

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

This week was quite busy starting with an editorial board meeting on Monday where we discussed the upcoming referendum and the Rodney project in detail. We had a meeting with the contractor for the Windy Hills water main crossing project to discuss field changes to the project scope.

We held a meeting with the owner of the parcel of land just north of the Shops of Louviers which is located in the County and is where we would like to extend the Redd Park trails out to Paper Mill Road. We discussed the various options for the property to gain sewer service whether in the County or through annexation into the City.

I attended a meeting where we discussed our water service territory at the STAR Campus which we share with SUEZ.

I attended a conference call with Saul Ewing, our regular bond counsel, where we discussed in detail the possibilities for bond and SRL debt issuances and the role that would be played by Bond Counsel and a financial management company. From that meeting we had another meeting with Public Works to discuss in detail our anticipated projects to determine when we anticipated spending money on each and when they will be completed

We worked with GovHR to develop a schedule for Joellen Earl to meet with staff and members of Council during her visit for Monday's council meeting.

I attended a meeting with representatives from UD and DelDOT where we discussed potential City participation in a NSF grant application with researchers from UD which would cover the impact of connected and autonomous vehicles on municipalities and how we can position ourselves to maximize the positives and minimize the negatives. If awarded the grant, work would likely begin in 2019 where we would facilitate public meetings where the researchers could get feedback from the public on challenges, opinions, etc. I will get more information as they develop the grant application in more detail.

I spoke with a DelDOT representative about the Newark Train Station progress and the status of the new Creek View Road traffic signal. The Creek View signal has been delayed by the same issue that delayed the Delaware Avenue signal, delays at their metal supplier for the poles. The design is complete and requisite documents have been recorded. I have asked that they provide a schedule update once they have more information.

I attended a speech by DNREC Secretary Garvin at UD where he discussed DNREC's environmental programs, work underway, and future goals.

The remainder of my week was spent on general administrative tasks.

### Activity or Project:

### Description:

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

Administration/HR:

Several education and training events occurred this week. Through DelPELRA, an I-9 webinar was provided to state members, including Newark, on new guidance for compliance. Deputy City Manager Haines lead a Lunch & Learn for the leadership team on policies - specifically sick time and FMLA. Mr. Haines, along with Deputy Chief Feeney, met with Cardio Kinetics representatives regarding the June 9th police candidate recruitment process. Assistant to the Managers Mark Brainard continued working with Acting Manager Coleman to assist GovHR with their site visit this coming Monday, February 12th. HR Manager Devan Stewart worked with the Electric Department, Parking Division and Water Division on interviews, promotions, vacancies and other personnel needs.

Parking Division:

End-of-Month Finances and Gift Card Reconciliation for January 2018 was completed by staff. The Division worked with Finance on any remaining issues from end year 2017. Parking staff participated in a Parking Subcommittee Follow-up meeting on Thursday, February 1 to discuss topics brought up by members of the subcommittee in their two previous meetings. Topics included Parking maps and GIS, countdown signage, the parking page on the City website, and other ways to effectively communicate available parking through Newark. Division staff is reviewing the Statement of Work for the previously approved Residential Permitting Module and going over questionnaires from T2 to ensure the vendor understands City expectations moving forward and an efficient deployment. Division maintenance team worked with IPS Smart Meter technicians on Tuesday and Wednesday, February 6-7 to upload the latest firmware on the new dome-mount sensors that are in trial to possibly replace the in-ground sensors.

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

Alderman's Court

**Notable Notes:**

Alderman's Court held two court sessions from 2/2/18 to 2/7/18. These sessions included arraignments, trials, capias returns, prisoners transported and video hearings. Parking officers were here on Monday and Wednesday to handle any parking appeals.

The P/T Secretary position has been offered to Carla Wallace. She will begin on 2/12/18.

**Activity or Project:**

Court Sessions

**Description:**

From 2/2/18 to 2/7/18 Alderman's Court handled 38 arraignments, 35 trials, 18 capias returns, 5 prisoners transported and 5 video hearings. The court collected a total of 379 parking payments of which 263 were paid online and 116 were paid at court. The court also collected criminal/traffic payments which included 134 online payments and 38 court payments for a total of 172 payments.

