

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

On Tuesday I attended the monthly DEMEC meeting with Dave Del Grande. DEMEC is moving forward with acquiring an additional 10MW of base load capacity from the Fremont plant which is currently our lowest cost of power asset. This additional capacity will serve as a hedge against fluctuations in the retail market.

I held meetings this week with two more Council candidates, Ricky Nietubicz and Lena Thayer.

I participated in a conference call between Councilwoman Wallace, City Secretary Bensley, and Planning Director Gray where we discussed the possibility of facilitating a public meeting for the Village of Chestnut Hill project. Based on Council feedback this week about a similar meeting for the 924 Barksdale Road project, I will be bringing this process up for discussion at Monday's Council meeting to get feedback on how Council would like us to handle similar requests moving forward.

I attended, along with Acting PW&WR Director Filasky and Water Operations Superintendent Neimeister, a progress update on the South Well Field Water Treatment Plant (SWF) upgrade project provided by our design engineering firm, AECOM. This project will replace our aging VOC removal equipment with new equipment capable of more effectively removing higher concentrations of TCE and PCE. We are also reviewing the possibility of being able to remove 1,2-DCA which is found in well 16. We will also rehabilitate or replace the two 500,000-gallon water tanks on site as part of this project. We currently have two high-capacity wells offline due to contamination which has reduced our drought resiliency and increased the risk of needing to purchase water via our interconnections.

I met with Electric Director Patel and Mayor Sierer to discuss Mr. Patel's onboarding and Electric Department initiatives currently or soon to be underway. I also met with Mayor Sierer and Representative Ramone to discuss the Stopyra property and the current epilogue language in the bond bill regarding annexation. We had a productive conversation and hope that we will be able to work to a mutually agreeable solution.

I attended a meeting with representatives from Delmarva Power, Electric Director Patel, and Communications Manager Bachman to discuss the ongoing construction around Olan Thomas Park and the proposed line work between Olan Thomas Park and Marrows Road. The final lane closure for the project is expected to be the evenings of March 2nd and 3rd (if necessary), after which they will begin pulling new conductors back toward Olan Thomas from their Marrows Road area substation. The project is anticipated to be completed prior to the end of May.

I held a phone conference with Councilwoman Wallace to discuss the Twin Lakes sewer pump station and our ongoing efforts to facilitate increased preventative maintenance at the station.

I attended a presentation by Freemire and Associates regarding Smith and Loveless above ground suction lift pump stations and their individual house low pressure pump systems. These stations are the preferred pump station style for the City of Dover and we are considering building our new

sewer pump station spec around the proven technology (among others).

I participated in a phone interview with Dan Linehan with Delaware Today. He is writing an article about clean water in Delaware and had heard about Newark's forward-thinking approach to water management from several people and reached out to me to discuss our program and plans. I will provide more information on the future article once it is available.

The rest of my week was generally spent on general administrative and personnel related tasks.

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:

Assistant to the Managers Mark Brainard worked with Millennium Strategies on several current grant applications; he also worked on several other pending grant opportunities. Mr. Brainard worked with Alderman's Court staff on mailroom logistics for mailing late parking citation notifications. Additional pending recommendations were also worked on by Mr. Brainard. Deputy City Manger Haines, along with HR Manager Devan Stewart and HR Administrator Marta Pacheco worked on HIPAA certification that is valid for two years. Various other labor relations items were addressed throughout the week, which included another retirement from the Electric Department from the administrative support staff member.

Parking Division:

Parking Division full-time office and maintenance staff participated in an IPS Webinar on

Thursday, February 15 to go over the new D.M.S. Web-software recently released. The new platform replaces the old IPS software and allows for more reporting and more customization within the site along with an updated interface. Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity, along with HR Manager Devan Stewart concluded the Parking Ambassador interviewing process and five (5) conditional offers of employment were extended to applicants. Parking was no charge for Presidents' Day Monday, February 19. Lot equipment was affixed with signage indicating parking status and IPS smart meters displayed a digital message indicating no charge for the holiday. Office staff participated in its first Residential Permit online working session with T2 on Tuesday, February 20. Online teaching sessions go over the recently purchased Residential Parking Module in T2 Flex platform.

