

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

On Monday, I participated in the 40th anniversary Klondike Kate's Golf Outing which was raising funds for Newark Parks and Recreation and the Newark PAL along with former Parks Director Emerson and Directors Spadafino and Filasky.

Monday evening, we held a regular Council meeting. I spent time preparing for and following up on actions items from the meeting.

I held regular meetings with Mayor Clifton, Councilwoman Wallace, and Councilman Markham. I also held a phone call with Councilman Lawhorn.

I held a conference call with George Danneman, the developer proposing a hotel on a portion of Lot 4. I will be meeting with staff next week to work through the large number of issues that this project raises that will need to be sorted out for it to move forward.

Chief Tiernan, Director Del Grande, and I, along with several officers, attended a meeting at the Cecil County Sheriff's office to discuss shared firing range issues and discuss potential partnership opportunities.

Secretary Bensley and I met to discuss several items related to her department.

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

Activity or Project:
Description:

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Expected Completion:	
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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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Activity or Project:
Description:

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

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 7/18/19 to 7/24/19. These sessions included arraignments, trials, capias returns, video hearings, code violations and prisoners transported. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

ALICE training for court has been scheduled for Thursday, August 1, 2019.

Activity or Project:

Court Sessions

Description:

From 7/18/19 to 7/24/19 Alderman's Court handled 36 arraignments, 52 trials, 24 capias returns, 4 video hearings, 3 code violations and 5 prisoners transported for trials. The court collected a total of 328 parking payments of which 172 were paid online and 118 were paid at court. The court also collected criminal/traffic payments of which 129 were paid online and 51 were paid at court for a total of 180 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-24-2019

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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on July 19 and July 22 for Council. Geena was in the office on July 18 for Court.

Renee attended the UD IPA Local Government Support Workshop in Dover on July 18. Approximately two dozen representatives from various cities and towns across the state met to discuss what services and support IPA can provide to Delaware municipalities.

Renee had a conference call with Councilwoman Wallace on July 18.

Renee met with Mayor Clifton, Assistant to the City Manager Martindale and Facilities Superintendent Greenplate to discuss potential Council Chamber upgrades and renovations on July 19.

Paul, Renee and Tara staffed the July 22 Council meeting. Follow up was completed by staff on July 23.

Renee attended a bid opening on July 23.

Renee met with City Manager Coleman on July 23 to discuss several outstanding issues related to the Legislative Department.

Renee drafted the August 5 Council agenda.

Renee forwarded the annexation agreement to the applicant for review for 1089 and 1091 Elkton Road. Tara completed the related newspaper advertisements. This annexation of two parcels and rezoning of an additional two parcels is scheduled for public hearing and Council consideration at the August 12 Council meeting.

Danielle spent time processing items for recordation with the New Castle County Recorder of Deeds office.

Anita completed research regarding water rate increases for Public Works and Water Resources.

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

- * Provided a response and closed 07/02 FOIA request for police records
- * Provided a response and closed a 07/05 FOIA request for property outside of City limits
- * Provided a response and closed a 07/08 FOIA request for property outside of City limits
- * Provided a response and closed a 07/10 FOIA request for police records
- * Circulated to staff a 07/18 FOIA request for blueprints pertaining to 501 Hamlet Way
- * Circulated to staff a 07/19 FOIA request for 106 Tanglewood Lane
- * Circulated to staff a 07/23 FOIA request for documents or logs detailing NPD response time to domestic violence calls
- * Circulated to staff and started research for a 07/23 FOIA request for settlement/verdicts by or against the City, to include settlement amounts
- * Circulated to staff a 07/24 FOIA request for a list of properties with code violations

Regarding minutes, staff time was spent on the June 20 Board of Adjustment (Dawn drafted), July 8 Council (Dawn and Tara drafted; Tara and Renee edited - complete), July 9 Conservation

Advisory Commission (Danielle drafting) and July 22 Council (Dawn drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 9 discovery requests for upcoming Alderman's Court cases. 284 discovery requests have been filled so far this year. The court calendar for August 2 was received and the 20 cases were prepared for the Deputy City Solicitor. 29 court calendars with 528 associated cases have been prepared so far for 2019. One plea by mail also was processed.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. 1,489 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha met with staff from the Police Department to discuss the path forward for the continued transition of Police Department records to the Records Division.

Samantha conducted Tyler Content Management training for new City employees.

Ana participated in DELJIS training with the State of Delaware to become certified to handle Police Department records. Samantha and Sandy already hold this certification.

