

City Manager's Weekly Report

Friday, November 18, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Much effort has taken place in preparing for our 2017 Budget discussion Monday, November 21st. I have attached the power point presentation for ease of access and it will also be on Budget Central and copies made available for the public that evening. If you are so inclined, please send any questions that have not previously been asked so we can attempt to ensure our ability to respond on Monday evening. For convenience, you can find all budget materials and responses on Budget Central on our website.

Please also find the Attorney General's Office favorable opinion regarding a complaint of FOIA violation associated with a Planning Commission meeting of August 2, 2016 involving the Briarcreek North project.

The Planning and Development Department received the major subdivision and special use permit application for a Hilton Hotel and convenience store with gas pumps at 1119 S. College Avenue (Red Roof Inn).

I attended a meeting this past Thursday evening hosted by DNREC and the EPA regarding the state's interest in engaging the EPA in additional study and cleanup of a contamination area titled Newark South Groundwater Plume. Tom Coleman also provided information regarding our south wellfield water treatment plant and staff engaged with attendees at a breakout session following the group presentation. We taped the presentation and it will be made available in the near future. In item 2 below find the press release that shared more detail.

Deputy City Manager Haines and Finance Director Dave Del Grande continue to meet with representatives of AFSME (1670) Labor Union in an attempt to reach an agreement in advance to the start of 2017. A tentative agreement has been ratified by the FOP subject to Council approval and CWA has already exercised its additional year option from previous negotiation efforts.

I attended the festive 20th Anniversary Celebration of Iron Hill Brewery last Friday evening and assisted with our Promotion Ceremony for four fine Newark Police Department officers as they assume roles of higher responsibility.

Public Works Director Tom Coleman and I met with Dan Rich, UD Community Engagement Initiative Director and Michelle Bennett, UD Sustainability Manager, to begin discussions of possible partnering opportunities.

Also, please see the attached noise waiver issued for work being performed on East Cleveland Avenue on Tuesday, November 29, 2016.

Please be advised that we will not issue a weekly report next Friday in light of the short week. City Hall will be closed Friday in recognition of the day after Thanksgiving Day holiday. With that, I wish you and your families a peaceful and comforting Thanksgiving!

Activity or Project:

Draft Stormwater Plan

Description:

November 16, 2016 To: Mayor and Council From: Carol Houck – City Manager Tom Coleman, PE – Director PWWR Tim Filasky, PE – Deputy Director PWWR Subject: Draft Stormwater Plan We are pleased to present a Draft Stormwater Plan (Plan - previously shared and attached below) for the City of Newark, prepared by the Public Works and Water Resources Department. This plan, in various stages of development since August 2014, and its contents, are a result of an analysis of our existing operations and projects as well as necessary upgrades and operational changes identified throughout the process. The plan was prepared as a way to have all of our operations, maintenance and capital plans with regard to stormwater in one reference document. The draft form includes several areas that will be filled in as we continue to flesh out the details of the program. The intent of the plan was to create the framework on which our program will continue to develop over time. Keep in mind, that while the plan and stormwater utility development are linked, their order of adoption is not critical. The Plan, as it is written today, encompasses the existing operations, maintenance, and approved Capital Improvement Projects along with planning and design work that has already been completed. This draft plan aligns with the proposed stormwater utility as presented in earlier Council workshops and community outreach efforts. While the plan isn't complete and decisions on funding stormwater have not yet been made by Council, we are not proposing any new projects outside of setting up an equitable means of funding our current expenses through the implementation of the utility itself. Creation of the stormwater Utility will allow for an equitable funding stream that will facilitate our ability to complete the final chapters of the Draft Stormwater Plan, as we continue the current operations and begin to incorporate the recommendations in the adopted Plan.

Status: In-Progress

Expected Completion: 11/17/2016

Execution Status: On Track

Activity or Project:

DNREC Public Meeting - Groundwater Plume

Description:

Following nearly two decades of successful efforts by the City of Newark, DNREC and the Division of Public Health Office of Drinking Water (DPH ODW) to maintain a safe drinking water supply for the city, DNREC is requesting federal assistance from the U.S. Environmental Protection Agency (EPA) in resolving groundwater concerns in the Newark area and determining the sources of contamination there. State officials from DNREC and DPH ODW, along with representatives of the City of Newark, with support from the EPA, will hold a public information meeting Thursday, Nov. 17 about the Newark South Groundwater Plume Site, which encompasses an area of southeast Newark along Route 72 between Interstate 95 and Route 4 (East Chestnut Hill Road) in New Castle County. The meeting will take place from 6 - 8 p.m. at the University of Delaware's Clayton Hall Auditorium 125, located at 100 Hollowell Drive, Newark, DE 19716. The City of Newark has six municipal wells located in the area where groundwater has been impacted by volatile organic

compounds (VOCs). VOCs are organic compounds found in some industrial and commercial products that can cause adverse human health effects. Newark's drinking water is treated by the city to remove VOCs from the water supply, enabling the water to continue meeting both federal and the more stringent state safe drinking water standards. The source of the groundwater contamination has not been identified, despite numerous environmental investigations and remedial efforts by DNREC at sites of potential concern. DNREC subsequently has requested EPA's assistance to help fully investigate the site and identify the sources of the VOCs contamination in the groundwater. The public information meeting offers an opportunity for DNREC, DPH ODW, EPA and City of Newark representatives to discuss with the community, the upcoming investigation work by EPA on groundwater contamination in the area. The EPA will use Superfund authority and resources to determine if the site warrants further long-term investigation and cleanup. EPA's investigations could result in the site's being listed on the National Priorities List (NPL). A brief presentation of the site's history will be given by DNREC's Site Investigation & Restoration Section while Newark officials will discuss the ongoing, successful treatment of the public water supply at the city's South Well Field Treatment Plant, which ensures Newark's drinking water meets all primary and secondary maximum contaminant levels specified by the Safe Drinking Water Act and DPH's Office of Drinking Water. Representatives will be available after the presentation at information stations to answer questions. For more information regarding the City of Newark's South Well Field Treatment Plant and municipal water supply, please contact: Tom Coleman, Director of Public Works and Water Resources, or Mark Neimeister, Water Operations Superintendent City of Newark 302-366-7000 www.cityofnewarkde.us For more information regarding the public information session and the proposed investigations at the Newark South Groundwater Plume Site, please contact: Timothy Ratsep, Administrator, or Christina Wirtz, Outreach Ombudsman DNREC Site Investigation and Restoration Section 302-395-2600

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

- Open Enrollment closed to the employees and retirees (November 11) but all the changes must be confirmed and placed into the various application platforms. This work has been completed by HR Manager Devan Stewart with the assistance of HR Administrator Marta Pacheco. Thanks to both for diligent effort making this a positive process for all involved.

