

City Manager's Weekly Report

Friday, September 22, 2017

Department:

Administration - City Manager

Notable Notes:

This week we held a special council meeting on the Charles Emerson Bridge which resulted in the project moving forward which we are very excited about. Special thanks to New Castle County, UD, Mayor Sierer, Councilman Markham, Councilman Morehead, and Councilman Hamilton for raising additional funding, or donating their own, which made the project possible.

I held two lengthy meetings with Deputy Manager Haines, Finance Director Del Grande and the entire Finance team where we worked through additional cuts to the operating and capital budgets. We are tracking the changes made to present to Council at the next budget hearing. During the Emerson Bridge special council hearing we were requested to reevaluate Parks Department capital projects to push projects out beyond the bridge construction. We have made those changes and reduced the scope of the Old Paper Mill Park project in an effort to reduce the budgetary impact of bridge construction.

We held a WOW employee recognition breakfast this week.

I attended an Employee Benefits Committee meeting this week where we discussed changes to the City's benefits plan to help reduce the increase in benefit costs. We are hopeful that we will be able to contain costs somewhat but it is difficult on non-contract years due to our union employee sectors.

I attended the quarterly meeting of the Delaware Water and Wastewater Agency Response Network, Delaware's intrastate mutual aid organization for water and wastewater companies. The recent hurricanes in Texas and Florida were a large topic of discussion and we are going to move forward with investigating the possibility of creating a combined response team that we could send to areas in need in the future. We have noticed that since Delaware is so small with many small utilities, it is hard for one utility to give up enough employees to send to a mutual aid request. By creating a mixed team with one or two people from multiple utilities we will be able to field a team much more often. We are currently reviewing the legal implications of such a team.

We held a meeting with DelDOT to discuss the upcoming streetscape project on Main Street. We have received a la carte cost estimates that we are using to build out a potential option which we will be taking to the DNP Design Committee for input. We will be soliciting private donors and sponsorships for aspects of the improvements like benches and bike racks. We are hopeful that we will be able to defray some of the cost of the project which already has 4:1 leverage through the Transportation Alternatives Program administered by DelDOT.

I met with Director Spadafino, Mayor Sierer, Megan McGuriman, and Joe Charma to discuss where is best to locate a statue that has been donated to the City. We will be developing a list of options that we can review as a group in the next few weeks.

I took Mayor Sierer around City Hall to show her the recent building layout changes and to make her aware of where everyone is now located. We also visited several water facilities to discuss upcoming capital projects and demonstrate the need.

I spoke with a representative of John Kowalko's office about the status of paving on Cornwall Drive. It is

currently three streets away from being resurfaced and we anticipate it will be complete this fall. The contractor is moving slower than we would have hoped and I feel that a lot of the contract is going to roll into 2018 as a result.

I attended a meeting with the Parking team to discuss a potential pay by mobile application for onstreet parking meters. We are looking to do a pilot in the coming months.

Activity or Project:

N/A

Description:

N/A

Status: Not Started

Expected Completion: 12/31/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

Administrative/HR:

- Deputy City Manager Andrew Haines participated in a national webex planning session as a member of the Deputy Manager Task Force with ICMA. This national appointment will development materials and guidance for the next generation of future deputy managers.
- HR Manager Devan Stewart worked with DVHT to host a lunch-and-learn regarding bone marrow donations and program for employees to voluntarily enroll. The meeting was convened at the interest and request of the employees.
- Mr. Haines met with the Parking Division team, and various other colleagues to assess the IPS (off-street parking meter vendor) mobile parking app.
- Mr. Haines and Ms. Stewart hosted the Employee Benefits Committee to discuss potential plan changes for FY2018 and owe further information back to the representatives to make a final vote.
- Mr. Haines attended and participated in the September Parking Committee meeting on Tuesday, September 19.

Parking Division:

- Parking Division provided no-cost parking for Community Day on Sunday, 9/17/17. On-street meters had a digital message notifying patrons that parking was no charge, while off-street lots had signage. Regular parking rates resumed on Monday morning.
- Marvin Howard and Courtney Mulvanity attended meeting to discuss ParkSmarter, an app created by IPS that would allow customers to pay-by-phone. Patrons would be able to use the app to pay for their parking remotely after parking. A pilot will be set up with the vendor to test how intuitive this program is and how it will affect the meter and parking statistics in the long run.
- Courtney Mulvanity attended the Employee Benefit Committee meeting on 9/20/17 to discuss changes in the 2018 healthcare plan prior to a vote.
- Marvin Howard went to Traffic Committee meeting on 9/19/17.
- Carol Massa is auditing/reconciling Q2 Gift Cards created by the Parking Division, with help from Finance Department.
- Parklogix is working with the Parking Division staff to install a trial countdown sign in Lot #1, scheduled installation for end-of-October. This trial will assess the functionality of their product, with the off-street parking equipment (ParkingSoft), as ParkingSoft's solution was note viable and T2's solution was financially prohibitive.

Activity or Project:

n/a

Description:

n/a

Status: Completed

Expected Completion: 9/21/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/14/17 to 9/20/17. These sessions included arraignments, trials, capias returns, prisoners transported and video hearings. Parking Ambassadors were here on Monday and Wednesday to handle parking appeals.

