

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

We continued to work on our referendum outreach plan with the communications team and have prepared a summary document for Council to review and provide feedback.

I attended a training session with the Public Works team and a representative from Envirep TLC on sanitary sewer pump station design. We are developing new standards and specifications for sewer pump stations in an effort to avoid another Twin Lakes situation in the future and are considering building the spec around Gorman-Rupp's package pump systems, among others. We hope to have the spec complete this year.

I met with the Electric Department to discuss the implications of University Courtyard being taken over by UD. UD would like to move UC onto their electric service agreement which will have revenue implications for Newark. We have significant infrastructure on the UC property that is dedicated to serving the UC apartments that would need to be purchased by UD if we were to allow this conversion.

Members from the Public Works team and I met with representatives from Wilmington and New Castle County to discuss DNREC's currently planned delegation of sediment and stormwater review and inspection for brownfield and tank management sites. We are not in favor of this effort by DNREC and will be working together to get DNREC to retain this responsibility.

I had an interview with the EPA and representatives from their Agency for Toxic Substances and Disease Registry sections regarding the South Newark Groundwater Plume National Priorities Listing. EPA is preparing a community involvement plan to solicit information on the site's history and community concerns.

We had a Council meeting on Monday, 3/12.

The remainder of the week was filled with personnel and general administrative tasks.

Activity or Project:
Description:

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

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

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Deputy City Manager Andrew Haines presented to the Delaware Municipal Clerks Association regarding employee review writing, performance improvement plans and due process. The presentation was a part of the Association's professional development for its membership. Mr. Haines participated in the quarterly State Presidents/Board of Director conference call with the National PELRA, as well as the conference call as a Group Leader for the ICMA Assistant/Deputy Manager Task Force. Assistant to the Managers Mark Brainard worked on several grant items with Millennium Strategies, as well as completed various purchasing tasks, which included helping the HR team on a reasonable accommodation need with office furniture. After the approval of Bill #18-02 at Monday's Council meeting, the HR team implemented personnel changes to pay grades and classifications as approved. The Bill approval finalized the promotion of R. Conway to Electric Superintendent and confirmed the conditional promotions of other Electric Department staff to Lead Lineman and First Class Lineman.

Parking Division:

Mayor and Council approved the Parking Lot Countdown Signs waiver of bid and the Parking Division staff is working with Parking Logix to finalize the new signage for Lots #3 and #4. Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity worked with Acting Manager Coleman to finalize a parking report to Council, answering questions posed by Councilman Hamilton on parking leases, finances, and permitting. New informational parking meter stickers explaining meter rates, payment method, and hours of operation were ordered.

Activity or Project:

Recruitment: Police Candidates

Description:

The 2018 police office candidate recruitment launched on Friday, March 9, 2018. With the support of Mayor and Council, this year's recruitment provides acknowledgement of prior military experience towards minimum educational criteria. The City has one current vacancy in the department and is in need of a new applicant list. By the end of 2018, upwards of 20 existing officers could retire with pension benefits, though not likely.

Status:	Started
Expected Completion:	08-31-2018

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:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 3/8/18 to 3/14/18. These sessions included arraignments, trials, capias returns, prisoners transported and code violations. Parking Ambassadors were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 3/8/18 to 3/14/18 Alderman's Court held 83 arraignments, 36 trials, 9 capias returns, 1 prisoner transported, 2 video hearings and 1 code violation. The court collected a total 442 parking payments of which 318 were paid online and 124 were paid at court. The court also collected criminal/traffic fines which included 173 online payments and 58 payments made in court for a total of 231 payments.

Status:	Completed
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Expected Completion:	03-14-2018
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Execution Status:	Completed
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Activity or Project:

Description:

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

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

City Secretary and City Solicitor's Office

Notable Notes:

As a weekly report was not submitted last week, this report covers March 1-14.

Paul was in the office on March 2, March 6 for Planning Commission, March 9, March 12 for Council and March 13. Geena was in the office March 2 for Court.

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

Renee completed all remaining meetings with staff for their 2017 performance evaluations on March 1.

Renee attended the emergency management kickoff meeting with management staff on March 2.

Staff finalized and posted the agenda and packet items for the March 12 Council meeting on March 5. Addendums and outstanding packet items were sent to Council on March 6, 7, 8, 9 and 12.

Renee met with Mayor Sierer on March 6.

