

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week I met with a group of landlords to discuss the current status of several initiatives like the rental housing needs assessment.

We held a recognition lunch for the electric line crews to thank them for their hard work during the March 3rd nor'easter. I would like to point out that our Electric Department had around 500 outages throughout the storm with no outage lasting more than three hours. This was an incredible response and reflects the skill and dedication of our electric team. It should be noted that many people in Delmarva and PECO's territory were still out of power on Monday, more than 48 hours after the storm.

We had another nor'easter snow event this week. The forecast was fairly uncertain but final measured snowfall at the DEOS measurement sites indicated we received between 4 and 7 inches. The Public Works and Parks teams did a great job with snow removal, with response efforts generally complete by 7 p.m. on Wednesday evening. Fortunately, winds were lower than forecast and significantly less severe than last week's event.

I met with DelDOT and PW&WR to discuss the Main Street resurfacing project ahead of Monday night's presentation to Council.

I attended the monthly DNP board meeting.

I participated in an interview with a 6th grader from NCCL school on the topic of the Rodney stormwater park project.

The remainder of the week was spent on personnel and general administrative tasks.

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

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Expected Completion:	
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Execution Status:	
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Activity or Project:

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

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Deputy City Manager Andrew Haines, along with Communications Manager Kelly Bachman and Community Affairs Megan McGuriman met with Police Department leadership to map out several media needs pertaining to the 2018 police officer recruitment. In addition to video needs, and methods to try to present the information, the team planned on a "How to Succeed in the Process" event on April 25th. This will be for potential applicants to learn more about the police hiring process and better position themselves as an applicant. The event will be recorded and posted online afterward for those who could not attend. Assistant to the Managers Mark Brainard addressed varying procurement matters during the week, including items for future Council meetings, in addition to multiple ongoing needs.

Parking Division:

Parking Division staff worked with IT Division to establish a dedicated customer service line specifically for citations. This will be printed on the new citation paper for the customer to easily see and have a direct connection to the parking ambassador team. This solution will be planned for public education aligning the material purchases. Parking Supervisor Courtney Mulvanity attended the Planning Commission Parking Subcommittee, and Mr. Mulvanity and GIS staff member Jay Hodny provided an update to the parking GIS solution. Mr. Mulvanity and staff participated in a live training webinar through T2 regarding the residential parking application. Staff addressed facility needs and operations with the latest snow event. The February financial reports were completed for the Finance Department.

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 3/2/18 to 3/7/18. These sessions included arraignments, trials, capias returns, video hearings and prisoners transported to court. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 3/2/18 to 3/7/18 Alderman's Court handled 86 arraignments, 44 trials, 8 capias returns, 4 video hearings and 2 prisoners transported. The court collected a total of 430 parking payments of which 343 were paid online and 87 were paid in court. The court also collected criminal/traffic payments which included 223 online payments and 91 in court payments for a total of 314 payments.

Status:

Completed

Expected Completion:

03-08-2018

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:**

Community Relations

Notable Notes:

Five & Wine/Wine & Dine: The 2nd annual Five & Wine 5-Mile Run/Walk and the 14th annual Wine & Dine will both be held on Saturday, March 24. The Five & Wine kicks off at 9 a.m. After participants cross the finish line they'll be treated to after parties at Stone Balloon and Klondike Kate's. Stone Balloon's after party will run from 9:30 – 11:30 a.m. Klondike Kate's after party will be 10 a.m. – noon. 266 participants are registered so far. 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. at a dozen downtown restaurants. We have started to preview menus on the Downtown Newark Wine & Dine Facebook event and on enjoydowntownnewark.com/winedine. 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, Newark Toyota World and Del-One Federal Credit Union, and JMT are sponsoring the events. Anyone interested in sponsoring can click here: <https://newarkde.gov/DocumentCenter/View/9907>

The Five & Wine is not possible without help from volunteers. We specifically need volunteers to be course marshals and water station attendants. 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 in the editing process of a three-minute video highlighting the 50th anniversary of the City's Parks and Recreation Department. The video starts with the Greater Newark Recreation Association and tells the story of how the Department became what it is today. The video will be released in the coming weeks.

Newark Police Department Recruitment Video: We decided to take a more in-depth approach to the NPD recruitment video. We are now taking a deeper look at the different units within the department, that may not be options for new recruits in other local departments. This week, Megan shot video of our SWAT team. Next week, she will be doing video shoots with the bike patrol and traffic unit. The new video will be released by the end of March.

