

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Hall was closed this Monday in observance of Labor Day, we ran a modified refuse collection schedule as a result.

Acting Deputy Manager Farrall, Finance Director Del Grande and I met with representatives from the FOP to discuss the possibility of moving the FOP to the County and Municipal Police and Firefighters pension which is run by the state. This has been a topic of discussion for some time but will have a fiscal impact on the City and our current pension fund, the extent of which we will be reviewing.

Communications Manager Bachman and I met with Josh Shannon from the Newark Post to discuss the results of the Climate Survey which was distributed to staff this week.

Staff held a meeting to plan out the path forward for the potential expansion of municipal Lot 1 should Council agree to amend the 83 Delaware Avenue subdivision agreement which is on the agenda for consideration at the 9/10 Council meeting.

I spent time reviewing the Curtis Park brownfield documents as part of follow up from a meeting with myself, Councilman Markham, and two of his constituents regarding meadow plantings in Curtis Park.

I attended a Subdivision Advisory Committee (SAC) meeting for the Campus Walk 2 project which is currently in review.

I attended a meeting at the Delaware City refinery with Deputy Chief Feeney, Sergeant Jones, State Senator Poore, and representatives from both Delaware City and the Delaware City Refinery to discuss the potential firing range project. Senator Poore and Mayor Green from Delaware City expressed concerns regarding noise associated with an outdoor range, so we will be holding off on moving forward with an outdoor range in this location at this time. We will continue to investigate other potential locations, configurations, and partnership opportunities.

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

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

City Manager's Weekly Report

Department:	
Administration - Deputy City Manager	
Notable Notes:	
<p>During the week, interviews were conducted for a vacant Part-Time Parking Ambassador position. The latest wellness initiative, the Healthy Weight Challenge, was kicked off on September 5th and 25 employees are participating. The challenge will conclude the day before Thanksgiving. The HR team met with members of the Go Baby Go planning committee to work on finalizing details on this upcoming team building initiative. Acting Deputy City Manager Mark Farrall attended a meeting with Acting City Manager Tom Coleman, HR Manager Devan Hardin, Finance Director Dave Del Grande and the FOP board to discuss their proposal to switch to the State pension plan.</p> <p>Assistant to the Managers Mark Brainard worked on documents for Contract 18-09. He also completed a recommendation memo to Council for Contract 18-06 and worked with IT to draft an addendum to RFP 18-02. He also worked with a technician from the mailroom vendor for an on-site service call and made updates to the City's Network Fleet Portal.</p>	
Activity or Project:	
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Execution Status:	
Activity or Project:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
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Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 8/30/18 to 9/5/18. These sessions included arraignments, trials, capias returns, video hearings and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals. Alderman's Court also handles plea by mails and payment plans for criminal/traffic tickets.

Activity or Project:

Court Sessions

Description:

From 8/30/18 to 9/5/18 Alderman's Court handled 26 arraignments, 48 trials, 18 capias returns and 3 video hearings. The court also collected a total 503 parking payments which included 328 online payments and 175 court payments. The court also collected criminal/traffic payments which included 107 online payments and 46 court payments for a total of 153 payments.

Status:	Completed
Expected Completion:	09-05-2018
Execution Status:	Completed

Activity or Project:
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Expected Completion:	
Execution Status:	

Activity or Project:
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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 September 4 for the Planning Commission meeting. Geena was in the office for Court on August 30.

Staff finalized the agenda and packet for the September 10 Council meeting on August 31.

A full FOIA update will be detailed in next week's weekly report.

Renee, Tara, Samantha and Fred continue to train new staff members.

Tara received a new research request from NPD regarding the history of various speed limit changes in certain areas of the City.

Tara received a research request from Public Works for paperwork on an older project in a City residence.

Tara was on vacation on August 30 and August 31.

Tara assisted in covering City Secretary duties during her vacation September 4 and 5.

Whitney completed the August 16 Board of Adjustment minutes and submitted to Tara for review.

Whitney contacted the Board of Adjustment members to notify them there would not be a September Board of Adjustment meeting. Cancellation notices were placed on the website and in the municipal building to notify the public.

Whitney submitted and proofed the September 10 agenda for publication in the Newark Post.

Whitney submitted and proofed the second reading ad for the September 10 agenda in the Newark Post.

Whitney is drafting the August 27 Council meeting minutes.

Whitney continued learning proficiency techniques to work in TCM with ease.

Whitney completed a check request for her Delaware notary.

Danielle worked on the September 5 Council docket. It contained 14 cases.

Danielle fulfilled two discovery requests.

Danielle completed one FOIA request.

Danielle researched the Star Campus zoning change at the request of City Solicitor Paul Bilodeau.

