

Below is the weekly report for the week ending today, September 29, 2023.

Items for Newsletters:

1. **Water Main Flushing:** Crews will begin flushing water mains overnight between October 2nd through 13th. Flushing will occur overnight Monday through Thursday of each week. Information will be provided to the public through our regular communications channels and social media. Please call public works if you have any questions.
2. **Electric Utility Awards:** The City of Newark was honored and acknowledged for two significant achievements:
 - a. APPA Excellence in Reliability: This recognition highlights our utility's exceptional reliability performance, surpassing national industry averages.
 - b. Reliable Public Power Provider (RP3): This accolade acknowledges our utility's commitment to high reliability, safety, workforce development, and system improvement.
3. **Free Water for a Year initiative:** We have our first winner! Newark Water customers are encouraged to complete the online survey at this link: <https://newarkde.gov/lead> to enter a sweepstakes for free water for a year, up to \$1000 value! The data collected will help complete a required inventory of service lines and reduce operating costs for the water utility. Please share with your newsletters and mailing lists. **Congrats to our first winner, Amy from District 3!! Our next drawing will be held in early December, so get your surveys complete for a chance to win. A list of FAQs has been developed and added to our website and Social Media sites.**
4. **Academy Street Beer Garden:** This week's beer garden was unfortunately cancelled due to the weather forecast. The next Aetna HHL fundraiser beer garden is scheduled for October 5th on Academy Street with Hamilton's on Main as the restaurant partner. Below is a listing of dates and themes for the remaining 6 weeks of this event:

10/5 – Beer Garden
10/12 – Dog Costume Contest
10/19 – Wine Tasting
10/26 – Halloween Costume Contest
5. **City newsletter:** A copy of this month's newsletter can be found [here](#). To sign up for the City's email newsletter, [click here](#).
6. **Water Valve Maintenance:** Our contractor has begun a valve maintenance program throughout the City. Residents can expect to see a crew move through the City over the next 2-3 months. No service disruptions are expected, but please call Public Works and Water Resources if you experience discolored water or low pressures.

Public Works and Water Resources

1. Evergreen Booster Station: The new station has been placed in service and will be tested throughout the weekend. Evergreen residents can still expect crews to be working at the station as they complete punch list items and restoration to complete the project.
2. National Association of Water Companies Annual Meeting: Water staff along with CM Coleman attended this annual meeting of Delaware Water Utilities, both private and public, to learn more about the Lead and Copper Revised Rules, PFAS Treatment advances, and discuss common concerns in the water industry. A common thread is the rising cost of providing safe, clean drinking water to the customers mainly due to additional regulations and rising material costs.
3. DNREC Delegated Agency Meeting: Engineering staff met with all other Delegated Agencies of the DNREC Sediment and Stormwater Program, which oversees the statewide construction activity stormwater program. The purpose of this annual meeting is to review changes in the program and collaborate ideas with the other agencies throughout the state.
4. EPA Emergency Drinking Water Supply Meeting: Water staff attended this virtual meeting to review operating procedures and readiness for a statewide emergency affecting the water supply. Staff is reviewing internal procedures and will provide recommendations to increase preparedness for these emergencies.

Facilities and Purchasing

1. Parking lot: the PD parking lot reconstruction is coming along nicely. There was some time lost this week due to storm cleanup from TS Ophelia, but they are still progressing nicely. Please see the updated timeline for the parking plan attached, with the assumption that the PD lot will now be completed by 10/20 instead of 10/6.
2. RFP 23-03 (Video Management System Replacement) will be coming to Council on 10/9.
3. CPPO Martindale met with leadership from NCCL School to discuss the Field Operations Complex fencing replacement. The meeting went well, and all parties accepted the proposed plan.
4. Staff will be issuing a PO for impact fee study services for water, wastewater, and electric this week. Staff hopes to bring the final product to Council in the first half of 2024.

Police

1. On Monday and Tuesday, the Department concluded the last two days of annual in-service training. Topics for this year's training included Legal Updates, Body Worn Camera Policy and Law Review, Community Policing, Mandatory Child Abuse Reporting, Sexual Assault Awareness Training, Ethics, an overview of the Crisis Intervention Training by the National Alliance on

Mental Illness (NAMI) and an “Inclusive Policing” program presented by the Anti-Defamation League.

