

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I was out of the office on vacation last week so this week's report will cover both this and last weeks.

We held a regular Council meeting on Monday evening. During the meeting, staff was directed to look to create additional overflow parking at the reservoir park to help address an existing shortage, ahead of the planned project. Staff met and performed a site visit and have a plan that we will be putting in place shortly that we think will be sufficient to hold us over until the larger park project is ready to go. More information will be shared once that plan is finalized, likely in the coming weeks.

I participated in a TNP run meeting as part of their sustainability initiative. There were several large industrial businesses from town on the meeting as well, and we plan to work together to better coordinate our conservation related efforts. Many thanks to TNP for coordinating the meeting, along with Bloom, Chemours, UD, Gore, and others who participated.

I met with Council candidate MacMillan to provide an overview of City operations and answer her questions related to ongoing initiatives. We cancelled this week's Alfresco due to high temperatures which we thought were too dangerous to hold the event. We drove Main Street twice during the timeframe that would have been the event and there were very few people eating outdoors on decks, so I think we made the right decision. To avoid making last-minute decisions like this again, we are going to develop set guidelines for when and how we will make the decision to cancel the event moving forward. Staff also met to discuss EV options for the Unicity bus replacement that was postponed due to the cancellation of the June 21st Council meeting. We will be holding off on Council consideration of this purchase until such time that we have been able to adequately vet EV options and potential alternative funding sources.

During the remainder of the week, I spent time catching up from my time out of the office, general administrative and personnel related items.

Human Resources Division:

Week of June 21

HR Administrator Marta Pacheco spent the week catching up from being on vacation. She called and scheduled interviews for the Parking Ambassador vacancy. This was an internal posting. Interviews are scheduled for Monday, June 28, 2021. She also called and scheduled the majority of interviews for the Maintenance I position in PW&WR. These interviews are scheduled for Tuesday, June 29; Wednesday, June 30, Thursday, July 1, and Friday, July 2. We are interviewing 13 applicants to fill two vacancies. The HR Office continued to receive unemployment benefit paperwork on behalf of employees that are fraudulent. Information is being sent to the Fraud Unit

Division. We completed several verifications of employment requests. The entire HR team participated in interviews for the Part-Time HR Coordinator on June 22. A total of five applicants were interviewed. We prepared promotion letters for Stephen Mesa, Tim Poole and Brian Hopkins. Ms. Pacheco received from PSI the final ranking of the police officer applicants' written test score and interviews. She informed applicants of their ranking and sent invites to complete (enter) information into Guardian to complete their background investigations. We are posting the Part-Time Community Center Attendant vacancy on Friday, June 25, 2021. CPPO Jeff Martindale wrapped up interviews for the City Secretary's Office vacant Part-Time Administrative Professional I position on Friday, June 18. Next week, Mr. Martindale will hold interviews for a Full-Time Parking Ambassador position with Parking and two Maintenance I positions with PW&WR. Mr. Martindale also began converting employee census data from The Standard to Symetra for the upcoming switch in Life/LTD vendors beginning July 1. The rest of his week focused on administrative HR tasks or Purchasing items. He also onboarded the new Electric Groundhand. CHRO Hardin spent the week also catching up from being out a majority of the previous week. The majority of her time was spent doing pension calculations for employees and assisting department directors with personnel issues. Ms. Hardin also began working on updates to the Administration section of City Code as it relates to management benefits. She also worked with CPPO Martindale on finalizing the paperwork for the City's new life and long-term disability carrier Symetra which takes effect in July 1, 2021. Ms. Hardin also lead the weekly staff meeting on Thursday, June 24 in City Manager Tom Coleman's absence. The rest of her time was spent attending meetings, responding to emails, and employee relations.

Week of June 28

HR Administrator Marta processed several retiree medical reimbursements and several ER copays. Ms. Pacheco sent conditional letters of hire for the P/T HR Coordinator position and P/T Administrative Professional I in Legislative Department. We continued to hire new parks summer employees. Ms. Pacheco prepared and distributed an internal job posting for Refuse Driver/Collector position (21-38). This was posted June 30 and closing on Wednesday, July 7. Ms. Pacheco assisted CPPO Martindale with posting 21-39 P/T Facilities Maintenance Custodian job posting to replace a resignation. This position will be posted on Friday, July 2 and close on Friday, July 16. She also prepared several noise waivers letter requests. CPPO Jeff Martindale offered jobs and prepared IT tickets for two new part-time hires: HR Coordinator and City Secretary's Office Administrative Professional I. Additionally, Mr. Martindale sat in on interviews for Maintenance I positions in PW&WR. He onboarded a new PUBs Customer Service Representative I and completed reporting tasks for Symetra and DVHT. CHRO Hardin spent the majority of her time assisting department directors with personnel issues. Ms. Hardin made an offer to the new PT HR Coordinator candidate who will begin with the city on July 12. She also submitted the completed paperwork to Symetra for full implementation. The rest of her time was spent attending meetings, responding to emails, employee relations, and working ahead due to being on vacation for the next few days (July 1-July7). Ms. Hardin along with five other city employees (Finance/Payroll/HR) will be attending the mandatory training put on by the DE State Office of Pensions on July 1. This training will provide us the tools needed to process pension payments and run reports necessary. This training is part of the recent FOP contract which puts all new police officer hires into the State pension plan effective July 1, 2021.

Purchasing and Facilities Maintenance Divisions:

Chief Purchasing & Personnel Officer:

Week of 6/21: In addition to the above items for HR, CPPO Jeff Martindale continued working with STES on the energy saving performance contracting project. The VAV replacements are wrapping up this week with work in the Council Chamber, and they are now moving on to work related to the electric baseboards in City Hall. After both are done, the new building automation system (BAS) will be able to better regulate temperature using both tools. In other words, the VAVs and baseboard previously worked independently whereas they will now communicate and work in unison.

Week of 6/28: Mr. Martindale coordinated with TNP regarding a potential space for the group at the old train station. If TNP does not use the area, the City will begin using it more frequently. He also coordinated with PD on HVAC and flooding issues. The majority of his week was spent in interviews, as noted above.

The FM team completed the following tasks:

- Unclogged various sinks.
- Supported Trane's efforts.
- Replaced lightbulbs at the yard. When the electricians are done at the MB, the yard will be next for LED replacement.
- Hung awards in the lobby.
- Drilled grommet holes in Chief Communication Officer's desk.
- Replaced cup dispenser at Parking office.
- Installed various air filters around city buildings.
- Normal sanitation and disinfecting duties.

Communications Division:

Communications Assistant:

Week of June 21

- Answered and directed all incoming calls and visitors to the correct departments.
- Worked on the August newsletter. Completed the July birthdays/anniversaries.
- Took pictures of the Parks on Draft and the two water treatment plants. Added those and the Dickinson demolition pictures to a shareable folder.
- Handled the daily bank deposit run. Helped with package delivery.
- Helped people work their way through the website to pay tax bills, tickets and especially license/permit renewals.
- Worked on the photo project. Lovin' life. Have a lot of Parks pictures to go through.
- Compiled a list of everything that needs to be done before city closes for a holiday and what that timeline looks like.
- Learning to use Munis. Can now look up permits, current and past. For the current permits, I can track where they are in the process.
- Received the new parking info from Carol Massa. I have sent the info to Kyle to update the website.
- Continue to review the website page by page looking for outdated, irrelevant, or incorrect information. I have been collaborating with other departments for corrections and deletions.

- Logged the Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.
- Continued to edit copy from other departments for the communications team.
- Continued to develop, edit and post social media copy for Facebook and NextDoor. Have been working with Parks and Rec to post Parks info on Nextdoor. Also, added messages on the phone.

