

City Manager's Weekly Report

Friday, July 14, 2017

Department:

Administration - City Manager

Notable Notes:

This week we held the first round of departmental budget meetings to discuss initial opex and capital requests with all departments. We will be presenting the departmental requests department by department to Council in a series of special meetings starting with Legislation and Information Technology on July 31st, and continuing into the fall. It is important to stress that these presentations are starting very early in the process and are subject to change as we roll up the total requests across departments and make cuts as necessary to trim the budget to meet our revenue projections. Based on feedback received in previous years we felt it was the desire of Council to be involved in the process earlier and it is our hope that the direction we receive will better help us avoid "sticker shock" of our budget not meeting expectations or being in line with the overall direction desired by Council.

I attended the first meeting of the reconstituted DNP. I have not had much DNP exposure outside of events and the Design Committee so I will be working to become familiar with the other functions over the next few months.

I spent time this week discussing the Cleveland Avenue Task Force recommendations with staff and members of Council to determine an acceptable path forward. We have confirmed that one handicapped parking space user did indeed move away so we will be removing one of the two spaces in the coming weeks. We are reaching out to the other user and it is our hope to have positive confirmation on the remaining need for the other space prior to the July 24th Council meeting.

I have initiated contact with Aetna to discuss the impact of the recently approved state budget which included an approximately 20% cut to grants in aid. Aetna has confirmed that they did not budget for this money in anticipation of it not being there. That said, they were very appreciative of the City's recent increase in support and were hopeful that the City could work with them to try to find a reliable funding source for next year. We are planning on setting up a meeting in the coming weeks to try to find a solution that could be budget relevant this year.

At a recent council meeting it was requested that I reach out to Jerry Kauffman at the UD Water Resources Agency to see if he had an up to date water rate comparison for New Castle County. Jerry was able to provide an excel document which summarizes the average blended rate for each water utility assuming 15,000 gallons of use per quarter. There are a few interesting takeaways from the document. First, we are the only utility that does not have a service charge in addition to the flow charge. Secondly, Wilmington has a larger inside versus outside of city differential. Obviously each utility is different but I am going to discuss with Black and Veatch how Wilmington came to their differential. Lastly, all of the large water utilities have a third high use tier which has an even higher rate than the standard two tier block rate structure that is utilized by Newark. If we were to create a third tier, this could be a way to offset the somewhat regressive aspect of a customer charge by allowing us to reduce the lower tiers slightly by offsetting this reduction with the creation of a higher tier. I am not sure what difference this would make but I will discuss it with Black and Veatch.

Recently we have been receiving a lot of inquiries about when DelDOT will be paving various streets around town. I discussed this with DelDOT and was provided the following summary. Please let me know if you have any questions.

- East Main Street - Spring 2018, 8 months anticipated duration, night work
- Cleveland Avenue - Summer 2019, 3 months anticipated duration, night work
- Delaware Avenue - Summer 2019, duration not provided, possible day and night work
- Elkton Road - Fall 2019, duration 2-3 years, possible day and night work
- Rt. 72 - after Elkton Road is complete

I requested that they ensure at least one lane of eastbound traffic is available at all times during the overlap period of Cleveland and Delaware Avenue construction which they confirmed would be the case. Let me know if you would like more information.

I would like to thank Mike Fortner in the Planning and Development Department for his work on our \$80,000 "Delaware Sustainable Communities Planning Grant" application which we were notified this week was successful. The goal of our application was to develop, through a collaborative process, a broad, long-term, and integrated sustainability plan to meet the goals, and action items contained in the recently adopted Comprehensive Development Plan V. Please refer to the Planning and Development report for more information.

I met with a representative from Bloom Energy to discuss their operation and address a handful of small concerns. This Friday I will be taking a tour of the facility.

Activity or Project:

N/A

Description:

N/A

Status: Not Started

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:

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

- Deputy City Manager Andrew Haines was notified by ICMA that he was appointed to a national committee as a "Welcome Ambassador" for the organization. This appointment will have Mr. Haines, along with other peers around the nation, welcome new members, make peer-to-peer connections and share core values and benefits being an ICMA member.
- Mr. Haines and HR Manager Devan Stewart met with Deputy Chief Feeney and Lt. Nelson regarding the new Alderman Court Bailiff and establishing civilian policies. The Training Coordinator for the Police Department will assist with the core trainings for the part-time bailiff positions, and the Court Manager and City Manager's Office HR team will ensure compliance to proper training.
- Ms. Stewart facilitated several interviews for vacant custodian positions. The City Manager's Office authorized a change in the custodian schedule to more daytime work, which is resulting in better service to the facilities, as well as positive recruitment with potential candidates.
- Mr. Haines served on the staff Budget Committee, which included three (3) full days of department presentations. These initial meetings will provide the initial drafts that departments will present to Council, as noted in the Budget Central calendar.
- The HR team provided information and materials to field operations to combat and address heat exhaustion and other physical elements with the excessive heat wave the region is experiencing. Ms. Stewart also went around to the field employees on the hottest of days (Thursday) and provided frozen snacks to support our men and women in the field.

Parking Division:

- Mr. Haines initiated work with Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity on dynamic rates, based upon the discussion from Monday's (July 10) Council meeting. Staff will review its draft options that it presented during the previous budget hearings, and will provide Acting Manager Coleman with an initial proposal in the coming weeks.
- Mr. Howard and Mr. Mulvanity presented their initial FY2018 Budget materials to the Budget Committee.
- Mr. Howard spent time working with IPS (vendor: on-street meters) regarding sensors and the demonstration of the next generation optical sensor. This will eliminate moisture/icing issues with the hockey puck style sensor, as well as eliminate the road paving replacement needs of the puck sensor.