Activity or Project:

Recruitment: Police Officers

Description:

The HR team and Police Department have successfully completed the background and screening process to offer two (2) recruits positions with the City. The current plan is to have the recruits enroll with the NCC Police Academy, though with the change in County Executive, the December start date may push back to January.

Status: Completed

Expected Completion: 11/28/2016

Execution Status: On Track

Activity or Project:

Recruitment: Electrician

Description:

Former Electrician Rich Burtell transferred to the IT Division for Fiber/Camera (Network Administrator I) position, which created an opening. The HR team and Electric Department leadership interviewed several qualified candidates, and an applicant has been identified - they will now receive pre-employment checks and screenings.

Status: Near Completion

Expected Completion: 12/2/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

From 11/10/16 until 11/16/16 court held three sessions which included arraignments, case reviews, trials and pleas. On Monday, November 14 and Wednesday, November 16 the Parking Division was at Alderman's Court to handle parking appeals.

Alice VanVeen started training on Mondays and Wednesdays during court hours and will soon be here as a part-time employee in December.

Activity or Project:

Court Sessions

Description:

From 11/10/16 through 11/16/16 Alderman's Court handled a total of 68 Arraignments, 59 Trials, and 18 capias returns. During this time we collected a total of 510 parking ticket payments of which 358 were paid through Pay Pal and 152 were paid at court. The court also collected payments for criminal/traffic fines which included 147 from Govolutions (online/epayment) and 64 were paid at court.

Status: Completed

Expected Completion: 11/16/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office November 14 for Council and November 17 for Court.

Renee met with Councilman Morehead on November 11.

Renee participated in interviews with HR and reviewed references for the Secretary II/Deputy City Secretary position being vacated by the impending retirement of Alice Van Veen. Congratulations to Tara Schiano who has been selected for promotion to this position effective December 5. With Tara's promotion, the office now has a vacancy in the Secretary I position, so Renee worked with HR to get that position posted for recruitment.

Bruce, Renee and Tara staffed the Council meeting on November 14. Follow up was completed by staff on November 15.

Renee attended a bid opening on November 15.

Renee attended the staff meeting on November 17 where the November 28 Council meeting was discussed.

Staff finalized the agenda notice for the November 21 budget meeting which was posted on November 14 in hard copy and on the website.

Renee drafted the proposed subdivision agreement amendment for the Lofts at Center Street, which would increase the allowed tenants from four to five in the nine three-bedroom units, and circulated it to staff for comment. This subdivision agreement amendment is scheduled for public hearing at the November 28 Council meeting.

Renee drafted the proposed subdivision agreement for the annexation, zoning, major subdivision and special use permit for Martin Honda at 701 Ogletown Road and 1364 Marrows Road and circulated it to staff for comment. This project is scheduled for public hearing at the December 12 Council meeting.

Renee drafted the agenda and a bill for the November 28 Council meeting.

Renee and Tara drafted several proclamations this week including recognizing Sam Calgione for his contributions to the Newark business community, World Pancreatic Cancer Day, Nurse Practicioners Week and Small Business Saturday.

Teressa completed mailings this week for the Lofts at Center Street and Mill at White Clay subdivision agreement amendments. Both amendments are scheduled for public hearing at the November 28 Council meeting.

FOIA requests took some time this week. The following actions were taken:

- Received the relevant documents from staff, forwarded them to the requestor, completed and closed an October 18 FOIA request from SmartProcure regarding City purchase orders.

The November 21 Council and November 30 Newark Housing Authority meeting agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 25 Boards and Commissions Review Committee (Tara drafting), November 8 Conservation Advisory Commission (Tara drafting) and November 14 Council (Tara drafting) minutes. The October 24 Council executive session minutes are currently in the queue.

The office received and Alice and Teresa fulfilled 7 discovery requests for upcoming Alderman's Court cases. The court calendar for December 2 was received and the 16 associated case files were compiled for the Deputy City Solicitor by Teresa. Alice also completed one plea by mail.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificate requests were completed and sent to the requestor this week. So far 468 lien certificate requests have been processed for 2016.

Activity or Project:

No progress to report

Description:

There is no progress to report on long term projects this week.

Status:

Hold

Expected Completion:

11/17/2016

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:**DNP Events**

- Small Business Saturday - November 26
 - Almost 100 people have responded as either 'interested' or 'going' on the DNP Facebook event Shop Small in Downtown Newark, which promotes Small Business Saturday. We are using that event page to share what businesses will be doing on Small Business Saturday.
 - We have developed two different scavenger hunts for shoppers to participate in while they are downtown on Small Business Saturday. Once completed, shoppers will be able to hand in their paper for a chance to win a DNP gift card.
 - We have also coordinated with Barnes and Nobel to have the Grinch visiting businesses during Small Business Saturday. The Grinch will also be stealing the Holiday Display Decorating Contest trophy from Grassroots.
- Holiday Display Decorating Contest
 - The Downtown Newark Partnership is once again holding the Holiday Display Decorating Contest. The contest has already been announced. Judging will take place in the afternoon on Friday, December 2. The winners will then be announced after the Winterfest tree lighting.
- Restaurant Week
 - The 11th annual Downtown Newark Restaurant Week will take place from January 16 - January 22. Registration forms were sent to downtown restaurants and the forms are due back by December 1. At that time, we will be promoting the event on social media and the DNP website.

