

DEPARTMENTAL WEEKLY REPORTS

September 12, 2014

Alderman's Court

This past week we held two court sessions. We processed a total of 18 arraignments, 48 trials, 12 capias returns, 1 plea and 2 case reviews. We transported 5 prisoners from the various prisons for other events.

Police

Deputy City Manager Andrew Haines and Chief Paul Tiernan have concluded the promotional interviews for the rank of Captain and Lieutenant. All of the candidates have outstanding qualifications making the decisions very difficult.

On September 15th our organization will promote Kevin Feeney to the rank of Police Captain, Michael VanCampen to the rank of Police Lieutenant, Fredrick Nelson to the rank of Police Sergeant, Greg D'Elia and Truman Bolden to the rank of Police Master Corporal. Captain Feeney will assume overall command of the operations division which includes, patrol, traffic, and special operations. Lieutenant VanCampen will assume direct command of the patrol division. The Sergeant and Master Corporals will be assigned as patrol supervisors. A formal promotional ceremony will be held in mid-October. We wish all the newly promoted officers the best of luck in their new roles.

On the morning of September 5th, a suspect from Elsmere, took a laptop computer from a university student as she sat outside Harter Hall, located on the north green. The victim and several others pursued the suspect to Main Street. Newark Police Officer Darryl Saunders was patrolling on bicycle and saw the pursuit. Officer Saunders caught the suspect, and after a brief struggle, placed him under arrest. Officer Saunders turned the suspect over to the university police for formal criminal charges.

On September 10th, at approximately 1:30 a.m., a 21-year-old male was walking on Prospect Avenue, when he heard an unknown male saying inappropriate things to a female. As the victim attempted to walk past the suspect, the two exchanged words. The suspect then punched the victim in the mouth, breaking his jaw in two places and damaging some teeth. The victim responded to the Christiana Hospital Emergency room.

Lt. Mark Farrall is working with Deputy City Manager Andrew Haines on preparing for the upcoming Newark Police Department police officer entrance exam. Approximately 100 people have applied to take the exam.

WEEK 08/31/14-09/06/14

INVESTIGATIONS

CRIMINAL CHARGES

	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>
<u>PART I OFFENSES</u>						
a) Murder/Manslaughter	0	0	0	0	0	0
b) Attempt	0	1	0	0	1	0
Kidnap	0	1	0	3	1	0
Rape	4	3	1	3	5	0
Unlaw. Sexual Contact	1	6	1	0	2	0
Robbery	21	20	1	35	27	0
- Commercial Robberies	6	4	0	6	2	0
- Robberies with Known Suspects	2	3	0	7	4	0
- Attempted Robberies	3	3	0	0	0	0
- Other Robberies	10	10	1	22	21	0
Assault/Aggravated	13	6	1	18	7	0
Burglary	67	56	2	49	67	33
- Commercial Burglaries	17	9	0	8	5	1
- Residential Burglaries	48	44	1	38	27	4
- Other Burglaries	2	3	1	3	35	28
Theft	520	398	15	243	197	30
Theft/Auto	25	31	0	6	11	5
Arson	0	2	0	0	0	0
All Other	50	47	2	102	165	37
TOTAL PART I	701	571	23	459	483	105
<u>PART II OFFENSES</u>						
Other Assaults	171	180	6	131	148	9
Rec. Stolen Property	9	2	1	17	34	2
Criminal Michief	237	179	7	199	53	5
Weapons	8	14	0	42	46	4
Other Sex Offenses	2	0	0	4	0	0
Alcohol	256	246	27	593	404	23
Drugs	148	91	0	342	237	4
Noise/Disorderly Premise	422	448	20	269	205	6
Disorderly Conduct	273	122	7	204	137	5
Trespass	120	120	4	111	75	1
All Other	362	343	7	383	325	20
TOTAL PART II	2008	1745	79	2295	1664	79
<u>MISCELLANEOUS:</u>						
Alarm	802	722	21	0	0	0
Animal Control	303	398	6	10	1	0
Recovered Property	175	173	6	0	0	0
Service	17389	17276	603	0	0	0
Suspicious Per/Veh	359	352	13	0	0	0
TOTAL MISC.	19028	18921	649	10	1	0