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 July 11-24 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Staff Recruitment

Description:

Renee spent extensive time reviewing applications for the vacant Administrative Professional I position. A request has been submitted to IT for retrieval of several applicant attachments which were unable to be opened. Once those are received and reviewed, first round interview selections will be submitted to HR and interviews will be scheduled for the week of August 5th.

There will also be a new recruitment for the part-time Secretary position in the Legislative Department as Anita submitted her resignation this week. We thank her for her service to our City and she will be missed in our office.

Status:	In-Progress
Expected Completion:	09-16-2019
Execution Status:	On Track

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

City Manager's Weekly Report

Department: Electric Department

Notable Notes:

A storm Monday night caused minimal outages in a couple residential areas but did cause GE Aviation on Bellevue Road to lose a phase. A hot spot was found on GE's metering point and a scheduled outage was not negotiated. Instead GE decided to wait until September when they were scheduled for maintenance. The hot connection failed during the storm. In GE's defense, it was only a 13-degree Fahrenheit rise, and everyone concurred that it could wait. The line crews took about an hour to get them back to full capacity by bypassing the problem while leaving the circuit energized. The next morning permanent repairs were made.

The line crews set a pole and transferred lines on Wilson Street for houses that were moved for the Campus Walk project.

The electricians installed DC wiring at South Chapel Substation in preparation for transformer testing scheduled for next week. They also fixed an aerator motor at South Well Field, installed cameras at Curtis Water Plant, and replaced five inverters at McKees Solar Park.

Engineering and line crews have been switching circuits around to fix hot spots. Engineering has been working with a consultant on the South Chapel relay settings and the specifications for a new SCADA interface.

Activity or Project:	
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Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:**IMPORTANT NEWS FROM THE FEDERAL TRADE COMMISSION REGARDING THE EQUIFAX DATA BREACH SETTLEMENT**

In September of 2017, Equifax announced a data breach that exposed the personal information of 147 million people. The company has agreed to a global settlement with the Federal Trade Commission, the Consumer Financial Protection Bureau, and 50 U.S. states and territories. The settlement includes up to \$425 million to help people affected by the data breach.

Please click on this link to see if you were impacted:

<https://eligibility.equifaxbreachsettlement.com/en/eligibility>

If your information was exposed in the data breach, you can file a claim at EquifaxBreachSettlement.com for the benefits such as:

- Free Credit Monitoring and Identity Theft Protection Services
- Up to 10 years of free credit monitoring OR \$125 if you decide not to enroll because you already have credit monitoring.
- Cash Payments (capped at \$20,000 per person) for expenses you paid as a result of the breach
- Free Help Recovering from Identity Theft
- For at least seven years, you can get free identity restoration services. If you discover misuse of your personal information, call the settlement administrator at 1-833-759-2982. You will be given instructions for how to access free identity restoration services.
- Free Credit Reports for All U.S. Consumers
- Starting in 2020, all U.S. consumers can get 6 free credit reports per year for 7 years from the Equifax website. That's in addition to the one free Equifax report (plus your Experian and TransUnion reports) you can get at AnnualCreditReport.com. Sign up for email updates to get a reminder in early 2020.

For more information, go to <https://www.ftc.gov/enforcement/cases-proceedings/refunds/equifax-data-breach-settlement>

Request for Proposal 19-03 closed on 7/23. This RFP is for credit collection services for the City of Newark. The City uses a vendor to collect on closed electric accounts with outstanding balances. Our goal is to have the new vendor in place by September 1st.

Monthly Financial Reports – June financial report will be reviewed at the August 12th Council meeting.

Annual Financial Audit – The Comprehensive Annual Financial Report (CAFR) has been completed for 2018. Our auditors, Clifton Larsen Allen LLC, will be presenting the audit results at the August 12th Council meeting.

The Finance Department posted a new position (formerly was an IT Network Administrator III) to help expand the City's IT support beyond 5 p.m. The IT lead Desktop Support posting closes on August 2 https://newarkde.gov/DocumentCenter/View/12595/19-25-IT-Lead-Desktop-Ad_Job-Description

Activity or Project:

2019/2020 Property Tax Bills

Description:

The 2019/2020 City tax bills are in the process of being finalized. The City of Newark's 2019-2020 property tax rate is \$0.8047 per \$100 of assessed value, which reflects a 4% increase from 2018-2019. This year, outstanding property liens and citations are being added to the bills of homeowners that have unpaid obligations with the City.

You may view and pay your property tax bill online by clicking here:

<https://selfserve.cityofnewarkde.us/MSS/citizens/RealEstate/Default.aspx?mode=new>

Newark residents pay real estate taxes based on the assessed value of their homes, as determined by New Castle County's Assessment Office. New Castle County property assessments are based upon 1983 property values. When a certificate of occupancy is issued after a building is constructed or improved, an assessor visits the property to determine the new assessment rate. The property assessment determines the amount of your property tax bill, as well as your school district's tax bill.

