

Below is the weekly report for the two weeks ending today, September 15, 2023. Please don't hesitate to contact me with any questions.

Items for Newsletters:

1. **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. This week we announced our first \$1000 winner, Amy Trauth of District 3! There will be three more chances to win and if you complete the survey now you will be entered in all three remaining drawings.
2. **Academy Street Beer Garden:** The next Aetna HHL fundraiser beer garden is scheduled for September 21st 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:

9/21 – Bourbon Tasting
9/28 - Beer Garden
10/5 – Beer Garden
10/12 – Dog Costume Contest
10/19 – Wine Tasting
10/26 – Halloween Costume Contest
3. **Window Unit Air Conditioner \$150 Super Rebate:** The City of Newark's Conservation Advisory Committee has partnered with the City's existing electric efficiency rebate vendor, Efficiency Smart, to offer a limited time, \$150 "Super Rebate" for qualifying window unit air conditioners. Qualifying purchasers who submit for the rebate will receive a check for \$50 from Efficiency Smart and a \$100 electric bill credit from the City. More information can be found on the attached flyer.
4. **Community Day:** Newark Community Day will be held at the University of Delaware Green on Sunday, September 17 from 11a.m – 4p.m. The Green provides a perfect outdoor venue for local musicians and demonstration groups. Community information, Fine Art and Homemade Craft vendors and a food court area highlight the event. A children's play area along with scare crow making is always a popular area for the family to enjoy. For more information about the event or to register as a vendor, please visit WWW.NEWARKDE.GOV/PLAY
5. **Fall Newark Tree and Plant Giveaway:** The Fall Edition of the Newark Tree and Plant Giveaway will be held on Saturday, September 23 from 8:00 a.m. – 12:00 p.m. at the City Municipal Building. Pre-registration is required. This event is for Newark residents only. Residents who received a tree or shrub during the spring event will not be eligible to receive a planting. Registration to receive a plant will begin on Tuesday, September 5. Registrants can register for a maximum of one plant per household on the first come first served basis, limited quantities are available. The attached flyer has all of the information about the event, plant species, etc. If you

have questions about signing up or are having problems registering, please have them call the Parks and Recreation Office at 302-366-7000.

6. **City newsletter:** A copy of this month's newsletter can be found [here](#). To sign up for the City's email newsletter, [click here](#).
7. **City Hall Parking Lot Reconstruction:** The parking lot repaving project has begun, with Phase 1 being the Police Department section of the lot. This is a large project that will impact City Hall parking for 2-3 months in total and will be split into three phases. Our communications team will post updates to our social media channels throughout the project.
8. **Parks on Draft:** Parks on Draft will be held at Hillside Park on Friday, September 22 5:00-9:00p.m and Saturday, September 23 12:00 – 5:00p.m featuring Hamilton's on Main as our restaurant partner.
9. **Street Paving – Bird, Bowman, and Beagle Club Way:** The contractor is currently working on Beagle Club Way and will move to begin Bird and Bowman on Friday September 14. Notices have been handed to affected residents. Work is expected to be complete by Sept. 22. A separate contractor will be completing the striping at recently resurfaced parking lots in the following parks: Lumbrook, Reservoir, and Dickey.
10. **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

1. **Devon Park Improvements:** The contractor has begun the work to improve the drainage and accessibility at Devon Park. Minor lane closures or flaggers should be expected throughout the project.
2. **Dove Drive and West Park Place Patching:** Our contractor is actively milling and paving patches on Dove Drive in Arbour Park to address areas that would likely deteriorate during the freeze thaw cycles over the winter. This work will hold the road over until we are ready to do a full restoration as part of our annual street contract which is tentatively planned for 2027. West Park Place is also scheduled for patching late next week to address several deteriorated areas between S. College and Townsend Road. West Park pavement patching will require lane closures to facilitate the work. Motorists should expect delays in this area.
3. **Evergreen Booster Station:** The first phase (demo and bypass) of the Evergreen Booster Station Improvements has been completed with minimal impact to residents. We are working to install the new control panel, pump skid, and instrumentation as part of the second phase of the project with a tentative completion date of September 29th.

