

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

I was out of the office the last week of June so this week's weekly report will cover both the week of June 24th and July 1st (through Wednesday the 3rd).

Having been out of the office the week of the 24th, I spent much of the week catching up on email and completing packet items for the July 8th Council meeting. Director Spadafino and I spent some time preparing an addendum to the Emerson Bridge memo to further explain the funding options following a question we received from a resident. Director Gray and I held a regular meeting to update one another on ongoing projects and initiatives.

Staff from Electric, Parking, Planning, Public Works, the City Manager's office and I met to discuss and work through questions related to our electric vehicle transition. The meeting primarily focused on EV charging stations and how we will prepare for them in our municipal lots and here at City Hall. We invited a representative from ChargePoint, the largest EV charging manufacturer, to the meeting to provide information on their products and industry best practices, as well as to answer questions from staff, which ended up being more helpful than I had anticipated. We will be preparing a CIP project for EV charging stations for inclusion in the 2020 CIP budget which will include the equipment purchase as well as make ready work and installation. As a reminder, staff has been given direction to move forward with converting vehicles to electric whenever appropriate and we have identified at least two but potentially four that will convert to EV next year. Having charging infrastructure in place will be necessary as part of this transition.

I spent time preparing minutes from the last Climate Survey Working Group meeting and an agenda for the next meeting. We had intended to have the next meeting this week but had to reschedule due to absences. The next meeting is now scheduled for July 16th.

This week I met with Mayor Clifton and briefly with Councilman Hamilton.

I began reviewing and scoring proposals from the Energy Service Company (ESCO) RFP that will address City Hall HVAC issues (and other items). The current plan, should everything stay on track, will have us ideally completing the HVAC upgrades in time for summer 2020.

The remainder of the week was spent on personnel and general administrative tasks.

Activity or Project:
Description:
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Expected Completion:
Execution Status:
Activity or Project:

Description:**Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Administration - HR & Labor Relations Manager

Notable Notes:

On June 19 the City hosted a lunch and learn through DVHT. The topic was on exercise and movement and was a continuation of the City's wellness initiatives. Forty-Five employees and one retiree attended the session. On June 20, the Employee Engagement and Wellness Committee met and were provided with a presentation on Financial Wellness. On June 21, the employee WOW breakfast was held at the Public Works training room. Approximately 30 employees were recognized for their outstanding contributions to the organization. Also, on June 21, the Safety Committee held their monthly meeting.

During the week of June 24, Assistant to the Manager Jeff Martindale conducted research regarding electric vehicles and charging stations, plastic straw ordinances and Main Street economic development ideas. He and purchasing Assistant Cathy Trykowski distributed RFP 19-03 (Credit Collection Services) and they are working on finalizing the agreement for Contract 19-08 (Rodney Complex demolition) between the City and the Ambient Group, LLC. The facilities team completed framing work in the PD roll call room and created a desk extension on the Council Chamber podium to give speakers additional room during presentations. Also, during the week of June 24, Human Capital Manager Devan Hardin onboarded two new employees including our new Chief Communications Officer and Planning & Design Engineer. On Tuesday, Devan Hardin assisted with interviews for a Maintenance I position in the PW&WR Refuse Division. During the week Devan Hardin continued to work on the 2019 Employee Health and Wellness Fair which, due to the number of attendees and vendors, will be moving to the George Wilson Center. The fair will take place on September 25.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:**

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on June 24 for Council and June 27. Geena was in the office on June 20 and 27 for Court.

Geena and Danielle staffed the Board of Adjustment meeting on June 20. The Board voted 4-0 to deny the requested side yard variances for 102 Delrem Drive. Follow up was completed by staff on June 21.

Paul, Renee and Tara staffed the Council meeting on June 24. Follow up was completed by staff on June 25.

Renee attended two bid openings on June 25.

Staff finalized and distributed the agenda and packet for the July 8 Council meeting on July 1.

Danielle drafted and posted the agenda for the July 9 Conservation Advisory Commission meeting on July 1.

Danielle drafted and posted the cancellation notice for the July 18 Board of Adjustment meeting on July 1 as there have been no applicants for this month's meeting.

Renee met with Mayor Clifton on July 1 and Councilman Hamilton on July 2.

Renee attended the Climate Survey Working Group meeting on July 2.

Renee drafted the July 8 Council agenda and several items for upcoming Council meetings, including four bills, one resolution and a supporting memo.

Renee prepared and submitted the preliminary 2020 budget request for the Legislative

Department.

Anita worked on several research requests regarding past street vacations, past committee minutes and City-owned property deeds.

Danielle spent time processing recorded plans and agreements from the Recorder of Deeds office including stormwater and maintenance agreements, subdivision agreements and subdivision plans.

Staff spent time on FOIA-related items this week. The following actions were taken on FOIA requests:

- * Provided a response and closed a 05/28/2019 FOIA request for property outside City limits, provided NCC and DNREC contact info (401 Bellevue Road)
- * Closed a 06/11/2019 FOIA request for court transcripts; Alderman's Court contacted requestor
- * Closed a 06/28/2019 FOIA request for property survey; Renee provided NCC contact information and instrument numbers associated with request

Regarding minutes, staff time was spent on the June 10 Council (Dawn and Tara drafted; Renee edited - complete), June 11 Conservation Advisory Commission (Danielle drafting), June 17 Council (Danielle drafted; Renee edited - complete) and June 24 Council (Dawn and Tara drafting) minutes. The June 20 Board of Adjustment minutes and several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 12 discovery requests for upcoming Alderman's Court cases. 254 discovery requests have been filled so far this year. The court calendar for July 11 was received and the 21 cases were prepared for the Deputy City Solicitor. 26 court calendars with 475 associated cases have been prepared so far for 2019. Three pleas by mail were processed this week.

The office received 22 new lien certificate requests this week, which were sent to Finance for processing. 23 lien certificates were completed and sent to the requestor. 1,459 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

The Records Division had its highest volume month since the Division began with 69,471 pages scanned in June. This is up 11.5% over May, which held the previous recorded high volume, and is up 293.3% over June 2018. Special thanks to Debbie Bello, who had the highest number of pages scanned for the Division!

Samantha met with Public Works and Water Resources regarding files to be processed.

Samantha worked with the Police Records staff regarding new templates and processing of records.

Samantha sent a request for approval for one box of records to be transferred to State Archives for permanent preservation.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened,

there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for June 20-July 2 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Administrative Professional I Vacancy	
Description:	
The posting for the Administrative Professional I vacancy in the Legislative Department closed on June 28. Fifty-one (51) applications were received and are being reviewed by Renee to determine the candidates for the first round of interviews.	
Status:	In-Progress
Expected Completion:	08-30-2019
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
Electric Department
Notable Notes:
Six linemen were sent to DEMEC's Lineman Climbing Training in Smyrna. The Town of Smyrna installed four poles on DEMEC's property for the occasion. Hurt Man Rescue and the use of Fall Restraint Devices were demonstrated and performed by the linemen on the poles using a dummy.
The line crews repaired spacer cable on Delrem Drive last week when a connector burned up. There was an outage to West Branch for over an hour.
The line crews were busy trimming on Park Drive, while the backyard crews worked on Shull Drive.
The crews also changed a danger pole on South College Avenue, held poles for the Main Street Project, and moved the 12kV conductors to temporary arms for conductor upgrade on Park Drive.
The electricians checked capacitors, performed the monthly spill prevention checks at the substations, and removed a couple of faulty cooling fans from Kershaw transformers to be repaired.