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	713	27,175	909	26,084



Newark Police Department
Weekly Traffic Report
08/31/14-09/06/14



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	9,750	6,933	246	226
DUI	173	122	7	4
TOTAL	9,923	7,055	253	230

PARKING SUMMONSES				
Meter Tickets	13,840	11,747	308	214
Parking Summons/IPR	5,102	3,644	176	199
Scofflaw	144 =	93 =	4 =	3 =
Amount Collected	\$27,940	\$19,538	\$738	\$803
TOTAL	19,086	15,484	488	416

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	150	123	6	3
Property Damage (Reportable)	223	248	6	1
Property Damage (Non-Reportable)	378	338	15	1
Hit and Run	205	176	11	0
TOTAL	956	885	38	5

City Manager's Office

Personnel

- I spent several days with Chief Paul Tiernan as he and I facilitated promotional interviews for the rank of Lieutenant and Captain. Nine (9) candidates submitted their interest to the respective positions, and each individual had at least one (1) hour oral interview. Current Lieutenant Kevin Feeney was the top ranked candidate for Captain, and Sergeant Michael VanCampen was the top ranked candidate for Lieutenant. Monday, September 15 is the effective date of the promotions, which also triggers the promotions of Master Corporal Fred Nelson to Sergeant, and Corporal Greg D'Elia and Corporal Truman Bolden to Master Corporal. The promotional ceremony for all above will be at 2:00 p.m. in Council Chamber on October 15.

- The 2015 Budget Hearing Committee met to review the final Operating Budget draft submission for the Planning & Development Department. This completed all the department submissions for the Finance Department to pull together. This is in advance of the October 6 Finance/Budget Workshop meeting.
- Spent time with our ab+c consultants regarding our media/public relations assessment. Speech training will be scheduled in the near future, which will include an opportunity for Council to participate if they desire to do so. The bulk of the effort to date has been reviewing current documents, organizational structure, policies (or non-policies) that will provide a foundation for the ongoing assessment.
- Lou Vitola, Wilma Garriz and I had a conference call with our actuary, Milliman, regarding GASB 67 and its fiscal impact. The new requirements and methodologies for defined benefit actuarial analysis can be discussed during the pension topic at the future workshop.
- Attended the quarterly Delaware City Manager's meeting in Dover.

IT Department Weekly Status Report – Joshua Brechbuehl, IT Manager		
Total Tickets Currently Open - 122		
Voice Over IP (Phone System) Replacement	On-Track	Expected Completion Fall 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Compiling City phone numbers, determining if they can be ported or deleted.		
City will see improved call control, conference call features, voice mail integration, collaboration and call clarity. This will also cut down or even eliminate long distance phone charges.		

PCI Compliance	Started	No ETA
City has upgraded itself to higher standard for PCI Compliance. New benchmarks are required and City is working towards those new benchmarks in security and process.		
Latest Update: Investigating outsourcing payment processing through PCI certified vendor, starting network intrusion testing		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

License Plate Reader Cameras (2)	Started	September 30, 2014
The City was granted 2 License Plate Reader cameras that will be placed at the edge of the City.		
Latest Update: We will be setting up 2 comcast connections at 2 intersections to provide this functionality		
Cameras would ideally be connected to City Metro Mesh, however current bandwidth is not sufficient for proper use. Investigating options to either increase speed or alternatives.		

Police Activity Tracking System	HOLD	Expected Completion Fall 2014
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: RFP's delivered, under review		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		

Council / Manager / Department Weekly Reports	Started	Expected Completion Fall 2014
Weekly reports in new format		
Latest Update: Third draft completed. Preparing to show Revision 1 to City Manager		
Feedback from Council indicated increased need for more efficient and clear delivery for Department Manager weekly reports. We are looking into leveraging system that would allow multiple sorting methods with ability to search based on search term.		

Office 365 Mailbox Migration	Completed	Expected Completion Summer 2014
Move data from on-premises to cloud		
Latest Update: Reopened – Completed.		
Work to decommission on-prem Exchange Email Server and move all mail to the cloud.		