Facilities and Purchasing

1. Parking Lot: The parking lot repaving project is officially underway. The first week was successful and all areas requiring excavation for a retaining wall will be excavated by the end of the day Friday. Next week the contractor will begin constructing the retaining wall and cutting a duct bank across the lot for electrical.
2. Facilities met with a contractor for the cornice repair around the Municipal Center on Friday, 9/8. The intent is to begin this repair work as soon as possible following the parking lot rehabilitation. By spring, both major projects for the Municipal Center should be complete.
3. Contract documents for Contract 23-06 (Moss Court Outfall Stabilization) and Contract 23-16 (Field Operations Complex Perimeter Fencing Replacement) were put out to bid this week. These can be found at www.newarkde.gov/bids.
4. At the request of the Newark Historical Society, CPPO Jeff Martindale is reevaluating the lease agreement with the Newark Historical Society for use of the Historic Newark Passenger Rail Station. With several positive changes to the relationship between the City and NHS over the last year, now is a good time to look back into this topic before repairs are completed at the Station. The existing lease agreement is from 2014.

Police

1. On Tuesday, September 5th, we received the resignation of an officer with three years of experience at Newark PD. The officer has accepted a position with the Delaware State Police. NPD has four recruits who will begin training at the New Castle County Police Academy on September 11th. NPD continues recruitment efforts and currently has 10 vacancies to fill.
2. On Tuesday, September 5th, ACO Donna Vickers assisted a construction crew and Fish and Wildlife with the rescue of a fawn deer trapped in a storm drain on the Star Campus. In order to rescue the deer, workers excavated the ground above the drainage pipe, which then had to be cut to retrieve the fawn. Once rescued, Fish and Wildlife transported the fawn to a wildlife rescue facility.
3. On Friday, September 8th, NPD Officers will participate in the Fishing with First Responders event at Hillside Park.
4. On Sunday, September 10th, officers from the Patrol Division were able to assist the Salute to Sacrifice 2023 bike/run to honor those killed as a result of the 9/11 attacks. The group of 10 soldiers spent 4 days cycling/running from Fort Jackson, SC to the 9/11 Memorial in NYC. NPD was happy to help the group successfully navigate through the city during extremely inclement weather.
5. On Wednesday, September 13th, Cpl. Corey Spencer was recognized by the Fusion Foundation as the Officer of the Month. Cpl. Spencer was nominated for the assistance he provided to a victim

of domestic violence. In Cpl. Spencer's honor, the Fusion Foundation donated \$1,000 to the Brian Conley Veteran's Resilience Center, a non-profit organization with the focus on providing housing for homeless veterans.

6. Also on Wednesday September 13th, four police recruits began their 6+ month police academy training at the New Castle County Police Academy. Following an invitation from New Castle County Police Colonel Joseph Bloch, Chief Farrall will visit the academy class on Friday, September 15th where he will discuss the police profession and provide words of insight and encouragement to the class.
7. On Friday, September 15th, members of the Traffic Unit will assist with an escort of the Great American Relay 2023 from Singerly Fire House to Aetna Station 8. This relay run is hosted to honor the victims of 9/11 and provides support for the Green Beret Foundation, a non-profit that provides special forces soldiers and families with emergency, immediate and ongoing support. The run begins at the Flight 93 memorial in Shanksville, PA, runs to the Pentagon, and then finishes at the World Trade Center.
8. On Sunday, September 17th, NPD officers will assist with Community Day festivities including an informational booth, foot patrols, traffic direction and overall event security.

Parks and Recreation

1. Basketball Court renovations have begun at Lumbrook Park this week and should be completed paving by the end of the week. Striping will be completed after the asphalt has cured, hopefully by the end of next week.
2. Parks Staff completed cutbacks and trail clearing in areas of the Redd Park trail system.
3. The City's parks superintendent received seven tree inspection requests this week for trees in our parks that are next to residential properties and other areas throughout the park system.

Planning and Development (two weeks)

1. Land Use Division
 - a. The City received notice from FEMA that the review of the Conditional Letter of Map Revision (CLOMR) application for 1105 Elkton Road has been suspended as the applicant had not provided all of the data required with their comment response submission. The application can be reopened once all of the requested data is provided; however, the development plan for the site will not move forward to Council for consideration until the CLOMR can be provided.
 - b. Staff received the EPL (fka EnerGov) implementation work dates through September and October. Staff will be working with the project consultant September 19-21, October 3-5 and October 24-26 from 8:30 to 4:30 each day. Biweekly status calls have also been set up with the next call scheduled for September 22.