The electricians also worked on miscellaneous issues at the garage, fixed the chlorinators at both the George Wilson and Dickey Park pools, and turned off the warning signals at the schools.

Engineering worked with the SCADA developer on communication points to the new South Chapel Substation transformer, radio communications to Chestnut Hill Road Substation, and sent out specifications and requests to bid on refurbishing 34kV breakers at Kershaw Substation.

Activity or Project:
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Expected Completion:
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City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 68

Tickets Opened in the Last Two Weeks - 54

Tickets Closed in the Last Two Weeks - 67

Remaining Open Tickets – 55

1. Conference call with the vendor to deep dive into Tyler Detect, a Cybersecurity solution offered by Tyler Technologies.
2. Upgraded the Northstar TEST environment in preparation for Customer Connect 6.
3. Met with representative from Tyler Technologies to discuss current projects.
4. Continued working on Sharepoint Employee Directory.
5. Held end user training with PW&WR staff for General Billing go live.
6. Met with PW&WR Water staff to troubleshoot meter equipment.

7. Weekly conference call with Paymentus to discuss current projects (CC6 and Tyler Ingetration).
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
3. Police Vehicle Technology Upgrades - Five vehicles still remain for cradlepoint installation (waiting on vendor).
4. Tyler Munis scheduled for upgrade to V11.3 on July 13, 2019.

Infrastructure Team:

Open Tickets from Previous Week - 86

Tickets Opened in the Last Two Weeks - 129

Tickets Closed in the Last Two Weeks - 120

Remaining Open Tickets - 95

1. The Council Chamber projector has been installed and is in use.
2. Worked on various issues.
3. Actively responded to and resolved Secureworks alerts.

Pending:

1. Turning the council meeting livestream over to Communications. IT will be on site if support is needed during the event.
2. Automate account creation and permissioning based on choices made in a Kace ticket.
3. Clean up of user core switch ports started.

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Pre-check completed, Infrastructure team made some required changes, waiting on vendor to re-check. Vendor performed a recheck and we are now working on scheduling training with staff.
- Migrate data from previous release to Connexo
- Training - Scheduled for 4/4/19
- Site Acceptance - Currently testing
- Promote to production - Postponed date not yet determined
- Decommission old production, build new test

Working with meter data management software vendor for integration between CIS and upgraded software.

Status:

Near Completion

Expected Completion:	05-31-2019
Execution Status:	Behind Schedule

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15

- User Acceptance Testing & Issues Remediation

July 22

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug 19

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

Status:	Started
Expected Completion:	08-23-2019
Execution Status:	On Track

Activity or Project:

FTR Replacement

Description:

- All equipment is on site.
- The server build is complete.
- The gear has been test fitted in to the existing rack. There are some sit issues. Cables will need to be extended in order to fit properly.
- The vendor did not provide credentials for the preconfigured workstation. We are working with support to get those credentials.

Status:	Started
Expected Completion:	08-16-2019
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the IT budget meeting for Parks and Recreation needs; attended the pre-construction meeting for Campus Walk II; attended the Crowd Management Training held in the Council Chamber; organized the Landscape Screening and Treatment Ordinance Review Committee agenda and completed the sixth meeting; worked on the 2020 budget and Capital Improvement Project budget for our Department; met with event staff in reference to the fireworks display; met with Bartlett Tree Company about the tree risk assessment.

Deputy Director: Continued meeting with Joe regarding the 2020 CIP and general operating budget; met with IT staff regarding budget requirements for 2020; coordinated with the Electric Department to hang up July 4th banners; completed Job Shadow program with another individual from UD; continued to meet with recreation staff regarding fall programs; attended FEMA training regarding Public Safety Crowd Management; attended Wellness and Engagement Committee meeting; completed July PSA's for publication; attended another demonstration for Vermont Systems (RecTrac) a registration software program; met with Jordan Herring regarding coverage for photos and video of July 4th and Liberty Day activities; met with Melinda to coordinate activities for Family Fun Night and contact possible vendors to confirm availability; continued to process special event applications; continued to process and confirm financial assistance for applications received; coordinated light towers and portable toilets for placement for July 4th event and worked with UD Athletics staff and UD Parking office regarding availability for parking spaces for event.

Recreation Supervisor of Athletics: Rittenhouse camp began and it was a great week of camp despite moving to the indoor location on Thursday and Friday, camp continues through Aug. 9 and each session is at or very near capacity; prepared for tennis camp and basketball camp scheduled week of June 24, met with tennis instructor and coordinated with volunteers for tennis camp; checked fields often due to the wet weather, we were able to get all three nights of adult volleyball in at Downes Elementary but had to cancel adult softball on Tuesday, rescheduled previous rainouts and updated website; met with Deputy Director regarding fall programs; attended registration software presentation; met with our before and after care site administrator to discuss end of year items; camps held the week of June 24 include Rittenhouse, Tennis Camp at Handloff Park and Basketball Camp at Newark High, no rain and temperatures rising each day made for a successful week of camps; working on fall programs, submitted Christina School District facility requests; continue to receive a high volume of park rental requests; working on before and after school care program statistics, submitted purchase of care reimbursement attendance reports for May.

Coordinator of GWC and Volunteers: A busy week of camps for the George Wilson Center; Simply Delicious Cooking Camp, Writing and Illustration Camp, Ground Up Computer Camp, Broadway Musical Theater Camp and Camp GWC Full Day, Half Day, Before Care and After

Care all took place during the week of June 17 - 21; over 102 children attended these camps collectively; Camp GWC had a “Camp GWC Superheroes” themed week with a field trip to The Delaware Children’s Museum and a Superhero Party, Camp GWC, Simply Delicious Baking Camp and Pottery Camp took place during the week of June 24 – 28, Camp GWC celebrated a “Beach Week” theme and took a field trip to Elk Neck State Park Turkey Point Beach area and had a Beach Party; sent information to registered campers for Camp GWC V, and upcoming camps; continued working on program planning for Fall and Winter/Spring 2020; updated and sent the GWC attendant schedules for July; updated and sent the Lifeguard schedules for July and August, interviewed and hired a new lifeguard after losing one of our Lifeguards due to availability; conducted volunteer interviews and scheduling for coverage for the Recreation Specialist; coordinated a Connolly Gallagher Volunteer group that volunteered on June 28 from 9 a.m. – 12 p.m. at the George Read Park to spread wood carpet and paint playground features; continued to coordinated with the IT Division on fixing some IT issues the George Wilson Center attendants are experiencing with emails; Evening Swim Lessons finished up on June 26; a new session of Goju began on June 25; coordinated with the Devan to meet with one of our Camp Directors who was highlighted in the August Newsletter; continued to communicate with and meet with potential renters of the George Wilson Center.