New Mural Downtown

- The Downtown Newark Partnership Design Committee asked committee member Catherine Czerwinski to paint a mural in the walkway between Home Grown Café and the former Mizu Sushi Bar. Catherine worked on the mural this past weekend, and finalized the mural on Tuesday. It is a design full of flowers, leaves and bees.
- We documented the mural on all of the DNP social media pages and created a video feature highlighting Catherine's work. That video can be seen on the DNP social media sites, the City of Newark YouTube Channel and TV22.
 - <https://www.youtube.com/watch?v=rANfzfMBS9g>
- The Newark Post covered the mural.
 - http://www.newarkpostonline.com/news/article_6a3f88c6-5c88-5291-b8f7-16c32f7a9fd8.html

Citizen Police Academy

- As shared last week, Megan created a video highlighting the Newark Police Department Citizen Police Academy. This video will be used to solicit participation in next year's academy. The video can be found here: <https://www.youtube.com/watch?v=0q8MqqtQOU>

Creative Design/Website Updates

- Updated webpages
 - Newark parking
 - Downtown Newark parking information
 - Budget Central
- Scheduled
 - Groundwater Plume Site meeting on Website calendar and InformMe.
 - Weekly public meeting notices.
 - Governor's weekly message and Police Academy video to TV22.

Press Releases/Media Inquiries

- City of Newark to Host 44th Annual Turkey Trot 5K & 10K Run/Walk: <http://bit.ly/2fZcYlW>
- Newark Reservoir to Receive Water Quality Infrastructure Upgrades: <http://bit.ly/2fzVoQK>
- Karie Simmons, Newark Post, inquired about the process of overturning a decision already made by council on a development project.
 - Response provided via City Solicitor
- Doug Rainey, Delaware Business Now, inquired about the cost associated with the Reservoir upgrades.
 - Resulting coverage: <http://delawarebusinessnow.com/2016/11/newark-reservoir-equipment-changeover/>
- Zoe Read, WHYY, inquired about the public availability session hosted by DNREC, with support from the City of Newark
 - Request pending

Activity or Project:

Website Redesign

Description:

Migration of the current webpages is underway, with completion expected around December 2. We hope to review the revised website by mid-December, with a launch date to coincide with the New Year.

Status: In-Progress

Expected Completion: 12/30/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews continued working in and around the Phillips Avenue Warehouse and Substation Complex on changing equipment and circuitry for an eventual voltage upgrade from 4kV to 12kV. They are currently working on Beverly Road and West Park Place changing insulators and installing dual voltage transformers.

The electrician continued mapping the SCADA infrastructure and also replaced some fiber optic cables to some SCADA communication devices.

Engineering interviewed several candidates for the electrician position that was recently vacated when current personnel moved to the IT Division.

Engineering also worked on designing the service to the Regional Transportation Center, attended a pole attachment webinar, started comparing two different engineering softwares, and worked with SCADA developers on getting more information texted to phones during a circuit fault.

Activity or Project:

SCADA and Automatic Switching

Description:

The specifications for the automatic fault locating and switching system have been sent to the six pre-qualified vendors for bidding.

Status:

In-Progress

Expected Completion:

9/30/2017

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

Staff is diligently working on the budget presentation to City Council scheduled for November 21st.

I presented the August Financials to Council on 11/14, and will have September ready for the December 12th meeting. As discussed during this meeting, I plan on submitting to Council suggestions on improving the financial information provided to Council. Suggestions are welcome.

I attended the monthly DEMEC meeting on 11/14. Next meeting is scheduled for 12/6.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 499 phone calls last week, with the average call length of each call being 3:19. The average hold & queue time (average speed of answer) declined from 1:46 to 1:39 when compared to last week. Service orders initiated by PUB in response to calls and visitors was 188 for the same period. The group processed 1,842 utility payments and CityView transactions, 369 of which were imported automatically with our electronic processes and 965 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status:

In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Business License Review

Description:

MetroRev contacted 20 businesses that have been identified as not physically located in Newark, but conducting business within the City. We are currently reviewing the next list of 20 businesses to be contacted by MetroRev. The total list of potential businesses is around 200.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

Activity or Project:

Budget

Description:

The next scheduled budget hearing is Monday, November 21. Budget Central is updated regularly. Link is <http://cityofnewarkde.us/index.aspx?NID=940>.

Status: In-Progress

Expected Completion: 11/21/2016

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended a pre-construction meeting for Cleveland Station; shot a segment of Comcast Newsmakers to discuss upcoming events and activities; met with Joe Charma of the Newark Design Committee about the sculpture garden; attended the work order tablet training for the Munis work order system; reviewed landscape plans for several construction projects, inspected the James Hall Trail for maintenance issues

Recreation Superintendent: Attended Mayor's Keep It Local Benefit for Preston's Playground meeting at Toyota World with Joe and Chrissy; worked with recreation staff in moving supplies from the current storeroom into the new storeroom, completion of the move will occur this week; attended Women in Government luncheon; completed first draft of landscape maintenance contract for review.

Recreation Supervisor of Athletics: Youth basketball practices began this week for all ages groups – Jump Shot (8-9), Elementary (10-11) and Junior (12-14), delivered equipment to the schools for the start of practices; attended Office of Childcare Licensing Site Administrator training in Dover; sent out Before/After Care Parent's Newsletter and payment reminders; Adult volleyball leagues began this week at Newark Charter, delivered equipment for the start of the season; continued to update information and plan for Winter/Spring programs; attended the championship game and handed out trophies for the Junior Soccer

League at Kells Park.

Coordinator of GWC and Volunteers: Continued sponsorship outreach for the Thanksgiving Day Breakfast; finalized set up details with the Newark Senior Center for the Breakfast, coordinated with Chef Raymond to set up a Volunteer Training for Kitchen Volunteers; coordinated volunteers for the upcoming Turkey Trot; continued coordinating with instructors on Winter/Spring Programs; reviewed annual performance evaluations for George Wilson Center staff; researched, received quotes and compared prices for pottery supplies, School's Out Kids Day Off held at the George Wilson Center with a total of 15 participants; coordinated set up for the Dress Rehearsal for the Curtain's Up Program show scheduled for Friday, November 18; the Wilson Center was a voting site for the Primary Election with a total of 1,006. **Volunteer Hours:** Coordinated with Rebecca Edge, coordinator of the NRHH Day of Service, volunteers were sent to Christiana Parkway and Dickey Park to complete litter removal projects. A total of 18 volunteers were divided between both sites and devoted a total of **36** volunteer hours removing litter. Total Volunteer Hours for the week of 11/7-11/13: **36** Hours.

