

DEPARTMENTAL WEEKLY REPORTS

September 19, 2014

Police

On Saturday, September 20th, the Newark Police Department Police Officer entrance exam will be administered. Over 100 applications have been received. The written portion of the exam will begin at 9:00 a.m. following the registration period beginning at 8:30 a.m. The physical agility portion of the exam will begin at 11:30 a.m.

On Tuesday, September 23rd, Newark Police Officers Greg Micolucci, Adam Mease, and William Smith will be honored as "Police Officers of the Year" by the Delaware League of Local Governments at their annual dinner and awards meeting. The officers were selected for their outstanding community relations work on the police trading card program. This program was very popular with the children of Newark and fostered a positive interaction between police officers, the children, and their parents. Mayor Polly Sierer, City Manager Carol Houck, Chief Paul Tiernan, and Captain Kevin Feeney will be attending the ceremony to witness the honor bestowed on the officers.

The Newark Police Department is investigating the reported robbery of a Domino's Pizza delivery driver, which occurred on Saturday, September 13, 2014 at approximately 2:15 a.m. on Linden Street in the City of Newark. After the victim completed a delivery he was approached by three suspects, all wearing white masks concealing their identity. One suspect implied that he had a knife and demanded the driver's cash. The driver turned over an undisclosed amount of cash to the suspects who then fled on foot. They were last seen southbound on Center Street running towards East Main Street. The driver, who was not injured during the incident, drove back to Domino's Pizza before reporting the incident

The Newark Police Department is investigating an armed robbery which occurred on September 12, 2014 at approximately 3:00 a.m. at the Nuevo Inn located at 630 South College Avenue in the City of Newark. During this incident two black male suspects entered the lobby and engaged the 55 year-old female clerk in a conversation about renting a room. One of the suspects then displayed a handgun and demanded cash. The suspects fled the lobby after receiving an undisclosed amount of cash and were last seen fleeing in a white 2-door vehicle. The vehicle is equipped with a sunroof and rear spoiler and may be a Honda Accord. The clerk was uninjured during the robbery.

WEEK 09/07/14-09/13/14

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	0	3	5	0
Unlaw. Sexual Contact	1	6	0	0	2	0
Robbery	23	22	2	35	27	0
- Commercial Robberies	6	5	1	6	2	0
- Robberies with Known Suspects	2	3	0	7	4	0
- Attempted Robberies	4	3	0	0	0	0
- Other Robberies	11	11	1	22	21	0
Assault/Aggravated	13	6	0	18	7	0
Burglary	69	58	2	49	68	1
- Commercial Burglaries	17	9	0	8	5	0
- Residential Burglaries	50	46	2	38	28	1
- Other Burglaries	2	3	0	3	35	0
Theft	535	409	11	251	199	2
Theft/Auto	25	32	1	6	11	0
Arson	0	2	0	0	0	0
All Other	52	48	1	104	166	1
TOTAL PART I	722	588	17	469	487	4
<u>PART II OFFENSES</u>						
Other Assaults	176	187	7	139	149	1
Rec. Stolen Property	9	2	0	17	34	0
Criminal Michief	245	184	5	202	54	1
Weapons	10	15	1	42	46	0
Other Sex Offenses	2	0	0	4	0	0
Alcohol	272	272	26	629	466	62
Drugs	151	93	2	342	238	1
Noise/Disorderly Premise	436	467	19	290	216	11
Disorderly Conduct	276	127	5	209	147	10
Trespass	124	121	1	119	77	2
All Other	377	357	14	399	330	5
TOTAL PART II	2078	1825	80	2392	1757	93
<u>MISCELLANEOUS:</u>						
Alarm	820	741	19	0	0	0
Animal Control	317	413	15	18	1	0
Recovered Property	182	179	6	0	0	0
Service	17839	17888	612	0	0	0
Suspicious Per/Veh	375	365	13	0	0	0
TOTAL MISC.	19533	19586	665	18	1	0

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	728	27,903	864	26,948



**Newark Police Department
Weekly Traffic Report
09/07/14-09/13/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	9,992	7,159	242	226
DUI	178	125	5	3
TOTAL	10,170	7,284	247	229