**Status:**

Completed

**Expected Completion:**

02-07-2018

**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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office February 2 and 8 for Court, February 6 for Planning Commission and February 7.

Sarah finalized the agenda, packets and direct mail notices for the February 15 Board of Adjustment meeting on February 2. There are two cases on the agenda: one 10-foot rear yard setback variance for 605 Nemours Lane and one 10-foot rear yard setback variance for 7 Bridgeview Court.

Staff finalized and posted the agenda and packet for the February 12 Council meeting on February 5. Item 3D (January 2 Planning Commission minutes) was forwarded to Council and posted on the website on February 7. Item 3G (Polling place approval) was forwarded to Council and posted on the website on February 8.

Sarah finalized and posted the agenda for the February 13 Conservation Advisory Commission meeting on February 5.

Renee completed all outstanding direction sheets from the December 4, December 11, January 16, January 22 and January 29 Council meetings and circulated them to staff and Council.

Tara spent time reviewing and updating the Legislative Department policies and procedures manual.

Tara was awarded the Delaware Municipal Clerks Association scholarship for the University of Delaware's Municipal Clerks Institute. She has earned scholarships for two of the three years of her attendance at the Institute, saving the City a total of \$950.00 in training funds. The three years of the Institute provide 120 hours of training for 60 of 110 required credits towards the Certified Municipal Clerk certification from the International Institute of Municipal Clerks.

Work continues on the preparations for the April 10 Council election. Seven candidate petitions were filed by the February 5 filing deadline. Six of the seven petitions were declared to be valid by

members of the Election Board: Jennifer Wallace and Richard Nietubicz for District 3, Neel Barua, Lena Thayer and Jason Lawhorn for District 5 and A. Stuart Markham, Jr. for District 6. One petition was rejected due to not having the required number of signatures. Petition verification letters and information on campaign finance requirements were sent to all of the approved candidates for the ballot. Final verification of the availability of the polling places for Districts 3 and 5 were received and are on the February 12 Council agenda for consideration and approval. The first round of required paperwork was filed with the Delaware Department of Elections. For more information on the 2018 City election, visit <https://newarkde.gov/508/2018-City-Election-Information>.

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

- \* Redaction continued on a November 14 FOIA request from Captrust Advisors regarding responses to RFP No. 16-01.
- \* Received approval on the administrative cost estimate and began document review on a January 23 FOIA request from Stutman Law regarding 1 Easton Court.
- \* Continued document review for a January 24 FOIA request from Sarah Bucic regarding the Windy Hills Water Tower project.
- \* Received, determined the correct jurisdiction for the request, responded to the requestor and closed a February 7 FOIA request from Main Pool and Chemical regarding a contract bid for Newark, NJ.
- \* Received, determined there were no documents responsive to the request and closed a February 7 FOIA request from Amy Martin regarding self storage facilities.
- \* Received and circulated to staff for review a February 7 FOIA request from Lender Consulting Services regarding 1325 Old Coochs Bridge Road.
- \* Received, provided relevant information to the requestor and closed a February 7 FOIA request from Harmon Carey regarding attorneys in the landlord lawsuit.

The February 12 Council, February 13 Conservation Advisory Commission, February 14 Newark Housing Authority Board and February 15 Board of Adjustment agendas and the February 7 Downtown Newark Partnership Economic Enhancement Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 16 Council Executive Session (Renee drafted - complete), January 16 Council (Renee edited - complete), January 22 Council Executive Session (Renee edited - complete), January 22 Council (Tara drafted; Renee edited - complete) and January 29 Council (Tara drafted; Renee edited - complete) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 2 discovery requests for upcoming Alderman's Court cases. 41 discovery requests have been filled so far for 2018. The office also received the court calendar for February 15 and the 15 associated case files were prepared for the Acting City Solicitor. 7 court calendars with 105 associated case files have been compiled so far for 2018. One plea by mail was processed this week.

The office received 4 new lien certificate requests in the last week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far, 49 lien certificates have been processed for 2018.

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**Activity or Project:**

## Digital Records Project

**Description:**

Samantha and Sarah spent significant time processing boxes from the Legislative Department for transfer to State Archives.

