



CITY OF NEWARK DELAWARE

Administrative Report

August 22, 2025

Items for Newsletters

1. Road Closures:

- a. On August 27, 896 Southbound, from Country Club Drive to Andrews Way, will be closed from 7:00 PM to 3:00 AM for the replacement of a utility pole in front of Rite Aid.
- b. Academy Street pave and rehab work has been completed, and our contractor has moved to West Park Place. They are in the process of completing the curb work this week and plan to begin milling and paving West Park Place from Orchard Road to South College Avenue on Tuesday, 8/26 through Thursday, 8/28. This will be the last location we complete in the downtown area until June of 2026. The next locations are spread out in residential areas and will not have as significant impact on traffic.

2. Electric Utility Outage Management System: OMS Update: The OMS is operational as of August 12. A welcome message was sent to 6,322 customers through TextPower. Currently, we have a total of 13,316 electric accounts. However, only 6,322 of these accounts have provided cell phone numbers; the remaining accounts have only landlines. As a result, the welcome message could not be sent to those customers.

Customers who wish to receive outage information via text must provide us with their cell phone numbers. Additionally, customers can report a power outage through the customer outage portal or by calling 3023-366-7000.

3. Upcoming Events:

- a. Parks on Draft – 9/12 at Handloff Park
- b. National Day of Service – Thu, Sep. 11
- c. Community Day – Sun, Sep. 21 – preparations are ongoing. We have over 110 vendors so far.

4. City newsletter: To sign up for the City's email newsletter, [click here](#).

Public Works

1. Main Street Pedestrian Safety Improvements: The first phase of the Main Street Safety Improvements project is substantially complete, with only minor punch list items remaining for the contractor to address. We anticipate all outstanding items will be resolved within the next week or two.

Since implementing the All-Way Stop Controls (AWSC) at McKees Lane and Haines Street, along with other traffic calming measures, PWWR staff and our consultant have been actively monitoring the corridor. So far, vehicle queue lengths at each AWSC location have remained manageable, with longer queues observed during the mid-day peak period. We expect these queues to improve as drivers become more familiar with the new stop conditions in the coming weeks. Overall, the stop controls are functioning as intended during lower-volume periods and toward the end of the PM peak. The stop signs are effectively slowing traffic and providing the desired "metering" effect. However, we have observed some instances of non-compliance — particularly with vehicles rolling

through the stop signs. Typically, the first vehicle in a group stops fully, while following vehicles sometimes proceed through without stopping completely.

As driver compliance continues to improve, we expect the all-way stops to perform very well, particularly during off-peak periods when traffic isn't influenced by other factors such as nearby signal queues or parking activity. We have red flashing beacons on order to be installed at the AWSC stop signs to help bring attention to the new stop conditions. Unfortunately lead times for the units are significant and we do not expect to receive them until September 15th. We have alternate blinker units on order in hopes they arrive sooner. These units will take the place of the existing spinners on top of the existing signs.

We will continue to monitor conditions along the corridor closely, especially as school resumes and traffic volumes increase, to evaluate the long-term effectiveness of these improvements.

2. **Water Main Flushing:** Water main flushing operations have been completed successfully with very little impact to customers. The next round of flushing is tentatively scheduled for July of 2026.
3. **Water Main Replacement:** Water main replacement on Willa Road and Lehigh Road is wrapping up with the contractor beginning milling and overlay operation today (Thursday, 8/21). We anticipate both Willa and Lehigh work will be substantially complete by Monday, 8/25, well ahead of students returning to West Park Elementary on Tuesday, 9/9. This is the final water main location for the contract. Over the next few months, we will work with the contractor complete any remaining punch list items including restoration of disturbed areas affected by this work.
4. **Delaware Avenue (Milling and Paving - DelDOT):** DelDOT has contacted PWWR to coordinate milling and paving work on select sections of the right lane along Delaware Avenue. These areas have experienced subbase settlement following the completion of the Delaware Avenue Separated Bikeway project. The planned work will focus on segments between Orchard Road and South College Avenue, as well as between Haines Street and South Chapel Street. To minimize disruption, especially with students returning to campus, we have requested that the work be delayed for a few weeks to allow traffic patterns to stabilize. We will provide an update with a confirmed schedule as soon as the timeline for this work is finalized. This work is expected to be completed overnight.