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 three court sessions from 2/15/18 to 2/21/18. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Deputy City Solicitor Geena George has replaced Paul Bilodeau and she will be handling court sessions for Alderman's Court.

Activity or Project:

Court Sessions

Description:

From 2/15/18 to 2/21/18 Alderman's Court handled 58 arraignments, 47 trials, 12 capias returns, 3 video hearings, and 2 code violations. The court collected a total 333 parking payments of which 255 were paid online and 78 were paid in court. The court also collected criminal/traffic payments which included 88 online payments and 67 court payments for a total of 155 payments.

Status:	Completed
Expected Completion:	02-22-2018
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 and Geena were in the office February 15 and 22 for Court.

Renee attended the staff meeting on February 15 where the February 26 Council agenda was discussed.

Paul and Sarah staffed the February 15 Board of Adjustment meeting. The Board voted 3-0 to approve the rear setback variances requested for both 605 Nemours Lane and 7 Bridgeview Court in order to construct new decks for both properties.

Staff finalized and posted the agenda and packet for the February 26 Council meeting on February 16. Item 6D (City Manager search items) was sent to Council and posted on February 19. Additional information requested regarding item 11A2 (City Council email policy) was sent to Council on February 22.

Staff posted the agenda for the February 27 joint Council-Planning Commission meeting on February 20. Packet items were finalized, sent to Council-Planning Commission and posted on February 21.

Renee participated in a conference call with Councilwoman Wallace on February 21.

Renee spent extensive time drafting and reviewing items for the February 26 Council agenda including four bills, two resolutions and various staff memos.

Renee and Sarah drafted and sent direct mail notices for the proposed New Street special residential parking district. The related bill and resolution is on the February 26 Council agenda for consideration.

Renee spent time working with GovHR and staff regarding various items for the City Manager search.

Sarah spent time on research for the Conservation Advisory Commission regarding A Better Newark Award winners.

Work continues on the preparations for the April 10 Council election. The voter registration notice was posted, sent to the Newark Post and News Journal for publication and forwarded to the Department of Elections. The deadline to register to vote is Monday, March 19. Machine ballot proofs were received and finalized. Absentee ballot packets were compiled and completed. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

FOIA issues took extensive staff time this week. The following actions were taken on FOIA issues:

- * Determined the City had no responsive documents, notified the requestor and closed a December 14 FOIA request from Environmental Alliance Inc. regarding 107 Sandy Drive.
- * Determined the City had no responsive documents, notified the requestor and closed a January 9 FOIA request from Environmental Alliance, Inc. regarding 96 East Main Street.
- * Determined the City had no responsive documents, notified the requestor and closed a January 17 FOIA request from JPMorgan Chase regarding 42 Amstel Avenue.
- * Corresponded with the requestor and continued scanning and PDF conversion of responsive documents for a January 23 FOIA request from Stutman Law regarding 1 Easton Court.
- * Sent and received approval on an administrative cost estimate and requested staff begin compiling documents for a January 25 FOIA request from O'Rourke Investigative Associates, Inc. regarding 400 Ogletown Road.
- * Completed initial document review on a February 5 FOIA request from Mullaney & Mullaney, LLC regarding 26 and 28 Choate Street.
- * Continued document review on a February 9 FOIA request from Cross & Simon, LLC regarding 153 West Main Street.
- * Requested, received and forwarded to staff clarification on a February 12 FOIA request from Environmental Alliance, Inc. regarding 200 Carroll Court.
- * Began to receive documents relevant to the February 14 FOIA request from Amy Roe regarding documents related to the meetings between GovHR and members of Council related to the City Manager search.
- * Determined the City had no responsive documents, notified the requestor and closed a February 19 FOIA request from ACER Associates regarding 540 South College Avenue.
- * Received, circulated to staff, received and sent relevant documents and closed a February 20 FOIA request from Parsons regarding 100 and 385 Bellevue Road.