Virtual Server Backup Solution	Started	Expected Completion Fall 2014
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: Testing (No Update)		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

Other Notable IT Updates		
• Parking Division – All booths now have broadband access. Performance tuning system before doing final cutover to credit card devices that use broadband		

Planning & Development – Maureen Feeney Roser, Director

Planning

Considerable time was spent this week preparing for the October 7, 2014 Planning Commission meeting. Tentatively, on the agenda are:

1. An amendment to the Zoning Code regarding “no impact” home based businesses.
2. Comprehensive Development Plan Amendment, Rezoning, Major Subdivision and Special Use Permit request for the west side of Center Street, addresses 21- 49.

Some time was spent this week working on the Department's 2015 Operating and Capital Budgets, including a staff review on Monday afternoon.

Some time was spent discussing the process for lifting of deed restrictions with the owner of Del Pez restaurant which currently restricted to beer and wine sales only.

Some time was spent this week on another FOIA request.

This week an Administrative Subdivision plan was submitted to move parcel lines in municipal lot #1 as per the Land Swap agreement with the Exponential Development Group.

On Monday, Development Supervisor Mike Fortner attended the Delaware State Housing Authority's (DSHA) presentation of the Delaware Housing Needs Assessment 2015-2020. DSHA completes this assessment every 5 years. The purpose is to assist policy makers to identify targeted places for programs where issues of affordability, fair housing, housing shortages and blight are most relevant. Mike Fortner will be reviewing the materials provided at the presentation, and sharing the report with the City's consulting firm, Urban Partners, who is conducting the City's Rental Housing Needs Assessment. Mike also spoke with representatives at DSHA to give a presentation in Newark about the report's findings and implications for Newark housing. Mike will update Council and

promote the event to the public when the date for the presentation is set. In the meantime, for information on the State's effort, please visit DSHA's website at the following link: <http://destatehousing.com/FormsAndInformation/needs.php>

At Monday's night City Council meeting, Council took the following actions on Planning & Development items:

- Approved the request for a Special Use Permit for the expansion of an existing driveway using permeable surfaces in the open floodway district (OFD) on Brook Drive;
- Approved a minor subdivision and special use permit for 218 East Main Street to add four (4) apartments to the existing subdivision;
- Approved a major subdivision and special use permit for 162 South Main Street to convert existing commercial space into four apartment units and to add six apartment units to the existing subdivision.

On Tuesday morning, I hosted the Subdivision Advisory Committee meeting to review the rezoning, major subdivision and special use permit application for the redevelopment of 60 North College Avenue. Comments will be forwarded to the developer later this week.

Some time was spent this week preparing for the September 18th Board of Adjustment meeting during which the Board will hear the request for a variance for Mediterranean Grill in the Newark Shopping Center on the minimum number of seats required to apply for a Special Use Permit to serve alcohol at their restaurant. Specifically, the Code requires that they have a minimum of 50 seats; and the restaurant currently has 15 seats, requiring a variance of 35 seats. If the Board of Adjustments grants the variance, the applicant will proceed to Council for the Special Use Permit.

This week the Department received an application from the Newark Natural Foods Co-op for a Special Use Permit to allow a retail food store with over 5,000 square feet of floor area in the Newark Shopping Center. The plans have been distributed to operating departments for comment. The matter is tentatively scheduled for Council review at the September 22nd meeting.

This week Planning processed:

- 12 Building Permits
- 1 Rezoning, Subdivision and Special Use Permit Reviews
- 1 Re-subdivision Review
- 4 Buyers Affidavits

Economic Development

On Tuesday, Planner/DNP Administrator Ricky Nietubicz staffed and Code Enforcement Supervisor Steve Wilson attended the Downtown Newark Partnership's Design Committee meeting. Members of the committee are looking forward to discussing the development of a community vision for downtown.

On Thursday Ricky attended the Downtown Idea Exchange Workshop sponsored by Downtown Delaware. Downtown design was the topic for this quarterly meeting of Main Street communities statewide.

On Monday morning, I joined City Manager Carol Houck and members of the Greater Newark Economic Development Partnership Executive Committee to discuss the organization's structure.