2. On Thursday, September 28th, Lt. Greg D’Elia was recognized by the Fusion Foundation as the Officer of the Month. Lt. D’Elia was recognized for his community involvement work including a recent backpack giveaway, the Newark PAL, and his assistance organizing the Fishing with First Responders events. Lt. D’Elia selected The St. Vincent DePaul -St. John’s/Holy Angels Conference as his charity. Their mission is to provide service to people in need. Vincentians of their conference serve families that reside in the 19711-zip code of Newark, Delaware who often fall through the cracks of established safety nets and other social services agencies. Families often have short-term or one-time needs due to loss of work, injury, or illness. Although the Conference serves based on Catholic values, they assist families without regard for religious affiliation or belief. The need in their community is always greater than our available funding, and the need has increased significantly since the onset of the COVID pandemic. Approximately 60% of the families they assist have dependent children; any funding from the Friends of Fusion Foundation will be earmarked to families with children.
3. On Thursday evening, September 28th, Chief Farrall, Deputy Chief Feeney and Lt. D’Elia attended the New Castle County Police promotion ceremony where nine NCCPD officers will be promoted.
4. On Saturday Morning, September 30th, Newark PD will assist with the annual Main Street Mile run, a fundraiser for the Newark Police K9 Fund. Following the run a K9 presentation will be conducted.
5. On Sunday Morning, October 1st NPD will kick off the National Faith and Blue event with a visit to the Newark United Methodist Church. At this event, Chief Farrall will recognize Pastor Kevin Benjamin for his commitment to the community and the NPD Police Chaplain Program.

Communications

1. Next week is Public Power Week, so we are highlighting our electric department on social media. A press release is also scheduled to be distributed on Friday, 9/29. The DEMEC funded billboard featuring Greg Shevchuck, a City of Newark line worker, is up and located on S. Chapel Street in the BJ’s shopping center.
2. The October newsletter is complete and scheduled to be distributed on Sunday, October 1. 5,150 recipients are on the distribution list.
3. The NBC10 story re AHHL fundraising efforts aired late last week. The City and TNP shared the link on social media to increase views and exposure. Also completed and printed the Aetna HHL fundraiser table tents for President Dan Seador to share with Newark restaurants.

4. Participated in the “Lessons in Emergency Communication” webinar hosted by Granicus. Using the information learned, we are now building a library of emergency management communications templates (snow, hurricanes, flooding, etc.).
5. An employee/dependent vaccine clinic is in progress and tentatively scheduled for October 12. More details to come.

Planning and Development

1. Land Use
 - a. The October 3 Planning Commission agendas and packets were completed and can be found on the website [here](#). The agenda includes the minor subdivision located at 1115 South College Avenue (former Friendly’s) for a convenience store with gas pumps and EV charging stations and a presentation from The Newark Partnership.
 - b. Staff received and circulated for review an application for an [administrative subdivision](#) for 401 Phillips Avenue (Newark Center for Creative Learning) on September 26.
 - c. Staff received and circulated for review an application for a [rezoning and major subdivision](#) for 136-160 South Main Street (former Pat’s Pizzeria and adjacent mixed use building) on September 25.
 - d. Staff issued a Subdivision Advisory Committee comment letter for the [Comprehensive Plan amendment, rezoning and minor subdivision with site plan approval](#) for 55 Benny Street on September 15.
 - e. The final day of Unicity is September 29. Staff spent time coordinating with the City, DelDOT and UD on closing out the program and transferring the buses back to DART.
2. Code Enforcement
 - a. The Division welcomed our new Fire Protection Specialist Renee Hayes on September 18. She comes to us with 17 years of experience from the State Fire Marshal’s Office and we are excited to have her on board.
 - b. Staff received the final paperwork needed for the contractor for the Fountainview building 3000 reconstruction to be issued a Newark contractors license, which was issued on September 27. The master permit for reconstruction has been approved and is waiting for payment and pickup by the contractor. The master permit application has also been amended to include all eligible subcontractors, so once this permit is issued, the only remaining permit that will be needed for reconstruction is for any work being done on the fire protection system.
 - c. Staff participated citywide in the implementation sessions for EPL (fka EnerGov) September 19-21. The next work session will be October 3-5.
 - d. The first two arraignments for charges issued under the nuisance ordinance were held on September 25 for 17 Hillside Road and 201 Courtney Street. Both property owners pled not guilty and will have trials subsequently scheduled.
 - e. Property Maintenance and Fire Protection staff began education and inspections on fraternity houses with the University of Delaware this week.

