

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Monday night was a regular council meeting with prior executive sessions which required preparation.

We held a referendum outreach meeting with the communications, PW&WR, Parks, and Electric departments to discuss our plans for informational outreach efforts.

I attended a meeting of the technical subcommittee on dry abrasive blasting of water tanks held by DNREC. At the meeting we reviewed their most recent draft regulations that would create a "Source Category Permit" for removal of lead based coatings from outdoor water tanks by dry abrasive blasting. It is my opinion that in general the regulations will provide a comprehensive process for permitting projects moving forward and that they outline in detail reasonable permit expectations. We provided feedback on some areas where we felt improvements could be made to the regulations and I am comfortable that DNREC's final regulations will be a considerable improvement over where we are today. Assuming the process stays on track, regulations should be in place by the middle of September, well ahead of our next tank project. As some of our comments were technical in nature, I am hesitant to develop a local regulation at this time because the state requirements are still in flux. Based on DNREC's current schedule, I would anticipate we will be in a place where we can comfortably craft our own ordinance by the end of May.

I met with Acting Director Filasky and representatives from one of our consulting engineering firms, JMT, to discuss the status of PW&WR capital projects underway and upcoming projects for the rest of 2018 and beyond. We will be working with JMT to develop plans to perform a benchmarking type of study of our utilities to evaluate the effectiveness of our current practices to identify points of strengths and weaknesses which we can use to shape our focus moving forward.

Finance Director Del Grande and I met with representatives from New Castle County's office of assessment to discuss their assessment procedures to set assessments at their 1983 values and how we can develop estimates for future development projects. By being able to accurately estimate the assessment value that will be placed on the completed project, I hope to be able to fine-tune our fiscal impact model used to review development projects. NCC also asked if we could provide more detail with our notice for new certificate of occupancies which will help them more quickly provide an assessment and get new properties on the tax rolls faster. We are working with Code Enforcement to make those adjustments.

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

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

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

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

Deputy City Manager Andrew Haines attended a planning meeting at the DVHT offices for the Educational Trust Conference in June. Mr. Haines was selected with four other trustees to help develop the topics and education program. Mr. Haines worked with the HR team and Police leadership to finalize the pending police recruitment plan, after Monday's support from Council on structuring how to accept prior military service. Staff is very appreciative of Council's support on this initiative. HR Manager Devan Stewart worked with the Electric Department leadership on interviews for its Purchasing Assistant position; Ms. Molitor is retiring after 37 years of service to the City. Assistant to the Managers Mark Brainard worked on various purchasing matters after the fleet vehicle approval Monday evening, as well as preparing items for consideration at the March 12th Council meeting. Mr. Brainard worked on several grant opportunities and grant submissions with City partner Millennium Strategies. One of the opportunities is a football equipment grant that aligned with Newark High School's needs. Principal Selekman was very appreciative that the City thought of them and provided the grant opportunity at no additional cost.

Parking Division:

Parking Manager Marvin Howard and Supervisor Courtney Mulvanity attended the T2 ReConnect Conference at University of Maryland-Baltimore on Thursday, February 22. Numerous parking operations from the area were highlighted and it gave T2 customers an opportunity to provide feedback concerning the enforcement and parking permit systems the City currently uses. Mr. Howard and Mr. Mulvanity provided a Ride-along with Councilman Hamilton on Friday, February 23 to go over parking lot occupancies, land leases, and parking permits. Mr. Howard and Mr. Mulvanity had a conference call with Millennium Strategies to discuss possible grant opportunities for the Parking Division; Parking office staff held second residential parking working session with T2 and was introduced to the new T2 "sandbox test environment" that allows employees to work in the system without fear of breaking existing systems the City uses. The new trial dome-mount sensors from IPS (on-street meters) were turned on in select locations around Newark. New dome-mount technology may replace in-ground sensors in the future,

pending results of trial. Division maintenance staff is going through current meter inventory to ensure terminals are in working order and to log any non-functioning components; this is to confirm performance after concern was stated at the Monday Council meeting regarding some IPS meters.