Recreation Specialist: Met with Chrissy at GWC to get updates on the status of volunteer applications/interviews received, brought over payments and she briefed me on camps and needs for next week while she is on vacation; updated scores from volleyball games on the website; covered tennis camp due to instructor leaving early; completed certificates for CBK’s Back to Basics Basketball Camp; issued and updated camp volunteer schedules from interviews completed along with changes/additions volunteers have requested, updated master camp volunteer schedule, updated master spreadsheet with GWC Week #1 & #2 volunteer hours, scanned/saved all acknowledgement forms, sent out GWC Week #4 and Rittenhouse Session #2 volunteer info to camp directors and reminder schedules/information to volunteers; refilled flyers/brochures at Library and Senior Center; shopped for aftercare snacks for GWC Week #4, and Rittenhouse Session #2 supplies; signed in/checked out Connolly Gallagher volunteer group at George Read Park; had planning meeting with Paula regarding Family Fun Night. Volunteer Hours: 7 volunteers, 12.25 hours, put down wood carpet under play structures, sanded and repainted swing set.

Parks Superintendent inspected six park/open space areas and developed work lists as needed, reviewed proposed landscape plan and commented as needed, met with developer and landscape contractor concerning relocation of some plantings due to construction issues, continued gathering quotes for supplies needed for the upcoming 2020 budget process, coordinated with contractor for step repair in pool at Dickey Park, along with Parks Director and Parks Supervisor attended meeting with several staff members from Public Works and Water Resources at Reservoir concerning post and rail fence installation and watered nursery stock as needed at Parks Maintenance Facility.

Parks Supervisor assigned field staff daily and assisted as needed, started coordinating staff for upcoming Liberty Day event and started coordinating for removal of existing play unit at White Chapel and installation of new play unit.

Parks/Horticulture staff continued mowing and bed maintenance operations, did equipment maintenance to all mowing/string line/blowers units, dragged/scarified all ballfields, raked off/leveled all horseshoe pits, did trash removal throughout park system, did interior bed

maintenance at City Hall, cleaned up garage area at Parks Maintenance Facility and storage building at Olan Thomas Park, continued on weed control throughout park system, took the cab off both new Kubota mowing units for summer mowing operations and did tree pruning/removal at several park sites.

Activity or Project:

White Chapel Park Playground

Description:

The White Chapel Park playground has been removed and a new play feature is being installed.

Status:	Started
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Expected Completion:	07-12-2019
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Execution Status:	On Track
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Activity or Project:
Description:

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Execution Status:	
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Activity or Project:
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Campus Walk II houses are down and in the process of being cleaned up; pad sites for the first foundations are being prepped. Work is continuing on the Mazda showroom renovations. The tenant fit-out for Simon Eye at 99 Newark Shopping Center is complete; the Certificate of Occupancy was issued this week.

Parking:

The Parking Division continued to provide 'no parking' bags and support for Main Street Rehab with DelDOT and A-Del Construction. Staff continued working with ParkingLogix for Lot 1 counts, manually inputting data throughout the day after doing regular checks; Lots 3 and 4 are working as intended. No-Parking signage has been requested for Lovett Avenue. Wording was fixed on the T2 portal concerning in-person appeals and payments on citations that were still in the

appeal process.

Parking staff participated in the T2 Mobile LPR Enforcement Training in preparation for License Plate Recognition and Multi-Space Equipment. Parking management attended the IT Division budget meeting to discuss Parking's IT expenses for 2020, as well as a meeting concerning Electric Vehicle (EV) charging station equipment, locations and City needs. Parking employees attended the WOW breakfast for April and May nominations. Parking Manager Marvin Howard attended the Traffic Committee meeting. Parking Supervisor Court Mulvanity attended the Water Main Rehab meeting in Council Chamber in preparation for parking requirements and effects to Parking Office during rehab. Staff completed the Parking Ambassador schedule for July 2019 and Parking Attendant schedule in preparation for the loss of Booth 3A upon Green Mansion construction in Lot 3. End-of-month parking financials were completed for June 2019.

Planning/Land Use:

Planning and Development Director Mary Ellen Gray spent time preparing for the Special Council meeting to discuss Comprehensive Planning and the proposed amendments to Newark's Comprehensive Plan V to establish four Focus Areas to facilitate redevelopment for student housing. <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6117>.

Director Gray spent time preparing for the July 2, 2019 Planning Commission meeting. However, due to a lack of quorum that was discerned on the morning of the meeting, the Planning Commission meeting was cancelled. The Planning and Development Department is working to reschedule this meeting according to our FOIA notification and Planning Commission availability.

Director Gray spent a fair bit of time on 2020 budget related issues as well as worked on plan review and administrative and related issues.

Director Gray participated in the summer 2019 Delmarva Freight Summit <https://delawareapa.wordpress.com/events/>. This summit is put together by the Delmarva Freight Working Group who work to enhance awareness of freight planning, policies, and logistics and encourage public/private partnerships. Attending these meetings keeps the Planning and Development Department, which has Economic Development in its Department, in the loop for potential business and networking opportunities. This year's summit focused on Delmarva's competitive edge on freight and logistics. Speaker topics included Port of Wilmington Operations and Plans, Freight Logistic Trends to Watch, Compressed Natural Gas for fleets and Real Estate Trends affecting Freight and Logistics.

Director Gray participated in the Delaware Population Consortium <https://stateplanning.delaware.gov/demography/dpc.shtml> monthly meeting where we discussed revising the By-Laws to comport with the Senate Bill 7 <https://legis.delaware.gov/BillDetail?LegislationId=27085> and the population figures. The Delaware Population Consortium is an organization including state, county, and local governments that works year-round to produce and share an annual, common set of population and household projections for the state of Delaware, New Castle, Kent and Sussex Counties, and major municipalities in Delaware. Director Gray is currently the Chair.

Code Enforcement Manager Stephanie Petersen and Director Gray attended a meet-and-greet

meeting with the University of Delaware Environmental Health and Safety Team. It was a very informative and helpful meeting. The respective teams work very well together on Building Code and Permitting related issues and we look forward to continuing and strengthening that relationship.

External Meetings attended by Director Gray:

- Special City Council meeting, June 17
- Economic Enhancement Committee of the Newark Partnership, June 18
- Delmarva Freight Summit, June 19
- Rental Workgroup, June 26
- Delaware Population Consortium, June 27
- Delaware Chapter of the American Planning Association, June 28
- Meet-and-greet with University of Delaware Environmental Health and Safety Team, July 1

The Planning Commission scheduled for July 2, 2019 was cancelled due to lack of a quorum. Items on the agenda (listed below) will be rescheduled for another meeting.