- c. Planning staff will be attending Community Day to promote DART Connect Newark and the upcoming Newark Bicycle Plan update.
 - d. The Community Development/Revenue Sharing Advisory Committee 2023 kickoff meeting has been scheduled for Thursday, October 5 at 7:00 p.m. in the Council Chamber. This committee is charged with reviewing the grant applications for the City's Community Development Block Grant and Revenue Sharing Grant funds and providing a recommendation to Council for the awards for the upcoming grant year.
2. Code Enforcement Division
- a. Three new warning letters for the nuisance property ordinance were issued this week for 82 East Park Place, 115 East Park Place and 85 West Park Place.
 - b. The contractor license application for the Fountainview building 3000 reconstruction project was received on September 13. This is the last item that was needed for issuance of the master building permit for the project, so once that is processed, the building permit can be issued. Also related to Fountainview, New Castle County provided notice that they will be reducing the assessment on building 3000 while it is not occupied retroactive to 7/1/2023 which will provide property tax relief for those owners for city, county and school taxes while they cannot live in their homes.
 - c. The building permit for the exterior repairs for Fairfield Apartments that was a result of the previous fire has been closed. The City will be working with the property owner on further items that need to be addressed.
3. Parking Division
- a. Downtown parking will be free for customers during the Community Day event on Sunday, September 17.
 - b. Parking staff have been processing the numerous residential parking permit applications that come with the beginning of the new school year. Parking ambassadors handed out warnings to those vehicles that have not applied for permits on Thursday and Friday and will begin ticketing vehicles without the appropriate permits on Monday.
 - c. The LPR vehicle that was damaged in an accident is expected to be returned to the Division no later than September 22. The third LPR vehicle that was approved by Council in August is expected to be placed into service in mid-October once parts for the LPR are received and the contractor is able to schedule the City for install.
 - d. Staff had a report from a customer that they had only been charged the convenience fee on the Passport app and had not been charged for their parking. After research by Passport, it was discovered that this error in the program had resulted in \$3,816 in lost revenue to the City from 14,895 affected transactions. All transactions affected were for either \$0.25 or \$0.50 each. This issue has been corrected and Passport is reimbursing the City for the full amount of revenue lost.

Finance and Information Technology

- 1. Finance staff have completed the June financial report and have nearly completed the July financial report. Both reports will be on the 9/18 council agenda where Director Del Grande will provide the quarterly presentation.

2. Our Audio-Visual consultant for the Council Chamber AV project was on-site last week to work on the cameras to address some minor issues we have encountered with automatic camera tracking during meetings.
3. Director Del Grande worked with Electric, Police, and Finance staff to finalize their budget presentations ahead of last week's council packet deadline.
4. We are in the process of switching payment processors from Authorize.net to Tyler Payments for all non-utility payments. We have submitted our application to the merchant for processing and once that is complete our new card readers will be shipped. We expect to be up and fully transitioned to Tyler Payments before the end of the year.
5. On 9/18, Police, Finance and Electric will present their budget recommendations to Council. Staff are working on the 9/25 Budget Workshop presentation. Due to the fact that three departments will not have presented their budgets to Council prior to the Council deadline of 9/18, the workshop presentation will not be completed until mid-week in order to incorporate Council's feedback. Usually, the Budget Workshop is held the first week of October. Link to the presentations can be found on Budget Central: www.newarkde.gov/budget.
6. PUB's temporary employee who assisted with utility collections resigned after finding a new, full-time position. We are currently working with our temp agency to find a replacement.
7. Director Del Grande attended CWA union negotiations.
8. Staff worked with our vendor who manages our meter data, as one of our drives became corrupt and required the need to move meter data to another server.
9. IT will be bringing in two interns from Del Tech for the upcoming semester. Previous interns have assisted the IT team with our laptop refresh project.

Communications

1. Tim Furlong attended the 9/14 beer garden and interviewed Dan Seador and Councilwoman Ford. The story should air early next week and hopefully viewers will be inclined to attend the 9/21 event. He intends to come back for a second interview to specifically focus on the firehouse and its members in the next few weeks.
2. Chief Communications Officer (CCO) Gravell arranged a meeting between Mayor Markham and Lisa Blunt Rochester, Congresswoman for the State of Delaware. This meeting was also attended by CCO Gravell, City Manager Coleman, and Deputy Director of Planning Ramos-Velazquez.
3. Highlighted the following initiatives on social media:
 - a. Newark Free Library public meetings
 - b. DEMEC power savers tips
 - c. Fall rain barrel giveaway

