

# City Manager's Weekly Report

Friday, June 24, 2016

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council -

Good News! - Our water main contractor will be mobilizing additional crews in order to expedite the completion of the in town work on our water main contract. We will be getting notice out and provide more information early next week.

As you likely have noted, the temporary shuttle from Fairfield begins next Monday, June 27th. Staff and I are meeting today to discuss internally future options in advance to a meeting with DART, and UNICITY (UD) to determine UNICITY route changes and their financial/staff requirements in advance to the end of the temporary shuttle service being provided by DART. I expect to bring detail related to this topic to council by August.

Staff and I have met to discuss the interest of the CAC to engage a UD intern to develop a Green Dashboard for Newark that upon completion, could be displayed statically on our website and updated annually. The idea is to share Newark's Green Efforts and their impact on our carbon footprint. We expect that the CAC will supervise the intern and input/data for the project will be shared with the CAC from the appropriate City departments or divisions, including Administration, PWWR, Electric, Finance, Facilities, and IT. We will share more as this CAC project moves forward.

Staff and I met this week to review the snow plan and discuss their evaluation of our snow operations. We expect to provide a report to council by the end of August.

Staff and I met with Black and Veatch this week for an update on Rate Study progress - with stormwater user fee and implementation considerations being the primary focus. Efforts related to water and sewer are ramping up now with the finalization of data collection/sharing and we expect to have revenue requirements by mid summer to align with budget workshop discussions. Additional updates will be shared as we move forward.

Please find attached our PILOT (HB223) information shared with Lobbyist Rick Armitage. As you know, he has cautioned us that this legislative session is not likely to see much consideration of our request to be included in the state PILOT formula however the attached is complete and ready for discussions with our Representatives upon Rick's suggestion.

I attended the North Delaware Happening Blue Carpet Bash this week with Communications Manager Kelly Bachman and Community Affairs Officer Megan McNerney at the Waterfall in Claymont, DE in celebration of our Best Main Street Designation.

Reminder - the Alder Creek Grand Opening will take place this coming Monday, June 27th from 1 to 3 p.m.

Have a great weekend! Carol

**Activity or Project:**

PWWR - Tipping Fee Update

## Description:

Mayor and Council – Please find Tom’s follow-up to an inquiry from Councilman Markham regarding the cause of lower tipping fees, as well as the impact and whether there is a corollary benefit:

- We currently pay \$88.50 per ton for refuse and \$0 for recycling. We receive a discount of \$8 per ton on refuse if we go to the Cherry Island landfill and \$4 if we go to the Pine Tree Corners transfer station. Due to the low ground clearance of our previous trucks, and a history of damage as a result, we have chosen to use the transfer station.
- The new disposal agreement will reduce tipping fees to \$85.00 per ton for refuse and maintain \$0 for recycling. The discount at Cherry Island Landfill is being increased to \$16 through June 30, 2017, then decreasing by \$1 per year through 2021.
- The discount at the transfer station is being increased as well, but only to \$6 creating a \$10 differential as opposed to the current \$4 differential.
- Due to this increased cost, paired with our decision to purchase trucks with more ground clearance, we will begin hauling to Cherry Island once the new rate structure is in place.
- The net budget impact will be a reduction in per ton charges from \$84.50 net currently to \$69.00 net per ton on July 1.
- While this savings will be partially offset by increased wear and tear on our trucks and the need to spend more money on washing (due to the harsh and corrosive landfill environment), it should still result in an overall cost savings to the City.
- Our current budget for disposal is \$515,000 per year. Dividing by our current net tip fee then multiplying by the proposed net fee (6 months at \$69 and 6 months at \$70) results in a new annual disposal fee of around \$425,000.
- We expect to spend an additional \$20-\$30k per year on increased maintenance, repair, and washing for at least the first year until we can get a feel for the actual impact. Using the \$30k figure results in a net budget impact of saving \$60K per year.

Status: Started

Expected Completion: 6/24/2016

Execution Status: On Track

**Activity or Project:**

Preston's Playground Update

## Description:

Please be advised that we have decided it was warranted to issue a bid for the Preston's Playground restroom construction and sewer pipe work in association with meetings held with its Planning team and their contractor Corrado. The needs of the restrooms (lighting/electrical, door locking, etc.) were not fully priced and the bid process was deemed to be the best way to determine cost. The Planning team is aware and Corrado (the playground contractor) will likely bid this aspect of the overall project as well. Once we have the bids in we will come before Council with a recommendation for approval of funding the restrooms, including the funding source. Also - please be advised that in advance of the final design plans for Preston’s Playground, Corrado Construction and Geotechnical Associates(GTA) will be performing test holes in the area to the east of the reservoir driveway starting today, Friday June 23 and may continue into Saturday as well. They also intend to do several borings on the south side of the road in the Old Paper Mill Park area along the proposed sewer alignment. No traffic or parking impact is expected. PWWR is working with Corrado to facilitate this work.

Status: Started  
Expected Completion: 8/26/2016  
Execution Status: On Track

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**Activity or Project:**

Parking Waiver Update

Description:

The Planning & Development Department, the Planning Commission, with the assistance of a Graduate Assistant at UD's Institute for Public Administration (IPA), and a Graduate intern this summer, are conducting a comprehensive "audit" of the parking waiver program that should be completed by Fall. The audit will compile the number of parking waivers, the number of public parking spaces created through land leases/donations, and fees collected.

Status: Started  
Expected Completion: 9/1/2016  
Execution Status: On Track

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**Department:**

Alderman's Court

**Notable Notes:**

We held 3 court sessions this past week.

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**Activity or Project:**

Court sessions

Description:

We held 3 court sessions this past week. We processed a total of 34 arraignments, 36 trials, 15 capias returns, 5 case reviews and videoed 2 prisoners. We processed 659 payments this past week, 376 which were made on line either by Govolutions or Paypal for parking citations.

Status: Completed  
Expected Completion: 6/13/2016  
Execution Status: Completed

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Alderman's Court

**Notable Notes:**

We held 3 court sessions this past week.

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**Activity or Project:**

Court sessions

Description:

We held 3 court sessions this past week. We processed a total of 51 arraignments, 45 trials, 12 capias returns, 2 case reviews and 2 pleas. We recieved and processed 772 payments of which 397 were made online through Govolutions or Pay Pal.

