

Mayor and Council,

Below is the weekly report for the week ending today, June 9th, 2023. Please don't hesitate to contact me with any questions.

Have a great weekend!

City Manager's Highlights

1. We have officially closed on the master capital lease with Bank of America. This will streamline equipment leases moving forward.
2. Acting Chief Human Resources Officer Pacheco attended the Delaware Valley Health Trust (DVHT) annual meeting on Tuesday. The trust is in good shape financially but there were some continued concerns with rapidly increasing prescription drug costs. Also, there were some geographic areas that were having trouble finding in-network dentists for Delta Dental.
3. Items staff would like Council to consider sharing with constituents in council newsletters:
 - a. Summer parking rates go into effect on June 16th and run through August 15th. During this time our parking rates will revert back to \$0.50 per half hour in our off-street parking lots and \$0.25 per 12 minutes (\$1.25/hour) in on-street parking spaces.
 - b. The Academy Lawn spring concert series event was postponed this Thursday due to poor air quality. It has been postponed until June 29th.
 - c. There is a Juneteenth celebration scheduled at the George Wilson Center next Saturday, June 17th, from 2-6 pm hosted by the Friends of School Hill Association. Information has been posted on the City's social media channels to help advertise the event.

Public Works

1. Our contractor (EQR) has begun the physical removal of algae in the pond at Hillside Park. They expect to be complete with the removal by Tuesday, June 13. This contractor will remove the majority of the algae and we will follow up with a separate treatment to prevent future algae blooms.
2. Field staff participated in annual training related to our Industrial Stormwater Permit at our Field Operations Complex. Staff was educated in spill prevention, stormwater pollution control, cleanup, and reporting. The overall goal is to eliminate pollution by minimizing exposure and preventing release of pollutants (sediment, oils, trash, etc.) into the storm sewer system.
3. Curb work on East Park Place will begin on Monday, June 12th. Notices were handed out to the residents on Monday, June 7th. The majority of the East Park work will be completed under a

flagging operation with a road closure and detour planned for final milling and paving operations. We intend to have all East Park improvements completed prior to UD students returning to town for the fall semester. University of Delaware has been notified.

4. UDon't Need It? Student Moveout Program has closed after another successful year. Final numbers will be tallied as part of our follow up, but our sales were strong after moving the final sale to Saturday when we saw 300+ people lined up waiting for a chance to purchase items. We intend to schedule the final sales on Saturday if possible.
5. PWWR has four (4) summer interns that started earlier this week. They will be working on several interesting projects over the summer to get a taste of municipal engineering and gain some workplace and teamwork skills.
6. DeIDOT has a contractor mobilizing to S. College on June 19th to repair a collapsed storm sewer located on the southbound lane, immediately south of the Delaware Ave intersection. This work will require the closure and detour of southbound lane between Delaware Ave and Kent Way. Southbound South College will be closed starting June 19th for approximately 3-4 weeks. This work has been coordinated with the University of Delaware and Aetna.
7. DeIDOT has implemented work restrictions in and around the City to minimize conflicts with the ongoing I-95 and 896 project. There are a number of DeIDOT, City, and private utility projects planned throughout the city this summer. Public works is working closely with DeIDOT to coordinate these projects and minimize impact to the maximum extent possible. We will provide updates on each project as start dates are finalized and more information becomes available.

Police

1. Corporal Casey Rivers was selected by the Newark Rotary as officer of the year.
2. Corporal Marty Larue retired this week. We held a walkout ceremony on Thursday to celebrate his last day with the City. Thank you for your 20 years' service to the City and its residents!

Parks and Recreation

1. Parks staff held counsellor training this week for summer parks counselors.
2. The City's two pools open next Friday, June 16th.
3. Fireworks staff organizational meeting this week.

Planning and Development

1. The minor subdivision plan for 65 North Chapel was recommended for approval by the Planning Commission this week and staff are working to schedule it on an upcoming council agenda.
2. Fairfield Apartments windows were delivered and are in the process of being installed. All exterior work is currently scheduled to be completed within the next two weeks.
3. June 16th parking rates switch back to \$1/\$1.25. Staff programming app and meters ahead of the switch.

Finance and Information Technology

1. All departments continued to work on items required for the draft budget. Preliminary capital improvement program (CIP) submissions are due by Friday the 9th.
2. Director Del Grande is working with staff to develop ideas to help streamline the budget presentation process ahead of the Council discussion scheduled for June 12th.
3. Student move-out is winding down. Call volume to our payments and utility billing section triples during the move out period.
4. The audit report has been sent to our auditor for their review.
5. Tyler 311 user acceptance and testing underway.
6. We have two IT interns from DelTech starting soon. We have participated in the DelTech internship program in the past and had good success.

Electric

1. We have identified a failed underground primary cable on Fairfield Drive. Approximately 450' of cable will need to be replaced. We are currently pricing out alternatives but the cost to do trenchless installations have increased significantly over the last few years to the point that they are becoming cost prohibitive when compared to the cost to install via open trench. Staff are going to investigate the cost to purchase some small scale trenchless installation equipment that would allow us to install via open trench except at driveways where we would instead bore underneath, limiting disruption to residents property.
2. Engineering staff held meetings with Bloom Energy and Amtrak this week to discuss load forecasting. We need these load forecasts to finish preliminary sizing of the new substation proposed for the UD farm and to finalize the electric rate study.

3. Staff completed preparation of the data needed for the EV penetration study and will submit the data to our consultant by the end of the week.