Renee and Samantha met with members of the Finance Department management team for a follow up meeting on the Finance records retention schedule on March 6.

Tara attended week 1 of the Municipal Clerks Institute through the University of Delaware's Institute of Public Administration on March 9. Sessions included regulations for public works projects, elections administration and human resources. Tara is attending her third and final year of the institute, which will give her 20 credits towards the 110 needed for her Certified Municipal Clerk designation from the International Institute of Municipal Clerks. She is attending this year on scholarship, which has defrayed the costs to the City for her attendance.

Paul, Tara and Sarah staffed the Council meeting on March 12. Follow up was completed by staff on March 13.

Sarah staffed the Conservation Advisory Commission meeting on March 13. The CAC discussed the A Better Newark Award nomination form, the possibility of a possible grant application to DNREC for a electric vehicle recharging station. and were given a review of DEMEC's sustainability efforts.

Renee received staff comments, revised, forwarded to the developer for review, received

developer comments and forwarded the developer comments for staff review for the subdivision agreement for the Park 'N Shop project. Sarah and Mecia also completed and sent the related advertisements and direct mail notices for the project. The Comprehensive Plan amendment, rezoning, subdivision agreement and special use permit will be on the agenda for Council consideration on March 26.

Renee drafted several items for the March 12 Council agenda including two bills, two addendums and a staff memo.

Renee drafted the March 26 Council agenda.

Renee spent some time working with GovHR on items related to the City Manager search in anticipation of their next presentation to Council on March 26.

Renee completed and circulated to staff and Council the direction sheet for the February 12 Council meeting.

Renee spent some time working on referendum related items.

Sarah completed the agenda and required direct mail notices for the March 15 Board of Adjustment meeting. There is one request for a variance to allow four people instead of three people in a student rental home at 156 West Main Street.

Tara spent time corresponding with Council members and applicants for various boards and commissions appointments and reappointments.

Work continues on the preparations for the April 10 Council election. Election Board members completed their recruitment of poll workers and letters were sent to all workers notifying them of their training requirements. 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:

- * Continued PDF conversion of responsive documents for a January 23 FOIA request from Stutman Law regarding 1 Easton Court.
- * Began receiving documents from staff for a January 25 FOIA request from O'Rourke Investigative Associates, Inc. regarding 400 Ogletown Road.
- * Requested, received and forwarded to staff clarification on a February 12 FOIA request from Environmental Alliance, Inc. regarding 200 Carroll Court.
- * Completed document review, sent the relevant documents, completed and closed a 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.
- * Received request and circulated to staff for review a February 26 FOIA request from H2bid, Inc. regarding City vendor information.
- * Received request, circulated to staff, determined there were no relevant documents and closed a March 2 FOIA request from Nova Consulting regarding Studio Green Apartments.
- * Received request, compiled relevant documents, sent documents to the requestor, completed and closed a March 2 FOIA request from Northeast Carpenters regarding February building permits.
- * Received request, directed it to the appropriate agency and closed a March 5 FOIA request from

Rui Yu regarding campaign finance reports.

* Received request for a March 12 FOIA request from Marketsphere regarding unclaimed property.

The March 12 Council, March 13 Conservation Advisory Commission, March 14 Downtown Newark Partnership Strategic Planning Committee, March 14 Newark Housing Authority, March 15 Board of Adjustment, March 20 Traffic Committee, March 21 Downtown Newark Partnership Merchants Committee, March 21 Downtown Newark Partnership Economic Enhancement Committee and March 21 Planning Commission Parking Subcommittee agendas and March 7 Downtown Newark Partnership Economic Enhancement Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the February 26 Council (Tara drafted; Renee edited - complete), February 27 Council-Planning Commission joint meeting (Sarah drafted; Renee edited - complete), March 12 Council (Tara drafting) and March 13 Conservation Advisory Commission (Sarah drafting) minutes. The February 26 Council executive session minutes are currently in the queue.

Sarah fulfilled 19 discovery requests for upcoming Alderman's Court cases. 81 discovery requests have been filled so far for 2018. The office also received the court calendar for March 22 and the 9 associated case files were prepared for the Deputy City Solicitor. 12 court calendars with 170 associated case files have been compiled so far for 2018. Two plea by mails were processed.