Danielle researched and located 21 Delaware business address/owners who are behind on City payments for City Solicitor Paul Bilodeau.

Anita is working on compiling 35 missing/incomplete files to Public Works to scan and save.

Anita assembled and scanned the packet for the September 10 Council meeting.

Anita sent 13 lien certificate requests to Finance and returned 4 to the requesting attorney.

Anita handled 5 customer service walk-in and/or phone calls.

Activity or Project:

Digital Records Project

Description:

Samantha processed 25 boxes for transfer.

Samantha submitted transfer request to archives.

Samantha received approval for 7.75 boxes for destruction.

Samantha sent the request for approval of destruction of 2.12 box.

Samantha worked on scanning destruction and transfer notices into TCM.

Fred is processing subdivision and development plans.

Debbie is working on processing employee attachments. Debbie was on vacation August 27-31 and was out of the office on September 4.

Ana edited 560 administrative legal opinions and ordinances.

Sandy scanned the City Manager's Office correspondence files of January, December 1998 through December 2001.

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

Description:

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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:

Community Relations

Notable Notes:

Newark News Brief: The latest Newark News Brief is available on all City social media channels as well as the website and channel 22. The 28th News Brief highlights the Turn the Town Teal effort, shows the progress at Preston's Playground and previews the Patriot Day event.

Taste of Newark: Newark foodies and their friends will enjoy the best food and drink in Delaware at the 15th annual Taste of Newark. The premier food and wine festival will take place on Sunday, September 30, from noon - 3 p.m. on Old College Lawn at the University of Delaware. Guests will enjoy a wide variety of culinary delights from dozens of restaurants, wineries, breweries and distributors. Keep an eye on the Taste of Newark Facebook page for updates on participating restaurants, wineries and breweries: https://www.facebook.com/events/444938642633524/?active_tab=about. Tickets are \$50 per person and can be purchased at TasteofNewark18.eventbrite.com.

DEMEC Training: On Thursday, September 6, Megan attended a training event at DEMEC called Using Body Language to Increase Your Influence. The course teaches participants the principles and applications of body language and techniques that can be used immediately to enhance communication and influence. I also recorded the entire training, at the request of DEMEC, for use at future trainings.

City Swag Shop: Jenny has been working to order new items to sell in the City Swag Shop - a showcase in the main lobby of the municipal building. Items are sold at-cost with no intent to make a profit, but to allow staff and residents the opportunity to proudly display their support of the City of Newark. She has also updated the look of the display case to make it stand out to visitors to the building and encourage them to buy products. A few more changes are coming, but the display is a marked improvement from its previous version.

Creative Design/Web Updates

- Created Budget Central 2019 webpage and graphic
- Designed InformMe web graphics; PUBS closure web graphics, and building signage; College Square redevelopment community forum Facebook event page graphic; Memory Care/Assisted Living community forum Facebook event page graphic; and Patriot Day web graphics
- Scheduled Patriot Day press release to Newark News; Labor Day Holiday refuse changes
- Updated Budget Central 2019 webpage

Press Releases/Media Inquiries

City of Newark & University of Delaware to Host Patriot Day Ceremony: <https://bit.ly/2NXCz8w>
 Johnnie Braxton, 6ABC, requested access to film the installation of flags for Patriot Day
 Brooke Schultz, Newark Post, requested documents pertaining to the University Courtyard subdivision agreement as well as inquired if, and how, the city planned to pursue the fact that UD is taking over the leases for the property earlier than expected, as well as taking it off the tax rolls. Documents were provided. The city did not release a comment on a position related to the situation at this time.

Josh Shannon, Newark Post, invited to meet with Acting City Manager Tom Coleman to discuss the results of the City's climate survey

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. Megan and John Herring spoke with a representative from Washington Professional Systems regarding the purchase and installation of a Tricaster system. That representative showed them photos of systems recently installed in municipalities in Maryland and suggested what could work for our situation. The representative is scheduling a site visit to Newark to take a complete look at our building and make a final recommendation.

Status:	In-Progress
Expected Completion:	09-28-2018
Execution Status:	On Track

Activity or Project:

September 11/Patriot Day Event

Description:

In recognition of the 17th anniversary of September 11, 2001, the City of Newark and University of Delaware will once again jointly host a Patriot Day ceremony. The ceremony will serve to honor and remember the thousands of Americans who lost their lives that day. The ceremony will include a presentation of colors from the honor guards of the Newark Police Department, University of Delaware Police Department, UD Air Force ROTC and UD Army ROTC, as well as remarks by Col. John Groth, AF (ret.), who served twenty-one years in the Reserves at McGuire and Dover Air Force Base (DAFB), and worked at the DAFB mortuary at the time of the attacks. A proclamation recognizing Patriot Day in the City of Newark will be presented and three American flags will also be placed in front of the Newark municipal building to represent the three locations directly impacted by the attacks: New York, NY, Shanksville, PA, and the Pentagon.