- Review and consideration of a minor subdivision at 18 North Street
- Review and consideration of a minor subdivision with site plan approval at 511 Valley Road
- Discussion of Planning Commission 2020 Work Plan

The Rental Housing Work Group had their meeting on Wednesday, June 26. It was a good discussion by the participants of the meeting. The meeting materials are posted on the website: <https://newarkde.gov/1118/Rental-Housing-Workgroup>. The next meeting of this group will be a public workshop to be held on Thursday, July 25, 2019 from 6:30 p.m. to 8:30 p.m. in the Council Chamber. The meeting flyer is attached to this report.

The following were also completed this week:

- 21 Deed Transfer Affidavits
- 55 Building Permit Reviews
- 1 Certificate of Completion/Occupancy

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single-family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

419 and 421 Paper Mill Road, Parcel IDs 0805200010, 0805200011 (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018. The Planning and Development Department received revised plans on March 12, 2019.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and

major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments were sent to the applicant on August 17, 2018. The Planning and Development Department received revised plans on April 10, 2019. Staff comments were sent to the applicant on June 25, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting. On June 14, 2019, the Planning and Development Department received revised plans proposing one 3-story/9-unit apartment building, three 3-story/12-unit apartment buildings, and 46 3-story townhome-style apartments. The revised plans were distributed to the SAC for review on June 20, 2019.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were

forwarded to the applicant on October 22, 2018.

511 Valley Road, Briarcreek Lot 21, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018. Revised plans were received by the Planning and Development Department on February 28, 2019 and forwarded to the SAC for review on the same date. SAC comments were sent to the applicant on June 25, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019. SAC comments were forwarded to the applicant on June 10, 2019.

1089 Elkton Road, Newark Charter School, Parcel ID 1100400022 (PR#19-02-01): On February 1, 2019, the Planning and Development Department received plans for the annexation and rezoning of 1089 Elkton Road, for Newark Charter School. The plan proposes the annexation of approximately 7.40 acres into the City and rezoning from I – UDC (Industrial) New Castle County zoning to RH (one family detached residential) City zoning, to connect the parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on February 4, 2019. At their meeting on June 4, 2019, the Planning Commission recommended approval of the annexation and rezoning. This project has been placed on Council agendas on July 8, 2019 (first reading) and August 12, 2019 (second reading).

45 and 51 Lovett Avenue, St. Thomas More Oratory, Parcel IDs 1802600058 & 1802600057

(PR#19-05-01): The Planning and Development Department received a request for an administrative subdivision on May 2, 2019 for the property at 45 and 51 Lovett Avenue, proposing to combine two existing lots into one lot.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Administration Division:

- Members of NPD's Administration and Special Operations Units will be staffing an information table at the UD freshman orientation sessions which take place over the next four

weeks.

- The Newark Morning Rotary Club Public presented their Service Award to Cpl. Brandon Walker at a ceremony on June 27th.

Criminal Investigations Division:

- In September 2016, Newark Detectives began an investigation into a credit card skimming device that was found on a gas pump at the Exxon station at 820 S. College Avenue in Newark. The device allowed the suspects to receive the card and pin numbers of anyone using the gas pumps to make a purchase. Detectives learned that the stolen card numbers were used to withdraw funds in Delaware and Pennsylvania. Federal authorities became involved as Newark Detectives continued to assist with the investigation. On 6/27/19, federal prosecutors announced that seven suspects were charged by indictment with conspiracy, bank fraud, and aggravated identity theft for their alleged involvement in a scheme to steal money from victims' bank accounts. The suspects are facing varying prison sentences of up to 187 years and more than \$7,000,000 in fines.
- Detectives have arrested William Stevenson, 30, of Middletown for a series of burglaries and thefts from vehicles that have occurred since June 17th in neighborhoods off Paper Mill Road. Stevenson was identified through surveillance camera footage and after being stopped by a patrol officer in the area. The warrants include the following charges: Attempted Burglary 2nd (3 counts), Burglary 3rd, Theft, Tampering with a Vehicle (2 counts), Criminal Trespass 3rd (2 counts), and Criminal Mischief (2 counts).

Patrol Division:

- On June 27, 2019, the Newark Morning Rotary Club recognized Cpl. Brandon Walker at their annual dinner meeting as the recipient of the 2019 Service Above Self award. Cpl. Walker was recognized for his efforts in improving the Department's Crime Analysis efforts as well as his work with the Citizens Police Academy, ALICE active shooter response program, Toys for Tots, Coffee with a Cop and National Night Out.

Special Enforcement Division:

- During the week of June 24th, the Special Operations Unit continued to work on investigating incidents of graffiti with special attention to the College Park neighborhood. Cpl. Spencer and K9 Luto completed their explosives training with the Delaware State Police K9 Unit. Cpl. Spencer and K9 Luto will temporarily be assigned to the Patrol Division due to a staffing shortage. During the week, the traffic unit conducted enforcement at various locations throughout the city.
- On June 26-27, the unit attended a DUI Homicide training at Dover PD. During the week of July 1st the Special Operations Unit continued their graffiti investigation and on Tuesday, July 2nd attended a New Student Orientation at the University of Delaware. The unit will also assist with July 4th fireworks festivities.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	07-03-2019
Execution Status:	Completed

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Public Works and Water Resources Department

Notable Notes:

Our 2019 Water Quality Report is available on our website at <https://newarkde.gov/ccr>. This report contains testing results from sampling over the past 12 months as well as system update on our Water Utility. Any questions can be directed to Director Tim Filasky or Water Operation Superintendent Mark Neimeister. A pdf of the report is attached.

DelDOT intends to begin patching on Delaware Avenue on or about July 15. This patching operation will be similar to last year's Main Street patching with milling and paving done on one lane, possibly on the same day. Flaggers will be present and directing traffic as necessary. They will also be patching South College, Elkton Road at Christina Mill and Old South Chapel. We will be working with them to repair the pothole at the Casho Mill Road railroad bridge. We have coordinated with the group that is responsible for Main Street construction and are aware that traffic may be inconvenienced for short periods of time and ask the public for their patience during this much needed maintenance. An official statement will come from DelDOT later on 7/3/19.

PW&WR staff has begun the construction of six additional parking stalls in the visitor's lot at City Hall. This should alleviate some parking issues we have had during days when court is in session. The spaces should be complete during the week of July 15th. Additional patches, sealcoating, and striping will also be completed this summer.

Delmarva Gas will be installing a new gas main along West Park from Apple to Orchard beginning on July 15th. The work will take place in the westbound lane and will require detours. All work is weather dependent.

Activity or Project:

Main Street Water Improvements

Description:

The contractor for Main Street water improvements has successfully completed 4 of the 8 zones. The next zone is scheduled for Monday, July 8. Notices will be delivered for all remaining zones as necessary.