Creative Design/Web Updates

- Designed Stormwater Project handout; new A Better Newark Award form to include an improvement checklist
- Updated the Mayor's magnet to correct telephone numbers; Code Enforcement and Planning employee directory, added Employee Directory under Department menu on City website; Parks and Recreation News Flash post to show Summer Camp Fair; language on 2018 NPD recruitment brochure

- Scheduled Newark News Brief on TV2; Code Purple on News Flash for Wednesday, March 7
- Instructed NPD on use of City webpage and document center modules

Press Releases/Media Inquiries

Esteban Parra, News Journal, inquired about the status of the Newark Police officer involved in the fatal car accident

City of Newark Municipal Building Closing at Noon: <http://bit.ly/2oXGITW>

Activity or Project:

Communication Outreach: June Referendum

Description:

Final quotes for print materials we would like to have as part of the outreach efforts are coming in and we have developed a social media content calendar as well. Next week will be the taping for The Delaware Way, with Larry Mendte.

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 and electricians worked until 3 a.m. Friday night restoring power to customers during the Nor'easter. Crews were also dispatched throughout the weekend. During the heart of the storm as many as 500 customers were without power, with the longest outage lasting 3 hours. The crews even restored power to the same address three times as three different trees fell at different times in the night. Engineering used the smart meter system to update the crews on the number of meters and areas that were out throughout the night along with the police passing on information when customers called in. There was some residual cleanup and tree removal in the days following the storm.

The electricians worked on some communication problems that were uncovered during the storm. Several units at West Main were not responding by the back up phone system, although the SCADA was fine.

Engineering has worked on the Compassionate Care Project on Ogletown Road and the Boulden Brothers Project on Sandy Drive. Engineering also worked on equipment issues for the Chemours Project.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Payments and Utility Billing (PUB) will be closed on Tuesday, February 13th for staff training.

The First State Community Action Agency (FSCAA) was in the PUB office on March 8th 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: During our testing of the new tax billing system, we encountered some issues. We are still working with our IT staff and the vendor to rectify the import of the data from the County that is used to calculate the tax bills. 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 on Monday, March 12th. 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.

The Accounting staff completed the 2018 Revenue Stabilization Adjustment (RSA) and will be presented at the March 12 Council meeting. Insurance policy renewals are also scheduled to be presented on the 12th.

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 5,126 utility payments and CityView transactions last week, 928 of which were imported automatically with our electronic processes and 4,100 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,411 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 630 calls out of 773 offered, reflecting an abandoned rate of 14.1%. The average speed to answer the phone was 3:05. The average call time was 3:50. 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. The due date on the letter we sent to impacted PAP users was March 1st for customers to change their draft date to due date.

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. Cenise Wright accepted the position of Purchasing Assistant in the Electric Department.
 - a. This opened up the position of Application Support Analyst.
 - b. The Application Support Analyst position was posted for internal recruitment.
2. Donald Lynch worked with Planning and Codes staff on report related and training topics.
 - a. This is in support of the P&C training and data assurance plan.
3. David Hopkins worked with the Newark Police Department and created a more user friendly version of the PD SharePoint site.
4. Extended discussion of Security and Network enhancements are continuing.
 - a. Firewall reconfiguration.
 - b. VMWare discussions.
5. Marius Motoc worked with the Electric Department vendor on a perceived server problem. Found issue was with the vendor application.
 - a. Vendor requested use of a City monitoring service for vendor database.
 - b. IT staff researching service availability.
6. Staff has verified that repairs have been performed on all reported non-functioning cameras.
7. Full change over from Comcast and updating of Wireless Access Point completed at the yard.

Totals for the week
 Tickets created - 92
 Tickets Closed - 95
 Tickets in Process - 56
 Projects in Process - 7
 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 still being used.

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. Developing processes to make deployment more efficient. including imaging, inventory, and placement still in progress. Received lease quote from Dell and PO is moving through the system.

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: Met with Ethan about Main Street project and tree pit locations; attended meeting with Public Works and DeIDOT about the Main Street project; attended meeting regarding outreach for the Rodney Project referendum; attended a City of Newark emergency management and preparedness meeting; working with Megan to develop a Newark Parks and Recreation 50th Anniversary video; meeting with recreation staff about upcoming programs and events as well as coverage of activities; conducted park maintenance meeting to discuss upcoming work orders and projects.