- d. EfficiencySmart photo contest
 - e. Academy Street Beer Garden
4. The City newsletter was sent via ConstantContact on Friday, September 1. It was sent to 4,830 recipients and had a 52% open rate (above average). The September issue can be [read here](#).
 5. The Patriot Day invitation was sent to council and local elected officials. Rep. Baumbach, Rep. Romer, Sen. Sokola, and County Executive Matt Meyer attended on Monday. Rain forced the event indoors but UD was able to accommodate us in the auditorium of Mitchell Hall which was a very nice venue.
 6. Assisted PWWR with the first water survey drawing. The winner has been notified and was announced on social media this week.
 7. Made multiple website updates and revisions for various departments.
 8. Completed the lead water service line customer survey FAQ sheet. This will be posted on social media and our website to help educate the public on the intent of the survey and alleviate residents' fears of government overreach.
 9. Assisted Dan Seador, AHHL President, with the op-ed he intends to publish in the near future.
 10. On behalf of the Engagement and Wellness Committee, we are pursuing multiple health-focused initiatives to begin in Jan. 2024

Electric

1. Our Line Crew is working on CIP project E2302, specifically the Spacer Cable replacement on Barksdale Road.
2. We had an issue on Sunday, September 3rd, where we experienced squirrels inside the 12kV compartment at the substation on the Wyoming circuit WR66-1. Although there was no outage, we switched the load to a different circuit to prevent any issues over the holiday weekend since we couldn't test the underground cable on Sunday. On Tuesday, we tested the underground cable and restored the WR66-1 circuit to normal.
3. On Wednesday, we had a trip and reclose on West Main circuit WM92 due to a bad aerial transformer. We had to take a brief 20-minute outage to isolate the damaged transformer. This affected approximately 221 customers; out of those, seven were without power for 2 hours as we needed to install a new transformer bank.
4. Director Patel and Purchasing Assistant Wright attended a Mutual Aid Workshop at DEMEC.
5. City electricians worked with the police department to relocate a few cameras on South College Avenue. They also worked with the IT department to replace a few cameras around City Hall that had failed.

6. This past weekend, the storm caused many power outages. Specifically, on September 8th, around 900 customers were affected. Half of those customers on the West side of town had their power back within 1.5 hours, while the other half had their power restored within 2.5 hours. On September 9th, another outage affected Arbour Park and West Chestnut Hill Road customers. We restored power to Arbour Park within an hour and 15 minutes, and all other customers on West Chestnut Hill Road had their power back within three hours.
7. DP&L requested an outage at the Kershaw sub to test the relay on T3. T3 was out of service for 4 hours and returned to service today.
8. The electricians prepared for the community day by testing all the electrical outlets.
9. The electricians wired two new services at the Grove, First Watch and Starbucks.
10. The Engineering team met with Lang's group to discuss the electrical requirements for the Twin Lakes development project. Furthermore, the Engineering team also collaborated with DEMEC and ACEs, our consultant, to provide guidance on the North American Electric Reliability Corporation (NERC) registration. It was discovered that our electric utility must be registered as a full Distribution Provider (DP) rather than the DP-UFLS (Under Frequency Load Shedding) only due to the Bulk Electric System (BES) identification of the two 138kV lines that power the Kershaw substation. This registration may necessitate compliance with 21 standards and 117 requirements instead of the previous 2 standards and 13 requirements.



City of Newark Parks & Recreation

Fall Tree & Plant Giveaway

Saturday, Sep. 23, 2023 • 8 a.m. - 12 p.m.

Registration
Opens Sep. 5th.

Pre-Registration
is Required.

Limited Quantities.

Fall Plant Offerings

Eastern Red Cedar (15)
Oregon Grape (10)
Southern Magnolia (10)
Eastern White Pine (10)
White Spruce (10)
North Pole Arborvitae (15)
Alleghany Viburnum (10)
Great Rhododendron (10)
Northern Bayberry (10)

The Newark 2023 Fall Tree & Shrub Giveaway will be held on Saturday, September 23 from 8 a.m. - 12 p.m. at the City of Newark Municipal Building, 220 South Main Street.

- This event is only for Newark residents. **Residents who received a tree or shrub from the Spring event will not be eligible.**
- Residents can register for a maximum of one plant per household.
- Registration is complete once you receive an email receipt.
- Registrants will be assigned a specific time to pick up their plant during the hours of the event at a later date.

The plant giveaway online registration is **first come, first serve**. This event will be hosted rain or shine. All plants must be picked up at the designated time on September 23rd.

The goal of the tree and plant giveaway is to promote a healthier environment, wildlife habitat, and improve the appearance of the built environment.

