

Below is the weekly report for the two weeks ending today, May 23, 2024.

Items for Newsletters:

1. **Aetna HHL Fundraiser:** The first Fusion Racing summer series 5K is scheduled for Tuesday, June 4, at Olan Thomas Park. The We All Scream for Ice Cream race begins at 6:30 p.m. and race proceeds benefit the Friends of Fusion Foundation. In conjunction with the race, a beer garden will be hosted from 5:30 to 8:30 and all alcohol sales will be donated to Aetna Hose Hook & Ladder Company. Several nonalcoholic drink options will be offered in addition to the items donated by the distributor. The beer garden is open to the public and is not limited to race participants. The Woodside Farm Creamery ice cream truck will sell ice cream and Pizzeria Mariana will sell pizza by the slice. We will have a live band on site as well. Guests are encouraged to bring chairs as tables and chairs provided by the City are limited.
2. **UDon't Need It? Student Move Out Program:** The City of Newark and University of Delaware annual student move out program to encourage recycling and reuse as well as keep our City clean during this transition is now underway. Dropoffs are accepted at the STAR Campus near the water tower from UD students and landlords until from 9am-6pm until June 1. The site is CLOSED Saturday May 25 (Graduation) and Monday May 27 (Memorial Day). Items will be available for sale during two special sale days on Friday May 25 and Saturday June 1, both at 9am. There are some great deals to be had and the sales are very popular events. Goodwill and Food Bank of Delaware also benefit from this program. More details can be found on our website: <https://newarkde.gov/836/UDont-Need-It-Student-Move-Out-Program>
3. **Free Water for a Year initiative:** 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.
4. **City newsletter:** To sign up for the City's email newsletter, [click here](#).

Purchasing & Facilities Maintenance:

1. **Council Chamber Renovations:** The new emergency door and concrete pad are complete; railings for the door will be installed along with interior railings in a few weeks. Paint primer flooring, and ceiling tiles have begun to be installed. We have scheduled our AV contractor to reinstall the AV system on June 7th so we can hopefully be back in the newly renovated space for the June 10th council meeting.
2. **Cornice Repairs:** Cornice repairs are substantially complete. Some touch-up work is still required, but the majority of the work is now finished.

3. **VFW Parking Lot:** The VFW parking lot paving project is scheduled to begin on 5/29. The first week will be for preparation and lay down of equipment, with milling and other demolition work to begin the week of 6/3.
4. **NPD Gate:** The NPD gate is nearly up and running. There is a single sensor loop issue that needs to be resolved (part on order currently) and then the gate will be operational for NPD staff use.

Public Works and Water Resources

1. **Water Main Replacement – Hanover Place and Dallam Road:** Our contractor, Mumford and Miller, continues work on Hanover Place and will be mobilizing a crew to Dallam Road as early as Tuesday May 28. Residents have been notified of the work and will be notified of any service disruptions as the project moves forward.
2. **Fleet Maintenance Manager Job Posting – Closing May 24:** 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.
3. **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.

Parks and Recreation

1. **Summer Camps:**
 - a. Continue to promote Camp REAL. Sent out another mass mailing to over 900 residents from both areas, hung up posters at both locations, sent information to previous participants, Councilwoman Creecy and Alder Creek management. Have meeting set up next week with Thorn Flats and will push out information to them as well.
 - b. Completing required background checks for summer camp staff which includes additional checks for the state (DELJIS and Child Protection Registry)
2. **Events:**
 - a. Conducted the Memorial Day Ceremony & Parade. Working with City Solicitor regarding future group registration and if a group can be excluded from participating. Had more participants in the parade and spectators along Main Street and a few phone calls afterwards regarding the parade.

- b. Held Bike to Work Day on Friday 5/17. Retiring Director Spadafino was recognized by Bike Newark at the event for his contributions to cycling in Newark over his career.
 - c. The Fireworks planning committee is scheduled to meet on May 28 with the agencies involved with the event.
 - d. A Meeting has been scheduled with the reservoir swim company on 5/24 to discuss the updated waiver language provided by City Solicitor Bilodeau.
- 3. **George Wilson Center:** The Friends of School Hill Association (FOSHA) room has been completed with new walls and electric upgrades. Staff are looking to have carpet installed prior to the scheduled event celebrating Juneteenth next month.
- 4. **Capital Projects:**
 - a. Devon Park playground installation project delayed due to grading issue. Public Works working with contractor to resolve.
 - b. A Meeting with Councilwoman Ford has been scheduled for 5/24 to discuss the project for George Read Park before it goes out to bid. The Pre-bid meeting for George Read Park will be held right after Memorial Day.
 - c. A Meeting with Thorn Lane apartment management has been scheduled for next week to discuss the Dickey Park project.
 - d. The Tree for Every Delawarean Initiative (TEDI) grant for \$37,750 will be received soon and DNREC will reimburse 100% of expenses. It will be used for the Pomeroy Trail Afforestation with 180 flowering and shade trees planted in the fall along the Pomeroy Trail.
- 5. **Parks Maintenance:** Parks staff are continuing to mow and trim as best as they can between the raindrops. They also spent time preparing for summer camps starting June 10, opening of the pools on June 15 and preparing/supporting the Memorial Day Ceremony & Parade.