Status:	In-Progress
Expected Completion:	08-31-2019
Execution Status:	On Track
Activity or Project:	
Fremont Road to Pomeroy Trail Connector	
Description:	
Paving of the trail is expected to begin the week of July 8. Additional items, including fencing and lighting, to be completed within two weeks after paving is complete.	
Status:	In-Progress
Expected Completion:	08-03-2019
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – June 20-July 2

Name	# of Documents	# of Pages	Types
Samantha	276	1,550	NPD Files/Court Documents/Injury Reports
Sandy	26	5,247	PUBS Daily Cash Receipts/NPD Files/AP Batch Scans
Fred	336	1,342	Subdivision Plans/Court Documents/Miss Utility Tickets
Debbie	222	18,558	PUBS Daily Cash Receipts
Ana (PT)	486	2,569	Court Documents
Anita (PT)	47	108	Miscellaneous Current Files
Total	1,393	29,374	

Digital Records Project Documents Modified* – June 20-July 2

Name	# of Documents	# of Pages	Types
Samantha	393	2,230	Permits
Sandy	212	6,112	PUBS Daily Cash Receipts/NPD Files/AP Batch Scans
Fred	425	1,844	Subdivision Plans/Court Documents/Miss Utility Tickets
Debbie	244	18,663	PUBS Daily Cash Receipts
Ana (PT)	526	2,744	Agendas/Minutes/Court Documents
Anita (PT)	47	108	Miscellaneous Current Files
Total	1,847	31,701	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595	36,965	+4,370
May	40,272	62,286	+22,014
June	17,662	69,471	+51,809
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
June	30,590	79,209	+48,619
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

Rental Housing Workgroup Workshop

analysis affordable supply restructuring regulation diversity oversight
upkeep cooperation diverse expansion variety compliance



Thursday, July 25, 2019 | 6:30 p.m. - 8:30 p.m.
Council Chambers

The Rental Housing Workgroup was formed by City Council to address rental property concerns in the City of Newark. The Workgroup is divided into three Subcommittees to examine issues related to the high demand for rental housing due to student growth, the permitting and management of rental housing, and the need for non-student and affordable rental housing. The ultimate goal of the Workgroup is to develop recommendations for Council's consideration.

Join Workgroup members to learn more about the Subcommittees and their progress, and to engage in informal, roundtable discussions to provide input. Final recommendations will be presented to City Council in Fall 2019, and will be open for public comment.

For more information, visit: newarkde.gov/1118/Rental-Housing-Workgroup
To provide comments or ask questions, email: nderentworkgroup@jmt.com

NEWARK POLICE DEPARTMENT

WEEK 06/23/19-06/29/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2019</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	1	0	0	0
Rape	6	4	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	15	7	2	21	6	0
- Commercial Robberies	7	4	1	8	4	0
- Robberies with Known Suspects	1	0	0	2	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	7	3	1	11	1	0
Assault/Aggravated	12	15	0	23	14	0
Burglary	25	39	2	4	63	0
- Commercial Burglaries	8	5	0	0	3	0
- Residential Burglaries	15	27	2	3	45	0
- Other Burglaries	2	7	0	1	15	0
Theft	262	271	17	72	214	0
Theft/Auto	22	23	1	4	5	0
Arson	0	0	0	0	0	0
All Other	49	63	2	27	74	1
TOTAL PART I	395	425	25	158	378	1
<u>PART II OFFENSES</u>						
Other Assaults	138	142	5	102	85	3
Rec. Stolen Property	0	0	0	10	5	0
Criminal Mischief	84	71	4	95	49	2
Weapons	5	12	0	21	39	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	121	69	1	172	110	2
Drugs	72	100	2	89	141	2
Noise/Disorderly Premise	366	344	6	150	121	1
Disorderly Conduct	74	80	1	53	65	4
Trespass	116	121	4	38	46	2
All Other	203	177	7	159	214	2
TOTAL PART II	1179	1116	30	889	875	19
<u>MISCELLANEOUS:</u>						
Alarm	109	69	0	0	0	0
Animal Control	243	293	13	1	2	0
Recovered Property	142	116	2	0	0	0
Service	20326	17249	620	0	0	0
Suspicious Per/Veh	248	241	10	0	0	0
TOTAL MISC.	21068	17968	645	1	2	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	1,085	26,420	801	22,595



Newark Police Department
Weekly Traffic Report
06/23/19-06/29/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	6143	6383	267	110
DUI	94	96	6	2
TOTAL	6237	6479	273	112

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	106	110	4	4
Property Damage (Reportable)	598	556	32	16
*Hit & Run	130	93	6	7
*Private Property	162	133	12	6
TOTAL	704	667	36	20

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.



CITY OF NEWARK: CURTIS WATER TREATMENT PLANT

2019 WATER QUALITY REPORT

Annual Water Quality Report

The Environmental Protection Agency (EPA) requires public water suppliers to provide consumer confidence reports (CCR) to their customers. These reports are also known as annual water quality reports. The below report summarizes information regarding the sources used (i.e. rivers, reservoirs, or aquifers), any detected contaminants, compliance and educational efforts.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some substances. The presence of these substances does not necessarily indicate that water poses a health risk. In order to ensure that tap water is safe to drink, the EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. The United States Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

More information regarding contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline at (800)-426-4791.

Newark's High-Quality Water

The City of Newark Water Department has been committed to providing high-quality water since 1888. As a result of our regular sampling and testing program, we are proud to report

Newark meets or exceeds the water quality standards of the Delaware Division of Public Health Office of Drinking Water and the Environmental Protection Agency. The tables on pages 4-6 of this report list those substances found in our finished water during calendar year 2018.

How the Water is Treated

At the Curtis Water Treatment Plant (CWTP), water from the White Clay Creek is clarified with alum and polymer and then filtered to remove impurities. Chlorine is added to kill harmful bacteria and viruses. Finally, fluoride is added to the water to protect your teeth.

The South Well Field (SWF) Iron & Manganese Removal Plant aerates well water by a forced air blower to remove any volatile compounds and raise the pH. The water is then treated with chlorine and pumped through green sand filters, which remove iron and manganese, in addition to filtering the water. Other chemicals added to the water are fluoride, sodium hydroxide to further raise the pH, and polyphosphate to reduce the corrosiveness of the water.

Managing the Distribution System

The City maintains approximately 140 miles of water main throughout the distribution system. Seven tanks store enough water to last two days.



The City's 317 million gallon reservoir provides a reliable source of raw water which can be treated and ready for drinking in times of heavy rain or drought. In an effort to keep sediment accumulation in our water mains to a minimum, we flush the entire system yearly.

Our treated water needs to remain fresh and retain sufficient chlorine for disinfection; as such, each month, we analyze 40 distribution system water samples for bacterial content and chlorine. Regulated substances are sampled as required.