Activity or Project:

Millennium Strategies

Description:

February Monthly Activity Report is attached.

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

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 2/22/18 to 2/28/18. These sessions included arraignments, trials, capias returns, prisoners transported, video hearings, and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 2/22/18 to 2/28/18 Alderman's Court handled 52 arraignments, 39 trials, 16 capias returns, 3 prisoners transported and 2 code violations. The court collected a total of 418 parking payments of which 319 were paid online and 99 were paid in court. The court also collected criminal/traffic payments which included 174 online payments and 59 court payments for a total of 233 payments.

Status:	Completed
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Expected Completion:	02-28-2018
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Execution Status:	Completed
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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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on February 26 for Council.

Paul and Renee staffed the Council meeting on February 26. Item 3A (2/12 Council minutes) was sent to Council on February 23. Follow up from the meeting was completed by staff on February 27.

Paul and Renee staffed the joint Council-Planning Commission meeting on February 27. Follow up from the meeting was completed by staff on February 28.

Tara and Renee drafted the subdivision agreement for the Park 'N Shop project and circulated it to staff for comment. The Comprehensive Plan amendment, rezoning, major subdivision and special use permit for this project will be considered by Council at the March 26 Council meeting.

Renee drafted the agenda for the March 12 Council meeting.

Sarah drafted the agendas for the March 13 Conservation Advisory Commission and March 15 Board of Adjustment meetings. Sarah also prepared the direct notice mailing for the Board of Adjustment meeting.

Renee spent time working with GovHR regarding various items for the City Manager search. Ms. Earl, the City's GovHR representative, will be at the March 26 Council meeting to assist with Council's finalization of the position profile and recruitment materials.

Renee spent extensive time researching items for legal counsel.

Tara drafted a proclamation for the late Arlynn Hall.

Work continues on the preparations for the April 10 Council election. The election notice was posted, sent to the Newark Post and News Journal for publication and forwarded to the Department of Elections. Election Board members continue to work on recruitment of poll workers. 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.
- * Sent and received approval on an administrative cost estimate and requested staff begin compiling documents for a January 25 FOIA request from O'Rourke Investigative Associates, Inc. regarding 400 Ogletown Road.
- * Completed document review, forwarded the relevant documents to the requestor, completed and closed a February 5 FOIA request from Mullaney & Mullaney, LLC regarding 26 and 28 Choate Street.
- * Received documents, completed document review and relevant redactions, forwarded the relevant documents to the requestor, completed and closed a February 6 FOIA request from The Bassett Firm regarding 215 Murray Road.
- * Received documents, forwarded them to the requestor, completed and closed a February 7 FOIA request from LCS, Inc. regarding 1325 Old Cooches Bridge Road.
- * Completed document review, received payment, forwarded the relevant documents to the requestor, completed and closed a February 9 FOIA request from Cross & Simon, LLC regarding 153 West Main Street.
- * Requested, received and forwarded to staff clarification on a February 12 FOIA request from Environmental Alliance, Inc. regarding 200 Carroll Court.
- * Began document review for the February 14 FOIA request from Amy Roe regarding documents related to the meetings between GovHR and members of Council related to the City Manager search.
- * Received request and circulated to staff for review a February 26 FOIA request from H2bid, Inc. regarding City vendor information.

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

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

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 62 discovery requests have been filled so far for 2018. The office also received the court calendar for March 15 and the 14 associated case files were prepared for the Deputy City Solicitor. 11 court calendars with 161 associated case files have been compiled so far for 2018. One plea by mail was processed this week.

The office received 2 new lien certificate requests in the last week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. So far, 59 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

The document and page count for February 22-28 is attached below.

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

Lobbyist Weekly Report

Description:

No report was submitted this week.

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

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

Department:

Community Relations

Notable Notes:

Newark News Brief: The 16th Newark News Brief was posted on Friday, March 2. This week's video highlights the community survey on the city manager search, the Citizen's Police Academy, and the start of spring yard waste collection. The News Brief can always be seen on the City of Newark social media pages as well as the website and Channel 22.