Recreation Superintendent: Completed review of contract for the Fireworks bid and contacted company receiving the bid; reviewed the signs and banners bids sent out and completed purchase order; reviewed sound system bid sent out and completed purchase order; followed up on contact to local bands regarding possible performances for the Spring Concert Series; worked with contracted instructors to finalize summer camp details; reached out to local radio station WXCY regarding the upcoming Egg Hunt and their continued participation similar to last year; worked on sponsorship opportunities with a few local companies for upcoming events; sent out information

on new special event applications to Public Works and NPD for their approval; received confirmation from University staff on approval for upcoming events.

Recreation Supervisor of Athletics: Elementary Basketball League concluded on Monday, Junior Basketball League concluded the regular season and playoffs begin 3/5; finalizing details and planning for summer specialty camps; working to get tennis instructors in place for upcoming lessons; prepared and submitted the annual license renewal application for Downes; planning for the Summer Camp Fair scheduled for 3/17; working on field use permits for Newark Charter School and Newark American Little League; Pint Size Basketball concluded on Monday, Socceros concluded on Thursday; sent out adult summer volleyball league information.

Recreation Specialist: Updated summer camp fair spreadsheet with current vendors; sent out Egg Hunt donation letters to various businesses and started gathering donations; interviewed summer camp volunteer applicants and sent confirmation of their volunteer schedule; updated summer and fall fitness class dates; purchased supplies for after care clubs; reached out to organizations about after care programs; searched for performers for upcoming Spring Concert Series.

Coordinator of GWC and Volunteers: Prepared for the CATCH Program that began on Monday, February 26, finalized all CATCH staff paperwork and provided an orientation for an additional staff; updated and finalized the GWC attendant schedule for March; prepared for, advertised and finalized vendor information for the Spring Clean Out Sale held on March 3 at the George Wilson Center, all 10 registered vendors attended and enjoyed the first time event, a total of 100 people stopped by to check out the sale despite the windy conditions; continued finalizing information for summer camps, summer camp guide and the summer camp fair; continued recruitment of volunteers for upcoming events including the Annual Egg Hunt, Spring Community Clean Up and Earth Day Volunteer Day; attended a University of Delaware Women's Basketball Game and represented Newark Parks and Recreation recognized on the court at halftime for being a Community Partner for coordinating with the UD Student and Resident Life Association Volunteers that assisted with the Fairfield Community Garden opening clean out.

Parks Superintendent: Inspected one park area and did work list as needed, completed forest survey on proposed development site to locate/mark all "Valued" trees 18" DBH or greater to be located on site plane, met with our staff Civil Engineer and sales representative concerning tree grates and paving options for Main Street renovation project, met with resident concerning Bamboo issue in Rittenhouse Park and another resident concerning tree issue, met with representative of Newark American Little League concerning maintenance issues at Hill Park, and researched bleacher end cap possibilities.

Parks Supervisor: Continued working with garage on new vehicle purchase, assigned field staff daily and assisted as needed, and continued on developing master work order list.

Parks/Horticulture: Staff continue on spring cleanup operations in all park/horticulture areas, started stump grinding at several sites throughout park system, did interior bed maintenance at City Hall, checked and cleaned as needed all inlet pipes and lawn basins throughout park system, removed roll off box and brought back to Park Maintenance Facility from Community Garden at Fairfield Park, cut out all undergrowth between Pomeroy Trail and existing tennis courts at Kershaw Park, did trash removal throughout park system, continued on park inspections, picked up over 60 trash bags along Christina Parkway from two volunteer clean ups, and continued on work orders as assigned.

Activity or Project:

Audubon Delaware Bird Habitat Areas

Description:

As part of a grant through Audubon Delaware, we will be enhancing open spaces for wildlife habitats near the Newark Reservoir and Curtis Mill Park. As part of the project, Audubon Delaware will be installing four deer resistant habitat islands that will include a wide variety of native plants. In consultation with the Parks and Recreation Department, two areas have been identified at Curtis Mill Park and two on the lower east side of the reservoir. The habitats will include woody plants, using a combination of potted plants, container seedlings and bare root plants. Audubon Delaware will purchase the plant material, install the plantings, maintain the bird habitat areas and conducting a bird watching class each year as part of our recreation offerings.