Big party dispersal has been scheduled with the police department and the Judges. Rain date has also been scheduled and the arraignments have been scheduled for 11/7/17.

Bailiffs have been on duty in the court for two weeks now and it is working very well.

Activity or Project:

Court Sessions

Description:

From 9/14/17 to 9/21/17 Alderman's court handled 71 arraignments, 53 trials, 17 capias returns, 2 prisoners were transported for court and 4 video hearings were held. The court collected a total of 392 parking payments of which 253 were paid online and 139 were paid at court. The court also collected criminal/traffic fines which included 95 online payments and 52 payments made in court

for a total of 147 payments.

Status: Completed

Expected Completion: 9/20/2017

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 September 18 for the special Council meeting. Paul was in the office on September 20 and September 21 for Court.

Staff finalized and posted the agenda for the September 18 special Council meeting on September 14. Additional documents related to the meeting were posted through September 18. Bruce and Renee staffed the special Council meeting and follow up was completed by staff on September 19.

Renee met with Councilman Morehead on September 15, Councilman Clifton on September 15 and Mayor Sierer on September 18. She also participated in conference calls with Councilwoman Wallace and Councilman Chapman on September 20.

Staff finalized and posted the agenda and packet for the September 25 Council meeting on September 18. Items 3B (September 13 Council minutes) and 3E (Bill 17-43 - Stormwater utility) were posted and sent to

Council on September 19. Item 3A (September 11 Council minutes) were posted and sent to Council on September 21.

Renee completed the direction sheet for the September 11 Council meeting and circulated it to Council and staff.

Renee received comments back from the applicant and finalized the annexation agreement for 4 Georgian Circle, which is scheduled for public hearing at the September 25 Council meeting.

Renee drafted two bills for first reading for the September 25 Council agenda.

The September 18 special Council, September 25 Council and September 27 Planning Commission Parking Subcommittee agendas were posted and forwarded to Council.

Tara completed two proclamations for the Daughters of the American Revolution; one for Constitution Week and the other for American Indian Heritage.

Tara completed one permit for "Free Hugs" by the Paul Mitchell School.

Tara began the process for door to door sales permits on behalf of Power Home Remodeling for five potential applicants. They are currently undergoing vetting with NPD.

Tara finalized the vendor permit for the Blovad's located on Amstel Avenue as part of the colonnade vending area.

Regarding minutes, staff time was spent on the September 11 Council (Tara drafting; Renee editing - complete), September 13 special Council (Sarah drafting; Renee editing - complete) and September 18 special Council (Sarah drafting) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 14 discovery requests for upcoming Alderman's Court cases. 284 discovery requests have been filed so far for 2017. The court calendar for September 28 was received and the 11 associated case files were prepared by Sarah for the Deputy City Solicitor. 37 court calendars with 558 associated case files have been compiled so far for 2017. Sarah also completed 2 pleas by mail.

Sarah also transcribed and distributed one letter for the City Solicitor. Sarah completed a direct mail notice for Thompson Road Parking Restriction. Sarah staffed the Board of Adjustment meeting on September 21.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. So far 380 lien certificate requests have been processed for 2017.

Mecia worked on scanning, filing, creating October's calendar and generating sales receipts for promotional merchandise.

Activity or Project:

No updates to report

Description:

There are no new updates to report on long-term projects this week.

Status:

In-Progress

Expected Completion: 9/21/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Taste of Newark: This year's Taste of Newark is this Sunday, September 24 from Noon-3 p.m. Tickets are \$50 per person and can be purchased at TasteofNewark2017.eventbrite.com. Tickets can also be purchased at the entrance the day of the event for \$60 per person. During the event, Ronnie Burkle of SoDel Concepts will be leading a cooking demonstration on three different dishes. His demonstration will also feature wine pairings from Southern Glazer's Wine & Spirits. Guests can bid on dozens of items during a silent auction hosted by the Newark Arts Alliance. The auction includes items varying from hand-crafted wine goblets to an overnight stay at Dover Downs. For a preview of the participating restaurants go to Facebook.com/tasteofnewark.

Pedestrian Safety PSA: Megan worked with Lieutenant Nelson and Corporal Walker to create a pedestrian safety PSA for the Newark Police Department. We used security camera footage from Main Street to highlight red flags when it comes to pedestrian safety downtown, including jaywalking and disobeying traffic signals. The video can be seen on Newark Police Department social media channels and the City of Newark Youtube channel.

Creative Design/Web Updates

- Created Parking Requirements subcommittee webpage and agenda/minutes Agenda Center categories; Pedestrian and Bicycle Bridge project PowerPoint slide show
- Combined City of Newark grid map with street listings for Police Department
- Designed CVS disposal box sign for Police Department; News Flash graphic for 14th annual Taste of Newark
- Posted Taste of Newark News Flash
- Resized map and vendor list for Community Day for Parks and Recreation's social media posts
- Scheduled weekly public meeting notices
- Updated Police Department's Crime Alerts webpage and Parks and Recreation's webpage banners

Press Releases/Media Inquiries

- Public Notice: Special Meeting Scheduled for City Council: <http://bit.ly/2hksCmr>
- City of Newark and University of Delaware to host 14th Annual Taste of Newark: <http://bit.ly/2ygxRu5>
- Public Notice: Second Public Workshop Scheduled on Stormwater Project at Former Rodney Dorm Site: <http://bit.ly/2xqCpka>
- Josh Shannon, Newark Post, inquired about the detailed breakdown of costs associated with the Emerson Bridge.
- Jeff Brown, Dover Post, inquired about the availability of discretionary funds for Council.