Status:	Near Completion
Expected Completion:	09-11-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews replaced a Verizon pole on Windsor Drive after a tree fell on the communication lines and overstressed the pole. Unfortunately, when Verizon was notified of the problem late last week nothing was done until the pole snapped this week.

There were two failed primary underground cables this weekend that will require a contractor to bore in new. Saturday at 8 p.m. the crews responded to a cable failure on Country Club Drive and Sunday afternoon they found a bad cable on Ethan Allen Court in Cherry Hill Manor. In both instances, the underground cables were isolated and alternate feeds were used to restore power.

On Friday afternoon, the Brookdale White Chapel assisted living complex lost power for an hour when a squirrel blew a fuse.

The line crews continued working at Preston's Playground moving and installing gym equipment. The line crews also pulled out primary cables under Chestnut Hill Road at Rt. 72 and are getting prepared to pull in bigger cables for a capacity upgrade.

The electricians have been busy at the garage installing high bay lights, turning on the caution lights at the schools, and working on police camera issues.

Engineering is getting prices for the bore jobs, worked on integrating GIS with the engineering software, and met with contractors and developers on various project, e.g. Chemours, Enterprise, and Martin Honda.

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Tax bills are due September 30th. All tax bills can now be viewed directly online at <https://newarkde.gov/taxbill>.

On Tuesday September 4th, the City launched a new process for customers to pay their utility bills via phone. Credit card and e-check payments by phone for utility bills are now only accepted via Paymentus. Utilizing Paymentus' platform, credit cards and banking information is secure and PCI compliant. Callers now can bypass PUB directly when they call in to make a payment, and will no longer need to sit in the phone cue. Since we process about 1,100 utility payments each month over the phone, this should decrease (over time) hold times to talk to a customer service representative. As of now, there is no charge being passed along to the customer. Over two days, Paymentus processed 128 payments on behalf of the City. Once the City's software is updated in 2019, we will move forward with utilizing Paymentus for online payments via CustomerConnect and the processing of walk-in customers.

Activity or Project:

Automatic Bill Payment/Leak Detection System - CustomerConnect

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:	Completed
Expected Completion:	12-31-2017
Execution Status:	Completed

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 3,359 utility payments and Munis transactions last week (144 of this total were from the testing of Paymentus system). The breakdown of the balance was as follows:

Manual payments (Check/Cash/etc.): 539
 Web Payments: 1,052 via Customer Connect
 Lockbox: 562
 Online Banking payments: 122
 PUB import (single owner with multiple accounts): 504
 Tyler Cashiering (tax bills and licensing (contractor, business, rental, etc.): 436

In addition, PUB answered 567 calls out of 680 offered, reflecting an abandoned rate of 16%. The average speed to answer the phone was 5:31. The average call time was 3:59.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Presented the 2019 Parks and Recreation budget to Council; attended the State Outdoor Recreation Plan Skype meeting; met with Parks staff and EDIS Construction about preparing for the concrete pour of the footers at Preston's Playground; working on two grants for the Delaware Outdoor Recreation Parks and Trail grant program; reviewed two landscape plans for subdivision comments.

Deputy Director: Attended and completed the second year of the two year program of the National Recreation and Parks Association Director's School.

Recreation Supervisor of Athletics: Before and After school care began at Downes and West Park on 8/27, continued working on staff files and new hire paperwork, worked on September staff schedule, finalizing paperwork for Food Bank snack service to begin 9/11, purchased snacks to use until the Food Bank starts; held interviews for soccer instructors for Little Kickers and Tiny Tots programs starting 9/8; ordered t-shirts for all soccer leagues; finalizing details on scheduling Elementary Soccer with Avon Grove Recreation Association; completed adult softball schedule which is scheduled to begin 9/9.

Coordinator of GWC and Volunteers: Full Moon Hike held on August 24 with a total of 7 participants; George Wilson Center attendants covered all programs throughout the week including a new fitness class demonstration; the coordinator also worked with the Department of Elections to ensure a staff member was available to receive the voting machines in preparation for Election Day on Thursday, September 6; Dickey Park Pool and the George Wilson Center Pool

began their closing and winterization procedures.

Recreation Supervisor of Community Events: Worked on Community Day vendor information and confirmed demonstration schedule with participants.