The February 26 Council, February 27 Council-Planning Commission, February 28 Downtown Newark Partnership Strategic Planning Committee and March 1 Planning Commission Parking Subcommittee agendas and the February 28 Planning Commission Parking Subcommittee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the February 12 Council executive session (Renee drafted - complete), February 12 Council (Tara drafting) and February 15 Board of Adjustment (Sarah drafted - complete) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases. 54 discovery requests have been filled so far for 2018. The office also received the court calendars for March 2 and 8 and the 26 associated case files were prepared for the Deputy City Solicitor. 10 court calendars with 147 associated case files have been compiled so far for 2018. Two plea by mails were processed this week.

The office received 1 new lien certificate request in the last week, which was sent to Finance for processing. 2 lien certificates were completed and sent to the requestor. So far, 57 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha met with staff from the Planning and Development Department on February 15 and with the Alderman's Court staff on February 16 to review the draft City of Newark Document Retention Schedule for their departments.

The document and page count for February 15-22 is attached below.

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

Lobbyist Weekly Report

Description:

No report was submitted this week.

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

Description:

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

Department:

Community Relations

Notable Notes:

Five & Wine/Wine & Dine: The 2nd annual Five & Wine 5-Mile Run/Walk and the 14th annual Wine & Dine are just about one month away. The Five & Wine kicks off on Saturday, March 24 at 9 a.m. After participants cross the finish line, they'll be treated to after parties at Stone Balloon and Klondike Kate's. So far, 226 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 in the coming days. This year, the first 2,000 participants will receive a free stemless wine glass. There will also be live music from acoustic musicians traveling throughout downtown during the event. All City of Newark municipal parking meters and lots will be free for both events. DEMEC and Del-One Federal Credit Union are sponsoring the events. Anyone interested in sponsoring can click here:

<https://newarkde.gov/DocumentCenter/View/9907>. Anyone interested in volunteering during the

Five & Wine can find a list of the volunteer opportunities and job descriptions here:

<https://runsignup.com/Race/Volunteer/DE/Newark/FiveWine>

Firefly Music Festival VIP Ticket Raffle: We are raffling off 4 VIP tickets to the Firefly Music Festival. The tickets are being raffled in pairs of two, so there are two chances to win. Raffle tickets are \$50 each, and only 300 raffle tickets are available. Raffle tickets can be purchased here: <https://www.paypal.me/CityofNewark/50> or at the municipal building with cash or check. The winners will be announced during Wine & Dine on Saturday, March 24.

Parks and Recreation 50th Anniversary Video: Megan is working with Joe Spadafino and his team to create a video highlighting the history of the Parks and Recreation Department in honor of the 50th anniversary. The video will be similar to the feature created for the 150th anniversary of the Newark Police Department. Director Spadafino will take viewers back to the beginning as the Greater Newark Recreation Association and tell the story of how the department got to where it is today. The video will be released in early March.

Creative Design/Web Updates

- Designed Presidents' Day Free Parking graphic and City Manager Search survey pickup location graphics for News Brief
- Posted final design to Rodney webpage, and City Manager Search survey to Newark News
- Scheduled City of Newark holiday refuse schedule and public meeting notices

Activity or Project:

Communication Outreach: June Referendum

Description:

Planning education and outreach opportunities related to the upcoming referendum continue.

Contact was made to several local and regional news programs to request interview opportunities

to discuss the referendum in the coming months. Confirmation was received from The Delaware Way (March 13 taping to air on KJWP 2 at the end of March), Comcast Newsmakers (March 23 taping airs on Comcast OnDemand and online) and Perspective Delaware (June 5 taping to air on 6ABC on June 10). Others have expressed interest and follow-up discussions will occur regarding scheduling.