Five & Wine/Wine & Dine: The 2nd annual Five & Wine 5-Mile Run/Walk and the 14th annual Wine & Dine will both be held on Saturday, March 24. The Five & Wine kicks off at 9 a.m.. After participants cross the finish line they'll be treated to after parties at Stone Balloon and Klondike Kate's. Thirty more participants registered this week, for a current total of 256 runners.

Registration is currently \$30. Registration link:

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

The Five & Wine is immediately followed by the 14th annual Wine & Dine. The culinary and

wine extravaganza is a pay-as-you-go event that runs from 12-5 p.m. at a dozen downtown restaurants. We will begin releasing menu information on Monday, March 5. This year, the first 2,000 participants will receive a free stemless wine glass. There will also be live music from acoustic musicians traveling throughout downtown during the event. All City of Newark municipal parking meters and lots will be free for both events. DEMEC, Newark Toyota World and Del-One Federal Credit Union are sponsoring the events. Anyone interested in sponsoring can click here: <https://newarkde.gov/DocumentCenter/View/9907>

The Five & Wine is not possible without help from volunteers. We specifically need volunteers to be course marshals and water station attendants. Anyone interested in volunteering during the Five & Wine can find a list of the volunteer opportunities and job descriptions here: <https://runsignup.com/Race/Volunteer/DE/Newark/FiveWine>

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

Newark Police Department Recruitment Video: Megan is working with Cpl. Brandon Walker and other officers in the Newark Police Department to finalize a recruitment video. This video will be released on Friday, March 9, in coordination with the job posting. It will be posted on the department's social media pages, the City website and Channel 22. Officers will also be able to show the video at job fairs.

Creative Design/Web Updates

- Designed wrap for digital parking sign
- Updated Police Recruitment Brochure for 2018, re-created in InDesign; Peddler Vendor and Vendor Disclosure form; Police Application for Employment; and Wine and Dine Ad for 2018
- Created UD Planning and Development Efforts page on City website
- Posted Traffic Committee member list to City website

Press Releases/Media Inquiries

City of Newark Recognized for Superior Financial Reporting for Eighth Straight Year:
<http://bit.ly/2oGxjKJ>

Activity or Project:

Communication Outreach: June Referendum

Description:

We are finalizing a memo to Council, outlining the overall plan for outreach and education, including a timeline of public outreach events and accompanying budget. We have secured dates and locations for at least three public townhall forums to discuss the referendum. Each of the townhalls are scheduled from 6:30 - 8 p.m. on the following dates: 4/16 (George Wilson Center), 5/22 (Newark Senior Center), and 6/7 (Municipal Building). Additional townhall forums are expected to be scheduled and will be outlined in the memo.

Status:

Started

Expected Completion:

06-19-2018

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

City Manager's Weekly Report

Department:	Electric Department
Notable Notes:	
<p>The line crews are out at STAR Campus moving a distribution pole line that is in the way. Eventually it will be put underground, but it is needed for now. This pole line will also feed power to an antenna farm on top of the water tower in the near future. Plans are in place to have the underground service go to a pole and in the future the pole will be replaced by a pad mount switch.</p> <p>Several electricians and engineering took a 5-hour code class Wednesday night as part of continuing education to keep their licenses up to date. One electrician and engineer will take the same class in two weeks.</p> <p>While the T4 transformer is off at Kershaw for the Delmarva transmission reconductoring project, the electricians worked on a faulty temperature gauge and slow nitrogen leak. The electricians also worked on park court lights and tree pit lights on Main Street.</p> <p>Engineering attended an all day DeIDOT Utility Summit. DeIDOT was looking for ideas to streamline their processes and other ways to make things better with their projects. Engineering is working on updating pricing for several STAR Campus projects and is working on approvals for Chemours' infrastructure equipment.</p>	
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:

The First State Community Action Agency (FSCAA) was in the PUB office on March 1st providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. Our FSCAA rep is also here to provide services to our residents, and provide an avenue for them to obtain other levels of assistance. www.firststatecaa.org

The City of Newark partners with Catholic Charities to assist Newark residents in need. Currently, Newark clients must commute to Wilmington to receive assistance. We have reached out to Catholic Charities to see if they can make appointments here in City Hall in the future, until our funds are exhausted. We will provide an update as we obtain more information. Staff will be meeting with Catholic Charities on March 2nd to discuss more detail.