Status:

Completed

Expected Completion:

6/21/2016

Execution Status:

Completed

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Department:**

Community Relations

**Notable Notes:**

More than 60 businesses and organizations participated in A New Night Downtown on Saturday, June 11. There were also eight games and two moon bounces in the kid's area, and nine bands playing throughout the event. We estimate about 8,000 people attended, with the weather playing a role in attendance numbers. The Newark Police Department reported no major incidents during the event and a post-event survey for New Night vendors yielded mostly positive feedback.

Our next event is Food & Brew, which is happening on July 23. To date, there are 18 restaurants signed up to participate and we have secured several sponsors for the event. A Unicity bus has been secured to shuttle patrons from E. Main Street to S. Main Street and mugs, balloons and giveaway items have been ordered.

On Friday, July 17, Community Affairs Office Megan McNerney taped a Comcast Newsmakers segment. She promoted Liberty Day and Food and Brew and mentioned July is National Parks and Rec Month. The piece can be viewed online: <http://comcastnewsmakers.com/2016/06/20/summer-in-newark/>.

We continue to create and post new content to Channel 22. Most recently, we posted a highlight video from New Night Downtown and a promotional video for the NPDTips App. We would like to work with members of Council to tape two-minute segments that allow them to deliver messages to residents on a regular basis and will reach out to coordinate.

**Graphic Design**

- **Designed:**
  - Website banners
  - New Night Social Media Banner and vendor poster
  - Parks and Recreation fliers
  - Designed City of Newark Zoom Flag and table throw
- **Updated**
  - New Night Photo Gallery on DNP Website
  - Parks and Recreation Pool and Registration Information
  - Electric Department Information and Staff Directory

- Food and Brew Information on DNP Website
- Parks and Recreation July Calendar
- Awards section of the City website
- Parks and Recreation activity schedule
- Scheduled
  - Water Main Flushing InformMe Notifications
  - Public Meeting InformMe Notifications
  - Electricity Conservation Notice to InformMe and City of Newark Website
  - Newark Police Department Tip Mobile App Promotional Video to TV22
- Met with Website Redesign Committee for Website Feedback
- Created a Fillable PDF for City Secretary's Office

**Media Inquiries/Press Releases**

- Josh Shannon, Newark Post, inquired about the upcoming website and logo public forum.
  - Resulting coverage: <http://bit.ly/28NdBDJ>
- Josh Shannon, Newark Post, inquired about a group of swimmers in the Newark reservoir.
  - Resulting coverage: <http://bit.ly/28Shpbx>
- Karie Simmons, Newark Post, inquired about revised bus schedule for DART route 16 in the Fairfield area.
  - Resulting coverage: <http://bit.ly/28PWnWB>
- Public Notice: 2016 Water Main Flushing
  - <http://bit.ly/1UETbj5>
- Public Notice: Website & Logo Information Session and Public Forum
  - <http://bit.ly/28OyHII>
- Public Notice: Schedule for Bus Route 16 (Fairfield Shopping Center)
  - <http://bit.ly/28TaSfh>

**Activity or Project:**

Website Redesign

**Description:**

We continue to publicize the upcoming public meeting, scheduled for June 30 from 4:30 - 8:30 p.m. In addition to coverage by the Newark Post, it is advertised on the City website, in the main lobby of the municipal building and on social media. We have also sent out a news release to our community and media email lists. The meeting will include a brief presentation regarding current status and input from City officials prior to opening it up for public comment.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Electric Department

**Notable Notes:**

On Sunday there were several outages caused by the 40 mph wind gusts. Among the notable was a tree falling on Baylor Drive taking out a backyard bus line for three hours, affecting forty seven homes. During the incident another problem on Beverly Road caused a fuse to blow leaving fifty people in the University Garden Apartments without power for two and a half hours until the crews could get there.

The line crews have continued the 34kV tree trimming blitz, where each morning the crews switch out a section of a 34kV circuit and with flaggers and traffic signage in place and all available trucks clear the lines. At the end of the day the circuits are switched back to normal.

The electricians have been working at the West Main Substation installing communication pipes and extending the ground grid for the new transformer slated to arrive in late August. The electricians also installed a circuit and receptacle at the Police Station for an additional TV screen for the roadway and safety camera feeds and they ran a circuit at the Galleria in the Parking Division Office for a temporary air conditioner because getting the newly broken rooftop unit replaced will take several weeks.

Engineering attended a conference to evaluate engineering and GIS software which is being considered for the 2018 budget. The software would model the electric system and performs fault locations, max fault current predictions, arc flash analysis, load projections, fuse coordination, etc.

Engineering also worked on the auto transfer and restoration schemes along with pinpointing the future recloser locations needed and is working with a consultant about redesigning the electric facilities that need to be moved near the new train station.

**Activity or Project:**

West Main Substation Reconfiguration

Description:

Installing a new circuit and poles and reconfiguring other circuits and poles at the West Main Substation in preparation for a new substation transformer currently being built and to be delivered later this year

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Electric Department

**Notable Notes:**

The line crews have continued with the tree trimming blitz of the 34kV circuits, switching circuits off in the morning, then trimming all day, and switching the circuits back before leaving for the day.

The line crews also helped the electricians with the foundation of the new transformer that is to arrive in a couple of months. The electricians with the help of public works dug a pit, filled it with 43 tons of stone,



and used a line truck to install the concrete railroad ties that the 75,000 pound transformer will sit on.

Engineering continued working on the automatic switching project to figure out which poles in the field will have the reclosers on them and going over the schemes with vendors. Engineering also started testing the 34kV relays at the main substation as part of cyclical preventative maintenance and made changes to relays at two substations to allow the SCADA system to reset fault targets.

**Activity or Project:**

West Main Substation Reconfiguration

Description:

Installing a new circuit and poles and reconfiguring other circuits and poles at the West Main Substation to prepare for a new substation transformer currently being built and to be delivered later this year.

Status: In-Progress

Expected Completion: 10/31/2016

Execution Status: On Track

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Finance Department

**Notable Notes:**

From June 11<sup>th</sup> through June 15<sup>th</sup> I attended the American Public Power Association's (APPA) annual conference in Phoenix, Arizona. DEMEC graciously invited me to attend this conference of 1300 people to help expand my knowledge of the electric industry.

We have been working with Vanguard, PFM, US Bank and DT Investments to transfer our Pension, OPEB and reserve accounts to them. Estimated transfer date of our funds to into their new respective accounts is July 1. I would like to thank Council for their support of this transition.