Those whose property is reassessed and who believe the new assessment is in error may appeal the assessment. New Castle County's Board of Assessment Review hears and makes ruling on these appeals. To appeal a real estate assessment, please call New Castle County at (302) 395-5520.

Annual tax bills must be paid by September 30 to avoid a penalty.

Status:	Near Completion
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Expected Completion:	
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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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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:

Information Technology Department

Notable Notes:

IT Managers attended departmental budget meetings.

Applications Team:

Open Tickets from Previous Week - 62

Tickets Opened in the Last Two Weeks - 76

Tickets Closed in the Last Two Weeks - 72

Remaining Open Tickets – 66

1. Tyler Munis successfully upgraded to V11.3 on July 13, 2019.
2. Had demo of unconfigured version of Customer Connect 6 on 7/17/19.
3. Attended PUBs training on 7/23/19.
4. Weekly conference call with Paymentus to discuss current projects (CC6 and Tyler Ingetration).
5. Worked to resolve meter data processing within Smartworks and Customer Connect.
6. Worked on and resolved support tickets for end users.
7. 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 - Four vehicles still remain for cradlepoint installation (waiting on vendor).
4. Waiting for import of employee images from badging system for Sharepoint Employee Directory.

Infrastructure Team:

Open Tickets from Previous Week - 100

Tickets Opened in the Last Week - 141

Tickets Closed in the Last Two Weeks - 130

Remaining Open Tickets - 111

1. Dell WorkSpace One and PC as a Service demo.
2. Delivered an informational session on Phishing for PUBs.
3. Completed FTR installation.
4. Met with Police regarding new camera and LPR placement.
5. Worked through 2 network outages on Monday night due to the storm.
6. Worked on various issues.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Validating triggers in PRTG.

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 - Started, vendor will complete configuration by 7/26/19.

- 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:	In-Progress
Expected Completion:	08-23-2019
Execution Status:	On Track

Activity or Project:

Media Room

Description:

Resolve Desktop display issues - Complete
 Register system - Complete
 Configure Tricaster with a single camera- Complete
 Add second camera - Complete
 Configure Network Switch - In progress
 Work with Electric to cable for audio and video over ethernet - In progress
 Mount cameras - Pending
 Connect to Channel 22 - Pending
 Test - Pending
 Train - Pending

Status:	In-Progress
Expected Completion:	07-15-2019
Execution Status:	On Track

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with public works about brick seating design at Preston's Playground and it's location within the park; attended the climate survey meeting with Tom Coleman; conducted the non-mandatory, pre-construction meeting for the Preston's Playground restroom; attended the Municipal Building and George Wilson Center Air Conditioning meeting to review the contractor bid proposals for the project; reviewed several landscape plans for new subdivisions and development submissions; visited several parks for inspections and potential event opportunities; working on three grant submissions for the State Outdoor Recreation and Parks and Trails grant program.

Deputy Director: Attended Sports Venue and Event Evacuation Training for two days; worked with recreation staff to get fall program information completed; Melinda and I met with UD Athletics staff to discuss the Outdoor Movie Night location due to construction at the football

stadium; continued to work with Melinda on finalizing details for the Family Fun Night; worked on memo for recommendation with budget adjustment for Council from Bloom sponsorship; completed follow up questions from the Sustainable Newark Plan for the AECOM with Joe; started working on mid-year feedback sessions; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Camps held this week included Delaware Soccer Camp, Skateboarding Camp and Rittenhouse Camp, extreme heat was a factor but we managed ok; met with camp directors to go over details for All Camp Olympics scheduled for 7/26; met with after care site supervisor from Downes to discuss the upcoming school year, finalizing with staff who intends to return this fall; met with Director, City Manager and Communications Manager regarding plans for upcoming event at Olan Thomas Park, visited Olan Thomas with Director; adult softball league started the playoffs, finals are scheduled for 7/23; ordered t-shirts for upcoming end of adult volleyball season; finalizing details on fall programs.

Recreation Supervisor of Community Events: Met with the Deputy Director regarding programs and events that will take place during and around the time that she will be on extended leave; sent rosters for upcoming programs to instructors; updated programs spreadsheet for Fall and Winter programs, updated PSAs and worked on statistics; sent information to current registered Community Day vendors to update them on when assignment dates and information will be sent out.