New Tax Billing System: During our testing of the new tax billing system, we encountered some issues. We are still working with our IT staff and the vendor to rectify the import of the data from the County that is used to calculate the tax bills. Our quarterly billing for the first quarter is delayed, but will not impact our revenue for the year. We have approximately 20 invoices to process for January quarter, and are planning on billing these parcels on Friday March 2nd. We anticipate that by the time the annual tax bills are processed in July, taxpayers will be able to view their tax information directly on the website and make online tax payments.

The December Monthly Financial Update will be available for the March 12th Council meeting.

The Accounting staff completed the 2018 Revenue Stabilization Adjustment (RSA) and will be presented at the March 12 Council meeting.

Insurance policy renewals is also scheduled to be presented on the 12th. However, it may get pushed back to the 26th, as we are still gathering information.

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 4,504 utility payments and CityView transactions last week, 748 of which were imported automatically with our electronic processes and 3,684 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 920 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 543 calls out of 662 offered, reflecting an abandoned rate of 18%. The average speed to answer the phone was 3:31. The average call time was 3:56. Call volume has been higher than average recently due to some issues we are experiencing with our pre-authorized payment customers. We are actively working with our IT staff and our vendor to correct these issues. Call volume has also increased to assist pre-authorized payment customers to convert their draft date to the date the bill is due.

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

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

1. Met with Planning and Codes on increasing the comfort of data reliability and use of the Munis Planning and Codes module.
 - a. Immediate need is for reports.
 - i. IT staff will work with P&C staff to schedule training in the next few weeks.
 - b. Working with both P&C and IT staff on developing a training and data assurance plan.
2. Provided system for PUBS to assist customers on payment services.
3. Extended discussion of Security and Network enhancements to take place in the next two weeks.
 - a. Firewall reconfiguration.
 - b. VMWare discussions.

Totals for the week

Tickets Created - 91

Tickets Closed - 89

Tickets in Process – 54

Projects in Process - 10

Projects Closed - 0

Activity or Project:

Munis Permitting and Tax Project

Description:

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

Status:	Near Completion
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. Working with Dell on final finance quote. Developing processes to make deployment more efficient including imaging, inventory, and placement.

Received lease quote from Dell. PO is being prepared.

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: Worked on two grants, one for the Longwood Foundation for funding for the Preston's Playground restrooms and the other a Disney grant for playground equipment at Dickey Park; worked on the landscape plan and tree pit designs for the Main Street project; attended the Rodney project presentation to the Water Infrastructure Advisory Council (WIAC) for approval of the project loan; conducted parks maintenance meeting to discuss upcoming projects and work orders; met with Paula about upcoming events and programs coverage of those activities.

Recreation Superintendent: Worked on determining items that need to be completed for upcoming events and dispersed some responsibilities between staff members to assist in their completion; working on contacting University staff to confirm approval for upcoming events; working with Allison on the Egg Hunt set up, contacting businesses for donations of baskets and ordering supplies; worked with Allison on contacting fitness instructors to confirm current schedule and schedule for the summer and fall; working on confirming contracted summer camps; completed first draft of summer camp guide for Shelby to complete final draft.

Recreation Supervisor of Athletics: The new session of after school gymnastics began on both Tuesday and Thursday at Downes Elementary; Jump Shot basketball league concluded on Thursday, Elementary league is scheduled to end 2/26 and the Junior League on 3/12; the Wednesday B League Adult volleyball program concluded with the "Self Esteem Rollers" taking the title; finalizing details for summer specialty camps; working to get tennis instructors in place for upcoming lessons; completed March schedule for before and after care staff, preparing the annual license renewal application for Downes; sent out Camp Fair vendor information to organizations who attended in previous years.

