.

Letter of Commendation – D.A.T.E. Agent Donald Bluestein – On 11/15/17 officers from the Special Operations Unit and officers from DATE were working a plain clothes assignment outside of a restaurant on E. Main Street. During the operation, Agent Bluestein noticed a subject, who was unrelated to the operation, with what appeared to be a concealed handgun on his hip. After further observation, Agent Bluestein noticed the subject's sweatshirt go up, exposing a holstered handgun. Officers eventually contacted this subject and confirmed he was armed with a .40 caliber handgun. This subject was arrested without incident.

Lifesaving Award: Michael Janis (civilian) and Jeffrey Leggett (civilian) – On 9/20/17, officers responded to a medical emergency call on the James Hall Trail. Upon arrival, ambulance personnel, joined shortly after by paramedics, were on-scene performing CPR on a 25-year-old female. The officers learned that Janis and Leggett had first observed the female running on the trail and stated that she was about 15 minutes ahead of them. They then came across the female lying face down in the dirt. Janis and Leggett then checked on the female and realized she was not breathing and did not have a pulse. They contacted 911 and began CPR on the female. It was later learned that the female had survived this event, thanks in part to the intervention by Janis and Leggett, and she was discharged from the hospital.

Citation for Merit: Officer Andrew Maiura and Police Officer First Class Casey Rivers – On 10/2/17, Officer Maiura and PFC Rivers conducted a traffic stop on a vehicle for a traffic violation. During the stop, officers noticed bits of suspected marijuana on the driver's lap, seat, and glove box. Both occupants were removed from the vehicle and a search of the vehicle revealed a concealed 9mm handgun and a small amount of marijuana. The driver and passenger were charged accordingly.

Unit Citation: Master Corporal William Smith, Master Corporal James Skinner, Corporal Jeffrey Schwagel, Corporal Robert Sharpe, Corporal Daniel Marsilii, Officer Andrew Maiura, Officer Megan Keating, Officer Alex Whitt – On 11/11/17, patrol officers responded to a reported robbery that just occurred at a local hotel. The victim reported that he was robbed after agreeing to meet

with someone he met online at their hotel room. Officers established physical surveillance on the hotel room and eventually took three suspects into custody as they left the room. The officers worked together to immediately apprehend the suspects, assist the Criminal Investigations Division with the case, and search the hotel room. The suspects were ultimately charged with robbery and other related offenses.

Lifesaving Award: Jenna Holzapfel (civilian) – On 12/27/17, officers responded to a medical emergency at a residence where it was reported that a male had lost consciousness at the top of the basement stairs and fell head first onto the concrete floor. According to witnesses, most people were trying to discourage others from calling 911 and felt that the injured party would be fine. Jenna Holzapfel was attending the party where this occurred and rendered aid to the injured person. She found that he was not breathing and did not have a pulse and began chest compressions and rescue breathing. Someone else called 911 and the injured subject began coughing and vomiting blood after several rounds of CPR. The subject's care was taken over by arriving medical personnel and he was eventually released from the hospital with a multitude of injuries. Holzapfel's actions are believed to have directly contributed to the subject surviving this event.

Letter of Commendation: Master Corporal Joseph Conover, Police Officer First Class Nathaniel Graber, Corporal Darryl Saunders – On 12/21/17, M/Cpl. Conover, PFC Graber, and Cpl. Saunders were working an anti-shoplifting initiative at a local store. M/Cpl. Conover initially noticed a subject enter the store who appeared to be performing "security checks" on an object in the waistband of his pants. Officers began surveillance of this subject and determined that he was carrying a concealed handgun on his waist. Officers continued to surveil this subject until he went outside, at which time they made contact with him. They subsequently recovered a loaded 9mm handgun from his waistband and determined this subject was not permitted to carry a concealed firearm. He was arrested accordingly.

Patrol Division:

- On January 17th at 11:27 p.m., Newark Police responded to a report of a possible gunshot heard in the 100 block of Madison Drive. Officers checked the area and were unable to locate anything suspicious. Approximately 30 minutes later, the victim, a 39 year-old male, responded to the lobby of Newark Police Department and reported that he was involved in an incident on Madison Drive where the suspect produced and fired a handgun. Officer Velasquez, Officer Olicker and Officer Coughlin responded back to Madison Drive and ultimately located the suspect vehicle parked in the 200 block of Madison Drive. The vehicle was occupied by the male suspect, identified as Dawane Warren, and a female. He was subsequently identified as the subject who produced the handgun. Warren was taken into custody without incident and a search of the vehicle revealed a 9mm handgun.
- PFC Brian Whitehead continues in his second of three weeks of training at the Drug Recognition Expert (DRE) training program.
- On January 22nd, Lt. Scott Rieger assumed command of the Patrol Division. Lt. Rieger brings with him a wealth of experience as a former patrol supervisor and as the most recent commander of the Criminal Division since 2014.
- On January 23rd, PFC Corey Spencer assisted the K9 unit with their monthly training.

