

City Manager's Weekly Report

Friday, January 13, 2017

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

As you know, Planning and Development Director Maureen Feeney Roser has announced her retirement effective January 31st after 32 years of dedicated and very productive employment with Newark. I've assigned Dave Culver to be the Interim Planning and Development Director, and Maureen will be available for consulting for a period of time.

Please also find the requested detail on the Casho Mill Underpass Signage Plan from DelDOT and as requested (wasn't sure if I sent already) additional detail in relationship to our tree trimming along the power lines.

We have had some success with our transition of responsibility and permanent staffing in our Welcome Center including phone call capture improvements that allow for callers to reach a live person sooner. On average 120 calls a day are being fielded. Additionally, DNP gift cards are now available for sale from the welcome booth!

We will be launching a new on call translation service contract in PUBS and Alderman's Court to more proficiently handle this ever growing need.

Three Newark police recruits will be graduating from the Delaware State Police Academy on Friday, February 10th at 2:00 p.m. The event will be held at Delaware State University in Dover.

Please find attached the Winter Utility Rate Comparison.

As you are aware, the Newark Traffic Committee's Cleveland Avenue Task Force (CATF), in partnership with DelDOT, performed a review of the Cleveland Avenue corridor with the goal of identifying improvements that would reduce congestion and improve safety. The result of this effort is a list of recommended improvements which will be discussed at a public meeting on March 6. We will be pushing this information out and sending out direct mail notices to the residents in the area.

Activity or Project:

Rodney Lighting Update

Description:

The Electric Superintendent reached out to U of D and told him again of the ongoing problem with the lights at Rodney dorms. When they installed the temporary fencing around the site, they damaged the underground electric cable. They have a work order out to repair the cable and fix any remaining lights that are not working. He assured me that they were on top of the issue and that it would be repaired as soon as possible. Additionally, I made contact to the VP of Facilities to advise of concerns for safety and was assured the lights would be repaired as soon as possible.

Status:

Started

Expected Completion: 1/31/2017

Execution Status: Behind Schedule

Activity or Project:

Academy Street Paving

Description:

Continued efforts to collaborate with the UD regarding street paving are underway. PW&WR staff have been working with the university to finalize an agreement for its funding another portion of Academy Street this spring/summer near the Academy Street Dorms.

Status: Not Started

Expected Completion: 4/30/2017

Execution Status: On Track

Activity or Project:

Parking Garage Presentation Detail

Description:

The presentations of the firms that submitted proposals for a downtown parking garage have been scheduled for Wednesday, January 18. The time schedule and presentation format is below. 6:30 – 7:00pm Greggo & Ferrara 7:10 – 7:40pm Integrated Infrastructure, LLC 7:50 – 8:20pm Lang Development Group 8:30 – 9:00pm Newark Development Trust w/Tevebaugh 9:10 – 9:40pm Onix Group Presentation Parameters: • Proposal Presentation – 15-20 minutes • Q & A – 10-15 minutes • Total Presentation Time – 30 minutes maximum Presentation should include: • Makeup of your team • Past successful project references • Ability to fund project • Flexibility of scope as submitted, if applicable • Insight into why your plan is feasible – in the best interest of Newark

Status: Started

Expected Completion: 1/18/2017

Execution Status: Behind Schedule

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 1/5/17 through 1/11/17 which included trials, pleas, arraignments, capias returns, case reviews, code violations and probation violations. The Parking Division handled appeals on Monday and Wednesday.

A UD student began doing his internship hours and will be working about two days a week until his hours are completed.

Activity or Project:

Court Sessions

Description:

From 1/5/17 through 1/11/17 Alderman's Court handled 93 arraignments, 38 trials, 32 capias returns, 1 code violation, 2 probation violations, 3 video hearings and 3 prisoners were transported to court. The court collected a total of 491 parking payments of which 301 were paid through Pay Pal and 190 were paid at court. The court also collected payments for criminal/traffic fines which included 118 from Govolutions (online/epayment) and 85 were paid at court for a total of 203 payments received.

Status: Completed

Expected Completion: 1/11/2017

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:

Bruce was in the office on January 6 for Court, January 9 for Council and January 12. Paul was in the office for Court on January 12.

Bruce and Renee staffed the Council meeting on January 9 and follow up was completed by staff on

January 10.

Tara attended the International Institute of Municipal Clerks Region II Conference in Wheeling, WV January 9-13 to earn credits towards her Certified Municipal Clerk designation.

Renee staffed the Conservation Advisory Commission meeting on January 10. The Boards and Commissions Review Committee recommendations for the CAC, the procedure for the A Better Newark Award and the 2016 annual report were discussed.

Renee attended the DNP Board meeting on January 12 to speak to them and answer questions regarding their upcoming Boards and Commissions Review Committee review.

Renee drafted the January 18 Council workshop agenda for the parking garage proposal presentations, which can be found here: <http://cityofnewarkde.us/Archive.aspx?AMID=&Type=&ADID=4963>.

Renee and Teresa worked to schedule the Board of Elections 2017 organizational meeting, which will be held on January 24 at 6:00 p.m. in the Mayor's Conference Room. The agenda can be found here: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4966>. Additionally, nominating petitions are now available for Districts 1, 2 and 4 by contacting the City Secretary's Office.

At the request of committee members, the Boards and Commissions Review Committee meeting has been moved from January 24 to January 31 at 7:00 p.m. in the Council chamber. The Downtown Newark Partnership and its subcommittees are on the agenda for review.

Renee and Teresa worked on the resolution and related direct mail notices for the proposed no parking/special residential parking district for Indian Road, which is scheduled for consideration at the January 23 Council meeting.

Renee spent time working with prospective and existing members for various boards and committees regarding applications for their appointments/reappointments and duties for the boards.

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

- Received, corresponded with staff and the requestor, determined the appropriate agency for referral, responded and closed a January 9 FOIA request from Kroff regarding sewer industrial user information.
- Received and began work on a January 11 FOIA request from Rich Abbott regarding documents related to Trader's Alley.

Regarding minutes, staff time was spent on the October 25 Boards and Commissions Review Committee (Renee edited - complete), December 12 Council (Renee and Tara drafted; Renee edited - complete) and December 19 Council (Renee drafting) minutes. The October 24, November 28, December 5, December 12 and January 9 Council executive session, January 9 Council and January 10 Conservation Advisory Commission meeting minutes are currently in the queue.

Alice and Teresa fulfilled 8 discovery requests for upcoming Alderman's Court cases. The court calendar for January 19 with its 12 associated case files were compiled for the Deputy City Solicitor by Alice and Teresa.

The office received 4 new lien certificate requests over the last two weeks, which were sent to Finance for processing. One lien certificate was completed and sent to the requestor. So far 7 lien certificate requests have been processed for 2017.