**SPONSORED BY THE CONSERVATION
ADVISORY COMMITTEE**

For more information and to register visit www.newarkde.gov/play.

For questions on how to register, call [302-366-7000](tel:302-366-7000).



GET \$150 BACK ON THE PURCHASE OF A WINDOW AIR CONDITIONER!*

Buy an Energy Star certified window air conditioner and get:

- A \$100 utility bill credit through the City of Newark's new "Super Rebate" program
- A \$50 rebate from Efficiency Smart



Replacing an older window air conditioner with a new, Energy Star certified model will also save you money on your electric bill!

How it Works:

1. Purchase an Energy Star certified window air conditioner
2. Visit www.energysmart.org/newark-delaware, select Home Energy Rebates, and submit the required rebate information
3. Efficiency Smart will coordinate with the City of Newark
4. Efficiency Smart will mail you a check for \$50 and the City of Newark will apply a \$100 credit directly to your utility bill!



Conservation
Advisory
Commission



Would you like to earn even more cash? You can get paid to recycle your old window air conditioning unit through Efficiency Smart's Appliance Recycling Rewards program. Visit efficiencysmart.org/newark-delaware and select Appliance Recycling Rewards to learn more.

Questions? Contact Efficiency Smart at 877-889-377.

* Only electric customers of the City of Newark are eligible. Limit of two \$100 utility bill credits per household through Newark Super Rebate program. Combined rebates cannot exceed the purchase price of the air conditioning unit.

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, 10/6

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.

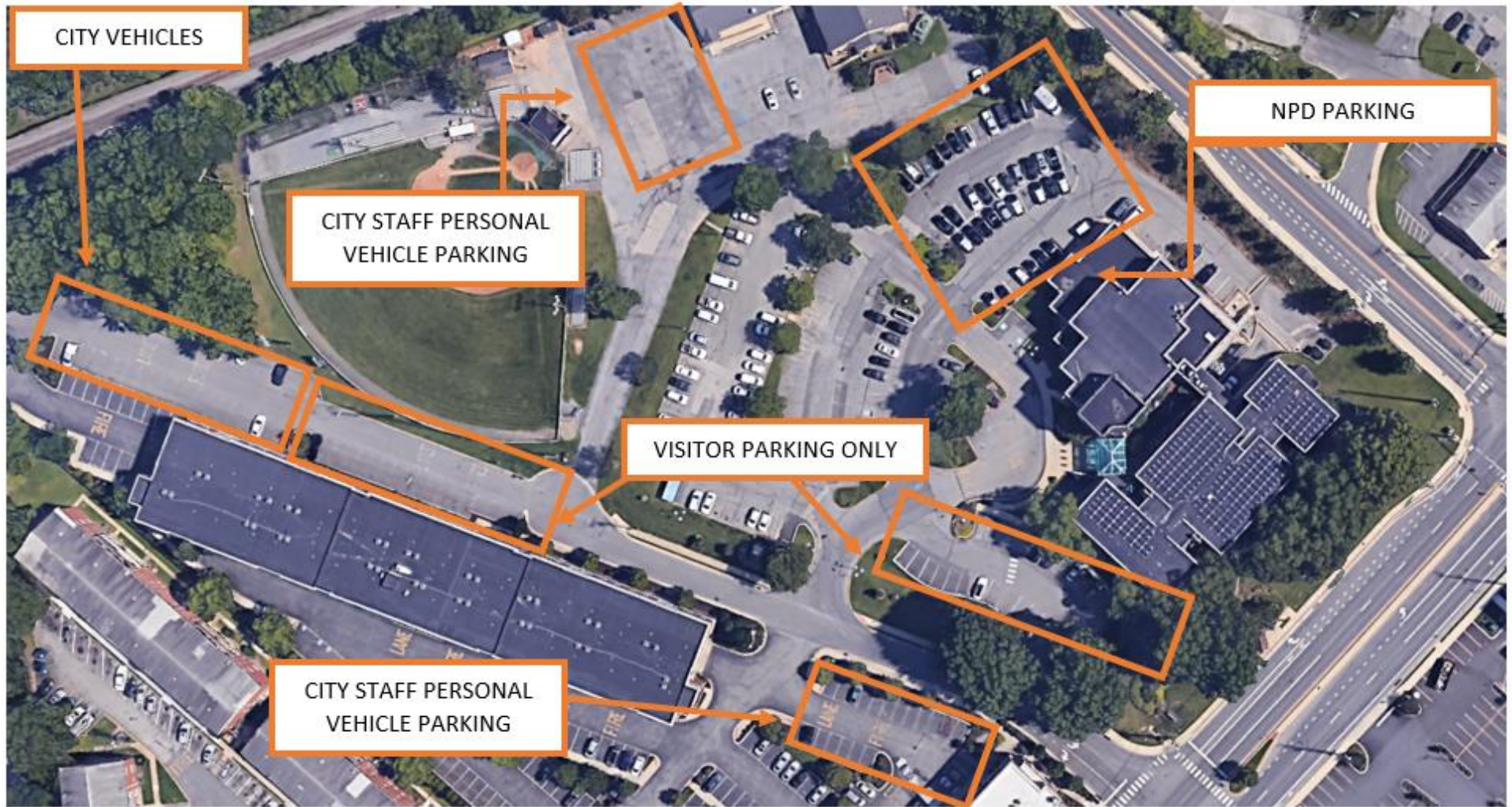
PHASE 2 PAVING/RECONSTRUCTION AREA (CITY HALL):