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**Activity or Project:**

Payments and Utility Billing (PUB)

Description:

Staff handled 1108 phone calls the last week. The average call length of 4:01 last week was strong, while the average hold & queue time (average speed of answer) decreased dramatically from the previous week from 11:30 to 5:14. Our welcome center staff greeted 316 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 499 for the same period. The group processed 3,489 utility payments and CityView transactions, 562 of which were imported automatically with our electronic processes and 1,928 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

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**Activity or Project:**

Budget

Description:

Preliminary internal budget meetings continue. The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

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**Activity or Project:**

Independent Financial Audit

Description:

Audit status: CAFR is with the second CLA partner awaiting review. Target issue date is week of June 13-17, 2016. The Management Discussion & Analysis component of the Comprehensive Annual Financial Report (CAFR) is near completion and we are in the midst of the final draft of the Transmittal Letter.

Status: In-Progress  
Expected Completion: 6/30/2016  
Execution Status: On Track

**Department:**

Finance Department

**Notable Notes:**

The 2015 financial audit is coming to a near close. The Comprehensive Annual Financial Report (CAFR) is currently with the second CLA partner awaiting review. The final draft of the Transmittal Letter is in the City Manager's office awaiting final markups. All pictures & dividers have been assembled by the Communication staff. Final assembly of the CAFR is anticipated to be performed next week by CLA, with submission to the Government Finance Officer's Association (GFOA) for award consideration.

Training has begun for our new Customer Service Representative. She is currently training with Information Technology and we are anxiously anticipating her arrival in PUBS on August 1st.

**Activity or Project:**

Payments and Utility Billing (PUBS)

**Description:**

The group handled 746 phone calls the last week. The average call length of 3:49 last week was strong, while the average hold & queue time (average speed of answer) decreased dramatically from the previous week from 5:14 to 1:47. Our welcomecenter staff greeted 272 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 260 for the same period. The group processed 3,152 utility payments and CityView transactions, 396 of which were imported automatically with our electronic processes and 1,494 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:**

License Audit Review

**Description:**

The City has engaged MetroRev of New Castle, Delaware to perform a license compliance review. MetroRev will be focusing on unlicensed businesses that are subject to City Code. Kickoff meeting

with MetroRev will be scheduled within the month of July.

Status: Started

Expected Completion: 5/31/2017

Execution Status: On Track

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**Activity or Project:**

Budget

Description:

Preliminary internal budget meetings continue. The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

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**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Met with the Community Affairs Officer about the New Night Downtown event and worked the event, conducted parks maintenance meeting with the Parks Superintendent and Supervisor to discuss upcoming work orders and projects, reviewed several landscape plans from developers, completed a park inspection of the Redd Park upper trail system and Reservoir, shot a segment for the City video in coordination with the Community Affairs Officer.

Recreation Superintendent: Stopped in during lifeguard orientation, conducted the summer camp counselor orientation with recreation supervisors and guest speakers, gathered supplies for New Night, distributed flyers to local schools, took supplies to Rittenhouse Camp and spoke with state health inspector while at camp, contacted local organizations regarding helping with parking for the 4<sup>th</sup> of July, continued to send in background checks to the state and City for summer staff, finalized July Park and Recreation Month calendar for distribution, ordered additional shirts for summer staff and New Night staff, worked New Night Downtown.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the 4th of July, Spring Concert Series, Newark's Youth's Got Talent, Camp R.E.A.L., as well as upcoming specialty camps and fitness programs; the sixth week of concerts was held on the Academy Building Lawn, which featured Garrett Norman as the youth performer and The Acoustic Jam for the Spring Concert Series. Attendance remains good for both concerts, with approximately 30 in attendance for Newark's Youth's Got Talent and 100 for the Spring Concert Series; this week's performance will feature Jessica Belle for Newark's Youth's Got Talent at 5:30 p.m. followed by the U.S. Air Force Langley Winds at 7 p.m. for the Spring Concert Series; fitness instructors continue to send replies to survey questions that were sent in an effort to evaluate the overall program; specialty camps will begin next week in addition to Camp R.E.A.L. One camp has been cancelled due to low enrollment; Camp R.E.A.L. registrations continue to come in. Staff has attended the first day of orientation and will continue this week with two additional days of training. The pre-camp inspection was completed by the Delaware

Division of Health and the Food Bank of Delaware is set to begin the snack for camp and summer feeding program at Dickey Park in conjunction with the start of camp on June 20; the Newark Community Garden plots are growing well and gardeners are beginning to harvest some early summer vegetables.

Recreation Supervisor of Athletics: editing and finalizing details regarding programs for July Park & Recreation month calendar; held lifeguard staff orientation on Monday and Tuesday, 6/6-7; participated in first day of summer camp staff orientation on 6/8; met with state health inspector at Rittenhouse Park and both outdoor pools; sent out promotional flyers for upcoming sports camps; sent out the first day letter for Rittenhouse Camp.

Coordinator of GWC and Volunteers: Conducted Lifeguard Orientation on Monday, June 6 and Tuesday, June 7, assisted in all staff orientation on Wednesday, June 8; conducted volunteer orientation on Wednesday, June 8 for all summer camp volunteers with a total of 24 volunteers; conducted Camp GWC staff Orientation on Thursday, June 9 and Friday, June 10; Curtains Up held their End-Of-Program Show "Oh, My Word" on Friday, June 10 with 60 attendees; Camp GWC, Dickey Park Pool and the George Wilson Center Pool all went through state licensing inspections on Thursday, June 8 and all facilities have been approved; diaper changing stations, new phones and updated forms and signage have all been added to both pool locations; The George Wilson Center Pool and Dickey Park Pool opened on Friday, June 10, a total of 51 people visited Dickey Park Pool on Saturday, June 11 and 18 visited the Wilson Center Pool; welcome letters were sent to parents on Friday, June 10 in preparation for the start of Camp GWC Monday, June 13. Total Volunteer Hours for the week of June 6 to June 11: **36 Hours**.

Parks Superintendent inspected 6 park areas and developed work orders as needed, met with two homeowners concerning tree issues, spoke briefly at camp orientation training session for summer staff on maintenance issues, conducted pre bid meeting for contract dealing with Folk Park tennis court/Dickey Park street hockey court rehab project, and coordinated mulch delivery to Parks Building.

Parks Supervisor assigned work orders to all field staff daily, dealt with many tree related issues from storm early in the week, and inspected Rittenhouse Park trails for any tree issues.

