

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week I attended the Underground Construction Technology Conference which, in addition to conference workshops, included 1.5 days of training by the Center For Underground Infrastructure Research and Education (CUIRE) which is administered by the College of Engineering at the University of Texas, Arlington. As you can imagine by the title, topics covered were directly related to much of the work we do in Public Works. I am looking forward to being able to put the information and knowledge gained into practice.

On Friday I met with our auditors for a preliminary interview and discussion about this year's audit process. The audit will be generally ongoing until mid-year when they will make their final report to Council.

I met with members of upper management, the PD, and our Fire Marshal to discuss our emergency management program and ways to improve staff training and update our emergency operations plan. We will be working throughout 2018 to implement new emergency management training standards that will facilitate our ability to update and improve our current emergency operations plan. You will hear more on this topic through the year.

We met internally to discuss the Freemont Road trail and developing a proposal to complete this work in-house. It is our intention to prepare a bid that would compete against a competitive bid process for the project, likely including it on the 2018 street contract.

I have been working with the Parking team to discuss the possibility of converting Amstel Avenue, East of Orchard Road to a one-way street, eastbound. This change will allow on-street parking to be added to the south side, picking up approximately 18 metered spaces. This would allow us to eliminate the 15 spaces on east side of South College Avenue that currently block the bike lane and result in cyclists taking the sidewalk on the northbound side. We will continue our review internally and will bring this to Council via the Traffic Committee, assuming we don't identify any critical flaws.

Activity or Project:
Description:

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

City Manager's Weekly Report

Department:
Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Assistant to the Managers Mark Brainard prepared a preliminary schedule for GovHR's visit on February 11th and 12th; a tentative plan to facilitate meetings with Council, staff, union leadership and the public is coming together. Mr. Brainard worked with all departments for Acting Manager Coleman's effort to create an omnibus request for waiver of bid, which will be on the February 12th Council Agenda for consideration. Deputy City Manager Andrew Haines convened the first Pension Committee meeting of 2018, reviewed Pension/OPEB performance in 2017, as well as an IPS request from Vanguard. The committee supported the recommendation and will move forward to Council for consideration. HR Manager Devan Stewart worked on several employee wellness initiatives, including Weight Watchers @ Work as well as a 12-Weeks to Wellness.

Parking Division:

Parking Supervisor Courtney Mulvanity participated in the ArcGIS webinar 'Critical Content for Disaster Response' on Thursday, January 25th, focusing on how GIS can be used to map disaster events and focus areas of concern prior to natural events. Webinar is part of a series focusing on how GIS can be used more efficiently by universities and local government. Mr. Mulvanity participated in a conference call on Friday, January 26th with Jay Hodny and Marius Motoc of IT and Jasen Singh of Parking Logix to discuss future capabilities of countdown signage to GIS via API programming. The Newark team was able to connect our trial countdown signage "open space" number directly to the GIS to show real-time data of available space in Lot #1 after the conference call with Parking Logix. There was a trash truck fire in Municipal Lot #2 early Monday morning, January 29th. Fire was contained and oil was cleaned up by environmental services. This was a private hauler issue and not City refuse operations. Staff supported Acting Manager Coleman with on-going discussion about conversion of Amstel, east of Orchard, to one-way and moving meters from South College Avenue to Amstel Avenue. This would increase parking overall and allow for a safer bicycle lane down South College Avenue.

Activity or Project:

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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 three court sessions from 1/25/18 to 1/31/18. These sessions included arraignments, trials, code violations, capias returns and 3 video hearings. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Interviews were held for the P/T Secretary position on 1/23/18 and a selection was made. The tentative start date is 2/12/18. Alice Van Veen's last day was 1/31/18.

Court will now be on Tuesday instead of Monday beginning February 6, 2108. The court days are now Tuesday, Wednesday and Thursday including one Friday a month.