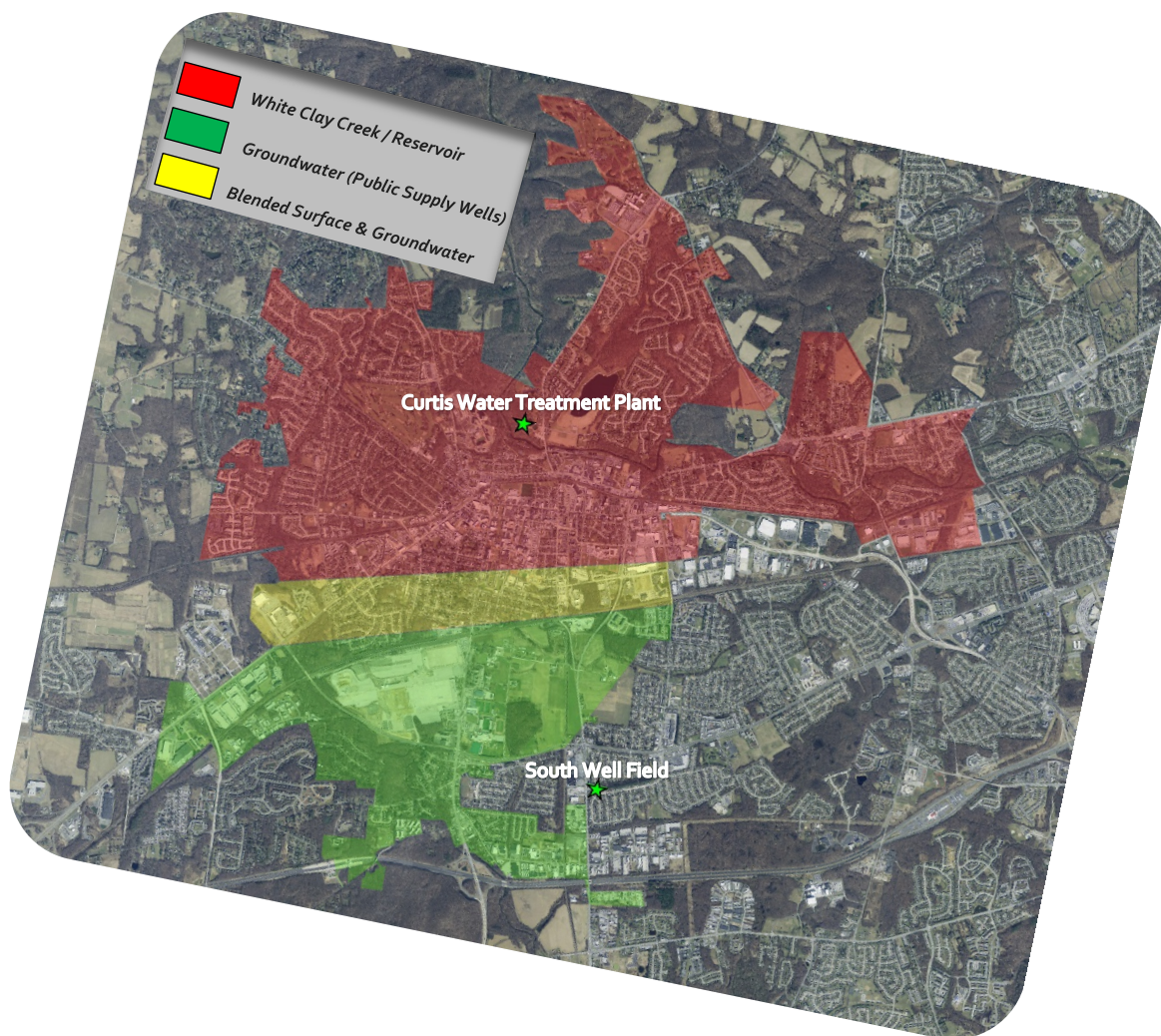


City of Newark
Department of Public Works
And Water Resources

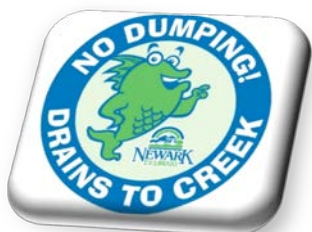
The Source of Your Water

The adjacent map illustrates what source serves each section of the City. The South Well Field contains several wells that draw water from the sand and gravel Potomac and Columbia aquifers. The Curtis Water Treatment Plant has been withdrawing water from the White Clay Creek since 1992. The White Clay Creek is also the source of the water we use to fill the reservoir.

Water in our reservoir is recirculated by a pump through an engineered wetlands moat extending around the perimeter. At the north end of the reservoir, the water flows through a special sand and gravel material before being returned to the reservoir. This wetland's bench helps to clarify and remove nutrients from the water prior to being treated at the treatment plant. An aeration system (installed in 2016) assist in mixing the reservoir water resulting in uniform water quality from top to bottom.



Protecting Our Resources



White Clay Creek Watershed

The White Clay Creek is designated as a National Wild and Scenic River, and Newark is actively involved in the White Clay Creek Wild and Scenic watershed management plan. The plan delineates a cooperative approach to resource management and watershed protection. Newark also participates in the watershed-based Christina Basin Water Quality Management Strategy, which is designed to protect and improve the quality of

the streams including the White Clay Creek. Additionally, the City is financially invested in assisting our upstream farmers to implement best management practices to better manage runoff from animal manure and minimize the risk of waterborne pathogens.

Groundwater Aquifers

Preventing pollution is the top priority in protecting our groundwater supply. In 1991, Newark developed and implemented Water Resource Protection Regulations. The regulations protect our drinking water supply from pollution that may be associated with inappropriate land uses in the areas around our wells.

Source Water Assessment

In 1996, Congress amended the Safe Drinking Water Act, creating a new program titled Source Water Assessment and Protection Program. Each state is required to identify and evaluate all sources of water that are used as a drinking water source within the state. The goal of the program is to assess the susceptibility of public water sources to contamination and to promote and facilitate the protection of these water sources. Customers should contact the City of Newark Public Works & Water Department at 302-366-7000 about how to obtain a copy of our surface and groundwater assessments. Our surface and groundwater assessments are also available online:

<http://delawaresourcewater.org/assessments>

Water System Update

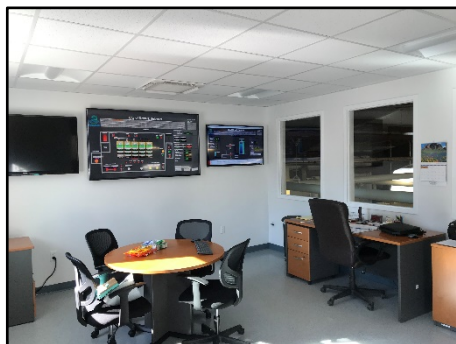
Report Prepared June 2019

Curtis Water Treatment Plant Improvements

The Curtis Water Treatment Plant (CWTP) is our surface water treatment plant located along the White Clay Creek which typically produces and distributes approximately 60% of the City's water supply.



This project converted the plant from gaseous chlorine disinfection to a bulk sodium hypochlorite system similar to what is currently in use at the South Well Field Treatment Plant.



The project also included necessary building upgrades and rehabilitation work including roof and siding replacement, ventilation upgrades, as well as upgraded office and laboratory space for the Water Treatment Plant Operators.

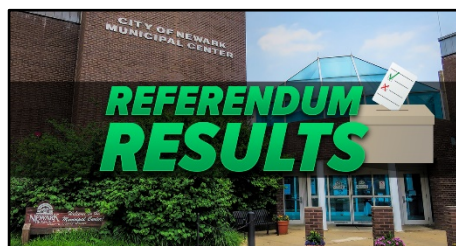


Main Street Water Main Upgrades

The City of Newark has contracted with a firm to make upgrades to the water main, which is over 130 years old, along Main Street. The contractor will be removing and replacing fire hydrant assemblies and installing inline valves. This will improve hydrant reliability, fire flow and improve the City's ability to isolate segments of the water distribution system to perform future repairs with fewer impacts to customers.