Parks and horticulture staff continued mowing operations, completed a lot of tree work (pruning/removal), bed maintenance, dragging/scarifying ball fields, trash pick-up throughout park system, planting annuals at Karpinski Park, did interior bed maintenance at City Hall, and loaded/set up/took down materials and supplies for New Night Newark event.

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**Activity or Project:**

Dickey and George Wilson Pools Open

**Description:**

The George Wilson Center and Dickey Pools are now open Tuesday - Saturday through August 13. The pools have free admission and are staffed with two lifeguards.

Status: Started

Expected Completion: 8/13/2016

Execution Status: On Track

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Reviewed applications for the part time Creative Designer and Administrative Support position, worked on several upcoming projects including Preston's Playground, completed two park inspections, worked on upcoming contracts that will be going out to bid, conducted parks maintenance meeting with Parks Superintendent and Supervisor to discuss upcoming work orders and projects, met with Recreation Staff about the start of camps this week and spoke at part time staff orientation

Recreation Superintendent: Continued to receive and work with fee assistance applicants for summer camp programs, met with Tyler regarding fall programs, attended web redesign meeting, checked in on camp orientations taking place, continued to collect and turn in background check forms to the State of Delaware and the City, distributed consent forms for random drug and alcohol testing to supervisors to send to summer staff, worked with Finance to update employee staff listing adding in new employees, changing supervisor listing and terminating previous staff.

Recreation Supervisor of Athletics: spent significant time in preparations for the start of Rittenhouse camp including meeting with the camp director, purchasing and gathering supplies and two days of staff orientation; met with Recreation Superintendent regarding Fall programs; cleaned out supplies from both before and after school care sites, Downes and West Park; re-scheduled softball games from earlier rain-outs.

Coordinator of GWC and Volunteers: Camp GWC began on Monday, June 13 at the George Wilson Center with a total of 37 participants, Camp GWC went on a field trip to the Delaware Children's Museum on Wednesday, June 15; the pools were open from Tuesday-Saturday with a total of 160 attendants ; 2 volunteers devoted a total of 48 hours assisting with Camp GWC; 1 volunteer devoted 6.75 hours removing litter from various parks on June 15. Total Volunteer Hours for the week of June 13- June18: **54.75 Hours.**

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the 4th of July, Spring Concert Series, Newark's Youth's Got Talent, Camp R.E.A.L., as well as upcoming specialty camps and fitness programs, the seventh week of concerts was held on the Academy Building Lawn, which featured Jessica Belle as the youth performer. Unfortunately, the misty weather prevented the USAF Langley Winds from performing, but they will try to return for another concert later in the year. This week's performance will feature Grace Walton and the SSS Unloaded for Newark's Youth's Got Talent at 5:30 p.m. followed by Ace of Hearts at 7 p.m. for the Spring Concert Series. This will be the final performance for the year. Fitness classes are ending and beginning new sessions and instructors continue to send replies to survey questions. Camp R.E.A.L. staff training continued with two additional days of training including Food Bank of Delaware Training in order to have them supply snack for camp. The summer feeding program at Dickey Park has begun and will continue throughout the summer. The official kickoff for the program will be on Tuesday, June 26 with a games and activities taking place at 12 noon. Camp R.E.A.L. and several specialty camps began on Monday. Additional special activities continue to be scheduled for Camp R.E.A.L. This week, the UD Community Music School has confirmed two special program dates in July.

Parks Superintendent: Conducted 6 park inspections and developed work orders as needed, along with Chief Code Enforcement Officer reviewed several trees to determine if they needed to be removed/pruned or are in good condition, met with future home owners to review tree preservation recommendations for site, met with Plant Pathologist at Folk Park concerning tree issue at site, gave tree ID presentation to Rittenhouse Camp Counselors, along with Parks Supervisor conducted interviews for two seasonal openings on Horticulture crew.

Parks Supervisor: Scheduled all field staff daily, participated on interviews for 2 openings on seasonal staff, started researching pricing on power pruners, reviewed work order system to learn updates to program, and assisted in park inspections.

Parks and Horticulture Staff: Continued mowing, completed herbicide application to Bamboo areas, continued on bed maintenance, continued working on play unit installation at Phillips Park, checked pools as needed, dragged/scarified ball fields, raked off/leveled horseshoes pits, did equipment maintenance to both Kubota's/Walker mower/repared hand held sprayer, and did tree pruning/removal as needed.

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**Activity or Project:**

New Play Feature Installation

**Description:**

Construction has begun on a new 3-5 year old playground at Phillips Park. This will be the first 3-5 unit at the park.

Status: Started

Expected Completion: 7/7/2016

Execution Status: On Track

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Planning and Development Department

**Notable Notes:**

Building Maintenance

- This week Facilities Maintenance performed the following:
  - Solicited bid proposals for the Municipal Building cooling towers and reviewed the building's air handling system;
  - Reviewed Capital Budget items;
  - Continued to paint at various locations;
  - Installed new South Main Street exit doors in the Municipal Building;
  - Worked on drawings of Municipal Building and room numbering;
  - Finished and painted new partition wall at the Parking Office;
  - Coordinated electric work in Police Department and Council Chamber.

Code Enforcement

- Code Enforcement and Public Works and Water Resources sent out a joint memo to the Cherry Hill Manor residents requesting better maintenance of alleyways.
- Building plans for the Heights at South Chapel is under review and construction should begin this summer.
- Season's Pizza located at Main Street and South Chapel Street will be undergoing a major renovation this summer.
- Several staff members reviewed bids and specifications for the new cooling tower needed at the Municipal Building.
- Staff coordinated efforts with the Parks and Recreation Department on July 4<sup>th</sup> Fireworks Celebration.
- The Fire Inspector conducted safety inspections for the New Night Downtown event that took place on Saturday, June 11<sup>th</sup>.



- Property Maintenance Inspectors continued to review high grass complaints. Another vendor is being added to help address property issues.
- Code Enforcement is anticipating the resubmittal of building renovation plans for Main Street Movies 5 in Newark Shopping Center.
- Bainbridge Apartments is planning for final Certificate of Occupancy approvals by the end of June and will begin to lease/occupy apartments in July.
- Footer/foundation work has been completed and steel and wall installation is ongoing at University of Delaware's South Academy Street dormitory.
- The framing work is ongoing at 60 North College Avenue, 52 North Chapel Street and Astra Plaza on Main Street.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street.