Parks Superintendent: Coordinated field staff most of week (Parks Supervisor off) and assisted as needed, met with resident concerning tree and drainage issues, met with fencing contractor doing installation at Wilson Center concerning gate issue, changed closing time on both security gates at Rittenhouse and Folk Parks, developed planting designs for planting at two horticulture sites, met with Eagle Scout to review final submittal to Boy Scout Council and signed off on project, and started gathering bids/specs on Kershaw Park tennis court conversion to basketball as well as relocating angled gate entry to tennis court at Folk Park for ADA accessibility, and continued on class at Longwood Gardens.

Parks Supervisor: Coordinated field staff and assisted as needed.

Parks/Horticulture: Staff continued mowing and bed maintenance operations, continue on installation of Preston's Playground at Reservoir, did interior bed maintenance at City Hall, watering of all newly planted plant materials throughout park system, applied herbicide as needed to all infield areas, raked off/leveled all horseshoe pit areas, covered both pools and added winterization chemicals as needed, started prepping artificial soccer goal mouths at Kells Park for upcoming league play.

Activity or Project:

Tree Planting at Dickey Park

Description:

We will be planting five 2-2.5 caliper trees in Dickey Park this fall to replace the 5 diseased large Oak trees that were removed in the spring due to bacterial leaf scorch. The trees were removed through the Delaware Forestry Service Urban Tree Management Grant.

Status:	Not Started
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Expected Completion:	10-26-2018
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Execution Status:	On Track
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Activity or Project:

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Activity or Project:

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

Department:

Planning and Development Department

Notable Notes:**CODE ENFORCEMENT:**

Property Maintenance reported moderate activity this past weekend. Weekend patrol is ongoing, with an emphasis on trash and debris, high grass, and miscellaneous inspections on complaints within units. Construction is underway on Benny Street for the new townhome development. The tenant fit-out for Dominos and Drip Café at 60 North College Avenue is continuing. The next level of façade replacement at the Washington House for the stone veneer is ongoing. The renovation work for the Food Lion at Fairfield Shopping Center is ongoing; construction for the overall renovation of the shopping center is continuing. Façade renovations at College Square Shopping Center are ongoing. The framing on South Main Street for the next phase of Chimney Ridge is continuing. Plans are under review for the new Millcroft Memory Care Facility building. Staff continued to meet and discuss projects with University of Delaware staff. These meetings are with UD personnel, as well as with the general contractors at the various projects, to discuss progress and issues.

Construction of the new rail station on the STAR Campus is continuing. The structural steel installation is ongoing for the new six-story lab at the site; the façade work should begin in the near future. The Chemours Building structural steel is being installed, as well as the exterior walls. The tenant fit-outs for the top floors of the new STAR building are under review.

Code Enforcement continues to correct issues with the data on business and rental licenses and met with the City Solicitor to discuss the collection process for delinquent notices as outlined in City Code.

PARKING:

City of Newark municipal parking in lots and at meters was offered at no charge on Monday in observance of Labor Day. Meters were programmed prior to the holiday and signage was created and affixed to all parking equipment and payment stations. Regular parking rates resumed on Tuesday. The entrance into Lot 3 was closed on Tuesday to reconstruct a water catch-basin that had slowly deteriorated over time.

Parking Manager Marvin Howard met with Public Works staff regarding the Center Street replacement project. Parking management attended a meeting on Wednesday to discuss proposed plans for adding parking in Lot 1, where the City of Newark is acquiring property from the University of Delaware. Interviews were conducted for the open Parking Attendant position and applicants were identified for interviews for the open part-time Parking Ambassador position. Historical residential parking permit input was concluded for the Residential Parking Program. The Division is now working on a new “spot-check” system that will allow Parking Ambassadors to ensure proper residential guest pass usage across all zones. August 2018 Financials were completed.

PLANNING/LAND USE:

At its meeting on September 4, the Planning Commission took the following actions:

- Recommended approval of the annexation, rezoning, and major subdivision with site plan approval of the property located at 0 Paper Mill Road
- Discussed a potential rezoning and Comprehensive Development Plan amendment for Focus Area 5 – South Chapel Street

The Community Development/Revenue Sharing Advisory Committee will meet on Wednesday, September 12, at 7:00 p.m. in the Council Chamber. The Committee will begin the initial review of applications received for the 45th CDBG program and the 2019 Revenue Sharing Program.

Planner Mike Fortner and Director Gray met with the consultant AECOM to discuss the public outreach effort at Community Day set for Sunday, September 16. On Tuesday, Mike presented the Planning Commission with a revised draft of potential Comprehensive Development Plan amendments and changes to the Zoning Code in the South Chapel Street area.

The following was also completed this week:

- 4 Deed Transfer Affidavits
- 16 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.

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

92 East Main Street, Parcel ID 1802000033 (PR#17-09-01): The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and

fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 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 City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

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.