The office received 18 new lien certificate requests in the last week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. So far, 77 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha continued work on the draft City of Newark document retention schedule and started working on standardized naming and metadata conventions for the City's digital documents. Samantha also sent several destruction and transfer notice to State Archives for approval. Mecia worked on preparing the permanent Board of Adjustment files for transfer to State Archives.

In continuing to work to refine the data for the Digital Records Project, the new documents and modified documents have been separated for the attached report. New documents are documents created and scanned by Legislative Department staff. Modified documents include documents created by staff in other departments with pages scanned by the Legislative Department staff, as well as documents that are being updated through our current quality control checks. Statistics for March 1-14 are below.

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

Activity or Project:

Lobbyist Weekly Report

Description:

The report is attached below and can also be found on the website here:
<https://newarkde.gov/Archive.aspx?ADID=5514>

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 continued working at the STAR Campus moving a pole line. A primary metering point had to be moved and the transfer of services from the old pole line to the new were completed, along with removing the old poles. The crews also continued repairing storm damage, i.e. broken cross arms and leaning poles were repaired. The crews energized a temporary service to Boulden Brothers on Sandy Drive.

The electricians started infrared survey of substation transformers and equipment. They also worked on the high bay lights at the yard, the VFD controls for water, and worked on Main Street pit lights.

Engineering has been busy with project management, ordering equipment for various projects, fault calculations for Compassionate Care, and fuse/relay coordination issues at Chestnut Hill Road Substation. Engineering is also examining the possibility of primary metering the University Courtyard Apartments at UD's request. They have bought the apartments and would like to aggregate them with the rest of their facilities.

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:

Finance Department

Notable Notes:

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

On March 12th, Director Del Grande attended the Council meeting, where three presentations were given: the December Monthly Financial Update, the 2018 RSA Adjustment, and the 2018-2019 Insurance Renewals. At this meeting, Council voted to accept the insurance renewals as presented, and accepted the 2018 RSA adjustment for electric. The new RSA rate will be $-\$0.00382$, which will reduce electric bills by $\$2.87$ per month for the average resident. $\$381,000$ of the 2018 RSA was approved by Council to fund two electric projects that were to be funded via long-term debt.

The First State Community Action Agency (FSCAA) was in the PUB office on March 14th 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

January quarterly tax bills were processed on Friday, March 9th. Due to the software issues we experienced, we extended the deadline for these bills from March 31st to April 30th. Under 20 bills were issued for the quarterly run, which will reflect a tax payment due for the period January 1 through June 30, 2018.

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 4,167 utility payments and CityView transactions last week, 857 of which were imported automatically with our electronic processes and 3,223 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,050 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 519 calls out of 562 offered, reflecting an abandoned rate of 7.7%. The average speed to answer the phone was 2:03. The average call time was 3:19. Pre-authorized payment customer billing will be back on track in our April billing. Only 20% of the impacted PAP customers we contacted changed their draft date to due date themselves, so staff changed the remaining accounts manually.

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

1. Donald Lynch accepted the position of Application Support Analyst in the IT Division.
 - a. This opened up the position of Lead Desktop Support.
 - b. The Lead Desktop Support position will be posted for internal and external recruitment.
2. Donald Lynch continued working 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. Initiated project for PTZ Cameras for PD application.
4. Extended discussion of Security and Network enhancements are continuing.
 - a. Firewall reconfiguration.
 - b. VMWare discussions.

Totals for the week

Tickets created - 151

Tickets Closed - 148

Tickets in Process – 49

Projects in Process - 8

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
Expected Completion:	12-31-2017
Execution Status:	Behind Schedule

Activity or Project:

Workstation System Update

Description:

In accordance with the Dell lease agreement, certain systems are marked for updating in Q1 2018. 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. PO to be sent on March 16, 2018.

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with New Castle County Park Planner about our upcoming park projects and connectivity possibilities between County trail and City trails, met with Jan Hedrich about William Redd Park being recognized as a Community Forest by the Old Growth Forest Network; scheduled with Electric Department to have all court lighting be reactivated for spring through fall; worked on part-time maintenance staff schedule and budget with Tom Z.; met with Paula about recreational programs and activities including coverage; worked on getting additional restroom construction bids for the Reservoir and Preston's Playground.