Recreation Supervisor of Community Events: Prepared for and held the USAF Heritage Brass concert with approximately 60 people in attendance. All of the military veterans came together after the concert for a group photo with the band (see attached). The veterans include veterans from WWII through the newest band member, who was fresh from Basic Training. Continuing to work on items for upcoming events including the Turkey Trot and Winterfest. Turkey Trot registrations continue to come in and Winterfest plans are well underway. An update from one of the rescue groups from the NewBark PawLooza informed us that one of the dogs that they brought to the event (Mikey) was adopted by a couple that met him at the event.

Parks Superintendent: Assisted horticulture crew layout bulbs that were planted on Elkton Road Islands #8 and 7; inspected four park areas and developed work orders as needed; spent time learning new computer set up; continued on DRPS conference; continued working with Delaware Center of Horticulture for tree planting grant opportunities; spent a lot of time reviewing play equipment installations that used Land and Water Trust Funding in past years; changed security gate closing times at Folk and Rittenhouse Parks; checked on tree planting at Chapel Street site by contractor; completed landscape inspection at site in Newark Preserve for CO; and along with Parks Director reviewed updated plans for proposed development.

Parks Supervisor: Assigned all field staff daily; assisted crews as needed; continued working on computer park maintenance program with Recreation Superintendent; and started organizing for Christmas tree set up.

Parks/Horticulture Staff: Continue mowing operations; continue on bed maintenance throughout park system; did interior bed maintenance at City Hall; planted 1,400 Grape Hyacinth and 400 Dwarf Daffodil bulbs on two Elkton Road islands; lined soccer fields for play; winterized paint machine for season; raked off all horseshoe pits; divided Siberian Iris at Apple/Winslow and healed in divisions at Parks Building for planting next week; applied lime to the three beds on Elkton Road Island #8 as per soil test recommendations; watered South Main Street Island #6; cleaned up around Parks Maintenance Building; did equipment maintenance on Kubota mowing units; did trash removal throughout park system; and continued on work orders as assigned.

Contractor continued on project at Folk Park installing ADA sidewalk and shelter with pad.

Activity or Project:

Folk Park Sidewalk Installation

Description:

The ADA accessible sidewalk has been installed at Folk Park. The sidewalk addition leads from the

parking lot to the new pavilion that is under construction in the Park.

Status: Completed

Expected Completion: 11/14/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- This week Facilities Maintenance performed the following:
 - Framed and sheathed dividing wall, purchased and assembled new shelving, and built ball storage area in the new Parks and Recreation storage area;
 - Repaired toilet valve in Building 2 at the Municipal Yard;
 - Contacted Ehrlich Pest Control about extermination services for Building 2 at the Municipal Yard;
 - Met with Harvard Environmental about air quality in Building 3 at the Municipal Yard;
 - Finished installing insulation in the sprinkler room in Building 3 at the Municipal Yard and coordinated with the Electric Department to make sure the heater works;
 - Custodians cleaned two cells in the Police Department using Bloodborne Pathogens

(BBP) procedures due to contamination.

Code Enforcement

- The Fire Lane behind the Newark Shopping Center near the movie theater remains temporarily closed for the theater renovations. All public safety departments have been notified.
- Staff worked with DNREC and the property owner on an asbestos removal violation at a residence on Brook Drive.
- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.
- Framing work is ongoing at the Heights on South Chapel Street.
- The wall and roof installation is ongoing at University of Delaware's South Academy Street dormitory.
- Work is ongoing at 60 North College Avenue. The owner hopes to be able to occupy part of the building by mid-December.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street and may be completed by the end of November.

Economic Development

- On Thursday evening Planning and Development Director Maureen Feeney Roser attended the Downtown Newark Partnership Board meeting. Some follow up work was also performed regarding information on DNP fee setting in the past.
- On Wednesday afternoon Maureen attended the New Castle County Chamber of Commerce's Economic Development Council quarterly meeting. Dr. Carrie Gray, Managing Director of the Wilmington Renaissance Corporation was the presenter and provided information about Wilmington's cultural district and Downtown Development District activities.

Parking

- On Wednesday the concrete pad at the outside Pay on Foot station in Lot 1 was replaced to eliminate a potential tripping hazard after it was noticed that the old pad had sunk over time due to the weight placed on it.
- Parking Supervisor Courtney Mulvanity attended the GIS Committee meeting on Wednesday.
- This week a replacement pole was installed for the two parking meters that were damaged by a vehicle on Main Street over the weekend. The meters are expected to be re-installed on Thursday.
- Parking Division staff ran reports to check all meter sensors on side streets to ensure they are functioning as intended (resetting and reporting).
- Parking Ambassadors were trained on the new ordinances passed by Council on November 14, 2016 concerning parking in Newark Preserve and vehicles unloading in traffic lanes.
- On Thursday, staff conducted interviews for open Parking Attendant positions.
- Parking Division staff continued leaf removal around the parking lots.
- This week 2017 monthly parking permits were ordered and received.

Planning/Land Use

- This week the report for the Lofts at Center Street request for a subdivision agreement amendment regarding occupancy restrictions was prepared for Council consideration at the Monday, November 28 Council meeting.
- On Monday Maureen met with a Main Street business owner to discuss the requirements and application processes for a special use permit to serve alcohol.
- On Monday night, Maureen attended the City Council meeting. The amendments proposed to Chapter 17 as they relate to rental permit inspections was removed from the agenda until the next meeting, but Council did approve the purchase of the elevator piston for the Municipal Building.
- On Tuesday afternoon Maureen and Planner Tom Fruehstorfer joined Public Works and Water Resources Planning and Design Engineer Ethan Robinson in a coordination meeting with DelDOT and JMT for the Elkton Road, Maryland State Line to Casho Mill Road Project. Preliminary plans are scheduled to be submitted for review in January 2017, followed by advanced utility relocation in Fall/Winter 2018 and Construction 2019-2020.
- Considerable time was spent this week preparing for the December 6, 2016 Planning Commission meeting. Tentatively scheduled for review are:
 - A Comprehensive Development Plan amendment, rezoning, minor subdivision and site plan approval plan for 40 East Cleveland Avenue;
 - Amendments to the Zoning Code as they relate to alcohol production, sales and related accessory uses;
 - Amendments to the Zoning Code and Subdivision Regulations of the City of Newark as they relate to development fees; and
 - Amendments to the Zoning Code and Subdivision Regulations of the City of Newark as they relate to updating references to the former position of Building Inspector and clarifying conditions for subdivision approval.
- The following was also completed this week:
 - 4 Deed Transfer Affidavits
 - 30 Building Permit Reviews