#### Economic Development

- On Thursday evening, June 9<sup>th</sup>, Maureen attended the Downtown Newark Partnership Board meeting.

#### Parking

- The main A/C unit that cools the Parking Office went out on Thursday, June 2<sup>nd</sup>. A new unit was installed on June 16<sup>th</sup>.
- Parking Division staff assisted with the City's New Night Downtown on Saturday, June 11<sup>th</sup>.
- The Parking Division started the repainting of the stripes and parking spot numbers in Lot 6 Barnes and Noble and Lot 5 Delaware Avenue.
- Parking Manager Marvin Howard, Parking Supervisor Courtney Mulvanity and Customer Service Representative Billy Shorter attended Delaware Criminal Justice Information System (DELJIS) training in Dover on Monday and received their DELJIS certification.

#### Planning

- On Thursday, June 9<sup>th</sup>, Planning and Development Director Maureen Feeney Roser joined City Manager Carol Houck and UD Transportation Manager Shearee Barnett in a meeting with Representative Paul Baumbach, Senator David Sokola, DART representatives and UD Government Relations Director Rick Deadwyler to discuss DART bus route changes and their impact on Newark residents. DART has agreed to provide a shuttle service for Fairfield residents impacted by the elimination of the express route to Wilmington until such time as our agencies can work on coordination of transit schedules.
- Considerable time was spent this week preparing the Lofts at Center Street Comprehensive Development Plan amendment, rezoning, major subdivision and special use permit Council packet. Council is scheduled to consider the plan at its June 27, 2016 meeting.
- Some time was spent discussing the June Planning Commission's actions with City Solicitor Bruce Herron to determine how to move forward with the Barksdale Green project. It was determined that the project must be returned to Planning Commission for a recommendation.
- On Monday evening, June 13<sup>th</sup>, Council took the following action on Planning and Development Department related items:
  - Approved the removal of garage doors at 60 North College Avenue for the

development known as North College Crossing.

- Some time was spent this week working with the owners of 0 Darien Road to consider and fully understand the Planning Commission's recommendation regarding their annexation and minor subdivision so that they may prepare for Council consideration. Second reading and public hearing for this project are scheduled for the July 11, 2016 City Council meeting.
- This week the Subdivision Advisory Committee letter for the annexation, rezoning, major subdivision and special use permit for the Martin Honda property was prepared and sent to the developer. Revised plans will be necessary.
- Some time was spent reviewing plans to determine suitability for Planning Commission review. The Department anticipates the following plans being reviewed by Planning Commission in August:
  - An annexation, rezoning, and major subdivision with site plan approval at 0 Valley Road;
  - The Comprehensive Development Plan amendment and minor subdivision for 40 East Cleveland Avenue;
  - The minor subdivision and special use permit for 6 Annabelle Street.
- Some time was spent this week on the Comp Plan update, administrative warrants and Trader's Alley legal issues.
- Development Manager Mike Fortner met with a developer regarding the rehabilitation of an old billboard located along the railroad tracks fronting I-95. The billboard, while not permitted in our current zoning, is legal non-conforming as long as it does not increase in size, height and stays on the same footprint. The applicant will not be permitted to change it to an electric message sign as Code does not currently permit that for billboards.
- There is no Board of Adjustment meeting scheduled for June.
- Mike recorded a video, available on the City of Newark website, demonstrating how to use the City's Geographical Information Systems (GIS) web application for viewing the City's Zoning Map.
- On Wednesday, June 22<sup>nd</sup>, Mike attended the GIS Committee meeting.
- This week Planner Tom Fruehstorfer attended a Web Redesign Committee meeting.
- The following was also completed this week:
  - 14 Deed Transfer Affidavits
  - 84 Building Permit Reviews
  - 1 Certificate of Occupancy

**Activity or Project:**

Rental Housing Needs Assessment

**Description:**

On Tuesday, June 21st, the Rental Housing Needs Assessment Steering Committee held their final meeting. The consultants, Urban Partners reviewed the materials that will be included in their final report for Phase II. The recording from the meeting is posted on the City's website. Other documents from the meeting will be posted this week. The final draft of the report will be completed by the end of the summer and presented to the Planning Commission.

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Planning Commission Meeting

**Description:**

Considerable time was spent preparing for the July 5, 2016 Planning Commission meeting. Tentatively on the agenda are: 1) the minutes of the June 7, 2016 Planning Commission meeting; 2) review and consideration of a rezoning and major subdivision with site plan approval plan for 1101 and 1107 Barksdale Road, to be known as Barksdale Green. The Comprehensive Development Plan amendment necessary for this project was decided at the June 7, 2016 meeting; 3) review and consideration of an annexation and rezoning of 1 Georgian Circle in Christine Manor East; 4) setting a time and format for a future Planning Commission workshop on Code mandated parking requirements and the parking waiver program study; and 5) report on Planning Commission 2016 Work Plan progress.

Status:

Expected Completion:

Execution Status:

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Department:**

Police Department

**Notable Notes:**

On Thursday, June 9, 2016, Cpl. James Spadola of the Administration Unit participated in a meet and greet with the staff and children of the Kinder Care Learning Center located on Casho Mill Road. Cpl. Spadola interacted with the children and displayed a Newark Police vehicle along with several pieces of equipment.

On Friday, June 10, 2016, several officers participated in the Delaware Special Olympics Torch Run. Cpl. Adam Mease and PO Nate Graber began their 15+ mile leg of the run at the Wilmington Police Department. NPD's Special Operations Unit led the group of runners on bicycles from the Delaware State Police Troop 6 along with motor units from the New Castle County Police, Wilmington Police, and Newark Police. NPD runners joined the group at various points along Kirkwood Highway. The Torch Run culminated with the opening ceremonies held at the University of Delaware Bob Carpenter Center.

On Saturday, June 11, 2016, the City of Newark hosted "A New Night Downtown" from 3pm until 9pm on

East Main Street from South Chapel Street to South College Avenue. The event was staffed by numerous police officers along with officers from NPD's Administration Unit who produced several hundred child identification cards. No significant order maintenance or traffic issues were reported during the event.

On Saturday, June 11, 2016, officers responded to a residence on Madison Drive for a reported drug overdose. Officers administered Narcan, reviving the individual. To date, NPD officers have administered Narcan ten times reversing the effects of an opioid overdose. The NPD Narcan program was initiated in October of 2015.