Activity or Project:

Court Sessions

Description:

From 1/25/18 to 1/31/18 Alderman's Court handled 59 arraignments, 65 trials, 22 capias returns, 1 code violation and 3 video hearings. The court collected a total of 579 parking payments of which 401 were paid online and 178 were paid in court. The court also collected criminal/traffic payments which included 203 online payments and 98 payments in court for a total 301 payments.

Status:

Completed

Expected Completion:

02-01-2018

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 January 29 for Council.

Renee participated in a webinar on January 25 for CivicClerk, a new agenda management module offered by the City's website vendor, CivicPlus. Tara participated in the same webinar on January 30. Renee and Tara will be taking their comments back to staff for future consideration of Council.

Renee met with Councilman Markham on January 26 and Councilman Hamilton on January 31.

Renee staffed the special Council meeting on January 29. Follow up was completed by staff on January 30.

Renee participated in a conference call with the Delaware Municipal Clerks Association on January 30.

Renee and Samantha met with Finance and IT staff regarding the integration of the new P-Card system with Tyler Content Management on January 31.

Renee attended a staff meeting on February 1 where the February 12 Council agenda was discussed.

Renee drafted the agenda for the February 12 Council meeting.

Renee and Sarah spent time working on outstanding direction sheets from Council meetings.

Work continues on the preparations for the April 10 Council election. Seven candidate petitions have been picked up from the office and two have been filed: Jennifer Wallace for District 3 and A. Stuart Markham, Jr. for District 6. 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>. Initial contact was made to secure polling places for the election. Polling place approval will be on the February 12 agenda for Council consideration. Additionally, Election Board members coded 545 newly registered voters with their Council districts if they were within Newark city limits and as outside the city if they were not. Time was

also spent working with the GIS division on updated mapping information for the election. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

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

- * Redaction continued on a November 14 FOIA request from Captrust Advisors regarding responses to RFP No. 16-01.

- * Continued document review for a January 24 FOIA request from Sarah Bucic regarding the Windy Hills Water Tower project.

- * Received and circulated to staff for review a January 25 FOIA request from O'Rourke Investigations regarding 400 Ogletown Road.

- * Received notice of a January 31 FOIA complaint filed with the Attorney General's office by Al Porach regarding an entry in the Administrative Weekly Report regarding meetings between City staff and UD staff members being an ad hoc committee in violation of FOIA. The Attorney General's office has indicated that they are considering the matter for summary disposition and they do not require a response from the City at this time.

The February 6 Planning Commission, February 6 Downtown Newark Partnership Design Committee, February 7 Downtown Newark Partnership Economic Enhancement Committee and February 8 Downtown Newark Partnership Board agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 22 Council (Tara drafted), January 24 Election Board (Sarah drafted) and January 29 Council (Sarah and Tara drafting) minutes. The January 16 and 22 Council Executive Session minutes are currently in the queue.

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases. 39 discovery requests have been filled so far for 2018. The office also received the court calendar for February 8 and the 16 associated case files were prepared for the Acting City Solicitor. 6 court calendars with 90 associated case files have been compiled so far for 2018. The office received 4 new lien certificate requests in the last week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. So far, 45 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

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

Sarah spent significant time processing boxes from the Legislative Department for transfer. 11 boxes of documents were approved for destruction by State Archives this week.

January 2018 was officially the highest volume scanning month since the Digital Records Project started. The document and page count for January 25-31 as well as 2017 vs. 2018 monthly numbers is attached below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Lobbyist Weekly Report

Description:

The weekly report from Mr. Armitage is attached below and can be found on the website here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5450>.

Status:

In-Progress

Expected Completion:**Execution Status:**

On Track

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Community Relations

Notable Notes:

In advance of Monday's special Council Meeting, it was discovered a piece of equipment used for the livestream feed was missing. Though Megan was able to purchase a replacement piece and get the Livestream feed up, the first 30 minutes of the meeting were not streamed. We received a phone call from a concerned resident, who regularly watches the meetings online. She wanted to be sure we knew the feed wasn't streaming, as originally advertised, and share her dismay in the "lack of customer service excellence" this issue displayed. I explained to her the situation and apologized for the delay in streaming. I also shared the audio from all Council meetings is available within 24 hours on the City's website, so she could certain listen to the meeting in its entirety that way. She appreciated the information. We are pleased residents are utilizing the ability to watch meetings live and continue to work to improve that experience and ensure its fully functioning.