Activity or Project:

No progress to report

Description:

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

Status: In-Progress

Expected Completion: 1/12/2017

Execution Status: Behind Schedule

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

- Restaurant Week: the 11th Annual Downtown Newark Restaurant Week will be held from Monday, January 16 to Sunday, January 22. Menus for participating restaurants can be found here: <http://enjoydowntownnewark.com/restaurantweek/>. We are also posting menus and Restaurant Week information on the Downtown Newark Restaurant Week Facebook event: <https://www.facebook.com/events/184540902015919/>. So far, more than 400 people are listed as 'interested' or 'going.' We also have interns working on a video feature highlighting downtown Newark as a dining destination ahead of Restaurant Week.

That video will be going live in the coming days.

- Five and Wine: the Five and Wine 5-mile Run/Walk will be Saturday, March 25 at 9 a.m. Registration for the event can be done here: <https://runsignup.com/Race/DE/Newark/FiveWine>. This event is running right before Wine and Dine. Details for Wine and Dine will be released in the coming weeks.

Creative Design/Website Updates

- Designed:
 - Restaurant Week poster
 - Snow Tip Sunday: shovel your driveway
 - WOW employee lobby poster
 - New Art for Newark logo
- Updated:
 - Dimensions for Downtown Newark Art Park sign
 - Wine & Dine logo
 - Awards and Honors webpage
- Scheduled public meeting notices, Unicity MLK notice on website
- Posted Restaurant Week press release to website
- Gathered statistics for stormwater webpage and commercial for Kelley Dinsmore

Media Inquiries/Press Releases

- Downtown Newark Partnership Presents 11th Annual Restaurant Week: <http://bit.ly/2jaTJ5T>
- Josh Shannon, Newark Post, inquired about upcoming Restaurant Week activities
 - Resulting Coverage: <http://bit.ly/2igrOCT>
- Shelby Vaccaro, WDEL, inquired about upcoming Restaurant Week
 - Coverage pending

Activity or Project:

Website Redesign

Description:

We continue to review the redesigned website for additional edits and enhancements.

Status: In-Progress

Expected Completion: 1/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews started working on a service at the Interchange Industrial Park. First they are removing the primary metering that used to feed a couple of transformers and switchgear for a DuPont grow lab. They will need to set a 750kVA transformer for a new 800A service eventually. The crews are also working at the Chestnut Hill Road substation reconfiguring the aerial lines for a new substation transformer that will be going out for bid soon.

The electricians are working at the Municipal Building installing outlets and circuits for heaters in the basement offices and for screens in the lobby and in customer service. They also removed the holiday decorations from the building.

Engineering has been working on the design of the new transformer circuit for Chestnut Hill Road and has been contacting vendors about the special equipment needed. This transformer's circuits will all be underground and use a padmount recloser instead of a traditional breaker in order to save money and space, which is at a premium as it is UD land.

Activity or Project:

SCADA and Automatic Switching

Description:

The evaluation panel consisting of electric engineering, IT, and a consultant is in the process of evaluating the five bids on the automatic fault locating and switching system. The evaluation panel has boiled down the five bids to two. Next week the two contenders are to demo their systems.

Status:

In-Progress

Expected Completion: 9/30/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

We are actively recruiting for a new addition to the Finance Department. The position of Financial Analyst, which was approved by Council in the 2017 budget, was posted on January 7th and will close on January 20th. If anyone is interested in applying for this position, you may do so by using this link:

<https://selfserve.cityofnewarkde.us/MSS/employmentopportunities/default.aspx>.

November financial statements were completed and will be discussed on the January 23rd Council meeting.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 588 phone calls last week, with the average call length of each call being 3:22. The average hold & queue time (average speed of answer) declined from 5:29 to 4:10 when compared to last week. Service orders initiated by PUB in response to calls and visitors was 198 for the same period. The group processed 4,370 utility payments and CityView transactions, 1,043 of which were imported automatically with our electronic processes and 2,749 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:

License Audit Review

Description:

MetroRev contacted 43 businesses that have been identified as not physically located in Newark, but conducting business within the City. Each one is within a certain level of review. The total list of potential businesses is around 200. To date, we have received \$9,544 in business license payments from five companies for licenses not paid between the periods of 2013-2016.

Status: In-Progress
Expected Completion: 5/31/2017
Execution Status: On Track

Activity or Project:

Independent Financial Audit

Description:

The preliminary audit has been scheduled for the third week in February, while the audit kick-off meeting and fraud reviews need to be scheduled. Accounting team has begun the year-end process for 2016.

Status: In-Progress
Expected Completion: 6/30/2017
Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with the State Parks Grant Coordinator about the 2017 funding cycle, completed park inspections of several areas throughout our park system, reviewed upcoming work orders and 2017 park projects with the Parks Superintendent and Parks Supervisor; worked on the Rittenhouse Bridge painting contract and construction plan for Redd Park trail improvements, reviewed the landscape plans for several construction projects and met with one landscape architect about their project.

Recreation Superintendent: Distributed winter/spring brochures to the library; sent out E-blast promoting start of registration for winter/spring programs; attended pre-bid meeting for grass cutting and landscape maintenance of bed areas; along with Director met with the Mayor regarding the Mayor's Bike Ride held in the Spring and the Mayor's event in the Fall; sent out previous bids to recreation and park staff to get updates on materials and supplies needed to set up bids for this year; worked on submission of plan review

package to the Department of Health for the renovation of the George Wilson Center kitchen, spoke with engineer from the state regarding the package and have sent an initial look to her for review and suggestions before final package it sent in for approval (see attached G.W.C. Renovation Plan).

Recreation Supervisor of Athletics: New sessions of adult drop in sports programs including Co-Rec Volleyball and N.B.A. Basketball began this week; youth basketball league practices resumed after the holiday break, scheduled team pictures; delivered new cell phones to after school care sites, purchased and delivered supplies for Friday clubs, recruiting new staff to start in February as we always have some turnover when new semesters start, sent out parent's newsletter for January; planning for summer camps and starting to get information ready for the Camp Guide to go out in February; visited Folk Park with Director to plan for installation of new fitness equipment stations along the walking trail.

Recreation Supervisor of Community Events: Worked on wrapping up items from 2016, including finalizing the sponsorships and donation report and turning in final invoices; worked on program flyers for distribution; continued working on plans for summer camp; made arrangements with the University of Delaware for children from Camp R.E.A.L. and the Madison Drive area to attend a U. D. basketball game in February including transportation, meals, etc.; met with staff from Cabela's to discuss possible sponsorships, donations, discounts, and programming with the Parks & Recreation Department, including items related to Camp R.E.A.L., Rittenhouse Camp, Parks & Recreation Month, etc.