2018 Capital Referendum



In 2018, City of Newark residents voted in support of borrowing over \$11 million dollars. The loan which will be spent over the next 5-years will be used to address the City's aging water infrastructure. The funding source will include such projects as water main replacement or lining, water tank maintenance and painting, renovations to the laird tract well field, development of the water supervisory control and data acquisition (SCADA) platform, and replacement of the groundwater remediation system at the South Well Field Treatment Plant.

NEWARK WATER FACTS

POPULATION SERVED: ~40,000

METERED CUSTOMERS: ~10,000

ANNUAL AVERAGE PUMPAGE: 3.4 MILLION GALLONS PER DAY

SERVICE AREA: 12 SQUARE MILES

PURCHASED WATER SUPPLY: < 1%

63%

Surface water treated at the Curtis Water Treatment Plant makes up roughly 63% of all drinkable water within the City.

37%

The remaining 37% of water for our residents is pulled from various groundwater supply wells.

Conservation Tips

- 💧 Check your toilet for leaks by putting food coloring in your tank and see if the color shows up in the toilet bowl without flushing. Leaking toilets can waste up to 600 gallons per day.
- 💧 Turn the water off while brushing your teeth.
- 💧 Take shorter showers.
- 💧 Use dishwasher and clothes washer for full loads only.
- 💧 Keep a bottle of cold water in the refrigerator.
- 💧 Water your lawn only when necessary.
- 💧 Water in the evening or early morning to reduce evaporation.
- 💧 Avoid watering on windy days.
- 💧 Fixing a leaking faucet can save 140 gallons of water a week.
- 💧 Use a bowl of water to clean and prepare vegetables, rather than letting the faucet run.
- 💧 To easily identify water saving products, look for the **WaterSense** label when replacing faucets, toilets, and shower heads.



For more water conservation tips, check out our website at <http://cityofnewarkde.us>

Annual Water Quality Report for the period of January 1 to December 31, 2018

Regulated Substances	Unit of Measure	Highest Level Allowed MCL	Ideal Goal MCLG	Highest Level Detected	Range of Levels Detected	Date	Violation	Major Sources
Barium	ppm	2	2	0.213	0.045 - 0.213	12/30/2015	N	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
Chromium	ppb	100	100	2.5	1.7 - 2.5	12/30/2015	N	Discharge from steel and pulp mills; Erosion of natural deposits
Fluoride	ppm	2	2	1	0 - 1	2018	N	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
Methyl Tert-Butyl Ether	ppb	10	0	0	0	2018	N	Oxygenate for fuel (i.e. gasoline)
Nickel	ppb	100	0	1.4	1.2 - 1.4	2015	N	Leachate from metals such as pipes and fittings.
Nitrate	ppm	10	10	6.1148	1.1424 - 6.1148	2018	N	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Total Organic Carbon	ppm	TT	*	2.34	1.06 - 2.34	2017	N	Naturally present in the environment
Turbidity	NTU	0.3	*	0.3	0.01-0.3	2017	N	Particulate matter from soil erosion and biological cycles
Radioactive Contaminants								
Gross alpha excluding radon and uranium	pCi/L	15	0	0.89	0.89	2016	N	Erosion of natural deposits

*Special Education Statements

-  **Most Recent Monitoring Statement:** The Office of Drinking Water allows us to monitor for some contaminants less than once per year. This is because the concentration of these contaminants do not change frequently. Some of our data though representative, are more than one year old.
-  **Nitrate:** Drinking water nitrate levels above 10 ppm are a health risk for infants of less than 6 months in age. High nitrate levels in drinking water can cause blue baby syndrome in infants consuming this water. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should seek advice from your health care provider.
-  **Total Organic Carbon:** (TOC) has no health effects. TOC is an indicator for the formation potential of disinfection byproducts - trihalomethanes (TTHM's) and haloacetic acids (HAA's). Drinking water containing these disinfection byproducts in excess of their respective MCL's may lead to adverse health effects. Our water is well below the MCL's for these disinfection byproducts.
-  **Turbidity:** the turbidity (cloudiness of the water) samples of water leaving the treatment plant must be less than 0.3 nephelometric turbidity units in at least 95% of samples in any month.

Annual Water Quality Report (Cont.)

Disinfectants and Disinfection By- Products	Unit of Measure	Highest Level Allowed MCL	Ideal Goal MCLG	Highest Level Detected	Range of Levels Detected	Date	Violation	Major Sources
Chlorine	ppm	4	4	1	1-1	2018	N	Water additive used to control microbes
Haloacetic Acids (HAA5)*	ppb	60**	no goal	66	1.35-66	2018	N	By-product of drinking water disinfection
Total Trihalomethanes (TTHM)	ppb	80**	no goal	89.4	9.8 – 89.4	2018	N	By-product of drinking water disinfection
**This MCL is based on a locational running annual average. The 2018 running annual average for HAA5s ranged between 9.45 – 36.40 ppb and 34.25 – 49.70 ppb for TTHMs at the Stage 2 Disinfection Byproduct monitoring locations.								
Lead and Copper	Unit of Measure	Action Level	# of sites over AL	90th Percentile	Range of All Samples	Date	Violation	Major Sources
90th Percentile Copper	ppm	1.3	0	0.700	nd - 0.893	2017	N	Erosion of natural deposits; Leaching from wood preservatives; Corrosion of household plumbing systems.
90th Percentile Lead	ppb	15	1	1.6	nd – 42.2++	2017	N	Corrosion of household plumbing systems; Erosion of natural deposits.
++ The 42.2 ppb sample site was retested and no lead was detected during the analysis. Disregarding this sample the highest lead concentration detected during the program was 4.6 ppb.								

*Special Education Statements

-  **Lead:** if present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Newark is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about the lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at www.epa.gov/safewater/lead.

Annual Water Quality Report (Cont.)

Unregulated Substances and Secondary Standards	Unit of Measure	SMCL	Goal	Average Level Detected	Annual Range	Date
Alkalinity	ppm	nr	no goal	57.5	53.6 – 61.4	2018
Chloride	ppm	250	<250	75.5	41.9 – 116.2	2018
Iron	ppm	0.3	<0.3	0	0	2018
Manganese	ppm	0.05	0	0.006	0 – 0.012	2015
pH	0-14 units	6.5-8.5	7.2	6.9	6.7 – 7.5	2018
Sodium	ppm	nr	<50	26.5	22.2 – 30.7	2018
Sulfate	ppm	250	<250	30.4	19.3 – 41	2018

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Special Education Statements



Most Recent Monitoring Statement: the Office of Drinking Water allows us to monitor for some contaminants less than once per year. This is because the concentration of these contaminants do not change frequently. Some of our data, though representative, are more than one year old.