The document and page count for February 1-7 as well as 2017 vs. 2018 monthly numbers is attached below.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Lobbyist Weekly Report

**Description:**

No report was submitted this week.

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:****Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**City Manager's Weekly Report****Department:**

Community Relations

**Notable Notes:**

Newark Police Department Recruitment Videos: Megan worked with Cpl. Brandon Walker to create a recruitment video for the 2018 Citizens Police Academy. The video was released on Friday, February 9th to kick off the recruitment process. It can be seen on the department's social media pages as well as Channel 22.

She is also working with Cpl. Walker on a video campaign for recruitment of new police officers. The video will not only highlight the department, but also quality of life and the region as a whole. They are currently shooting video with about a dozen different officers. The video will be released in early March.

Five & Wine/Wine & Dine: The 2nd annual Five & Wine 5-Mile Run/Walk kicks off on Saturday, March 24 at 9 a.m. After participants cross the finish line they'll be treated to after parties at Stone Balloon and Klondike Kate's. So far, 103 people are registered to participate in the Five & Wine. Registration is currently \$30. Registration link:

<https://runsignup.com/Race/DE/Newark/FiveWine?remMeAttempt=>

The Five & Wine is immediately followed by the 14th annual Wine & Dine. The culinary and wine extravaganza is a pay-as-you-go event that runs from 12-5 p.m. More information about participating restaurants and their menus will be released in the coming week. 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. Anyone interested in sponsoring the events can click here: <https://newarkde.gov/DocumentCenter/View/9907>

Fox 29 Good Day Philadelphia Town Takeover: On Monday, February 12 Good Day Philadelphia will be featuring Grain Craft Bar & Kitchen. Traffic reporter Bob Kelly will be broadcasting live there from 4 a.m. – 10 a.m. Bob will be talking with Grain representatives as well as other local organizations and groups while we show off what is special and unique about Newark. Members of the public are welcome to join us at Grain during the live broadcast.

#### Creative Design/Web Updates

Most of Kyle's time has been focused on designing the NPD annual report this week, but in addition he also:

- Added Application for Construction Improvement Plan Approval to website
- Created link for Stormwater Utility page on City homepage
- Created CivicPlus account for NPD's Family Services Investigator
- Designed election graphics for Newark News Brief
- Scheduled public meeting notices

#### Activity or Project:

Communication Outreach: June Referendum

#### Description:

We had a productive meeting with the News Journal Editorial Board earlier this week to discuss the referendum and, more specifically, the Rodney Project. We will follow-up with them in the coming months regarding opportunities to share information with their readership. We are also coordinating opportunities to discuss the referendum on several Delaware-centric news programs, including: Comcast Newsmakers, Delaware Way, Perspective Delaware and WHY'Y's FIRST.

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-19-2018
<b>Execution Status:</b>	On Track

#### Activity or Project:

#### Description:

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

#### Activity or Project:

#### Description:

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

We are happy to announce that McKees Solar Park produced its 1,000,000th kwh of generation on Thursday, February 8th! McKees Solar Park came on line back in October 2014, and has produced enough power to fill the electric needs of 34 homes per year.

Payment and Utility Billing will be closed on Tuesday, February 13th for staff development.

The rollout of the first stormwater bills resulted in about 50 phone calls to our PUB group. The first recipients of the stormwater bills were to individuals who have never received a utility bill from the City in the past, thereby creating the need to establish a new account for them (about 660 or so). The second wave of utility bills (about 4,000) did not result in many calls to PUB due to the new stormwater fee this week. Customers can view their bills directly on CustomerConnect. <https://newarkde.gov/pay>.

The First State Community Action Agency (FSCAA) was in the PUB office on February 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](http://www.firststatecaa.org)

**New Tax Billing System:** The Finance Department is now live on the new Munis Tax Billing Software and processing payments. Data conversion was completed in January. We came across some issues and are working with our vendor to get them resolved. 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. We anticipate that by the time the annual tax bills are processed in July, taxpayers will be able to view their tax information directly on the website and make online tax payments.

The December Monthly Financial Update will be available for the March 12th Council Meeting. Since December is the last month of the fiscal year, the month-end process takes longer than usual, and we have not yet closed out the fiscal year. The accounting staff is performing the year-end close process of the accounting system on February 12th. The accounting staff is also working on the 2018 Rate Stabilization Adjustment (RSA) and the 2018 insurance renewals. We are planning on presenting these items to Council on March 12th also.

