

Mayor and Council,

Below is this week's weekly report. Please don't hesitate to contact me with any questions.

Have a great weekend!

General

1. Road work on Fremont Road will begin on March 13th and will result in a closure of the road and detours for approximately three months. This information has been pushed out via social media and we have been advertising it will our variable message boards for over a week already.
2. NPD has identified an issue on Elkton Road at Interchange Blvd. due to traffic from the charter school, primarily southbound. We have reached out to DeIDOT to request they review this location and potentially adjust signal timing.
3. We have received complaints about the signal timing at the Haines and Delaware Avenue intersection. DeIDOT has modified the signal timing as of March 10th to provide more time to Haines Street. We will monitor the impact of this change together with DeIDOT and continue to tweak as necessary. We are also considering removal of the no right turn on red restriction for northbound Haines Street turning right onto eastbound Delaware Avenue. This movement was allowed prior to the bikeway project and staff believes it should likely be restored.
4. Hamilton's on Main is going to be our restaurant partner for this summer's beer garden that accompanies the spring concert series with Aetna HHL as their non-profit partner. We are very excited for the event this year because Hamilton's has brought many good ideas already. Hamilton's is also planning at least one standalone event at their facility this summer as a fundraiser for Aetna. Please stay tuned for more information.

Planning

1. The Planning Commission approved the recommendation for 65 South Chapel Street on a 5-1 vote. The applicant still has a few outstanding items to address before they can be scheduled for Council consideration. Planning Commission also signed off on the final TID agreement which will move to Council next.
2. We met with representatives from the Census Bureau on Thursday for a supplemental census. Their presentation is attached to this report for your reference. Based on what we learned, it seems unlikely that completing a supplemental census will have a net positive return on investment but we plan to request a formal quote when they officially begin accepting applications, likely in late March or early April.
3. We have received building permit application for the new Chapel Street Players building at the Mill at White Clay.
4. Raising Cane has received their temporary certificate of occupancy (TCO) and can now begin staff training onsite ahead of a future opening.

5. We have received 5 new development plans over the last three weeks, so work is beginning to pick up pace again following a slight pullback last fall ahead of the BB/RA rewrite.

Public Works

1. We are working to schedule chainsaw safety training with our vendor. We are also working on training for confined space entry.
2. PWWR staff is currently analyzing the last few years' worth of refuse collection data to see if they can identify changes to improve efficiency.

Police

1. Police have been coordinating with the carpet contractor to replace the carpets in the police department. The contractor is already ahead of schedule and making good progress.
2. Staff is meeting with UDPD's leadership this week and hope to begin holding regular meetings moving forward.
3. NPD is also meeting with UD and UDPD this week to discuss changes to student move in weekend and ways to improve the process moving forward, especially on east campus.
4. Newark American Little League has offered to give the Newark Police Department a sponsorship for a team, free of charge. They have offered the same for Aetna HHL and the league plans to hold a Police vs. Fire game where we would bring police cars and fire trucks to the game. We are excited to partner with them on this effort.
5. NPD is coordinating with New Castle County on a Continuity of Operations Plan (COOP). NCC has been working with municipalities in the County to complete these plans and we are up next.
6. Our recently retired police Lieutenant, Chris Jones, has been selected as the next chief of police for his retirement home in Ludington Michigan. I would like to congratulate Chris on this accomplishment and note that it speaks to the quality of the leadership development program at the Newark Police Department.

Parks and Recreation

1. Fairfield Community Garden: 48 of 57 spaces are filled. A work party is scheduled for March 18th from 9 to 11 AM where everyone can come out to meet each other and spruce up the garden area.
2. Dickey Park Community Garden: Work is complete and we are only waiting on the lockable job box that will be used to store equipment. So far 14 plots are reserved out of 20 available. A work party for this garden is also scheduled for March 18 from 9 to 11.
3. The "Summer Camp Guide" is on track to be published on March 27th. This year's camp fair will be at the easter egg hunt on April 1st at the Carpenter Recreation Area in the White Clay Creek State Park.

4. Camp REAL will be held at the Alder Creek neighborhood this year for the first time. This will simplify the application process for residents of the community and give us access to an internal facility for use on rain days which will be a nice addition.
5. We have been awarded a Transportation Alternatives Program (TAP) grant for the Olan Thomas and Kershaw Park trail extensions that will connect the Pomeroy Trail to the new Emerson Bridge. This grant program will cover 80% of project costs up to a total project value of \$1 million. Additionally, DelDOT will handle most aspects of management of the project including engineering and construction oversight. The approved 2023 capital budget includes enough funding to cover our maximum match amount.
6. Staff is working to develop potential dates for the dedication ceremony for Margaret Allen Park.