3. Parking

- a. The License Plate Reader vehicle that had been in for repairs was returned and put back in service on September 22. The third approved LPR is scheduled to be installed in mid-October and should be in service in time for Homecoming weekend.
- b. The new printers for the parking ambassadors have been delivered and are in the process of being programmed to be deployed in the field.
- c. Three new part-time parking ambassadors have been hired with one starting on October 2 and the rest starting on October 16. This fills three of the four part time vacancies we have had since late August.

STANDARD OPERATING PROCEDURE (SOP) FOR PARKING DURING THE MUNICIPAL CENTER REPAVING PROJECT



This SOP accounts for current estimations in timing and logistics for this project; additional iterations and updates will be sent as changes occur during the project.

PHASE 1 PAVING/RECONSTRUCTION AREA (NPD):



NPD parking lot will be shut down completely. The contractor will make accommodations for patrol access to the Sally Port for the majority of the project, however. Any shutdowns for Sally Port access will be coordinated with PD in advance.

Time estimate: 4 weeks; tentative schedule: Monday, 9/11 – Friday, 10/20

PHASE 1: PARKING PLAN



Patrol vehicles will have a designated row for parking in the City Hall parking lot and VFW parking lot. Admin, CID, and specialized unit parking will be in the upper VFW parking lot. Personal vehicle parking for the PD will be on Veterans Lane in the City overflow parking lot.

To accommodate the parking row for patrol vehicles, all municipal services City vehicles will need to park on Veterans Lane. Municipal services employees who can work out of their vehicles should store their City vehicles at the Maintenance Yard (see last page for available locations at the Yard). No other change to personal vehicle parking for Municipal Services employees.