Week of June 28

- Answered and directed all incoming calls and visitors to the correct departments.
- Completed the August newsletter.
- Handled the daily bank deposit run. Helped with package delivery.
- Social media posts for the holiday trash changes. Included information on phone message on the front of the phone.
- Helped people work their way through the website to pay tax bills, tickets and especially license/permit renewals. Found an error on the website due to the Munis/Tyler upgrade. Had finance report the issue.
- Have been working on the photo project. Lovin' life. Have a lot of Parks pictures to go through.
- Continue to learn to use Munis.
- Still going through the website page by page looking for outdated, irrelevant, or incorrect information. Continue collaborating with other departments for corrections and deletions.
- Logged the Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.
- Continue to edit copy from other departments for the communications team.
- Continue to develop, edit and post social media copy for Facebook and NextDoor. Working with Parks and Rec to post Parks info on Nextdoor.

Creative Designer & Web Specialist:

Week of June 21

- Created Budget Central 2022 webpage.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled InformMe notice for City Council meeting cancellation.
- Scheduled Main Street Alfresco to the City calendar.
- Posted District 1 Special Election information to Newark News.
- Posted City Council meeting cancellation to Newark News.
- Scheduled public meeting notices via InformMe.

Week of June 28

- Designed graphic for July 4th refuse schedule change.
- Posted 2021 Water Quality Report to Newark News.
- Pulled photos for City's annual audit and financial statement.
- Removed Summary of Licensees and Permits (costs) from City website; awaiting update from Planning/Codes.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled July 4th refuse schedule change notices via InformMe and Newark News.
- Scheduled public meeting notices via InformMe.
- Updated Newark Police Citizens Academy poster graphic for 2021.
- Updated the City's parking webpage to remove the line "No Charge for Parking on

City/Federal holidays.”

- Updated the Water Quality Reports webpage and newarkde.gov/ccr link.

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:

Alderman's Court

Notable Notes:

Alderman's Court held six court sessions from 6/17/21- 6/30/21. These sessions included arraignments, trials, capias returns, code violations and parking appeals. Parking Ambassadors are here on Tuesday and Wednesday to handle parking appeals in person.

Terri participated in two virtual manager's meetings on 6/17/21 and 6/24/21.

The court processed 39 PBJ's for traffic violations and 11 plea by mails.

Activity or Project:

Payments and Court Sessions

Description:

From 6/17/21- 6/30/21 Alderman's Court handled 84 arraignments, 53 trials, 21 capias returns and 1 code violation. The court collected a total of 1,009 parking payments of which 777 were paid online and 232 were paid at court. The court also collected criminal/traffic payments of which 297 were paid online and 50 were paid at court for a total of 347 criminal/traffic payments.

Status:

Completed

Expected Completion:	06-30-2021
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Execution Status:	Completed
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Activity or Project:
Description:

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

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on June 18 and 24 and Bobby was in the office on June 17 and 24 for Court.

Tara attended the management staff meeting on June 17 and Renee attended on June 24.

Renee attended week three of a three week series of online seminars from the University of Wisconsin on June 17 for credit towards her Master Municipal Clerk certification. Seminar topics for this week were New Sensitivity Touch Points of Today's Environment and Defending your City-Village-Town Hall.

Renee participated in a meeting with City Manager Coleman, City Solicitor Bilodeau and Planning and Development Director Gray on June 18 regarding preparation for the June 28 Council discussion on potential zoning code changes.

The June 21 Council meeting was cancelled due to lack of quorum. Renee spent time rescheduling the agenda items and working with Chief Communications Officer Gravell on publicizing the cancellation.

Staff finalized and posted the agenda and packet for the June 28 Council meeting on June 21.

Renee and Tara attended the quarterly Delaware Municipal Clerks Association meeting in Smyrna on June 24.

Renee and Paul staffed the Council meeting on June 28. Staff completed follow up throughout the week.

Nichol completed and posted cancellation notices for the July 13 Conservation Advisory Commission and July 15 Board of Adjustment meetings.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting the July 12 Council agenda and drafting and reviewing items for the June 28 and July 12 Council packets.

Renee drafted and circulated to staff for comment the subdivision agreement for 268 East Main Street. This Comprehensive Development Plan amendment, rezoning, major subdivision with site plan review and special use permit are scheduled for public hearing at the August 9 Council meeting.

Renee completed the advertisements and notices and Nichol completed the direct mailing for the Comprehensive Plan amendment, major subdivision and special use permit for 1501 Casho Mill Road. This project is scheduled for public hearing at the July 12 Council meeting.

Renee completed the advertisement and notice and Nichol completed the direct mailing for the special use permit for an in-home daycare for 901 Kenilworth Avenue. This special use permit is scheduled for public hearing at the July 12 Council meeting.

Renee provided Council the completed application packages for the 12 individuals who have applied for the Diversity and Inclusion Commission. Five of the seven appointees have been scheduled for Council hearings. Renee also provided updates to Council members regarding their upcoming and current boards and commissions vacancies and reappointments as well as worked with several applicants regarding their application submissions.

Tara drafted a proclamation recognizing former City Manager Carl Luft on his retirement from the Delaware League of Local Governments.

Tara completed several building permit reviews.

Tara spent time on several union-related items.

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

- * Provided a response and closed a May 5 FOIA request for all documents pertaining to deals/contracts/agreements between the City of Newark and Aetna Hose, Hook & Ladder from Michael Hemphill
- * Provided a document and closed a June 3 FOIA request for interview records pertaining to self from Tamara Argoe
- * Provided documents and closed a June 4 FOIA request for applications/site plan for proposed cellular/communication/telecommunication/wireless towers between April 15, 2021 through June 4, 2021 from SBA Communications Corp.
- * Provided a response and closed a June 4 Request for Records regarding video footage of an incident which occurred on May 15 from Morgan Gallagher
- * Received documents from staff and requested an invoice for a June 11 FOIA request for documents/records pertaining to 0 Lewis Avenue and 376 Manuel Street from Jennifer Linnell
- * Circulated to staff for legal review a June 15 FOIA request for documents/communications regarding self and an incident on June 9 and 10 from Wyatt Foraker

- * Provided documents and closed a June 16 FOIA request for the last ten years of any building permits regarding 5 Darien Road from John Di Mondì
- * Provided documents and closed a June 17 FOIA request for documents to create Sec. 20-48 of the Newark City Code Prohibiting Repetitive, Unnecessary Driving of Motor Vehicles from Sgt. Lissette Deschamps of the Daytona Beach Police Department
- * Provided a response and closed a June 23 FOIA request for an address outside of City limits from Elizabeth de Stefanis
- * Received an approval of an administrative cost estimate and notified staff to proceed work on a June 24 FOIA request for COs pertaining to College Square Shopping Center from Christopher Clemson
- * Provided documents and closed a June 28 FOIA request for the total number of employees who had union dues/fees withheld from their paychecks from April/May of 2018/2019/2020/2021 from Caleb Baker
- * Provided a response and closed a June 30 FOIA request for BWC of incident which occurred in Newark, NJ from Scott Reyes

Regarding minutes, staff time was spent on the April 26 Council Executive Session (Renee drafted - complete), May 3 Council Executive Session (Renee drafted - complete), May 10 Council Executive Session (Renee drafted - complete), June 8 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), June 14 Council (Nichol drafted; Renee edited - complete) and June 28 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

30 discovery requests were fulfilled for upcoming Alderman's Court cases. 295 discovery requests have been filled so far for 2021. The court calendars for July 8 and 15 were completed and the 24 associated case files were compiled for the Deputy City Solicitor.