Coordinator of GWC and Volunteers: Prepared for and held interviews for the CATCH Program scheduled to begin on Monday, February 26 and held staff orientation at the George Wilson Center and Downes Elementary School; sent out additional advertisement to vendors for the Spring Clean Out Sale scheduled for Saturday, March 3, 2018 at the George Wilson Center; met with Recreation Supervisors on summer camp programs and continued to work on finalizing information for summer camps and instructors; prepared for the Bring Your Parent to Pottery Class with a total of 8 participants; finalized details, gathered supplies and worked with Recreation

Leader staff for a Birthday Party Package; finalized details for a follow up kitchen inspection by the Delaware Department of Health; continued recruitment of volunteers for upcoming events including the Annual Egg Hunt, Spring Community Clean Up and Earth Day Volunteer Day; met with the Parks Superintendent and Recreation Specialist to finalize details on a University of Delaware Student & Community Advocacy Volunteer group that came in and performed maintenance on the Fairfield Community Garden beds; provided orientation for 1 volunteer that assisted with litter pick up on Christina Parkway throughout the week; a total of 3 volunteers picked up over 60 trash bags full of litter from the roadway and devoted over 32 volunteer hours.

Recreation Specialist: Submitted a Special Use Permit for the Egg Hunt event to White Clay Creek State Park; reached out to organizations for the upcoming Camp Fair and updated the roster; completed work schedules for After Care staff for March and gathered supplies for Friday Clubs; prepared supplies for volunteers cleaning up community gardens and was on site for the volunteer event; sent fitness instructors email to get class dates confirmed for the remainder of the year. Volunteer Hours: Group from University of Delaware removed weeds from unassigned garden plots and filled the beds with leaf composite. They also spread wood carpet around the garden plots. Total Volunteers: 22 Total Hours: 82.5 Hours

Parks Superintendent: Met with representative of Audubon Society concerning possible grant opportunity for planting native trees/shrubs in selected areas for wildlife, met with contractor to get a second quote on rehabbing Kershaw Park tennis courts, attended meeting at Newark Methodist Church with representatives from the church/landscape contractor and the General Contractor who did addition work at the church site, with assistance from several park field staff gathered and tallied cost estimate for grant application for possible purchase on new play equipment at Dickey Park, met with representative of the landscape architecture firm doing the design work for proposed development along Paper Mill Road in wooded area across the street from Redd Park to identify all valued trees on site (trees with DBH of 18 inches or greater), and assisted in coordinating tool/compost drop off and removal of garden waste from Community Garden site in preparation for volunteer doing work in Community Garden this weekend.

Parks/Horticulture: Staff continued on bed/turf area clean ups at several park sites, did interior bed maintenance at City Hall, did equipment maintenance on stump grinding unit for Ventrac, ground out roots and two small stumps for Public Works on Delaplane, did tree work as assigned, did trash removal throughout park system, delivered tools/compost to Community Garden site as well as removing garden waste in bin area, several staff conducted park inspections and completed work as needed, washed out salt box and washed truck from storm earlier this week, assisted in doing cost estimate for play unit grant application (Dickey Park), checked and removed any debris from inlets of pipes in all park areas as needed, and continued on work orders as assigned.

Activity or Project:

Kershaw Park Hard Surface Improvements

Description:

We are gathering cost estimates for doing an overlay at Kershaw Park to transition the hard surface from tennis to basketball. With the demographics of that area being mostly college students, the tennis courts are seldom used. We feel that a basketball court will better fit the needs of that area. The court was scheduled for an overlay this year.

Status:

Not Started

Expected Completion:	08-01-2018
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Execution Status:	On Track
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Activity or Project:

Description:

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Expected Completion:	
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Execution Status:	
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Activity or Project:

Description:

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

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Property Maintenance has started weekend patrols again; heavy activity was reported this past weekend. Property Maintenance will be setting a schedule to visit establishments on Main Street to discuss regulations for St. Patrick's Day and Cinco de Mayo; staff will be patrolling the establishments during these events.

Construction is ongoing at Cleveland Avenue. Façade renovations at College Square Shopping Center are ongoing. The foundation and steel work on South Main Street for the next phase of Chimney Ridge is ongoing; staff met with the architect to review final design changes for the full building permit. The building and site work is ongoing for the new hotel at 400 Ogletown Road. Staff continued to meet and discuss projects with University of Delaware staff.