Newark News Brief: The latest news brief was published on February 2, 2018. The video highlights the new city solicitor, City Council elections and referendum outreach. The News Brief can always be seen on the City website and social media pages as well as Channel 22.

Newark Police Department Recruitment Videos: Megan is working with Cpl. Brandon Walker on a video campaign for recruitment of new police officers. The video will not only highlight the department, but also quality of life and the region as a whole. Right now, they are in the writing and pre-production process. The video will be filmed in mid-February and will go live in early March.

She and Cpl. Walker are also working on a video for recruitment video for the 2018 Citizens Police Academy. The class will be help in April and May. The video will be shot and released in mid-February along with the applications for the class.

Five & Wine/Wine & Dine: We're just about two months away from the 2nd annual Five & Wine 5-Mile Run/Walk. This year's event will take place on Saturday, March 24. After participants cross the finish line they'll be treated to after parties at Stone Balloon and Klondike Kate's. So far, about 190 people are registered to participate in the Five & Wine. Registration is currently \$30. Registration link: <https://runsignup.com/Race/DE/Newark/FiveWine?remMeAttempt=>

The Five & Wine is immediately followed by the 14th annual Wine & Dine. The culinary and wine extravaganza is a pay-as-you-go event that runs from 12-5 p.m. More information about participating restaurants and their menus will be released as the event approaches. All City of Newark municipal parking meters and lots will be free for both events.

Creative Design/Web Updates

- Created online fillable form for A Better Newark Award; Wine and Dine fillable PDF form,
- Converted labor laws poster to 24" x 36"; and NPD application for promotion to fillable PDF
- Designed Police infographic; spring leaf collection graphic; sign and graphics for PUBS closing on 1/24; NPD 2017 Annual Report cover and conclusion page; Wine and Dine poster for the lobby; sign and graphics for PUBS closing on 2/13; jumbo check for Newark Area Welfare Committee
- Updated PUBS webpages; Lien Certificate on the City website; business license webpage; Parks and Recreation's employment opportunities

Press Releases/Media Inquiries

- Newark Conservation Advisory Committee Seeks Nominations for "A Better Newark" Award: <http://bit.ly/2BLoLH2>

Activity or Project:

Communication Outreach: June Referendum

Description:

We are in the process of developing a comprehensive communication plan regarding education and outreach specific to the referendum in June. In addition to messaging that occurred at the end of 2017, and the Newark News Brief piece going live this week, the referendum, specifically the Rodney project, was discussed during the Newark Morning Rotary meeting this week. Tim Filasky and Chris Brendza (JMT) provided the presentation to the group of about 30 people. In addition, a meeting is scheduled with the News Journal Editorial Board. We are posting pictures from the Morning Rotary event on social media to solicit other groups who may wish to host a presentation as well.

Status:	Started
Expected Completion:	06-19-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Electric Department

Notable Notes:

The line crews worked on the service to a lot on Sandy Drive. Two new poles and a three-phase primary street crossing are needed to get underground primary to a pad mount transformer that will feed three new buildings.

The crews also worked at the Christina Parkway on the 34kV primary feed to Chemours and performed switching multiple times for the Delmarva Transmission Line Project underway at Olan Thomas Park.

The electricians worked with the line crews to fix a hot spot on the 34kV bushings on the Fremont Road Substation transformer. After discussing the issue with a repair contractor, it was decided to try and fix the problem in-house. Unfortunately, the issue remains that two bushings show up hotter on the infrared scan than the other with similar loads. Although not an imminent threat to power disruption, it is a problem and next steps will be determined.