We are currently putting together a flyer at the request of Councilwoman Wallace, which will feature information on the referendum (specifically, the Rodney dorm site) for use at an upcoming boy scout meeting. That same flyer will be made available to City departments to hand out to residents at upcoming community events.

Status:	In-Progress
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 primary service to Boulden Brothers at 107 Sandy Drive and have been getting system info, e.g. fuse sizes and wire sizes, for the GIS technician to complete the maps that are being modeled in the engineering software.

The electricians replaced the banners on East and South Main Streets, installed fiber cables at the Chestnut Hill Road Substation, installed network cables at the yard, and worked on issues at the Cooch's Bridge Road Pumping Station.

The issue at STAR Health reappeared this week. The recording meter did not show any issues with the voltage. The customer's harmonics seem to be distorting the current and must be causing the main breaker to trip.

Engineering met with a recloser engineer and worked on the relay programs for Chestnut Hill Road and the Chemours site.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

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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 February 21st 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

The City of Newark partners with Catholic Charities to assist Newark residents in need. Currently, Newark clients must commute to Wilmington to receive assistance. We have reached out to Catholic Charities to see if they can make appointments here in City Hall in the future, until our funds are exhausted. We will provide an update as we obtain more information.

New Tax Billing System: During our testing of the new tax billing system, we encountered some issues which we are working with our IT staff and the vendor to rectify. Our quarterly billing for the first quarter is delayed, but will not impact our revenue for the year. We have approximately 20 invoices to process for January quarter, and are planning on billing these parcels 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 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. 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.

Tuesday 2/20, Acting City Manager Coleman and Director Del Grande attended the monthly DEMEC meeting.

Wednesday 2/21, Acting PWR Director Filasky, Directors Spadafino and Del Grande attended the State of Delaware's Water Infrastructure Advisory Council (WIAC) meeting. During this meeting, the Council unanimously approved the borrowing of up to \$9,000,000 for the Rodney Dormitory Site Stormwater Management Project. WIAC found this project to be critical in nature enough to approve the project prior to the passing of the referendum by the City.

Thursday 2/22 Director Del Grande attended DEMEC's audit committee meeting.

Activity or Project:

Payments and Utility Billing (PUB)

Description:

The group processed 3,438 utility payments and CityView transactions last week, 567 of which were imported automatically with our electronic processes and 2,799 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 697 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 565 calls out of 724 offered, reflecting an abandoned rate of 22%. The average speed to answer the phone was 5:12. The average call time was 3:45. Call volume has been higher than average recently due to some issues we are experiencing with our pre-authorized payment customers. We are actively working with our IT staff and our vendor to correct these issues. Call volume has also increased to assist pre-authorized payment customers to convert their draft date to the date the bill is due.

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

Activity or Project:

Automatic Bill Payment/Leak Notification 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 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:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

1. Marius Motoc created a server and service to allow Electric Department consultant secure access to City applications reducing total project costs.
2. The Infrastructure team having positive progress toward the development and enterprise stabilization project.
 - a. The purpose of this project is to increase individual department's continuity of operations.
3. New systems for the 911 Center and PD.
 - a. New imaging process is still under testing working toward a functional process.
4. The Infrastructure team is continually working on securing the applications and network.
5. Continued evaluation of Enterprise configuration and modification of some division processes.

Totals for the week

Tickets created - 97

Tickets Closed - 90

Tickets in Process – 51

Projects in Process - 6
Projects Closed - 0

Activity or Project:

Munis Permitting and Tax Project

Description:

During project closeout, Tax reporting issue resolved, Tyler Support has escalated the issue to Tyler Development and a work around has been proposed by IT.