The office received 28 new lien certificate requests this week, which were sent to Finance for processing. 34 lien certificates were completed and sent to the requestor. 294 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha conducted document sampling as part of the Division's efforts to increase quality control and further improve the TCM user experience.

Samantha and Ana 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 17-30 as well as the month of June are below. Division staff not only exceeded their year over year numbers from June 2020, but also had their highest scanning output month since April 2020.

Status:

In-Progress

Expected Completion:

Execution Status:	Completed
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Activity or Project:

District 1 Special Election

Description:

The candidate filing deadline for the District 1 special election was Monday, June 21. Out of the five people who requested petitions, two candidates filed: Christina MacMillan and John Suchanec.

The Election Board worked to verify petitions and recruit poll workers. Renee completed the candidate notifications for verified petitions, finalized all remaining paperwork for the Department of Elections, requested and received updated voter registration lists to code after the June 28 voter registration deadline and began coding newly registered voters.

Danielle and Nichol completed the ~3,175 piece District 1 absentee affidavit mailing on June 24. Thanks to the City's mailroom staff for their efforts in helping our office complete this mailing in three days. As of June 30, 74 completed affidavits have been returned with the absentee ballot packages completed and mailed.

For more information, please contact the City Secretary's office at citysecretary@newark.de.us or 302-366-7000 or visit our website for the most up-to-date information here: <https://newarkde.gov/508/District-1-Special-Election-Information>.

Status:	In-Progress
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Expected Completion:	07-29-2021
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Execution Status:	On Track
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Activity or Project:

Part-time Administrative Professional I Recruitment

Description:

Renee and Tara participated in interviews for the part-time Administrative Professional I position on June 18. Renee contacted references for candidates. A conditional offer was extended to and accepted by the successful candidate with a projected start date of July 6.

Status:	Completed
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Expected Completion:	07-06-2021
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Execution Status:	Completed
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews worked at The Rail Yard installing cables and transformers. They also performed a shutdown at the Fulton Bank project on off hours so wires could be pulled from the transformer, connected a small cell tower on New Street, and set a pole and framed up for a road crossing on Marrows Road to feed the Martin Honda project near Ogletown Road.

The electricians worked on the EV charging stations at Lot 1. They also repaired tree pit lights on Main Street, fixed camera and phone lines at the Wilson Center and outlets at Handloff Park, and troubleshoot issues at the McKees Solar Park.

Engineering worked at Freemont Substation with an electrician to prepare for replacing the 34kV breaker by tracing wires and pipes and checking prints against actual conditions. Engineering worked on a solution for a guying conflict with a pole on Gravenor Lane and a stormwater pipe installation as part of DelDOT's Elkton Road project. Engineering also had meetings with DEMEC and Delmarva on EV2G charging stations and continued meeting and designing facilities for DEMEC's lineworker training facility.

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:

Finance Department

Notable Notes:

Effective May 27, the City's Renewable Energy Program was launched. Bill 21-01 created a new, optional, 100% renewable energy fee for all electric customer classifications. As of June 30, there were 1,639 accounts registered in the program, which accounts for 12.7% of all active accounts. The new rate is automatically applied to all new electric accounts created after May 26, 2021, and existing electric customers can opt into this program if they so choose. The fee (\$0.015) is set on a charge per kWh, and the revenue derived from this fee is used to purchase renewable energy credits (RECs) of sufficient quantity to cover all usage from accounts that have opted to participate in the program. The RECs will then be retired on behalf of those customers. New customers opting out and existing customers opting into the program will need to do so on a form provided by the City, which can be done at any time, and effective on the next bill cycle. More information is

available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>.

The 2020 financial audit has been completed. Staff is now working with our auditors to compile all the required documents in order to submit to the Government Finance Officers Association (GFOA) for award consideration. The presentation of the ACFR to Council will be on August 23rd.

Did you know that only 30% of our utility customers have opted to not receive a paper bill? We are encouraging all customers to log onto Customer Connect to opt-out of receiving paper bills. The inconsistent mail system continues to cause delivery issues. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum.

The Finance Department has filled a vacant position in the Payments and Utilities Billing Division, as Nathan Henry joined us on June 28th. Nathan is a current part-time City employee, who transferred from the Parking Division. He also possesses a deep amount of customer service expertise from his time in the private sector working in a parallel position. We would like to welcome him to the team.

2022 Budget: Budget Central was updated to begin the 2022 budget process: <https://newarkde.gov/1007/Budget-Central>. Internal departmental budget hearings begin on July 13th.

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:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 55
 Open Project Tickets from Previous Week - 15
 Open Tickets with Vendor R&D from Previous Week - 22
 Tickets Opened in the Last Three Weeks - 111
 Tickets Closed in the Last Three Weeks - 91
 Remaining Open Support Tickets - 75
 Remaining Open Project Tickets - 15
 Remaining Tickets with Vendor R&D - 22

1. Vendor performed a distro update to Compass application on 6/10.
2. Held IT Budget meeting with Electric on 6/11.
3. Went live with bill automation file creation on 6/11.
4. Vendor upgraded Northstar CIS, Customer Connect and mCare TEST environments on 6/15.
5. Attended GoToMeeting with Tyler to review SaaS migration project status on 6/15 and 6/22, continuing with go live preparations.
6. Teams meeting with Pitney Bowes and Harris to discuss OMR project on 6/22.
7. Updated all SSRS report data sources and URL links on ReadyForms in preparation for Tyler migration.
8. Vendor migrated on premise Munis, Content Manager and Cashiering applications to their SaaS solution on 6/25.
9. Attended GoToMeeting with Tyler to discuss any post migration issues on 6/29.
10. Worked with end users to ensure connectivity to all Tyler hosted applications.
11. Worked on and resolved support tickets for end users.
12. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Upgrade of Compass DB rescheduled, date TBD.
3. Waiting on Harris to provide a quote to implement OMR feature of mail stuffer machine.
4. VSS registration guide on hold, will need to script a change to vendor contact types.
5. Northstar CIS, Customer Connect and mCare scheduled for LIVE upgrade on 9/14.

Infrastructure Team:

Open Support Tickets from Previous Week - 123
 Open Project Tickets from Previous Week - 28
 New Employee/Termination Tickets from Previous Week - 0
 Tickets Opened in the Last Three Weeks - 264
 Tickets Closed in the Last Three Weeks - 267
 Remaining Open Support Tickets - 114
 Remaining Open Project Tickets - 34
 Remaining New Employee/Termination Tickets - 0

1. A/V updates for the Council Chamber are progressing.
2. Got a quote for a new camera for Municipal Building's parking lot.
3. MFA rollout for the police is scheduled
4. Capture client configuration.
5. New hire process automation.
6. Received the quote from Advantech for the cell block intercom.
7. Trouble shooting bar code printing function with the vendor.
8. Patching Hyper-V server.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Continued WFH support.
12. Worked on and resolved support tickets for end users.
13. Actively responded to and resolved Secureworks alerts.

Activity or Project:**Description:**

Status:	Not Started
Expected Completion:	
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report**Department:**

Parks and Recreation Department

Notable Notes:

Director: Reviewed landscape plans for upcoming subdivisions and as-builts for several projects; work on a grant application for the Sustainability Communities grant program; working with Public Works to add bike racks and a bicycle repair station at the Newark Reservoir; met with Paula and Sharon about the July 2 fireworks display to be held at the University of Delaware Athletic Complex; attended meeting with Newark Police, University Police, Public Works and Parks and Recreation about fireworks logistics for the event including parking, secure areas, clean up and staffing; met with the City Solicitor, Newark Police and Paula about the event permit

application process; held Parks on Draft event at Handloff Park, great turnout and weather for the event. Thank you to Home Grown for hosting and helping with the event organization; attended the School Hill/Newark NAACP meeting on the George Wilson Center history display that will highlight the School Hill area.