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033, 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the annexation and rezoning of 3 Bridlebrook Lane and 5 Bridlebrook Lane. At their meeting on May 1, 2018, the Planning Commission recommended approval of an amendment to the annexation map and planning area map in Comprehensive Development Plan V to include 3 and 5 Bridlebrook Lane. The annexation, rezoning, and amendment to the annexation/planning area maps has been scheduled for the City Council agenda on May 14, 2018 (first reading) and June 11, 2018 (second reading). The second reading for 3 and 5 Bridlebrook Lane annexation and rezoning has been postponed at the request of the applicant.

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. Plans were distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments will be sent to the applicant in the near future.

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018.

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 will be sent to the applicant in the near future.

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. 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 will be sent to the applicant in the near future.

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 will be sent to the applicant in the near future.

703 Valley Road, Parcel ID 0902000011 (PR#18-07-02): The Planning and Development Department received plans on July 23, 2018 for the property located at 703 Valley Road. The plans propose an annexation and rezoning of the parcel to provide water and sewer services to the existing house on the site.

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs 1801300106, 1801300107, 1801300108, 1801300109, 1801300196, 1801300110, 1801300111, 1801300112, 1801300113, 1801900157, 1801300161, 1801300086, 1801300085, 1801300198, 1801900143 (PR#18-08-01): On August 9, 2018, the Planning and Development Department received plans for the property located at 105-83 New London Road and 36-42 & 41 Wilson Street. The plan, to be known as Campus Walk II, proposes a Comprehensive Development Plan amendment and major subdivision with site plan approval to demolish the existing structures located at 83-105 New London Road and 41 Wilson Street, relocate the existing structure at 87 New London Road to 41 Wilson Street and repurpose it as a 4-person student rental, and construct 28 garden apartments on the parcels fronting on New London Road, with vehicular access via the original Campus Walk accessway. The parcels located at 36-42 Wilson Street are incorporated into the land use proposal for the purpose of relocating lot lines and are not being redeveloped as part of the plan.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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

Police Department

Notable Notes:

- Year to date, members of the Newark Police Department issued 1,979 more traffic summonses than last year and have arrested 35 more motorists for DUI. There is a reduction of 33 personal injury motor vehicle accidents so far this year.
- Planning will soon begin for the upcoming Homecoming weekend. Additional officers will be working throughout the weekend.

Auxiliary Services Division

- Next week, NPD dispatch will be upgrading to the newest version of the CAD (Computer aided dispatch) system including a switchover to new servers. Due to the upgrade and server migration there will be some downtime with the CAD system.

Criminal Investigations Division

- On August 31, 2018, Street Crimes officers arrested a 21-year-old Philadelphia woman for resisting arrest and prostitution at the Super 8 Motel, 268 E. Main Street, following a prostitution investigation.
- On September 1, 2018, Street Crimes officers arrested a 31-year-old male from West Long Branch, NJ for disorderly conduct after he was observed blocking traffic and acting disorderly in the area of 45 E. Main Street.

Administration Division

- Cpl. Walker assisted Tower Hill School with ALICE (active shooter response) training on Tuesday, August 28, 2018.
- Cpl. Walker and Cpl. Pagnotti conducted ALICE training for the staff at the NCCL School on Thursday, August 30, 2018.
- Kevin MacDowell started his career with NPD on Tuesday, September 4, 2018. He is a certified police officer who will begin field training on Thursday, September 7, 2018.
- On September 4, 2018, Cpl. Walker was temporarily reassigned to patrol due to staffing shortages.

- Recruits Jean Almonte and Paige Klein start the Delaware State Police Academy on Sunday, September 9, 2018.

Activity or Project:

N/A

Description:

N/A

Status: Completed**Expected Completion:** 09-06-2018**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:

During the contract approval of the 2018 Annual Street Contract, it was requested that Center Street be completed as soon as possible ahead of the planned reconstruction of Main Street. PW&WR staff has met with the contractor and provided them with a phasing plan to get the project completed in 2018 with minimal disruption to the surrounding area. It is a heavily traveled street so we anticipate some delays and inconvenience, but we are working on a plan to keep them to a minimum. Advanced notice will be given to those directly affected and sign boards should be placed on Main Street in the coming weeks.

On August 19, Acting Director Filasky took part in the 2018 Top of Delaware Triathlon held at the Newark Reservoir and the surrounding streets. I overheard numerous comments on the beauty of the area and the challenge of the course. The event was well run and I believe this is the type of event that we need to encourage as a City. It is a regional draw and brings people to shop, stay and eat. Special thanks to Park and Recreation for setting up this event and Newark Police for keeping the course safe in the heavy rain during the race.