Coordinator of GWC and Volunteers: Camp GWC and Safe Kids Camp were held at the George Wilson Center during the week of July 15-21; Camp GWC had a "Get Ready to Launch" themed week with a field trip to Sky Zone on Wednesday, July 17 with 58 Full Day Campers, 8 Half Day Campers, 13 Before Care Campers, and 32 After Care Campers, Camp GWC campers also had the opportunity to participate in a Bike Rodeo on Friday, July 19 with the Newark Police Department; Fashion Camp was held Monday-Thursday at Downes Elementary School with a total of 15 campers; interviewed a potential staff member for the Before and After Camp Care Program; confirmed busses and items needed for Camp GWC Field Trips in the upcoming weeks; met with Camp Directors and the Recreation Supervisor on the upcoming Camp Olympics scheduled for July 26; continued to review details with the Recreation Specialist on some volunteer groups interested in assisting Newark Parks and Recreation in the upcoming weeks; sent information to registered campers for Camp GWC VII, and Curtain's Up Theater Camp for the upcoming weeks; met with a member of the NAACP to discuss an upcoming event on Saturday, August 31 at the George Wilson Center; continued working on Fall 2019 programs; continued to communicate and meet with potential renters of the George Wilson Center. The overall attendance at Dickey Park pool was 174 patrons; the overall attendance at the George Wilson Center was 156 patrons (including Camp GWC campers that used the pool on Tuesday and Thursday and Safe Kids Camp that used the pool on Wednesday). The George Wilson Center Pool was open until 7 p.m. on Friday, July 19 for evening swim.

Recreation Specialist: Updated volunteer database with incoming general volunteer applications, conducted one camp volunteer interview and assigned to two GWC sessions, recruited additional volunteer for Safe Kids Camp, sent out reminders to volunteers for GWC #7 and sent volunteer contact info to camp directors for GWC #7, coordinated with UD for their athlete volunteers for Camp Olympics, collected 18 background check applications and submitted to Paula; updated the Family Fun Night write-up on the Facebook event page and City event calendar, sent out vendor letter, placed signs at the park and did walk through with Paula; cleaned out/inventoried/organized

the game and pantry cabinets at Downes and West Park Before and After School Care areas; updated volleyball scores on website, completed shopping for Camp GWC and Rittenhouse Camp supplies needed; attended meeting with Paula at UD for Outdoor Movie Night.

Parks Supervisor assigned field staff daily and assisted as needed, lead safety tour of Parks Maintenance Facility at City Yard and in lieu of Parks Superintendent being on vacation ordered supplies as needed.

Parks/horticulture staff continued mowing and bed maintenance operations, dragged/scarified all ballfields and preparation of fields for league play, did interior bed maintenance at City Hall, cut back/sprayed plant growth off/along sidewalks on Casho Mill Road/Barksdale Road/Library Avenue, did equipment maintenance on mowing equipment as needed, did tree removal/pruning at several park sites, did trash removal throughout park system as needed, continued on work orders as assigned, watering of nursery stock at Parks Maintenance Facility and on all newly planted plant material including annuals throughout park system and completed play unit installation at White Chapel Park.

Activity or Project:

Fall Activity Guide

Description:

The Newark Parks and Recreation Activity Guide featuring all the programs and events for the fall will be sent out to an email list of over 12,000 people on August 19. Resident registration begins August 19 with non-resident registration beginning August 23.

Status:	In-Progress
Expected Completion:	08-19-2019
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:

Fire Marshal Dave Tynan conducted plan reviews and site reviews on a daily basis for new and existing projects, including Chemours, BPI, Whitney Center, South Main Street and various other projects; conducted special event inspections on the past few Saturdays at University of Delaware (UD); responded to calls for Caffé Gelato and School Lane Apartments sprinkler activations; and continued work on Fire Code revisions and Business License updates. Dave also sent emails to City Department heads regarding Emergency Operations Plan (EOP) updates; met with UD Office of Emergency Management (OEM); participated in a Sports and Special Events training and exercise; began Continuity of Operations (COOP) updates with New Castle County; and, met with Parks and Recreation regarding the EOP for upcoming events.

Parking (for the period July 11 through July 24):

A lightning strike on July 22 resulted in some equipment shutting down in Lot 1 due to a surged logic board and wires. The Delaware Avenue entrance and exits were temporarily closed as the gates would not automatically lift. Exit gates were able to be manually raised and parking staff worked with ParkingSoft after the storm to have repairs completed the next day at no cost to the City.

No Parking signs were installed on Lovett Avenue.

