



City Council Orientation Manual

A Handbook for City of Newark, Delaware Councilpersons

WELCOME!



The Mayor, City Council, City Manager, and City staff welcome you as a Newark City Council member. Our community relies on the dedication of individuals with pride in their community and the initiative to become involved in the local municipal government process.

As a City Council member, you will make policy decisions, enact laws, levy taxes, and act for the City of Newark's' benefit and best interest. You will be performing a valuable service by addressing community issues and needs as you represent your constituents. It is a service that is needed and carries significant responsibilities, which, hopefully, this manual will help you meet without feeling overwhelmed.

We look forward to your contribution as we all work together to provide high-quality municipal services responsive to local needs and expectations.



CITY OF NEWARK **INTRODUCTION**

November 2021

This handbook's purpose is to help elected officials of the City of Newark carry out public office duties and responsibilities. This document is modeled after Omro, Wisconsin's Council Orientation Handbook. It is intended to be used for reference purposes only.

This publication is based on State and local laws and ordinances and other municipal resources and best practices.

In the various sections of this manual, basic information has been provided on the city government's basic structure. Guidance on conducting council meetings, advice on how to govern the City of Newark effectively, descriptions of how the city is organized, details of what is required for public hearings, and information on the budget process.

Finally, the City Council has established many committees, commissions, and boards to advise the mayor and City Council on specific topics. These committees allow for greater community participation and can be a valuable source of information as they make recommendations to the Mayor and City Council on specific areas. These bodies are all organized either through city ordinance, state statutes, or other City action, which also prescribe their duties and authority.

If you have questions regarding your role, authority, or area of responsibility as a member of the Council, please feel free to direct your questions or concerns to the Mayor, Deputy Mayor, or the City Manager.

CITY OF NEWARK

CORE VALUES

DIVERSITY

Newark is a diverse and inclusive community.

CARING

Newark is focused on caring for others, communicating openly, continually learning and cultivating innovation.

FAIRNESS

Newark services have an emphasis on quality, value and responsibility.

PRESERVATION

Newark is committed to preserving the city's quality of life with a focus on enhancing the physical appearance of the city.

RESPONSIBILITY

Newark is dedicated to maintaining an adequate level of growth in the financial base and maintaining the current level of services.

SUSTAINABILITY

Newark promises to become a greener community every day with both largescale community-wide projects and small in-house changes.





GENERAL INFORMATION FOR NEWLY ELECTED COUNCIL

The Mayor and City Council meets regularly at 7:00 p.m. every Monday with the exception of holidays, immediately before and after elections, designated breaks as outlined in the Council Rules of Procedure and fifth Mondays when they occur. Meetings are held in the Council Chambers at the City of Newark's municipal building unless otherwise posted. The agenda is posted seven days before the meeting on the City's website and the bulletin board at City Hall. Packet materials outlining each of the agenda items are provided to each Council member unless otherwise requested.

The Councilperson's responsibility is to come to the meetings fully prepared, which means that you should be reading through the entire packet of information made available to you. Direct any questions regarding packet material to the City Manager before the meeting. Be sure to familiarize yourself with the 'City of Newark Annual Budget' for the fiscal year 2022. A copy has been provided within this binder.

Each Councilperson has a mail file folder located in the drawer of the desk in the Mayor's Conference Room in the City Secretary's Office at City Hall. It is the responsibility of each Councilperson to check his or her mailbox periodically; however, Council mail is provided with the Council packet.

Members of Council are entitled to a Councilmember Parking Pass. This pass is a transferable plastic hangtag that provides permission for a vehicle to park in all the City's Residential Parking Zones (RPZ) where an on-street parking permit is required. This allows a Councilperson to visit constituents or places of business in areas with parking restrictions. The permit expires at the end of a Councilperson's term but can be renewed if re-elected. If the pass is misplaced, please contact the City Manager for a replacement. This parking permit does not permit a Councilmember to park in a paid parking space without paying the requisite parking fees.

Each new Councilperson needs to schedule onboarding with the Chief Purchasing and Personnel Officer to fill out the necessary employment forms such as the W-4, I-9, etc. Mayor and City Council are paid bi-weekly. The mayor's annual salary amount is \$8,400, and the annual salary for each Councilperson is \$7,000. Councilmembers may elect to put their salary into the City's 457 Deferred Compensation plan. Salaries for Mayor and Council are set via ordinance in the City Code.