Deputy Director: Worked with Shelby to create an employment ad for additional summer staff and contacted newspaper for placement; worked with Kathy to create donation option for the outdoor movie in August through Civic Rec, no fee can be charged for it due to the movie rights, worked with Shelby to update the marketing material to reflect the change; worked on the operating budget with Joe and updated in Sharepoint; worked with Melinda to update the parent packets with the new policy for mask guidance and sent reminders to recreation staff to send out to participants; reminded staff about taking pictures from camps and programs taking place, background check forms, statistics due, PSA's due, and contracts due; created fall activity guide timeline and sent to recreation staff and met with each of them regarding fall programming; worked with supervisors to determine summer staff working the fireworks; finalized new signs with Shelby for the pool hours and ordered and updated information on the website; worked with Sharon on maps for the portable toilets and light placements for the fireworks and sent to the vendors, worked with Public Works, NPD and DelDOT regarding road closures for construction prior to fireworks; worked with Shelby to update the marketing material and social media information on parking for the fireworks; worked with Tyler to post updates for Parks on Draft to Facebook page; continued to work with Finance and Dave Tynan regarding questions on debris from Tropical Storm Isais for FEMA; worked with Leann Moore from The Newark Partnership regarding a health fair/fun day in September; worked with Finance on ACFR report photos needed; worked with NPD for write up on National Night Out; continued processing background checks through DELJIS and the Child Protection portal for summer staff; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; processed financial assistance applications; continued to work with Melinda, Chrissy and Rich regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Rittenhouse Camp session I started with a full session; checked in on the football and tennis camps; hired another skateboarding instructor for the upcoming camp; sent out information for the upcoming camps including basketball, skateboarding, Rittenhouse session II, golf and soccer camps scheduled for the next two weeks; ordered shirts for the basketball camps; confirmed staff for fireworks; confirmed field trips for oldest groups at Rittenhouse camp and walking trips to Persimmon pool for each session; prepared and submitted information for the first round of the child care stabilization grant; helped with final preparations for Parks on Draft with Home Grown and attended first night, confirmed next dates for July and secured restaurant partner, Klondike Kate's for July 16-18; updated July PSA's; met with Deputy Director regarding fall programs.

Recreation Supervisor of Community Events: Attended a site visit with the new pyrotechnician and Fire Marshals at the launch site at the UD Athletic Complex; attended a meeting with NPD, UDPD, UD parking and DelDOT regarding traffic and parking for the fireworks; completed the first week of Camp REAL with 12 campers, campers swam at the George Wilson Center pool, made crafts, played games, and had a visit from Joe Richmond, the Ambassador of Basketball for The Delaware Bluecoats; made arrangements for supplies for drop spindles using some recycled/reclaimed materials and alpaca fiber to be donated from an Alpaca farm in Middletown so campers can learn how to make their own yarn and plarn (using plastic bags), reached out to Knitting With Love to see if they would come to camp to teach the campers how to finger knit;

Baking camp was completed and instructor reported that the campers loved it; organizing and preparation for the Outdoor Movie, ONWARD for July 10th, Friday Morning Yoga completed the second class outdoors at Kells Park and the instructor would like to run a second outdoor session this summer.

Coordinator of GWC and Volunteers: Camp GWC kicked off on Monday, June 14 with a Blast Into Summer theme with a total of 29 campers and a field trip to Sky Zone trampoline park, registration for future weeks skyrocketed and we currently have a waitlist for all sessions in July; the second session of Camp GWC began on Monday, June 21 with a Adventureland theme, a total of 42 campers enjoyed a field trip to the Brandywine Zoo and got a special visit from Paws for People on June 25; sent Welcome Letters and information to parents of participants attending future camps; the TV Movie and Acting Camp was offered June 21 - 25 for 7 campers who created a hilarious film for family and friends; the GWC pool opened to the public on June 15, total attendance from June 15 – June 25 was 265 including summer camp kids (Camp GWC swims Tuesday and Thursday mornings, Camp REAL swims Wednesday mornings and Newark Day Nursery swims Monday and Friday mornings), pool was closed June 17 due to inclement weather; updated staff schedules for GWC Attendants, lifeguards and summer camp staff; met with a State of Delaware inspector for the inspection of Camp GWC; did some outreach to find a yoga instructor for upcoming yoga camps and fall programs; completed July PSAs; continued outreach for lifeguard employment; interviewed and offered the position to one lifeguard who will be covering for our other lifeguard that will be traveling and unavailable in July; continued working on winter/spring statistics; continued finalizing items for Camp GWC including confirming buses and payment for field trips; finalized a Powerpoint presentation and coordinated with the Director on a NAACP/Friends of School Hill Informational meeting that took place on June 24 at the George Wilson Center; provided a short, over the phone orientation with the newest attendant that will be starting at the George Wilson Center in July; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: The Main Hall was rented on June 19 from 12 - 9 p.m. for a 10th Birthday with an overall attendance of 40; the Main Hall and Pavilion were rented on June 20 from 10 a.m. - 2:30 p.m. for a Gender Reveal with an overall attendance of 30; the Main Hall was rented on June 20 from 5 - 8:30 p.m. for a child birthday party with an overall attendance of 60; the Main Hall was rented on June 26 from 12 - 6 p.m. for a Graduation Party with an overall attendance of 30; and from 7 - 10:30 p.m. for a Graduation Party with an overall attendance of 45; the Main Hall and kitchen were rented on June 27 from 10:30 a.m. - 4 p.m. for a Baby Shower with an overall attendance of 38. Volunteer Hours: Camp GWC #1 June 14-18 – 1 volunteer, Camp GWC #2 June 21-25 – 4 volunteers, Rittenhouse Session #1 June 21-July 2 – 8 volunteers; missionary volunteers devoted a total of 38.75 hours performing special park maintenance tasks in the parks system.

Recreation Specialist: Updated parent packet and FAQ (frequently asked questions) with new guidance for the mask policy and sent to recreation supervisors to send out to upcoming camp participants, worked with Shelby to update on the website; posted Weekly Round up on Facebook for two weeks; completed three summer camp volunteer interviews and sent assignments and schedules to them, sent reminder email to Rittenhouse Camp and Camp GWC volunteers and volunteer list/contact information to the camp directors for upcoming sessions; laminated First Aid/CPR cards for Camp GWC staff and put labels on field trip wristbands; tweaked first day letter for Bike Camp and sent it along with parent packet to all June campers, sent Katlyn at the Newark Bike Project the camp roster and updated her on the new mask policy; updated volleyball scores on website; completed shopping for supplies for Rittenhouse Camp, Camp REAL and

Camp GWC, pulled supplies from the store room for Rittenhouse Camp; pulled sandwich boards and parking signs from the yard for Parks on Draft and put Parks on Draft signs on coroplast for sandwich boards; met volunteer at the Community Garden to clean up a plot; put poster, flyers and brochures at the reservoir for fireworks and upcoming movie night.

Parks Superintendent inspected two park/open space areas and developed work orders as needed, talked with two residents concerning tree issues, along with Parks Supervisor interviewed candidate for seasonal gardener position, met with Sussex Protection concerning future lane closure to remove three dead trees along West Chestnut Hill Road at Rittenhouse Park, met with landscape contractor installing replacement plantings at Springhill Suites for release of 2-year surety bond, continued on final project report to State Forestry concerning tree pruning project on New London Road for grant reimbursement, started coordinating with Millcroft Nursing Community and project developer on replacing dead plant materials in meadow area this upcoming fall planting season and inspected all park contractually mowed areas for compliance to contract; inspected five park/open space areas and developed work orders as needed, coordinated tree pruning project on New London Road from Cleveland Avenue down to Ray Street, met with Manager and landscape contractor to inspect replacement plantings for release of surety bond at Springhill Suites, updated tree work/creek clearance on GIS Tree Layer with assistance from our GIS Specialist, assisted Code Enforcement with several tree issues, met with two residents concerning tree issues, attended meeting with Parks Director/Mayor/City Manager concerning Ash tree EAB issue throughout town and followed up on basketball backboard issue with vendor as well as following up on contractors for repair to pool at Dickey.