Activity or Project:

CGI Communications

Description:

No new information to report.

Status: In-Progress

Expected Completion: 8/31/2018

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews are spot trimming the 34kV circuits, because our regularly scheduled blitz of the 34kV lines will probably not get done this year as we are concentrating on the recloser project. The crews installed two more reclosers this week.

Electricians continued working on the preparations for the new transformer at the Chestnut Hill Road Substation, worked Community Day, and troubleshot the police generator and UPS after failing to operate properly.

Engineering worked on Chestnut Hill Road Substation design, Comcast Pole Attachment Agreement, and a metering issue at the STAR Tower. Engineering also met with UD, T-Mobile, and Verizon on serving antennas on the water tower, met with UD and Tri-M about getting temporary power to the Comet Building at STAR, and met with a designer about power to a site at the Sandy Brae Industrial Park.

Activity or Project:

34.5KV Auto Restoration Project

Description:

15 reclosers have arrived. The line crews have installed 4 out of 19 so far.

Status:

In-Progress

Expected Completion:

12/31/2017

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

- The First State Community Action Network was in PUBS on September 21st providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. If anyone is interested in being placed on a waiting list to attend a future Energy Conservation Workshop, please call the PUB office. Currently, we are looking to have an evening workshop on a Thursday evening during the month of October (TBD).
- We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Please click on this link to set up your account today! <https://newarkde.gov/payments> In order to keep costs to a minimum, we respectfully request users to select the ACH option for payment.
- On September 21st, Finance Director Del Grande attended the monthly DEMEC meeting and the 23rd Annual Dinner. In attendance from Newark were Councilmen Clifton and Hamilton, and Acting Director Patel. During the monthly meeting, Director Del Grande was nominated and approved to serve on the Audit Committee.
- Accounting staff continue to work with the IT division on the migration of the tax billing from the current CityView system to Munis. Training has been ongoing.
- Reminder that on October 1st, we will be switching to "winter" rates for electric. Residential customers will be paying 14.5 cents per kilowatt hour, versus the inclining rate structure that they pay from April 1 to September 30th. A link to the

City Code can be found here:

https://library.municode.com/de/newark/codes/code_of_ordinances?nodeId=CH11EL_S11-2RESERAS

- Staff has been working on a request for proposal for audit services. RFP No. 17-05 was finalized this week and will be advertised in the *News Journal* and posted on the City's website. A copy of the RFP is attached.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group processed 4,001 utility payments and CityView transactions, 554 of which were imported automatically with our electronic processes and 2,252 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 2,146 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 647 calls out of 828 offered, reflecting an abandoned rate of 21.9%. The average speed to answer the phone was 7:30. The average call time was 3:54. These call statistics are indicative of the busy time of year for PUB due to property tax season and one CSR on vacation. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of Customer Connect and pre-authorized payments.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Business License Review

Description:

Metro Rev has reviewed 179 businesses to date located outside of the City. Through August 11th, we have received \$43,753 in business license payments from this project for the periods of 2013-2017 from 51 companies. Another 18 companies have been billed for a total of \$13,806. The 69 businesses billed to date should add another \$15K to the annual business revenue line. We extended Metro Rev's contract through 12/31/2017 in order to continue with this project.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

2018 Budget

Description:

Now that all departmental budget presentations have been presented to Council, staff is preparing for the Financial Workshop on October 2nd, and the CIP presentation to the Planning Commission on October 11th. All Budget information can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Department:

Information Technology Department

Notable Notes:

Infrastructure

- Reconfigured Bandwidth management for WiFi SSIDs
- Working on improving documentation and making it more accessible
- Camera network report for Council
- Local Administrator Password Solution
- Active Directory cleanup and Kace inventory reconciliation
- Identified stale computers in AD and missing computers in inventory
- Symantec Server upgrade
- Recovered Exchange functionality after Microsoft Update
- New Bomgar vendor access procedure implemented
- Backup network redesign
- Roaming profiles
- Sharepoint for Administration - ongoing
- Sharepoint and OneDrive Mapped drives script deployment
- PD – Master Corporal computer migrated to City Network
- Gatering information to complete the Qualys and Kenna services implementation
- Implemented IP Blacklist Rules in our firewall
- Finance Audit - Tablet Setup

Applications

- Performed backup billing for PUBs
- Setup security roles in Tyler for Pcard users
- Successfully deployed distro update for Metersense
- Coordinated TIM Test upgrade
- Held work order management training for PWWR – Sewer
- Attended stormwater utility meeting
- Coordinated Tyler Cubes Training for Finance

Records

- Decommissioned Laserfiche
- Worked with Electric Department to determine custom doc types