Coordinator of GWC and Volunteers: Completed fall statistics; attended a Friends of School Hill meeting with the Director and worked on a list of potential event dates; a total of 12 rentals were scheduled just on Friday, Jan. 6.; a Facebook notification was published and an email was sent out to previous participants to remind them to sign up for upcoming programs. **Volunteer Hours:** began notifying new volunteer applicants that phone interviews for potential summer camp volunteers will begin in the coming weeks. 1 Volunteer devoted a total of 15 volunteer hours with the City of Newark Parks and Recreation Department. Total Volunteer Hours for the week of 12/26-1/8: **15 Hours.**

Parks Superintendent: Inspected two park areas and developed work orders as needed, completed planting plan for Chestnut Hill Road/896 traffic island, continued on PR requests for 2017 purchases, conducted prebid meeting for park/horticulture area and landscape bed maintenance contract, completed Hopkins Scholarship application with DRPS for upcoming Playground Equipment Inspector school, started on 2017 Delaware State Forestry Urban Tree Grant application, and developed for 2017 master work orders for upcoming park maintenance operations along with Parks Supervisor.

Parks Supervisor: Started developing master work orders for upcoming year, started researching options for ordering new pick up #1434 and bed options for truck #1430, assigned work orders to all staff as needed, coordinated ice/snow removal operations in department areas of responsibility, assisted field staff when requested, worked with Recreation Superintendent on gathering up final tallies on all aspects of our park and horticulture operations from 2016.

Parks and Horticulture: Staff conducted snow/ice control operations, continued on work orders as assigned, removed holiday tree at Main and Academy Streets and stored away decorations, continued on cut backs of plant materials throughout park system, did interior bed maintenance at City Hall, and tree/shrub pruning at several park/horticulture sites.

Activity or Project:

George Wilson Center Kitchen Improvements

Description:

The new George Wilson Center kitchen design has been received and sent to the State of Delaware Health and Social Services Division for initial review.

Status: Not Started

Expected Completion: 4/28/2017

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:

Building Maintenance

- Facilities Maintenance performed the following this week:
 - Finished construction of new IT rooms in Municipal Building basement;
 - Coordinated repairs to lights at P\parks building and new heater in records room in Municipal Building basement;
 - Met with Police Department to discuss locker room projects and new office;
 - Removed holiday wreaths throughout Municipal Building;
 - Began work to move Facilities Maintenance Office to new location in Municipal Building basement;
 - Installed server rack in the Server room;

- Updated fuel usage records.

Code Enforcement

- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.
- Plans were received for review for the new hotel at 400 Ogletown Road.
- The bid opening for the possible sale of 919 Rockmoss Avenue is scheduled for January 17.
- Staff is working on several internal water line breaks on various properties through the City.
- Framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Work is nearing completion for the new Candlewood Suites on South College Avenue. They hope to open in late January or early February.
- The Fire Lane behind the Newark Shopping Center near the movie theater remains temporarily closed for the theater renovations. All public safety departments have been notified.

Parking

- Phone lines and intercoms were repaired by Verizon/ParkingSoft after having been damaged by construction earlier in the week on Center Street.
- The Parking Division coordinated efforts with IPS to review select meters/sensors in Lot 6 that may need sensitivity adjustments for reporting/reset purposes.
- This week parking staff changed meters in college districts from a 4-hour time limit to an 8-hour time limit.
- Parking Supervisor Courtney Mulvanity closed out and reconciled 2016 financial year data.
- The Parking Division supplied equipment adjustments for insurance renewal to the Finance Department.

Planning/Land Use

- On Wednesday Planning and Development Director Maureen Feeney Roser participated in an interview with consultants evaluating the State's Downtown Delaware (Main Street) program.
- On Thursday Code Enforcement Officer Tim Poole, Code Enforcement Manager Dave Culver and Maureen met with the principals of Main Street Movies 5 to discuss the construction and items that must be completed prior to opening, tentatively scheduled for early February.
- Considerable time was spent preparing for the upcoming Planning Commission meeting.
- On Monday Planner Tom Fruehstorfer and Maureen met with Design Committee Chairman Joe Charma to discuss potential revisions to the patio ordinance.
- On Tuesday Maureen participated in the Business Licensing Data Gathering Working Group meeting in anticipation of the Munis software to replace CityView.
- Some time was spent this week preparing the Council packet for amendments to Chapters 27 and 32 for clarification purposes.
- On Thursday Maureen participated in a conference call with Special Counsel Mark Dunkle, City Solicitor Bruce Herron and staff to discuss the Rodney dormitory complex.
- On Thursday afternoon, Maureen joined City Manager Carol Houck in a conference call to

discuss a potential medical marijuana dispensary in Newark.

- Also on Thursday afternoon, Development Manager Mike Fortner and Maureen met with a potential Main Street property owner to discuss a development proposal.
- At its January 9, 2017 meeting, Council approved two Special Use Permit applications. The first application was for Ramen Kumamoto, located at 165 East Main Street, to serve alcoholic beverages on premises. The second application was for 1 Lincoln Drive, to allow a customary home occupation of an in-home barbershop.
- The Board of Adjustment will hear three appeals at their next meeting on January 19, 2017.
 - The property owner at 146 West Main Street is requesting variances to increase the maximum lot coverage of an existing nonconforming structure, seeking a 3.3% variance for lot coverage and a 4.3 foot variance for the minimum aggregate width of the two side yards.
 - The property owner at 205 Bent Lane is seeking a 6.5 foot variance for minimum setback in order to build an addition onto the existing single family home.
 - The property owner of Dunkin Donuts at 1002 South College Avenue is requesting variances on the existing, nonconforming structure for minimum lot size, minimum lot width, minimum lot depth, minimum setback from all street lines, and minimum distance from all property lines. The variances are necessary to allow the existing Dunkin Donuts to install a drive-thru. Also, Dunkin Donuts is requesting a variance to allow one additional ground sign in a business district.
- Planner Tom Fruehstorfer worked with IT GIS Technician Jay Hodny to generate a City map that can be shared in PDF or paper format when requested by residents. While the existing online GIS maps are good for interactive use, they do not print well.
- The following was also completed this week:
 - 3 Deed Transfer Affidavits
 - 27 Building Permit Reviews

Activity or Project:

DNP Gift Cards Available in Municipal Building

Description:

This week Parking Division Customer Service Clerk Billy Shorter met with Finance Department staff to educate them on the process of programming and reconciling Downtown Newark Partnership (DNP) gift cards. Customers can now purchase DNP gift cards in the Municipal Building!

Status: Completed

Expected Completion: 1/12/2017

Execution Status: Completed

Activity or Project:

Rental Housing Needs Assessment Study, Phase II

Description:

The date that Urban Partners, the consulting firm hired to conduct the Newark Rental Housing Needs Assessment Study, Phase II, will present their final report to Council has been postponed from January 23 and moved to February 27, 2017, as the report will not be ready in time to make the Council packets for the January 23 meeting.

Status: Near Completion
Expected Completion: 2/27/2017
Execution Status: On Track

Activity or Project:

Planning Commission Work Plan Quarterly Report

Description:

At its January 3, 2017 meeting, the Planning Commission reviewed and accepted the 2017 Planning Commission Work Plan Quarterly Report. A copy of the report is attached.