Parks Supervisor assigned all field staff daily and assisted as needed, coordinated with recreation for several upcoming special events/volunteers and completed research on vinyl post covers for installation of trail posts along the Christina Valley Stream Trail and Fickes Trail; researched price for proposed new trailer and for vinyl sleeves for use on trail posts thru Rittenhouse Park/Christina Valley Stream Trails, coordinated with Recreation Division on supplying materials/supplies for volunteers and coordinated with Recreation Division for Parks on Draft event.

Parks/Horticulture staff continued mowing and bed maintenance operations, did interior bed maintenance at City Hall, dragged ballfields and lined both Handloff fields, raked out/leveled all horseshoe pit areas, did tree work at several park areas, did equipment maintenance on walker mower/chain saws/hand held sprayers/ventrac unit, delivered woodcarpet safety surfacing to Devon Park for volunteers to spread, blew off Lumbrook/Fairfield/Handloff/Kershaw tennis/basketball court areas and trash removal throughout park system. Public Works installed replacement sign in Phillips Park parking area that was vandalized. Volunteers weeded and installed wood carpet safety surfacing under/around all play/swing units in Devon Park; did equipment maintenance on chain saws and sprayers, dragged ballfields and lined both fields at Handloff, raked out all horseshoe pit areas, sprayed weed control in several play/swing areas, did interior bed maintenance at City Hall, did trash removal throughout park system, delivered woodcarpet and soil to volunteers and did tree work as assigned at several park sites. Volunteers spread woodcarpet safety surfacing under play/swing units at Fairfield, filled in ruts at Handloff in rear meadow area and mulched bed in parking lot at Phillips Park.

Activity or Project:

Parks on Draft July 16 - 18 Handloff Park

Description:

Newark's second Parks on Draft of the season will be held on Friday, July 16 through Sunday, July 18 at Handloff Park, and the event will be hosted by Klondike Kate's. For more information, visit www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	07-18-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

625 S College Avenue, Whitney - Final Asbult drawings have been submitted to PW for review and approval.

Fintech, Star Campus - Exterior sheathing and waterproofing ongoing. Interior core area framing in progress.

College Square Apartment Buildings - Steel and wood framing for Building 1 is progressing. Building 2 footers, foundations and UG plumbing ongoing.

287 E Main Street, Fulton Bank - Second floor units approved for drywall. Fulton Bank fit out progressing.

45 E Main Street, CVS - Storefront installation mostly complete. Interior drywall and ceiling work ongoing.

Evan Hall, UD - Interior work progressing.

401 Bellevue Road, Safstor - Exterior metal wall panels being installed. Interior fireproofing and

framing mostly complete.

Drake Lab Addition - Prep work in existing building underway for the addition construction. Site work ongoing.

94 E Main Street, Green Mansion - Prep work for underpinning activities underway.

227 W Park - Final trim, finishes, yard grading.

1364 Marrows Road - Honda Service - light gauge framing in office area/electric/HVAC going in.

118/126/130 New London - Renovations started.

122/128 New London - Footing complete.

321 Hillside

- 400 Building 6 Units - Final paint in progress.
- 300 Building 10 Units - Paint/trim in progress.
- 200 Building 10 Units – Painting in progress.
- 100 Building 10 Units - All units in drywall.
- 800 Building 10 Units - 801 insulation, 803-819 trades.

18 Country Club (Fairfield Apartments Fire) - Waiting on paperwork from contractor to release permit.

Warner Hall - 280 The Green - Final inspections in progress. TCO issued 4/1/21.

Thorn Flats/Lehigh Flats Buildings - G, L, M, 71, 161 and 171 finals in progress, Buildings K, L and M approved to close in, buildings J, K, 111, and 121 rough inspections in progress.

Newark Charter School - Loop road base course paved parking and site work progressing, Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress underground plumbing in progress.

Commons building nearly completed TCO issued, exterior sitework completion in progress, renovation of existing schools and connecting corridors in progress.

Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, panelized framing, structural steel erection and DWV piping in progress.

321 Hillside Road/The Rail Yard - Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) most of 6000 is approved to close in 1 unit remaining, 7000 framing complete electric, plumbing rough and insulation inspections in progress. Building A framing complete and rough piping and electric installations in progress. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.

UD Green Utility Projects - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric

feeder project for Drake Hall, Brown Lab and Future Building work in progress.

Rodney Stormwater Park project - Wier wall constructed, additional site work progressing retaining wall and fishing dock construction completed, seat walls and additional site work in progress, recreational equipment construction and installation in progress.

Meetings Attended:

City of Newark ESCO - Progress meeting.

94 E Main Street, Green Mansion - Met with Chris Locke, Dave Grayson and Mike Miklus regarding allowable work for underpinning of existing building.

Items of Interest

144 E Main - Received plans for a tenant fit-out "UBREAKIFIX".

314 E Main - Received plans for a tenant fit-out to add more space to Kalin Eye.

179 West Chestnut Hill Road - Received plans for a tenant fit-out Glasgow Spine.

Property Maintenance Team

9 citations

41 notices of violation

120 inspections

49 complaints

Parking

- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal back to under a week.
- Submitted training/dues request to Finance Department and City Manager's Office.
- Fixed adaptor in License Plate Recognition vehicle. Received new unit for free from ComSonics.
- Purchase and programming of iPhone 12 fleet for parking enforcement. New phones have a stronger battery and are easier to read in the field. Replacing iPhone 10 fleet, which have rapidly diminishing battery life for field employees.
- Parking Logix Countdown Signage 4G upgrade prepared. Signs are currently off while upgrade is completed, which we hope will increase accuracy of signage.
- Submitted 2022 Parking General Operation Budget and Narrative, Goals, and Accomplishments to Finance Department for review.
- Meeting with Parks and Recreation regarding a tree in Lot #4 that is heavily leaning towards parking lot. Tree is scheduled for removal as it leans into parking spaces.
- Proof of new Passport parking signage received and approved. Signage will continue to be provided to the city at no cost after a meeting with Passport CEO.
- Hired three new part-time Parking Ambassadors. Held interviews for the full-time Parking Ambassador position.
- Held Alfresco dining event on June 23rd, but the event was cancelled on June 30th. Parking Ambassadors implemented a new notice on T2 kiosks that allowed payment between 1-3 p.m.,

informing customers of prompt towing at 3 p.m.. Passport application gave notice of the event, as did signage on the street.

- Printed and recorded parking passes for new Council members.
 - Review of the Residential Parking Permit Program codes for Kimley-Horn.
 - Removal of some “federal holidays are no charge” verbiage from the Parking webpage. Holidays we are free are listed, but multiple customers got confused when Juneteenth was a paid parking day. Planning discussions regarding parking on Juneteenth in future years.
 - Preparation for the June 4th holiday. Parking will be no charge on June 4th and June 5th.
 - Multiple meetings and discussion with/regarding Kimley-Horn parking code consultation.
- Review of Phase II Report.
- Parking Supervisor Court Mulvanity attended Parks and Recreation Fireworks meeting on June 30th in preparation for the Friday, July 2nd fireworks show.