Status:	Not Started
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Expected Completion:	06-04-2018
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Execution Status:	On Track
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Activity or Project:**Description:**

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

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

Department:

Planning and Development Department

Notable Notes:**CODE ENFORCEMENT:**

Property Maintenance has continued its weekend patrols. Property Maintenance will be setting a schedule to visit establishments on Main Street to discuss regulations for St. Patrick's Day and Cinco de Mayo; staff will be patrolling the establishments during these events.

Renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of the shopping center are expected over the next several weeks. 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,

with a completion date scheduled for this spring. Staff continued to meet and discuss projects with University of Delaware staff.

The STAR Campus exterior work is ongoing. 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. Installation of the structural steel is ongoing on the new six-story lab at STAR Campus. The Chemours Building foundation work is continuing. The foundation work for the main office building is completed and the foundation work for the warehouse is ongoing.

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

PLANNING/LAND USE:

Director Mary Ellen Gray attended a meeting at the University of Delaware (UD) regarding their Master Plan on February 27, 2018 whereby UD is in the beginning phase of putting together a Master Plan for their campus – this was an initial meeting to hear about planning related issues at the City of Newark – it was a productive meeting and Planning staff looks forward to collaborating with UD staff and their consultants on this important effort; worked on preparing documents and related issues and then participating in the joint City Council-Planning Commission meeting on February 27, 2018

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/5472>; worked on preparing documents and related issues and then participating in the Planning Commission Parking Subcommittee meeting on March 1, 2018 – the next meeting is scheduled for Wednesday, March 21, 2018 starting at 2:00 p.m. in the Council Chamber <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; worked on preparing documents and related issues and then participating in the March 6, 2018 Planning Commission meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5484>; continued work on plan review and related issues <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; and worked on administrative related issues.

At its meeting on March 6, 2018, the Planning Commission took the following actions:

- Received an update on the Parking Subcommittee.
- Voted to not recommend an amendment to Council that would require the submission of floor plans during the subdivision process for hotels and multi-family structures.
- Recommended approval of a 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.
- Recommended approval of 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.

On March 15, the Board of Adjustment will hear the appeal of Lisa and Scott Pisarski of 156 West Main Street for the following variance:

- Section 32-9(a)17)(e) – Student Home – A student home shall be occupied by no more than three persons. The application requests to have a four-person unrelated occupancy. A one-person variance is required.

The Planning Commission Parking Subcommittee is scheduled to meet for the final time on Wednesday, March 21, 2018 at 2:00 p.m. in the Council Chamber.

Planner Mike Fortner presented the staff report to Planning Commission on revising the Subdivision Regulations to require floor plans be submitted during the subdivision process for all hotels and multi-family dwellings. The Planning Commission voted 5-1 to NOT recommend the amendment to Council.

On March 1, Planner Mike Fortner attended the Planning Commission's Parking Subcommittee meeting.

Mike Fortner completed the Financial Draw to New Castle County for January's CDBG expenditures.

The following was also completed this week:

- 5 Deed Transfer Affidavits
- 25 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. At their March 6, 2018 meeting, the Planning Commission recommended approval of the major subdivision and site plan approval plan. The project will be scheduled for an upcoming City Council 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. 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 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. Revised plans were received by the Planning and Development Department on February 22, 2018 and forwarded to the Subdivision Advisory Committee on February 23, 2018.

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. Staff comments were sent to the applicant on February 15, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033 and 0900730034 (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. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane 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 for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 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:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report	
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Department:	
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Police Department	
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Notable Notes:	
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Patrol:	
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| <ul style="list-style-type: none"> • The Lions Club notified the police department that it will be honoring Master Corporal Jay Conover as "Police Officer of the Year" at their dinner on April 3rd. • Patrol officers dealt with two large winter storms this past week. | |
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- Extra officers will be on patrol during the week ending in Saint Patrick's Day.

Auxiliary Services:

- On March 6th, PSAP & Records Supervisor Cannon and Captain Van Campen attended the Text to 9-1-1 announcement press conference. The announcement included messages from the Governor and County Executive.

Administration Division:

- Lt. Rubin taught basic legal concepts to the dispatchers during in-service training. Cpl. Walker and Cpl. Saunders taught Fair and Impartial Policing during the same training.
- Chief Tiernan received a letter from the Millsboro Police Chief expressing his gratitude to Sergeant Gerry Bryda for assisting in their CALEA mock assessment. Sergeant Bryda has assisted many police agencies in the state with their CALEA certification and recertification process.