At times the Council will convene in an executive session. Confidentiality is critical and should be strictly adhered to. Items discussed in executive session should not be shared with anyone other than those on Council, the Solicitor and others in attendance for the executive session. All executive session documents must be returned to the City Manager to be retained in City Hall or disposed of properly. Please refer to Title 29, Section 10004 (b) of the Delaware State Code for a complete list of allowable reasons an executive session can be held.

Welcome to the Newark City Council. We are looking forward to working with each of you as we strive to do what is in the best interest for the City of Newark.

GOVERNMENT STRUCTURE

Newark is one of the 57 incorporated municipalities in Delaware. Incorporated municipalities are chartered by the Delaware General Assembly. The structure of the City of Newark government is a Council-Manager Form of Government. The International City Management Association describes the Council-Manager form of government as a form in which “power is concentrated in the elected council, which hires a professional manager to implement its policies. These highly trained, experienced individuals serve at the pleasure of the elected governing body and have responsibility for preparing the budget, directing day-to-day operations, hiring and firing personnel, and serving as the council’s chief policy advisor.” The City Manager is subject to an employment contract approved by Mayor and City Council.

Under the Council-Manager form, members of City Council are the legislative body and the policy makers for the City of Newark. Some of the responsibilities of Council include approving the budget and adopting laws and regulations. It is also the responsibility of Council to focus on Newark’s long-term goals including community growth and sustainability.

Newark City Council is comprised of six council members and a mayor, each of whom has one vote. Six council members, elected from separate districts, serve staggered two-year terms. The mayor, elected at-large, serves a three-year term.

As a public power provider, the City of Newark is a member of DEMEC, the Delaware Municipal Electric Corporation. DEMEC represents and serves the eight municipal electric distribution utilities throughout the State of Delaware. DEMEC and its member electric utilities have provided competitive, reliable electric service for several decades and is committed to providing the lower possible energy costs to their customers.

Newark currently has four collective bargaining agreements with the Communication Workers of America (CWA), Fraternal Order of Police (FOP) and American Federation of State, County and Municipal Employees (AFSCME). Apart from management employees, the collective bargaining units negotiate with the city to establish agreements with working conditions, benefits and salaries of their members.

CWA Local 1036 represents full and part-time non-management office staff as well as Parking Ambassadors, Code Enforcement Officers, Utility Inspectors, Alderman Court Bailiffs, Information Technology and Geographic Information System staff. FOP Lodge 4 represents full-time sworn police officers who hold the rank of Police Officer, Corporal, Master Corporal, Sergeant, Lieutenant and Captain. AFSCME Local Union 3919 consists of City hourly, full-time, non-supervisory employees working in the Electric Department, Public Works and Water Resources Maintenance Division, and Water Plant Operators. Finally, AFSCME Local Union 1670 is made up of hourly, non-supervisory full and part-time employees in the Parks and Recreation Department, Parking Division, Facilities Maintenance and the Refuse, Water, Sewer, Streets and Stormwater divisions within the Public Works and Water Resources Department.

The Delaware League of Local Governments (DLLG) serves as a statewide nonprofit and nonpartisan association of local government to improve and assist local governments through legislative advocacy at the state and federal levels. DLLG staff help members with research, technical and professional services designed to enhance local governmental responsiveness and local public image. Marcia Scott is the current Executive Director of DLLG.

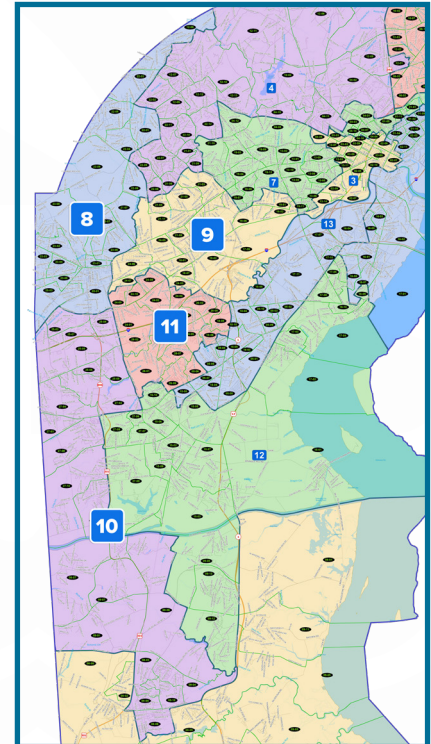
NEWARK AREA ELECTED LEADERS

It is not uncommon for our municipality to work in collaboration with elected officials at the state level. The elected leaders in the Newark area are:

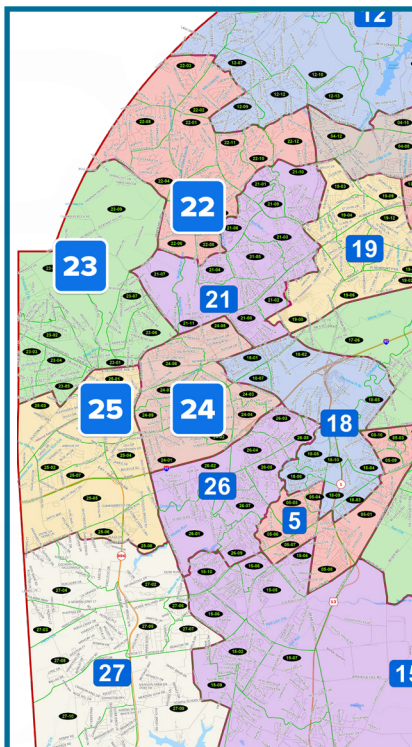
STATE SENATORS

- Dave Sokola, President Pro Tempore (SD 8)
David.Sokola@delaware.gov
- Jack Walsh (SD 9)
John.Walsh@delaware.gov
- Stephanie Hansen (SD 10)
Stephanie.Hansen@delaware.gov
- Bryan Townsend, Senate Majority Leader (SD 11)
Bryan.Townsend@delaware.gov