Activity or Project:

Recruitment: Vacant Server Admin I

Description:

Ms. Stewart and IT Manager Josh Brechbuehl interviewed candidates for the vacant Server Administrator I position. Several qualified candidates presented themselves and a lead candidate has been identified. Staff will continue pre-employment screenings with a hopeful start date of August 7, 2017.

Status: Near Completion

Expected Completion: 8/7/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held four court sessions from 7/5/17 to 7/12/17. These sessions included arraignments, trials, capias returns, video hearings, and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Interviews for the Bailiff position were held and two people were selected and accepted the offer. We are in the process of ordering uniforms and equipment and scheduling training.

Court is now handling code violations and public works violations.

Activity or Project:

Court Sessions

Description:

From 7/5/17 to 7/12/17 Alderman's Court handled 78 arraignments, 38 trials, 16 capias returns, 3 video hearings and 4 code violations. The court collected a total of 635 parking payments of which 337 were paid online and 298 were paid at court. The court also collected criminal/traffic fines which included 161 online payments and 90 court payments for a total of 251 payments.

Status: Completed

Expected Completion: 7/12/2017

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:

Paul was in the office July 7 and 13 for Court and July 10 for the Council meeting.

Staff finalized the agenda and completed the packet for the July 10 Council meeting on June 30.

Paul, Renee and Tara staffed the Council meeting on July 10 and follow up was completed by staff on July 11 and 12.

Renee participated in the staff budget hearing for the Legislative Department on July 11. Renee also spent time finalizing the budget materials for the staff hearing and continued work on the presentation materials for the Council meeting on the Legislative Department budget on July 31.

Sarah staffed the Conservation Advisory Commission meeting on July 11. The CAC discussed Council's direction to reconsider the Green Energy recommendations and the A Better Newark Award.

Renee attended the staff meeting on July 13 where the agenda for the July 24 Council meeting was discussed.

Sarah completed, posted and distributed the agenda, notices and packets for the June 20 Board of Adjustment meeting.

Renee worked on the draft Ethics Code revisions for the Board of Ethics to consider at a future meeting.

Renee completed the direction sheets for the June 26 and July 10 Council meetings and circulated them to Council and staff.

Renee drafted the agenda for the July 24 Council meeting.

FOIA requests took some time this week. Action taken is as follows:

- Worked with the City Solicitor regarding an April 7 FOIA request from Andrew Ruth regarding police reports from 1963
- Corresponded with staff and the requestor regarding a May 12 FOIA request from Sarah Bucic regarding the Windy Hills water tank project
- Compiled documents, sent to requestor, completed and closed a June 22 FOIA request from Sarah Bucic regarding the Windy Hills water tank project.
- Received, circulated to staff, completed and closed a July 6 FOIA request from Northeast Carpenters regarding June building permits
- Received, sent an administrative cost estimate, received approval of the estimate and worked with staff on fulfilling a July 6 FOIA request from Stephens Environmental on the Cooches Bridge Industrial Park
- Received and circulated to staff a July 11 FOIA request from Environmental Alliance regarding 319-345 Hillside Road
- Received, determined the City had no relevant documents, responded and closed a July 11 FOIA request from J&J Investigations regarding HIRA Educational Services
- Received and worked with staff on the administrative cost estimate for a July 11 FOIA request from Architectural Alliance regarding Fountainview
- Received, reviewed with the City Solicitor, denied and closed a July 12 FOIA request from Donald Gouge regarding police records for an open investigation

The agendas for the July 10 Council meeting, July 11 Conservation Advisory Commission, July 18 Traffic Committee and July 20 Board of Adjustment meetings were forwarded to Council.

Regarding minutes, staff time was spent on the June 12 Council (Tara reviewing - complete), June 26 Council (Tara drafting), June 27 special Council (Renee editing - complete) and July 10 Council (Sarah drafting) minutes. The June 26 Council executive session and July 11 Conservation Advisory Commission minutes are currently in the queue.

Updated information on Alderman's Court work and lien certificates will be provided in next week's report.

Activity or Project:

No New Progress to Report

Description:

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

Status: In-Progress

Expected Completion: 7/13/2017

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:

CGI Communications: CGI Communications is working in partnership with the National League of Cities and United States Conference of Mayors on a 2017 Cost-Free Community Showcase Program. The program provides its partners with a tool to promote tourism, educate and welcome future families and residents, recruit new business and more. Their team recently reached out to us with the opportunity to partner with them in this effort. The partnership opportunity would include the development of high-quality videos on a variety of topics of interest to Newark and/or its constituents – all at no cost to the City. Costs would be absorbed through sponsorships by local businesses and in concert with local non-profits, all of which are solicited by CGI. They are currently working with Middletown, Smyrna and Seaford on similar efforts. We have entered into a contract with them to complete the work and hope to begin filming in the coming months.

Food & Brew Fest: The 14th annual Food & Brew Fest will be on Saturday, July 22 from Noon – 7 p.m. 18 restaurants are participating in the event, including: Stone Balloon Ale House, Ali Baba, Santa Fe, Del Pez, Taverna Rustic Italian, Iron Hill, Home Grown Café, Caffè Gelato, Deer Park Tavern, Grain, Churrascaria Saudades, Mediterranean Grille, Greene Turtle, Klondike Kate's, Catherine Rooney's, Grotto Pizza, Arena's, and The Delaware Growler. The Facebook event can be found here:

<https://www.facebook.com/events/806605682835259/>. Out & About Magazine created ads for Food & Brew that are running in both their magazine and the Newark Post, and Gable Music will once again be providing the entertainment.

Stormwater Project/Rodney Dorm Site Public Workshops: We continue our outreach efforts regarding the upcoming public workshops to discuss the stormwater project at the former Rodney Dorm site. Printed flyers will be distributed throughout the City. In addition, we have event pages on Facebook for each workshop date, a press release is scheduled to go out a week in advance of each workshop, it's posted on our online meeting calendar, airing on TV22 and will be included in our regularly scheduled InformMe meeting notifications. Information on the project is available online at newarkde.gov/rodney.

