

Below is the weekly report for the week ending today, November 17th, 2023.

Items for Newsletters:

1. **Thanksgiving Holiday Refuse Changes**: Due to the Thanksgiving Day holiday, recycling normally collected on Thursday, November 23 will be collected on Wednesday, November 22. There will be no changes to Friday's recycling collection. **There will be no "Green Wednesday" Yard Waste Collection on Wednesday, November 22.** Please contact the City of Newark Public Works and Water Resources Department at (302) 366-7000 with any questions.
2. **Fall Leaf Collection**: Fall leaf collection is underway and we are seeing the bulk of the leaves come down. **Residents are encouraged to place small piles in their yard waste cart for collection every Wednesday except for Thanksgiving week. We expect to be able to make rounds of the whole City roughly every 2 weeks until mid-December.** 'Leaving' the leaves on the grass and mulching them with the lawn mower is also a great option that provides nutrients for your lawn.
3. **Free Water for a Year initiative**: 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. **A postcard should be hitting all water customer's mailbox on or about Nov 25, encouraging them to complete the survey.**
4. **Water Main Breaks**: We tend to see an increase in the frequency of water main breaks as temperatures fluctuate overnight moving into winter as we have seen over the last week. Crews have responded to and repaired three (3) water main breaks this week. Residents will be notified directly if there are any temporary service disruptions or boil water advisories. If you see water coming out of the road or grass area behind the curb, please call the City so we can investigate.
5. **City newsletter**: To sign up for the City's email newsletter, [click here](#).

City Manager's Office

1. The HR team worked on updates to our existing vehicle accident policy and developed a new FMLA leave policy. Both will be distributed in the coming weeks. They also continued work on open enrollment and our bi-annual workplace harassment training. DEMEC has requested assistance with review of new personnel policies and job descriptions, which we completed this week.
2. Manager Coleman met with UD's Executive VP, John Long, and his staff this week to discuss on-campus projects and areas of coordination/collaboration.

3. We held our bi-weekly Aetna meeting on Friday the 17th. Representative Baumbach attended this week to discuss HB 127 specifically.
4. Work continues on negotiation related tasks for our ongoing negotiations with AFSCME 3919 and CWA 1036.
5. The legislature began pre-filing bills for the upcoming continuation of this legislative session. Staff have begun and will continue to review legislation as it arrives. As a reminder, manager Coleman is a member of the DLLG Legislative Action Committee (LAC) also.

Facilities and Purchasing

1. Work continues on the parking lot at City Hall. The contractor completed paving of phase 2 and has moved into the final phase of the project as of Friday the 17th. The contractor will be on site next week and will stripe the entire lot once Phase 3 is complete.

Police

1. We are in discussions with DelDOT about possible funding for a bike and pedestrian safety education/enforcement initiative, particularly around the new bike facility in Delaware Avenue. Regardless of whether we receive external funding, we plan to do a campaign in the spring semester and will bring in UDPD to assist as well. Also, on Monday, the patrol shift conducted enforcement on S. College and E. Delaware for bicycle and electric scooter education.

Parks and Recreation

1. Parks Staff are preparing for the arrival of the Holiday Tree that will be placed on the Academy Building Lawn on Main Street. This would include checking lights and decoration inventory and coordinating with the electric department.
2. Staff are continuing to finalize Turkey Trot details for Saturday's race. The 51st annual Turkey Trot is the longest consecutively run road race in Delaware and currently has over 450 runners and walkers pre-registered. We anticipate over 700 runners on Saturday.
3. Staff are also scheduling performances for musical/dance/theatrical performances for Winterfest. Winterfest will be held on the Academy Building Lawn on Main Street Friday, December 1 from 6-8p.m.. For more information, please visit WWW.NEWARKDE.GOV/PLAY
4. Our park superintendent is completing the quarterly park inspections in all Newark Parks and open space areas.
5. Parks Staff are also preparing Holiday displays for several park areas, including Olan Thomas and Hillside Parks.

Planning and Development

1. Land Use Division

- a. Staff spent extensive time this week working on items for the November 27 Council meeting, including outstanding FY2024 revenue ordinances, the 2021 International Property Maintenance Code adoption, expansion of the existing good standing ordinance, and the minor subdivision and special use permit for 1115 South College Avenue.
- b. Staff also worked on items in preparation for the December 5 Planning Commission meeting, including an initial discussion on potential zoning regulations around the legalization of recreational marijuana, proposed updates to by-right uses in zoning districts, ensuring there is a consistent definition for downtown in the Code, and finalization of the Planning Commission's 2024 work plan.
- c. Director Bensley and Senior Planner Fortner met with representatives of DNREC on November 15 to discuss potential funding opportunities for various City projects, including the Climate Action Plan, the update of the City's Green Building Code that will take place as part of the City's adoption of the 2024 ICC Codes, and the update and implementation of the Newark Bicycle Plan.

2. Code Enforcement Division

- a. Inspectors are working to schedule an exterior and common areas inspection of the Thorn Flats units within the City boundaries. As part of this effort, flyers will be posted in advance for residents to be able to schedule interior unit inspections while inspectors are on site.
- b. Congratulations to Adam Fahringer who has been selected as the second Fire Protection Specialist for the City of Newark. Personnel requisitions, updated job descriptions and job postings were submitted to Human Resources for Adam's former Property Maintenance Inspector position as well as for Code Enforcement Officer. Code Enforcement Officer will be posted on November 17 with a closing date of December 15, while Property Maintenance Inspector will be posted on November 22 with a closing date of December 22.
- c. Council approved the Nuisance Abatement Plan for 163 West Main Street on November 13. As Council did not take additional action regarding the point obtained after the plan was submitted, five points have been abated leaving one point on their record.

3. Parking Division

- a. Parking ambassadors hand-delivered flyers to downtown businesses to raise awareness of the exclusive parking permit sales period for businesses and their employees. 2024 parking permits will be open only to businesses through the end of November.
- b. Vehicle #1103 (Nissan Leaf) broke down and had to be towed to the dealership for repair. Fortunately, the problem was the battery, which was still under warranty, and it was able to be repaired quickly at no cost to the City.
- c. The RFP for the 2024 towing contract was finalized and issued this week, which covers when a City department needs to engage a towing contractor to remove vehicles.

Finance and IT

1. Staff has completed the September Financial Report, which will be presented at the November 27th Council meeting.
2. We received 10 Dodge Durangos this week, which represents all but two of the nineteen Durangos that were ordered for the Police. Staff are working to finalize the lease obligations for these vehicles, with the goal to have this completed by mid-December. Council has already approved the financing of this equipment.
3. Staff completed the revenue legislation for the proposed water and sewer rate revisions, as discussed in the 2024 Budget process. Legislation will be introduced on November 27th.
4. Director Del Grande continues to work with the union negotiations for CWA and AFSCME.
5. On November 14th, Director Del Grande attended DEMEC's Finance Committee meeting to discuss the reserve policy and 2024 Proposed Budget.
6. On November 16th, Director Del Grande attended the City of Wilmington's Utility Citizens Advisory Board (UCAB) to discuss the City of Wilmington's water, sewer, stormwater program.