Activity or Project:

National Flood Insurance Program

Description:

The Insurance Services Office for the National Flood Insurance Program's (NFIP) Community Rating System (CRS) did their Community Assistance visit on November 14. The CRS is a voluntary program in which the City of Newark participates to practice floodplain management activities that exceed the minimum NFIP requirements. As a result of participation, flood insurance premium rates are discounted for City residents to reflect the reduced flood risk resulting from the community actions. The Insurance Services Office official conducting the evaluation reviewed the City's activities and documentation requirements for the program, including reviewing map information, public outreach with disclosure information and flood protection information, open space preservation, and stormwater management. All aspects of our program were found to be in order and the Department awaits the Insurance Services Office's certification letter.

Status: Near Completion

Expected Completion: 11/18/2016

Execution Status: On Track

Activity or Project:

New Development Applications and Special Use Permit Requests

Description:

This week the department received two new development applications and two new special use permit requests, as shown below. All applications have been distributed to the Subdivision Advisory Committee for review and comment. - The annexation and rezoning of the property located at 139 East Chestnut Hill Road. The annexation is requested for sewer service. - Major Subdivision and Special Use Permits for the redevelopment of 1119 South College Avenue (Red Roof Inn) for a four-story hotel and a convenience store with gas pumps. - A Special Use Permit for a fence in the flood way at 32 Park Drive. - A Special Use Permit for an in-home daycare at 432 Douglas D. Alley Drive.

Status: Started

Expected Completion: 11/18/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

On November 10th, officers from the Street Crimes Unit arrested a 19-year-old female for prostitution. The female, who resides in Baltimore, was working out of a Newark hotel room. When officers attempted to place the female under arrest she physically resisted. The female was charged with prostitution, hindering a police officer, and possession of marijuana.

The Newark Police Department has been allocated funds for driving under the influence enforcement to participate in the Delaware Department of Highway Safety "December Safe Family Holiday". To date this year, the Department of Highway Safety has funded three prior checkpoints that were worked by over 100 police officers from 28 different police agencies including Newark. The checkpoints have resulted in 47 DUI arrests and numerous others for seatbelt and cell phone violations, several wanted persons and other criminal/traffic offenses.

On November 15th, Corporal Robert Sharpe and his K-9 Kody, were presented with the Hero Animal of the

Year Award by the Delaware Veterinary Medical Association at a luncheon ceremony. Corporal Sharpe and Kody won the award for their successful track of two missing people this year. One was a suicidal female and one an autistic 11-year-old boy. Congratulations to Cpl. Sharpe and Kody

On November 16th, Deputy Manager Haines, Chief Tiernan, City Solicitor Herron and the two Deputy Police Chiefs met to discuss the initial planning for the court security initiative.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 11/17/2016

Execution Status: Completed

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

We have had five water main breaks in the last week, a result of the dropping temperatures. Our break rate begins to pick up November before peaking in December and January so this is in-line with the norm. For the year, we are currently sitting at 19 breaks which is above average for our system when looking back to the beginning of our records in 1977. The current trendline is trending up and, assuming the trend continues, is currently projecting 20 to 21 breaks for the year. If we have a "normal" December, I expect this number to be closer to 23.

Our Stormwater Coordinator participated in UD's GIS Day by presenting information on our recent GIS initiatives. I have attached a copy of the presentation board that she prepared with our Communications team that shows off some of the applications we have built using the data we have collected.

Activity or Project:

Reservoir Upgrades

Description:

As of writing we have installed two of the ten aeration discs in the reservoir and the two that are in operation are working as or better than expected. Odor is apparent, and we are working with Delmarva Gas to address their concerns of false gas leak calls. We have taken pre-installation profiles of the reservoir that we will compare with post-installation profiles in the coming weeks. The manufacturer expects the reservoir to be homogenized to within 2 degrees within the week where it should stay for as long as we leave the system in operation. For reference, during the summer it is not unusual to see differences of up to 30 degrees. Attached are a few photos of the installation.

Status: Near Completion

Expected Completion: 11/25/2016

Execution Status: On Track

Activity or Project:

2016 ADA Curb Ramp Contract

Description:

Work has started on the entrance to City Hall which will bring it into compliance with the ADA. Work at City Hall is anticipated to take approximately one week, assuming the weather holds out as currently forecast.

Status: Near Completion

Expected Completion: 12/2/2016

Execution Status: On Track

Activity or Project:

Louviers Tank Painting

Description:

The contractor is nearing completion of the tank interior after which they will finish up the remaining exterior. They have had some minor delays but overall are still generally on-track. Attached is the most recent inspection report.

Status: In-Progress

Expected Completion: 12/15/2016

Execution Status: On Track

11/13/2016 to 11/19/2016

2017 Budget Hearing

November 21, 2016

Budget Timeline

- 10/04/2016 Draft Version of CIP for Budget Central ✓
- 10/18/2016 Draft CIP Presented to the Planning Commission ✓
- 10/21/2016 Preliminary Council Feedback on CIP Requested ✓
- 10/31/2016 Final Version of CIP & Operating Budgets for Council ✓
- 11/21/2016 Budget Hearing #1 – Council Feedback/possible vote
- 12/05/2016 Budget Hearing #2 – anticipated vote

2017 Budget Overview

Revenue	\$ 49,927,644
Expenditures	\$ 42,488,555
Net Capital Improvements	4,355,000
Debt Service	2,616,161
Current Surplus	467,928
Total Expenditures & Surplus	\$ 49,927,644

Tax Rate	9% Rate increase to .8433
Electric Rate	No change from 2016
Sewer Fee	No change from 2016, 3% was initially proposed in October 2016
Water Rate	4.5% proposed minimum fee increase, 8% subject to Black & Veatch Study results
Fee Enhancements	Several - Included within the 2017 revenue budget

Revenues

Revenue

Utilities Contributions
Property and Realty Taxes
Fees for Service
Intergovernmental Revenue
Other Revenue