Status:	Near Completion
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Expected Completion:	12-31-2017
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Execution Status:	Behind Schedule
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Activity or Project:

Workstation System Update

Description:

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. IT has met with the impacted departments for this project. Working with Dell on final finance quote. Developing processes to make deployment more efficient, including imaging, inventory, and placement.

Status:	Started
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Expected Completion:	05-31-2018
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Execution Status:	On Track
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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:

Parks and Recreation Department

Notable Notes:

Director: Conducted the Charles Emerson Bridge kickoff meeting with Whitman, Requart and Associates, DelDOT and Public Works, met with the Parks Maintenance staff to discuss skilled labor testing and park inspections; attended the Delaware Recreation and Parks Society Conference (DRPS); worked on potential grant opportunity through the National Recreation and Parks Association and Disney.

Recreation Superintendent: Met with Joe, Tom and Rich to discuss possible ideas/suggestions for labor skills test and presented information to the parks staff; attended kickoff meeting for the White Clay Creek bridge; along with Joe, met with Renee and Samantha regarding document retention procedures; attended meeting with Andrew, Jason, Dan Zebley, Rich and Tom regarding

labor skills test; attended the Delaware Recreation and Parks Society annual conference.

Recreation Supervisor of Athletics: Attended the annual Delaware Recreation and Parks Society Conference; met with other Recreation Supervisors for summer camp planning, finalizing details for summer specialty camps; held before care interviews; worked with Shelby to complete certificates for basketball programs ending soon; worked with Newark Charter and notified adult volleyball captains about playoff schedule changes due to a school conflict; continued working with before and after care staff to get out of state staff background checks completed to fulfill new regulations; scheduled our annual gymnastics program performance at Downes Elementary for March 27.

Coordinator of GWC and Volunteers: Thanksgiving Day Breakfast Volunteers were recognized and received the Friends of Recreation Award at the Delaware Recreation and Parks Society Conference, awards Ceremony; prepared for and scheduled staff for the School's Out Programs scheduled for Friday, February 16 (27 participants) and Monday, February 19 (18 participants); prepared for and held interviews for the CATCH Program scheduled to begin February 26 and scheduled staff orientation; met with Recreation Supervisors on summer camp programs and continued to work on finalizing information for summer camps and instructors; prepared for the Bring Your Parent to Pottery Class; continued recruitment of volunteers for upcoming events including the Annual Egg Hunt, Spring Community Clean Up and Earth Day Volunteer Day; met with the Parks Supervisor and Parks Superintendent on a volunteer group scheduled to come in and assist with Invasive Plant Species Removal and maintenance of the Fairfield Community Garden Beds; provided orientation for 2 volunteers that assisted with litter pick up on Christina Parkway, volunteers picked up a total of 10 bags on Friday and Saturday; George Wilson Center attendants began transferring kitchen items back into kitchen cabinets; the kitchen will be inspected next Friday, February 23 for a routine 30-day follow up inspection by Public Health.

Recreation Supervisor of Community Events: Met with other Recreation Supervisors regarding summer camp planning; attended the Delaware Recreation and Parks Society Conference; held a Memorial Day Parade meeting and set up a schedule for upcoming monthly meetings with the committee; 2018 Sponsorship Packages were sent out via email and responses and donations have been coming in.

Recreation Specialist: Reached out to vendors regarding the Mayor's Bike Ride scheduled for June 2; attended Memorial Day parade meeting; interviewed potential 2018 summer camp volunteers, sent confirmation letters to those volunteering; attended Delaware Recreation and Parks Society Conference; checked on volunteer picking up trash along Christina Parkway.

Parks Superintendent: Inspected seven park areas and developed work lists as needed, reviewed one revised proposed landscape plan for Park N Shop, completed grant acceptance agreement for grant from First State Resource Conservation and Development Council for Bamboo removal along the Christina behind Timberline Drive, along with Parks Director, Recreation Superintendent and Parks Supervisor attended meeting with firm contracted to search for new City Manager, completed pole light/blue light inspection on Hall/Pomeroy Trails and up lights along Main Street, met with several members of City staff on "skilled Laborer" test, attended meeting with Parks Supervisor and Volunteer Coordinator concerning two upcoming volunteer events, started working on 2018 seasonal budget, and filled a graffiti report with NPD for graffiti at Train Station.

