

Below is the weekly report for the two weeks ending today, June 28, 2024.

Items for Newsletters:

1. **Summer Parking Rates:** Reduced parking went into effect on June 16 and will remain until August 15. During this time, on-street parking will be \$1.25/hour and off-street parking will be \$1.00/hour.
2. **2024 City of Newark Consumer Confidence Report (Annual Water Quality Report):** Please see the City of Newark 2024 Consumer Confidence Report, also referred to as the Annual Water Quality Report at the link below. This report is submitted to the state by all Public Water Systems within the State of Delaware as a report on the utility's water quality and sampling results, source water, and system upgrades for the previous year. Our drinking water continues to meet or exceed all federal and state regulations as we continue to improve our system. Please feel free to distribute in newsletters, etc.

<https://newarkde.gov/645/Water-Quality-Reports>

3. **DeIDOT Road Patching – Christina Parkway:** DeIDOT will be completing extensive patching along Christina Parkway from South College Avenue to Elkton Road starting June 24 and lasting approximately 2 months. This patching will be a temporary fix to address a section of road that we receive numerous calls about during the winter months for deterioration and potholes. This section of road is currently in the design phase of a slated full reconstruction in the next few years and some of these temporary repairs will be completed with the larger project in mind, extending the timeline further than a typical patch contract.
4. **Delaware Avenue Right Lane Reconstruction and Delmarva Power Gas Main Replacement *Work Underway*:** Delaware Avenue Right Lane Reconstruction project is currently underway and involves the full reconstruction of the right lane of Delaware Avenue. There are two segments of Delaware Ave scheduled to be reconstructed due to premature failure of the subbase and flexible pavement section. The first segment scheduled for reconstruction is between South Main Street and South College Avenue. The second segment extends from Academy Street to South Chapel Street. DeIDOT's contractor will begin the first segment while Delmarva Power completes gas improvements in the second segment. Once Delmarva improvements are complete, DeIDOT's contractor will follow behind them to complete final road restoration between Academy Street and South Chapel Street.
5. **City newsletter:** To sign up for the City's email newsletter, [click here](#).

Public Works and Water Resources

1. **Water Main Replacement – Hanover Place, Tyre Avenue, and Dallam Road:** Our contractor, Mumford and Miller, continues restoration work on Hanover Place. Work has begun along Tyre Avenue in order to take advantage of the reduced traffic while students are gone for the summer. This work will require lane closures along Main Street and full closure of parts of Tyre Ave. Lane closures and detours will be signed accordingly. They are preparing to mobilize to Dallam Road after completing Hanover. Residents and the pool staff at Nottingham have been notified of the work and will be notified of any service disruptions as the project moves forward.
2. **Sanitary Sewer Rehabilitation:** Insituform will continue to clean and inspect the sewer along McKees Lane and replace manhole covers along the Fremont Connector Trail. A separate contractor, Mussen Brothers are completing some sewer lateral repairs on Nathan Hale Court on 6/28. All residents and businesses have been notified of service disruptions.
3. **Water Tank Painting – Arbour Park and Louviers Tanks:** The Arbour Park Tank has been completed and placed back in service. Staff met with the contractor at the Louviers Water Tank this week to review internal repairs and modifications at that location with a tentative start date of July 1.
4. **Free Water for a Year initiative:** Our final \$1000 winner has been selected. While the free water initiative is complete, we still welcome any surveys to update our database. Newark Water customers are encouraged to complete the online survey at this link: <https://newarkde.gov/lead>. The data we collect will help complete a required inventory of service lines and reduce operating costs for the water utility.
5. **Christianstead Bridge Repairs:** After making some repairs from the storm damage, the contractor continued replacing the decking on the bridge. Good progress has been made and we expect to complete the decking next week.

Planning and Development

1. **Land Use**
 - a. Staff completed and posted the Planning Commission agenda and packet for their [July 2](#) meeting. The final proposed zoning regulations for businesses related to adult-use marijuana is on the agenda for final recommendation to Council. The development plan that had been scheduled for this meeting was removed due to failure to post the required sign advertisement on the property.
 - b. The first public hearing for the Community Development Revenue Sharing Advisory Committee has been scheduled for July 30 at 1:00 p.m. in the Council Chamber. This meeting will serve as an opportunity for potential applicants to learn more about the available grant funding and the application process. The deadline to submit applications is August 28.

- c. Staff presented the minor subdivision by site plan approval for [643 Creek View Road](#) to Council on June 24, which was approved by a vote of 6-0.
- d. Staff received the following development plan submission:
 - i. Comprehensive Development Plan amendment, rezoning and major subdivision to construct a five-story mixed use building and a two-story addition on the adjacent building at [136-160 South Main Street](#) on June 22 (third submission).
 - ii. Administrative subdivision for [502 South College Avenue](#) on June 27 to update lease lines (first submission).
- e. Interviews for the vacant Community Planner I position took place on June 27. Staff have moved to references on a candidate and hope to extend an offer soon. It is the goal to get a new employee hired prior to the beginning this year's Community Development/Revenue Sharing grant cycle.