Definition of Terms

Action Level - AL	the concentration of a contaminant which when exceeded requires the water supplier to remediate.
Highest Level Detected (HLD) -	the highest level detected in a group of samples
Maximum Contaminant Level (MCL) -	the highest level of a contaminant that that is allowed in drinking water.
Maximum Contaminant Level Goal (MCLG) -	the level of a contaminant in drinking water below which there is no known risk to health.
Secondary Maximum Contaminant Level (SMCL)	means an MCL which involves an adversely affect the taste, odor, color, or appearance (aesthetics)
millirem per year (mrem/yr)	the millirem per year is the unit of absorbed radiation dose in one year
Non detects (nd) -	laboratory analysis indicates that the contaminant is below the laboratory detection limit.
Not Regulated (nr) -	no MCL established for this contaminant
Picocuries Per Liter (pCi/l) -	the unit of measure using picocuries in one liter. The measure of the radioactivity in water.
ppb	parts per billion or micrograms per liter - one once in 7,350,000 gallons of water
ppm	parts per million or milligrams per liter - one once in 7,350 gallons of water.
Trihalomethanes and Haloacetic Acids -	compounds that maybe formed when organic material in the source water reacts with chlorine.
Treatment Technique (T.T.) -	a required treatment process intended to reduce the level of a contaminant in drinking water, coagulation, filtration, and disinfection of the raw water prior to public distribution.
Turbidity -	the measure of the clarity of water in nephelometric turbidity units (NTU).

Controlling Runoff



Runoff is a major issue with regard to both surface and ground water quality. Here are several things you can do to reduce the negative effects of runoff:

- 💧 Control soil erosion whenever you disturb the ground. Protect disturbed ground with mulch or plants.
- 💧 Pick up and properly dispose of pet waste.
- 💧 Direct down spouts away from paved areas and towards vegetated areas.
- 💧 Establish rain gardens to allow rain water to slowly infiltrate into and recharge the ground water.
- 💧 Use rain barrels to collect and store rain water for gardening use.
- 💧 Reduce impervious surfaces by using porous paving blocks, filter cloth, concrete cellular mattresses, block and concrete pavers, gravel, stone, and vegetation.
- 💧 Support reforestation efforts along local streams and rivers.

Change or adjust your landscape maintenance practices.

- 💧 Minimize use of chemicals and fertilizer.
- 💧 The application of herbicides, pesticides, and fertilizers should follow recommended dosing procedures; and, applied only when rain is not in the immediate forecast.
- 💧 Leave mulched grass clippings on the lawn to feed the lawn and reduce fertilizer needed later.
- 💧 Don't mow lawns less than two inches. This develops longer roots, shades out weeds, and reduces water requirements.
- 💧 Minimize lawn watering practices. Learn about the best time to water your lawn and the best amount of water to apply.
- 💧 Plant native species. They are easier to maintain and feed the local wildlife.
- 💧 Compost garden debris, leaves and vegetable scraps for a free soil supplement.
- 💧 Don't mow to stream banks. Leaving taller grasses in these buffer areas reduces erosion and improves water quality.

And finally, below are important facts about water we should all try to remember.

- 💧 Wise water use is very important.
- 💧 Water is a natural resource shared by everyone.
- 💧 The amount of water on the earth does not change.
- 💧 Water is not always available where it is needed.
- 💧 Water is used by people in many different ways.
- 💧 Pollution makes water more difficult and expensive to make safe.
- 💧 Wasting water wastes energy because it requires energy to treat water, and pump it.

With everyone's help we can significantly improve and preserve the water resources that we rely upon to supply our potable water.

A portion of the information for this section was gathered from publications developed by the White Clay Creek Watershed Association.

Additional information can be found at the following web sites:

White Clay Wild and Scenic River Program
www.whiteclay.org
 White Clay Watershed Association
<http://mercury.ccil.org/~wcwa/>
 City of Newark
<https://newarkde.gov/>

Important Health Notes

Important Information about Your Drinking Water

Information for You

The sources of drinking water (both tap water and bottled water) include streams, ponds, reservoirs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material and may pick up substances resulting from the presence of animals or human activity.

Substances that may be present in source water include:

- 💧 Microbial substances include viruses and bacteria, which may be naturally occurring or from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- 💧 Inorganic substances include salts and metals, which can be naturally occurring or result from urban storm runoff, industrial or domestic wastewater discharges, or farming.
- 💧 Pesticides and herbicides may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- 💧 Organic chemical substances include synthetic and volatile organics, which are by-products of industrial processes and can also come from gasoline stations, urban stormwater runoff, and septic systems.
- 💧 Radioactive substances which can be naturally occurring or the result of oil and gas production and mining activities.

Lead: Recent events in Flint Michigan have highlighted the importance of proper water system management and operation as well as transparency, especially due to the public health implications that can come as a result. The City of Newark is in compliance with the lead and copper regulations. If you have immediate concerns about the potential for lead in your drinking water, please call the Public Works and Water Resources Department at 302-366-7000 and we will work with you to perform lead sampling in your house free of charge.

One unique aspect of lead and copper sampling is that due to testing requirements, we rely on volunteers from the community who are willing to participate for sample gathering. If you are interested in participating in the next round of lead and copper sampling which will take place during the summer of 2020, please contact the Public Works and Water Resources Department at 302-366-7000 for consideration. Sampling locations will then be selected in accordance with our State approved sampling plan

Cryptosporidium and Giardia: You may have seen reports about Cryptosporidium and Giardia, microscopic organisms which can enter surface waters from runoff containing animal wastes. If ingested, Cryptosporidium and Giardia can cause diarrhea, fever and other gastro-intestinal symptoms. Crypto and Giardia were not found in Newark's finished water sample. The organisms are eliminated in our treatment process through filtration, clarification and disinfection.

Radon: Radon gas is found in soil. The gas moves through the ground into the air and may enter homes through foundations. Drinking water from groundwater may add radon to the home air. The EPA indicates the risk is small compared to the radon entering through soil. Standards for monitoring radon in drinking water have not been set by EPA and the Delaware Office of Drinking Water.

Special Populations Some people may be more vulnerable to substances in drinking water than the general population. Immuno-compromised persons, such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infections by cryptosporidium and other microbial substances are available from the EPA Safe Drinking Water Hotline at (800) 426-4791.



If you have any questions concerning your water, your water service, or this report, please call or write to us at:

City of Newark
PWS ID: 0000630
Department of Public Works & Water Resources
c/o Tim Filasky, Ethan Robinson, Mark Neimeister
or Andrea Coyle
220 South Main Street
Newark, Delaware 19711
(302) 366-7000
<https://newarkde.gov/>.

Newark City Council meets on the second and fourth Monday's of the month. The meetings are held in the Newark City Council Chamber at the Newark Municipal Building, 220 South Main Street Newark, Delaware, starting at 7:00 pm.

Additional Information can be obtained by calling the EPA Safe Drinking Water Hotline (800) 426-4791

2019 WATER QUALITY REPORT

220 South Main Street
Newark, Delaware 19711