Parks Supervisor: Attended meeting concerning search for new City Manager, attended DRPS conference, along with Parks Superintendent attended meeting with Volunteer Coordinator concerning two upcoming volunteer events, and continued working on Munis work order system.

Parks/Horticulture: Staff did tree pruning at several sites in park system, did graffiti removal at three park sites, did interior bed maintenance at City Hall, continued cut backs throughout park system, did trash sweeps at many park/horticulture areas, conducted park inspections and completed many of the issues identified, did equipment maintenance on stump grinding unit from Ventrac, replaced five blue light bulbs on the Hall Trail at emergency call boxes, did trash removal throughout park system, removed guy wires/stakes from many trees planted on both sides of Christina Creek as part of the relocation of the water line under the creek bed, and continued on work orders/work lists as assigned.

Activity or Project:

2018 Summer Camp Fair

Description:

The recreation staff is organizing the Sixth annual Summer Camp Fair that will be held on Saturday, March 17 from 9:30 a.m. – 12:00 p.m. at the Roselle Center for the Arts. The camp fair promotes our summer activities to local families and gives families a chance to gather more information about the programs.

Status:	Not Started
Expected Completion:	03-17-2018
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:

Property Maintenance has started weekend patrols again, and will be creating a schedule to visit

establishments on Main Street to discuss regulations for St. Patrick's Day and Cinco de Mayo. Property Maintenance will be patrolling the establishments during these events.

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; staff met with the architect to review final design changes for the full building permit. The building and site work is ongoing for the new hotel at 400 Ogletown Road. Staff has continued to meet and discuss projects with University of Delaware staff.

The STAR Campus exterior work is ongoing, with expected close-in of the building in the next two weeks. Interior work is progressing on floors that are now closed-in and out of the weather. Work on the atrium space connecting the buildings is ongoing. The foundation for the new six-story lab at STAR Campus is complete and installation of the structural steel has begun. The Chemours Building foundation work is continuing. The foundation work for the main office building is completed and the foundation work for the warehouse began this week.

Code Enforcement continues to correct data on business and rental licenses in MUNIS.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray is working on preparing documents and related materials for the March 6, 2018 Planning Commission meeting; prepared and sent out meeting materials for the joint City Council-Planning Commission meeting which is scheduled to occur on February 27, 2018 at 7:00 p.m. in the Council Chamber; worked on documents and meeting materials for the upcoming Planning Commission Parking Subcommittee meeting scheduled for March 1, 2018 from 2:00 p.m. to 4:00 p.m. in the Council Chamber; and, worked on administrative related issues.

The Planning Commission Parking Subcommittee meeting, originally scheduled for February 28, has been rescheduled for Thursday, March 1, 2018, 2:00 – 4:00 p.m., in Council Chamber.

The Planning Commission is scheduled to meet on Tuesday, March 6, 2018 starting at 7:00 p.m. in Council Chamber. Agenda items include:

- DelDOT informational session.
- Major subdivision with site plan approval for 24 and 30 Benny Street and 155 South Chapel Street. The Comprehensive Development Plan amendment and rezoning necessary for the project were decided at the February 6, 2018 Planning Commission meeting.
- Parking Subcommittee update.
- Discussion of proposed Rental Housing Needs Assessment Study ordinances.
- Amendments to the Zoning Code to allow minor structures and grading in the Special Flood Hazard Areas be approved administratively without a special use permit.
- An amendment to Subdivision Regulations requiring submission of floor plans during the subdivision process for hotels and multi-family structures.