Creative Design/Website Updates

- Designed City of Newark blood drive graphic; new Welcome Center sign; and Rodney public workshops flyers
- Created 2017 water main flushing post and graphic; Council Meeting Livestream post and graphic; MedicAlert NPD partnership post and graphic; Water Ice with NPD post and graphic; mega menu link on City website for Newark Historical Society; Academy Street restoration and detours graphic and notices; FM Global Grant graphic and post; Rodney Dormitory Stormwater Project public workshop graphic for TV22; and budget presentation PowerPoint template
- Updated Budget Central, all Planning Department webpages, New Resident Information packet, Parks and Recreation's website banners, Cleveland Avenue Task Force Webpage
- Posted Annual Water Quality Report to City website and created URL (<https://newarkde.gov/2017ccr>); and July Demand Response Reminder to TV22
- Scheduled weekly public meeting InformMe notice; July 13th water service and traffic impact InformMe notice
- Fixed all broken links found on City of Newark internal webpages and on Agendas and Minutes webpage
- Photographed FM Global Grant award with David Tynan and Mary Ellen Gray
- Designed Food & Brew music poster

Press Releases/Media Inquiries

- Josh Shannon, Newark Post, inquired about the upcoming event with Budweiser Clydesdales
 - http://www.newarkpostonline.com/news/article_b1cd4b7e-386d-5130-9cb5-a565c2e8ecd8.html
- Karie Simmons, Newark Post, inquired about UD's off grid project on the STAR Campus

- Coverage pending
- Josh Shannon, Newark Post, inquired about an update on the Parking Garage RFP
 - Coverage pending
- Event Notice: Newark Police Department Serving Free Water Ice to the Community: <http://bit.ly/2uiyaWs>
- Budweiser Clydesdales to Parade Down Newark's East Main Street: <http://bit.ly/2vghmgf>
- Public Notice: 2017 Water Main Flushing: <http://bit.ly/2umvbx5>
- City of Newark to Bolster Fire Prevention Efforts with FM Global Grant: <http://bit.ly/2umwsEv>

Activity or Project:

School Hill Project

Description:

The City of Newark remains committed to supporting any grassroots effort regarding the School Hill project. We await further direction and outreach from the community organizers.

Status: Hold

Expected Completion: 12/20/2017

Execution Status: On Track

Activity or Project:

SignNow

Description:

No new information to report.

Status: In-Progress

Expected Completion: 8/31/2017

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

Four aerial transformers were installed at different locations. Two were in preparation for new services and two will be used to repair low voltage problems found through the smart meter system. The customers are not aware of their problems but the smart meter system logged the low voltage problems.

Several bad connections found during the last infrared scan were repaired.

A broken pad mount transformer pad was replaced in Cherry Hill Manor.

A new service was installed at the Newark Shopping Center.

New high voltage cables were installed along Chestnut Hill Road for an upcoming substation transformer installation.

Electricians checked exit and emergency lights in all city buildings.

Electricians began an in-house infrared scan of substations and aerial lines.

Design work on the utility pole relocations for the upcoming Elkton Road project continued.

A squirrel caused a short outage on Transformer 9 at East Main substation, however, the bushings on the circuit breaker were destroyed and requests for pricing on replacements is out.

A snake on the main circuit breaker for transformer 7 at Kershaw Substation caused an outage on 2- 34.5kv circuits for about 1 1/2 hours.

Activity or Project:

34.5KV Auto Restoration Project

Description:

We are waiting for the reclosers to arrive. Expected delivery is the end of August. Software is installed and training is scheduled for August.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

Activity or Project:

Main Street Conductor Upgrade

Description:

Contractor completed all work ahead of schedule with no issues.

Status: Completed

Expected Completion: 7/7/2017

Execution Status: Completed

Activity or Project:

New transformer Chestnut Hill Road Substation

Description:

The transformer is on order. We are waiting for approval drawings. 85% of the aerial line work is completed and we are now working on installation of underground cables on Chestnut Hill Road.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

Department:

Finance - Accounting Department

Notable Notes:

The First State Community Action Network was in PUBS on July 13th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now 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.

The 2016 Comprehensive Annual Report has been completed and submitted to the GFOA for award consideration. Special thanks to Deputy Director Jill Hollander, and Accountants Jim Smith and Debbie Keeley for their hard work. The link to the CAFR is <https://newarkde.gov/DocumentCenter/View/8942>. CliftonLarsenAllen will provide their overview at the first Council meeting in August.

Due to staff vacations and finalization of the 2016 CAFR, the May Financial Report will be presented to Council with the June Financial Report during the first Council meeting in August.

The Finance Director's office has been officially moved to the second floor with the Accounting staff in City Hall. The move of the Finance Department has been completed.

Activity or Project:

2018 Budget

Description:

There was a three-day budget retreat for management and directors on July 10th through 12th. The budget calendar has been revised to help with the flow of the overall Departmental Budget Presentations. Information Technology has been moved to the front on July 31st, and Electric and Alderman's Court were moved to September 6th. The 2018 Budget Central link is: <http://newarkde.gov/1007/Budget-Central>.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:**Payments and Utility Billing (PUB)****Description:**

The group handled 542 phone calls last week, with the average call length of each call being 3:24. There was one service order initiated by PUB during last week. The group processed 4,800 utility payments and CityView transactions, 824 of which were imported automatically with our electronic processes and 2,262 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:**Business License Review****Description:**

Metro Rev has reviewed 179 businesses to date located outside of the City. Through July 12th, we have received \$34,901 in business license payments from this project for the periods of 2013-2017 from 44 companies. The 60 businesses billed to date should add another \$14K to the annual business revenue line. We extended Metro Rev's contract through 12/31/2017 in order to continue with this project.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Department:**Parks and Recreation Department****Notable Notes:**