Criminal Investigations Division:

- During the course of the last week, detectives were assigned to follow up on two sex offenses and a miscellaneous investigation. Both sex offenses were ultimately found to have occurred in New Castle County Police jurisdiction.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

03-07-2018

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:

DelDOT will be presenting information on the upcoming resurfacing of Main Street and the City's proposed pedestrian upgrades at Council on 3/12.

Activity or Project:

Snow Event of March 7, 2018

Description:

As you are aware, a Nor'easter snow storm blew thorough Newark on Wednesday, causing deteriorated driving conditions. PW&WR crews were fully staffed throughout the early morning hours in preparation for the storm, but most of the snow fell between 10 a.m. and 1 p.m. Before the official end of the storm at 7 p.m., crews had plowed and treated every street in the City. It was a tough storm to keep up with due to the intensity of snowfall, however, we were able to keep most of the primary roads and streets open for travel for the duration of the storm. Residents and businesses have 24 hours from the end of the storm to clear the adjacent sidewalks before potentially being fined. Please forward any resident concerns or kudos to the PW&WR Department and we will address accordingly.

Status:	Near Completion
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Expected Completion:	03-09-2018
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Execution Status:	On Track
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Activity or Project:

Cleveland Avenue Task Force Recommendation - Signal

Description:

As part of the Cleveland Avenue Task Force recommendations, a traffic signal is proposed for the intersection of Paper Mill Road and Creek View Road. The installation has been given a Notice to Proceed, with a completion date of June 30, 2018. The signal installation will allow for Margaret Street to be converted to one-way away from Cleveland Avenue. We will update when a construction start date is determined.

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

Annual Reservoir Inspection

Description:

The Annual Reservoir Inspection Report has been completed. The visual observations show the condition of the dam as fair as defined by the National Dam Safety Review Board and no immediate repairs/improvements are required at this time. Some minor repairs have been recommended and will be scheduled as the weather allows. The DNREC Dam Safety Engineer joined us for the inspection.

Status:	Completed
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Expected Completion:	03-09-2018
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Execution Status:	Completed
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NEWARK POLICE DEPARTMENT

WEEK 02/25/18-03/03/18

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	1	3	2	0	1	0
Unlaw. Sexual Contact	2	0	0	0	0	0
Robbery	6	6	0	2	13	0
- Commercial Robberies	3	1	0	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	3	4	0	1	11	0
Assault/Aggravated	3	4	0	8	6	1
Burglary	8	10	0	1	2	0
- Commercial Burglaries	3	5	0	0	0	0
- Residential Burglaries	5	5	0	1	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	94	81	10	41	19	1
Theft/Auto	16	8	0	1	1	0
Arson	1	0	0	0	0	0
All Other	27	16	0	7	12	0
TOTAL PART I	158	128	12	60	54	2
<u>PART II OFFENSES</u>						
Other Assaults	46	47	4	17	26	1
Rec. Stolen Property	1	0	0	2	1	1
Criminal Michief	40	49	2	6	11	2
Weapons	5	1	0	6	4	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	9	19	0	31	31	3
Drugs	28	18	1	25	21	1
Noise/Disorderly Premise	124	132	16	45	56	6
Disorderly Conduct	28	27	3	6	14	0
Trespass	25	28	5	8	4	2
All Other	72	69	1	67	50	2
TOTAL PART II	378	390	32	213	218	18
<u>MISCELLANEOUS:</u>						
Alarm	69	32	5	0	0	0
Animal Control	75	55	13	0	1	0
Recovered Property	51	41	5	0	0	0
Service	6785	6681	807	0	0	0
Suspicious Per/Veh	93	72	8	0	0	0
TOTAL MISC.	7073	6881	838	0	1	0

	THIS WEEK 2017	2017 TO DATE	THIS WEEK 2018	2018 TO DATE
TOTAL CALLS	1,053	8,802	988	8,429



Newark Police Department
Weekly Traffic Report
02/25/18-03/03/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	1740	1910	182	224
DUI	22	29	2	2
TOTAL	1762	1939	184	226

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	42	36	7	3
Property Damage (Reportable)	176	179	23	21
*Hit & Run	42	38	8	2
*Private Property	36	47	8	5
TOTAL	218	215	30	24

*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.