State Senatorial Districts



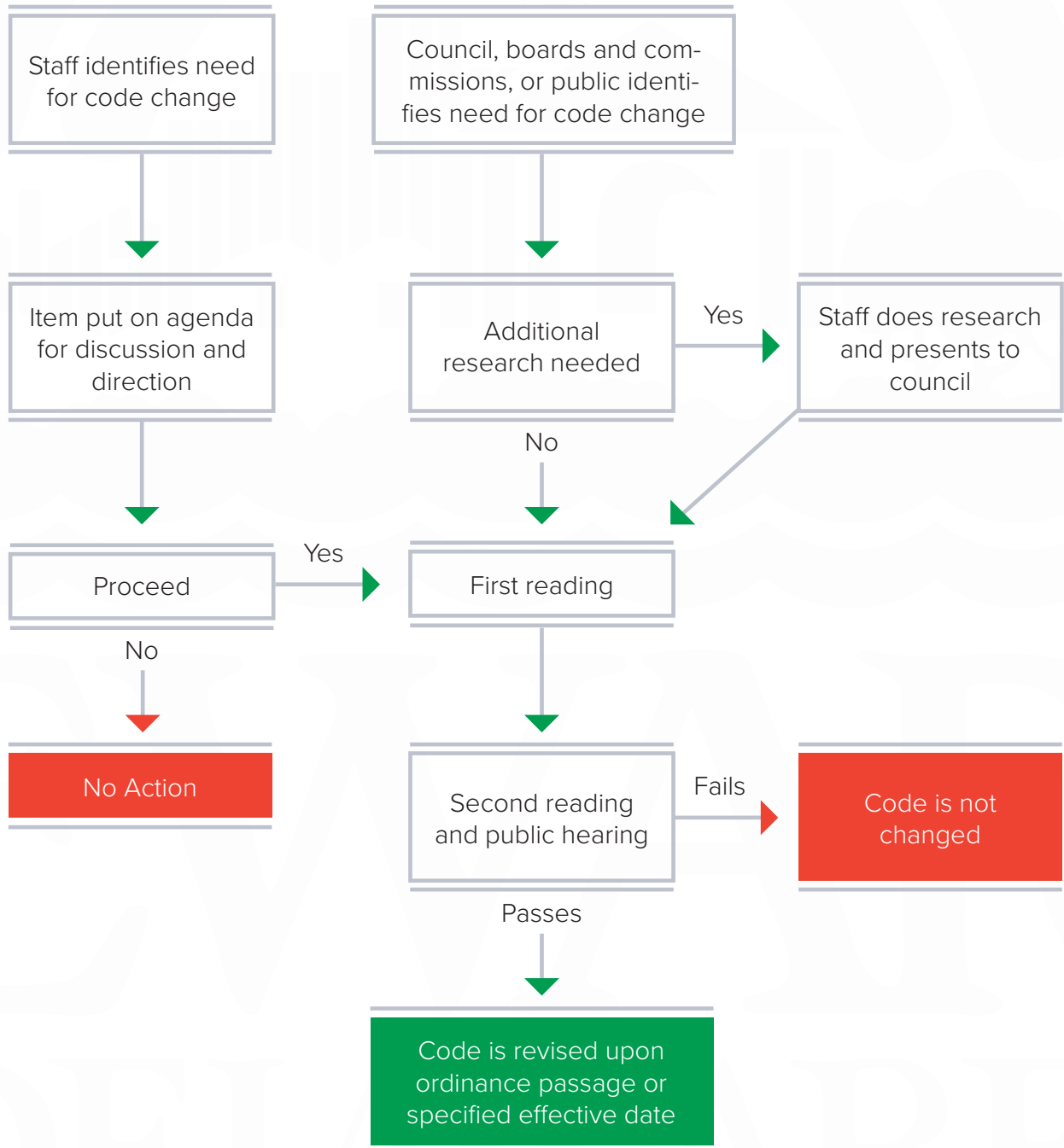
State Representative Districts



STATE REPRESENTATIVES

- Mike Smith (RD 22)
Michael.F.Smith@delaware.gov
- Paul Baumbach (RD 23)
Paul.Baumbach@delaware.gov
- Ed Osienski (RD 24)
Edward.Osienski@delaware.gov
- John Kowalko (RD 25)
John.Kowalko@delaware.gov

CITY OF NEWARK ORDINANCE PROCESS



CHARTER POWERS OF MAYOR AND COUNCIL

DUTIES OF THE MAYOR:

- A.** *The mayor shall preside at meetings of the council and shall have a full voice and vote in the proceedings thereof. The mayor shall appoint all committees, subject to confirmation by council and shall be recognized as the head of the city government, but shall have no administrative duties.*
- B.** *It shall be the duty of the Deputy Mayor of the City Council, in the absence of the Mayor, to preside at all of the meetings of the City Council and, in the event of absence of the Mayor, to perform such other duties and have such other powers of the Mayor as are prescribed by the Charter of The City of Newark or by any ordinance of the Council.*

DUTIES AND POWERS OF COUNCIL:

All powers of the city shall be vested in the council, except as otherwise provided by law or this charter, and the council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the city by law and this charter. See Article IV "Powers of Council" Section 401 of the Charter for a full list of duties.

DEPUTY MAYOR:

The council shall, at the organization meeting, also elect from among its members a deputy mayor who shall act as mayor during the temporary absence or inability of the mayor, and while so acting, shall be vested with all the powers and authority of the mayor.

SECRETARY:

The council shall appoint and supervise an officer of the city who shall have the title of city secretary.

- A.** *The Secretary shall give notice of council meetings to its members and the public, keep the minutes of its proceedings, file and keep in a safe place the seal of the city, attest the same when authorized by council, keep all papers and documents relative to the affairs of the city which shall be deemed to be appropriate to be kept in his office, and perform such other duties as are assigned to him by this charter and the city manager.*
- B.** *The position and duties of the city secretary may be assigned to or combined with another office or department of the city government upon the recommendation of the city manager and approval of the council.*
- C.** *The compensation of the Secretary for his duties, as such, shall be determined by the City Council.⁶*

COUNCIL SEATING GUIDELINES:

The Mayor shall sit in the center chair, with the City Manager directly to his/her left and the City Secretary directly to his/her right as seated on the dais. The Deputy Mayor sits to the right of the City Secretary. Other members of Council sit on either side of the City Manager and City Secretary. The City Solicitor normally sits next to the newest councilperson at the end of the dais.

CITY ADMINISTRATION

The council shall appoint a city manager for an indefinite term and fix the city manager's compensation. The city manager shall be appointed solely on the basis of the individual's municipal administrative qualifications or similar criteria. The city manager does not need to be a resident of the city or State at the time of appointment, but may reside outside the city while in office only with the written approval of the council.

The City Manager oversees, and is responsible for, all City Departments. The City Manager has no legislative powers but serves as an advisor to Mayor and City Council and executes policies set by Mayor and Council. See Article VII, Section 701.4 for full list of powers and duties of the City Manager.