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

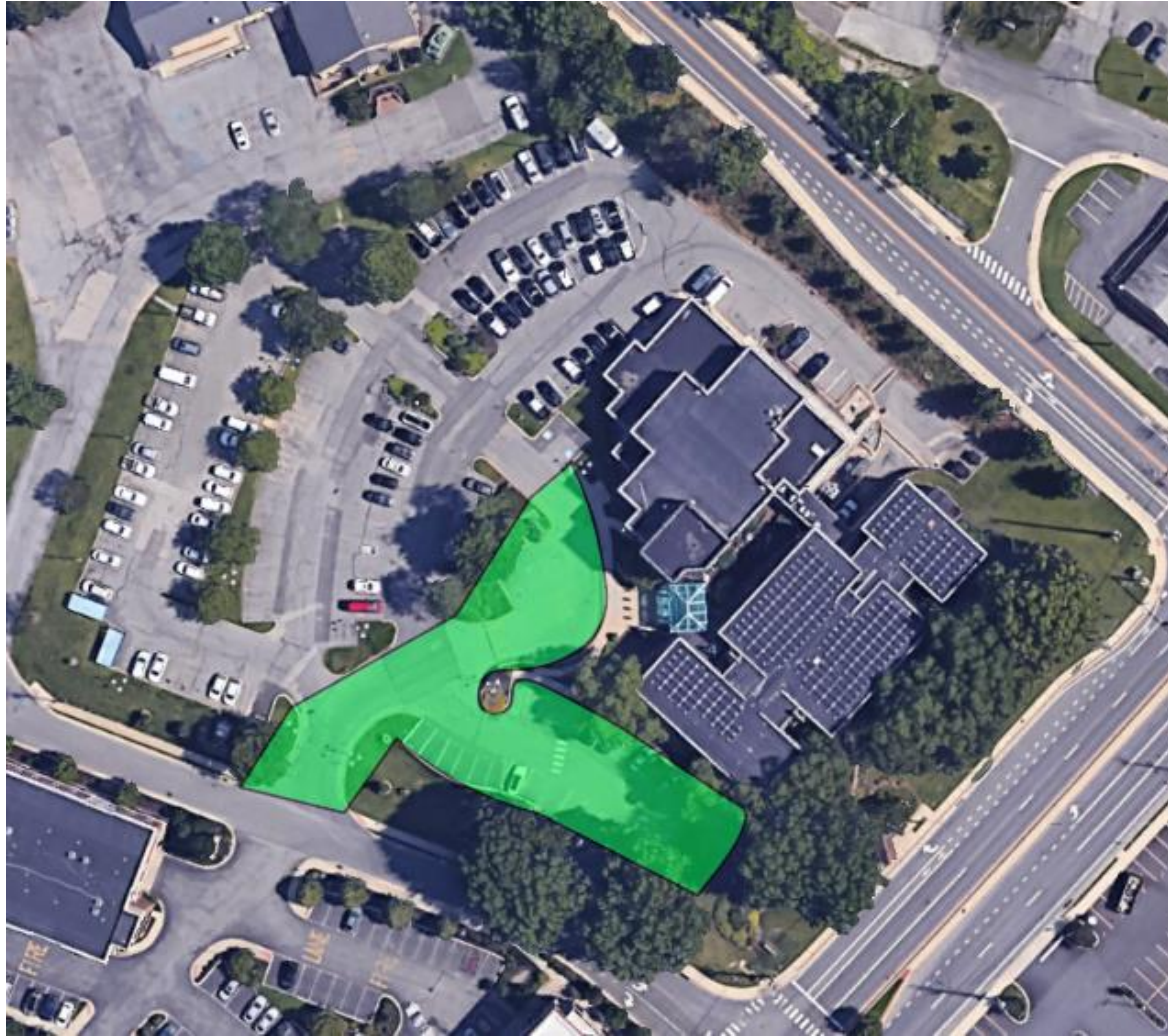
Time estimate: 3 weeks; tentative schedule: Monday, 10/9 – Friday, 10/27

