

Mayor and Council,

Below is this week's weekly report. One thing I would like to make Council aware of is the weekly director level staff meeting that is held most often on Thursday mornings. As a result of this meeting, there will be a delay in getting back to Council if Council tries to reach directors between 9:30 and 11:00 on Thursday mornings. Please don't hesitate to contact me with any questions.

Have a great weekend!

Purchasing

1. CPPO Jeff Martindale has completed a first draft of an updated City Purchasing manual, which includes updated procurement policies and templates for staff to use to streamline competitive bid processes. The last time the manual was updated was 1998 and City policies have changed substantially since that time with more internet-based technologies and state/federal funding opportunities and associated audit provisions.
2. We also received authorization for \$28,000 of the \$42,000 applicable for EV charging stations from DNREC, which were purchased as part of the Energize Delaware EV grant. Mr. Martindale will be submitting the City's first reimbursement request to Energize Delaware next week, which will be for \$117,000, or 25% of the \$470,000 total received.
3. We submitted our bond bill request to the state this week as well. The total request was \$4 million. Jeff emailed Council the full request earlier this week.

Public Works

1. Beginning Wednesday, April 5, 2023, Grassbusters Landscaping Co., Inc. is scheduled to begin curb replacement, milling and paving on several city streets as part of our Annual Street Improvement Program. The street improvements will be completed in phases for each location. The initial phase involves curb replacement which will be followed by milling of the existing street surface, possible base hot mix patching, installation of the base layer of asphalt, utility adjustments (as needed), and the placement of a top layer of asphalt. Residents within the immediate work areas will receive separate notifications 48-72 hours prior to our contractor mobilizing to each location. The following areas have been notified.
 - a. Street improvement Program at Hidden Valley Drive and Haywood Court will begin on April 6. See attached notice that was hand delivered to residents on March 30.
 - b. Street improvement Program at Shenandoah Drive and Woodsong Circle will begin on April 5. See attached notice that was hand delivered to residents on March 29.
2. Director Filasky and Deputy Director Robinson met with all field operations staff to review the Newark Safety Manual and provide updates on relevant capital projects. This meeting is held at least annually with the full staff and more frequently on a division level.
3. Curb ramp replacement continues along South Chapel Street. The contractor is expected to complete these ramps and restoration during the week of April 3.
4. PWW staff, along with Purchasing and Electric, met with DelDOT's Transportation Resiliency team regarding their planning process for sustainability and roll out of a federal EV charging

station program along growth corridors in Delaware. We will continue to meet with this group as we plan our EV charging network in Newark.

Police

1. On Friday, Chief Farrall, Deputy Chief Feeney and Lt. Rubin will meet with Dr. Williams and several members of the NAACP and local church leaders to discuss NPD's continued focus on building a diverse and well-trained work force and our commitment to maintaining best practices in the law enforcement profession. Among the topics that will be discussed is our ongoing commitment to international accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA), and many of the programs that we have implemented at NPD highlighting our progressive policies and procedures that position us at the forefront of best practices in the police profession. The topics we will discuss include Implicit Bias training in partnership with the Anti-Defamation League, Active Bystander for Law Enforcement (ABLE) through Georgetown Law, and Crisis Intervention Training in partnership with the National Alliance on Mental Illness (NAMI). We will also discuss our departmental early warning system, our force review process and our strong focus on training and de-escalation.
2. On March 27th two NPD officers were promoted. Master Corporal Blake Potocki was promoted to Sergeant and Cpl. Andrew Golden was promoted to Master Corporal. Sgt. Potocki will be assigned to the Traffic Unit and M/Cpl. Golden will be assigned to B Platoon in the Patrol Division.
3. Newark PD continues to face challenges with staffing. Due to numerous retirements and officers leaving for other departments NPD currently has 10 vacant positions. There are also an additional six officers currently out on extended leave, four of which are due to work-related injuries. We have been successful in hiring several recruits who are currently in training. Three are currently at the New Castle County Police Academy and are set to graduate in June. On Monday, NPD hired Alicia Smith. Ms. Smith will start the Delaware State Police Academy on Monday, April 3rd and will join three additional NPD recruits who began their training at the DSP Academy on March 26th. Recruit Joshua Carter, a certified officer from New York who did not need to attend a police academy finished his in-house training this week and passed his Council on Police Training test on March 29th. Officer Carter was sworn in as a police officer earlier today and will begin his Field Training next week.