CITY SOLICITOR

The council shall appoint an officer of the city who shall have the title of city solicitor. He shall be a member of the bar of the State of Delaware. It shall be his duty to give legal advice to the council, city manager, department heads, other officers of the city, and to all city departments, offices and agencies. He shall represent the city in all legal proceedings and shall perform such other legal services as may be required of him by council, city manager, this charter, by law or by ordinance. Council may procure such additional legal services as it may deem to be required.

ALDERMAN

The City Council is authorized to establish an Alderman's Court in a manner consistent with Constitution and laws of the State of Delaware. An Alderman and Deputy Alderman shall be recommended by the City, appointed by the Governor and confirmed by the Delaware State Senate. Once confirmed the Alderman and/or Deputy Alderman shall be sworn into office by the Mayor, and evidence of his or her appointment shall be recorded at the Recorder of Deeds in New Castle County. See Article VI Section 2 for qualifications, duties, jurisdiction and other relevant information.

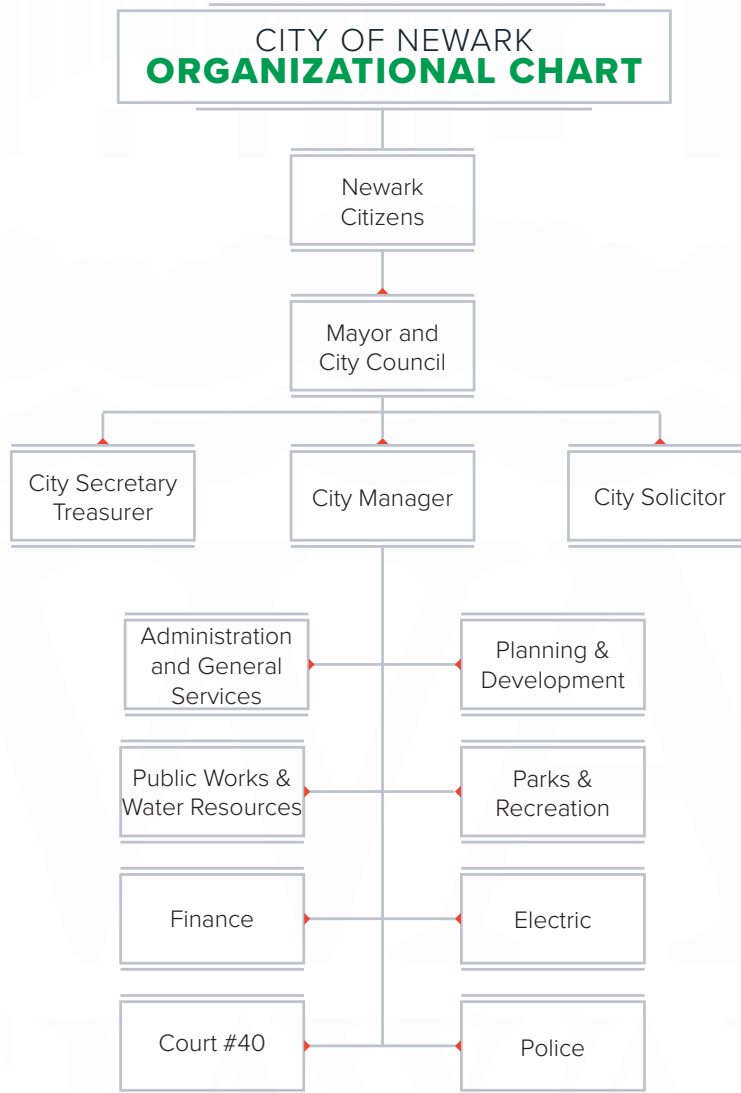
LOBBYIST

The City desires to have a strong presence in the Delaware General Assembly and other governmental settings so that the City and its residents' interests are known by all legislators and other stakeholders. To this end, the City's lobbyists are hired to provide services including representation, information gathering, professional advice and support services. Lobbying efforts come at the direction of City Council or via the City Manager, and the City's lobbyists present regularly at City Council meetings during the legislative session or as needed. The lobbyists are responsible for staying engaged with the state and federal legislatures as well as the University of Delaware on matters that impact the City of Newark.

CHAIN OF COMMAND

All individual department managers and staff employees of the City of Newark report to and are responsible to the City Manager. The City Solicitor generally reports to the City Manager on executive and administrative matters, and to the Council on legislative matters.

The Mayor and Councilpersons are responsible to the constituents. If a problem or complaint arises, the Councilperson should report it to the City Manager, who will assign it to the proper staff to address. Councilpersons are discouraged from bringing issues directly to department managers or staff.