The STAR Campus exterior work is ongoing, with expected close-in of the building in the next two weeks. Interior work is progressing on floors that are now closed-in and out of the weather. Work on the atrium space connecting the buildings is ongoing. Installation of the structural steel has begun 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 began this week.

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

PLANNING/LAND USE:

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

Council Chamber. Agenda items include:

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

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

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

Planner Mike Fortner assisted in preparing materials and reports for the joint Planning Commission/City Council meeting, the Parking Subcommittee meeting, and the Planning Commission meeting. Additionally, Mike attended the Delaware State Housing Authorities roll-out of the “DelawareHousingSearch.org” website, a free search and listing service for housing and resources. The site provides a service and search engine for landlords and home sellers to list their properties and to connect with renters and buyers. Also, this week, Mike completed the Boundary and Annexation Survey (BAS) submission to the United States Census Bureau. The voluntary survey helps ensure that the U.S. Census has the correct boundary information for reports like the American Community Survey and the Population Estimates program. The Census’s boundaries for Newark do need updating, and Mike will work with the City’s GIS staff to complete updates on the boundary.

The following was also completed this week:

- 3 Deed Transfer Affidavits
- 48 Building Permit Reviews

LAND USE PROJECTS CURRENTLY UNDER REVIEW:

1119 South College Avenue (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

30 Benny Street and 155 South Chapel Street (PR#16-08-01): Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 4, 2017 and are currently under review. A SAC meeting was held on November 13, 2017. SAC comments were sent to the applicant on November 17, 2017. The Planning and Development Department received revised plans on December 12, 2017. The project, originally scheduled for review and consideration by the Planning Commission on January 2, 2018, was tabled at that meeting due to lack of public notification sign posting at the development site. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment and rezoning of 24 and 30 Benny Street. Approval of the major subdivision and site plan approval plan for 24 and 30 Benny Street and 155 South Chapel Street was continued to allow the applicant to provide additional documentation on questions and issues raised at the meeting. Planning Commission review and consideration of the major subdivision and site plan approval, with the additional documentation, will occur at the Commission's March 6, 2018 meeting. The applicant submitted additional documentation on February 20, 2018.

65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

275 South Main Street, Park N Shop (PR#17-06-02): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 2017. Revised plans were received by the department on January 16, 2018, and staff comments were sent back to the applicant via a SAC letter on January 30, 2018. At their February 6, 2018 meeting, the Planning Commission recommended approval of the Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit and parking waiver for Park N Shop. The project has tentatively been placed on the City Council agenda for February 26, 2018 (first reading) and March 26, 2018 (second reading).

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

0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03): The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed. A SAC meeting was held on November 15, 2017. Staff comments were sent to the applicant on November 30, 2017. Revised plans were received by the Planning and Development Department on February 22, 2018 and forwarded to the Subdivision Advisory Committee on February 23, 2018.

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

67-69 New London Avenue (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. Staff comments will be sent to the applicant in the near future.

46 Welsh Tract Road (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

419 and 421 Paper Mill Road (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

1501 Casho Mill Road (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the

second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018.

924 Barksdale Road (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. Plans were distributed to the Subdivision Advisory Committee on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033 and 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018.

515 Capitol Trail, Charlotte's Way (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Plans were distributed to the Subdivision Advisory Committee on February 16, 2018.

Activity or Project:

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 February 21st, members of the police command staff met to review year to date police activity and plan accordingly for the following month.

On February 23rd, members of the Newark Police Department Street Crimes unit investigated suspected prostitution at a local motel. The investigation lead to a 51-year-old female being arrested and charged with soliciting for prostitution, possession of heroin, and possession of drug paraphernalia, and had an outstanding warrant.

On February 24th, Officer McKennon was on patrol when an uber driver proceeded in front of his patrol car without yielding the right of way. Upon stopping and approaching the vehicle, the officer observed a passenger vomiting out the rear window. The passenger was found to be heavily intoxicated and an ambulance was called to transport him to the emergency room.