Criminal Investigations Division:

- On January 18th, Detectives arrested Dawane Warren in reference to a shots fired incident in the 100 block of Madison Drive (described above).
- Detectives and Street Crimes officers executed two residential search warrants and a vehicle search warrant on 1/19/18 in reference to a home invasion and shots fired investigations.
- On January 22nd, Lt. Fred Nelson assumed command of the Criminal Division. Lt. Nelson has previously served as both a general investigator and supervisor within the unit.

Special Enforcement Division:

- On Monday, January 22nd, M/Cpl. Wayne Aston began his assignment as the newest member of the traffic unit. M/Cpl. Aston will serve as the new assistant supervisor of the unit.
- On Monday, January 22nd, M/Cpl. Aston conducted a car seat installation inspection from a resident/motorist requesting that officers confirm the seat was installed properly. M/Cpl. Aston is a trained car seat installation technician.
- On Tuesday, traffic officers conducted observation for crosswalk violations on Barksdale Road following a citizen complaint.
- Traffic officers have placed the speed trailer on Dillwyn Drive following resident complaints of speeding motorists.
- Throughout the week, the traffic unit will conduct enforcement including speeding and distracted driving at various locations throughout the city.
- On January 22nd, Officer Alex Whitt began his assignment as the newest member of the Special Operations Unit.
- During the week, Officer Nate Graber is finalizing a background investigation on a police applicant.
- On Tuesday, Sgt. D'Elia met with UDPD for an upcoming alcohol enforcement operation.
- At the end of the week, K9 Kody will be medically retired from service as a Newark Police K9. K9 Kody will retire to live with his handler, Cpl. Rob Sharpe.

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:**

Public Works and Water Resources Department

Notable Notes:

Winter weather continues to produce water main breaks and frozen services. Crews have been busy repairing them and we appreciate your patience while we make these repairs and restore service.

Activity or Project:

Main Street Paving

Description:

City staff met with DeIDOT representatives for an update on scope and schedule for the Main Street paving project. There have been significant scope changes based on the exploratory test holes and material research. While the scope has changed, the timeline for completion is relatively unchanged. The existing concrete base will be completely removed, which will eliminate the cracking that currently occurs at the seams of the concrete. The work is expected to begin on the eastern portion of Main Street, near Library Avenue in early summer 2018. A phased approach will limit the need for full road closures and associated impact on businesses, however, there will be some impact. It is important to understand the benefits this project and revised scope will provide. The full depth restoration should prevent any major reconstruction on Main Street for at least 10 years and moving forward the road would be a candidate for simple mill and overlay of the top layer of asphalt. An additional public workshop is currently planned for late April and DeIDOT is planning to dedicate a Public Relations Officer to this project. The project website is listed below: <https://www.deldot.gov/information/projects/MainStreetNewarkRehab/>

Status:

Not Started

Expected Completion:

12-31-2019

Execution Status:

On Track

Activity or Project:

OSHA 40-Hour HAZWOPER Class

Description:

Seven members of the PW&WR staff attended OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training. This set of guidelines produced and maintained by the Occupational Safety and Health Administration, which regulates hazardous waste operations and emergency services in the United States. Sewer, Stormwater, and Fleet Maintenance staff were all included in this training. Photo attached.

Status:	In-Progress
Expected Completion:	01-26-2018
Execution Status:	On Track

Activity or Project:

Sediment and Stormwater Reviews for Brownfield/Underground Tank Sites

Description:

The City of Newark is a Delegated Agency of DNREC to perform Sediment and Stormwater Plan Review and Inspections. Historically, DNREC has performed all of the reviews and inspections on Brownfield and Underground Tank Storage sites throughout the state, due to the potential hazards and site specific needs. We have been informed that DNREC may be passing that responsibility on to the delegated agencies in the near future. This will put a significant burden on our review and inspection staff, notably due to the development at STAR Campus, which is registered as a Brownfield. Additional training is also required for staff to be able to inspect these projects (see report item #2). Letter attached.