Total Operating Revenue

ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017	\$ CHANGE FROM 2016 BUDGET	% CHANGE FROM 2016 BUDGET
\$ 28,182,751	\$ 31,071,441	\$ 31,190,288	\$ 118,847	0.4%
8,331,220	8,230,060	8,955,185	725,125	8.8%
6,324,791	7,659,247	7,540,381	(118,866)	-1.6%
1,402,529	1,488,030	1,353,221	(134,809)	-9.1%
963,288	917,958	888,569	(29,389)	-3.2%
\$ 45,204,579	\$ 49,366,736	\$ 49,927,644	\$ 560,908	1.1%

OP EX

Expenditures

Personnel Services
Materials and Supplies
Contractual Services
Equipment Depreciation
Other Expenses

Total Operating Expenses

\$ 26,955,861	\$ 28,245,586	\$ 30,880,184	\$ 2,634,598	9.3%
2,078,695	2,257,298	2,277,493	20,195	0.9%
6,531,300	7,295,104	7,386,252	91,148	1.2%
1,191,220	1,484,599	1,390,082	(94,517)	-6.4%
603,294	514,703	554,544	39,841	7.7%
\$ 37,360,370	\$ 39,797,290	\$ 42,488,555	\$ 2,691,265	6.8%

CIP

Capital Improvements

Gross Capital Improvements
Less: Use of Reserves
Equipment Replacement
Grants
Bond Issues
Other Sources

Net Capital Improvements

\$ 10,404,345	\$ 12,614,451	\$ 11,194,546	\$ (1,419,905)	-11.3%
(2,779,553)	(3,373,283)	(4,722,228)	(1,348,945)	40.0%
(714,607)	(2,315,288)	(1,172,318)	1,142,970	-49.4%
(1,450,610)	(1,115,000)	(945,000)	170,000	-15.2%
-	-	-	-	0.0%
-	(459,759)	-	459,759	-100.0%
\$ 5,459,575	\$ 5,351,121	\$ 4,355,000	\$ (996,121)	-18.6%

Debt Service

Debt Service
Partial Reversal of Non-cash Expenditures
Net Current Surplus

TOTAL EXPENDITURES AND SURPLUS

\$ 2,568,138	\$ 2,605,361	\$ 2,616,161	\$ 10,800	0.4%
(1,150,309)	1,150,309	-	(1,150,309)	100.0%
966,805	462,655	467,928	5,273	1.1%
\$ 45,204,579	\$ 49,366,736	\$ 49,927,644	\$ 560,908	1.1%