Status: Completed
Expected Completion: 1/3/2017
Execution Status: Completed

Department:

Police Department

Notable Notes:

Our Street Crimes Unit has been very busy this past week. They have arrested suspects involved in drug transactions within the city and have charged a female with prostitution at a local hotel. They have numerous active investigations of street crime criminal activity in the city.

Officers have been busy conducting traffic accident investigations resulting from the bad weather. On January 7th, officers dealt with several snow related vehicle accidents. On January 11th, officers investigated an accident involving a school bus with children on board that slid off the roadway due to black ice and struck a tree.

On January 7th, officers responded to two (2) separate drug overdose calls. In both cases, the victims were unresponsive and Narcan was administered to revive them. New Castle County Paramedics administered the Narcan in one of the incidents and Aetna administered Narcan in the other incident.

In July of 2016, a man was arrested after he grabbed a woman by the neck and tried to place a wet rag over her mouth on Main Street. The suspect pled guilty this week and faces at least 15 years in prison.

The Automobile Club of America continues their campaign to educate motorists about the dangers of driving while impaired. As part of the current campaign, they have credited and used information that Lieutenant Rubin provided when he addressed a traffic safety summit in 2016. Lieutenant Rubin is an expert in the State of Delaware on this topic and is frequently called on by community organizations to train and address enforcement.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 1/12/2017

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:

We will be advertising this week for a public meeting on March 6th to discuss the recommendations of the Cleveland Avenue Task Force including the Florida T. We will be inviting by postcard residents along Cleveland Avenue and in the Woodlawn/Stafford/Lumbrook/Windy Hills area. We have received a lot of negative feedback on the Florida T but DeIDOT has completed their analysis of the traffic impact and we have found that, when presented with routing results, many naysayers have come around or at least not been so adamantly against the project.

DeIDOT is planning ADA upgrades to the railroad crossings on North College Avenue and on West Main Street at the Deer Park. The upgrades will require a temporary closure of the crossings again, similar to what was done last summer when CSX upgraded the crossings themselves. Right now the Deer Park crossing is on the schedule first and is tentatively scheduled for July of this summer. The crossing will be closed for two weeks and, following that, the lane to South Main Street will be closed for one week. I am waiting on updated plans from DeIDOT which I will provide via a weekly once they are in-hand. The North College crossing will likely occur at the end of July and into August.

Activity or Project:

Well Restoration Program - Well 11

Description:

We were performing regular maintenance to Well 11, which was last rehabilitated in 2011, and identified a portion of the screen which appears to have partially collapsed. The well has lost over 40% of its productivity over the last two years which prompted us to prioritize this well for investigation and rehabilitation. We are attempting to determine how long it has been in this condition and whether or not it can be salvaged. I have attached a screen capture of the damage. We should know in the next few weeks whether or not we can bring it back into service.

Status: In-Progress

Expected Completion: 12/31/2099

Execution Status: On Track

Activity or Project:

Water Tank Maintenance - Louviers Tank Painting

Description:

Painting of the Louviers Tank is now complete and we began filling the tank on January 11th. The project took the contractor longer than anticipated but we are generally happy with the final product. There are still some minor outstanding punchlist items which need to be completed prior to release of retainage.

Status: Completed

Expected Completion: 1/11/2017

Execution Status: Completed

Activity or Project:

W1503 - Academy Street Interconnection

Description:

As part of the upgrades proposed for the Newark Train Station, Suez (formerly United Water) has to relocate their large transmission main which provides water to Newark's interconnection with their system that we use when we have a water shortage, either due to drought or infrastructure failure. Unfortunately, this is going to require us to relocate our interconnection from its current location to a location next to the South College Avenue bridge over the railroad tracks. Fortunately, we already have a capital project in the budget for the new booster station (W1503) with funding for construction in 2020. In order for us to maintain our interconnection in the interim, we are proposing to create a temporary station that will allow us to rent pumps for use during emergencies between now and then. DeIDOT will be covering the cost of everything associated with the new pipe work and temporary booster station so this will not have a significant impact on this year's budget. We are responsible for the interconnection design, however. This work is currently scheduled for this summer so we have very limited time to

complete the design.

Status: In-Progress

Expected Completion: 12/31/2018

Execution Status: On Track

1/8/2017

to 1/14/2017

City of Newark Administrators Report

Date:

12/9/2016 

Department:

Public Works and Water Resourc 

Created by:




Thomas Coleman  

Noteable Items



DelDOT has finalized plans for upgrades to the signage for the Casho Mill Road underpass that we hope will help reduce the number of overheight vehicle collisions we experience at this location. Attached you will find the approved plans. Per communication with DelDOT they expect that the proposed ground mounted signage should be installed in late winter or early spring. They do not have a schedule for the overhead signage and signal work has not yet been set as it requires additional contractor coordination.

I participated in the budget hearing and stormwater utility discussions on Monday, December 5th.




#	Project or Activity Updates	Status	Expected Completion	Execution Status
1	Project Name or Activity Louviers Tank Painting	In-Progress 	12/16/2016 	Behind Schedule 

Description:

Attached you will find the most recent weekly progress report for the Louviers Tank Painting project. The contractor has made good progress this week on the interior wet surface of the tank, completing 60% of the roof and 80% of the walls.