Recreation Superintendent: Continued to work with performers for the Spring Concert Series to confirm available dates; working with Dave Del Grande on confirming availability of the New Castle County Show Mobile for July 4th event; completed fee assistance requests for upcoming programs; attended the Emergency Management meeting, discussed upcoming training; sent out information on new special event applications to Public Works, NPD and Parking for their approval; reached out to instructor for upcoming Stewards of Children class scheduled for March 21 conducted by the Beau Biden Foundation to confirm class and any needs; finalized details on a couple summer camps and reviewed draft of final summer camp guide which will be available March 12; completed data entry forms for all summer camps for registration software program; conducted weekly staff meeting and met with recreation staff regarding summer programs for upcoming summer brochure which will be available April 23.

Recreation Supervisor of Athletics: Finalizing details and planning for summer specialty camps, proofed Camp Guide; planning for the Summer Camp Fair scheduled for 3/17; sent out adult summer softball league information; taking payments for adult volleyball league; working with before and after care staff to get annual training hours and background check information documented prior to our annual license inspection; working to get tennis instructors in place for upcoming lessons; working on field use permits for Newark American Little League.

Recreation Specialist: Continued reaching out to vendors regarding Annual Egg Hunt donations, spoke with WXCY representatives about their participation in the Egg Hunt, sent updated Certificate of Liability Insurance and Special Use Permit to White Clay Creek State Park, purchased supplies for the Egg Hunt; continued search to find performers for Spring Concert Series and spoke with youth performers about Newark's Youth's Got Talent Series; confirmed summer Fitness class dates, and received fall fitness class dates from some instructors.

Coordinator of GWC and Volunteers: Continued finalizing information for summer camps, the Summer Camp Guide and the Summer Camp Fair; met with the Recreation Superintendent on summer program planning; met with the Recreation Specialist on a potential new fitness program; continued recruitment of volunteers for upcoming events including the Annual Egg Hunt, Spring Community Clean Up and Earth Day Volunteer Day; met with a new group, UD Residence Life & Housing, for an Adopt-A-Park orientation, as they have adopted Orville Clark Park; coordinated with instructors to provide make-up dates for programs that were canceled due to inclement weather conditions; interviewed one additional staff member for CATCH; attended a staff meeting; coordinated with Shelby to create swim certificates which were presented to the

participants, the next session is scheduled to begin March 17.

Parks Superintendent: Reviewed proposed landscape plan and commented as needed, met with developer concerning changes to landscape plan, met with/talked to several residents concerning tree issues this week related to the storm, along with Parks Director attended meeting with the Audubon Society of Delaware concerning establishment of wildlife life plantings in four locations at Reservoir and Curtis Mill Park (plant materials/labor and maintenance will be fully funded through the Audubon Society), changed security gate closing time to gates at Rittenhouse and Folk Parks, assisted Public Works and Code Enforcement with tree issue, continued gathering an additional quote for Kershaw Park tennis court rehab project and reviewed sites with snow removal responsibilities for Parks Department to insure completion, arborist contractor removed several trees that failed from storm this week throughout City Parkland and valley stream areas.

Parks Supervisor: Coordinated all snow/ice removal/control efforts for areas of Parks Department responsibilities, continued working on upcoming truck purchase with the city's Purchasing Division, assigned all field staff daily and assisted as needed, and continued updating Munis work order system.

Parks/Horticulture Staff: Conducted snow/ice control operations throughout park system, did interior bed maintenance at City Hall, started pruning roses back/thinning at several horticulture sites, started meadow mowing throughout park system, tree pruning/downed limb removal throughout park system, equipment maintenance to chain saws as needed, put on snow plows on trucks for storm, checked/cleaned all outlet pipes in several park areas, did trash removal as needed throughout park system, and cleaned out salt box and truck bed on truck #1430.

Activity or Project:

Newark Egg Hunt

Description:

The Annual Egg Hunt will be held Saturday, March 24 at White Clay Creek State Park beginning at 10:00 a.m. Over 10,000 eggs, candy and prizes will be divided among the various age groups to find, all children should bring a basket or bag to collect their goodies.

Status:	Not Started
Expected Completion:	03-24-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Property Maintenance will be on duty all day Saturday until 11:00 p.m. for St. Patrick's Day patrols. Two inspectors will also be in on Sunday for patrol. Property Maintenance, in conjunction with Newark Police Department and the State, will be visiting establishments on Main Street to discuss regulations for St. Patrick's Day.