On February 26th, officers responded to a report of a male who advised he wanted to kill himself. Upon arriving at the scene, the officers found a highly intoxicated man. The male stated he wanted to kill himself. While being transported by ambulance to the hospital the male became unresponsive due to his high level of intoxication. Upon arriving at the hospital, the male became more responsive and had regular breathing.

Corporal Peter Barnes, Officer Brian Whitehead, Corporal/3 Ritchie (Delaware State Police), Benjamin Baffone, and Grant Jeppe – Lifesaving Award for their combined efforts in providing medical attention/assistance to a 64-year-old male who experienced sudden cardiac arrest. On 7/16/17, the victim was driving on E. Cleveland Avenue when he experienced a sudden cardiac arrest. The victim's wife was able to safely steer the vehicle off of the roadway and bring it to a stop. Jeppe and Baffone were driving by when they observed the victim's wife yelling for help. Both Jeppe and Baffone stopped to assist. Baffone called 911 and relayed CPR instructions to Jeppe while awaiting the arrival of the police and EMS personnel. Barnes and Whitehead arrived a short time later, as did Ritchie who just happened to be driving by the scene. They removed the victim from the vehicle, began chest compressions, and placed the AED pads on the victim. A shock from the AED was administered and officers continued CPR until EMS personnel arrived. The victim was eventually taken to the hospital and he was later released. The officers' and witnesses' actions reportedly led to the victim being able to survive this event.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
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Expected Completion:	03-01-2018
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Execution Status:	Completed
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Activity or Project:
Description:

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

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

Department:

Public Works and Water Resources Department

Notable Notes:

I continue to receive numerous calls and questions regarding the Stormwater Utility. I have spent a large amount of time dealing with appeals and explanations. I believe many of these will be taken care of by the end of April and the appeals will slow down. Once we have the bulk of the appeals from City Parcels and UD Parcels, we will assess the anticipated revenue after appeals. The initial stormwater utility rate was set based on an estimated number of appeals. Due to the number of vacant parcels, our estimate was conservative, however, these vacant parcels are more likely to qualify for an appeal.

PW&WR field staff have been preparing for the anticipated heavy wind and rains starting Thursday evening. Public Works crews are clearing leaves from storm drains, clearing debris from pond outlets, and servicing all remote generators around the City.

Activity or Project:

State Revolving Loan Notices of Intent

Description:

PW&WR and Finance staff have completed and submitted the required Notice of Intent documents for various water and sewer projects in order to be eligible for state revolving loan funds, pending a successful referendum. The documents outline the detail of the project scope and costs and anticipated loan amounts.

Status:	In-Progress
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Expected Completion:	03-31-2018
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Execution Status:	On Track
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Activity or Project:

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

MILLENNIUM STRATEGIES

MEMORANDUM

TO: Andrew Haines
FROM: Megan O'Brien
DATE: March 1, 2018
RE: Monthly Activity Report
CC: Peter Blanos, Mark Brainard, Jill Hollander, and Ed Farmer

This memo will provide an overview of all work performed to date by Millennium Strategies on behalf of Newark during calendar year 2018. For more information, please contact Megan O'Brien.

- **Applications Submitted – Awaiting Decision**

Date Submitted	Funding Program	Purpose	Amount Requested	Anticipated Response
2/28/17	Firehouse Subs Public Safety Grant	Fire Extinguisher Training System	\$18,940.89	5/2018
12/20/17	Walmart Foundation—Community Grant Program	After-School Programming	\$2,500.00	3/1/18
12/15/17	DE Dept. of Safety and Homeland Security—Emergency Illegal Drug Enforcement	Illegal Drug Enforcement	\$6,730.46	3/15/18
12/15/17	DE Dept. of Safety and Homeland Security—State Aid to Local Law Enforcement	Law Enforcement	\$11,653.98	3/15/18
11/7/17	FEMA—Pre-Disaster Mitigation	Back-up Generator	\$104,168.00	4/15/18
8/30/17	US DOJ - Edward Byrne Memorial Justice Assistance Grant (JAG)	Officer Overtime	\$18,887.00	10/1/17