Status:	Not Started
Expected Completion:	02-28-2018
Execution Status:	On Track

Digital Records Project Documents Scanned – January 18-24

Name	# of Documents	# of Pages	Types
Samantha	31	6,413	HR Historical Files
Sandy	27	7,130	HR Historical Files/Cash Receipts
Fred	133	4,010	Court Documents
Ana (PT)	381	860	Court Documents/Timesheets
Mecia (PT)	121	2,319	Minutes and Board of Adjustment Historical Files
Sarah	20	35	Miscellaneous Current Files
Total	713	20,767	

	A	B	C	D	E	F
1	Bill #	SYNOPSIS	DATE INTRODUCED	SPONSORS OR AGENCY THAT MANAGES	STATUS	CITY POSITION
2	HB 38	Limits permitting of wells in water utility districts without approval from utility	1/17/2017	D. Short/Sokola	Senate Natural Resource Committee	Support with amendment
3	HB 49	Requires bulletproof glass, intruder alarms and double sided lockable classroom doors in school construction	1/24/2017	Jaques/Poore	House ready list	Monitor for Code Enforcement
4	HB 53	Allow limited fireworks in Delaware	1/25/2017	Miro/Lawson	House Public Safety Committee	Monitor for PD
5	HB 63	Constitutional amendment changing voting by absentee ballot	3/7/2017	Jaques/Henry	House ready list	Monitor for City Secretary
6	HB 67	Requires classroom doors to be lockable from both sides in schools	3/8/2017	Jaques/Sokola	House Appropriations Committee	Monitor for Code Enforcement
7	HB 79	Opt out voter registration at DMV when acquiring a license	3/16/2017	Bentz/McDowell	House Administration Committee	Monitor for City Secretary
8	HB 110	Legalizing marijuana use	3/30/2017	Keeley/Henry	House ready list	Monitor for HR
9	HB 152	Increase court fines \$2.00 to support DEJIS	5/2/2017	Briggs King/Pettyjohn	House ready list	Monitor for Alderman's Court
10	HB 177	Update qualifications for Board of Adjustment members	5/16/2017	Baumbach/Sokola	Senate ready list	Introduce bill and support
11	HB 221	3 year exemption from prevailing wage, city and county projects	6/13/2017	D. Short/Lavelle	House Administration Committee	Monitor
12	HB 244	3 year exemption from prevailing wage, all DeIDOT projects	6/20/2017	D. Short/Lavelle	House Administration Committee	Monitor
13	HB 267	Regulates towing vehicles from private property	6/29/2017	Potter	House Public Safety Committee	Monitor for PD and Solicitor

	A	B	C	D	E	F
14	HB 270	Creates a fund managed by DNREC to ensure clean water; funding is from individual income taxes and added costs of business licenses	12/14/2017	Mulrooney/Townsend	House Natural Resources Committee	Monitor
15	SB 9	Work a day public works	1/18/2017	Marshall/Briggs King	Senate ready list	Monitor for HR
16	SB 10	Increases minimum wages 50 cents per year from 2017-2020	1/12/2017	Marshall/Baumbach	Senate ready list	Monitor for HR
17	SB 30	Requires campaigns to gather contributors occupation and employer information	3/21/2017	Townsend/Baumbach	Senate ready list	Monitor for City Secretary
18	SB 33	Changes resisting arrest statute	3/16/2017	Henry/Mitchell	Senate Judicial Committee	Monitor for PD
19	SB 49	Homeless Bill of Rights	3/28/2017	Townsend/Bolden	Senate Community Affairs Committee	Newark neutral, League opposed
20	SB 57	Requires clearing snow and ice from vehicle before driving	4/4/2017	Lavelle/Mitchell	House ready list	Monitor for Alderman's Court
21	SB 58	Victims Bill of Rights	4/4/2017	Bushweller/Lynn	Senate Judicial Committee	Monitor for Alderman's Court
22	SS1 for SB 76	Requires apprenticeship programs w/ prevailing wage projects	5/2/2017	Walsh/Mulrooney	Senate Labor Committee	Neutral, monitor for contract costs
23	Hotel/Motel tax	What parameters give best chance of passing		League/City interest, 1% increase generates \$2.5M	Can City be given authority in Charter?	Monitor
24	Unionization thresholds	Monitor to keep at current level of 25 to petition for unionization		League and City interest	No bills introduced to change thresholds	Monitor
25	PJM	Monitor for impact on rate payers		League, City and State interest	State has passed resolutions, Public Advocate advocating	Monitor