Engineering met with consultants about getting a price finish the engineering and specifications for the Elkton Road widening project. DelDOT gave initial approval to submit costs for outside engineering. Engineering also met with the General Contractor about the underground distribution to South Main Plaza after the City expressed concerns about running primary through the parking area ceiling instead of in the ground as usual. An in-ground route was picked that both the City and the developer could work with.

Activity or Project:

N/a

Description:

N/a

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

Execution Status:	
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Activity or Project:	
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Description:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The First State Community Action Agency (FSCAA) was in the PUB office on February 1st 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. Data conversion is completed and the January assessment billing is being tested. Our schedule is to produce the first quarter billing next week. We anticipate that by the time the annual tax bills are processed in July, taxpayers will be able to view their tax information directly on the website and make online tax payments.

The first wave of bills with the new stormwater fee were processed last week. Over 600 customers who have never previously received a utility bill from the City, received their first “stormwater only” invoice. About 50 calls were received from our customers inquiring about the new bill. The second wave of utility bills (about 4,000) were posted on Wednesday evening, and will be going out in the mail on Thursday, 1/31. Customers can view their bills directly on CustomerConnect. <https://newarkde.gov/pay>.

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 twelve 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 in order to keep City costs to a minimum, 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 3,522 utility payments and CityView transactions last week, 426 of which were imported automatically with our electronic processes and 2,992 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 766 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 573 calls out of 695 offered, reflecting an abandoned rate of 17.6%. The average speed to answer the phone was 3:51. The average call time was 3:37. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of CustomerConnect 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).

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

Activity or Project:

2017 Audit

Description:

The audit team from Clifton Larsen Allen, LLP are on site this week. Preliminary work has begun by their staff auditors.

Status:	In-Progress
Expected Completion:	06-30-2018
Execution Status:	On Track

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

- 1 Donald Lynch completed deployment of Munis Permitting and Tax Project.
 - a. First run of taxes were performed and under review.
2. Donald Lynch started taking over responsibility as Desktop Support.
 - a. In addition, he has been assigned responsibility for VOIP Phone changes and Cell Phone management.
3. Had productive conversation with VOIP Communications for system management and application training.
 - a. Staff from both Communications and IT Divisions are scheduled to attend VOIP Communications system use training on February 1.
 - b. VOIP Communications has free monthly user training, on various topics, at their Cherry Hill, NJ location.
4. Marius Motoc, working with David Hopkins and John Herring, continued working on network Security issues.
5. Marius Motoc, working with Ali Abedin, David Hopkins, and the GIS group completed parking lot scripting for space availability application.
 - a. To see application live
<https://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?id=dc0f305f36ff475ea3568f5ba04cfc9f>
6. Had significant network performance issues on January 31..
 - a. As of this submission, the cause is still under investigation.
7. System image process for Work Station Update project is under evaluation by Ali Abedin.
8. Enterprise configuration and division processes still under evaluation.

Totals for the week
 Tickets Closed - 135
 Tickets in Process - 42
 Projects in Process - 11
 Projects Closed - 1

Activity or Project:

Munis Permitting and Tax Project

Description:

First run of property test have been performed and are under review.

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. We have met with the impacted departments for this project. IT Division has scheduled a meeting with Dell to discuss quote, process, and delivery expectations in order to have PO and other purchase information to the Purchasing Division, for Council agenda.
 Developing processes 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:

Director: Met with the parks staff to discuss the new park inspection program that will increase inspections and help keep are parks safe; along with Parks Superintendent attended meeting with play equipment manufacturer to review their line of equipment; met with potential Newark Fellows intern about projects and availability with Parks and Recreation; working on potential grant opportunity with National Parks and Recreation Association; conducted parks maintenance meeting to discuss upcoming projects and work order; working on cost estimates for new park signage throughout our park system, signage in most of our parks is over 30 years old and becoming very weathered and in need of replacement.