Community Development

This week the department received Home Improvement Program application for repairs to a fence damaged by a motorist, as well as potential roof issues. An inspection of the property will follow in the coming days.

This week Ricky scheduled the first Community Development Block Grant/Revenue Sharing Advisory Committee meeting for September 24, 2014. Applications for 7/1/15 - 6/30/16 CDBG and 2015 Revenue Sharing were distributed to committee members in preparation of the meeting

Parking

On Monday morning I joined City Manager Carol Houck, Deputy City Manager Andrew Haines, Finance Director Lou Vitola, City Solicitor Bruce Herron and Special Counsel Mark Dunkle in a meeting with representatives of the University of Delaware and the Exponential Development Group to discuss the potential land swap to assemble land in Lot #1.

This week the Parking Division worked with IPS to begin the installation of sensors for the credit/debit enabled card parking meters. Installation should be completed by tomorrow.

This week the division added a new Public Parking sign in Lot #4 under the building at Kate's Place, along with a way finding sign guiding people to the walkway along the east side of Kate's Place to access Main Street so they don't walk down the drive way.

Public Relations

Ricky Nietubicz spent considerable time filling in for the vacant Community Affairs Officer position, including press releases and social media postings, including McKees solar park, a DEMEC weather radio raffle, Taste of Newark, electric conservation advisories, Community Day, Newark's Backyard Habitat Certification and water system testing and street repairs being conducted by the Public Works and Water Resources Department.

Code Enforcement

The Certificate of Completion (CC) was issued at New Newark Toyota site at 230 East Cleveland Avenue. They are now open for business.

The Police Station sewer pump is being repaired by Schlosser Plumbing. The sewer pipe broke off at the wall of the holding tank. Temporary pumps are in place while repairs are being made. Repairs should be 2 or 3 days.

Steve Wilson spent considerable time this weekend at Washington House over the concerns with the brick veneer on the building. Washington House Condominium Association has hired engineers to advise them on repairs.

The footings at 58 East Main Street were completed this week.

Building Maintenance

This week the division completed putting the Parks & Recreation office back together and all renovations are completed in the corridor between Finance and Parks.

The division will be patching and painting the walls in the Finance area this week as needed due to the moving of the customer service reps to the new work areas.

The pilot for potential new paper towel and toilet tissue dispensers in City Hall has been completed. Feedback has been positive and the division will be looking into their possible use in the near future.

While inspecting the police station roof last week, the division found a small hole in it. The hole was patched and new flashing was installed around the exhaust stacks on the roof to keep water out.

Public Works & Water Resources – Tom Coleman, Director

Management

- Street Contract: Final paving on Ash, Magnolia, Hawthorne and Thorn should be complete by the end of the day on 9/11 barring weather.

CONTRACT 14 – 04

2014 STREET IMPROVEMENT PROGRAM WEEKLY PROGRESS UPDATE

LOCATION	CURB	MILLING	BASE PATCH.	BASE HOT MIX	UTIL. ADJ.	TOP PATCH.	TOP HOT MIX
Ash Avenue - Woodlawn Ave. to culdesac	X	X	*	n/a	X	*	*
Corbit Street - New London Rd. to W. Main St.	*	*	*	*	*	n/a	*
Dallam Road - Old Oak Rd. to Hillside Rd.	*	*	*	n/a	*	n/a	*
E. Park Place - Haines St. to Academy St.	n/a	*	*	n/a	n/a	n/a	n/a
Falling Tree Court - Farmhouse Rd. to culdesac	X	X	n/a	X	n/a	n/a	X
Hawthorne Avenue - Anna's Way to Adelene Ave.	X	X	X	X	n/a	n/a	*
Long Meadow Court - Country Hills Drive to culdesac	X	X	X	X	n/a	n/a	*
Magnolia Circle - Hawthorne Ave. to culdesac	X	X	n/a	n/a	n/a	n/a	*
Old Oak Road - W. Main St. to Dallam Rd.	*	*	*	n/a	*	n/a	*
Old Oak Road - Dallam Rd. to Cheltenham Rd.	n/a	*	n/a	n/a	*	n/a	*
Thorn Lane - Elkton Rd. to City Limit	X	X	n/a	X	X	n/a	*