Land Use/Planning

- 18 Deed Transfer Affidavits
- 11 Building Permit Reviews
- 0 Certificates of Completion/Occupancy
- Planner Mike Fortner has prepared revised Comp Plan Chapters for Land Use and Annexation for review at the Steering Committee meeting on Thursday.
- On Monday, June 28, Planner Mike Fortner presented to Council the special use permit applications for AT&T cell tower at 200 Whitechapel and an In-home Day Care at 954 Devon Drive. Both received Council approval unanimously.
- On Wednesday, June 30, Planner Mike Fortner attended a Technical Assistance Training by New Castle County for the City’s CDBG Program.

Activity or Project:

Code Enforcement/Property Maintenance

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Parking

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Land Use/Planning

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

On June 29th, Chief Tiernan, Deputy Chief Feeney, and Det./Sgt. Micolucci, along with the police chiefs from the larger agencies in the state, met with the United States Attorney for Delaware and representatives from federal law enforcement agencies to discuss recent violent crime trends in the state.

On June 30th, Chief Tiernan and members of the police department met with sponsors to view the new Newark PAL mobile trailer. The trailer will allow members of the police department to travel to various neighborhoods in the city and allow for positive interaction between officers and residents. The mobility is a great benefit rather than being tied to one neighborhood with a fixed PAL building.

Administration Division:

- Administration Unit officers were assigned background investigations for police applicants.

Criminal Investigations Division:

- Detectives from the CIU covered patrol shifts on Tuesday, 06/29/21 due to range qualifications.

Patrol Division:

- On 06/20/21 at approximately 08:20 am, in the 100 block of E. Main Street, Suspect attempted to rob two victims. Victim 1 (28 year-old female) reported that the suspect approached her and demanded her car keys (that she was carrying in her hand) and threatened to kill her. Victim 1 did not surrender her car keys and a citizen witness intervened to get Victim 1 to safety. Suspect walked away and immediately went up to Victim 2. Victim 2 (64 year-old female) was walking to her vehicle and about to open the door when the suspect violently attacked her knocking her to the ground. Suspect demanded Victim 2 give him her keys and stated that he would kill her. Citizen witnesses intervened and detained the suspect until the arrival of police. Suspect was charged with 2 counts of Robbery 1st (attempted) and his bail was set at \$60,000.00 cash.
- On 6/21/2021, on Squirrel Lane, a tree fell onto a house during a storm. The tree fell onto the residence and a portion of the roof collapsed, pinning a resident. NPD officers assisted with removing a resident trapped under the roof/tree. Assisted by AETNA and City of Newark building inspectors. Minor injuries reported.

Special Enforcement Division:

- On June 18, 2020, ACO Vickers responded to Santa Fe Mexican Grill on East Main Street for a groundhog that had been lying on the restaurant's outside deck for over an hour. The animal would not leave when approached. Donna captured the animal. After consulting with Hillary Taylor, Delaware Wildlife Rehabilitator, it was determined that the animal could be released in a safe location.

- On June 22nd, Animal Control Officer Donna Vickers responded to the 100 block of Radcliffe Drive for a sick juvenile red-shouldered hawk in the backyard of a residence. She captured the animal and transported it to Tri-State Bird Rescue & Research for treatment.
- On June 25th, Vickers responded to the 100 block of Amherst Drive for a sick juvenile blue jay. She captured the animal and transported it to Tri-State Bird Rescue & Research for treatment.
- Vehicle speed data boxes continue to be mounted in various areas/neighborhoods throughout the City based on resident complaints. The data gathered from these boxes will determine specific locations in need of additional enforcement.
- Officers from the Special Operations Unit will be conducting new resident orientation via Zoom for new tenants at 3 Annabelle Street, at the request of the landlord.
- Officers from the Special Operations Unit conducted youth outreach at Camp Rittenhouse during the week of 06/28/21.

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:**

Public Works and Water Resources Department

Notable Notes:***Holiday Refuse Collection Changes***

Due to the July 4 holiday observance on Monday, trash normally collected on Monday will be collected Tuesday and trash normally collected Tuesday will be collected Wednesday. There is no yard waste collection on Wednesday, July 7.

PW&WR Management held a Safety Talk with all field staff on July 1. The focus was on heat and sun exposure and how we can keep safe during extreme weather like we experienced earlier this

week.

The annual Consumer Confidence Report for our water system, typically referred to as the Water Quality Report, is now available on the City's website and hard copies are available at City Hall. The report can be found at the following link and attached:
<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6968>.

Activity or Project:

Cleveland Avenue Paving and Rehabilitation - DelDOT

Description:

DelDOT's pavement and rehabilitation project on Cleveland Avenue began Monday, 6/28 with the contractor performing exploratory excavations to identify locations of utilities that may be in conflict with the planned improvements. This work is scheduled as daywork but may require some nightwork to minimize traffic impacts. The overall project has been broken up into 9 phases but the outcome of the exploratory work may result in a modification of the current phasing plan. The overall project duration is 113 days with a planned completion date of October 20, 2021. As with all construction projects, the completion date is subject to change and will be weather dependent.

The project extends from New London Road to Paper Mill Road and generally consists of bicycle and pedestrian improvements, drainage improvements, signalization upgrades, milling, hot mix paving and striping and signage upgrades. The project eliminates the existing shoulder on the south side of the road to allow for the addition of westbound and eastbound bike lanes that transition to shared bike lanes at intersections and where the existing road constraints cannot accommodate dedicated bike lanes. The existing curb ramps will be upgraded to comply with the latest Americans with Disabilities Act (ADA) design standards and the intersections will receive new pedestrian pushbutton pedestal signal poles and striping improvements. A pedestrian refuge island will be installed at the Wilbur Street intersection which is intended to help protect pedestrians crossing from the north and south sides of Cleveland Avenue. This refuge island will allow pedestrians to focus on one direction of traffic at a time as they cross and gives them a safe location to wait for a gap in oncoming traffic before finishing their cross.

This segment of Cleveland Avenue currently has no storm sewer in place and the conveyance of stormwater is all managed as surface runoff in the flow channels of the curbs. The spread or width of ponding water can sometimes extend into travel lanes during moderate to heavy rainfall events which can cause vehicles to hydroplane or surprise an unexpecting pedestrian with a wall of water from passing vehicles. The project includes the installation of new storm sewer along the north and south sides of Cleveland to collect and convey stormwater in a closed drainage system as opposed to overland. Due to the limited space available in the roadway, the planned storm sewer improvements could not be designed to convey the larger storm events but it will minimize stormwater spread into the travel lanes and will allow for improved drainage of the road overall.

Similar to Main Street, Public Works and Water Resources will be working closely with the DelDOT project team and their contractor to help facilitate these improvements, protect our existing infrastructure, and minimize impacts to our residents and special events planned throughout the downtown area. We are excited to see this project get moving and believe this work along with the previous completed Main Street improvements and planned Delaware Avenue improvements will make the City even more walkable, bikeable and safer overall.

Status:

Started

Expected Completion:	10-31-2021
Execution Status:	On Track
Activity or Project: Street Improvement Contract	
Description: Our contractor, Grassbusters, will continue curb work on Blue Jay Drive, while a second crew will be mobilizing to Northgate Commons (Heather Court, Renee Court, and Andrews Way) on Wednesday, July 7. Notices will be distributed to these residents by the end of the day on July 2. The notice is attached.	
Status:	Started
Expected Completion:	11-30-2021
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – June 17-30

Name	# of Documents	# of Pages	Types
Samantha	285	3,323	Court documents; Personnel records; Worked on modifications
Sandy	527	12,482	City Manager administrative files; Timesheets; PUBS Daily Cash Receipts; Munis Cash Reports; Harris bank deposits slips; A/P Batch Invoices and Cash Disbursement Journals; Police applications; Historic registration binders
Fred	355	4,554	PWWR contracts; Subdivision records; Work order attachments
Ana (PT)	270	1,405	Parks and Recreation activity registrations and before/after care records; Court documents; Worked on modifications
Total	1,437	21,764	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202	26,037	-1,165
March	43,335	28,447	-14,888
April	50,618	29,039	-21,579
May	36,670	27,920	-8,750
June	38,184	40,008	+1,824
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		



CITY OF NEWARK
MUNICIPAL CENTER

NEWARK DELAWARE
POLICE

sports, games,
Activities, STEM
Art, and fun!