Recreation Superintendent: Attended final inspection of the George Wilson Center kitchen with the Department of Public Health, the new kitchen passed the inspection with a few minor discrepancies which will be completed within 30 days, worked with Dave Greenplate on the discrepancies for the kitchen; attended an events planning and coordination meeting held with University officials, City departments and Aetna regarding all of the upcoming 2018 events, further discussions will be held as each event draws closer to determine if any construction/repair will interfere with each event; attended a steering committee meeting for the Newark Community Sustainability Plan; met with the parks staff to review the new maintenance inspection reports that they will each be completing on various parks during the year, also reviewed how the work order system will tie in and how they track their time for the inspections; completed review of 2018 vendor packet and sponsorship guide prior to being sent out; conducted weekly staff meeting with recreation staff; completed registration form for all recreation staff and Rich Gregg to attend the annual Delaware Recreation and Parks Society conference which will be held February 14 & 15; completed ads on the UD employment website for summer camp staff and CATCH staff; continued to work on consolidating the End of Year reports from the Recreation Supervisors and Parks Supervisor.

Recreation Supervisor of Athletics: Completed February PSAs; met with Archery instructor and gathered supplies for the Basic class that started 1/22; continues organizing staff files, submitting background check information and submitting qualifications upgrade requests to Delaware First for our before and after care staff, completed February staff schedule; working on compiling Sports and Arts and Crafts supply bid request.

Recreation Supervisor of Community Events: Worked on finalizing the 2018 Vendor Packet and the 2018 Sponsorship Guide content and pricing revisions. The Vendor and Sponsorship packets were emailed this week via Constant Contact. Thank you to Shelby for working tirelessly to get the packets updated and out and to Kyle for updating the website to include an easy link to the packets (www.newarkde.gov/events); reviewed the 2018 Newark Community Garden list and sent emails out to 2017 participants reminding them to renew, if they were planning to keep their plot in 2018. Customers that were on the waitlist were contacted to register based on spaces available from the gardeners not returning for the 2018 season. 2017 gardeners must register by January 31 or their plots will become open for new gardeners. The new garden season will begin on March 1st, updated tracking sheets and designed a new tracking form to help other employees track donations throughout the year; preparing the 2018 Fireworks, sign, and sound bid proposals; completed applications for awards and submitted for DRPS award nominations.

Coordinator of GWC and Volunteers: Met with the Recreation Superintendent and the Delaware Department of Public Health for a Kitchen Inspection, the inspection was passed and a follow up 30 day inspection is planned for February 23; passed the ServSafe Certification test and received certificate; attended a 2018 Community Events Planning & Coordination meeting; continued finalizing the End of Year Volunteer Report with the Recreation Specialist; attended a parks inspections meeting with the parks crew; continued reviewing the Vendor and Sponsorship Packages; attended a TTT meeting; took flyers to the library; went to Home Depot for kitchen and GWC signs/supplies; began planning for the next session of CATCH beginning February 26; completed February PSAs; prepared for the start of Curtain's Up – Shakespeare with a Twist.

Recreation Specialist: Typed up the after school care work schedules for February; added upcoming volunteer opportunities onto VolunteerMatch.com; created fliers for Reptiles and Amphibian program coming to after school care program; spoke to Knit-The-Trail organization about coming and teaching at the after school care program; opened the George Wilson Center for Morning Yoga; added current job openings to the city website for summer staff and CATCH program; attended the Summer Camp Fair at Delaware's Natural History Museum, where I represented the City of Newark Parks and Recreation and promoted our camps, upcoming programs, events, and 50th Anniversary.

Parks Superintendent: Inspected 16 park areas and developed work lists as needed, reviewed revised planting plan for proposed development, attended meeting on site at Kershaw Park with Parks Director, Special Projects Coordinator, and staff Civil Engineer to discuss renovating existing tennis courts to basketball courts, developed recommended list of landscape contractors for Newark Methodist Church, continued on Urban and Community Forestry Tree Grant application, along with Parks Director attended meeting with play equipment manufacture to review play equipment possibilities, along with entire parks and horticulture staff including Parks Supervisor attended meeting with Parks Director concerning upcoming park/horticulture area inspection program.