Timberline Drive - S. Wynwyd Dr. to Church Rd.	X	X	X	X	n/a	n/a	X
W. Mill Station Road - Delrem Dr. to 74 W. Mill Station Rd.	X	*	*	*	n/a	n/a	*
AS OF WEDNESDAY, SEPTEMBER 10, 2014 (13) TOTAL LOCATIONS ON CONTRACT (2) LOCATIONS COMPLETED (1) LOCATIONS CURB R & R IS COMPLETE AWAITING MILLING (0) LOCATIONS CURB R & R IS ONGOING (5) LOCATIONS NO WORK HAS BEEN INITIATED (4) LOCATIONS AWAITING COMPLETION OF WATER MAIN INSTALLATION * - NOT STARTED %- COMPLETED(WORK CONTINUES) X - WORK COMPLETED N/A - NOT APPLICABLE							

- Handicap Ramp Contract: **Held the pre-construction meeting for the handicap ramp contract with work scheduled to begin the week of 9/8.**
- Cherry Hill Manor Service Road Repaving: The contractor has boxed out and stoned the two central alleyways and has begun milling out the loop road. The Verizon subcontractor punctured a small gas service earlier this week that required a small evacuation. Verizon has facilitated the necessary repairs.
- Corbit Street Area Water Main Replacement: The contractor has been focused on road restoration on Ray Street and locating a small leak in the newly installed main in Corbit Street that is causing the main to fail the pressure test. This leak will have to be found before the project can move forward (additional work is performed at the contractor's expense).
- Arbour Park Booster: Held bid opening for this project. Three (3) bids were received which we are reviewing for completeness. Pricing was above the engineers estimate for the project but all three were very close to one another so we may have just been low in our preliminary estimate.
- Concrete Tank Roof Repair: It has been determined that work cannot begin on this project until the final unit at the NWTP is fully operational. As of now, work is set to resume on unit 1 at the Curtis Plant the week of 9/15.
- McKees Solar Park: PW&WR has been working with the contractor to deliver panels to the contractor for installation as they go. We don't want to store additional panels on-site for security reasons.



Figure 1: Solar Panels installed at McKees Park

- This Monday I gave a presentation to the Delaware Chapter of the American Water Resources Association on emerging contaminants, pharmaceuticals and personal care products in drinking water then participated as a panelist in a round table discussion with the VP of Artesian Water, the Associate VP of Pennoni Associates, the Division of Public Health Program Administrator, and an Environmental Toxicologist from the Delaware River Basin Commission. We will begin sampling for the Unregulated Contaminant Monitoring Rule 3 (third round) this month. This program samples for contaminants that are currently unregulated to determine how widespread they are in the environment to determine if they should become regulated. This is the same program that resulted in the City of New Castle and Artesian having to take wells offline recently due to fire retardants being detected in the water. The testing costs several thousand dollars and may or may not result in detections in our system. We have only had two positive tests out of over 60 contaminants monitored for over the previous UCMR iterations. Depending if anything is detected, and if so, what and in what concentration a contaminant is detected, we may have to take wells out of service until additional treatment can be installed. We feel that the risk to our surface water intake is lower due to our location in the watershed and the limited sources upstream from Newark.
- Management staff involved in sediment and stormwater plan review attended a full day training session on the new regulations and upcoming minor revisions to the regulations. We have received a significant number of questions from developers and consultants on the new regulations as they are a significant departure from how stormwater was handled in the past.
- We met with the Assistant Director of Wilmington's Water Department and toured their newly installed membrane filtration water treatment plant. This provides great insight into how other utilities manage their facilities. We hope to set up similar tours with United Water and Artesian.

- We have received a few complaints about the quality of the paving on Paper Mill Road at the Curtis Park project. We have raised the issue with DelDOT and they indicated that they did have the contractor attempt to heat and roll out the paving to smooth it out but had limited success. Since their inspector was on-site during the installation and accepted the paving, the site contractor will not be making any further changes.
- Field inspections with the Quickview camera were completed at storm sewer pipe locations throughout Arbour Dive, at 234 Douglas D. Alley, at 15 Wrangler Road, and 506 Briar Lane in order to identify pipe deficiencies and determine repair types.