Facilities

1. We submitted an application to the Delaware Department of Homeland Security for funding to assist with the project to install a fence around the police department parking lot. Our application requested \$100,000.
2. Staff is working to develop grant applications for this year's federal house and senate appropriations committees for funding. The house and senate have different rules for qualifying projects, and we are working to better understand what projects will qualify.
3. Staff is developing a funding request submission for this year's bond bill. We will use the Council approved capital and operating budget as the basis for projects that may be included.
4. The electric mowers that were purchased with the Energize Delaware grant funding have been delivered and will be ready to go for mowing season.
5. Staff is working with our consultant to review options for solar canopies on a few of our parking lots. The current return on investment calculation is not promising, however.
6. The flooring project in the City's atrium is complete and we are happy with how it came out.
7. Carpet replacement is underway in the police department, and we anticipate the first floor will be complete by the weekend. The contractors will next work on the second floor of the police department before transitioning over to the municipal side.
8. Renovations to the City Secretary's Office are nearing completion.

Finance

1. Silverblaze implementation is progressing. For reference, this program will replace Customer Connect 6 which is the utility customer interface. Silverblaze will restore features that were available prior to our "upgrade" to CC6 that have been frequently requested by our customers like usage monitoring and automatic notifications of high usage.
2. IT staff is testing our Tyler 311 citizen complaint website. When this is ready for launch, we will also add it to the Newark app.
3. We have received our draft insurance renewal quote and are happy to say that it appears that the cost looks to be flat or slightly lower than last year. We have seen the biggest increase in cyber coverage but other areas decreased to offset this increase.

4. We are working with our financial consultant to discuss options for a single line of credit for vehicle leases as opposed to how we have done it up until now which was a separate lease for each purchase. This will save staff time and potentially result in a lower rate due to economy of scale.
5. We are continuing to work with our insurer over the repair/replacement of a large transformer, Unit 76, at West Main substation that has failed. Our insurer has approved the repair/replacement of the unit which will result in a savings to the City of nearly \$900k.
6. The year-end financial report is on the March 27th Council agenda for discussion and approval.

Electric

1. Electric is waiting on a transformer for Briar Creek North that would allow us to energize the first four units which are ready for power. This transformer has been delayed repeatedly since the original delivery date of September.
2. Green Mansion has requested permanent power for the hotel portion of the project. This project is scheduled to be energized this Friday.

Communications

1. The Hometown Heroes banners are nearly all up again and will be in place until after Memorial Day. We have identified many of our old banners are in need of replacement and will work to begin replacing them this and next year.

Human Resources

1. A Pension Committee meeting is scheduled for March 16 at 9 a.m. in Council Chamber
2. The HR team is working on an updated anti-tobacco policy that would extend the existing prohibition on smoking to include smokeless tobacco, tobacco products, and vaping.

2020 Special Census Program

Chris Denno, Office of the Associate Director for Decennial Census Programs

2020 Special Census Program

What is a Special Census?

- A basic enumeration of population, housing units, group quarters, and transitory locations conducted by the U.S. Census Bureau.
- It is conducted at the request of a Governmental Unit on a cost reimbursable basis.
- The term “Governmental Unit” refers to the government of any state, county, city or other political subdivision of a state. This includes the government of any possession or area including political subdivisions, American Indian Reservations, or Alaskan Native villages. It also applies to the Island Areas, Puerto Rico, and District of Columbia.

2020 Special Census Program

History of the Special Census Program

- The Special Census Program is authorized by Title 13, United States Code, Section 196.
- The Special Census Program was first authorized in 1903.
- The nation's first Special Census was conducted on April 15, 1915.
- In the 2000 Special Census Program, we conducted over 300 Special Censuses, and in the 2010 Special Census Program, we conducted 61 Special Censuses.
- Although the way the Special Censuses are conducted has changed, the basic objective to obtain updated population and housing counts remains the same.

2020 Special Census Program

Why Request a Special Census?

Governmental Units often request Special Censuses when:

- An area or areas have experienced large population growth. This could be normal population growth or population growth specifically related to group quarters or transitory locations. For example, a new group quarters facility(s) opening in the area.
- There has been a significant change in a community due to annexation, boundary change, or municipal incorporation.