Renovation plans for the Food Lion at Fairfield Shopping Center are being reviewed; plans for the overall renovation of the shopping center have been received and are being reviewed. The plans for the new rail station on the STAR Campus have been received and are being reviewed. 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. The structural steel installation 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 worked on preparing documents and related issues regarding the Planning Commission Parking Subcommittee meeting scheduled for March 21, 2018, 2:00 p.m. in the Council Chambers <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>; worked on preparing reports and related issues regarding April 3, 2018 Planning Commission meeting; completed and distributed a Subdivision Advisory Report for proposed land use development at 67-69 New London Road; worked on documents and meeting materials for land use development and ordinance amendment going to City Council for 1st reading on March 26, 2018; continued to work on plan review and related issues; and worked on administrative related issues.

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

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.

Planner Mike Fortner worked on revisions to the “Parking Matrix” based on comments and requests from the Planning Commission’s Parking Subcommittee. The revised Matrix will be distributed and discussed at the next Parking Subcommittee meeting on March 21. Mike is working with Bike Newark on the planning for Bike-to-Work Day Newark 2018. The annual event will be held this year on Friday, May 18 from 7:30 a.m. to 9:30 a.m. at Mentors’ Circle. On March 13, Mike attended the “Delaware Flood Planning Tool Training” in Dover, hosted by DNREC. The event showed improvements to the web application to help local governments, developers, and property owners make determinations on the FEMA floodplain. On March 14, Mike attended the GIS Working Group bi-weekly meeting, hosted by the City’s IT Department. Mike is also working on the staff report for the annexation petitions for 3 and 5 Bridlebrook Lane. The application will be on the April 3, 2018 Planning Commission agenda.

The following was also completed this week:

- 4 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 has been tentatively placed on the City Council agenda for March 26, 2018 (first reading) and April 23, 2018 (second reading).

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. SAC comments were sent to the applicant on March 12, 2018.

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:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

On March 13th, Newark Police investigated a report of a male who exposed himself to a 65-year-old female in a local supermarket. Video was obtained from the surveillance system and a photo of the suspect was released to the public.

On March 14th, members of the police department assisted staff at local schools, during a planned student “walkout”. The students walked to show support for the victims of the February 14th shooting in Florida and to advocate of stricter gun laws.

As previously reported, planning has been underway for the Saint Patrick’s Day weekend. On March 15th, members of the police department, city code enforcement, and other departments will be meeting with local restaurants to review local ordinances. Extra police patrols will be in place over the weekend. The NPD, UDPD, and Newark Code Enforcement, have coordinated communication between the agencies for the weekend.

Auxiliary Services:

- On March 12th, Captain Van Campen presented before City Council regarding the pending purchase of a fixed license plate recognition camera.
- On March 13th, Captain Van Campen attended a State of Delaware SALLE meeting in Dover.
- For over a week, Text to 9-1-1 has been implemented and functional.

Criminal Investigations Division:

- Over the course of the last week, detectives have been assigned to follow up on the following types of cases: late reported sexual abuse, commercial burglary, and a home invasion.
- Detectives also assisted Patrol Officers in the execution of a residential search warrant in reference to a theft.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	04-14-2018
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:

Acting Director Tim Filasky attended a redevelopment forum put on by NJ Future and spoke as part of a panel to highlight the recent passage and implementation of Newark's Stormwater Utility. The State of New Jersey does not currently have the enabling legislation that would allow political subdivisions to create Stormwater Utilities, however, they have proposed legislation in their House for consideration. The session was moderated by NJ State Senator Bob Smith, the bill sponsor.

We have staff scheduled to be in on Saturday and Sunday morning this weekend to address refuse and litter issues on Main Street that are often associated with St. Patty's Day.

Activity or Project:

DNREC Plan Review Delegation

Description:

DNREC recently sent a letter to all Delegated Agencies informing them of a new responsibility to review and inspect the sediment and stormwater plans and construction on contaminated, or Brownfield, sites. Historically, DNREC has provided this service for all Brownfield development due to the specialized training and coordination with other branches of DNREC that is necessary. We are currently reviewing our options and are in discussions with other delegated agencies before we respond to DNREC.