The Finance Director served on jury duty on Tuesday and Wednesday, February 7th and 8th.

**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.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

Payment & Utility Billing (PUB)

**Description:**

The group processed 5,362 utility payments and CityView transactions last week, 738 of which were imported automatically with our electronic processes and 4,519 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 2,102 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 635 calls out of 750 offered, reflecting an abandoned rate of 15.3%. The average speed to answer the phone was 3:28. The average call time was 3:51. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of CustomerConnect and pre-authorized payments. PUB staff had planned to test both Northstar and CustomerConnect upgrades on February 13th, but our vendor pushed back our testing date due to a hotpatch required to be installed which impacts all users of their products nationwide.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

Annual Audit

**Description:**

The audit team from Clifton Larsen Allen, LLP were on site this week, finishing up their preliminary testing.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	06-30-2018
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<b>Execution Status:</b>	On Track
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### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

1. Donald Lynch has successfully taken on the VOIP and cell phone responsibilities in his Desktop Support role.
  - a. He will be starting periodic administrative training on the Mitel VoIP system next week
2. The Infrastructure team is in the VERY early stages of developing an enterprise stabilization project.
  - a. The purpose of this project is to increase individual department's continuity of operations.
3. The Infrastructure team is continually working on securing the applications and network.
4. Both Applications Team and Infrastructure Team met to work toward closer support of each team's objectives.
  - a. Found that some team members did not have sufficient access to be effective.
  - b. Initiated solutions to keep the applications secure and increased team member capability and efficiency.
5. Network Performance issue from January 31 was found to be from Enterprise connection caused by a short-term outage of the Internet Service Provider.
  - a. A portion of the goals for #2 above are to address this issue.
6. New systems for the 911 Center and PD have arrived.
  - a. Device and image testing is underway.
  - b. These few systems will be used to finalize the process for the significant number of units slated for update in the very near future.
7. Staff attended Smart Communities Grant and Collaboration Opportunity meeting with University of Delaware on February 8.
8. Continued evaluation of Enterprise configuration and modification of some division processes.

Totals for the week

Tickets Closed - 103

Tickets in Process - 47

Projects in Process - 11

Projects Closed - 1

**Activity or Project:**

Munis Permitting and Tax Project

**Description:**

During project closeout, issues with tax reporting were found.

<b>Status:</b>	Near Completion
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<b>Expected Completion:</b>	12-31-2017
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<b>Execution Status:</b>	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. I have met with the impacted departments for this project. IT Division is working on getting PO and request for purchase information to the Purchasing Division, for Council agenda on or before the 2nd February meeting.

Developing processes to make deployment more efficient. including imaging, inventory, and deployment.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report****Department:**

Information Technology Department

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 Tickets in Process - 47  
 Projects in Process - 11  
 Projects Closed - 1

**Activity or Project:**

Munis Permitting and Tax Project

**Description:**

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<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	12-31-2017
<b>Execution Status:</b>	Behind Schedule

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<b>Expected Completion:</b>	05-31-2018
<b>Execution Status:</b>	On Track

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Parks Department

**Notable Notes:**

Director: Viewed a grant webinar for potential grant opportunity; met with a sign company about different products and designs for park signage; talked with several playground companies about products and play pieces; met with Paula about upcoming recreational activities and events; attended a Bike Newark Engineering Committee meeting; conducted a parks maintenance meeting with parks staff to discuss upcoming work orders and projects.

Recreation Superintendent: Worked with DRPS award committee determining award winners for 2017 for upcoming conference; completed apparel and portable toilet contracts for 2018; consolidated requests and sent out bids for arts and crafts and sports equipment needs; completed two special event permits; completed CAFR statistics information for Finance; worked with Networks on staff shirts; set up initial planning meeting for the Mayor's Bike Ride scheduled in May; worked on updated messages for the phone system for the City; worked on Jefferson Award Nomination.