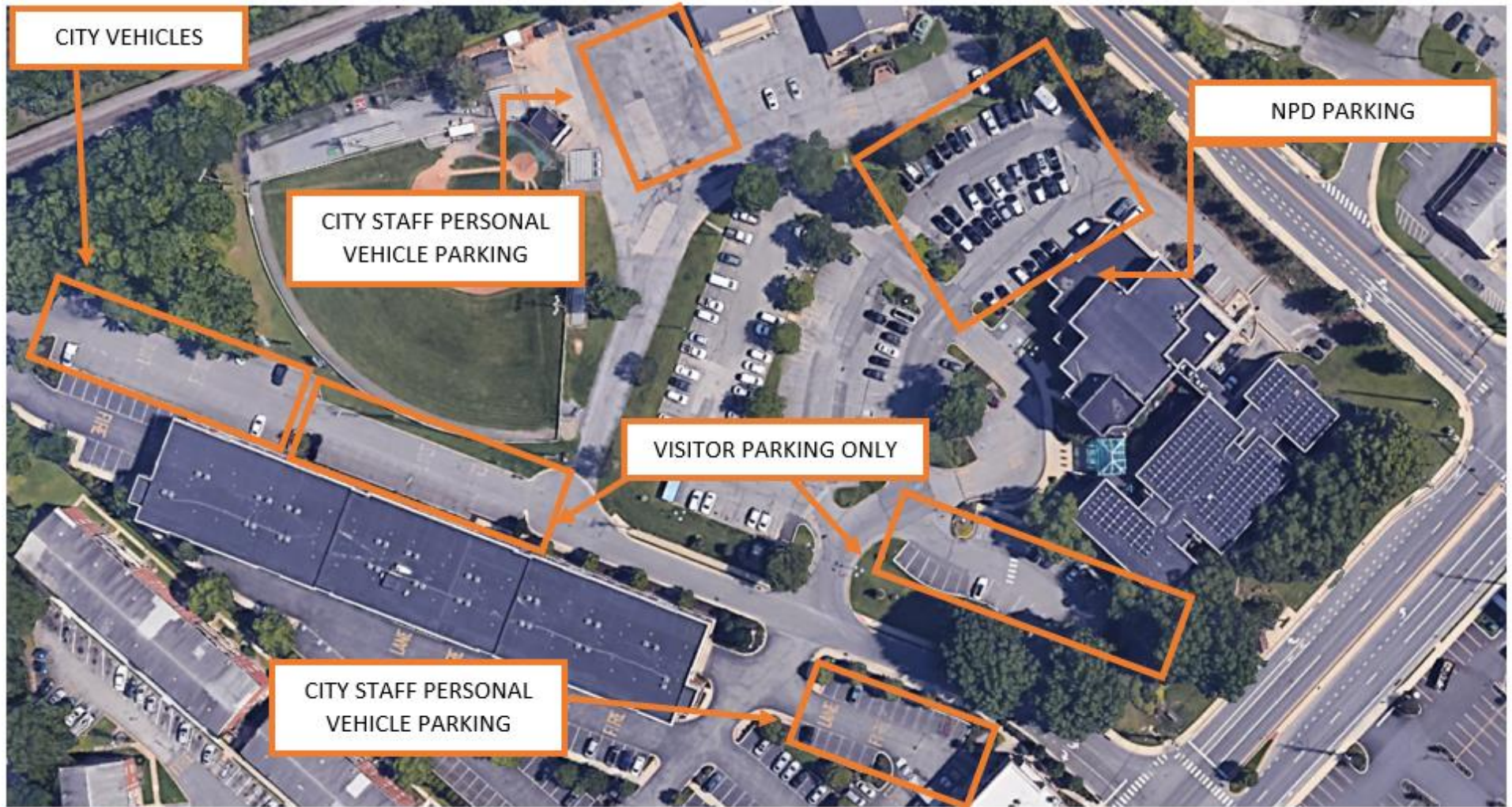
PHASE 2 PAVING/RECONSTRUCTION AREA (CITY HALL):



The back half of the City Hall parking lot will be shut down. No change to building access for staff and visitors.