Activity or Project:

NPDES MS4 Stormwater Program

Description:

The City of Newark MS4 Program was recently audited by DNREC on two of its core functions, Public Education and Outreach and Public Involvement and Participation. The audit results were positive and the auditor commented repeatedly on the professionalism and high standards at which our program is administered. Our MS4 Stormwater Water Quality program is one of our main focuses for our Stormwater Utility and we are considered a leader within the State of Delaware and the region. A copy of the audit report is attached.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

PW&WR Projects Webpage

Description:

Several Council members have requested a webpage where residents and businesses can view projects that are happening around the City. Our GIS team has researched several different ways to display the information on projects being completed by PW&WR staff, as well as Capital Project being completed by contractors on the City's behalf. One challenge in providing this information is keeping the page updated and relevant. We anticipate having the page ready for the public within the next month and welcome any feedback you may have once it is live. A press release will accompany the launch of this website feature.

Status:	Started
Expected Completion:	10-31-2018
Execution Status:	On Track

Activity or Project:

Wyoming Road Culvert

Description:

The replacement of the Wyoming Road culvert, a collapsed Corrugated Metal Pipe (CMP) has been completed. The contractor has replaced the sidewalk and removed all of the pedestrian detour signs. This work is part of the Stormwater Utility, however, it was not completed proactively, but after a failure.

Status:	Completed
Expected Completion:	09-30-2018
Execution Status:	Completed

NEWARK POLICE DEPARTMENT

WEEK 08/26/18-09/01/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	2	0	0
Rape	3	9	1	0	2	0
Unlaw. Sexual Contact	8	4	0	1	5	0
Robbery	18	16	0	10	24	1
- Commercial Robberies	6	7	0	1	8	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	10	8	0	4	13	1
Assault/Aggravated	18	15	0	17	24	0
Burglary	28	28	0	12	8	0
- Commercial Burglaries	6	9	0	3	1	0
- Residential Burglaries	17	17	0	9	5	0
- Other Burglaries	5	2	0	0	2	0
Theft	367	349	6	158	107	1
Theft/Auto	33	36	3	2	5	0
Arson	1	0	0	0	0	0
All Other	62	71	4	49	60	0
TOTAL PART I	539	528	14	251	235	2
<u>PART II OFFENSES</u>						
Other Assaults	198	175	5	96	125	0
Rec. Stolen Property	2	0	0	16	12	1
Criminal Michief	138	105	3	39	102	1
Weapons	14	8	0	26	27	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	94	140	12	179	211	22
Drugs	106	96	4	131	143	0
Noise/Disorderly Premise	494	466	46	180	171	9
Disorderly Conduct	109	89	1	110	63	1
Trespass	133	144	1	80	50	0
All Other	287	273	6	276	217	5
TOTAL PART II	1575	1496	78	1133	1121	39
<u>MISCELLANEOUS:</u>						
Alarm	210	132	6	0	0	0
Animal Control	324	342	11	2	2	0
Recovered Property	226	192	8	0	0	0
Service	25509	27206	793	0	0	0
Suspicious Per/Veh	389	329	16	0	0	0
TOTAL MISC.	26658	28201	834	2	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	1,026	32,314	1,107	34,931



**Newark Police Department
Weekly Traffic Report
08/26/18-09/01/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	5690	7669	124	242
DUI	104	139	5	7
TOTAL	5794	7808	129	249

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	171	138	9	4
Property Damage (Reportable)	722	747	25	23
*Hit & Run	157	160	6	4
*Private Property	162	204	5	5
TOTAL	894	885	34	27

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.



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL
DIVISION OF WATER
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

Surface Water Discharges Section

Telephone: (302) 739-9946
Facsimile: (302) 739-8369

September 4, 2018

Kelley Dinsmore, Environmental Coordinator
Public Works and Water Resources Department
City of Newark
220 South Main Street
Newark, DE 19711

RE: Inspection Report, City of Newark, NPDES Phase II MS4 Permit (DE 0051152)

Dear Ms. Dinsmore:

On behalf of the State of Delaware, Department of Natural Resources and Environmental Control, Surface Water Discharges Section (the Department), I would like to thank you and your associates for the cooperation and assistance offered to Department staff during a recent inspection of the City of Newark's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program.

The inspection was a focused evaluation of two elements of the City's Stormwater Management Program's minimum control measures: 1) Public Education and Outreach and 2) Public Involvement and Participation. The inspection entailed a review of records on file at the Department as well as a review of materials managed by the City of Newark onsite. During this inspection, there were no identified/observable deficiencies. This letter is notification that your program was found to be operating in compliance with the City of Newark's NPDES Phase II MS4 Permit (DE 0051152). A copy of the inspection report is enclosed. It is quite evident that the City of Newark and the University of Delaware are committed to operating in a professional manner and demonstrate great pride in keeping in compliance with NPDES requirements.