NEWARK POLICE DEPARTMENT

WEEK 01/14/18-01/20/18

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	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	0	2	1	1	7	2
- 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	2	1	1	7	2
Assault/Aggravated	1	0	0	0	2	2
Burglary	4	6	2	0	2	0
- Commercial Burglaries	3	2	1	0	0	0
- Residential Burglaries	1	4	1	0	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	39	25	11	14	10	4
Theft/Auto	7	3	1	0	0	0
Arson	0	0	0	0	0	0
All Other	7	7	3	1	3	1
TOTAL PART I	59	43	18	16	25	9
<u>PART II OFFENSES</u>						
Other Assaults	14	14	6	7	17	4
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	9	17	3	2	3	0
Weapons	0	1	1	1	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	3	3	3	3	6	5
Drugs	4	3	2	6	6	4
Noise/Disorderly Premise	30	47	18	10	16	6
Disorderly Conduct	11	11	7	2	11	4
Trespass	6	8	3	4	2	0
All Other	26	25	13	17	24	8
TOTAL PART II	103	129	56	52	85	31
<u>MISCELLANEOUS:</u>						
Alarm	19	14	5	0	0	0
Animal Control	17	16	4	0	1	0
Recovered Property	14	8	1	0	0	0
Service	2149	2132	718	0	0	0
Suspicious Per/Veh	25	16	3	0	0	0
TOTAL MISC.	2224	2186	731	0	1	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	924	2,756	891	2,610



Newark Police Department
Weekly Traffic Report
01/14/18-01/20/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	547	418	209	149
DUI	7	4	2	1
TOTAL	554	422	211	150

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	16	11	9	3
Property Damage (Reportable)	51	58	14	17
*Hit & Run	12	11	3	3
*Private Property	8	14	0	7
TOTAL	67	69	23	20

*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.





STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL
DIVISION OF WATERSHED STEWARDSHIP

89 Kings Highway
DOVER, DELAWARE 19901

PHONE: (302) 739-9921
FAX: (302) 739-6724

OFFICE OF THE
DIRECTOR

December 21, 2017

Mr. Tom Coleman, P.E.
Acting City Manager
City of Newark
220 S. Main Street
Newark, DE 19711

Re: Delegation Responsibilities

Dear Mr. Coleman,

In past years the Department of Natural Resources and Environmental Control (DNREC) Sediment and Stormwater Program acquired the plan review/approval and inspection of contaminated or Brownfield sites under the purview of the DNREC Site Investigation and Restoration Section (SIRS) and the Tank Management Section (TMS). It had always been a program element delegated to the Delegated Agency under the Delaware Sediment and Stormwater Regulations Section 9.0 but the Sediment and Stormwater Program stepped in to take on that responsibility. However, with budget cuts the DNREC Sediment and Stormwater Program can no longer sustain review/inspection of these sites. Therefore, effective January 1, 2018, DNREC will provide technical assistance to the Delegated Agencies as they review/approve and inspect these sites. Funding of the plan review, approval and inspection activities for SIRS and TMS sites will be in accordance with your agency's review fee schedule.

The Department will conduct a half-day training on January 18, 2018 beginning at 9:00am at Tidewater Utilities in Dover to provide an overview of the SIRS and TMS process as well as the plan review and inspection process. This training is open to anyone in your agency that you deem necessary in this process, including managers, plan reviewers, and construction reviewers.

Any employee who accesses a contaminated site must have training under the Occupational Safety and Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, 29 CFR 1910.120. This would be relevant to your inspector. Initially the HAZWOPER training is one week (40 hours) and every year after there is a required 8 hour refresher training. It is difficult to find local training; however, we found the University of Delaware has a tentative schedule to conduct the OSHA HAZWOPER 40 hour training the week of January 22-26, 2018 at a cost of \$650. The deadline for registering is January 5th. Please contact Michael Gladle @ Michael.Gladle@udel.edu if you are interested in registering.

Delaware's good nature depends on you!

Delegation Responsibilities

December 21, 2017

Page Two

I would like to thank you for your continued commitment to administer an effective Sediment and Stormwater Program. If you should have any questions regarding this correspondence, please do not hesitate to contact me at (302) 739-9921.

Sincerely,

Jamie H. Rutherford

Jamie H. Rutherford
Environmental Program Manager
Sediment and Stormwater Program

cc: Ethan J. Robinson, Planning and Design Engineer
Timothy Filasky, PE
Robert R. Palmer, Conservation Programs Section Program Administrator