Director: Met with Sharon and Paula about fireworks clean-up efforts, Parks staff did a great job with post event clean-up of the Liberty Day festivities, worked on the 2018 budget and Capital Budget, met with Andrew in reference to the skilled and unskilled labor classifications, met with the Millennium Strategies about upcoming grants, worked on the Parks standards manual and inspection procedure updates, met with Tom Zaleski about upcoming ADA associability projects throughout the park system.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the 4th of July, Spring Concert Series, Camp R.E.A.L., specialty camps, camp schedules, and fitness programs. The Fourth of July Fireworks and Liberty Day were held with an estimated 30,000 in

attendance. Although there were scattered storms, the attendance was great. The fireworks were amazing and there were no significant incidents at the event, Summer camps are going well. Camp R.E.A.L. had two rain days the week of July 4. Blamoh Doe continues to come to camp twice per week to teach drumming and the campers love it. They are getting pretty good and are hoping to perform during the Picnic In The Park on July 28. Claudine and Eric from the Beau Biden Foundation came to camp to talk to the children about internet safety to the camp R.E.A.L. participants. Plans for the Clydesdales to parade down Main Street have had a slight change in start time, to accommodate the handlers. They will be unloading the horses and gear at 2 p.m. and will be ending the parade close to 5 p.m, One of July's free programs, Nature Prints was held with six participants having a great time making prints and cards at the George Wilson Center. The program was moved from Handloff Park due to inclement weather.

Recreation Supervisor of Athletics: Camps held June 26-30 included Gymnastics, Tennis, Basketball and Rittenhouse; sent out messages to parents and met with staff regarding unconfirmed bear sighting at Rittenhouse Park; recruiting staff for before and after school care programs at Downes and West Park; prepared for camps scheduled the week of July 10 including soccer, tennis and skateboarding, several winners of the police card collecting contest are attending skate camp; met with principal and gym teacher at Downes to discuss placement of a gaga pit; planning for fall programs, submitted facility use requests for Christina School District facilities.

Recreation Specialist: Sent email to agriculture clubs about Mayor's Harvest Festival; wrote drafts of Vendor and Sponsorship Letters for MHF; updated event information on Event Brite website; updated Instagram to business profile; interviewed volunteers for summer camps and send out information to those who will be volunteering. **Volunteer Hours:** 7 volunteers devoted 225 hours at Camp Rittenhouse. Five volunteers devoted 87.25 hours at Camp GWC. **Total Volunteer Hours for the Week:** 312.25 hours.

George Wilson Center Coordinator: Confirmed busses and the field trip scheduled for Camp GWC; sent Welcome Letters and Information to parents registered for Camp GWC 4, 5, Photography Camp and TV Movie & Acting Camp beginning Monday, July 10; finalized paperwork for all specialty camp instructors and staff; scheduled staff for the Liberty Day event scheduled for Tuesday, July 4; processed timesheets for staff on Thursday, June 29; coordinated with the Recreation Specialist and welcomed the Connolly Gallagher Volunteer Group on Friday, June 30 as they spread wood carpet at the City of Newark Parks and Recreation Fairfield Community Gardens; checked on pools and lifeguards; pools were closed on Tuesday, July 4 for the holiday and Thursday, July 6 due to inclement weather; the George Wilson Center pool had an overall attendance of 179 for the week of June 26 and an overall attendance of 92 for the week of July 3; Dickey Park pool had an overall attendance of 90 for the week of June 26 and an overall attendance of 71 for the week of July 3; completed a Purchase Requisition for Pottery Supplies needed at the George Wilson Center after researching price comparisons.

GWC Rentals & Maintenance: The George Wilson Center Main Hall was rented on Sat., July 1 from 8:30 a.m. – 12 p.m. for a Graduation Party with an overall attendance of 40, from 1-6 p.m. for a 60th Birthday Party with an overall attendance of 45 and from 7-10:30 p.m. for a Graduation Party with an overall attendance of 25; The George Wilson Center Main Hall was rented on Sun., July 2 from 3-8 p.m. for a Graduation Party with an attendance of 145; The George Wilson Center Main Hall and outdoor pavilion was rented on Sat., July 8 from 10 a.m. – 8 p.m. for a Family Reunion with an overall attendance of 30; The George Wilson Center Main Hall was rented on Sun., July 9 from 2-9 p.m. for a Graduation Party with an attendance of 120.

Parks Superintendent: Completed detailed inspections of all swing and tire swing units throughout park system and developed list of repairs as needed (this is done two times per year in July and December), checked on clean up at University from fireworks on July 4, inspected three park horticulture sites and developed work orders as needed, assisted with tree pruning along Welsh Tract Road to get electrical lines clear at Folk Park, inspected four park areas and developed work orders as needed, met/talked with several residents concerning tree issues, reviewed/submitted final invoice for payment of Rittenhouse

bridge painting/repair project, met with developer concerning landscape issues at site, and continued working on CDBG submittals for upcoming cycle. Parks Supervisor assigned field staff daily and assisted as needed, coordinated with Public Works on installation of kiosk at Reservoir.

Parks/Horticulture: Continue mowing operations as well as bed maintenance operations throughout park system, did tree/shrub pruning/removal as assigned, loading/set up/take down/storage and site cleanup from 4th of July event at the University of Delaware, replanted pots at City Hall by Atrium entry, replaced annual plantings in pots at main entrance to City Hall, did equipment maintenance on mowing equipment, did interior bed maintenance at City Hall, did trash removal throughout park system, checked on pools and back washed as needed, dragged/scarified all ballfields, continued on work orders as assigned.

Activity or Project:

July Parks and Recreation Month

Description:

July is Parks and Recreation month across America and Newark Parks and Recreation is doing their part by highlighting different activities each day in July. Some of the activities include disc golf at Handloff Park and a Bike Rodeo at the George Wilson Center.