Parks and Recreation

1. Newport to Newark Pathways Study - Public Meeting and Information: The Newport to Newark Pathway project began in summer 2022 with initial assessment and mapping. The purpose of the Newport to Newark Pathway System project is to study the feasibility of a pathway system connecting the town of Newport and the City of Newark. This study will result in a master plan to implement this new pathway system. Ultimately, the final pathway system may contain a mixture of Northern, Southern, and Connector routes in order to meet project goals and connect priority destinations as identified through public comments and by the project team. Attached is a general information flier about the public meeting.

- a. The first Public Open House for the Newport to Newark Pathways Study. The meeting will be held on Thursday, April 6, 2023 from 5:00pm-7:30pm in the Gilliam Building at 77 Reads Way, New Castle, 19720.
 - b. Link for attending virtually - <https://jmt.zoom.us/j/81276665083>
 - c. The meeting will be a hybrid meeting and include both an in-person and online component. A presentation will be provided to all attendees, both in person and online, at the start of the meeting. Following the presentation, New Castle County planning committee staff will stay online to assist virtual attendees in working through the interactive map and online survey. In addition, staff will also be at the in-person site to work through a few activities with those who attend in-person.
 - d. In addition, the County has developed a website, which includes a link to an interactive project site, County Site - [Newport to Newark Pathways | New Castle County, DE - Official Website \(newcastlede.gov\)](#), Interactive Project Site - [Newport to Newark Pathway System \(arcgis.com\)](#)
2. Egg Hunt preparation including finalizing the volunteer schedule, sending out confirmations to the vendors and volunteers, collecting donated items, completing special prize baskets.
 3. Recreation staff are working to finalize summer program information for the summer activity guide that is scheduled to be published April 24.
 4. Parks Staff continue to work on landscape areas throughout the park system including installing new plant material, mulching and edging.
 5. Prepared Margaret Allen Memorial Park for the ribbon cutting event. The event was well attended, and the ceremony went very good.

Facilities

1. Carpet company Connelly successfully completed the carpet replacement of City Hall's first floor on Thursday night. The basement will be completed Friday evening and the second floor will start Monday. The project will be totally complete between 4/20 and 5/5, depending on how quickly they make it through the second-floor areas.
2. PWWR administrative staff received new cubicles on Friday, which are more modern and open up the entryway to PWWR significantly.
3. Parts are on route for the elevator motor repair and repair work is tentatively scheduled for Monday, 4/3. A tint company will be on site Tuesday, 4/4 to complete the tinting of the lower level atrium windows.

Finance

1. The auditors will be here beginning next week to continue their review of our 2022 financial statements.

Electric

2. Director Patel and our distribution engineer attended DEMEC's Distribution Manager Lunch and Learn - Demand Response: Managing Cold & Warm Weather Alerts training. The training overview - The DEMEC Demand Response Program, Power Savers, is a year-long program designed to help participating customers save money by reducing energy usage during high

energy system peaks. While events are more common during warm weather months, this program can be activated at any time. In some instances, such as with Winter Storm Elliott last December, additional load shedding may be needed at the municipal level. The following topics were covered during the training session:

- a. Get a better understanding of the Power Savers Program.
 - b. Learn the difference between emergency and voluntary events.
 - c. Discuss how to reach customers not enrolled in the business program such as residential customers.
3. Staff attended Light up Navajo IV meet and Greet at DEMEC. We have two volunteers going to Navajo this year after the successful trip last year. They will depart on April 22nd and return on April 30th.
4. The line crew worked on the damaged primary metering point on Delaware Ave. The existing metering point will need to be replaced.