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.

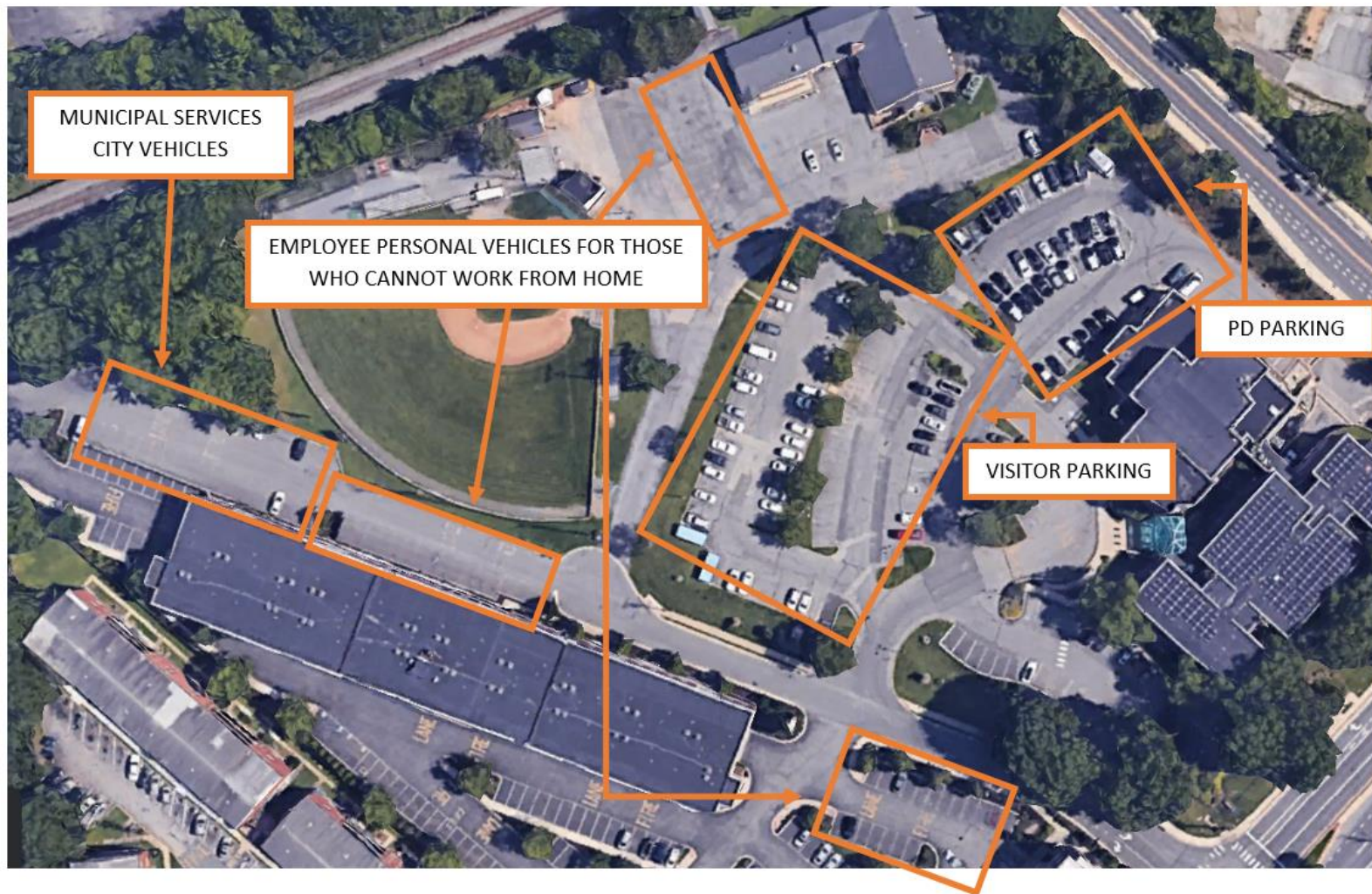
PHASE 3 PAVING/RECONSTRUCTION AREA (CITY HALL CONT'D.):