Parks Supervisor: Assigned field staff work lists and assisted as needed, attended meeting with Parks Director and all field staff concerning upcoming park/horticulture area inspection program, and continued working on Munis work order system with Recreation Superintendent.

Parks/Horticulture: Staff continued on work lists as assigned, did trash removal throughout park system, did interior bed maintenance at City Hall, continued on perennial/ornamental grass cut

backs, all staff attended park inspection meeting with Parks Director, and installed counter on post at Reservoir to gather data on area usage.

Activity or Project:

Traffic Island Beautification Program

Description:

Traffic Island Sponsorship letters have gone out to local businesses this week. The program gives businesses an opportunity to have signage promoting their business on our award winning traffic islands. Proceeds from the sponsorship goes towards purchasing plant material for the traffic islands and landscape areas throughout the City.

Status: Started

Expected Completion: 05-31-2018

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Code Enforcement continues to make corrections to business license data. A complete review will be performed before the next billing cycle since numerous errors were discovered on bills. Staff is continuing to make corrections to data in MUNIS for rentals. Property Maintenance is reporting few violations; training in the new software is ongoing.

Property Maintenance is beginning to prepare for weekend patrols. 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, the agenda and related meeting materials have been posted on the website <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5447>; continued to work on plan review and related reports; prepared for and attended the January 29, 2018 City Council meeting regarding the proposed joint Council-Planning Commission meeting which is scheduled to occur on February 27, 2018 at 7:00 p.m. in the Council Chamber; and worked on administrative related issues.

The Planning Commission is scheduled to meet on Tuesday, February 6, 2018 starting at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval of 24 and 30 Benny Street and 155 South Chapel Street
- Partial rezoning, major subdivision, special use permit, and parking waiver for 275 South Main Street (Park N Shop)
- Amendments to the Zoning Code relating to regulations for wireless facilities in the right of way and outside the right of way
- Discussion of Council feedback from the January 29, 2018 Council meeting regarding the upcoming February 27, 2018 joint Planning Commission/City Council meeting
- Amendments to the Zoning Code to allow minor structures and grading in the Special Flood Hazard Area be approved administratively without a special use permit
- Quarterly report on Planning Commission 2018 Work Plan
- Parking Subcommittee update

Planner Mike Fortner completed the November and December Financial Draw to New Castle County for the 43rd Year CDBG Program; finalized the review of the RFP to hire a consultant for the Newark Community Sustainability Plan; spent considerable time developing policy documents based on the discussions from the Planning Commission's Parking Sub-Committee; and created map exhibits for the Planning and Development Report on the Park N Shop project.

The following was also completed this week:

- 6 Deed Transfer Affidavits
- 11 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, and staff comments were sent back to the applicant via a SAC letter on January 30, 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 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 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 to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. Plans were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018.

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:

On January 31st, Chief Tiernan and Lt. Nelson met with the police chiefs of the major police departments in Delaware including Wilmington, Dover, DE State Police and NCC Police. Also in attendance were the Agents in Charge of each Federal Law Enforcement Agency. The meeting was called by the U.S. Attorney for Delaware, so that the larger police departments can discuss mutual ways to share information and work together to address common criminal issues and suspects who operate across jurisdictional lines.

Patrol Division:

On Monday, January 29th and Tuesday, January 30th, Patrol Platoons A, B and C attended mandatory two-day training. Training consisted of those courses of instruction which are mandated by the Council on Police Training, CALEA and Delaware State Law. Lt. Rieger and

officers from the Administration and Criminal Division covered patrol responsibilities while officers attended training.