NEWARK
POLICE

NEWARK POLICE DEPARTMENT

WEEK 06/20/21-06/26/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	0	0	3	0	0
Rape	1	3	0	2	1	0
Unlaw. Sexual Contact	2	2	0	2	0	0
Robbery	9	13	2	24	18	10
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	3	1	0	9	6
- Other Robberies	6	6	1	23	1	0
Assault/Aggravated	11	8	0	9	35	14
Burglary	16	15	1	63	6	0
- Commercial Burglaries	4	2	0	42	0	0
- Residential Burglaries	10	11	1	14	3	0
- Other Burglaries	2	1	0	7	2	0
Theft	209	377	21	95	54	0
Theft/Auto	27	36	1	5	5	0
Arson	0	0	0	0	0	0
All Other	88	2	0	58	28	6
TOTAL PART I	368	455	25	261	140	26
<u>PART II OFFENSES</u>						
Other Assaults	140	98	2	116	79	25
Rec. Stolen Property	1	0	0	5	4	0
Criminal Michief	62	93	4	36	22	0
Weapons	7	5	0	18	11	4
Other Sex Offenses	0	4	2	0	2	0
Alcohol	24	54	0	27	42	0
Drugs	28	66	1	45	46	0
Noise/Disorderly Premise	279	373	12	102	133	1
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	65	199	2	43	49	1
Trespass	135	169	1	25	40	1
All Other	141	177	8	128	112	6
TOTAL PART II	882	1363	32	545	561	38
<u>MISCELLANEOUS:</u>						
Alarm	71	230	8	0	0	0
Animal Control	237	231	16	20	5	0
Recovered Property	91	87	3	0	0	0
Service	15567	16820	622	0	0	0
Suspicious Per/Veh	220	210	9	0	0	0
TOTAL MISC.	16186	17578	658	20	5	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	682	18,970	802	21,199



**Newark Police Department
Weekly Traffic Report**



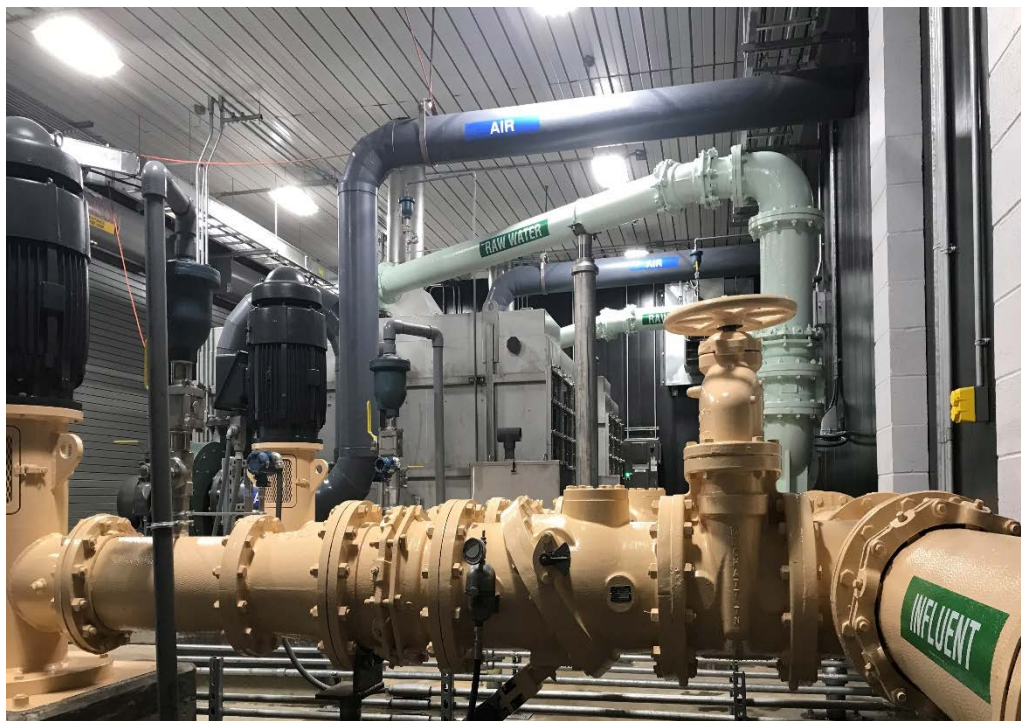
06/20/21-06/26/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2563	6290	85	146
DUI	38	74	0	1
TOTAL	2601	6364	85	147

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	77	65	1	1
Property Damage (Reportable)	365	428	12	12
*Hit & Run	95	83	3	4
*Private Property	83	96	3	2
TOTAL	442	493	13	13

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: SOUTH WELL FIELD TREATMENT PLANT AIR STRIPPER BUILDING

2021 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 2020.

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 new a newly installed (2021) shallow tray air stripper 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.