Parking Division staff started weekly License Plate Recognition and Multi-Space Progress meetings with T2, ComSonics, and Genetec in preparation for installation of hardware and training on software; met with GIS Coordinator Jay Hodny to discuss necessary GIS changes, upcoming changes upon approval from Council, and future changes to the Parking Division's GIS Map; continued working with A-DEL and DelDOT, providing meter bags and Parking Ambassador support in their work areas, and, signed up for ALICE training. Also, staff continued working on the "truth table," a table that provides all parking statistics, rules, method of payments, locations, etc. to Passport and T2. Passport will be creating signage at no cost to the City to advertise the pay-by-app payment option. T2 will use the information to map and "geofence" areas with different parking rules. This will be provided in addition to our current GIS to ensure that the new kiosk and pay-by-app know the rules and rates of parking.

Parking management drafted a memo to be provided to Mayor and Council concerning the upcoming ordinance amendments and resolutions in preparation for License Plate Recognition and T2 Multi-Space Kiosks; met with the Public Works Department to identify ways to get additional parking spaces – three of which were found with some minor curb changes – out of the Lot 1 expansion project; participated in the PMA Safety Coordination meetings and walkthrough to discuss training that may benefit parking staff and the different tools management can use to ensure staff understand the safety requirements for their positions; attended a preliminary budget hearing to discuss the 2020-2024 Capital Improvement Program and the 2020 General Operating Budget as they relate to the Parking Division; met with Planning and Development Director Mary Ellen Gray to discuss Parking's current projects, meetings, and initiatives to be provided to the City Manager and Council. Additionally, Parking Manager Marvin Howard attended the Fourth of July Fireworks wrap-up meeting. Parking Supervisor Court Mulvanity participated in the monthly Traffic Committee meeting on July 16.

Planning/Land Use:

The Planning Commission meeting originally scheduled for July 2, 2019 has been rescheduled for Tuesday, July 30, 2019 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- 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 following were also completed this week:

- 16 Deed Transfer Affidavits
- 69 Building Permit Reviews

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. Staff comments were forwarded to the applicant on July 22, 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. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been rescheduled for July 30, 2019, at which time this

project will be considered.

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. Staff comments were forwarded to the applicant on July 11, 2019. Revised plans were received by the Planning and Development Department on July 18, 2019, with staff comments forwarded to the applicant on July 23, 2019. This project is scheduled for consideration by the Planning Commission at their meeting on August 6, 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. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been

rescheduled for July 30, 2019, at which time this project will be considered.

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. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on June 28, 2019. No comments or objections were received by the Planning and Development Department in response to the letters mailed on June 28. The administrative subdivision was approved by the Planning and Development Director and City Manager on July 12, 2019.

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. Plans were distributed to the Subdivision Advisory Committee

(SAC) on June 26, 2019.

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. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

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.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings.

436 Christina Mill Drive, Parcel ID 1803000130 (PR#19-07-02): The Planning and Development Department received an application for a special use permit for 436 Christina Mill Drive on July 10, 2019. The applicant is requesting approval for a part-time massage therapy business.

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:

Patrol:

- On Monday, 7/22/19, at approximately 1727 hours Cpl. Coughlin responded to a vehicle collision in the area of 230 East Cleveland Avenue. During the investigation, the operator was found to be DUI, his second offense, and had his 2 1/2-year-old grandson improperly restrained in the front seat. The driver was charged with DUI, endangering the welfare of a child while DUI, following too closely, driving without a valid license and failing to have a child in a child restraint. The defendant was arraigned through Justice of the Peace Court #11 and was issued \$1,253 cash bail which was posted at the court.
- On Friday, 7/19/19, at approximately 1952 hours, officers responded to the Retreat in reference to an assault. Upon arrival contact was made with the victim, who was a security guard for the apartment complex. The security guard advised that as she was investigating unauthorized subjects on the property one of the subjects struck her arm, knocking her phone out of her hand as she was attempting to take a photograph of the suspect license plate. After the phone was knocked from her hand, the suspect picked up her phone from the ground and fled the area in the suspect vehicle. After the suspect fled, she noted another cellular telephone on the ground where the incident took place. She realized that this phone was the suspect's cellular telephone who apparently dropped it during the altercation. After several minutes had passed, the suspect returned to the complex and began demanding his cellular telephone back. Upon police arrival, the suspect was quickly arrested and charged with offensive touching, theft, criminal mischief (2 counts) and possession of marijuana (civil).
- On Thursday, 7/18/19, at approximately 0103 hours, Cpl. Lawrence stopped a Chevrolet Tahoe after detecting the odor of marijuana emanating from the vehicle. A search of the vehicle was conducted and a 9mm firearm with nine (9) rounds of ammunition was found in the center console of the vehicle. Both the driver and the passenger were transported to NPD and charged with carrying a concealed deadly weapon, possession of a firearm by a person prohibited (prior felony arrests), and possession of a firearm during the commission of a felony.