ELECTRIC

Bhadresh Patel
Director of Electric
366-7000 x2085
BPatel@newark.de.us

Sam Sneeringer
Deputy Director of Electric
366-7000 x2081
SSneeringer@newark.de.us

FINANCE

David Del Grande
Director of Finance
366-7000 x1034
DDelGrande@newark.de.us

Jill Hollander
Deputy Director of Finance
366-7000 x1021
JHollander@newark.de.us

LEGISLATIVE SERVICES

Renee K. Bensley
Director of Legislative Services
366-7000 x1001
RBensley@newark.de.us

PARKS & RECREATION

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Director of Parks & Recreation
366-7000 x1041
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POLICE

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Chief of Police
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Mark Farrall
Deputy Chief of Police
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PUBLIC WORKS & WATER RESOURCES

Tim Filasky
Director of Public Works & Water Resources
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TFilasky@newark.de.us

Ethan Robinson
Deputy Director of Public Works & Water Resources
366-7000 x2108
ERobinson@newark.de.us

BELOW ARE QUESTIONS AND CONCERNS YOU MAY HEAR FROM CONSTITUENTS AND GUIDANCE FOR HOW TO ADDRESS THEM:

Q: Can I schedule a meeting with you? Do you have an office?

A: There is a conference room located at the Municipal Building at 220 South Main Street where meetings can be held. In-person meetings can also be scheduled at a mutually agreed upon location within the City. Use of conference rooms should be scheduled through the City Secretary's Office to ensure availability for your designated meeting date and time.

Q: How do I become involved in one of Newark's boards, commissions or committees?

A: The City relies on engagement from its citizens to assist with policy changes and decision making. To apply for a position one of our boards, commissions or committees, contact the City Secretary's office at 366.7000.

Q: How do I sign up to speak at a public meeting?

A: You may add your name to the sign-in sheet posted in Council Chamber prior to the start of in-person Council meetings. Comments may also be submitted to council@newark.de.us by 6:00 p.m. on the night of the meeting. During virtual meetings, speakers can alert the City Secretary of their intention to speak by using the chat function. Similar procedures are followed for other public meetings, such as the meetings of boards, committees and commissions. Specific procedures are outlined on the agendas for these meetings.

Q: How do I make a Freedom of Information Act (FOIA) request?

A: FOIA request forms are found on the City's website and can be submitted to the City Secretary's office. Questions about FOIA can be directed to the City Secretary at citysecretary@newark.de.us.

Q: Where can I find information on Newark events and public meetings?

A: The meetings and events calendars are found on the City's homepage at newarkde.gov.

Q: What is the best way to stay informed of operational changes and weather updates?

A: The City maintains multiple social media platforms to share information with its residents and followers. You can find us on Facebook, Twitter, Instagram and NextDoor. Additionally, residents are encouraged to sign up to receive notifications from InformMe, our citizen notification system.

Q: Can my councilperson help me with a complaint about City services?

A: If a resident is unable to resolve an issue on his or her own, a member of Council can bring a concern or complaint to the appropriate department for resolution.

NEWARK

LEARNING OPPORTUNITIES

Council members may find it beneficial to participate in continuing education through several organizations including the University of Delaware's Institute for Public Administration (IPA). Their Local Government Training Program provides the necessary knowledge for local officials so they can make informed decisions for their cities and towns. Within three years, participants must complete 25 hours of education and training and must attend at least one Institute per year to earn their Certificate in Local Government. To learn more about the program, visit Bidenschool.udel.edu. Members should inform the City Secretary if they would like to attend in order for the City to process and pay for the registration in advance of the session.

The National League of Cities (NLC) is also a good resource for research-based strategies that build on management, leadership, communication and motivation. NLC University provides training, reports, case studies and briefs to assist local leaders in making informed decisions. More information can be found at nlc.org.

When budgeted, funds are available for the Mayor and Councilmembers to attend one conference each per year. The allocation typically is used by members for the Congressional Cities Conference in Washington, DC in March or the National League of Cities City Summit Conference, which is held in rotating locations in November. If you would like to attend a conference, please inform the City Secretary and the Legislative Department will process the appropriate travel request with Human Resources, make all necessary reservations and submit reimbursement requests for any out of pocket costs incurred within the limits provided. Members traveling are required to submit all receipts within five business days of their return to be eligible for reimbursement.