Stormwater

- ☛ Attended a Priority BMP Ranking kickoff meeting with JMT to determine the best methodology for scoring and prioritizing the BMP's.
- ☛ Completed an annual performance evaluation for the White Clay Wild and Scenic Management Plan Coordinator.
- ☛ Prepared the MS4 Stormwater Consortium agenda, and forwarded it along with a meeting reminder to the group.
- ☛ Rechecked two IDDE complaint sites after a significant rainfall event.
- ☛ Chose a contractor and moved forward with a purchase order for maintenance activity at the 896 water tower bioretention.
- ☛ Documented a hydraulic oil spill on Bradford Lane where nothing reached the storm drainage system.
- ☛ Reviewed the draft Stormwater Infrastructure Fund introduction and code language and provided comments.
- ☛ Received water quality sampling results from a monitoring event at the maintenance yard, and filed the required paperwork. All sampled parameters were under their benchmarks (TSS, pH, Surfactants, Oil & Grease).
- ☛ Finalized and printed a one page fact sheet for distribution on the Christina basin BMP tour. Attended the tour and lead the Hunt at Louviers stormwater retrofit site portion. Two City of Newark sites were on the tour: a newly-started stream restoration site on the Christina Creek, and the three Stormwater retrofits completed in the Hunt at Louviers. Feedback from both projects was overwhelmingly positive.
- ☛ We were recently made aware of an EPA enforcement effort in PA which was performed by EPA Region 3 (our region) for MS4's with stormwater programs that didn't meet their standards. This is a sample of what we could be up against if we are unable to meet the requirements of our upcoming permit once it is issued. Here is a summary of the enforcement action:

EPA Orders 85 Pennsylvania Municipalities to Improve Stormwater Runoff Programs

On June 24, 2014, the U.S. Environmental Protection Agency (EPA) announced that it sent orders to 85 North East and North Central Pennsylvania municipalities requiring improvements to their stormwater programs. The federal Clean Water Act requires municipalities to develop and implement a program to reduce contamination of stormwater runoff and prevent illegal discharges of stormwater.

EPA's order requires the cited municipalities to correct deficiencies with their respective Municipal Separate Storm Sewer System (MS4) programs and to come into compliance with their federal Clean Water Act National Pollutant Discharge Elimination System (NPDES) permits within 30 days. MS4's are publicly-owned drainage systems, including storm drains, pipes, and ditches, which are designed to collect and convey stormwater runoff in urbanized areas.

This is the just the latest in a round of Stormwater enforcement efforts. On April 23, 2010, 79 municipalities in South Central Pennsylvania were issued similar orders after EPA compliance audits revealed issues with their MS4 programs. The State of Delaware is also on their radar, with New Castle County and several of their MS4 co-permittees having been audited in 2006. It is only a matter of time before the City of Newark is audited as well.

To reinforce their Stormwater compliance initiative, EPA recently announced that one of its National Enforcement Initiatives for FY 2014-2016 is to keep raw sewage and contaminated stormwater out of our Nation's Waters. These initiatives are re-evaluated every three years in order to assure that federal enforcement resources are focused on the most important environmental problems where noncompliance is a significant contributing factor, and where federal enforcement can have a significant impact.

Refuse Division

- Refuse collections have increased with the arrival of students at the University.
- This week was a double Green Wednesday as a result of last week's Labor Day holiday.
- The Refuse Division has been supporting the McKees Solar Park project by periodically delivering solar panels from the Maintenance Yard Warehouse to the construction site. Deliveries will likely continue into next week.

Water and Wastewater Division

- The Water Division continues to perform maintenance at the NWTP and the Reservoir including the installation of a leaf catcher at the Raceway and the repair of the gate arm at the Reservoir.
- In support of the Timberline Drive re-paving, manhole frames and covers were picked up and delivered to the site for installation.
- A leak was repaired on the 12" valve at the Concrete Tank.
- A service leak was identified, excavated and repaired on the 12" water main at 1314 Barksdale Road.
- A curb stop was installed at 64 Woodhill Court.
- The Water Division has coordinated with the Electric Department to troubleshoot the generator run times at the Evergreen Pump Station.