Auxiliary Services Division:

- Capt. Van Campen crafted a Request for Proposal (RFP) for technology upgrades to the patrol in-car mobile video recording and headquarters interview room systems. The RFP should be released in the coming days.

Criminal Investigation Division:

- Sergeant Watson will be conducting polygraph examines of police officer applicants.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	07-25-2019
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:

Crews will be working on a storm sewer blockage on S. College near the intersection with Delaware Avenue. The work will require lane closures and potentially digging in the street to investigate the cause of backups.

Crews will be patching within the municipal parking lot and completing the addition of the new spots in the visitor's section of the parking lot on Saturday, July 27. The availability of hot mix material may impact this schedule.

Main Street Water Improvements in Zone 7 stretching from roughly Academy Street to S. College Avenue are scheduled for July 29. The area bounded by 30 and 100 East Main Street will be under a Boil Water Advisory once the work is completed. Please see the attached notice of the work and advisory information.

Congratulations to the Fleet Maintenance Division on their 1st Place win in the Annual Delaware Center for Transportation T2/LTAP 'Build a Better Mousetrap' Competition. Staff completed a conversion of the out of service street sweeper into a brine application vehicle and flatbed to be used year-round by all city departments. This is a great example of out of the box thinking when evaluating our fleet needs and available funds. We will now be entered in the national competition. A flyer with more information is attached.

Activity or Project:

Municipal Lot #1 Expansion - Demolition

Description:

Staff continues to work with UD and the demolition contractor to get the buildings demolished and site prepared for grading and paving. We expect environmental work to begin during the week of July 30, followed by removal of the buildings. The paving contract was approved by Council on July 22 and the contractor is ready to begin once the buildings are removed. We will work with the contractor to limit the closures of the lot, however, we do expect some time when the lot will be unavailable for parking.

Status:	Started
Expected Completion:	08-09-2019
Execution Status:	On Track
Activity or Project:	
Annual Water Main Flushing	
Description:	
Our annual water main flushing program is scheduled to begin on August 12 and continue for approximately two weeks. Flushing will take place between 10 p.m. and 6 a.m. to minimize disruption for residents and businesses. We have coordinated notices and reminders with the Communications team. Notice and tips for residents info sheet is attached.	
Status:	Not Started
Expected Completion:	08-30-2019
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – July 11-24

Name	# of Documents	# of Pages	Types
Samantha	276	1,807	NPD Files/Court Documents
Sandy	47	4,529	NPD Files/PUBS Daily Cash Receipts
Fred	39	2,748	Subdivision/Annexation Files
Debbie	144	13,183	PUBS Daily Cash Receipts
Ana (PT)	679	2,892	Parks & Recreation Activity Registrations/Court Documents
Anita (PT)	67	304	Miscellaneous Current Files
Total	1,252	25,463	

Digital Records Project Documents Modified* – July 11-24

Name	# of Documents	# of Pages	Types
Samantha	318	1,997	Permits/Miscellaneous Files
Sandy	128	5,276	NPD Files/PUBS Daily Cash Receipts
Fred	75	3,059	Subdivision/Annexation Files
Debbie	166	13,286	PUBS Daily Cash Receipts
Ana (PT)	684	2,914	Court Documents/Agendas/Minutes
Anita (PT)	83	526	Miscellaneous Current Files
Total	1,454	27,058	

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.

NEWARK POLICE DEPARTMENT

WEEK 07/14/19-07/20/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<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	0	0	0	0
Rape	6	5	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	16	10	0	23	6	0
- Commercial Robberies	7	7	0	8	4	0
- Robberies with Known Suspects	1	0	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	3	0	12	1	0
Assault/Aggravated	13	17	1	24	16	2
Burglary	28	40	0	6	83	0
- Commercial Burglaries	9	5	0	0	7	0
- Residential Burglaries	17	27	0	4	49	0
- Other Burglaries	2	8	0	2	27	0
Theft	290	306	12	76	242	14
Theft/Auto	26	27	2	4	5	0
Arson	0	0	0	0	0	0
All Other	58	65	1	29	79	2
TOTAL PART I	441	473	16	169	433	18
<u>PART II OFFENSES</u>						
Other Assaults	148	156	4	112	95	2
Rec. Stolen Property	0	0	0	10	9	3
Criminal Mischief	90	82	5	96	70	17
Weapons	5	14	1	22	41	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	122	73	2	176	120	6
Drugs	74	109	3	99	175	24
Noise/Disorderly Premise	386	362	4	152	122	0
Disorderly Conduct	77	91	4	57	71	3
Trespass	125	139	4	44	65	1
All Other	229	192	2	172	242	10
TOTAL PART II	1256	1218	29	940	1010	68
<u>MISCELLANEOUS:</u>						
Alarm	114	89	1	0	0	0
Animal Control	273	339	15	2	2	0
Recovered Property	161	127	5	0	0	0
Service	22536	19255	681	0	0	0
Suspicious Per/Veh	270	261	8	0	0	0
TOTAL MISC.	23354	20071	710	2	2	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	987	29,138	845	25,129