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: 2 weeks; tentative schedule: Monday, 10/30 – Friday, 11/10

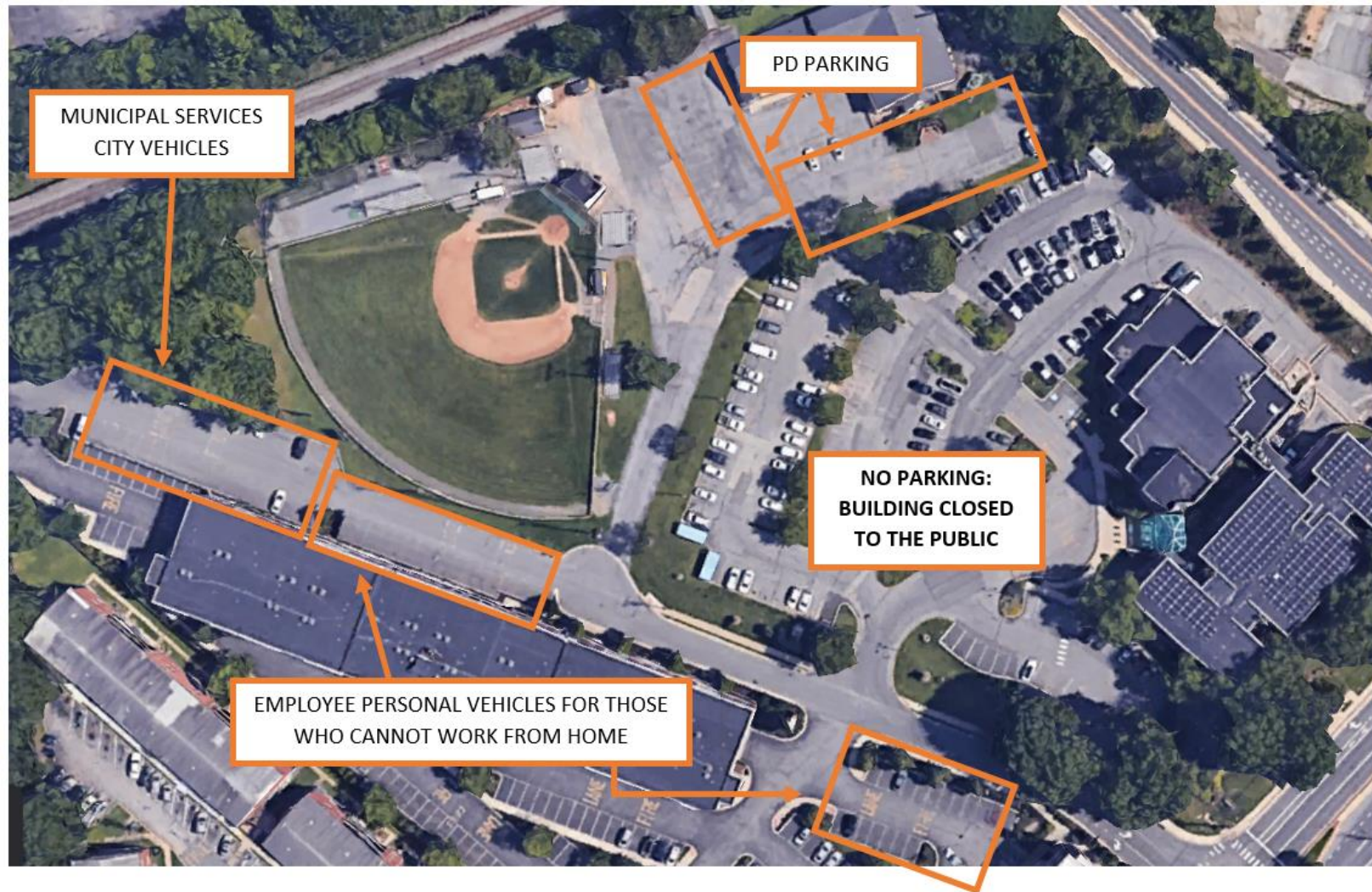
PHASE 3: PARKING PLAN (BEFORE ENTRANCE CLOSURE)



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