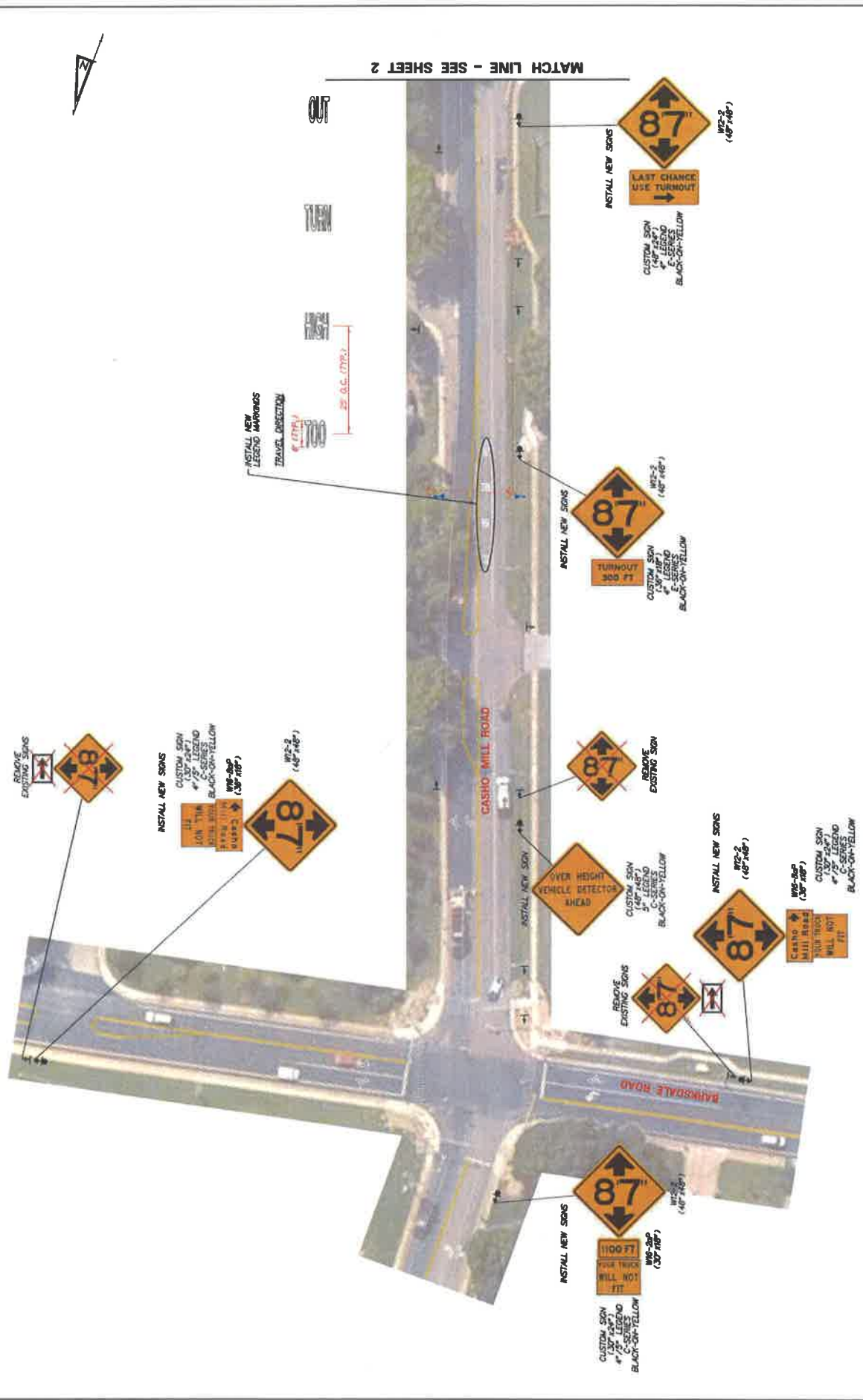
2	Project Name or Activity			
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Description:

3	Project Name or Activity			
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Description:

Images related to projects:



MATCH LINE - SEE SHEET 2

 DEPARTMENT OF TRANSPORTATION	CASHO MILL ROAD OVER HEIGHT VEHICLE SIGNING AND MARKING UPGRADES		PROJECT NO. NS692 <small>DESIGNED BY: BALK, URBAN</small> <small>DRAWN BY: BALK, URBAN</small>	SHEET NO. 1 TOTAL SHEETS 5
	AVENUES / REVISIONS		DRAWING NO. NEW CASTLE <small>T.A.D. SHEET</small> <small>DECIDED BY: BALK, URBAN</small>	





MATCH LINE - SEE SHEET 4



INSTALL NEW SIGN
VEHICLE HEIGHT
CUSTOM SIGN
4" X 8" (A&T)
C-SERIES
BLACK-ON-YELLOW

INSTALL NEW SIGNS
W02-2
(48" X 48")

THROUGH
87

INSTALL NEW SIGN
THROUGH
CUSTOM SIGN
4" X 8" (A&T)
C-SERIES
BLACK-ON-YELLOW

INSTALL NEW
LEGEND MARKINGS

TRAVEL DIRECTION
S (TRF)
N (TRF)

25' O.C. (TRF.)

MATCH LINE - SEE SHEET 2

 DELAWARE DEPARTMENT OF TRANSPORTATION	ATTACHMENTS / REVISIONS	SCALE 0 30 60 90 FEET	CASHO MILL ROAD OVER HEIGHT VEHICLE SIGNING AND MARKING UPGRADES	PROJECT NO. NE692 DESIGNED BY: BARRY WARD COUNTY: NEW CASTLE CHECKED BY: M.J.E. 10/20/16	SHEET NO. 3 TOTAL SHEETS 8
	SIGNING AND STRIPING PLAN				



MATCH LINE B - SEE SHEET 4



INSTALL NEW SIGNS



W12-2
(48" x 60")



CUSTOM SIGN (48" x 36")
4" x 7 1/2" LEGEND
C-SERIES
BLACK-ON-YELLOW
FIT



REMOVE EXISTING SIGNS

REMOVE EXISTING SIGNS



INSTALL NEW SIGNS

CUSTOM SIGN (48" x 36")
4" x 7 1/2" LEGEND
C-SERIES
BLACK-ON-YELLOW
FIT

W12-2
(48" x 60")



W12-2
(48" x 60")

MATCH LINE A - SEE SHEET 4



SHEET NO.	5
TOTAL SHEETS	5

WORKING NO.	MS32
T.B.D.	RECORDED BY: B.L.B. 10/10
DATE	DRAWN BY: B.L.B. 10/10
NEW CASTLE	

CASHO MILL ROAD
OVER HEIGHT VEHICLE
SIGNING AND MARKING UPGRADES



ADDITIONS / REVISIONS	

DELAWARE
DEPARTMENT OF TRANSPORTATION



**CITY OF NEWARK
DELAWARE**

December 15, 2016

TO: Honorable Mayor and Council

FROM: Rick Vitelli, Director of Electric *RV.*

VIA: Carol Houck, City Manager

SUBJ: Additional Information in Relation to the Electric Line Tree Trimming Contract

At the December 12, 2016 Council meeting, where the recommendation to award our Electric Line Tree Trimming Contract to Asplundh Tree Expert Company was presented, there were concerns raised about the lack of notification given in advance of the services being performed and the quality of the tree trimming.

Notices to residents are handed out a week prior to the services being performed. In addition, the tree trimming is not the most attractive as it is done to primarily clear our power lines under ANSI A300 tree trimming standards, but every attempt is made to make it look as presentable as possible. Our vendor does not perform tree trimming services around the lower telephone or cable lines.

Additionally, the Electric Department does maintain a list of residents who would like to be present when their trees are being trimmed.

Lastly, regarding giving residents the option to hire their own contractor to perform tree trimming services around our electric lines, residential tree trimmers typically do not have qualified employees who can work within ten (10) feet of power lines. This is mandated by federal OSHA law.

I hope this information addresses all the concerns with our electric line tree trimming.