**Newark Police Department
Weekly Traffic Report
07/14/19-07/20/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	6620	6900	144	165
DUI	105	106	5	5
TOTAL	6725	7006	149	170

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	114	121	4	3
Property Damage (Reportable)	655	589	18	12
*Hit & Run	143	99	4	3
*Private Property	180	142	6	2
TOTAL	769	712	22	15

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.



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

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

Issued: July 22, 2019

Drinking Water Warning:
Notice of Service Disruption & Boil Water Advisory
East Main Street

Temporary service disruptions followed by a boil water advisory for addresses between 30 - 100 East Main Street is scheduled for **July 29, 2019**, due to planned water main improvements associated with the Main Street Road Rehabilitation project. The water service disruption is scheduled for **July 29, 2019, starting at 12:00 a.m. and ending at 7:00 a.m.** A boil water advisory will be in effect immediately after service is restored on July 29, 2019. **The scheduled work is weather dependent.** Schedule updates will be provided to customers only if the work is postponed. Customers in this area may be at risk for E. coli bacteria contaminated drinking water once service is restored. The bacteria can make people sick and are a concern for people with weakened immune systems. The Delaware Health and Social Services Office of Drinking Water has advised the City of Newark to release a drinking water warning as a precaution.

Do not drink the water without boiling it first. Bring the water to a boil, let it boil for a minute, and let it cool before using, or use bottled water. Boiled or bottled water should be used for drinking, making ice, brushing teeth, washing dishes, and food preparation until further notice. Boiling kills the bacteria and other organisms in the water.

E. coli are bacteria whose presence indicates the water may be contaminated with human or animal wastes. Microbes in these wastes can cause diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a special health risk for infants, young children, and people with severely compromised immune systems.

The symptoms described above are not caused only by organisms in drinking water. If you experience any of these symptoms and they persist, you may want to seek medical advice. People at increased risk should seek advice about drinking water from their health care providers.

The boil water advisory will remain in effect until the City of Newark and the DHSS Office of Drinking Water both receive and approve test results that confirm the absence of bacterial contamination. These results are usually received 24 to 72 hours after the boil water advisory is in place. A Frequently Asked Questions (FAQ) document has been posted to the City webpage and can be viewed at the following location: <https://newarkde.gov/documentcenter/view/12108>

For more information, please contact Mark Neimeister, City of Newark Public Works and Water Resources Water Operations Superintendent at (302) 366-7000, or Dameon Whyte, Environmental Health Specialist II with the Office of Drinking Water at (302) 741-8581. In addition, general guidelines on ways to lessen the risk of infection by microbes are available from EPA Safe Drinking Water Hotline at 1(800) 426-4791.

Please share this information with all other people who drink this water, especially those who may not have received this notice directly.

Your patience and cooperation will be greatly appreciated,

City of Newark,
Public Works and Water Resources Department



Delaware Build a Better Mousetrap: Entry Form

Project Name: Street Sweeper to Flatbed/Salt Brine Truck

Category: Facilities Improvements (specifically operations and services)

Contact:

Jason Winterling, PE
Field Operations Superintendent
Public Works and Water Resources City of Newark
220 South Main Street
Newark, DE 19711
(302) 381 - 7835
jwinterling@newark.de.us



Problem Statement:

The back engine of the City of Newark's street sweeper was no longer working, but the truck front engine and chassis were fully functional. A street sweeper has two engines, one in the front to operate the vehicle and one in the back used for powering the sweeping machine. Giving the truck chassis another purpose will allow the City to increase the utility of the fleet at a low cost without purchasing a new vehicle.