Status: Started

Expected Completion: 7/31/2017

Execution Status: On Track

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:

Code Enforcement

- Interior renovations are nearing completion at the Opera House on Main Street.
- Construction is ongoing at Cleveland Avenue.
- The foundation work on South Main Street for the next phase of Chimney Ridge is continuing.
- The foundation and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on the STAR Campus is nearing completion. We anticipate plans for the next two buildings at the STAR Campus to be submitted this summer.
- Exterior finish and interior work is continuing at Woolen Way for the new townhouse apartments.
- Finishing work is ongoing at the Heights on South Chapel Street, with completion expected in July.
- Finishing work is ongoing at the University of Delaware South Academy Street dormitory, with completion expected in July.
- Construction is ongoing at the Lofts at Center Street.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Planning and Development Director Mary Ellen Gray spent a fair bit of time in the last week in June preparing for the July 5, 2017 Planning Commission meeting.
- Director Gray and staff spent time the first week of July, outside of the holiday, moving offices from the second to first floor of the Municipal Building.
- Director Gray, Planner Tom Fruehstorfer and Planner Mike Fortner met with DelDOT to discuss the Transportation Improvement District (TID) process and how one can be done in the City of Newark. The development of TIDs in the City of Newark is in Newark's Comprehensive Development Plan V.
- Director Gray attended a planning meeting for the proposed Orchard Road mini-circle pop-up project on July 6, 2017.
- Director Gray worked on preparing for and participating in the internal 2018 budget discussions during this reporting timeframe.
- On Wednesday, July 5, the Planning Commission reviewed and recommended approval of two special use permit applications. The first application is from Danneman Hospitality, LLC to amend their special use permit approved by Council in 2016 from 125 rooms to 132 rooms. The second special use permit application is from Verizon Wireless to install a cell tower at 83 East Main Street on the roof of the UD bookstore. The special use permit applications will be forwarded to City Council for review at their August 14 meeting.
- On July 20, the Board of Adjustment will hear the appeal for the property owner at 54 Winslow Road. The property owner is seeking a 1.25 foot (15 inch) variance for an accessory building located in a rear yard. The requirement for accessory buildings in the rear yard is 3 feet from the rear and side property lines.

- The following was also completed this week:
 - 15 Deed Transfer Affidavits
 - 52 Building Permit Reviews
 - 2 Certificates of Completion/Occupancy

Activity or Project:

Delaware Sustainable Communities Planning Grant

Description:

On Friday, July 7, the Planning and Development Department was notified by Delaware Department of Natural Resources and Environmental Control (DNREC) that the grant request for the “Delaware Sustainable Communities Planning Grant” was accepted. Ten application requests from Delaware counties and municipalities were received by DNREC, and six were granted funding through a competitive process. The City is requesting funding to develop, through a collaborative process, a broad, long-term, and integrated sustainability plan – Sustainable Newark – to implement the City’s vision, goals, and action items contained in the recently adopted Comprehensive Development Plan V. The planning process would involve the University of Delaware, the Conservation Advisory Commission, Bike Delaware, WILMAPCO, as well as City Departments. The amount requested is \$80,000. The City will use the funds to hire an outside consultant to help facilitate the process and for technical assistance.

Status: Started

Expected Completion: 7/14/2017

Execution Status: On Track

Activity or Project:

New Preliminary Floodplain Map Public Meeting

Description:

Planner Tom Fruehstorfer sent out invitations to a public meeting to home owners of properties in the proposed revised floodplain. The meeting is planned for Wednesday, July 26, 2017, 7:00-9:00 p.m. in City Council Chamber. The meeting is being scheduled to answer homeowner questions about the proposed revised floodplain maps.

Status: Started

Expected Completion: 7/26/2017

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

Administration Division

- On July 7th, much of the department was involved in investigating the fatal hit and run collision involving a pedestrian on Elkton Road.
- The July 4th fireworks display and resulting crowd and traffic went smoothly.
- Officers are keeping check on pedestrians and residents during this week's heat wave.
- Lieutenant Nelson is attending training on "Building Analytical Capacity", which focuses on crime analysis and statistical analysis.
- Sergeant Jones is conducting firearms training and qualification to our recent certified police officer hire, Officer Velasquez.

Auxiliary Services

- The police department was awarded a Criminal Justice Council BYRNE Grant in support of the city surveillance camera program.
- Captain Van Campen attended an information sharing discussion at UDPD.
- Notification letters of false alarms are being sent to various holders in reference to false alarms and/or no registered alarms.

Criminal Investigations Division

- On Friday, July 7th members of the Criminal Investigation Bureau and Street Crime Unit assisted the Traffic Division with a fatal hit and run collision which occurred during the early morning hours.

Special Enforcement Bureau

- On Tuesday, July 11th, M/Cpl. Conover, Cpl. Saunders and Cpl. Mease were assigned to road coverage for the range.
- Sgt. D'Elia met with Parks and Recreation regarding National Night Out preparations.
- On Wednesday, July 12th, the Special Operations Unit hosted the monthly HUB meeting.
- On Wednesday, July 12th, Cpl. Mease and Cpl. Saunders attended Family Fun Night at Handloff Park which included car seat checks and a bike rodeo.
- Officer Vari is conducting a temporary rotation with the Traffic Unit during the week.
- The traffic sign board was in Christiansted last week following complaints of speeding.

Patrol

- On Sunday, July 9th, the Patrol Division's B Platoon hosted water ice with a cop at the NPD Community Policing Center.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 7/13/2017

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:

The refuse team has been discussing fines levied during student move out and have been able to agree with most on the fines and necessity of the program. We are utilizing the Alderman's Court for those who choose to dispute the fines in that manner.