NPD investigators continue their task of conducting in-depth background investigations on police applicants.

**Activity or Project:**

N/A

Description:

N/A

Status: Completed

Expected Completion: 6/16/2016

Execution Status: Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Police Department

**Notable Notes:**

On Wednesday, June 15<sup>th</sup> and Friday June 17<sup>th</sup>, Cpl. Adam Mease assisted with D.U.I training at the Delaware State Police Academy. Cpl. Mease is a seasoned D.U.I investigator and one of a handful of Drug Recognition Experts certified in the State of Delaware.

On Sunday, June 19<sup>th</sup>, NPD officers responded to the unit block of S. College Avenue for a complaint. While officers were on scene, one of the individuals involved showed signs of a Heroin overdose. Officers administered Narcan as did E.M.T.'s from Aetna Hose Hook & Ladder reviving the subject.

During the week of June 20<sup>th</sup>, Officers Blake Potocki, Greg Micolucci, and Darryl Saunders attended the F.B.I Law Enforcement Executive Development Association (LEEDA) Command Leadership Institute class hosted by the Delaware Capitol Police at the Dover Police Department. Officers are engaged in such topics as credibility, command discipline and liability, dealing with problem employees, and leading change within an organization.

NPD investigators continue their task of conducting in-depth background investigations on police applicants. Currently, NPD has four vacant positions.

NPD would like to congratulate University of Delaware Police Captain Vince Shipman and Lieutenant Robert Simpson on their respective retirements. Capt. Shipman has served with UDPD for 28 years and Lt. Simpson has served for 29 years. We wish them both the best of luck as they move onto the next chapters of their lives.

**Activity or Project:**

N/A

## Description:

N/A

Status: Not Started

Expected Completion: 6/24/2016

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:**

Annual water system flushing is currently underway and is moving along nicely. We are performing flushing overnight this year and have received no complaints for discolored water so far. This is a dramatic improvement over previous years and I think we will continue performing flushing overnight moving forward. We will be providing periodic updates on our progress throughout this and next week.

We met with New Castle County last week to discuss our sewer rate agreement and calculation methodology to see if there is a way to convert our quarterly bill from metered water use to metered sewer flow at the interconnections to the County. The meters currently exist so we feel confident there would be a way to make a change like that revenue neutral in the short term. This billing structure would give us a financial incentive to reduce the amount of groundwater and stormwater from entering the sanitary system. Seeing as we will be moving forward with sewer rehab projects in the near future we feel the risk of this move is low as long as we maintain our focus on infrastructure investment, which appears to be the case.

We are finalizing a Council recommendation for an aeration system for the reservoir which will address the water quality issues we have experienced going back to 2013. We currently anticipate bringing the sole source waive bid recommendation to council on the July 11th council meeting.

**Activity or Project:**

2016 Water Main Replacement

**Description:**

The contractor has installed main on Center Street from Main Street north past the entrance to lots 3 and 4. They were making good progress but the weather on Thursday and Friday will likely delay progress until it stops raining.

Status:

In-Progress

Expected Completion:

12/31/2016

Execution Status:

On Track

**Activity or Project:**

2016 Street Contract

Description:

The contractor is currently working on East Mill Station in West Branch.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

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**Activity or Project:**

Windy Hills Tank Painting

Description:

The tank is now online and the contractor is performing final cleanup.

Status: Near Completion

Expected Completion: 6/30/2016

Execution Status: Behind Schedule

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6/12/2016

to 6/25/2016



# City of Newark Support for HB 223

Carol Houck, City Manager

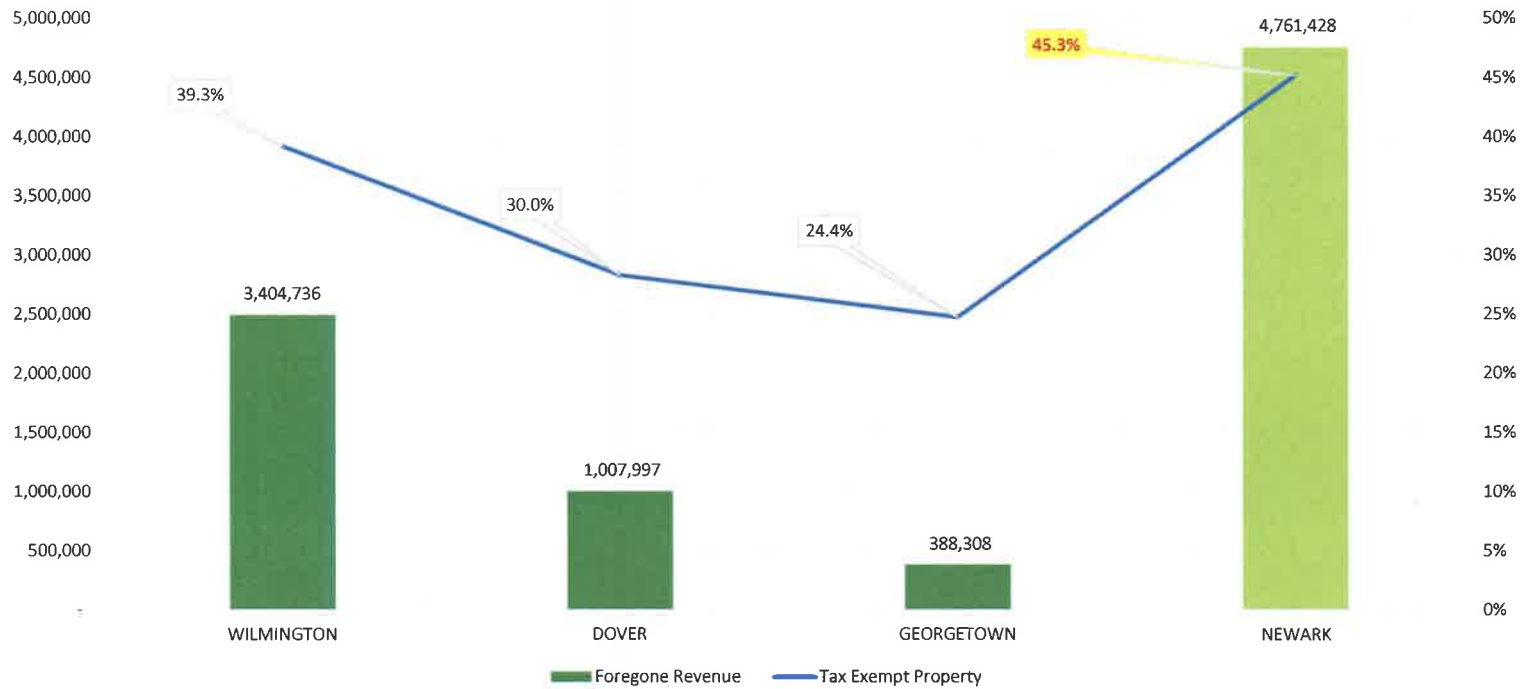


## Current PILOT Funding

- ▶ A maximum of \$3 million is identified in the State's Grant-In-Aid package annually for the County seats as Payment In Lieu Of Taxes (PILOT).
- ▶ The FY2016 funding allocations for the "County Seat Package – Grant-In-Aid Act" follow:

▶ Wilmington:	\$2,500,185
▶ Dover:	\$ 310,363
▶ <u>Georgetown</u>	<u>\$ 69,895</u>
Total	\$2,880,543

# City of Newark – Existing Funding Gap

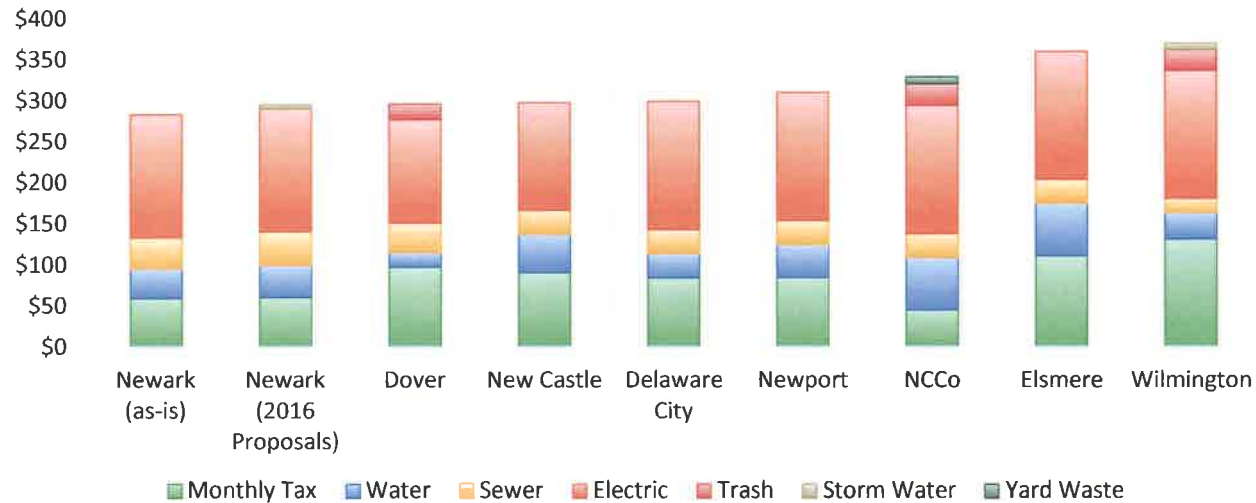


## City of Newark – Working Smarter

- ▶ Implementing operational changes and realizing efficiency gains.
- ▶ Increasing efficiencies through technology.
- ▶ Pension and healthcare changes for management staff saved \$130,000 per year initially upon implementation and will continue to grow annually.
- ▶ Negotiated three landmark union agreements (FOP, CWA and AFSCME) to modify and reduce pension and healthcare expenses.

# City of Newark – Remaining Competitive

## Comprehensive Tax & Utility Comparison Monthly Estimates, 2015



# City of Newark – Poised for Growth

- ▶ Home to the State's largest University
- ▶ Thriving, vibrant downtown area with low vacancy rates
- ▶ Committed to service excellence



# House Bill 223 – Impact on Newark

- ▶ If successful, the PILOT funding allocated to the City of Newark would:
  - ▶ Support ongoing efforts to be financially prudent while addressing rising personnel and operational costs, along with increasing infrastructure demands
  - ▶ Would further reduce reliance on utility funding
  - ▶ represent the equivalent of a 8% tax increase

# HB223: Snapshot of Impact on Selected Cities

REF	STATISTIC	WILMINGTON	DOVER	GEORGETOWN	NEWARK	TOTAL
A	Population <sup>1</sup>	73,190	37,560	6,891	34,894	
B	Assessed Value (AV) <sup>2</sup> (\$)	3,562,210,958	4,584,108,050	63,635,195	1,531,199,520	
C	Property Tax Exemptions <sup>2</sup> (\$)	1,399,948,508	1,376,954,490	15,536,531	693,156,364	
D (C÷B)	Exempt %	39.3%	30.0%	24.4%	45.3%	
E	Property Tax Rate per \$100 of AV <sup>2</sup>	1.8550	0.3378	3.1700	0.7737	
F (C÷100xE)	Foregone Revenue (\$)	24,832,931	4,651,352	487,847	5,362,951	
G	AV of State Owned Properties <sup>3</sup> (\$)	183,543,700	298,400,464	12,249,459	600,184,700	
H (G÷100xE)	Revenue Foregone – State Owned (\$)	3,404,736	1,007,997	388,308	4,643,629	
J	Current Bill, as % of Foregone Revenue (\$)	100.0%	30.8%	18.0%	0.0%	
K (HxJ)	Most Recent PILOT Totals <sup>4</sup> (\$)	2,500,185	310,463	69,895	-	2,880,543
K <sub>Max</sub>	Max per Most Recent Fiscal Note (\$)	2,603,868	323,338	72,794	-	3,000,000
L	HB 223 Proposed Rates	100.0%	36.0%	18.0%	12.0%	
M (estimate)	HB 223 Maximum PILOT Distribution <sup>5</sup> (\$)	2,500,185	362,879	69,895	557,235	3,490,194

<sup>1</sup>2010 United States Census Data for County Seats; Internal Population Count based on 2010 Census for Newark

<sup>2</sup>Data retrieved from most recent, publicly available, audited financial information and/or inquiries to municipal staff.

<sup>3</sup>AV of State owned property estimated based on publicly available Grant-in-aid award and tax rates (for Newark, actual figures used)

<sup>4</sup>State of Delaware FY2016 Grant-in-aid award: <http://budget.delaware.gov/budget/fy2016/documents/hb-230.pdf> (spread based on max spread)

<sup>5</sup>Based on publicly available Fiscal Note to HB223. City of Newark calculation should actually be 12% x \$4,643,629 = \$557,235.