GIS

- Attended training on CYME modeling software with Electric Department
- Completed updates on the Camera Map
- Completed updates on the Streets Map

Facilities

- Repaired gutters and downspouts on bus stop in front of City Hall
- Installed shelving in mailroom
- Installed shelving in janitor closets
- Painted two offices
- Ordered materials for locker room expansion
- Repaired doors at GWC
- Replaced broken bathroom lock at GWC
- Bolted down clay rolling table at GWC
- Repaired return air fan in City Hall
- Worked with contractor to repair 2nd floor NPD AC

Activity or Project:

Munis Permitting and Tax Project

Description:

- Held Stakeholders Meeting - Held Business License Module Overview and Data Entry - Held Tax Process Training - Held Business License Data Entry Training - Held Business License Pre Cut Over Planning Meeting

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Prepared for the Charles Emerson Bridge meeting, reviewed concepts for the Rodney project, met with the Delaware Natural Resources about upcoming projects and potential grant opportunities, conducted parks maintenance meeting to discuss upcoming projects and work orders, reviewed development plans for upcoming projects.

Recreation Superintendent: Attended Patriot Day ceremony; helped with preparations for Community Day; attended meetings for Community Day and Mayor's Harvest Festival; conducted staff meeting for recreation staff; worked with Allison and ordered supplies for the Harvest Festival; worked with Joe on details for the Rodney Complex and the Charlie Emerson Bicycle/Pedestrian Bridge.

Recreation Supervisor of Athletics: Continues processing staff files and paperwork for the new before and after care staff, our annual license renewal application for West Park is due at the end of September, soccer shots programs began at both after care sites this week; Elementary and Junior Soccer programs held their team pictures on 9/15 at the George Wilson Center; the after-school gymnastics programs at Downes Elementary began this week on Tuesday and Thursday; sent out information to team captains for the adult winter volleyball league that is scheduled to begin in November; the instructional youth volleyball program began at West Park on Wednesday; worked Community Day; working on program statistics.

Recreation Specialist: Created a volunteer sign in/out sheet for Community Day, organized vendor application forms for Community Day, attended a pre-event meeting discussing Community Day and worked at Community Day; opened the George Wilson Center for Stay Fit classes Tuesday and Thursday; sent out information to After Care participants about Soccer Shots and Gymnastics; updated Aftercare staff binders with time sheets, purchased supplies for Aftercare clubs; attended Mayor's Harvest Festival meeting. **Volunteer Hours:** 98 Volunteers dedicated 336.5 hours to Community Day. 1 volunteer dedicated 3.25 hours picking up trash on Christiana Parkway. **Total Volunteer Hours: 339.75 hours**

Recreation Supervisor of Community Events: Prepared for and held the 46th annual Community Day on the University of Delaware Green. Approximately 8,000 people were in attendance with 180 vendors. WXCY graciously sponsored a performance by country music artist, Devin Dawson. The vendors did well this year and visitors said that they had a great time at the event. Fitness programs have begun or are beginning this week with good enrollment. A variety of classes, such as Yoga, Zumba, Stay Fit and Total Body Hour are being taught throughout the week at the George Wilson Center and the Newark Senior Center.

Newark Post - http://www.newarkpostonline.com/news/article_674ce59f-9cc2-5a8d-9969-3b2a1b9c814e.html

Parks Superintendent: Inspected eight park areas and developed work orders as needed, met with homeowner concerning issue with several trees at residence, ordered bulbs for planting this fall on Elkton Road/South Main Street traffic islands, sat in on webinar through US Forest Service on "Adapting Landscape Plants, Policies and Management to a Water Limited Future", started gathering bids to widen entry to tennis court area at Folk Park for ADA accessibility, assisted Code Enforcement on tree issue, and assisted in locating a straw supplier for upcoming "Harvest Festival" event.

Parks Supervisor: continued assisting Recreation staff on upcoming "Harvest Festival" event, continued assigning work orders daily to field staff and assisted as needed, and coordinated staff to assist Newark Police on upcoming meeting.

Parks/horticulture staff: Continue mowing and bed maintenance operations, dragged/scarified all ballfields including herbicide application as needed, added sand/raked out all horseshoe pit areas, did interior bed maintenance at City Hall, lined out both soccer fields for league play, set up/take down/storage of materials/supplies from Patriot's Day event at Olan Thomas Park, tree removal/pruning throughout park system, continued woodcarpet application throughout park system, loading for Community Day event, and trash removal throughout park system.

Activity or Project:

Mayor's Harvest Festival

Description:

Recreation staff finalized supplies needed in support of the Mayor's Harvest Festival on Sunday, October 8 from 3-8:30 p.m. Sponsor checks are arriving and plans for sponsor recognition are being completed. Staff continue to work with the Mayor, Newark Police, Parks staff, vendors and sponsors to finalize details in preparation for the event.