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

March 30, 2023

Notice To Residents of:
Hidden Valley Drive (Haywood Court to Cul-de-sac)
& Haywood Court (Hidden Valley Drive to Cul-de-sac)

On Thursday, April 6, 2023, Grassbusters Landscaping Co., Inc. is scheduled to begin curb replacement on your street as part of the Annual Street Improvement Program, **weather permitting**. The curb replacement will be followed by the milling of the existing street surface, possible base hot mix patching, installation of the base layer of hot mix, utility adjustments, if necessary, and the placement of a top layer of asphalt pavement. You will receive another notice prior to milling and paving the street.

NO PARKING WILL BE PERMITTED ON THE STREET between the hours of 7 a.m. and 5 p.m., Monday thru Friday, until all the work on the street is completed. Vehicles that are parked on the street and block access during these working hours will be **towed at the owner's expense** because of the considerable delay and expense this situation can cause the contractor. Owners of towed vehicles must obtain a "Vehicle Release Form" from the Newark Police Department at 220 S. Main Street to retrieve their vehicle.

It will be necessary to close driveways for several days to pour and cure the concrete when driveway curbs are replaced. The curbs to be replaced will be marked with white paint. The contractor has been instructed to notify residents before removing the curb at their driveway so that no vehicles will be blocked in.

Affected residents should park their vehicles on adjacent streets, well away from the work area, until their driveway has cured and reopened for use.

Please note that on regularly scheduled refuse, yard waste, and recycling collection days, your carts must be placed at the curb after 6 p.m. the evening before to accommodate an earlier collection.

If you have any questions regarding the proposed work, feel free to call the Department Public Works and Water Resources at (302) 366-7000.

Your patience and cooperation are greatly appreciated!



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CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

March 29, 2023

Notice To Residents of:
Shenandoah Drive (Moss Court to Glen View Place)
& Wood Song Circle (Shenandoah Drive to Cul-de-sac)

On Wednesday, April 5, 2023, Grassbusters Landscaping Co., Inc. is scheduled to begin curb replacement on your street as part of the Annual Street Improvement Program, **weather permitting**. The curb replacement will be followed by the milling of the existing street surface, possible base hot mix patching, installation of the base layer of hot mix, utility adjustments, if necessary, and the placement of a top layer of asphalt pavement. You will receive another notice prior to milling and paving the street.

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We Need Your Input!

Public Meeting

Newport to Newark Pathway System

**April
6**

5:00 pm - 7:30 pm

Gilliam Building

77 Reads Way

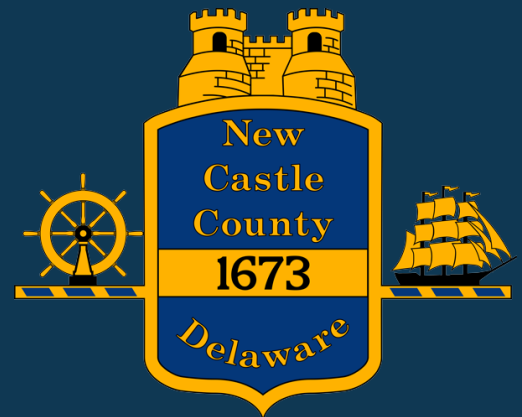
New Castle, De 19720

Virtual Meeting Link:

<https://jmt.zoom.us/j/81276665083>

Join us for an open house to explore ways to connect Newport and Newark using a regional pathway system.

Participants will have the opportunity to provide input on priority connections and possible routes.



Take the Survey Now!



**Scan the
QR Code
to get
Started!**



<https://story maps.arcgis.com/stories/7186f80b8fc645ce97280aa247c765d1>

For more information contact:
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