Discussion of Solution:

Repurposing the street sweeper to a flatbed for moving materials to various jobsites and adding a brine tank that Newark can use to pretreat the roadways before winter storms was determined to be the ideal use for the unit. This was done by taking off the sweeper body and engine and attaching a used flatbed to the rear of the truck. The flatbed was refurbished with new wood decking that serves as the base for the water tank. The decking doubles as the flatbed flooring when the water tank is removed. In addition to the water tank, the back segment of the street sweeper is clad in new electric valves and PVC piping to allow for brine application. Updated emergency lighting was also added to the truck. The truck performed exceptionally well when running the brine application rate testing (50 gallons per lane mile at 20 MPH).

Labor, Equipment, & Materials Used:

Used bed, water tank, electric valves, PVC piping, and wood decking.

Cost:

Used flatbed: \$1,200, water tank: \$1,000, electric valve and PVC piping: \$420, wood decking: \$175. Total for the entire project is \$2,795.



Savings& Benefits:

Instead of buying a new brine truck, one was built by utilizing an old street sweeper. This conversion is significantly cheaper than buying a new brine truck. Not only is the conversion cost-effective, but it also keeps a functional truck out of the landfill, reducing waste. Having another brine truck on the City of Newark's fleet will increase the efficiency of how the City handles snow in the winter, creating safer road conditions for residents. Lastly, the new brine truck has dual capabilities, also serving as a flatbed for moving materials to various jobsites.

**Delaware T²/LTAP Center
2019 Build a Better Mousetrap Winner!**





PUBLIC WORKS & WATER RESOURCES

CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
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2019 Water Main Flushing

The Public Works and Water Resources Department will begin its 2019 water main flushing program on Monday, August 12, 2019. Water main flushing is necessary to test the hydrants to ensure adequate flow and pressure is available. Additionally, flushing also removes sediment from the pipes to help ensure optimum water clarity and quality. In an effort to reduce the impact on our customers, the City is planning to flush the water mains overnight between the hours of 10 p.m. and 6 a.m. Water main flushing is scheduled to begin Monday, August 12, and run through Friday, August 23. Updates and any schedule changes will be posted online at www.cityofnewarkde.us, via the City's social media outlets, on Newark TV Channel 22, and in local newspapers.

Schedule*

Monday, August 12, 2019 – Friday, August 16, 2019

Area of Paper Mill Road, Main Street and Capitol Trail. Includes Chapel Hill, Cleveland Avenue, Creek Bend, Fountainview, George Read Village, Jenney's Run, Lumbrook, Stafford, Windy Hills, Main Street, Middle Run Meadow, Nonantum Mills, Ridgewood Glen, The Hunt at Louviers, Woods at Louviers, White Chapel and Wyncliff.

Area of Christianstead, Evergreen, Fairfield, Fairfield Crest, Nottingham Green, Nottingham Manor, Oaklands, Philips Mill, Woodmere, West Branch and Stone Spring.

Area around Chestnut Hill Road. Includes Arbour Park, Bellevue Road, Cannon's Gate, Cobblefield, Silverbrook, South Chapel Street, South College Avenue, Welsh Tract Road, Yorkshire and Yorkshire Woods II.

Monday, August 19, 2019 – Friday, August 23, 2019

Area bounded by Main Street, South Chapel Street, CSX tracks, Apple Road, Beverly Road and South Main Street. Includes Academy Street, Amstel Avenue, Dallas Avenue, South College Avenue, Granthum Place, Indian Road, Kells Avenue, Kent Way, Manns Avenue, Manuel Street, Lovett Avenue, Orchard Road, Park Place, Phillips Avenue, Ritter Lane, Sunset Road, Townsend Road, Winslow Road, Wollaston Avenue and Wyoming Road.

Area west of Apple Road, south of Nottingham Green, and west of Casho Mill Road. Includes Abbotsford, Barksdale Estates, Binns, Briar Creek, Cherry Hill, Country Hills, Country Place, Devon, Elan, Madison Drive, Timbercreek, and Williamsburg Village.

***All flushing is to be performed between 10 p.m. and 6 a.m.**



PUBLIC WORKS & WATER RESOURCES

CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
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Tips for Residents

As flushing of water mains is conducted, you may experience fluctuations in water pressure and changes in water clarity. These changes are temporary.

If you experience discoloration, please wait approximately 30 minutes for our flushing crew to move out of the area, then run cold water in a bathtub or basin sink until clear.

Residents are advised to postpone laundering, dish washing and showering between the hours of 10 p.m. and 6 a.m. each day during this week to avoid discolored water and possible water pressure fluctuations.

If your laundry becomes stained, keep the clothes wet and rewash with "Rust Rover" powder. Rust Rover packets are available from the Public Works and Water Resources Department located on the second floor of the Municipal Building.

Reminder: Please make sure to register for utility notifications on the City's website at www.cityofnewarkde.us under 'Inform Me' on the main page.