We appreciate your support – thank you!





NEWARK POLICE DEPARTMENT

WEEK 06/05/16-06/11/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	4	0	1	2	0
Rape	3	2	0	1	3	0
Unlaw. Sexual Contact	4	4	0	1	1	0
Robbery	17	23	1	20	7	0
- Commercial Robberies	8	10	1	7	0	0
- Robberies with Known Suspects	1	2	0	1	0	0
- Attempted Robberies	2	2	0	5	0	0
- Other Robberies	6	9	0	7	7	0
Assault/Aggravated	2	12	1	15	19	3
Burglary	25	40	2	13	27	0
- Commercial Burglaries	4	9	0	1	4	0
- Residential Burglaries	19	25	2	11	21	0
- Other Burglaries	2	6	0	1	2	0
Theft	202	312	10	91	91	2
Theft/Auto	18	18	1	7	9	1
Arson	1	2	1	1	0	0
All Other	36	57	2	34	40	4
<b>TOTAL PART I</b>	<b>312</b>	<b>474</b>	<b>18</b>	<b>184</b>	<b>199</b>	<b>10</b>
<u>PART II OFFENSES</u>						
Other Assaults	145	146	3	93	70	4
Rec. Stolen Property	2	0	0	14	16	0
Criminal Mischief	85	87	4	40	38	2
Weapons	6	6	0	42	20	1
Other Sex Offenses	1	0	0	2	0	0
Alcohol	119	111	1	198	197	1
Drugs	40	74	6	113	98	6
Noise/Disorderly Premise	214	316	3	98	137	0
Disorderly Conduct	83	80	6	50	56	1
Trespass	80	86	5	37	33	0
All Other	201	230	4	151	143	3
<b>TOTAL PART II</b>	<b>976</b>	<b>1136</b>	<b>32</b>	<b>838</b>	<b>808</b>	<b>18</b>
<u>MISCELLANEOUS:</u>						
Alarm	431	363	12	0	0	0
Animal Control	212	240	16	0	2	0
Recovered Property	113	129	8	0	0	0
Service	13588	15379	598	0	0	0
Suspicious Per/Veh	226	259	10	0	0	0
<b>TOTAL MISC.</b>	<b>14570</b>	<b>16370</b>	<b>644</b>	<b>0</b>	<b>2</b>	<b>0</b>

TOTAL CALLS	THIS WEEK <u>2015</u> 875	2015 TO <u>DATE</u> 19,206	THIS WEEK <u>2016</u> 773	2016 TO <u>DATE</u> 20,585
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Newark Police Department  
Weekly Traffic Report  
06/05/16-06/11/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	4,364	4,968	115	139
DUI	93	74	4	2
<b>TOTAL</b>	4,457	5,042	119	141

TRAFFIC ACCIDENTS				
<b>Fatal</b>	2	0	0	0
Personal Injury	83	117	3	6
Property Damage <b>(Reportable)</b>	226	358	12	11
Property Damage <b>(Non-Reportable)</b>	170	75	4	5
Hit and Run	134	120	5	1
<b>TOTAL</b>	615	670	24	23

NEWARK POLICE DEPARTMENT

WEEK 06/12/16-06/18/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO DATE	2016 TO DATE	THIS WEEK 2016	2015 TO DATE	2016 TO DATE	THIS WEEK 2016
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	4	0	1	2	0
Rape	4	2	0	1	3	0
Unlaw. Sexual Contact	4	4	0	1	1	0
Robbery	17	24	1	20	7	0
- Commercial Robberies	8	10	0	7	0	0
- Robberies with Known Suspects	1	2	0	1	0	0
- Attempted Robberies	2	3	1	5	0	0
- Other Robberies	6	9	0	7	7	0
Assault/Aggravated	2	12	0	15	19	0
Burglary	26	45	5	13	27	0
- Commercial Burglaries	4	9	0	1	4	0
- Residential Burglaries	20	30	5	11	21	0
- Other Burglaries	2	6	0	1	2	0
Theft	209	321	9	92	94	3
Theft/Auto	18	18	0	7	9	0
Arson	1	2	0	1	0	0
All Other	36	60	3	34	40	0
<b>TOTAL PART I</b>	<b>321</b>	<b>492</b>	<b>18</b>	<b>185</b>	<b>202</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	151	154	8	100	70	0
Rec. Stolen Property	2	0	0	14	16	0
Criminal Mischief	88	89	2	86	38	0
Weapons	6	6	0	42	22	2
Other Sex Offenses	1	0	0	2	0	0
Alcohol	119	111	0	198	200	3
Drugs	40	76	2	113	98	0
Noise/Disorderly Premise	221	320	4	98	138	1
Disorderly Conduct	86	81	1	51	57	1
Trespass	86	91	5	38	33	0
All Other	207	238	8	153	145	2
<b>TOTAL PART II</b>	<b>1007</b>	<b>1166</b>	<b>30</b>	<b>895</b>	<b>817</b>	<b>9</b>
<u>MISCELLANEOUS:</u>						
Alarm	438	373	10	0	0	0
Animal Control	226	250	10	0	2	0
Recovered Property	117	134	5	0	0	0
Service	14209	16032	653	0	0	0
Suspicious Per/Veh	233	275	16	0	0	0
<b>TOTAL MISC.</b>	<b>15223</b>	<b>17064</b>	<b>694</b>	<b>0</b>	<b>2</b>	<b>0</b>

	THIS WEEK 2015	2015 TO DATE	THIS WEEK 2016	2016 TO DATE
TOTAL CALLS	785	19,991	857	21,442



Newark Police Department  
Weekly Traffic Report  
06/12/16-06/18/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	4,460	5,104	96	136
DUI	93	79	0	5
<b>TOTAL</b>	<b>4,553</b>	<b>5,183</b>	<b>96</b>	<b>141</b>

TRAFFIC ACCIDENTS				
<b>Fatal</b>	2	0	0	0
Personal Injury	85	118	2	1
Property Damage <b>(Reportable)</b>	237	376	11	18
Property Damage <b>(Non-Reportable)</b>	177	82	7	7
Hit and Run	141	123	7	3
<b>TOTAL</b>	<b>642</b>	<b>699</b>	<b>27</b>	<b>29</b>