Officer Brian Whitehead continues in his third week of Drug Recognition Expert (DRE) training. This portion of training requires practical application utilizing the information learned during the previous week. As part of that application, Officer Whitehead and the other DRE students participated in Field Certifications at Baltimore City Central Booking where they were required to conduct evaluations on arrestees admitted into the facility who were drug impaired.

Special Operations Unit (SOU):

On Monday, January 29th and Tuesday, January 30th, members of the Special Operations Unit participated in the aforementioned two-day mandatory in-service training.

On Wednesday, Sgt. D'Elia began the Command and Leadership Program. 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.

On Thursday, February 1st, the Special Operations Unit will conduct mobile enforcement to include alcohol violations.

On Friday, February 2nd, members of the Special Operations Unit, along with Deputy Chief Farrall and Lieutenant Rieger will attend the UD Ice Hockey First Responders appreciation night at the Fred Rust Ice Arena.

Traffic Unit:

On Monday, January 29th and Tuesday, January 30th, members of the Traffic Unit participated in the aforementioned two-day mandatory in-service training.

Wednesday through Friday, the Traffic Unit will conduct traffic enforcement at various locations throughout the city including Yorkshire and Elkton Road based on citizen complaints. The speed trailer remains deployed on Dillwyn Drive reminding motorists of the posted speed limit.

Auxiliary Services:

PSAP Manager Brian Cannon graduated from the New Jersey State Association of Chiefs of Police Command and Leadership Academy.

On Monday, January 29th and Tuesday, January 30th, Capt. Van Campen assisted with patrol coverage due to in-service training.

Administration Division:

From Monday, January 29th through Friday, February 2nd, Lt. Rubin assisted with the Delaware Drug Recognition Class. During this block of instruction, Delaware police officers traveled to Baltimore, Maryland for their field trials.

On Monday, January 29th, Lt. Rubin presented a block of instruction at the Certified Instructor class at the DSP Academy.

On Tuesday, January 30th, Lt. Rubin presented a block of instruction on Legal Updates at the department-wide in-service training.

Sgt. Jones facilitated the department-wide in-service training.

On Monday, January 29th, St. Jones presented a block of instruction on use of force involving mentally ill persons at the department-wide in-service training.

Sgt. Bryda and M/Cpl. Potocki covered the road during in-service training.

Cp. Walker and Cpl. Saunders presented a section on Fair & Impartial policing during in-service

training.

Criminal Investigations Division:

Sgt. Maiura completed S.W.A.T. leadership school hosted by the National Tactical Officer's Association.

Detectives were assigned the following cases for follow-up investigation: Fraud, 2 Strong Arm Robberies, 2 Commercial Burglaries, Residential Burglary.

On January 24th members of the Street Crimes Unit arrested Shane Scott for Possession of a Firearm by a Person Prohibited and other charges following an investigation. Scott fled from officers in his vehicle and crashed a short time later on Route 4 at Prides Crossing. Scott then fled on foot into a nearby neighborhood and was arrested by detectives on Rustic Drive. A search of the area of the collision scene revealed a loaded 9mm handgun and marijuana.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
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Expected Completion:	01-31-2018
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Execution Status:	Completed
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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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Activity or Project:

Description:

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project Documents Scanned – January 25-31

Name	# of Documents	# of Pages	Types
Samantha	55	1,786	HR Historical Files/Tax Files
Sandy	443	4,467	HR Historical Files/Cash Receipts/Timesheets
Fred	672	908	HR Historical Files/Timesheets
Ana (PT)	923	1,133	Court Documents/Timesheets
Mecia (PT)	167	1,579	Minutes and Board of Adjustment Historical Files
Sarah	12	39	Miscellaneous Current Files
Total	2,272	9,912	

Monthly Year-Over-Year Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898		
March	32,952		
April	31,188		
May	18,988		
June	15,578		
July	26,106		
August	22,939		
September	29,779		
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