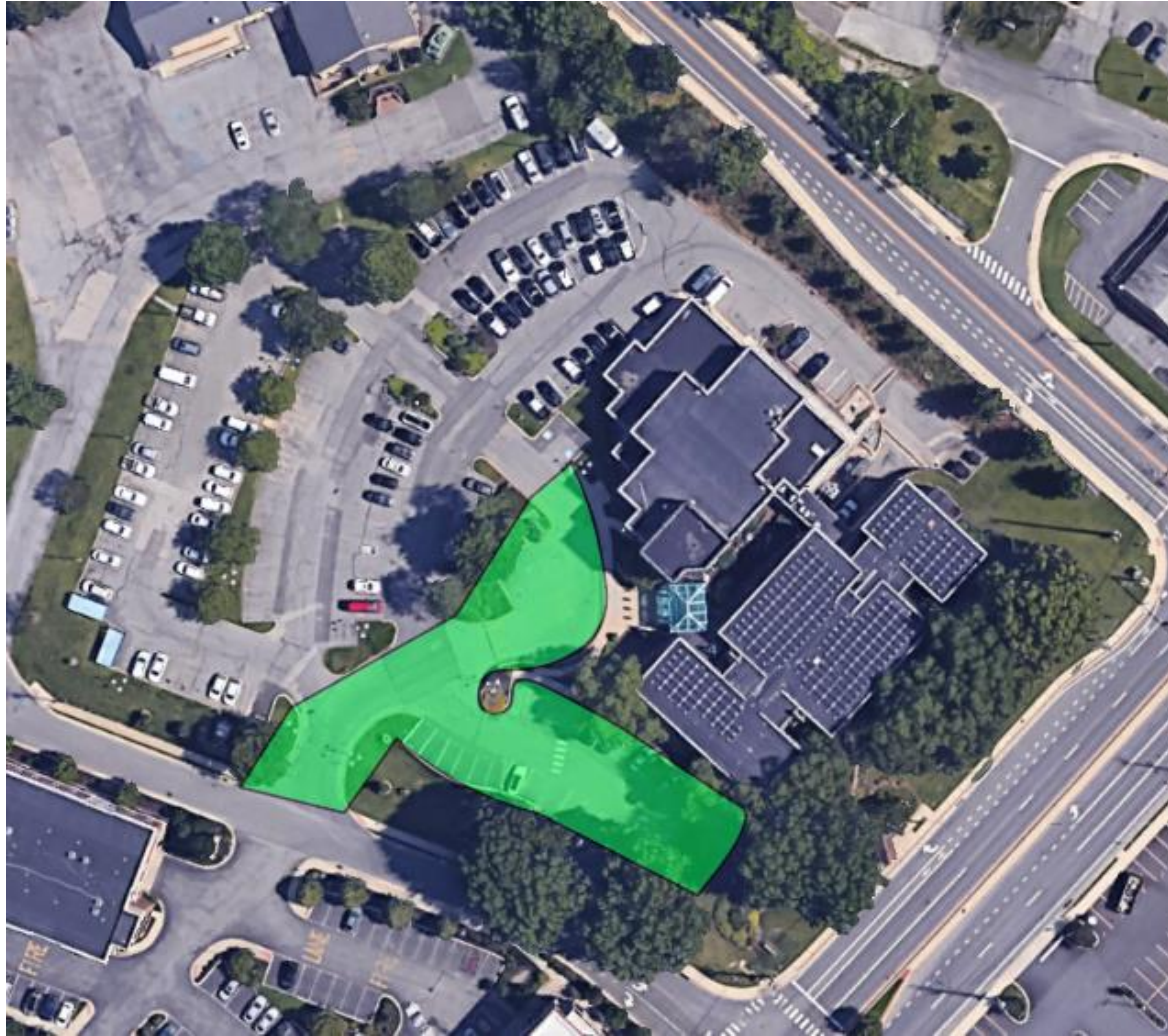
Time estimate: 3 weeks; tentative schedule: Monday, 10/23 – Friday, 11/10

PHASE 2: PARKING PLAN



NPD parking lot can be used again for police employees and patrol vehicles. Municipal services City vehicles will remain parked on Veterans Lane. Municipal services employees who can work out of their vehicles should store their City vehicles at the Maintenance Yard (see last page for available locations at the Yard). Work from home options will be available to applicable staff and should be used where feasible to reduce the parking burden (employees should work with supervisors/department directors to arrange work from home). All remaining parking in the City Hall lot and on Veterans Lane shall be for visitors. City staff personal vehicles will need to go in the VFW parking lot or former Greene Turtle parking lot.

PHASE 3 PAVING/RECONSTRUCTION AREA (CITY HALL CONT'D.):



Lot will be mostly open during this time, minus the visitor parking lot. Once paving begins, the entire lot will be shut down for 1-2 days to pave the entrance. City Hall will be closed to visitors during the final paving.

Time estimate: 3 weeks (2 weeks w/ holiday break); tentative schedule: Monday, 11/13 – Friday, 12/1