Status: Near Completion

Expected Completion: 10/8/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

- Property Maintenance Inspectors again reported heavy activity this past weekend.
- The Certificate of Occupancy was issued for Endless Summer at 60 North College Avenue.
- Construction is ongoing at Cleveland Avenue.
- The foundation work on South Main Street for the next phase of Chimney Ridge is ongoing.
- The building and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on the STAR Campus is completed. Work on the exterior should begin shortly, as well as the new atrium space. Initial construction plans were received for the new six-story lab at the site, and plans for the second building are expected in early fall.
- The new townhouse units on Woolen Way are almost completed and issuance of Certificates of Occupancy is anticipated in the next several days.
- Construction is ongoing at the Lofts at Center Street.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Along with Planner Tom Fruehstorfer, Planning and Development Director Mary Ellen Gray participated in a conference call with representatives from a California-based company, EVgo, who are looking for a location in Newark to install up to six Fast Electric Car charging stations as part of an electric car charging network along the I-95 corridor.
- Director Gray participated in a meeting with City of Newark Management discussing a potential software application for parking.
- Along with staff, Director Gray participated in MUNIS business license module training.
- Director Gray worked with Code Enforcement Manager Dave Culver on MUNIS-related data verification for business licenses.
- Director Gray spent a good portion of her week working on budget issues and day-to-day activities.
- Director Gray prepared for the upcoming Parking Subcommittee meeting, which is scheduled for September 27, 2017, 2:00 – 4:00 p.m., at the George Wilson Center, 303 New London Road.
- The Planning Commission meeting scheduled for Tuesday, October 3, 2017 has been cancelled. The Commission is scheduled to meet the following week, on Wednesday,

October 11, 2017 at 7:00 p.m. in Council Chamber. Tentatively on the agenda are:

- Election of Officers
- 2018-2022 Capital Improvements Program
- Comprehensive Development plan amendment, rezoning and major subdivision with site plan approval for 36 Benny Street
- Amendments to the Zoning Code related to regulations for wireless facilities in the right of way and outside the right of way
- Planning Commission Rules of Procedure
- 2018 Planning Commission Work Plan
- Parking Subcommittee update
- On September 21, the Board of Adjustment will hear the appeal of Kevin Mayhew, property owner of 47 Church Street, for a variance for taking non-transient boarders in a one-family dwelling by a non-owner occupant from two boarders (maximum three unrelated persons) to three boarders (maximum four unrelated persons).
- The Community Development/ Revenue Sharing Advisory Committee held its final meeting of the year on September 19 and completed their recommendation to Council for the 44th Year Community Development Block Grant (CDBG) program and the 2018 Revenue Sharing Program. The recommendation will be forwarded to Council for their approval in October.
- On Thursday, September 21, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.
- The Planning and Development Department has received an application for a major subdivision at 275 South Main Street, in the Park N Shop shopping center, which includes a mixed-use building with commercial space on the ground floor and apartments on the upper floors.
- The following was also completed this week:
 - 7 Deed Transfer Affidavits
 - 51 Building Permit Reviews
 - 2 Certificates of Completion/Occupancy

Activity or Project:

Delaware Sustainable Communities Planning Grant

Description:

At Community Day, the Planning and Development Department staffed exhibits for the Newark Community Sustainability Plan and the Newark Transportation Improvement Partnership (Newark TriP). The Department table distributed a draft of the “Plan for Planning” for the Newark Community Sustainability Plan, a survey on transit usage, and a “dot” poll on areas of sustainability that residents would like the Plan to focus on. The City of Newark has been awarded an \$80,000 grant to develop a “community sustainability plan” to help the City reach the vision and goals of its Comprehensive Development Plan V.

Status: Completed

Expected Completion: 9/17/2017

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:

- Chief Tiernan was notified by "Safewise" that it has released the 2017 safest cities in Delaware list. Newark was ranked the 5th safest city in the state. With our continued decrease in crime this year, we look forward to moving up on the list in 2018.
- On September 27th, Chief Tiernan, Deputy Chief Feeney and members of the Criminal Investigation Division met with the United States Marshall for the State of Delaware and his Chief Deputy. The meeting focused on active joint investigations and our continued participation in the Marshall's Task Force. We continue to have an excellent relationship with the Marshall Service.

Patrol:

- Officers continue to patrol the "Fall Crime Suppression" areas. Thus far, during the high visibility crime suppression hours, officers have handled 220 complaints and initiated 88 traffic/pedestrian stops. During crime suppression hours, 81 traffic citations, 5 DUI arrests and 47 criminal arrests have been made.
- Officer Nate Graber just concluded a temporary assignment to the Delaware State Police Academy where he served as a guest TAC Officer (Trainer Advisor Counselor).

Special Operations Unit:

- The Special Operations Unit continues to focus on order maintenance/high visibility patrols.

- Cpl. Darryl Saunders will attend the monthly Bike Newark meeting on Thursday, September 21st.

Traffic Unit:

- The traffic unit continues to be shorthanded with two injured officers.
- On Monday, September 18th, Cpl. Craig attended a Grand Jury proceeding for the fatal collision on Elkton Road at Otts Chapel Road.
- Traffic Unit officers continue to follow up on the serious injury collision on South College near Welsh Tract Road. During the week, the collision scene will be diagramed utilizing the Total Station system.
- The traffic unit is currently conducting a speed survey on Lehigh Road due to citizen complaints.