Planner Mike Fortner represented the City of Newark at the WILMAPCO Technical Advisory Committee meeting and the Bike Newark meeting on February 15; revised the "Parking Matrix" for the Planning Commission Parking Subcommittee meeting to be held on March 1; and, created a spreadsheet showing market-rate multi-family housing constructed by each year, showing number of units, pre-existing units replaced, and estimated number of tenants per development, for

the joint City Council/Planning Commission meeting to be held on February 27.

On February 15, the Board of Adjustment approved the variances for the following appeals:

- The appeal of David and Jody Pettoruto of 605 Nemours Lane for a 10-foot rear yard setback variance to allow the construction of a covered deck. The zoning requirement is 40 feet from the rear property line in the RT district. The proposed structure was 30 feet from the rear property line.
- The appeal of Matthew and Megan Cohen of 7 Bridgeview Court to allow a covered deck structure to be built within the required rear yard. In the RH zoning district, the minimum rear yard is 50 feet from the rear property line. The proposed structure is 40 feet from the rear property line.

The following was also completed this week:

- 3 Deed Transfer Affidavits
- 21 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. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment and rezoning of 24 and 30 Benny Street. Approval of the major subdivision and site plan approval plan for 24 and 30 Benny Street and 155 South Chapel Street was continued to allow the applicant to provide additional documentation on questions and issues raised at the meeting. Planning Commission review and consideration of the major subdivision and site plan approval, with the

additional documentation, will occur at the Commission's March 6, 2018 meeting. The applicant submitted additional documentation on February 20, 2018.

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. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. The project has tentatively been placed on the City Council agenda for February 26, 2018 (first reading) and March 26, 2018 (second reading).

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 (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. Staff comments will be sent to the applicant in the near future.

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. The PLUS review has been scheduled for February 28, 2018.

515 Capitol Trail, Charlotte's Way (PR#18-02-01): The Planning and Development Department

received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Plans were distributed to the Subdivision Advisory Committee on February 16, 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:

Below are some of the awards given out to officers at roll call on February 21st. As you will read several firearms were removed from the streets of Newark, and suspects were arrested for a shooting and another for a homicide. These are a few of the great examples of the excellent police work that our police officers are involved in every day.

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 many

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.

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 contacted 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.

Auxiliary Services

- Capt. Van Campen met with IT Manager JD McCormick and Fire Marshal Dave Tynan to review the NPD Emergency Operations Center. Mr. McCormick offered suggestions to improve functionality during emergent situations.

Administration Division

- On 02/16, Cpl. Walker gave a NPD building tour to students from Service Source.
- On 02/20, Sgt. Jones assisted SWAT at the firearms range.
- On 02/21, Sgt. Bryda traveled to Millsboro PD for a mock CALEA assessment.
- On 02/23, Cpl. Walker hosted the Downes Elementary Ladies and Gentlemen’s club meeting.

Criminal Investigations Division

- On 2/14/18, detectives arrested Matthew Peterson, Michael Hunter, and Zachery Hedinger in reference to a robbery that occurred outside of 46 E. Main Street at 1:52 a.m. The suspects were identified after being stopped for traffic violations, through surveillance video, and by other investigative means. All three suspects were committed to Howard Young Correctional Institution in lieu of bail.
- On 2/15/18, the Street Crimes Unit arrested a female at Homewood Suites for prostitution and possession of heroin and cocaine.

Patrol Division:

- On 2/18/18, E platoon units responded to a call initially dispatched as a strong-arm robbery in front of Acme in Suburban Drive. An elderly female victim entered her vehicle parked in the lot and as soon as entered her vehicle a white male pulled up behind victim’s vehicle. The suspect exited his vehicle and approached the victim from passenger side window, knocking on her window. The victim opened window, briefly engaged suspect in conversation and then grabbed the victims purse off the front seat and fled with the same. Shortly after M/Cpl. Fountain located the

suspect vehicle at the Elkton Wawa. The suspect fled from M/Cpl. Fountain onto I95 southbound. Working with the Delaware State Police (who suffered similar occurrences in their jurisdiction), E Platoon identified the suspect in this investigation and warrants are active.