Water main flushing begins next week with all flushing being completed at night between the hours of 10:00 PM and 6:00 AM. Full details can be found here: <https://newarkde.gov/CivicAlerts.aspx?AID=947>

Activity or Project:

Water Main Replacement - East Park Place

Description:

Work continues along East Park Place. There have been some dust complaints and we have been using a water truck and sweepers to manage the dust. We have decided to shift the lanes to avoid cars driving over the stone backfill, which should all but eliminate the dust issue. We anticipate starting some switchover of services starting at Manuel Street next week.

Status: In-Progress

Expected Completion: 8/31/2017

Execution Status: On Track

Activity or Project:

Asphalt Installation Drag Box

Description:

The Fleet Maintenance Division has fabricated a custom drag box for asphalt installation for use by the Street Division. The box will allow for smoother and potentially larger road patches. The estimated budget to purchase a similar product on the open market is around \$30,000. The garage was able to complete the project during regular hours with less than \$1,000 in materials. Photo attached.

Status: Near Completion

Expected Completion: 7/21/2017

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

7/2/2017

to 7/15/2017

New Castle County, DE

7/11/2017

	A	B	C			D	E	E/15= F	E x 4 = G Average Annual Charge
Water Utility	Service Charge (\$)	Public Fire Protection (\$)	Rate (\$)	Rate (\$)	Rate (\$)	Distribution Improvement Charge (\$)	Total Average Quarterly Charge (A+B+C+D=E)	Average Quarterly Rate (\$/1,000)	
Artesian Water Company	Monthly	Monthly	\$7.347/1,000 gal (0-2,000 gal)	\$7.943/1,000 (2,001-7,000 gal)	\$9.263/1,000 (>7,000 gal)	4.71% after 7/1/17			
	\$16.49	\$6.59	\$14.69	\$23.83	\$0.00	\$2.90	\$193.51	\$12.90	\$774.05
Delaware City	Monthly	Monthly	\$3.25/1,000 gal (0-15,000 gal)	\$3.75/1,000 gal (15,001-25,000 gal)					
	\$13.00	\$0.00	\$16.25	\$0.00	\$0.00	\$0.00	\$87.75	\$5.85	\$351.00
Newark									
Inside City		Quarterly	\$5.329/100 cubic feet (0- 1,273 cf)	\$6.802/100 cubic feet (>1,273 cf)					
	\$0.00		67.84	49.81	\$0.00	\$0.00	\$117.65	\$7.84	\$470.61
Outside City		Quarterly	\$7.099/100 cubic feet (0- 1,273 cf)	\$9.206/100 cubic feet (over 1,273 cf)					
	\$0.00	\$0.00	90.37	67.42	\$0.00	\$0.00	\$157.79	\$10.52	\$631.16
New Castle Municipal Services Commission	Monthly	Monthly	\$0.0070/gal						
	\$8.25	\$1.50	\$35.00	\$0.00	\$0.00	\$0.00	\$134.25	\$8.95	\$537.00
July through September			\$0.0070/gal (0- 4,000 gal)	\$0.0079/gal (>4,000 gal)					
	\$8.25	\$1.50	\$28.00	\$7.90	\$0.00	\$0.00	\$136.95	\$9.13	\$547.80
Tidewater Utilities	Monthly	Per unit in Fire Hydrant Districts ³	\$8.2074/1,000 gal (0-5,000 gal)	\$8.3131/1,000 (5,001-20,000 gal)	\$8.7104/1,000 (>20,000 gal)	2.43% after 7/1/17			
	\$18.20	\$5.03	\$41.04	\$0.00	\$0.00	\$1.56	\$197.49	\$13.17	\$789.94
SUEZ Delaware	Monthly	Monthly	\$4.5387/1,000 (0- 2000 gal)	\$5.4864/1,000 (2001-7,000 gal)	\$7.6882/1,000 (>7,000 gal)	0.00% after 4/5/16			
	\$15.10	\$3.55	\$9.08	\$16.46	\$0.00	\$0.00	\$132.56	\$8.84	\$530.24
Wilmington									
Inside City	Includes monthly allowance of 2,667 gallons		\$0.00/1,000 gal (Monthly allowance 0- 2,667 gal)	\$5.628/1,000 gal(2,667-5000 gal)	\$7.034/1,000 gal (>5,000 gal)				
	\$19.40	\$0.00	\$0.00	\$12.45	\$0.00	\$0.00	\$95.54	\$6.37	\$382.17
Outside City	Includes monthly allowance of 2,667 gallons		\$0.00/1,000 gal (Monthly allowance 0- 2,667 gal)	\$10.189/1,000 gal (2,668-5,000 gal)	\$12.730/1000 gal (>5,000 gal)				
	\$31.06	\$0.00	\$0.00	\$23.43	\$0.00	\$0.00	\$163.48	\$10.90	\$653.94

* Based on assumed quarterly residential water-use of 15,000 gallons per customer