	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	6/13/2107	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	HB 325	Governor's recommended Capital budget, p-34 Sect. 65, epilogue language for reservoir; p-39 Sect. 76, land donation to construct new police firing range and driving course; P-40 Sect. 79, Municipal Street Aid \$5M, Community Transportation Funding \$17.68M; Addendum P-1, Police laptop replacements \$340.K	1/25/2018	Schwartzkopf/McBride	Joint Bond Committee	Monitor for funding
16	SB 9	Work a day public works	1/18/2017	Marshall/Briggs King	Senate ready list	Monitor for HR
17	SB 10	Increases minimum wages 50 cents per year from 2017-2020	1/12/2017	Marshall/Baumbach	Senate ready list	Monitor for HR
18	SB 30	Requires campaigns to gather contributors occupation and employer information	3/21/2017	Townsend/Baumbach	Senate ready list	Monitor for City Secretary
19	SB 33	Changes resisting arrest statute	3/16/2017	Henry/Mitchell	Senate Judicial Committee	Monitor for PD
20	SB 49	Homeless Bill of Rights	3/28/2017	Townsend/Bolden	Senate Community Affairs Committee	Newark neutral, League opposed
21	SB 57	Requires clearing snow and ice from vehicle before driving	4/4/2017	Lavelle/Mitchell	House ready list	Monitor for Alderman's Court
22	SB 58	Victims Bill of Rights	4/4/2017	Bushweller/Lynn	Senate Judicial Committee	Monitor for Alderman's Court
23	SS1 for SB 76	Requires apprenticeship programs w/ prevailing wage projects	5/2/2017	Walsh/Mulrooney	Senate Labor Committee	Neutral, monitor for contract costs
24	SB145	Governor's recommended operating budget; see page 43 line 31, appropriation for Unicity bus system of \$143,300.	1/25/2018	McBride/Schwartzkopf	Joint Finance Committee	Monitor for funding

	A	B	C	D	E	F
25	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
26	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
27	PJM	Monitor for impact on rate payers		League, City and State interest	State has passed resolutions, Public Advocate advocating	Monitor

NEWARK POLICE DEPARTMENT

WEEK 01/21/18-01/27/18

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	1	1	0	1	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	1	4	2	2	7	0
- Commercial Robberies	0	1	1	1	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	3	1	1	7	0
Assault/Aggravated	1	1	1	6	4	2
Burglary	6	6	1	0	2	0
- Commercial Burglaries	3	2	0	0	0	0
- Residential Burglaries	3	4	1	0	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	48	32	7	14	12	2
Theft/Auto	9	4	1	0	0	0
Arson	0	0	0	0	0	0
All Other	10	9	2	3	3	0
TOTAL PART I	76	57	15	25	29	4
<u>PART II OFFENSES</u>						
Other Assaults	15	17	3	8	19	2
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	14	29	12	3	4	1
Weapons	0	1	0	2	1	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	4	8	5	4	11	5
Drugs	8	5	2	6	7	1
Noise/Disorderly Premise	35	47	0	11	20	4
Disorderly Conduct	13	14	3	2	11	0
Trespass	8	11	3	4	2	0
All Other	33	32	7	21	26	2
TOTAL PART II	130	164	35	61	101	16
<u>MISCELLANEOUS:</u>						
Alarm	24	16	2	0	0	0
Animal Control	24	21	5	0	1	0
Recovered Property	23	16	8	0	0	0
Service	2898	2951	819	0	0	0
Suspicious Per/Veh	32	30	14	0	0	0
TOTAL MISC.	3001	3034	848	0	1	0

	THIS WEEK 2017	2017 TO DATE	THIS WEEK 2018	2018 TO DATE
TOTAL CALLS	973	3,729	1,072	3,682



Newark Police Department
Weekly Traffic Report
01/21/18-01/27/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	747	747	200	329
DUI	8	9	1	5
TOTAL	755	756	201	334

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	19	16	3	5
Property Damage (Reportable)	63	74	12	16
*Hit & Run	15	14	3	3
*Private Property	10	21	2	7
TOTAL	82	90	15	21

*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.