Planning and Development

1. Land Use

- a. Staff finalized the June 4 Planning Commission agenda for publication, which will include the following items:
 - i. Comprehensive Plan amendment, rezoning, minor subdivision and special use permit for 515 Capitol Trail.
 - ii. Rezoning and special use permit for 750 Library Avenue.
 - iii. Minor subdivision for 643 Creek Road.

The agenda and packet will be posted next week.
- b. Staff presented seven items for the [May 13 Council agenda](#). Bill 24-13, subdivision agreement amendments for Cider Mill and 65 South Chapel Street, and special use permits for Lefty's Alley and Eats, Newark Prenatal Massage and Yoga, and Pi Kappa Alpha were all approved by Council.
- c. Staff received the following development submissions:
 - i. Minor subdivision for [643 Creek View Road](#) to create a new parcel for the Chapel Street Players theater on May 15.
 - ii. Rezoning and special use permit for [750 Library Avenue](#) for the Newark Free Library redevelopment on May 17.

- d. Staff issued the following Subdivision Advisory Committee comment letters:
 - i. Sketch plan for the Newark Free Library redevelopment at [750 Library Avenue](#) on May 10.
 - ii. Rezoning and major subdivision for [136 and 160 South Main Street](#) on May 17.
 - iii. Minor subdivision with site plan approval for [73 West Delaware Avenue](#) on May 20.
- e. The vacant Community Planner I position is open for applications. The [posting](#) will close June 14.

2. Code Enforcement

- a. The exterior repairs on the 2000 and 3000 building at Fountainview have been completed. Interior work continues on building 3000.
- b. Staff has hired an outside contractor for remediation of a hoarding situation at 179 Madison Drive. Work is scheduled to begin on May 28.
- c. Crunch Fitness was issued its certificate of occupancy for 410 Grove Lane.
- d. Fire Protection staff continue to do the code-required inspections for businesses in the City. As part of this effort, staff have been reviewing the status of business licenses and citing businesses who are operating without a license with eight businesses cited this week.
- e. In advance of the move to Tyler Enterprise Permitting and Licensing, approximately 500 of the 5063 open permits in the existing permitting software have been closed. An additional estimated 2000 open permits have been sent to various larger volume contractors to provide project statuses in order to close the permits.
- f. Code Enforcement Officer Brian Sargeni submitted his notice of retirement after 27 years of service with the City of Newark. We thank him for the many years he has devoted to our community. The soon-to-be vacant position will be posted on May 31 and will be open for applications until June 28.

3. Parking

- a. Equipment for capital project V2403 Parking Radio System was delivered. The new repeater has been installed and the radio equipment is in the process of being programmed. Due to some weakness in coverage areas, additional repeater locations are being evaluated to ensure full coverage citywide. Full rollout of the project is expected in the upcoming weeks.
- b. After receiving a concern from a local business owner, staff reviewed the signage in Lot #4 in light of the ongoing construction affecting that lot. Additional signage has been added to assist customers in navigating the lot and finding all available parking.
- c. A crane for the development project at 132 East Main Street is going to be delivered to Lot #4 on May 28. City spaces in the lot that are obstructed by the equipment will have lost revenue invoiced to the project developer.
- d. Two candidates have been hired with tentative start dates of June 3 for the vacant part-time Parking Ambassador positions. One additional vacancy remains, so a second pool of applicants is being reviewed to schedule interviews for early June. The [posting](#) is open until filled.

Finance

1. **Reassessment:** Tyler Technologies, on behalf of New Castle County, have begun notifying property owners of their pending reassessment valuation. A sample of the draft letter is attached. Property owners do not need to respond to the letter if everything in it is correct. The County is mailing out these notifications in batches of 10,000 to 15,000 over the next couple of months.
2. **Recruitment Update**
 - a. Accounting - Due to our inability to recruit qualified individuals for our vacant part-time Finance Assistant position, the City was able to find a person through a temp agency. Our new team member will begin on June 3rd making our accounting team fully staffed.
 - b. IT – Applications – We have not yet posted the position for IT Applications Analyst which was budgeted to begin on March 1.
 - c. An IT Intern from Del Tech will start with the City on June 10th.
 - d. Payments and Utility Billing – The meter reader position has not yet been advertised. Finance Director Del Grande is completing updates to the job description. This position was budgeted to begin on February 1.
3. **Budget:**
 - a. Department directors have been provided with their budget packets to begin their work on the budget this week.
 - b. The City Secretary has provided Council the draft list of dates recommended for budget discussions.
4. **Payments and Utility Billing:**
 - a. Student move-out period has just begun. As of the afternoon of 5/23, we closed 179 accounts during the month of May, bringing our total to 887 so far this year. In 2023 we had 4760 completed move-out orders for comparison (not all move-outs are strictly student-related).
 - b. Staff spent additional time the last couple of weeks working on collecting past-due balances before the accountholder moved out of the City. Our deposit of \$300 per electric account helps cover these balances in most cases.
5. **Switching utility customers to autopay:**
 - a. The Autopay email that went out three weeks ago resulted in 191 customers signing up to have their bills automatically paid (93 e-check, 98 credit card). We have just under 4000 autopay customers, with about half of them selecting a non-credit card option to pay their utility bill each month.
 - b. We're working with one of our vendors, Paymentus, to work on a marketing campaign to promote autopay and echeck for Facebook and Instagram. Information will also be provided in an upcoming newsletter. We are also using this campaign to promote ebill in order to curb postage expenses. If you have not signed up yet for autopay and ebill, please do it today and ask your constituents to do the same:
<https://payments.newarkde.gov/>