Recreation Supervisor of Athletics: Visited youth basketball programs on Monday, which was picture night, completed the gym supervisors schedule for the remainder of the season; sent out and compiling motor coach quotes for NYC bus trip in December; interviewed and hired new gymnastics instructor; contacted last year's summer staff, assessing needs and making plans for summer camp staff; continue organizing staff files, submitting background check information and submitting qualifications upgrade requests to Delaware First for our before and after care staff, interviewing and hiring new staff, met with several staff this week as we have some staff turnover and are working through site supervisor schedules, CPR/First Aid was held on Sunday with several new before and after care staff attending; completed requests for sports and arts and crafts supply bid requests.

Recreation Supervisor of Community Events: Reaching out to potential vendors for the outdoor adventure showcase; requests bids were sent to sign, sound, and fireworks companies; confirmed substitute instructor to cover for one of the regular fitness instructors who will be out for surgery; reminders were sent to the 2017 Community Gardeners, the parks crew will be cleaning the plots of those not returning and new gardeners will be able to begin gardening on March 1; registration forms and fliers have been sent to last year's participants on the Newark Summer Camp Fair, six organizations are already registered for the fair, which will take place on March 17 in conjunction with the UD Community Music School at the Roselle Center for the Arts; Blamoh Doe was selected for the Delaware Recreation and Parks Society Friend of Recreation Award for the drumming program that he provided to the Camp REAL campers over the summer; four TechStars summer camps for 2018 have been confirmed; received several emails regarding sponsorship of 2018 events, Comcast and Cinemark USA have confirmed interest and begun the process of selecting events and levels; tax letters were mailed to all sponsor and donors that donated \$500 or more over the course of 2018; performers continue to submit demos and letters of interest for the upcoming Spring Concerts and 4th of July; vendor registrations for 2018 events have begun.

Coordinator of GWC and Volunteers: Prepared for dance classes to begin, Little Feet, Jazz & Hip Hop and Ballet I all began with a total of 15 participants; prepared for the Friday Full Moon Hike with a total of 13 participants pre-registered, due to cold temperatures only 3 participants attended and had an excellent view of the Super Blue Blood Moon; updated the GWC attendant staff schedule for the month of February; continued to prepare for CATCH; contacted potential staff members to set up interviews; completed sports and equipment and arts & crafts bids for 2018; sent final 2017 donations information to the Recreation Supervisor of Events; began contacting volunteers that will be awarded the Friends of Recreation Award at the DRPS Conference; created

a new GWC Programs and Rental Calendar for George Wilson Center attendants and recreation staff; continued planning summer programs and camps; finalized the End of Year Volunteer Report for 2017.

**Recreation Specialist:** Helped contact possible vendors for the Outdoor Adventure Showcase; researched ideas for games and crafts for the Mayor's Bike Ride; gathered supplies for the clubs held at the after school care programs; started interviews of volunteer candidates for summer camps.

**Parks Superintendent:** Inspected 15 park areas and developed work lists as needed, assisted in realigning Munis work order system with Recreation Superintendent and Parks Supervisor, continued monitoring work being done at Olan Thomas Park by electrical contractor, and met with Parks Director concerning upcoming play equipment purchases.

**Parks Supervisor:** Continued working on Munis work order system with Recreation Superintendent, assigned field staff daily and assisted as needed, and reviewed new park inspection program with field staff.

**Parks/Horticulture:** Staff continued on work orders as assigned, cleaned up garage area including storing away deliveries of dog waste bags and herbicide orders, did equipment maintenance on Ventrac unit, did interior bed maintenance at City Hall, continue on cut backs of perennials/grasses/groundcovers throughout park system, did trash removal throughout park system, replaced broken bollard on trail head at Phillips Park, cleaned/straightened up garage and loft areas at Park Maintenance Building at City Yard, removed all ornamental Cabbage/Kale from pots on Main Street/City Hall/Train Station, field staff started assigned park area inspections, and washed some park maintenance vehicles.

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**Activity or Project:**

Bamboo Removal in Christina Valley Stream

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**Description:**

We have received a \$500 grant from the First State Resources Conservation and Development Council to assist in bamboo removal along the Christina Valley Stream area. The bamboo will be removed and sprayed once each year for a three-year period if sprouts develop to help eradicate bamboo in that area.