If you have any questions, please contact me at (302) 739-9946.

Sincerely,

A handwritten signature in blue ink, appearing to read "John J. Rebar, Jr.", written in a cursive style.

John J. Rebar, Jr., MS4 Program Manager
Surface Water Discharges Section

JJR:JJ/jjr

enc: Inspection Report

cc: Bryan Ashby, DNREC
John Rebar Jr., DNREC
Beau Croll, DNREC
Kelley Dinsmore, kdinsmore@newark.de.us
Jennifer Pyle, jenpyle@udel.edu



DATE(S): June 6, 2018

NPDES Permit Number: DE0051152 Newark Phase II MS4

MS4 Contact Information:

Primary

Kelley Dinsmore, Environmental Coordinator
Public Works and Water Resources Department
City of Newark
220 South Main Street
Newark, DE 19711
Telephone: 302-366-7000
Email: kdinsmore@newark.de.us

Secondary

Jennifer Pyle, Dept. of Environmental Health
& Safety
University of Delaware
222 South Chapel Street
Newark, DE 19716
Telephone: 302-831-8070
Email: jenpyle@udel.edu

Inspector(s): Judy Jordan, Environmental Scientist IV, Surface Water Discharges Section

Observations and Information Obtained:

The State of Delaware's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program implemented by the Department of Natural Resources and Environmental Control's Surface Water Discharges Section (SWDS) features two types of inspections: one is a comprehensive inspection, referred to as an "audit" by the United States Environmental Protection Agency (USEPA) and the other is a focused inspection. This is a focused inspection intended to evaluate the City of Newark's public education/outreach and public participation/involvement programs.

I reviewed the permit files in order to determine the metrics that the permittee is required to meet. The current permit was issued in 2003. Although the files contain applications and other documents dated in 2010, indicating that a revised permit was expected that year, a new permit was never issued. Therefore, the 2003 permit has been administratively continued and remains in effect.

Although Newark and the University of Delaware work together to fulfill permit requirements, the 2003 permit was issued solely to Newark. The University is not a permitted entity. However, Part II of the permit states that implementation of the Storm Water Management Program (SWMP) may be achieved through participation by other entities.

Part II of the permit also states that the SWMP shall include the six minimum control measures (MCMs) and for each MCM, the permittee shall:

- Identify the measures, controls or best management practices (BMPs) to be employed.
- Identify measurable goals (narrative or numeric standards) to be used to assess and gauge the effectiveness of each measure, including timelines and milestones.
- Identify the person or entity responsible for each measure.

All elements of the SWMP are to be fully implemented by the expiration date of the permit (which was in 2008).



Part II, A.1 and 2 of the permit specifically address public education and participation, respectively. Under public education and outreach, the permittee is required to:

- Provide information concerning the impact of stormwater discharges on water quality, and specifically address steps or activities that can be taken to reduce pollutants in runoff. *(See next section for specifics)*
- Include the BMPs and pollution prevention (P2) efforts at City facilities, residential activities, illegal dumping into storm drains and proper disposal of litter, pet waste, household hazardous waste (HHHW), proper use and disposal of fertilizer and pesticides and impact of impervious surface on neighboring water bodies. *(See next section for specifics)*
- Program must be coordinated with local groups and other state and local government officials. *(See next section for specifics)*
- Materials may include anything that is appropriate for the target audience, such as permittee's website, pamphlets, fact sheets, brochures, public service announcements, educational displays informational meetings, storm drain markers, newsletters, and newspaper advertisements. *(See next section for specifics)*

Under public involvement and participation, the permittee is required to provide opportunities for the public to participate in the development, implementation and review of its SWMP. *(See next section for specifics)*

Under Part IV, the permittee is required to periodically (at least annually) review its SWMP and assess its effectiveness in meeting the goals and requirements in the permit. This assessment must include:

- Review status of developing or implementing each of the SWMP's MCMs.
- Assess appropriateness and effectiveness of the selected measures controls and BMPs outlined in the SWMP.
- Review of any information, such as monitoring data.
- Assess the need to modify the SWMP to reduce discharges to the MEP.
- Assess the need to modify the SWMP to meet surface water quality standards and protect designated uses.

The permittee developed a process for rating the effectiveness of its public outreach/education and involvement/participation efforts. The initial procedure was to maintain metrics on numbers of events and numbers of participants, but they decided to research alternative methods for gauging effectiveness. They ultimately decided to adopt a procedure from the California Stormwater Quality Association (CASQA - <https://www.casqa.org/>) that allows for a graduated, numerical assessment of effectiveness. This method is reflected in Newark's MS4 Annual Report under the heading "CASQA Outcome." The permittee's initial evaluation methodology would have met the requirements of the permit. The procedure they have identified and implemented is not only compliant; it is exemplary.