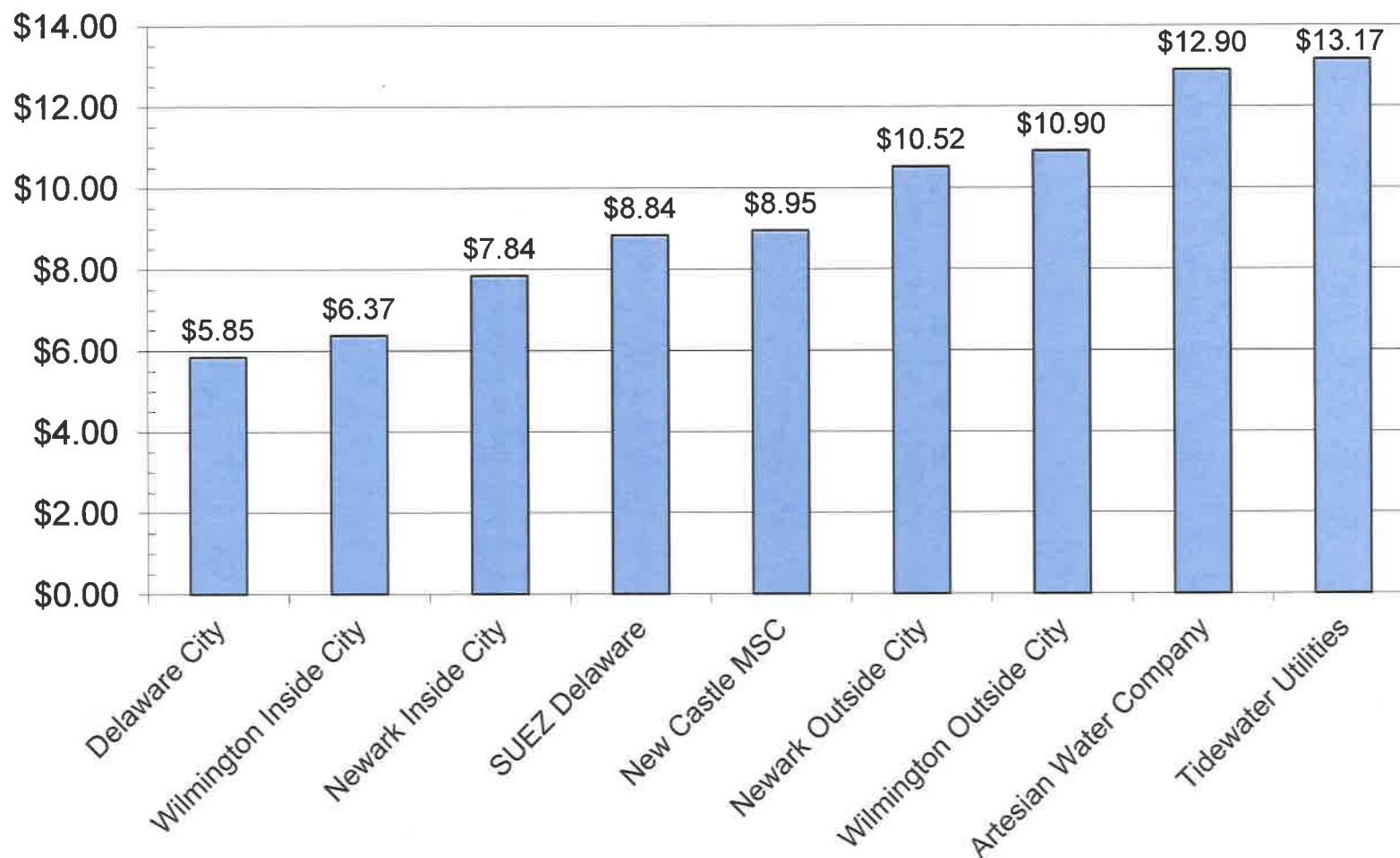
¹ 1 cubic foot = 7.48 gallons

² 15,000 gallons = 1,995 cubic feet

³ \$8.86/4 units in multi unit buildings

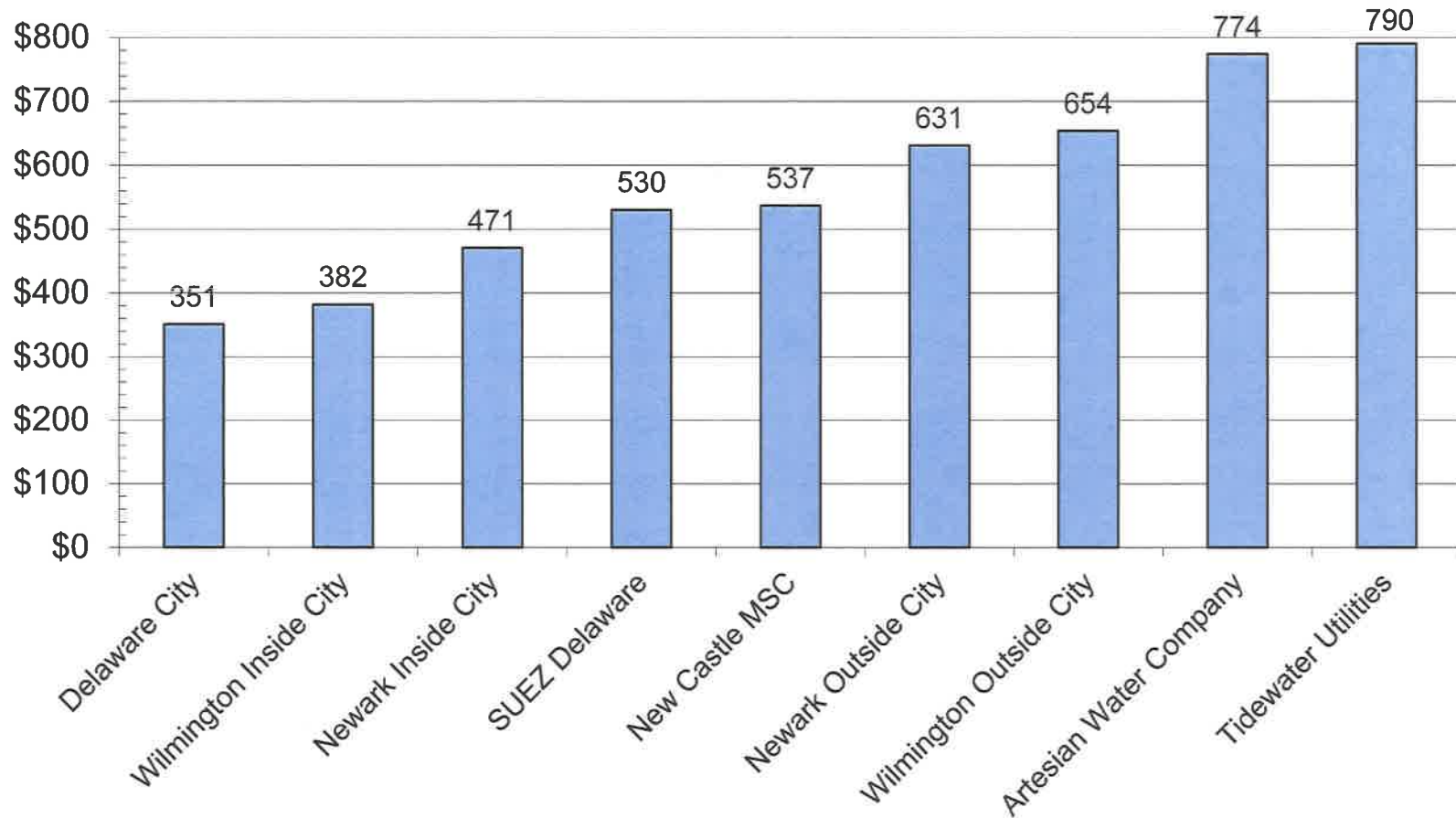
Water Rates in New Castle County, Delaware (2017)