Traffic Division:

- Sgt. Davis attended a meeting with the Planning Department to discuss possible crosswalk improvements at the site of the future memory care facility/Newark Day Nursery location on Barksdale Road.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	02-22-2018
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Water crews will be locating and exercising water valves along Main Street over the next few weeks. We anticipate repairing or replacing several of these valves as a part of the planned Main Street paving project.

Activity or Project:

Rodney Stormwater Project Loan Approval

Description:

Staff attended the Water Infrastructure Advisory Council (WIAC) meeting on February 21. The Rodney Loan Application was included on the agenda with Acting Director Filasky giving a brief

presentation and answering questions from the group prior to discussion and vote. The group understands that the project will only move forward if the referendum is successful. The group unanimously approved the \$9 mm loan package. This is the approval which, when signed by the DNREC Secretary, will give us the binding letter of commitment that the funds will be available pending the successful referendum.

Status:	In-Progress
Expected Completion:	02-28-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project Documents Scanned/Modified – February 15-21

Name	# of Documents	# of Pages	Types
Samantha	1,054	1,164	HR Historical Files/Business Licenses
Sandy	11,858	14,578	HR Historical Files/Business Licenses
Fred	8,196	15,351	Court Documents/HR Historical Files
Ana (PT)	7,036	11,926	HR Historical Files/AP Invoices
Mecia (PT)	21	263	Miscellaneous Current Files
Sarah	13	621	Boards and Commission Historical Files
Total	28,178	43,903	

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		

NEWARK POLICE DEPARTMENT

WEEK 02/11/18-02/17/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO DATE	2018 TO DATE	THIS WEEK 2018	2017 TO DATE	2018 TO DATE	THIS WEEK 2018
PART I OFFENSES						
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	1	1	0	0	1	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	3	6	1	2	10	3
- Commercial Robberies	2	1	0	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	2
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	4	1	1	8	1
Assault/Aggravated	2	3	1	6	5	0
Burglary	9	10	1	1	2	0
- Commercial Burglaries	3	5	0	0	0	0
- Residential Burglaries	6	5	1	1	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	72	63	9	26	17	3
Theft/Auto	12	7	0	1	1	0
Arson	1	0	0	0	0	0
All Other	24	15	2	5	10	6
TOTAL PART I	125	105	14	41	46	12
PART II OFFENSES						
Other Assaults	36	36	4	17	25	2
Rec. Stolen Property	1	0	0	2	0	0
Criminal Michief	27	40	4	5	7	1
Weapons	2	1	0	5	4	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	8	11	0	14	16	1
Drugs	18	15	2	16	14	0
Noise/Disorderly Premise	77	92	15	25	39	6
Disorderly Conduct	23	21	5	5	13	1
Trespass	16	19	3	6	2	0
All Other	52	59	10	46	45	8
TOTAL PART II	260	294	43	141	165	19
MISCELLANEOUS:						
Alarm	49	23	4	0	0	0
Animal Control	48	39	6	0	1	0
Recovered Property	40	31	5	0	0	0
Service	5157	5069	687	0	0	0
Suspicious Per/Veh	70	49	9	0	0	0
TOTAL MISC.	5364	5211	711	0	1	0

	THIS WEEK 2017	2017 TO DATE	THIS WEEK 2018	2018 TO DATE
TOTAL CALLS	967	6,670	859	6,384



Newark Police Department
Weekly Traffic Report
02/11/18-02/17/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	1415	1392	221	149
DUI	18	22	2	6
TOTAL	1433	1414	223	155

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	33	29	6	3
Property Damage (Reportable)	119	134	24	25
*Hit & Run	26	29	3	10
*Private Property	20	34	6	7
TOTAL	152	163	30	28

*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.