Street Division

- The repair of several corrugated metal storm pipe deficiencies in Laurel Field (UD) has been completed with the installation of a concrete support to span the deformed sections of pipe and protect the pipe joints susceptible to failure and soil infiltration. This is a large storm pipe which takes water from South College Avenue to the discharge in Lewis Park. This pipe is severely deteriorated and is high on our list for replacement. This is the same pipe system that failed in the intersection of Academy Street and East Park Place this past winter requiring emergency repairs. Locations were identified with help of the Sewer Truck #243. Deficiencies included poor connections at junction boxes, pipe section dislocation, and partial pipe collapse.



Figure 2: Concrete Support poured at Laurel Field

- Blacktop has been installed utilizing staged half width construction to maintain traffic at the intersection of Dallam and Baylor and several upcoming catch basin and asphalt repair locations have been saw cut.
- Catch basin repairs are ongoing at locations on Bradford Lane and Kayser Court.
- A flagging operation was installed to allow for Asplundh to cut down a large wind twisted and deteriorated tree on Church Road. The Tree trunk at this locations was also hauled away.

Garage

- Truck #550, working on rebuilding the sub-frame on the dump body due to 10 years of snow plow/salt use.
- Police car #917 installed new fuel pumps in this unit. The Dodge Chargers have a split fuel tank system that requires two pumps to operate.
- We are working on getting the last of the leaf removal vehicles serviced and ready for the season.

Electric

The line crews continued work at the Newark Preserve - installing street lights and moving a pedestal. They also continued changing insulators and cross arms in the Delaware Circle area with a crew working on a pole at the nearby bus depot as a part of a voltage upgrade from 4kV to 12kV. The 12kV transformer that is replacing a retired 4kV unit creating this work is getting ready for shipment on Friday, September 12. It will take two weeks to cross the country and a 190 ton crane will lift the 60,000 lb. transformer into proper position. Engineering and crane personnel have met onsite to determine which lines to remove and de-energize.

The electricians worked on some malfunctioning alarms at the main substation feeding the city. The electricians also worked on the Evergreen Pumping Station after a current transformer burned up some control circuitry causing the generator not to run during the weekend lightning storm.

Engineering surveyed Elkton Road from Casho Mill Road to the Maryland line for the second part of the DelDOT project started a few years ago. This part will not affect the City's poles as much as the set back is already substantial. Last time, nearly every pole from Main Street to Casho Mill Road had to be moved and replaced.

Engineering also worked on power quality issues on a University circuit and checked a substation breaker for slowness after some critical components were replaced when the speed became a question during a fault.

Parks & Recreation

Administration & Planning

The contractor for the Hill Park drainage project mobilized and started working. They began skimming the top soil and excavating one foot of clay laden soil. They also installed the main drain line, outside of the playing field, extending to an existing drainage ditch.



Joe, Sharon and I met to begin planning for the Curtis Mill Park opening scheduled for Friday, October 17 at 11 a.m. A Save-the-Date notice was sent out late last week and invitations will go out on Monday, September 22. The contractor continues to work on Paper Mill Road tasks: handicap curb ramps, signal items and lining the street and cross walks.

Several staff members and Mayor Sierer attended a webinar on the approach of the Emerald Ash Bore to this area. The Bore is infesting and killing Ash trees as it migrates from the upper mid-west where it first appeared in the US. We will be working to develop a Preparedness Plan over the next few months.

Other staff members and I attended a GIS demonstration, presented by JMT, on City parks.

I'm continuing to work with PW&WR staff on a plan to create handicap parking spaces at Fairfield Park. The spaces will benefit participants in the new Community Garden program as well as general park users.

Tom and Joe attended a Community Garden meeting at the Wilson Center Tuesday night. We hope to have a final draft of the "Rules and Guidelines" completed and approved in the near future. The meeting included discussion on what size the garden plots should be.

Tom finished gathering materials for the completion of a State Forestry grant application to do some tree work along the trails in Redd Park.

Tom inspected the Hall and Pomeroy Trails and wrote up maintenance work orders.