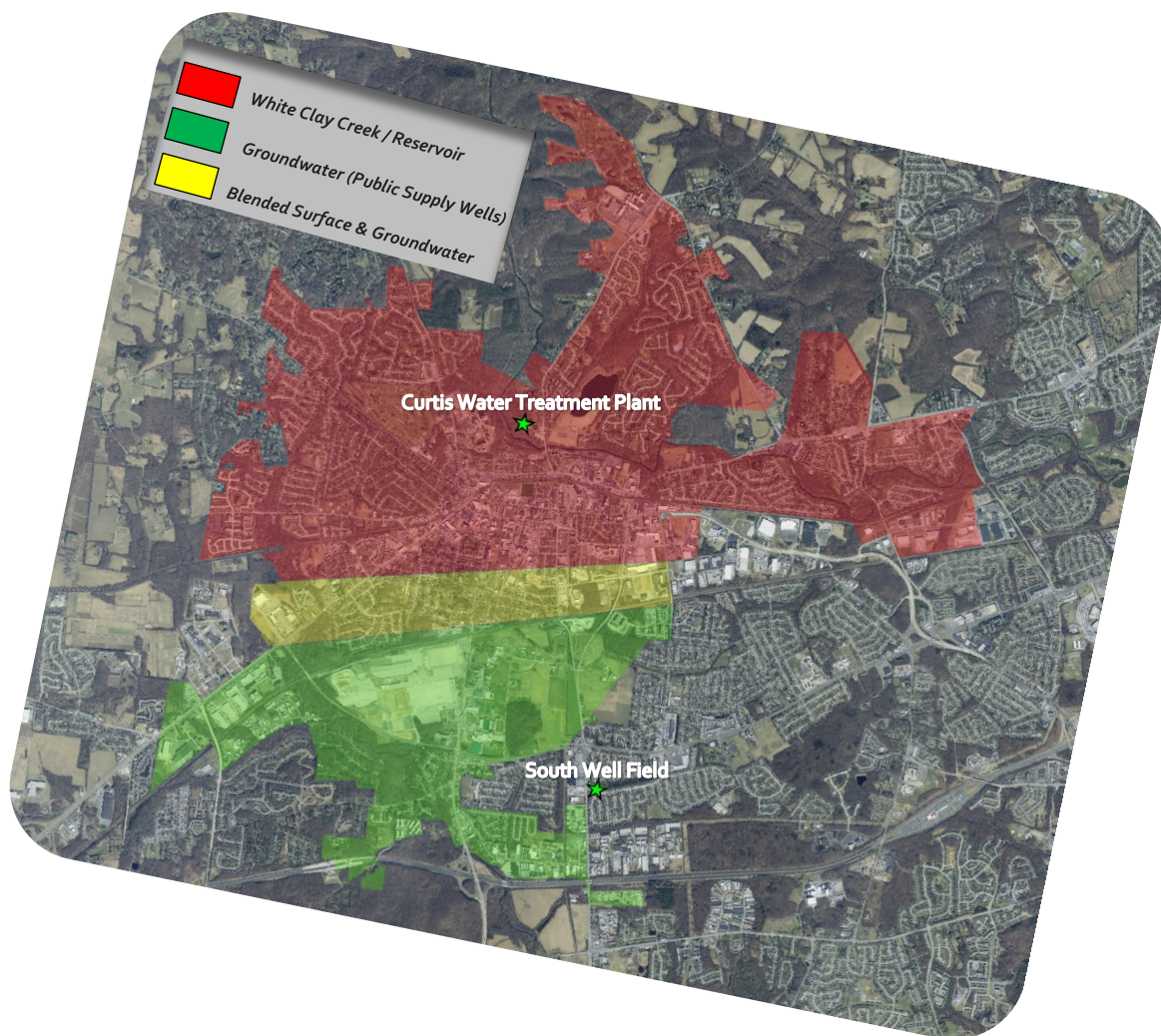


City of Newark
Department of Public Works
And Water Resources

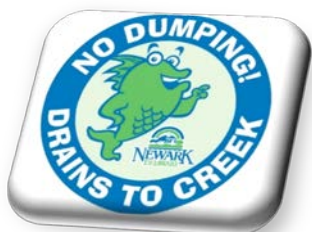
The Source of Your Water

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 2021

South Well Field Treatment Plant Upgrades



The South Well Field Water Treatment Plant ("SWFWTP") is the City's groundwater treatment plant located in the southern portion of our distribution system near the intersection of DE Routes 72 and 4. The plant typically produces and distributes approximately 40% of the City's water supply sourced from 4 wells.



The project, totaling roughly \$4.5 million dollars, replaced an aging, but necessary air stripper used to remediate the contaminated groundwater pumped to the SWFWTP. The old air stripper has been in service for approximately 15 years running 24/7 and was nearing the end of its service life. The air stripper system was very difficult to maintain due to its location on top of the raw water tank. Although effective at removing the harmful contaminants in the groundwater, it was unable to adequately treat all the available source water (wells 14r and 16) resulting in the wells sitting idle.



The new air stripping system is located at grade and inside a constructed building located above a subsurface wet well replacing the 500,000-gallon lead-coated raw water storage tank. Additionally, the project included the construction of a new finished water storage tank replacing a second 500,000-gallon lead-coated finished water storage tank.



The major work associated with the project included the following:

- Treatment process improvements including installation of the new air stripping groundwater remediation system
- Demolition of existing site building, water storage tanks, and lime silo
- Construction of a new air stripper building with subsurface intermediate raw water wet well
- Facilitation and coordination of the construction of a new 250,000-gallon finished water storage tank



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, 2020

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
Chlorine	Ppm	4	4	1	0.9-1	2020	N	Water additive to control microbes.
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	0.6	0 – 0.5538	2020	N	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
Nitrate	Ppm	10	10	7	1.7322 – 6.9442	2020	N	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Nitrite	Ppm	1	1	0.1994	0 – 0.1994	2020	N	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Total Organic Carbon	Ppm	TT	*	2.15	1.16 – 2.15	2020	N	Naturally present in the environment
Turbidity	NTU	0.3	*	0.11	0.03-0.11	2020	N	Particulate matter from soil erosion and biological cycles

*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 (THM'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
Haloacetic Acids (HAA5)	ppb	60**	no goal	54.4	1.88 - 54.4	2020	N	By-product of drinking water disinfection
Total Trihalomethanes (TTHM)	ppb	80**	no goal	76.3	15.2 – 76.3	2020	N	By-product of drinking water disinfection
**This MCL is based on a locational running annual average. The 2020 running annual average for HAA5s ranged between 7.99 – 28.90 ppb and 24.80 – 57.3 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	0.4	nd - 0.647	2020	N	Erosion of natural deposits; Leaching from wood preservatives; Corrosion of household plumbing systems.
90th Percentile Lead	ppb	15	0	1.0	nd – 4	2020	N	Corrosion of household plumbing systems; Erosion of natural deposits.

*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	61.9	61.9 – 61.9	2020
Chloride	ppm	250	<250	50.9482	43.4911 – 88.7	2020
Iron	ppm	0.3	<0.3	0	0	2020
Sodium	ppm	nr	<50	17.64	17.64 – 17.64	2020
Sulfate	ppm	250	<250	33.9262	26.0317 – 38.0068	2020

EPA Unregulated Contaminant Monitoring Rule No. 4 Results	Unit of Measure	SMCL	Goal	Average Level Detected	Annual Range	Date
Bromide ⁺⁺	ppb	nr	no goal	36.15	29.5 – 43.8	2019
HAA5	ppb	nr	60	18.12	2.94 – 43.75	2019
HAA6Br	ppb	nr	no goal	7.75	0.62 – 13.73	2019
HAA9	ppb	nr	no goal	25.62	3.56 – 56.33	2019
Manganese	ppb	50	50	4.75	0.41 – 13.5	2019
Total Organic Carbon ⁺⁺	ppb	nr	no goal	2390	2180 – 2580	2019
⁺⁺ Sampling for Total Organic Carbon and Bromide were collected at a single source water influent (aka untreated raw water) for each treatment plant.						

*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 2024, 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 each Monday 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

2021 WATER QUALITY REPORT

220 South Main Street
Newark, Delaware 19711



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

July 2, 2021

**Notice: To Residents of Northgate Commons
(Heather Court, Renee Court & Andrews Way)**

On Wednesday, July 7, 2021, Grassbusters Landscaping Co., Inc. is scheduled to begin curb replacement on your street as part of the Annual Street Improvement Program, **weather permitting**. The curb replacement will be followed by the milling of the existing street surface, possible base hot mix patching, installation of the base layer of hot mix, utility adjustments, if necessary, and the placement of a top layer of asphalt pavement. You will receive another notice prior to milling and paving the street.

NO PARKING WILL BE PERMITTED ON THE STREET between the hours of 7 a.m. and 5 p.m., Monday thru Friday, until all the work on the street is completed. Vehicles that are left parked on the street during these working hours will be **towed at the owner's expense** because of the considerable delay and expense this situation can cause the contractor. Owners of towed vehicles must obtain a "Vehicle Release Form" from the Newark Police Department at 220 S. Main Street to retrieve their vehicle.

It will be necessary to close driveways for several days to pour and cure the concrete when driveway curbs are replaced. The curbs to be replaced will be marked with white paint. The contractor has been instructed to notify residents before removing the curb at their driveway so that no vehicles will be blocked in.

Affected residents should park their vehicles on adjacent streets, well away from the work area, until their driveway has cured and reopened for use.

Please remember that on regularly scheduled refuse, yard waste, and recycling collection days, your carts must be placed at the curb after 6 p.m. the evening before to accommodate early collection.

If you have any questions regarding the proposed work, feel free to call the Department Public Works and Water Resources at (302) 366-7000.

Your patience and cooperation is greatly appreciated!