Average Quarterly Rate (\$/1,000)



Utility	Average Quarterly Rate (\$/1,000)
Delaware City	\$5.85
Wilmington Inside City	\$6.37
Newark Inside City	\$7.84
SUEZ Delaware	\$8.84
New Castle MSC	\$8.95
Newark Outside City	\$10.52
Wilmington Outside City	\$10.90
Artesian Water Company	\$12.90
Tidewater Utilities	\$13.17

Average Annual Water Bill in New Castle County, Delaware (2017)



Utility	Average annual water bill	\$/1000 gal
Delaware City	351	\$5.85
Wilmington Inside City	382	\$6.37
Newark Inside City	471	\$7.84
SUEZ Delaware	530	\$8.84
New Castle MSC	537	\$8.95
Newark Outside City	631	\$10.52
Wilmington Outside City	654	\$10.90
Artesian Water Company	774	\$12.90
Tidewater Utilities	790	\$13.17

CITY OF NEWARK, DELAWARE
2018 BUDGET SCHEDULE
AMENDED JULY 13, 2017
TIME: 6:00 P.M.

TITLE	DATE	COMMENTS	NOTE
Department Budget Hearing	Monday, July 31, 2017	Council Direction to be given for Information Technology & Legislation	7/13/2017 - Swap Electric and Alderman's Court with Information Technology
Department Budget Hearing	Wednesday, August 16, 2017	Council Direction to be given for Parks, Planning & Development	Move to 8/14 if agenda permits
Department Budget Hearing	Monday, August 21, 2017	Council Direction to be given for PWWR	
Department Budget Hearing	Wednesday, September 6, 2017	Council Direction to be given for Alderman's Court, Electric and Finance	Move to 9/11 if agenda permits. 7/13/2017 - Move to July 31 and swap with Electric, Alderman's Court
Department Budget Hearing	Wednesday, September 13, 2017	Council Direction to be given for Police & Administration	
Financial Workshop #1	Monday, September 18, 2017	Budget Overview - 3rd Monday	
Planning Commission Approval of CIP	Tuesday, October 3, 2017	1st Tuesday	
Budget Hearing #1	Monday, November 6, 2017	1st Monday	
Budget Hearing #2	Monday, November 20, 2017	3rd Monday (if needed)	
Adoption of Budget	Monday, December 4, 2017	1st Monday (if needed)	

Approved by City Council May 22, 2017
Amended July 13, 2017

NEWARK POLICE DEPARTMENT

WEEK 07/02/17-07/08/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	6	1	0	4	1	0
Rape	2	2	0	3	0	0
Unlaw. Sexual Contact	4	7	0	1	0	0
Robbery	27	12	0	8	8	0
- Commercial Robberies	10	5	0	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	1	5	0
- Other Robberies	10	5	0	7	2	0
Assault/Aggravated	12	15	1	19	15	0
Burglary	50	23	1	27	7	0
- Commercial Burglaries	9	5	0	4	1	0
- Residential Burglaries	34	13	1	21	6	0
- Other Burglaries	7	5	0	2	0	0
Theft	351	271	10	99	108	2
Theft/Auto	25	26	0	9	2	0
Arson	2	1	0	0	0	0
All Other	63	54	1	41	32	2
TOTAL PART I	542	412	13	211	173	4
<u>PART II OFFENSES</u>						
Other Assaults	182	159	2	77	75	0
Rec. Stolen Property	0	1	0	17	12	0
Criminal Michief	98	118	5	41	33	0
Weapons	6	10	0	22	20	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	117	62	1	204	95	1
Drugs	78	92	2	107	103	6
Noise/Disorderly Premise	332	386	5	140	126	2
Disorderly Conduct	92	79	2	61	50	0
Trespass	103	96	5	35	34	0
All Other	254	223	8	171	200	2
TOTAL PART II	1262	1226	30	875	748	14
<u>MISCELLANEOUS:</u>						
Alarm	403	182	5	0	0	0
Animal Control	304	251	13	2	2	0
Recovered Property	152	174	5	0	0	0
Service	18035	19925	685	0	0	0
Suspicious Per/Veh	320	316	10	0	0	0
TOTAL MISC.	19214	20848	718	2	2	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	889	24,122	830	25,729



Newark Police Department
Weekly Traffic Report
07/02/17-07/08/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	5738	4678	117	69
DUI	92	81	2	2
TOTAL	5830	4759	119	71

TRAFFIC COLLISIONS				
Fatal	0	1	0	1
Personal Injury	124	136	6	0
Property Damage (Reportable)	666	584	23	14
*Hit & Run	153	126	3	3
*Private Property	156	128	5	5
TOTAL	790	721	29	15

*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.