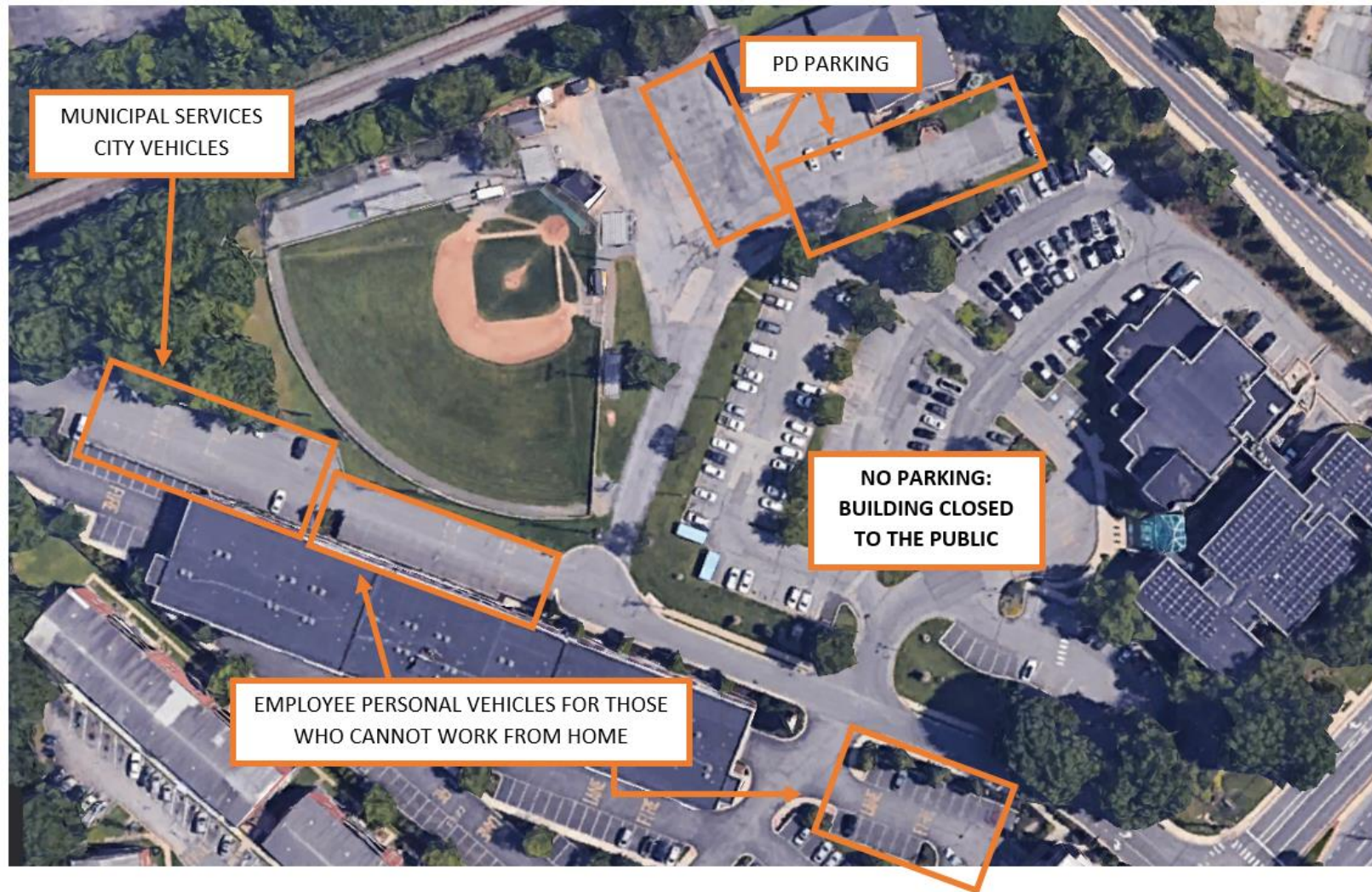
PHASE 3: PARKING PLAN (BEFORE ENTRANCE CLOSURE)



NPD parking lot can be used again for police employees and patrol vehicles. Municipal services City vehicles will remain parked on Veterans Lane. Municipal services employees who can work out of their vehicles should store their City vehicles at the Maintenance Yard (see last page for available locations at the Yard). Work from home options will be available to applicable staff and should be used where feasible to reduce the parking burden (employees should work with supervisors/departments directors to arrange work from home). All remaining parking in the City Hall lot shall be for visitors.

City staff personal vehicles will need to go in the Veterans Lane overflow lot, VFW parking lot, or former Greene Turtle parking lot.

PHASE 3: PARKING PLAN (DURING ENTRANCE CLOSURE)



City Hall will be closed to the public while the entrance is being paved and there will be no parking lot access for City Hall or NPD. Employees who cannot work from home should park on Veterans Lane or the former Greene Turtle parking lot—all others should work from home if approved by their supervisor due to the limited parking available. PD vehicles will utilize the VFW parking lot. Municipal services City vehicles will remain on Veterans Lane.

AVAILABLE PARKING AREAS FOR STAFF MOVING THEIR VEHICLES TO THE MAINTENANCE YARD DURING CONSTRUCTION