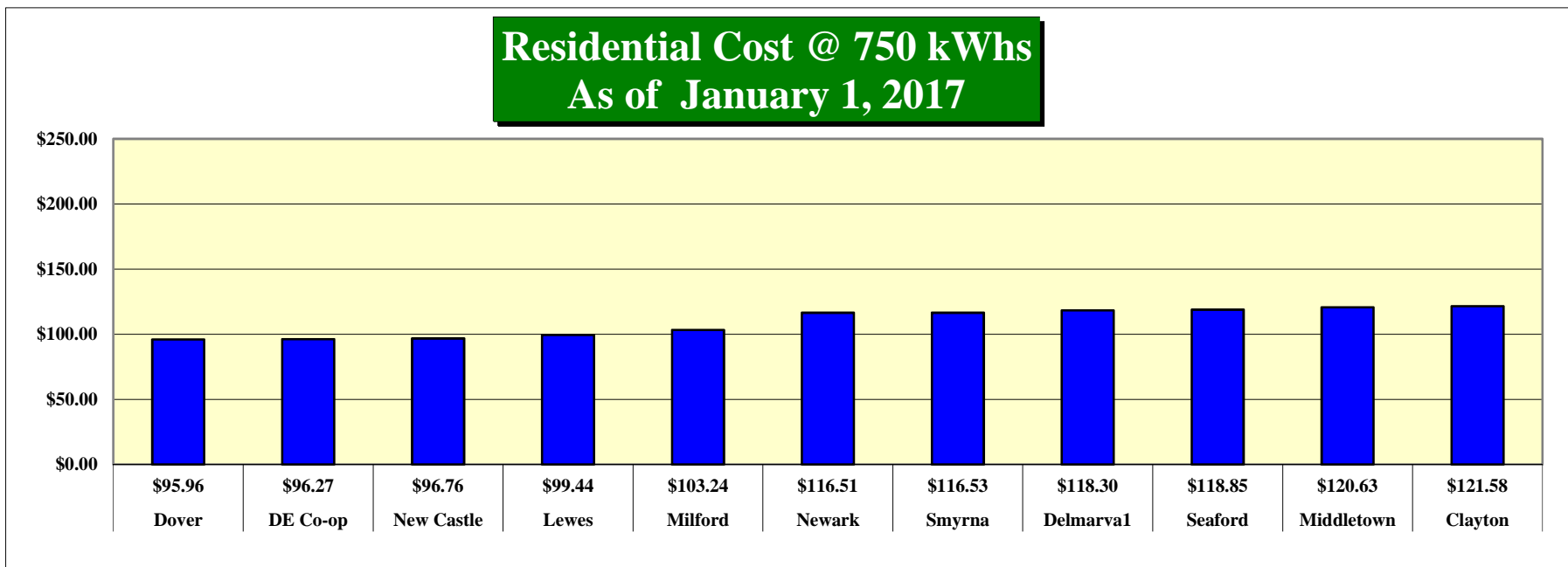
Selected Area Utilities

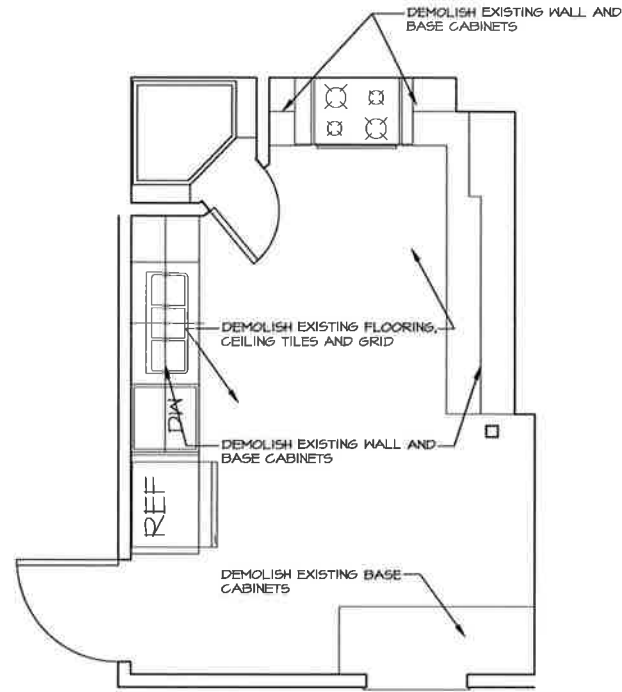
Winter (Oct. - May)

RESIDENTIAL RATE COMPARISON @ 750 kWhs

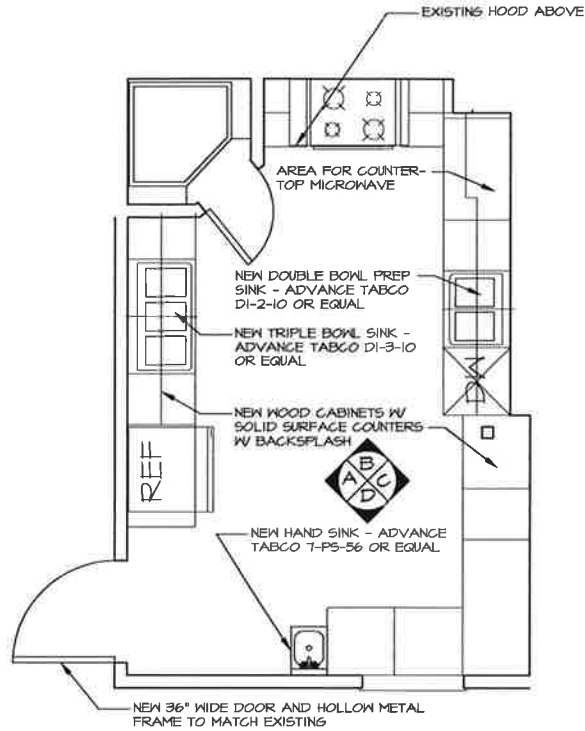
		DE COOP <u>% Difference</u>	DPL <u>% Difference</u>
<u>Dover</u>	\$95.96	<u>0.0%</u>	<u>-18.9%</u>
<u>DE Co-op</u>	\$96.27	<u>0.3%</u>	<u>-18.6%</u>
<u>New Castle</u>	\$96.76	<u>0.8%</u>	<u>-18.2%</u>
<u>Lewes</u>	\$99.44	<u>3.6%</u>	<u>-15.9%</u>
<u>Milford</u>	\$103.24	<u>7.6%</u>	<u>-12.7%</u>
<u>Newark</u>	\$116.51	<u>21.4%</u>	<u>-1.5%</u>
<u>Smyrna</u>	\$116.53	<u>21.4%</u>	<u>-1.5%</u>
<u>Delmarva¹</u>	\$118.30	<u>23.3%</u>	<u>0.0%</u>
<u>Seaford</u>	\$118.85	<u>23.9%</u>	<u>0.5%</u>
<u>Middletown</u>	\$120.63	<u>25.7%</u>	<u>2.0%</u>
<u>Clayton</u>	\$121.58	<u>26.7%</u>	<u>2.8%</u>

¹ Approximate. DP&L's transmission capacity charge is based on each individual's Peak Load Contribution (PLC) to the overall transmission load. Each customer has a unique PLC that changes every January.