Status:	Started
Expected Completion:	03-31-2018
Execution Status:	On Track

Activity or Project:

NPDES (Phase II) Stormwater Quality Projects

Description:

Staff has engaged a local company, Linne Industries, maker of the PondHawk pond aeration system, to begin a pilot study in an existing city-owned pond near the Fountainview Condominiums. The PondHawk system is a solar powered aeration system made to increase the dissolved oxygen and reduce other nutrients that gather on the pond bottom by forcing air bubbles up through the water column. We are obligated by our NPDESs Permit to improve water quality throughout the City and we have selected a pond that is established and would benefit from the aeration that this system will provide.

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

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

Digital Records Project New Documents Created – March 1-14

Name	# of Documents	# of Pages	Types
Samantha	175	1,148	Court Documents
Sandy	132	2,175	Business Licenses/AP Batch Warrants
Fred	654	700	Court Documents/Parks and Recreation Inspection Reports
Ana (PT)	106	4,399	HR Historical Files/Court Documents/Daily Cash Reports
Mecia (PT)	148	992	Board of Adjustment Historical Files/Miscellaneous Current Files
Sarah	63	209	Boards and Commission Historical Files
Total	1,278	9,623	

Digital Records Project Documents Modified* – March 1-14

Name	# of Documents	# of Pages	Types
Samantha	78	1,574	Court Documents/Metadata Updates
Sandy	146	2,447	Business Licenses/AP Batch Warrants
Fred	655	701	Court Documents/Parks and Recreation Inspection Reports
Ana (PT)	115	22,553	HR Historical Files/Court Documents/Daily Cash Reports
Mecia (PT)	77	519	Board of Adjustment Historical Files/Miscellaneous Current Files
Sarah	20	159	Boards and Commission Historical Files
Total	1,091	27,953	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
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		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

	A	B	C	D	E	F
1	Bill #	SYNOPSIS	DATE INTRODUCED	SPONSORS OR AGENCY THAT MANAGES	STATUS	CITY POSITION
2	HB 38	Limits permitting of wells in water utility districts without approval from utility	1/17/2017	D. Short/Sokola	Senate Natural Resource Committee	Support with amendment
3	HB 49	Requires bulletproof glass, intruder alarms and double sided lockable classroom doors in school construction	1/24/2017	Jaques/Poore	House ready list	Monitor for Code Enforcement
4	HB 53	Allow limited fireworks in Delaware	1/25/2017	Miro/Lawson	House Public Safety Committee	Monitor for PD
5	HB 63	Constitutional amendment changing voting by absentee ballot	3/7/2017	Jaques/Henry	House ready list	Monitor for City Secretary
6	HB 67	Requires classroom doors to be lockable from both sides in schools	3/8/2017	Jaques/Sokola	House Appropriations Committee	Monitor for Code Enforcement
7	HB 79	Opt out voter registration at DMV when acquiring a license	3/16/2017	Bentz/McDowell	House Administration Committee	Monitor for City Secretary
8	HB 110	Legalizing marijuana use	3/30/2017	Keeley/Henry	House ready list	Monitor for HR
9	HB 152	Increase court fines \$2.00 to support DEJIS	5/2/2017	BriggsKing/Pettyjohn	House ready list	Monitor for Alderman's Court
10	HB 177	Update qualifications for Board of Adjustment members	5/16/2017	Baumbach/Sokola	To Governor for Action	passed GA
11	HB 221	3 year exemption from prevailing wage, city and county projects	6/13/2107	D. Short/Lavelle	House Administration Committee	Monitor
12	HB 244	3 year exemption from prevailing wage, all DelDOT projects	6/20/2017	D. Short/Lavelle	House Administration Committee	Monitor