Auxiliary Services:

- Capt. Van Campen will attend a Violent Crime fund meeting on 09-20-2017; the meeting will include the review and approval of pending FY 2018 funds.
- 9-1-1 Newark Police Department/University of Delaware Police Department Co-Location Study continues with the first confirmed "discovery" day scheduled in October.

Administration Division:

- On 9/20/17, the Administration Unit will be working on a Public Service Announcement video on pedestrian safety with the Communication's team.
- On 9/21/17, Sgt. Bryda will be at Dover PD assisting with their CALEA mock assessment.
- Cpl. Walker is attending the Arbour Park Civic Association meeting on 9/23/17.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 9/21/2017

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:

Street Contract: Concrete work is complete in the Stafford area, milling and paving are scheduled for the first week of October. Concrete work is currently underway on Independence Circle in George Read Village.

NPDES Permit: We have been told that the new Stormwater Permit will be released for public comment by the end of September. If this schedule holds, we should have the final permit by the end of 2017.

Rodney: There is another public meeting scheduled for Thursday, September 28th from 6-8 p.m. Several concepts will be discussed based on feedback from the first meeting held in August.

Orchard Road mini circle: We are receiving great feedback on the pilot study of the mini circle. PW&WR encourages everyone to test it out and provide feedback.

Activity or Project:

Water Main Replacement

Description:

Crews have installed the water main on Dallam Road and are awaiting final test results before beginning the process of switching individual house services from the old main to the new main. Residents will be notified when their water service may be interrupted during this process. Restoration work will begin after the services are all switched, which could take two weeks depending on weather and obstructions found.

Status:
Expected Completion:
Execution Status:

Activity or Project:

Utility Easements on Private Property

Description:

PW&WR has easements on private property in order to accommodate storm, water, and sanitary infrastructure. Several locations have been identified where our easements are not recorded, are not formally recognized, or are obstructed in some way. Any obstruction or delay in access to these easements could present a problem if access is necessary to repair a blockage or break. In the next few months, we will be identifying all of our easements, evaluating the condition, and sending letters to residents with easements on their property. We will also explore obtaining easements where one does not exist, but would be required based on the location of a utility line.

Status: Expected Completion: Execution Status:

Activity or Project:

Kells Avenue Sewer Repairs

Description:

Relocation of a sewer line at the end of Kells Avenue and removal of existing line across drainage channel should wrap up this week. There is additional work to be completed on Courtney Street, which will commence in roughly two weeks.

Status: Expected Completion: Execution Status:

to



CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · www.cityofnewarkde.us

CITY OF NEWARK
Delaware

REQUEST FOR PROPOSAL (RFP) NO. 17-05

PROVISION OF AUDIT SERVICES

CITY OF NEWARK

Delaware

RFP NO. 17-05

PROVISION OF AUDIT SERVICES

PUBLIC NOTICE

The City of Newark, Delaware will accept sealed proposals for the provision of Audit Services of its financial records.

Submissions shall be made in two sealed envelopes. The first envelope shall contain one (1) original and ten (10) copies of the proposal and all other required documents and shall be clearly labeled with the firm's name and "Proposal - RFP No. 17-05, Provision of Audit Services". **No pricing or budgetary information is to be included in the proposal envelope.** The second envelope shall contain one (1) original and ten (10) copies of the proposed pricing proposal and shall be clearly labeled with the firm's name and "Budget Proposal - RFP No. 17-05, Provision of Audit Services."

Proposal documents must be received in the Purchasing Office prior to 2:00 p.m. prevailing time, Tuesday, October 10, 2017. Firms assume all responsibility to ensure our successful receipt of proposal packages. Each proposal so submitted shall constitute an irrevocable offer for a period of ninety (90) calendar days following the bid opening date. The receipt of which will be read aloud at that time in the Council Chamber of the Newark Municipal Building.

Proposals shall be submitted to:

City of Newark
Office of the City Manager
220 South Main Street
Newark, DE 19711

Copies of this RFP can be obtained from the City of Newark's website at www.newarkde.gov/bids.aspx.

CITY OF NEWARK
Delaware

RFP NO. 17-XX

PROVISION OF AUDIT SERVICES

I. INTRODUCTION

A. General Information

The City of Newark requests proposals from qualified, certified public accounting firms for the provision of auditing services for the fiscal year ending December 31, 2017 and if the firm engaged for year one performs satisfactorily, they will be engaged to perform the City's audits for the following two years. This term may be extended for an additional two years beyond the three contemplated in this RFP pending continued satisfactory performance and the mutual agreement by and between the auditing firm and the City of Newark.

The audit(s) shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the OMB Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations."

The City of Newark is the third largest city in the State of Delaware with a population of approximately 33,500 and an annual budget in excess of \$49 million. Newark operates under a Council-Manager form of government and provides traditional municipal services such as public safety, street maintenance/snow removal, trash collection, electricity, water service, sewage service, planning and zoning, community development/housing, animal enforcement, parks and recreation, building inspections, city elections, and general administration.