TOTAL BUDGET AT A GLANCE

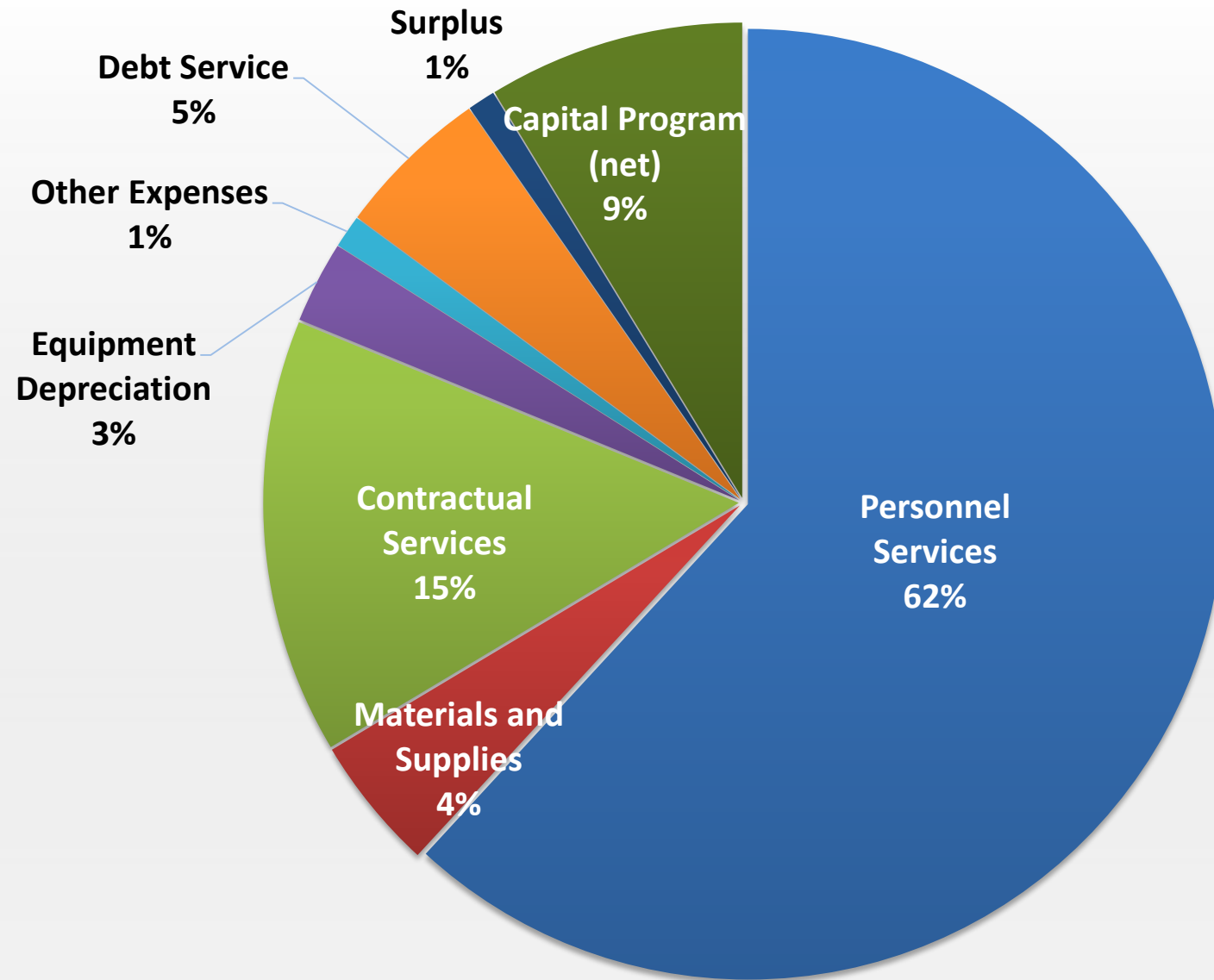
4

City of Newark 2017 Expenditure Budget Recommendation

Expense Budget – a Closer Look

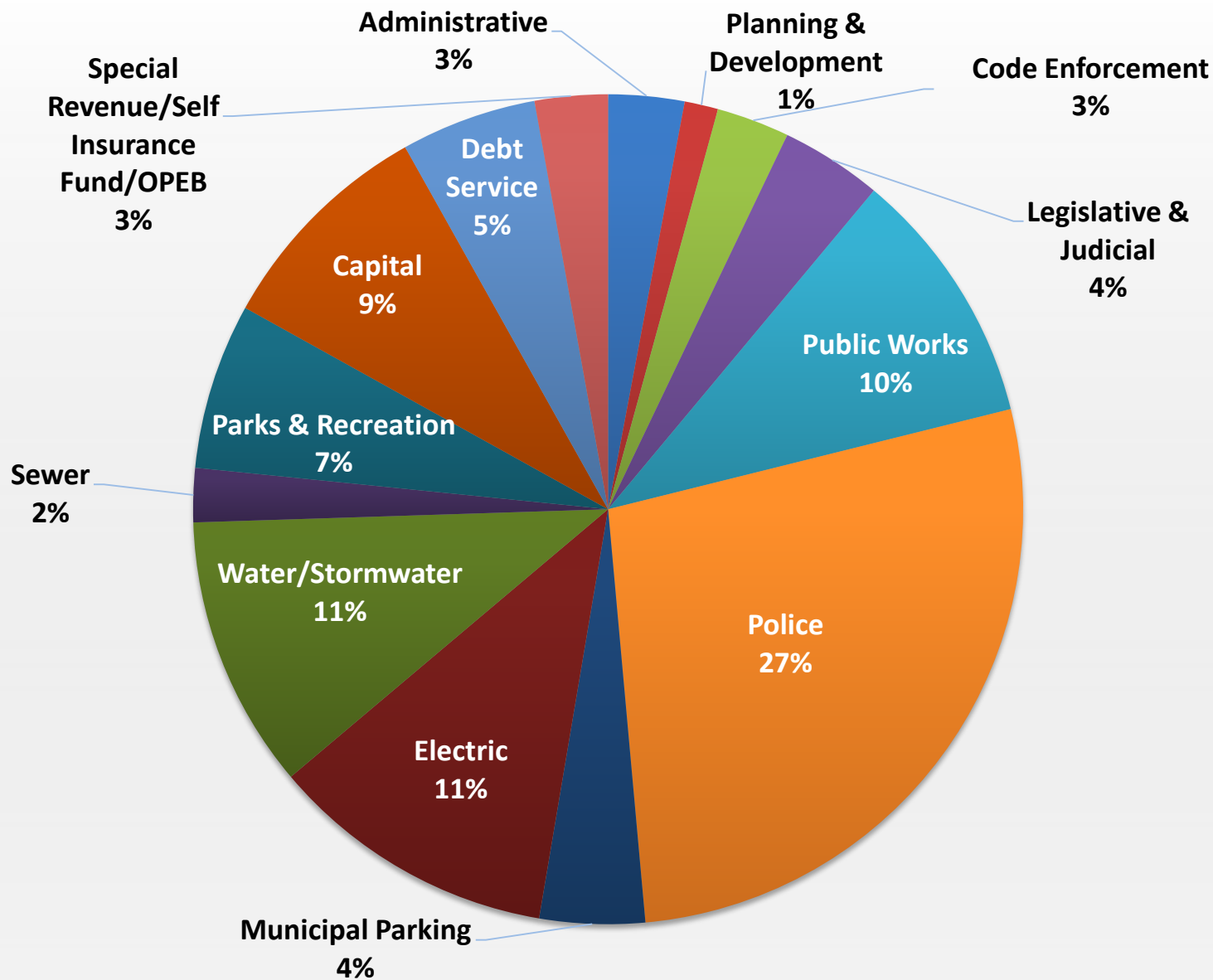
	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017	\$ CHANGE FROM 2016 BUDGET	% CHANGE FROM 2016 BUDGET
Expenditures					
Personnel Services	26,955,861	28,245,586	30,880,184	2,634,598	9.3%
Materials and Supplies	2,078,695	2,257,298	2,277,493	20,195	0.9%
Contractual Services	6,531,300	7,295,104	7,386,252	91,148	1.2%
Equipment Depreciation	1,191,220	1,484,599	1,390,082	(94,517)	-6.4%
Other Expenses	603,294	514,703	554,544	39,841	7.7%
Total Operating Expenses	\$ 37,360,370	\$ 39,797,290	\$ 42,488,555	\$ 2,691,265	6.8%
Capital Improvements					
Gross Capital Improvements	10,404,345	12,614,451	11,194,546	(1,419,905)	-11.3%
Less: Use of Reserves	(2,779,553)	(3,373,283)	(4,722,228)	(1,348,945)	40.0%
Equipment Replacement	(714,607)	(2,315,288)	(1,172,318)	1,142,970	-49.4%
Grants	(1,450,610)	(1,115,000)	(945,000)	170,000	-15.2%
Bond Issues	-	-	-	-	
Other Sources	-	(459,759)	-	459,759	-100.0%
Net Capital Improvements	\$ 5,459,575	\$ 5,351,121	\$ 4,355,000	\$ (996,121)	-18.6%
Debt Service	2,568,138	2,605,361	2,616,161	10,800	0.4%
Partial Reversal of Non-cash Expenditures	(1,150,309)	1,150,309	-	(1,150,309)	-100.0%
Net Current Surplus	966,805	462,655	467,928	5,273	1.1%
TOTAL EXPENDITURES AND SURPLUS	\$ 45,204,579	\$ 49,366,736	\$ 49,927,644	\$ 560,908	1.1%

As is traditional in all levels of government, the City's largest asset are its employees.



	2016	2017
Personnel Services	57.2%	61.8%
Materials and Supplies	4.6%	4.6%
Contractual Services	14.8%	14.8%
Equipment Depreciation	3.0%	2.8%
Other Expenses	1.0%	1.1%
Debt Service	5.3%	5.2%
Surplus	0.9%	0.9%
Partial Reversal of Non-Cash Expenditures	2.3%	0.0%
Capital Program (net)	10.8%	8.7%
Total Expenditures and Surplus	100.0%	100.0%

93% of the budget goes directly to the departments that provide our core services.



