

Below is the weekly report for the week ending today, May 10, 2024.

#### Items for Newsletters:

1. **Free Water for a Year initiative:** We have selected our 3<sup>rd</sup> winner in the free water survey drawing! There is 1 more chance to win \$1000 worth of free water for anyone who completes a survey before June 2024. 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 we collect will help complete a required inventory of service lines and reduce operating costs for the water utility.
2. **Bike to Work Day:** Friday, May 17 is Newark Bike to Work Day at Mentors' Circle at the University of Delaware Campus. The event is hosted together with the City of Newark, BikeNewark, and the University of Delaware. Each year an award is given to a "Bicycle Friendly Leader". This year, retiring Parks and Recreation Director Joe Spadafino is the recipient of the award.
3. **Parking Office Hours Expanded:** Parking office hours will be extended to 8:00 p.m. Monday through Friday effective May 20 since there are now have full-time staff in the evenings due to the new Parking Coordinator which allowed us to reconfigure the schedules of our full-time Parking Ambassador positions which are also now filled. Weekend hours will be added once the second Parking Coordinator is hired in August, pending council approval later this summer.
4. **City newsletter:** To sign up for the City's email newsletter, [click here](#).

#### Items of Note:

1. **Marijuana Regulation:** Mayor Clifton, Deputy Mayor McDermott, Councilwoman Ford, City Manager Coleman, Planning Director Bensley, and Senior planner Fortner were given a tour of Newark's only marijuana dispensary, Fresh, recently. Fresh is a vertically integrated facility that includes all three regulatory areas in the new recreational marijuana regulations, cultivation/processing, manufacturing, and retail. The tour was extremely informative, and I would like to thank Fresh along with the Office of the Marijuana Commissioner who coordinated the tour for us.

Earlier this week the Office of the State Marijuana Commissioner forwarded the [draft regulations](#) that have been released for public comment. The State Marijuana Commissioner Rob Coupe is scheduled to attend the June 17 Council meeting to present to Council. Our current draft marijuana-related zoning regulations that were recently presented to planning commission will be reviewed with council that same evening.

2. **Updated tobacco policy:** We have rolled out a new tobacco use policy for City properties that will go into effect on Monday, May 13<sup>th</sup>. A copy of the new policy is included with this report. In short, smoking will be prohibited within 150' of City facilities with the exception of designated smoking areas. This has been in the works for a while but was delayed due to COVID. The

designated smoking area here at City Hall will be a new picnic table located in the parking lot. Below is an aerial photo with the approximate location circled in red.



3. **Parking Committee Status:** In accordance with direction received during the prioritization discussion, staff contacted our current Parking Advisory Committee members in advance of Monday's Council prioritization discussion to determine whether they are still interested in serving on the Committee. One member was no longer interested in serving, one would like to continue and two had no response. This leaves the current committee short of a quorum meaning that more members would need to be appointed for the committee to continue.

#### **Public Works and Water Resources:**

1. **Water Main Replacement – Hanover Place:** Our contractor, Mumford and Miller, has begun the water main replacement on Hanover Place. Residents have been notified of the work and will be notified of any service disruptions as the project moves forward.
2. **Creekfest – White Clay Creek State Park:** Creekfest is an annual celebration dedicated to honoring and safeguarding the White Clay Creek National Wild & Scenic River. Despite the chilly rain, nearly 100 people stopped by the City of Newark/UD stormwater program booth to receive information regarding non-point source pollution/stormwater, and take home giveaways like native plant seeds, cork coasters and pet waste bags with a stormwater message.

3. **DelMarVa GIS Conference:** Geographic Information System (GIS) Technician Jay Hodny gave a presentation on our refuse service GIS application at the 2024 DelMarVa GIS Conference in Dewey Beach. The presentation went very well with many good questions, comments, and speaker compliments from organizations grappling with refuse collection issues. While this was primarily a GIS based presentation, it is important to note that this was a collaboration between office and field staff to provide an efficient process for a service that is highly valued by our residents.
4. **Fleet Maintenance Manager Job Posting:** Pursuant to our 2024 Operating Budget, PWWR is now recruiting for the Fleet Maintenance Manager position. This position will be responsible for the management of the Fleet Maintenance Division which includes four skilled mechanics and performs routine and non-routine maintenance on the 300+ vehicles and pieces of equipment in the City fleet, in addition to assisting other divisions and departments.
5. **Water Tank Painting:** After several weeks of preparation work and background air monitoring, our contractor will begin the removal of the lead-based paint on the outside of the Arbour Park Water Tank, located near Dove Drive in Arbour Park. Residents have received notices informing them of the upcoming work to remove the lead-based paint from the tank and recoat it with a lead-free coating. Follow up notifications include our scope of work along with contact information for the department for any questions or concerns. Progress has been delayed because of equipment and weather and may extend for several more weeks.