B. Funds Types

The City complies with Generally Accepted Accounting Principles (GAAP) including all relevant Governmental Accounting Standards Board (GASB) pronouncements. The following fund types are identified in Newark's financial reporting:

Governmental Funds

1. General Fund
2. Special Revenue Funds
 - a. Downtown Newark Partnership Fund
 - b. Community Development Fund
 - c. Law Enforcement Fund
 - d. Parks and Recreation Special Revenue Fund
 - e. Unicity Bus Fund
3. Debt Service Fund
4. Capital Projects Fund

Proprietary Funds

1. Electric Fund
2. Water Fund
3. Sewer Fund
4. Parking Fund

Other Funds

1. Internal Service Funds
 - a. Maintenance
 - b. Self Insurance
2. Fiduciary Funds
 - a. Pension Trust Fund
 - b. City Manager's 401(a) Fund
 - c. Management Employees 401(a) Fund
 - d. RHS Plan 2009 Fund
 - e. RHS Plan 2012 Fund
 - f. OPEB Fund

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

1. The audit services provided shall be for the purpose of expressing an opinion on the City of Newark's basic financial statements taken as a whole, in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the OMB Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations."
2. Audit services shall include examination of and reporting on the City's internal control structure, including recommendations on findings, if any.
3. Audit services may include the Single Audit of the financial statement and schedule of federal awards in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations."

B. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.

3. A report on compliance and internal control over compliance applicable to each major federal program in accordance with OMB Circular A-133.
4. The Schedule of Expenditures of Federal Awards and related auditor's reports as well as the reports on compliance and internal controls are not to be included in the comprehensive annual financial report and are to be issued separately.

III. AUDIT COMPLETION AND TERMS OF AGREEMENT

A. Interim Work

The auditor shall complete interim work by December 31, 2017 for the City's December 31, 2017 fiscal year. If retained as auditor, the firm shall complete interim work prior to the end of the City's December 31, 2018 fiscal year and prior to the end of the City's December 31, 2019 fiscal year. If applicable, years four and five (December 31, 2020 and 2021) audit engagements would also be required to have interim work completed prior to the last calendar day of each year (Newark's fiscal year end).

B. Detailed Audit Plan

The auditor shall provide the City of Newark a detailed audit plan including a list of all schedules to be prepared by the City of Newark ten days after the end of the City's December 31, 2017 fiscal year and, if applicable, ten days after the City's December 31, 2018 and 2019 fiscal years. Additional years, if applicable, will also be required to adhere to this timeframe.

C. Fieldwork

The auditor shall complete all fieldwork by April 10, 2018 for the City's December 31, 2017 fiscal year. If retained as auditor, the firm shall complete all fieldwork 100 days from the end of the City's December 31, 2018 and 2019 fiscal years. Additional years, if applicable, will also be required to adhere to this 100-day timeframe.

D. Draft Report

The auditor shall transmit a draft audit report and discuss findings and recommendations with the City Manager and the Finance Director by May 15, 2018 for the City's December 31, 2017 fiscal year. If retained as auditor, the firm shall complete draft reports and discuss findings and recommendations with the City Manager and the Finance Director 135 days from the end of the City's December 31, 2018 and 2019 fiscal years. Additional years, if applicable will also be required to adhere to this 135-day timeframe.

E. Audit Report

The auditor shall transmit completed audit report to the City by May 30, 2018 for the City's December 31, 2017 fiscal year. If retained as auditor, the firm shall transmit a completed audit report to the City 150 days from the end of the City's December 31, 2018 and 2019 fiscal years. Additional years, if applicable, will also be required to adhere to this 150-day timeframe.

F. Presentation to Council

The auditor shall be prepared to discuss and present the audit report to City Council at its 2nd scheduled meeting in the month of July of each year, including the audit for the City's December 31, 2017 fiscal year.

G. Provision of Data

The Accounting Department of the City of Newark shall prepare draft financial statements, notes, and all required supplementary schedules (and statistical data).

H. Report Preparation

Editing and printing of reports shall be the sole responsibility of the auditor.

I. Terms of Agreement

The terms set forth in any resulting agreement will pertain to fiscal year 2017 and, if applicable, fiscal years 2018 and 2019 with the option of extending the life of the agreement two additional years (2020 and 2021) if mutually agreed to by both parties. The agreement may be terminated with a thirty-day written notice by either party at any time.

IV. PROPOSAL REQUIREMENTS

The following information is required for a proposing firm to be considered. Please note that all materials provided by interested bidders as part of the proposal will become public documents at the time of the bid opening.

A. License to Practice

The audit firm and all assigned key professional staff must be certified public accountants and licensed to practice in the State of Delaware.

B. Firm Qualifications and Experience

1. The proposal should include a list of contacts and telephone numbers for recent municipal governments audited by the firm in Delaware; the firm's experience in auditing municipal and utility entities; the names of partners, managers, supervisors, and staff to be assigned to this account and their specific backgrounds in municipal auditing and any other such data that would assist in the review of the firm's proposal.
2. The proposal should also include a copy of the firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments. Additionally, a statement whether the review included specific governmental engagements.
3. The proposal should also include information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. The proposal should also include the number of the firm's present clients that have received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting as well as references and contact information from at least three (3) comparable governmental audit clients.

C. Fee

The proposed fee should include:

1. The estimated number of auditor days
2. The cost per auditor day
3. Out of pocket expenses (travel, etc.)
4. Total firm fee for 2017, 2018, 2019 segregated between the fee for the financial statement audit and the Single Audit.
5. The total firm fee for the entire program will be considered a "not to exceed" annual fee. Additional engagement work will be negotiated separately.