We've requested the assistance of the Electric Department to add electric service to the storage building/potting shed at the Community Garden site in Fairfield Park.

Parks Maintenance

Mowing operations continue.

The crew removed equipment storage boxes from Rittenhouse Park and Downes Elementary School, used for summer programs, and placed in storage at the Olan Thomas Park maintenance building.

We completed tree work at several locations, prepared soccer fields for league play, placed Wildlife Habitat Certification signs at park sites and placed wood carpet (safety surface) under children's play units.

The crew committed time working at landscaped traffic medians and other planted areas.

A local volunteer did a trash sweep along the Christina Parkway last weekend accumulating several bags of trash.

Recreation Services

Paula conducted nine additional individual staff orientations with Before and After Care program to complete the annual requirement for Child Care licensing. All staff, including new hires, have completed their orientation.

Paula completed the youth soccer schedule and sent it out to the coaches and placed it on the City website. She also continued to secure staff for youth instructional soccer and referees for the leagues. She sent out first day letters to all the participants registered for the instructional classes. There are 18 registered for Tiny Tot and 24 for Little Kickers.

Paula sent out information to the parents in the After School Care program pertaining to an upcoming Soccer Shots demonstration being offered at both after school locations. The free demonstration will be offered and then participants will have a chance to register for this additional class that will be held during after school care hours.

Sharon has been preparing for Community Day. She is reviewing applications, assigning spaces and preparing the mailings for vendors. She also prepared the press release, performer and demonstration schedules and ordered supplies for games. Sharon and Joe conducted a walk-through of the Green with Mike and Seth from UD Grounds.

Tyler held tennis instructor interviews, contacted current instructors and prepared rosters and equipment for fall classes.

Tyler scheduled staff for the upcoming School's Out Day on Tuesday, September 9.

Joe is working on the summer statistical report and the Fall 2013 – Summer 2014 totals report.

Joe is organizing the Winter/Spring E-newsletter timeline. The newsletter will be delivered on January 5.

Finance - Lou Vitola, Director

I participated in a PCI Compliance meeting with the IT Manager, Deputy City Manager, representatives from departments that process payment card transactions, and our PCI consultant. I also held individual discussions with the City's processor, a large public merchant and a third-party payment card processor with whom a product demonstration was scheduled for the next PCI Compliance meeting.

I solicited information and price quotations from investment consultants to advise the City on the formation of a pension committee, the creation of investment policy statements, the implementation of a request for proposals for investment management services, the evaluation of investment management proposals, and service on the investment management selection team.

Customer Service

Staff is working hard on keeping pace with tax payment processing as we approach the payment deadline of September 30, 2014.



The first press release highlighting the progress at McKees Solar Park was issued this week after the first panel was erected at the end of last week. The release also highlighted the community participation aspect of the Solar Park. The Customer Service Department and our billing and payment processing systems are now equipped to process McKees Solar donations and investments. The information linked below was reviewed by the City Solicitor and edited before advertising efforts were undertaken. The Conservation Advisory Commission was also given the opportunity to provide feedback on the website content and program materials. In the absence of advertising efforts, we have raised a total of \$2,320 in funding for the park, \$500 of which consists of ten \$50 investments and \$1,820 of which represents outright donations and panel donations. Please see the new site www.greennewarkde.us which highlights Newark's green efforts over the years, in addition to profiling McKees Park. From there, customers can:

- Link directly to the [McKees Park Crowd Funding Site](http://www.gofundme.com/mckeessolarparkfund) to either donate or invest in McKees Solar Park electric output online, (<http://www.gofundme.com/mckeessolarparkfund>)

- Link to a fillable form which can be submitted electronically to the Customer Service Department, which will add a donation or an investment to an existing electric customer's bill,
- Link to a paper form which can be printed and filled out manually and taken to the Customer Service Department, which can process the donation or investment in person. Printed forms are also available in the department.

Accounting

Internal budget hearings are complete. The Finance Department will continue efforts to compile the CIP and Operating budgets in advance of the upcoming financial workshop (scheduled for Monday, October 6, 2014) and public budget hearing (scheduled for Monday, November 17, 2014).

CSH/mp