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<b>Status:</b>	Not Started
<b>Expected Completion:</b>	04-27-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

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**Description:**

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<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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**Activity or Project:**

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

Planning and Development Department

**Notable Notes:****CODE ENFORCEMENT:**

Code Enforcement continues to correct data on business licenses in MUNIS. A complete review will be performed before the next billing cycle to ensure the accuracy of bills. Staff is continuing to work on correcting data in MUNIS for rentals.

Staff has continued to meet and discuss projects with University of Delaware staff. Property Maintenance has started weekend patrols again. Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The foundation and steel work on South Main Street for the next phase of Chimney Ridge is ongoing. The building and site work is ongoing for the new hotel at 400 Ogletown Road. The STAR Campus exterior work, as well as work on the atrium space connecting the buildings, is ongoing. The foundation for the new six-story lab at the site is ongoing, and the Chemours Building foundation work has begun.

**PLANNING/LAND USE:**

Planning and Development Director Mary Ellen Gray worked on reports and documents, prepared for and participated in the February 6, 2018 Planning Commission meeting; continued to work on plan review and related reports; starting work on March 6 Planning Commission materials; participated in a managers' training session; and worked on administrative related issues.

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

- Recommended approval of the Comprehensive Development Plan amendment and rezoning of 24 and 30 Benny Street. Approval of the major subdivision with site plan approval plan for 24 and 30 Benny Street and 155 South Chapel Street was continued until an upcoming meeting, as the Planning Commission requested additional documentation/clarification from the applicant on questions and issues raised at the February 6 meeting.
- Recommended approval of the partial rezoning, major subdivision, special use permit, and parking waiver for 275 South Main Street (Park N Shop).
- Recommended approval of amendments to the Zoning Code relating to regulations for wireless facilities in the right of way and outside the right of way.
- Discussed Council feedback from the January 29, 2018 Council meeting regarding the upcoming February 27, 2018 joint Planning Commission/City Council meeting.

The following was also completed this week:

- 1 Deed Transfer Affidavits
- 28 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 calls 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 until an upcoming meeting, as the Commission requested additional documentation/clarification from the applicant on questions and issues raised at the February 6 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 will be scheduled for an upcoming City Council agenda.

92 East Main Street (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 2017. The project will be reviewed and considered by the Planning Commission at an upcoming meeting.

0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. Staff comments were sent to the applicant on November 30, 2017.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RH (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017.

67-69 New London Avenue (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting is scheduled for February 14, 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.

3 Bridlebrook Lane, Parcel ID 0900730033 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. Plans were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018.

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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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**Activity or Project:**

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**Description:**

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**Status:**

<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

Capt. Van Campen – Auxiliary Services

- Communications Supervisor Cannon will be attending multiple meetings in Dover next week; User group, 9-1-1 board meeting and PSAP Managers meeting.
- Text to 9-1-1 is still on schedule to have full implementation in March 2018; additional information to be pushed out.
- Captain Van Campen attended a WMD meeting in Dover on February 6, 2018.
- Captain Van Campen is scheduled for a meeting at UDPD regarding the 9-1-1 co-location study on February 9, 2018.

Lt. Rubin – Administration Division

- Lt. Rubin is teaching DUI to Recruits at the DSP Academy on Wednesday and Friday.
- Sgt. Bryda met with Middletown PD on Wednesday to assist with CALEA issues.
- Cpl. Walker and M/Cpl. Potocki attended CNT training on Tuesday.

Lt. Nelson – Criminal Investigations Division

- On February 2nd, members of the Criminal Investigations Unit conducted two residential search warrants in reference to a strong-arm robbery that occurred on 1/29/18. Two male juvenile suspects were arrested for Robbery 1st degree and related charges during the search warrants.
- Detectives were assigned to follow up on a harassment/criminal mischief complaint and a fraud complaint over the last week.
- Detectives and the Street Crimes Unit both conducted patrol coverage for two days last week to allow for patrol officers to attend in-service training.

Lt. Rieger – Patrol Division

- On Sunday, February 4, 2018, patrol platoons A and C worked crowd control duties in the area of Grotto's on East Main Street as people exited to the establishment to celebrate the Eagles Super Bowl win over the Patriots. There was no damage to personal property or injuries sustained during the peaceful celebrations.