The most common benefit to Governmental Units is a potential increase in state revenue sharing.

2020 Special Census Program

Types of Special Censuses

There are two types of Special Censuses:

- A **full** Special Census is a basic enumeration of population, housing units, group quarters, and transitory locations for the entire area within the jurisdiction of the Governmental Unit requesting the Special Census.
- A **partial** Special Census is conducted using many of the same methodologies and procedures as a full Special Census, but it is for an area or section within the jurisdiction of the Governmental Unit. For the 2020 Special Census Program, a partial Special Census must contain at least one full tract that is entirely within the boundaries of the Governmental Unit. Additional blocks can be included upon request if they are contiguous to the full census tract.
 - Note, the minimum full tract requirement is a change from the 2010 Special Census Program where there were no minimum geographic restriction on where a Governmental Unit could request a partial special census. This change is due to disclosure avoidance considerations.

2020 Special Census Program

Timing of the Special Census Program

The Special Census Program operates between Decennial Censuses. For the 2020 Special Census Program, some key milestones are:

- The 60-day OMB FRN was released for public comment in June 2022.
- The 30-day OMB FRN was released for public comment in October 2022.
- We expect to receive OMB approval for the SC program in January 2023.
- **The program will begin accepting requests for special censuses in March 2023.**
- Data collection for the first Special Census will begin no earlier than January 2024.
- The program will stop accepting requests for special censuses in June 2027.
- **The program will close the Special Census Program by September 2028.**

2020 Special Census Program

Cost to Governmental Units

The Special Census Program is operated by the Census Bureau on a cost reimbursable basis. Key factors that go into a governmental unit's cost estimate are:

- 2020 Census Population and Housing Unit Counts
- Governmental Unit's Estimated Population and Housing Unit Counts, including estimated population counts at Group Quarters and Transitory Locations
- Projected Internet Self-Response Rate (new for 2020 Special Census Program)
- Whether it is a full or partial Special Census

These factors impact the number of mailings and questionnaires we need to print, the number of field staff we must hire, and our data processing, review, and tabulation costs.

For context, during the 2010 Special Census Program, the average cost of a special census was \$400,000, the minimum cost was \$14,000 and the maximum cost was \$4 million.

2020 Special Census Program

How are Data Collected during the Special Census?

Special Censuses collect the same information as the 2020 Census and reuse 2020 Census data collection methods and processes as much as possible, including questionnaires. For the 2020 Special Census Program, data will be collected in two ways:

- Allowing respondents to self-respond using an internet self-response instrument.
- Conducting fieldwork to perform listing and enumeration at housing units, group quarters, and transitory locations using a paper collection mode. We perform fieldwork very similar to the 2020 Census's Update Enumerate operation.

The results from internet self-response and the enumeration fieldwork will produce a population count of all living quarters in the Special Census area.

2020 Special Census Program

More on Data Collection...

- New for the 2020 Special Census Program, the Census Bureau will use an internet self-response instrument to allow respondents to respond online. Respondents will have approximately 4-6 weeks to self-respond via ISR.
- An invitation, reminder letters, and postcards will be sent to respondents containing the Special Census ID. There is no non-ID option.
- After the ISR response period ends, fieldwork is conducted to perform listing and enumeration at housing units, group quarters, and transitory locations.
 - The listing fieldwork is designed to verify the current address lists for the Special Census area and add or delete units as needed.
 - Enumeration in the field is done for all non-responding housing units, added/new housing units, group quarters, and transitory locations.

2020 Special Census Program

Special Census Program Results

Data products for the Special Census Program include:

- a letter from the Director of the Census Bureau that contains the total population and total housing unit counts for the Special Census area;
- total population and total housing unit counts by block for the Special Census area, and;
- tract-level and place-level demographic profiles that contain the same content as the 2020 Census demographic profiles.
 - For partial special censuses, data product allowances will be determined on a case-by-case basis by Privacy-Loss Budget (PLB) Specialists prior to a memorandum of agreement being signed between the Census Bureau and the Governmental Unit.
- Results of full Special Censuses are also incorporated in the Population Estimate Program.
- New for the 2020 Special Census program, data products will be released on data.census.gov.
- Note, Special Census results **cannot** update counts that affect apportionment counts or change 2020 Census results.

2020 Special Census Program

Additional Resources

- [Public Website for SC Program](#)
- [Results of past SCs](#)
- [60-day Federal Register Notice](#)
- [30-day Federal Register Notice](#)

- Email: dcmd.special.census@census.gov

Questions?