Finance

1. **Single Audit** – CLA is working with staff to finalize the Single Audit of Federal grant awards. This is due to the Federal Clearinghouse by September 30, 2025.
2. **Assistant IT Manager Vacancy** – Interviews were conducted on August 14 and 15 and the interview panel is finalizing their scoresheets of the applicants. A decision should be made by next week.
3. **Budget** – The City Manager and Finance Director presented the Budget Overview to Council on August 18. Departmental budget presentations begin on August 25 with presentations from the Administrative, Legislative and Electric Departments. Staff is looking at areas for cost savings and revenue increases to balance the budget.
4. **Payments and Utility Billing closure for training** – The Payments and Utility Billing division will be closing at 12 noon on Tuesday, August 26th for staff training. Customers will still be able to make payments online or over the phone during this closure.

Administration and Facilities

1. **Emergency Operations Plan and Continuity of Operations Plan Update:** Staff continue to work with our consultant on the update to the City's EOP and the creation of our first citywide COOP. This

week we held a EOP and COOP training seminar with key staff members who will be involved in the final review and updates to the plans. We also have an exercise on the draft plan scheduled for September.

Parks and Recreation

2. Projects:

- a. George Read Park improvements – final inspection held, grand re-opening will be scheduled after the new play feature and benches are installed, estimating some time mid-September.
- b. Old Papermill Road Park – progress meetings held monthly, pavilion installed along with climbing feature, starting work on grass multi-purpose field
- c. Olan Thomas/Kershaw Trail – public meeting held with DelDOT, planning for bid request in late fall 2025
- d. Folk Park potential project- stone dust trail installation has begun; plant installation is scheduled for September with community celebration in early October

3. Maintenance/Operations:

- a. Attended EOP/COOP Training
- b. Continue fine tuning items for tree inventory in GIS system and testing the process
- c. Working with developer regarding tree mitigation sites for planting in the fall upon completion of Old Paper Mill Road Park project
- d. GWC LED sign installation complete – waiting on final electric hook up
- e. Scheduling landscaping around POW/MIA chair in front of City Hall prior to dedication, Sep. 18
- f. Preparing George Read with final clean up from construction project and delivery of new play feature
- g. Received five calls/emails with tree concerns to check out

4. Recreation Programming:

- a. Our Fall Activities brochure is live and registration is open for both residents and non-residents for our full lineup of activities and events scheduled now through December.
- b. We participated with a table at National Night Out on Tue., 8/5/25
- c. Friday, 8/15, we had our 2nd to last Fishing with First Responders of the year, DNREC and NCC paramedics were in attendance. We had roughly 35 total participants come out and fish.
- d. Summer camps have mostly completed with just one art camp remaining the week of 8/25.
- e. Our before/after care program begins on Tue, 9/2. We are busy collecting child forms, hiring staff and planning for orientation scheduled for Monday, 8/25
- f. George Wilson Center
 - i. For the week of 8/11, it was the last week of Camp GWC, and we had 45 kids enrolled since we had a lower number of staff available to work. We also had Safe Kids Camp. They had many visitors including Trooper 4 with the helicopter and the NCC police mounted patrol. Thursday NPD held a bike rodeo, and kids from both camps were able to have fun with the course that was set up.
 - ii. For GWC, we had 7 long term rental events for the week and 3 short term rentals.

5. Volunteers

- a. Corresponding with local organizations who are interested in completing service hours with us and/or creating a one-off event on their designated service days. We are currently working with JPMorgan to see if we can set up on their day of service for them to paint swing sets at two parks.
- b. Adopt a Park:
 - i. August - Wilmington Trail Club - Tim Bell spent 2.5 hours along the Mason Dixon Trail going from Rittenhouse Park to Persimmon Creek Swim Club. He maintained

- the grass, bushes, and other plants encroaching on the trail.
- ii. March - Wilmington Trail Club - Tim Bell and Gary Kirk spent 3 hours along the same section by trimming and removing small limbs.

Electric Department

1. Outage Reports:

- a. On August 13, a faulty underground cable serving ACME caused an outage affecting 24 customers on the old side of Grove. Twenty-three of these customers were restored within two hours; however, ACME remained without power for an extended period because we needed to replace the cable.
- b. On the same day, an outage occurred on Bus 1 at Kershaw due to a storm, resulting in losses at the Wyoming, Chestnut Hill, and South Chapel substations. We managed to restore a portion of the Chestnut Hill substation within 10 minutes, and the remainder of Chestnut Hill, along with the Wyoming substation, was restored within 30 minutes. The South Chapel substation was back online within 45 minutes.