- **Grant Applications Submitted, Funding Not Awarded**

Funding Program	Purpose	Requested Amount
People for Bikes Grant	Newark and Pomeroy Rail Trail Connection	\$10,000

- **Grant Applications in Progress**

Due Date	Funding Program	Amount Available	Date Noticed
3/7/18	USA Football – Equipment Grants Program	\$1,000.00	2/20/18
3/31/18	FM Global Foundation – Fire Prevention Grant Program	\$5,000.00	2/12/18
3/1/18	National Recreation and Park Association (NRPA), Walt Disney Company – Play Spaces Grant	\$30,000.00	2/8/18
3/16/18	FEMA – Fire Prevention and Safety (FP&S) Grants	1,500,000.00	2/8/18

- **Other Grant Opportunities Recommended**

Due Date	Funding Program	Amount Available	Date Noticed
Rolling	KaBOOM! Creative Play Grants	2-4 carts of playground equipment	2/26/18
Rolling	KaBOOM! Build it with KaBOOM!	Custom-Designed Playspace	2/26/18
Rolling	KaBOOM! Build it Yourself	\$15,000	2/26/18
3/7/18	USA Football – Field Building Grants Program	\$50,000.00 FieldTurf Voucher	2/20/18
Rolling	The Home Depot Foundation – Community Impact Grants	\$5,000.00	2/12/18

Digital Records Project Documents Scanned – February 22-28

Name	# of Documents	# of Pages	Types
Samantha	0	0	Vacation
Sandy	117	1,521	Business Licenses/AP Batch Warrants/December Cash Receipts
Fred	248	1,268	Court Documents
Ana (PT)	59	1,892	HR Historical Files/AP Invoices/Court Documents/December Cash Receipts
Mecia (PT)	13	76	Miscellaneous Current Files
Sarah	265	805	Boards and Commission Historical Files
Total	702	5,562	

Monthly Year-Over-Year 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		

NEWARK POLICE DEPARTMENT

WEEK 02/18/18-02/24/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO DATE	2018 TO DATE	THIS WEEK 2018	2017 TO DATE	2018 TO DATE	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	1	1	0	0	1	0
Unlaw. Sexual Contact	2	0	0	0	0	0
Robbery	5	6	0	2	13	3
- Commercial Robberies	3	1	0	1	0	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	4	0	1	11	3
Assault/Aggravated	2	4	1	8	5	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	84	71	8	39	18	1
Theft/Auto	12	8	1	1	1	0
Arson	1	0	0	0	0	0
All Other	25	16	1	7	12	2
TOTAL PART I	140	116	11	58	52	6
<u>PART II OFFENSES</u>						
Other Assaults	44	43	7	17	25	0
Rec. Stolen Property	1	0	0	2	0	0
Criminal Michief	36	47	7	5	9	2
Weapons	3	1	0	5	4	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	9	19	8	28	28	12
Drugs	21	17	2	20	20	6
Noise/Disorderly Premise	106	116	24	36	50	11
Disorderly Conduct	25	24	3	6	14	1
Trespass	21	23	4	6	2	0
All Other	61	68	9	57	48	3
TOTAL PART II	327	358	64	182	200	35
<u>MISCELLANEOUS:</u>						
Alarm	61	27	4	0	0	0
Animal Control	56	42	3	0	1	0
Recovered Property	45	36	5	0	0	0
Service	5966	5874	805	0	0	0
Suspicious Per/Veh	85	64	15	0	0	0
TOTAL MISC.	6213	6043	832	0	1	0

	THIS WEEK 2017	2017 TO DATE	THIS WEEK 2018	2018 TO DATE
TOTAL CALLS	1,079	7,749	1,057	7,441



Newark Police Department
Weekly Traffic Report
02/18/18-02/24/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	1558	1686	143	294
DUI	20	27	2	5
TOTAL	1578	1713	145	299

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	35	33	2	4
Property Damage (Reportable)	153	158	34	24
*Hit & Run	34	36	8	7
*Private Property	28	42	8	8
TOTAL	188	191	36	28

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.