	A	B	C	D	E	F
13	HB 260	Creates new Joint Committee to oversee appropriations for Grants in Aid	6/23/2017	Longhurst/Townsend	Senate Finance	Monitor
14	HB 267	Regulates towing vehicles from private property	6/29/2017	Potter	House Public Safety Committee	Monitor for PD and Solicitor
15	HB 270	creates a fund managed by DNREC to ensure clean water, funding is from individual income taxes and added costs of business licenses	12/14/2017	Murooney/Townsend	House Natural Resources Committee 3/21/18	Monitor for impacts to City
16	HB 325	Governor's recommended Capital budget, p-34 Sect. 65, epilogue language for reservoir; p-39 Sect. 76, land donation to construct new police firing range and driving course; P-40 Sect. 79, Municipal Street Aid \$5M, Community Transportation Funding \$17.68M; Addendum P-1, Police laptop replacements \$340.K	1/25/2018	Schwartzkopf/McBride	Assigned Joint Bond Committee	Monitor for funding
17	SB 9	Work a day public works	1/18/2017	Marshall/BriggsKing	Senate ready list	Monitor for HR
18	SB 10	Increases minimum wage \$8.75 10/1/18, to \$9.25 10/1/2019	1/12/2017	Marshall/Baumbach	Senate ready list	Monitor for HR
19	SB 30	Requires campaigns to gather contributors occupation and employer information	3/21/2017	Townsend/Baumbach	Senate ready list	Monitor for City Secretary
20	SB 33	Changes resisting arrest statute	3/16/2017	Henry/Mitchell	Senate Judicial Committee	Monitor for PD
21	SB 49	Homeless Bill of Rights	3/28/2017	Townsend/Bolden	Senate Community Affairs Committee	Newark neutral, League opposed
22	SB 57	Requires clearing snow and ice from vehicle before driving	4/4/2017	Lavelle/Mitchell	House ready list	Monitor for Alderman's Court

	A	B	C	D	E	F
23	SB 58	Victims Bill of Rights	4/4/2017	Bushweller/Lynn	Senate Judicial Committee	Monitor for Alderman's Court
24	SS1 for SB 76	Requires apprenticeship programs w/ prevailing wage projects	5/2/2017	Walsh/Mulrooney	Senate Labor Committee	Neutral, monitor for contract costs
25	SB145	Governors recommended operating budget see page 43 line 31, appropriation for Unicity bus system of \$143,300.	1/25/2018	McBride/Schwartzkopf	Assigned Joint Finance Committee	Monitor for funding
26	SB 147	Creates immunity for any emergency responder who administers "Naloxone" to save life for opioid overdoses	1/22/2018	Delcollo/Mitchell	Senate Ready List	Monitor for PD
27	Hotel/Motel tax	What parameters give best chance of passing		League/City interest, 1% increase generates \$2.5M	Can City be given authority in Charter?	Monitor
28	Unionization thresholds	Monitor to keep at current level of 25 to petition for unionization		League and City interest	No bills introduced to change thresholds	Monitor
29	PJM	Monitor for impact on rate payers		League, City and State interest	State has passed resolutions, Public Advocate opposing	Monitor
30	Governor's State of the State 2018	Governor's priorities for 2018	1/18/2018	City and League interest	public interest	
31	Federal Tax bill	Monitor for impact on rate payers			monitor for Council	
32	ACLU school suit	will lawsuit force reassessment			monitor for Council	

NEWARK POLICE DEPARTMENT

WEEK 03/04/18-03/10/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<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	2	0	0	1	0
Unlaw. Sexual Contact	2	1	1	0	1	1
Robbery	6	6	0	2	13	0
- Commercial Robberies	4	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	2	4	0	1	11	0
Assault/Aggravated	4	4	0	8	6	0
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	106	96	15	42	22	3
Theft/Auto	16	11	3	1	1	0
Arson	1	0	0	0	0	0
All Other	27	16	0	7	12	0
TOTAL PART I	171	146	19	61	58	4
<u>PART II OFFENSES</u>						
Other Assaults	52	54	7	24	42	16
Rec. Stolen Property	1	0	0	2	1	0
Criminal Michief	46	50	1	7	11	0
Weapons	5	1	0	6	4	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	10	29	10	38	41	10
Drugs	33	18	0	31	21	0
Noise/Disorderly Premise	148	151	19	47	67	11
Disorderly Conduct	31	28	1	9	15	1
Trespass	27	32	4	11	4	0
All Other	84	74	5	83	59	9
TOTAL PART II	437	437	47	258	265	47
<u>MISCELLANEOUS:</u>						
Alarm	78	35	3	0	0	0
Animal Control	81	64	9	0	1	0
Recovered Property	55	46	5	0	0	0
Service	7607	7432	751	0	0	0
Suspicious Per/Veh	117	79	7	0	0	0
TOTAL MISC.	7938	7656	775	0	1	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	1,061	9,863	1,005	9,434



Newark Police Department
Weekly Traffic Report
03/04/18-03/10/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	1916	2153	176	243
DUI	23	33	1	4
TOTAL	1939	2186	177	247

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	46	38	4	2
Property Damage (Reportable)	202	214	26	35
*Hit & Run	49	43	7	5
*Private Property	40	55	4	8
TOTAL	248	252	30	37

*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.