D. Manner of Payment

Progress payments to the successful firm will be made upon receipt of monthly invoices less a ten percent (10%) retainage with final payment to be made upon receipt of the audit report and its acceptance by City Council.

E. Independence

1. The firm should provide an affirmative statement that is independent of the City of Newark as defined by general accepted auditing standards/the US General Accounting Office's Government Auditing Standards.
2. The firm should also provide a list describing the firm's professional relationships involving the City of Newark for the past three (3) years with an explanation of why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
3. The firm shall provide the City of Newark a written notice of any professional relationships entered into during the period of engagement.

V. EVALUATION PROCEDURES

A. Selection Criteria

1. An Evaluation Committee comprised of the Finance Director, the Deputy Finance Director, the Deputy City Manager, the IT Manager, and the Assistant to the Managers will evaluate the proposals.

2. The selection criteria for evaluation of proposals include the following:

a. Mandatory Elements

1. The audit firm is independent and licensed to practice in the State of Delaware (CPA).
2. The firm has no conflict of interest with regard to any other work it performs on behalf of the City of Newark or any other entity.
3. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
4. The firm submits a copy of its latest peer review report, which details the firm as a provider of quality audit provision.

b. Technical Qualifications:

Expertise, Experience and Staffing

1. The firm's experience and performance on comparable government engagements.
2. The experience (resumes/relevant involvement) of the professionals that will be assigned to the engagement and the quality/level of the firm's management support that will be made available for technical consultation.
3. The adequacy of the proposed staffing plan for various critical segments of the engagement.

c. Price:

Supply an annual fee for the audit service segregated between the financial statement audit and the Single Audit, inclusive of travel, per diem, and out-of-pocket expenses. As noted above, it is expected that if the selected firm performs satisfactorily for the December 31, 2017 audit, it will be engaged to perform the succeeding two years with the possibility of extending the agreement two (2) additional years beyond that period. Therefore, the annual fee requested shall continue for up to five years of continual engagement.

VI. ORAL PRESENTATIONS

During the evaluation process, the evaluation committee may, at its discretion, request one or more of the firms make oral presentations. Such presentations will provide firms with the opportunity to answer questions raised by the committee regarding proposals.

VII. RIGHT OF REJECTION

The City reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received. It is contemplated that an agreement will be awarded to the most responsible firm whose proposal will be most advantageous to the City. The City may accept other than the lowest proposal. This is not a bid and is not subject to the bid regulations.

VIII. INQUIRIES

Technical questions pertaining to the Request for Proposal shall be directed to Jill Hollander, Deputy Finance Director, at JHollander@Newark.de.us or 302-366-7000. Contractual questions pertaining to the Request for Proposal shall be directed to Mark Brainard, Assistant to the Managers, at MBrainard@newark.de.us or 302-366-7000. All inquiries must be submitted by Tuesday, October 3, 2017.

NEWARK POLICE DEPARTMENT

WEEK 09/10/17-09/16/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	6	1	0	4	2	0
Rape	2	4	0	3	0	0
Unlaw. Sexual Contact	6	9	0	2	2	1
Robbery	33	19	0	12	11	1
- Commercial Robberies	11	7	0	0	2	1
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	15	10	0	10	4	0
Assault/Aggravated	20	20	2	24	19	1
Burglary	61	30	1	32	12	0
- Commercial Burglaries	11	6	0	4	3	0
- Residential Burglaries	43	18	0	21	9	0
- Other Burglaries	7	6	1	7	0	0
Theft	480	382	3	130	161	2
Theft/Auto	40	34	1	12	4	1
Arson	2	1	0	0	0	0
All Other	77	72	5	77	55	1
TOTAL PART I	727	572	12	296	266	7
<u>PART II OFFENSES</u>						
Other Assaults	232	219	15	89	106	7
Rec. Stolen Property	0	2	0	24	16	0
Criminal Michief	138	151	6	45	42	2
Weapons	8	14	0	28	28	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	194	113	6	435	208	11
Drugs	98	109	2	144	136	0
Noise/Disorderly Premise	426	556	19	179	211	15
Disorderly Conduct	116	115	2	78	111	0
Trespass	147	147	6	50	94	14
All Other	342	307	10	239	291	9
TOTAL PART II	1701	1733	66	1311	1243	59
<u>MISCELLANEOUS:</u>						
Alarm	504	222	8	0	0	0
Animal Control	414	344	14	2	3	0
Recovered Property	214	237	7	0	0	0
Service	24145	26969	709	0	0	0
Suspicious Per/Veh	408	413	12	0	0	0
TOTAL MISC.	25685	28185	750	2	3	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	744	32,719	957	34,359



Newark Police Department
Weekly Traffic Report
09/10/17-09/16/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	7760	6186	154	103
DUI	280	125	4	3
TOTAL	8040	6311	158	106

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	163	188	2	6
Property Damage (Reportable)	877	795	19	20
*Hit & Run	191	174	0	4
*Private Property	211	182	7	7
TOTAL	1040	984	21	26

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.