Lt. Aniunas – Special Enforcement Bureau

- M/Cpl. Conover and PO Whitt attended CNT Training on Tuesday.
- Sgt. D'Elia attended the NJACOP Command Leadership Class on Wednesday.
- Lt. Aniunas, Sgt. D'Elia, Code Enforcement Manager Culver and Mr. Bilodeau met on Thursday regarding a Special Use permit points activation against a local establishment.
- The Traffic Unit set up the signboard on Dillwyn Road displaying messaging based on speed. "Thank you for not speeding" and "Too fast, slow down" for speeding vehicles.

**Activity or Project:**

N/A

**Description:**

N/A	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	02-08-2018
<b>Execution Status:</b>	Completed
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

<b>Department:</b> Public Works and Water Resources Department	
<b>Notable Notes:</b>	
<b>Activity or Project:</b> Brine Application for Snow/Ice Events	
<b>Description:</b> PW&WR staff has worked with DelDOT to obtain a used brine maker which enables us to make our own brine at roughly a fifth of the cost of purchase from a supplier. This allows us to pre-treat the entire city in advance of a storm using roughly 5% of the material typically used to treat the entire city with rock salt. This is not only more effective, but more environmentally friendly. Our resourceful Fleet Maintenance crew has done a great job getting the system up and running.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-30-2018
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	

<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project Documents Scanned – February 1-7

Name	# of Documents	# of Pages	Types
Samantha	30	687	HR Historical Files/Business Licenses
Sandy	169	2,399	HR Historical Files/Business Licenses
Fred	141	1,296	Court Documents/HR Historical Files
Ana (PT)	76	2,430	Court Documents/HR Historical Files/AP Invoices
Mecia (PT)	42	245	Board of Adjustment Historical Files
Sarah	16	51	Miscellaneous Current Files
Total	474	7,108	

Monthly Year-Over-Year Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 01/28/18-02/03/18

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	0	1	0	0	1	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	1	5	1	2	7	0
- Commercial Robberies	0	1	0	1	0	0
- Robberies with Known Suspects	0	1	1	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	3	0	1	7	0
Assault/Aggravated	1	2	1	6	5	1
Burglary	7	9	3	1	2	0
- Commercial Burglaries	3	5	3	0	0	0
- Residential Burglaries	4	4	0	1	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	52	38	6	18	14	2
Theft/Auto	11	5	1	0	0	0
Arson	0	0	0	0	0	0
All Other	12	10	1	3	4	1
<b>TOTAL PART I</b>	<b>85</b>	<b>70</b>	<b>13</b>	<b>30</b>	<b>33</b>	<b>4</b>
<u>PART II OFFENSES</u>						
Other Assaults	18	28	11	13	22	3
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	22	31	2	4	6	2
Weapons	0	1	0	2	4	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	4	8	0	5	11	0
Drugs	10	8	3	7	11	4
Noise/Disorderly Premise	43	57	10	17	27	7
Disorderly Conduct	16	14	0	2	11	0
Trespass	9	12	1	4	2	0
All Other	39	41	9	28	35	9
<b>TOTAL PART II</b>	<b>161</b>	<b>200</b>	<b>36</b>	<b>82</b>	<b>129</b>	<b>28</b>
<u>MISCELLANEOUS:</u>						
Alarm	32	18	2	0	0	0
Animal Control	29	26	5	0	1	0
Recovered Property	31	20	4	0	0	0
Service	3644	3586	635	0	0	0
Suspicious Per/Veh	41	33	3	0	0	0
<b>TOTAL MISC.</b>	<b>3777</b>	<b>3683</b>	<b>649</b>	<b>0</b>	<b>1</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	958	4,687	814	4,496



Newark Police Department  
Weekly Traffic Report  
01/28/18-02/3/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	989	932	242	185
DUI	11	12	3	3
<b>TOTAL</b>	<b>1000</b>	<b>944</b>	<b>245</b>	<b>188</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	23	20	4	4
Property Damage <b>(Reportable)</b>	78	93	15	19
*Hit & Run	19	17	4	3
*Private Property	13	25	3	4
<b>TOTAL</b>	<b>101</b>	<b>113</b>	<b>19</b>	<b>23</b>

\*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.