#### **Purchasing & Facilities Maintenance:**

1. **Council Chamber Renovations:** The new emergency door and exit path are complete; handrails will go in toward the end of the month. HVAC ductwork and ceiling tiles will be complete next week as well. The remainder of the project will focus on countertops, flooring, and painting. The contract has made great progress and is on schedule.
2. **Cornice Repair:** The cornice repair around the Municipal Center is also coming to a close, with an estimated completion date of Friday, 5/17.
3. **PD HVAC:** On Thursday, a section of pipe for the chilled water tower supporting the Police Department ruptured, leading to a system failure. Facilities Superintendent Joe Augustine was able to get the system back online Friday with new piping. However, please be advised that this one section of pipe is only a piece of the larger piping issues with this unit and a larger replacement needs to be completed later this year. Fingers crossed it survives the summer heat.
4. **CPPO Jeff Martindale out 5/15 – 6/17:** CPPO Jeff Martindale will be back out on paternity leave from Wednesday, 5/15 until Monday, 6/17. Please route any questions for him/his team through Tom Coleman during this period.

## Police:

1. **Bike and Pedestrian Safety:** A spring pedestrian and bicycle education and enforcement initiative funded by the Office of Highway Safety has been initiated. Officers will be patrolling those areas heavily trafficked by pedestrians and cyclists to increase awareness on applicable laws and safe practices for navigating the city. The University of Delaware Police will be assisting with the campaign.
2. **Community Policing:** M/Cpl. Adam Mease and Cpl. Donte Faulk have been selected for the newly created Community Engagement Unit. Last week, the two officers attended the 2024 Professionalizing Law Enforcement – Community Engagement Training Conference in Atlanta, Georgia. The two officers will be officially transferred into the new unit on June 24<sup>th</sup>.

## Planning and Development

### 1. Land Use

- a. Planning Commission held their monthly meeting on May 7. Commissioners voted unanimously to recommend approval of the Comprehensive Development Plan amendment, rezoning and major subdivision for 30 South Chapel Street. Members also reviewed the draft language for Chapter 32, Zoning, amendments related to marijuana-related zoning regulations. Subsequent to that meeting, the Office of the State Marijuana Commissioner forwarded the [draft regulations](#) that have been released for public comment. The State Marijuana Commissioner Rob Coupe will be attending the June 17 Council meeting to present to Council and the draft marijuana-related zoning regulations will be reviewed that same evening.
- b. Staff spent extensive time working on items for the [May 13 Council agenda](#). Subdivision agreement amendments for Cider Mill and 65 South Chapel Street, four special use permits, and an ordinance are on the agenda from the Planning and Development Department. Staff also anticipates being a significant portion of the Council prioritization discussion as well.
- c. Friday, May 17 is Newark Bike to Work Day at Mentors' Circle at the University of Delaware Campus. The event is done in cooperation with the City of Newark, BikeNewark, and the University of Delaware. Each year an award is given to a "Bicycle Friendly Leader". This year, Joe Spadafino is the recipient of the award.
- d. Community Planner Jacob Higgins has submitted his resignation effective May 22. We wish him well in his future endeavors and thank him for his service to the City. Staff will be working with HR to post the position shortly.

### 2. Code Enforcement

- a. Property Maintenance completed 137 inspections this week. This has been in part due to the ongoing outreach and positive regarding voluntary interior inspections.
- b. Property Maintenance and Fire Protection staff have been working to verify properties that are in warning status for the nuisance property ordinance in advance of the end of the school year. Staff anticipates sending 25 warning letters in the next round.
- c. The temporary certificate of occupancy was issued for the new office building located at 800 Creek View Road as part of the Creekview development project.

**3. Parking**

- a. Two candidates have been submitted to HR to extend conditional offers for the vacant part-time Parking Ambassador positions.
- b. Parking office hours will be extended to 8:00 p.m. Monday through Friday effective May 20 since there are now full-time staff in the evenings with the new Parking Coordinator and the move of the full-time Parking Ambassador positions being filled. Weekend hours will be added once the second Parking Coordinator is hired in August, pending council approval over the summer.

# PERSONNEL MANUAL

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## **SUBJECT: Tobacco, Vape, and Smoke-Free Workplace**

### **A. Purpose**

The City of Newark is dedicated to protecting the health, safety, and comfort of customers, clients, employees, and visitors to the City of Newark while also providing a healthy and productive work environment for its employees.

Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer. The City recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

This policy covers the smoking of any tobacco product including smokeless tobacco products and electronic cigarettes (regardless of tobacco content), and it applies to both employees and non-employee visitors of the City of Newark.

### **B. Policy**

No employee shall personally use any tobacco product, including vaping, or any appliance that supports the use of tobacco or vaping in City facilities or equipment.

City facilities includes all City owned, leased, or operated buildings and structures. City equipment includes all City owned, leased, or operated vehicles including off-road vehicles such as tractors, mowers, etc., regardless of whether the equipment has an enclosed cabin.

Employees may utilize any tobacco or vaping product within his or her own personal vehicle, at specific locations approved by the City Manager as designated smoking locations, or at least one hundred and fifty feet (150') from a City owned, leased, or operated building or structure. If another facility or set of rules exists within 150' of a given facility, nothing herein shall supersede other facility's rules or guidelines.

### **C. Procedure**

1. Employees, visitors, and clients will be informed of the City's tobacco policy through signs posted throughout properties owned and operated by the City of Newark.
2. The City will assist employees who want to quit using tobacco by helping them access smoking cessation programs and materials.
3. Any customer or visitor observed using tobacco or electronic cigarettes in areas where use is not permitted will be asked to discontinue in a tactful manner.
4. Violations of this policy shall result in potential discipline through established City policies or respective union agreements. Unless specifically authorized or permitted for City purposes, such as active investigative needs within the Police Department, there are no exemptions to this policy.