Most modifications to the SWMP may be made with written notification to the Department, but those replacing an ineffective BMP must be supported by an analysis as to why the BMP failed and why the alternative being proposed is expected to achieve the goals of the BMP.

- The permittee includes the assessment of its methods and BMPs in its annual report, including any changes. In the 2017 annual report, those changes consist only of added programs for 2019.



The annual report is due by the anniversary date of the issuance of the permit, which was June 16th.

- Newark submitted their annual report in April, well in advance of the reporting deadline.

Does the program address the following items?

- Information concerning the impact of SW discharges on water quality
 - Yes, e.g., Newark Reservoir Drinking Water Process sign, which explains that the cleaner people keep stormwater, the cleaner the drinking water is (see Annual Report attachments)
- Steps/activities that can be taken to reduce the pollution in runoff
 - Yes, multiple publications, such as a pamphlet series the permittee produced themselves, including one on small construction sites that prescribes ways to avoid polluting runoff
- Activities at city facilities
 - Yes, the permittee conducted training for maintenance workers on May 4, 2017
- BMPs and P2
 - Yes, e.g., University of Delaware (UD) supports a sustainability program for its residence halls through a “Green Committee.” The Green Committee “encourages students to participate in hands-on sustainable practices while living on campus...” Since the students comprise a significant portion of Newark’s population during the majority of days in the year, these committees can have a considerable impact on the water quality in the city
- Residential activities
 - Yes, e.g., Newark Community Days includes distribution of brochures on rain barrels, swimming pools, motor oil, and more
- Illegal dumping in the storm drains
 - Yes
- Proper disposal of litter, pet waste, used oil, HHHW, fertilizer and pesticides, and their impact on neighboring water bodies
 - Yes, see brochures in annual report, which cover all of these topics
- Including coordination with local groups, and other local government officials
 - Yes
- Identifying measures, controls, BMPs to be employed, measurable goals, including timelines and milestones and persons responsible for implementation
 - Yes, see annual report, which addresses measures, BMPs, measurable goals, timelines and responsibilities
- Are the materials
 - Pamphlets
 - Fact sheets
 - Brochures
 - Permittee’s website
 - Newspaper ads
 - Newsletters
 - public service announcements
 - educational displays
 - informational meetings
 - storm drain markers
- All of these types of information dissemination were used. I personally saw all of these or evidence of the activities except for newspaper ads, which may not be as effective as some of the other methods the permittee employed, such as social media.



- Did the permittee provide opportunities for public involvement in:
 - Development,
 - Implementation, and
 - Review
 - Of its SWMP, such as volunteer monitoring, stormwater management committee, workshops, development of pollution control strategies for watersheds affected by the MS4?
- Yes, e.g., the permittee currently is convening a Conservation Advisory Committee of citizens, which helps assess grant requests and appeals regarding work on residential lots that affect drainage.

- Did the permittee promote management and disposal of used motor fluids?
 - Yes, see pamphlet in annual report
- Did the permittee coordinate with DSWA, DWHS, Recycling Public Advisory Council?
 - Yes, see “2E Link b Household Hazardous Waste brochure coordinated with DSWA
- Were there changes to the PI/O part of the SWMP and if so, were they communicated to the Department?
 - Yes, in annual reports
- Has the annual report included:
 - Status of developing & implementing the PI/O? Yes.
 - Summary of activities planned for the following year? Yes.

Activities: Samples Taken: No

Photographs Taken: No

Deficiencies, Violation(s), and Corrective Action(s) Required: None

Inspection Conclusions/Summary:

I inspected the City of Newark’s Public Education and Outreach and Public Involvement and Participation MS4 programs, including reading their annual report for 2017, and meeting with the permittee onsite to observe examples of materials they have generated and distributed. The permittee has generated numerous publications, using printed media, workshops, public service announcements, advisory committees, social media, events and other methods to reach out to and educate the public, covering all the topics required by the permit. They have developed materials for the general population as well as specific, targeted audiences such as university students. The City and the University of Delaware have coordinated closely and effectively in the development and implementation of a very effective public education and participation program. They have attended and conducted trainings jointly and have gone beyond mere compliance in a number of ways. For example, the City researched and identified evaluation and assessment techniques for rating the effectiveness of their outreach program that are beyond what was required in the permit and which they use to determine how well they are progressing toward measureable goals. In addition, the City and the University have led a consortium of MS4s and potential MS4s, acting as a mentor to other entities that struggle to summon the resources necessary to field a strong MS4 program. They have generously shared their materials and expertise, which has magnified the positive effect they have had on the water resources of the State. Their efforts are appreciated and serve as a model for MS4s in Delaware.