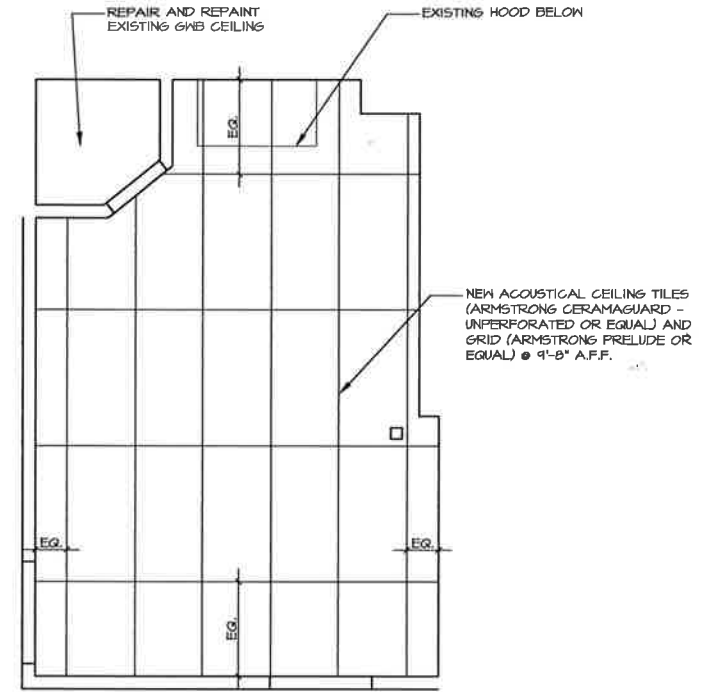




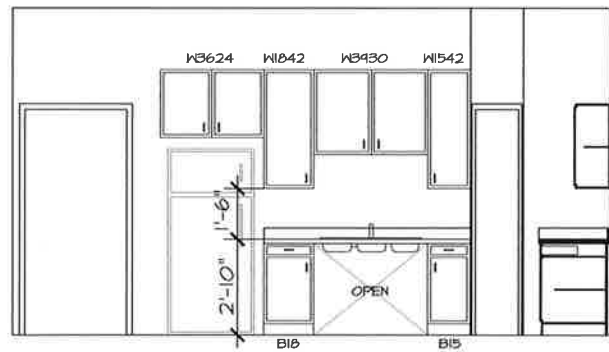
1 DEMOLITION PLAN
A-11 SCALE: 3/8" = 1'-0"



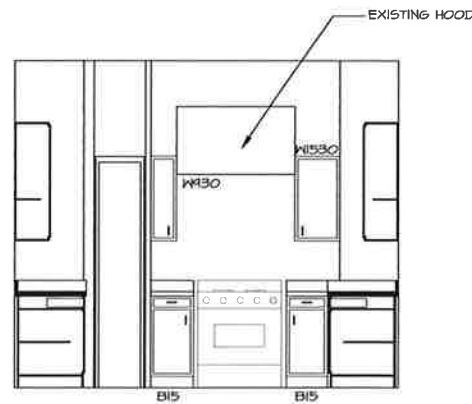
2 FLOOR PLAN
A-11 SCALE: 3/8" = 1'-0"



3 REFLECTED CEILING PLAN
A-11 SCALE: 3/8" = 1'-0"



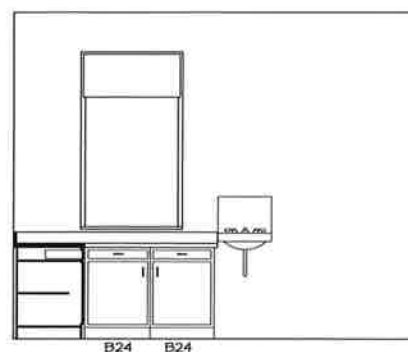
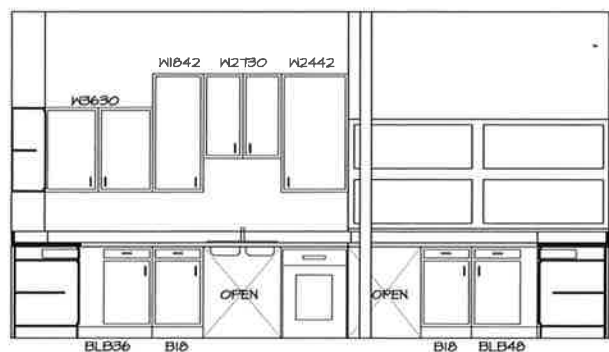
4 ELEVATION A
A-11 SCALE: 3/8" = 1'-0"



5 ELEVATION B
A-11 SCALE: 3/8" = 1'-0"

CODE ANALYSIS	
BUILDING CODE	IBC 2003
USE GROUP	TYPE III
TYPE OF CONSTRUCTION	A-3 (DAMPERS 17)
HEIGHT OF STORY	10'
AREA OF RENOVATION	202 SQ. FT.

- GENERAL NOTES**
1. ALL CONTRACTORS SHALL BE LICENSED WITH THE CITY OF NEWARK.
 2. CONTRACTOR SHALL VERIFY CERTIFICATE OF OCCUPANCY AND DIMENSIONS. CONTRACTOR SHALL DISCOVER, IMMEDIATELY NOTIFY ARCHITECT ANY DISCREPANCIES. THE CONTRACTOR IS RESPONSIBLE FOR SELECTING FABRIC PROCESSES AND TECHNIQUE CONSTRUCTION, COORDINATING HIS WORK WITH ALL OTHER TRADES AND PERFORM HIS WORK IN A SAFE, SATISFACTORY MANNER. CONTRACTOR SHALL BE AWARE OF ALL CITY CONDITIONS PRIOR TO SUBMITTAL OF PROPOSALS.



REVISIONS:

I
C
D
ARCHITECTS · DESIGN COLLABORATIVE, INC.
1211 DELAWARE AVE.

THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING AND CORRELATING ALL GUT AND DIMENSIONS. CONTRACTOR SHALL DISCOVER, IMMEDIATELY NOTIFY ARCHITECT ANY DISCREPANCIES. THE CONTRACTOR IS RESPONSIBLE FOR SELECTING FABRIC PROCESSES AND TECHNIQUE CONSTRUCTION, COORDINATING HIS WORK WITH ALL OTHER TRADES AND PERFORM HIS WORK IN A SAFE, SATISFACTORY MANNER. CONTRACTOR SHALL BE AWARE OF ALL CITY CONDITIONS PRIOR TO SUBMITTAL OF PROPOSALS.

PROJECT TITLE: KITCHEN RENOVATIONS AT
GEORGE WILSON COMMUNITY CENTER
303 NEW LONDON ROAD
NEWARK, DELAWARE 19711
CITY OF NEWARK

SHEET TITLE:
FLOOR PLANS,
INTERIOR ELEVATIONS

PROJECT NO. 161
DATE: NOVEMBER 21, 2016
SCALE: AS SHOWN
DRAWN BY:



**CITY OF NEWARK
DELAWARE**

December 22, 2016

TO: Chairman and Members of the Planning Commission
FROM: Maureen Feeney Roser, Planning and Development Director
RE: Quarterly 2016-2017 Work Plan Update - #1

2017 Work Plan

1. Continue the review and consideration of land development projects ... to make recommendations to Council.

October

No land use applications were considered in October.