BUDGET BY DEPARTMENT	2016	2017
Administrative	2.7%	3.0%
Planning & Development	1.7%	1.3%
Code Enforcement	2.7%	2.8%
Legislative & Judicial	4.1%	4.0%
Public Works	10.8%	10.1%
Police	26.4%	27.4%
Municipal Parking	3.7%	4.1%
Electric	10.7%	11.2%
Water/Stormwater	10.2%	10.6%
Sewer	2.1%	2.1%
Parks & Recreation	6.6%	6.5%
Capital	11.4%	8.8%
Debt Service	5.5%	5.3%
Special Revenue/Self Insurance Fund/OPEB	1.4%	2.8%
Total Expenditure Budget by Department	100.0%	100.0%

Expense Budget Overview – Operating Expenditures (OP EX)

	ACTUAL	2016 BUDGET	BUDGET	\$ CHANGE	% CHANGE
Expenditures	2015	AS AMENDED	2017	FROM 2016 BUDGET	FROM 2016 BUDGET
Personnel Services	26,955,861	28,245,586	30,880,184	2,634,598	9.3%
Materials and Supplies	2,078,695	2,257,298	2,277,493	20,195	0.9%
Contractual Services	6,531,300	7,295,104	7,386,252	91,148	1.2%
Equipment Depreciation	1,191,220	1,484,599	1,390,082	(94,517)	-6.4%
Other Expenses	603,294	514,703	554,544	39,841	7.7%
Total Operating Expenses	\$ 37,360,370	\$ 39,797,290	\$ 42,488,555	\$ 2,691,265	6.8%

► Personnel Expenses increased by \$2.6 million (9.3%)

- Includes six new CWA positions with staggered start dates in 2017

Total operating expenses are up 6.8%, or \$2.7 million compared to 2016

► Non-Personnel Operating Expenses up \$57,000 (0.5%)

- Materials & Supplies increased \$20,000 (0.9%)
- Contractual Services increased \$91,000 (1.2%)
- Equipment Depreciation Expense declined \$94,000 (-6.4%)
- Other Expenses increased by \$40,000 (7.7%)



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.cityofnewarkde.us

November 18, 2016

Mr. Mike McAtee, Superintendent
Reybold Construction
116 East Scotland Drive
Bear, DE 19701

HAND DELIVERED

Dear Mr. McAtee:

Re: Night Work on East Cleveland Avenue

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is 119/121 East Cleveland Avenue.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to repair a sanitary sewer lateral in the roadway.
2. Work will begin on **Tuesday, November 29, 2016** at **9:00 p.m.** and end at **6:00 a.m.** on Wednesday, November 30, weather permitting. Rain date will be Wednesday, November 30, 2016.
3. The City of Newark Public Works & Water Resources Department will notify the residents in the vicinity of this work. DeDOT warning signs will also be placed around this location.
4. Traffic will be maintained in at least one lane.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Mike McAtee
Page 2
November 18, 2016

6. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,



Carol S. Houck
City Manager

CSH/mp

c: Mayor & City Council
Paul M. Tiernan, Chief of Police
Thomas Coleman, Director of Public Works & Water Resources
Phillip M. Bishop, Water & Sewer Inspector
AHHL Fire Company







Newark Police Department
Weekly Traffic Report
11/06/16-11/12/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	7,856	9,121	120	206
DUI	179	164	4	5
TOTAL	8,035	9,285	124	211

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	190	198	8	5
Property Damage (Reportable)	516	657	30	19
Property Damage (Non-Reportable)	273	196	6	4
Hit and Run	228	242	6	6
TOTAL	1,209	1,293	50	34



Newark Police Department
Weekly Traffic Report
11/06/16-11/12/16



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PARKS



SNOW CENTRAL



POWER POLES AND STREET CAMERAS



ZONING



CRAP/D



LANDUSE



MAPPING THE CITY OF



NEWARK
DELAWARE

CityOfNewarkDE.us/GIS

NEWARK PARCELS



ELECTION POLLING PLACES



WATER



WASTEWATER



SEWAGEWATER









1 FEET

202



MBA's Mil Thickness Readings & Progress Report

MBA P.O. Box 733 New Castle, DE 19720 302-322-2000

Web: www.mbatanks.com

MBA CONTRACT <u>162658DI</u>		ATTENTION <u>Brian Miller</u>	
JOBSITE <u>Louviers Tank, Newark, DE</u>		E-MAIL <u>BMiller@Pennoni.com</u>	

		Week Ending											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
		10/2/16	10/9/16	10/16/16	10/23/16	10/30/16	11/6/16	11/13/16					
Interior Roof	Recorded Avg. Mil	PERCENT COMPLETE											
	Blast						5%	40%					
	Prime												
	Stripe Inter												
	2ND Inter												
	Final												
Interior Shell	Recorded Avg. Mil						2%	40%					
	Blast												
	Prime												
	Stripe Inter												
	2ND Inter												
	Final												
Interior Floor	Recorded Avg. Mil						25%	40%					
	Blast												
	Prime												
	Stripe Inter												
	2ND Inter												
	Final												
Inside Dry	Recorded Avg. Mil												
	Spot Blast					60%	90%	99%					
	Spot Prime 3-6					60%	90%	99%					
	1ST Inter												
	2ND Inter												
	Final												
Exterior	Recorded Avg. Mil												
	PW/Spot SP11		90%/0%	90%/90%	90%/90%	90%/90%	90%	90%					
	Spot Prime 4-6			90%	90%	90%	90%	90%					
	1ST Inter 5-8			90%	90%	90%	90%	90%					
	2ND Inter												
	Final				50%	85%	85%	85%					

Crew Size	Monday	3	5	3	3	5	NS	6						
	Tuesday	-	5	4	3	5	6	NS						
	Wednesday	W	0	3	NS	3	EP	W						
	Thursday	W	3	3	3	W	7	EP						
	Friday	W	7	3	3	5	3/4	EP						
	Saturday	5	10	3	W	6	3	8						
	Sunday	5	W	3	3	0	3	7						

NS: No Show, W: Weather, EP: Equipment, NI: No Inspector