6. **Credit card fees:** Staff are moving forward with the plan approved by Council on 5/20 to charge fees to recover some of the expenses incurred from processing credit and debit cards per Council's direction. We are anticipating having Parks and Recreation's programs up and running first, then taxes and permits second. Timeline to be determined, but we are required to provide 30 days' notice once we have everything in place.

Electric

1. **Outage Reports:**
 - a. On Monday, May 15th, a primary cable at the Sandy Brae Substation faulted. As a result, the substation's two transformers and four circuits serving 2253 customers were off for 75 minutes. We isolated the faulted cable and brought one of the transformers back online. However, the unit with the cable issue remains offline. The line crew performed the necessary repair work on the cable. Before we bring the second transformer back online, we plan to have an outside testing company test the underground cable and transformer.
2. **Development Projects:**
 - a. Newark Free Library: The developer requested the city provide a cost estimate for removing the existing primary aerial lines and placing them underground. Following a meeting between the engineering team and the developer to review the estimate and design, it was decided to leave the aerial lines as they are. Additionally, the new transformer location to serve the new library was finalized during this meeting.
3. **CIP Projects:**
 - a. Lighting Arrestor Replacement Project: The line crew has begun replacing the 12kV lightning arrestors on the north side of the town.

Police

1. On Monday, two new police recruits were brought on board. They will begin the New Castle County Police Academy in June.
2. At a ceremony on Monday night, Cpl. Andrew Pagnotti was recognized by the Newark Morning Rotary as their Officer of the Year.
3. On Wednesday, Cpl. Rob Vernon of the Traffic Unit, participated in the motorcycle escort for the National Law Enforcement Memorial Ceremony in Washington, DC.
4. On Thursday, officers from the Traffic Unit and the Admin Unit participated in the Downes Elementary Bike to School Day.

5. On Friday at 3pm, NPD will host a walkout ceremony for M/Cpl. Paul Keld who is retiring after 27 years of service to the citizens of Newark.

Residential Property Data Mailer

Tyler Technologies
57 Reads Way
New Castle, DE 19720

[insert owner name]
[insert mailing address]
[insert mailing address 2]

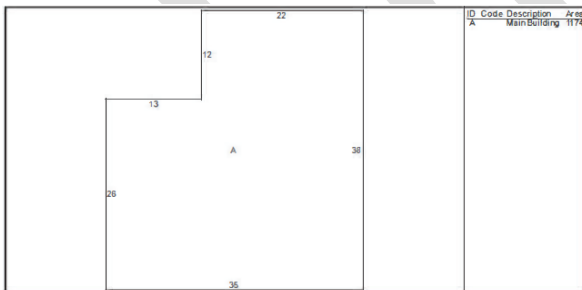
Date of Issue: [insert date]
Parcel ID: [insert PARID]
Address: [insert address]

Tyler Technologies, Inc. has been contracted by New Castle County to conduct a reassessment for all real estate for property purposes. Using the Glossary of Terms found on the back of this form, carefully review your property data listed below. Correct any inaccuracies and return this form to us within 14 days. Any reassessment questions? Please call 302-395-3620.

*** YOU NEED NOT REPLY IF THE BELOW INFORMATION IS CORRECT ***

Building Information			
Number of Living Units	1	Total Rooms	8
Style	Conventional	Total Bedrooms	4
Approximate Year Built	1980	Total Full Bathrooms	2
Number of Stories	2	Total Half Bathrooms	1
Attic	None	Basement	Full
Heating System	Gas – FWA	Finished Basement	0
Central Air Conditioning	Yes	Garage Spaces	1
Fireplaces	1	Rec Room Area	0
Utilities	All Public	Total Living Area	2,400

Sales Information			
Sale Price	\$250,000	Financing	Conventional
Sale Date	01/01/2022	Concessions	\$0



If you are returning this mailer with corrections or additional information, please write your name, date, and a daytime phone number as we may need to contact you for further clarification.

Name: _____ Daytime Phone: _____ Date: _____

Kindly return to: 57 Reads Way, New Castle, DE 19720