2. Code Enforcement

- a. Code Enforcement Officers and the Fire Protection Specialist have closed out an additional 62 legacy permits in Munis this week in advance of the launch of our new software. Due to the compressed timeframe the Division has to get this completed before the launch of the new software and the high volume of work due to construction season, staff are reaching out to a contractor to look to get third party assistance to get this completed utilizing budgeted contractual funding.
- b. Work continues on the Tyler Enterprise Permitting and Licensing configuration process. Staff are reviewing the 456 individual ICC and municipal code citations currently in Munis to ensure accuracy and completeness prior to being uploaded into the new software. Staff met internally to review the timeline for completion of the City's portions of configuration and to discuss the testing, training, and roll out of the project. To take advantage of training and opportunities to have Tyler representatives onsite, it was determined that the goal will be to do a single, instead of a phased, rollout of the software with the goal of launching prior to the 2025 business license cycle in November.
- c. The vacant Code Enforcement Officer position was [posted](#) on May 31 and is open for applications until June 28.

3. Parking

- a. Reduced parking rates went into effect on June 16 and will remain until August 15. During this time, on-street parking will be \$1.25/hour and off-street parking will be \$1.00/hour.
- b. Recently, the City's bank has stopped accepting loose coinage for deposits, which has required the City to contract with an armored car service for processing coin deposits. Staff met internally with Finance to finalize the coin removal, counting and pickup preparation procedures to ensure all parties were aligned with which divisions were responsible for the various portions of the process. This new expense of \$330 per month for coin deposits is approximately 9.5% of the revenue taken in by coins annually and does not count the additional overhead for maintenance of the kiosks. Coins currently make up 1.5% of the annual revenue for the Parking Division, while the remaining 98.5% is from credit card payments (both at the kiosks and on the Passport app).
- c. Staff have been working to finalize reviews and estimates for the 2024 budgeted paving work in City lots. Parking is working with Public Works to roll the paving work in portions

of Lots #2 and #3 into their larger paving project list and with the goal to have this completed prior to the UD fall semester.

- d. Parking vacancies currently in process include the following:
 - i. The second Parking Coordinator position that was approved in the FY2024 budget with an August 1 start date closed on June 21 with 24 applicants. Council confirmed their approval to move forward with hiring this position after hearing the progress from the first Parking Coordinator hire, so staff are reviewing applicants to submit to HR next week.
 - ii. Out of the 9 applicants submitted to HR for the part-time Parking Ambassador vacancy, 5 responded to schedule interviews for July 11. The [posting](#) is open until filled.

Purchasing/Facilities Maintenance

1. **City Hall Generator:** Early Tuesday morning, the Municipal Center lost power, which resulted in the generators servicing the Newark Police Department and City Hall to turn on. Unfortunately, due to a failed radiator on the City Hall unit, the generator shut off due to high heat minutes after coming on. This unit is checked monthly and serviced by a third-party contractor twice annually. This resulted in some operational issues, which staff spent a portion of this week fixing. The City's mobile generator was mobilized and should be online Friday, 6/28 to temporarily replace the City Hall unit while we await a replacement radiator (estimated 3-4 weeks). While an unfortunate event, it was a good emergency response test for staff, who handled the situation quickly.
2. **Charging and Fueling Infrastructure (CFI) grant application:** Last year, Administration and Electric submitted a \$600,000 grant request for the CFI grant handled by the Federal Highway Administration (FHWA). The grant application aimed to add additional charging stations in Newark in locations that are not currently covered through the City's existing infrastructure. We were not awarded the grant but had a score of "highly recommended." The grant application just opened for 2024 and the FHWA is allowing those who are highly recommended to resubmit their application from last year for further consideration. This request was submitted, and we are hopeful to secure funding this round.
3. **Sustainability Plan Update:** 2024 is the 5th year since the adoption of the **Newark Community Sustainability Plan**. The plan specifies that the City/CAC should update this Plan every 5 years. CPPO Jeff Martindale is working with CAC Chair Helga Huntley to begin this process. While a large undertaking, we believe this update can come to fruition by year's end.

Electric

1. **Outage Reports:**
 - a. On Tuesday, June 25th, we experienced an outage due to a fault on the 34kV bus at Kershaw substation. This outage affected 1,556 customers and lasted for 2 hours. The cause of the fault is unknown.

- b. On Wednesday, June 26th, an outside testing company tested three sets of 34kV underground cables and 34kV switchgear at Sandy Brae Substation. Out of the three sets, one set of cables that provides power to transformer #78 did not pass the test due to aging. This unit serves about 1,470 customers. The unit will stay de-energized until we replace the cable. We have transferred the unit load to different circuits.

Parks and Recreation

1. **Liberty Day Celebration and 4th of July Fireworks:** Prep continues. The “Showmobile” stage is once again being provided by New Castle County which we appreciate.
2. **Recreation Programming:** Summer camps are in full gear with Camp REAL, Rittenhouse and Camp GWC all in session and a variety of specialty camps taking place. Recreation staff are working on program planning for fall programs and compiling winter spring program statistics and financial information. Staff worked with Jayme Gravell and Nic DeCaire for the Parks on Draft that is scheduled for July 19 at Handloff Park.
3. **Parks Maintenance:** Staff began installation of new play piece at Fairfield Crest. They also installed the framework for the swing set at Devon Park and are awaiting completion of the contractor’s work to complete installation of the swing set. We will order a new play piece for Devon to include installation. Horticulture staff are assisting with park mowing and trimming with smaller mowers
4. **Volunteer Activity:** A Veteran’s group of volunteers from Chemours are interested in cleaning the Memorial Plaque on the Academy Building lawn. We are working with UD to get the project approved and completed.
5. **Storm Damage:** The tennis Court fence at Lumbrook Park was damaged by falling tree limbs during a recent storm. Staff removed limbs from the court and cleaned up debris. We are working on quotes for the fence repair.