November

On November 1, 2016 the Commission reviewed the annexation, rezoning, major subdivision and special use permit for 1364 Marrows Road and 701 Ogletown Road to demolish the existing buildings on the combined parcels to construct three new buildings for an auto repair and service centers for Martin Honda, Kia and Mazda dealerships. The Commission unanimously recommended the annexation .628 +/- acres with BC (General Business) zoning and the major subdivision with special use permits for the development. Council subsequently approved the plan on December 12, 2016.

December

On December 6, 2016 the Commission reviewed a Comprehensive Development Plan amendment, rezoning and minor subdivision with site plan approval plan for 40 East Cleveland Avenue to demolish the existing single family rental dwelling at the site and construct a three story townhouse-style apartment building with first floor parking and three 5 bedroom apartments on two floors above. The Commission recommended approval of the plan with a 3-2 vote. The project will advance to Council consideration at a future date.

2. Continue to work with staff to review parking capacity and demand, parking space requirements by use, parking waiver legislation, fees and practice, conduct nationwide research on parking design standards and best practices and make recommendations for Code amendments based on findings. The Commission began this effort in 2016.

A conversation on next steps and potential workshop is scheduled for the January 3, 2017 Planning Commission meeting.

3. Consider amendments to the Zoning and Subdivision Code regulations as they pertain to development plan submittal requirements and associated fees. Consider other Code amendments to these chapters as necessary.

October

On October 4, 2016, the Commission reviewed staff proposed amendments to the Zoning Code to delete boarding, rooming and lodging houses as permitted uses. Ultimately, the Commission determined that more research would be needed before they could consider eliminating the use and staff will reconsider and continue research as time allows for future amendments.

November

On November 1, 2016 the Commission reviewed staff proposed amendments to the Zoning Code to permit the small scale production of alcohol and related accessory uses and sales in the BC (General Business), MI (General Industrial) and MOR (Manufacturing, Office and Research) zoning districts. The Commission had several suggestions for improving and simplifying the proposed code amendments and the discussion was tabled until the December meeting to allow staff an opportunity to incorporate Commission comments and suggestions.

Also on November 1, 2016 the Commission reviewed Comprehensive Development Plan V amendment regarding Map for Planning Area 4. Specifically, a Plan V mapping error had eliminated a parcel of annexable land from the adjacent areas map, which should have been included. The Commission voted unanimously to correct the map. As it turns out, the property was annexed while Comprehensive Development Plan IV was in effect, which correctly referenced the parcel, so the amendment was not necessary and therefore, not considered by Council.

December

On December 6, 2016 the Commission reviewed the revised amendment to the Zoning Code to permit the small scale production of alcohol and related accessory uses and sales in the BC (General Business), MI (General Industrial) and MOR (Manufacturing, Office and

Research) zoning districts. The Commission unanimously recommended Council approve the revised amendments, and the ordinances are currently being drawn up for Council consideration at a future meeting.

Also on December 6, 2016 the Commission reviewed and staff proposed amendments to the Zoning Code and Subdivision Regulations of the City of Newark as they relate to development fees. The Commission unanimously recommended approval of the proposed fees and the ordinances are currently being drafted for consideration by Council at a future meeting.

The Commission has not yet had the opportunity to consider amendments to the Zoning and Subdivision Code regulations as they pertain to development plan submittal requirements.

4. Work with Planning and Development Department and DeIDOT to set boundaries and begin process to create a Transportation Improvement District(s) (TID) as called for in Comprehensive Development Plan V.

The Department anticipates outreach to DeIDOT in late January to begin this process.

5. Provide an informational session with WILMAPCO and DeIDOT to discuss the transportation planning processes and components as it relates to the City of Newark. For Federal funding (WILMAPCO), topics may include how projects are initiated; how projects are prioritized; and how the projects are related to future capital planning and funding years. For DeIDOT, an overview of their review process and criteria, including level of service criteria, when making recommendations on land use applications under consideration by the City; and once a land use application is approved by the City, the application and approval processes for DeIDOT permits.

Not yet planned.

6. Develop Commission procedural guidelines.

The effort has not yet begun.

7. Provide an annual review of Comp Plan V to determine the need for updated information and/or amendments necessary to ensure the Plan remains a dynamic and useful document.

The commission should schedule this annual review for the third quarter.

8. Continue quarterly reporting on Work Plan.

This is report #1.

9. Participate in training sessions as applicable and available.

No training session were attended this quarter.

/mfr

NEWARK POLICE DEPARTMENT

WEEK 01/01/17-01/07/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO DATE	2017 TO DATE	THIS WEEK 2017	2016 TO DATE	2017 TO DATE	THIS WEEK 2017
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	1	0	0	1	1	1
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	0	0	1	1	1
Assault/Aggravated	0	0	0	1	0	0
Burglary	2	3	3	2	0	0
- Commercial Burglaries	0	2	2	0	0	0
- Residential Burglaries	2	1	1	2	0	0
- Other Burglaries	0	0	0	0	0	0
Theft	17	14	14	3	6	6
Theft/Auto	1	1	1	1	0	0
Arson	0	0	0	0	0	0
All Other	1	3	3	0	1	1
TOTAL PART I	23	21	21	8	8	8
<u>PART II OFFENSES</u>						
Other Assaults	6	7	7	3	4	4
Rec. Stolen Property	0	0	0	2	0	0
Criminal Michief	7	2	2	2	0	0
Weapons	1	0	0	1	1	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	2	2	2	8	2	2
Drugs	4	1	1	5	5	5
Noise/Disorderly Premise	7	9	9	3	2	2
Disorderly Conduct	6	3	3	1	0	0
Trespass	1	0	0	0	1	1
All Other	19	9	9	13	4	4
TOTAL PART II	53	33	33	38	19	19
<u>MISCELLANEOUS:</u>						
Alarm	36	6	6	0	0	0
Animal Control	9	6	6	0	0	0
Recovered Property	8	6	6	0	0	0
Service	753	708	708	0	0	0
Suspicious Per/Veh	15	9	9	0	0	0
TOTAL MISC.	821	735	735	0	0	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	1,048	1,048	910	910



Newark Police Department
Weekly Traffic Report
01/01/17-01/07/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	164	131	164	131
DUI	4	2	4	2
TOTAL	168	133	168	133

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	1	2	0	2
Property Damage (Reportable)	17	17	17	17
*Hit & Run	4	4	4	4
*Private Property	3	3	3	3
TOTAL	17	19	17	19

*Included in the total collision numbers

+0033.5 f