PARKING SUMMONSES				
Meter Tickets	14,156	12,054	316	307
Parking Summons/IPR	5,277	3,778	175	134
Scofflaw	147 =	93 =	3 =	0 =
Amount Collected	\$28,548	\$19,538	\$608	\$0
TOTAL	19,580	15,925	494	441

*1 FULL-TIME PEO ON VACATION

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	156	127	6	4
Property Damage (Reportable)	230	259	7	11
Property Damage (Non-Reportable)	392	352	14	14
Hit and Run	205	181	0	5
TOTAL	983	921	27	34

City Manager's Office

Personnel

- HR facilitated individual employee meetings with our ICMA-RC representative, Rosemary Knapp. These meetings were over two (2) days, which also included a general information lunch session for anyone who wanted to attend. ICMA-RC is the organization that manages the employee-driven accounts, including the 401(a), IRA, 457 and RHS plans. Priority was given to new employees in the Defined Contribution (401a) plans, anyone considering retirement in the next 3-5 years and then all other employees.
- I met with representatives of the FOP union regarding our ongoing discussion on the Deputy Chief positions; the intention is still to announce the position and process next month (October) with an effective date of 1/1/2015.

- Josh Brechbuehl and I reviewed the initial version of the new Weekly Report software that he is coordinating with a SharePoint developer. The formatting and consistency should provide the better product for Mayor and Council; however, there were some elements that needed to be adjusted before deploying. Once completed, the process for Weekly Reports will become a digital workflow process that will streamline the operations and provide a uniformed document, which is fully searchable, for Council and staff.
- I attended the Sound Workshop on Monday evening in Manager Carol Houck's absence while attending the annual ICMA conference. Mr. Val De Rocili presented information to Council and the public, as well as provided demonstrations of noise, variable levels, varying measuring devices and professional methodologies to discerning noise matters. In my opinion, a healthy dialogue and information exchange occurred, and I will follow up with both Mayor Sierer and Manager Houck on the next steps. No formal direction was provided at the end of the meeting.
- The ICMA-RC meetings last week trigger several employees to better know where they stand as a retiree, and as such, I held several meetings with employees reviewing their benefit rights, estimated calculations and the process to go into retirement. I do not estimate more than one (1), to possibly three (3), retirements for the duration of 2014.
- The VoIP Phone system meetings are being held among all the departments this week, and the Administration Department had ours on Tuesday. These meetings allow each department to work with Josh Brechbuehl and our vendor to roadmap the way call volume and traffic will be managed under the new systems. Each department will get to review a draft version of its respective mapping of calls prior to going live.
- I attended the Traffic Committee meeting on Tuesday, September 16 where a recommendation for new signage was made regarding Lincoln Drive.
- I was among several participants that volunteered to be on the Mayor's Masquerade event, which looks to now be reduced from a 5K to a Fun Run. DeIDOT expressed much concern with the initial route, and adjustments, new ideas and brainstorming pushed the event forward. The next planning meeting is set for two weeks.
- I spent considerable time this week on the follow up materials from Highmark Blue Cross, and DVHT, regarding the postponed agenda item set for September 22. I have been working to ensure all the follow up materials were presented to the employee groups that comprise the Employee Healthcare Committee.

IT Department Weekly Status Report – Joshua Brechbuehl, IT Manager		
Total Tickets Currently Open - 148		
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: Meetings with Departments. Design is being developed. We have adjusted some wants and needs for City staff based on feedback from departments.		
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 (No Update)
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 being evaluated		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		

Municipal Building Network Rewiring Project	On-Track	Expected Completion Fall 2014
Due to age of existing network cabling throughout building, it is necessary to upgrade for VOIP implementation		
Latest Update: Wiring installed. Users converted to new system. Few legacy lines identified as needing to be re-run.		
Upgrade existing Municipal Building network wiring from CAT3 to CAT6		

Council / Manager / Department Weekly Reports	Started	Expected Completion Fall 2014
Weekly reports in new format		
Latest Update: Feedback from Deputy City Manager. Working with Consultant to implement requests.		
Feedback from Council indicated increased need for more efficient and clear delivery for Department Director weekly reports. We are looking into leveraging system that would allow multiple sorting methods with ability to search based on search term.		

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
Significant time was spent this week meeting with all departments to begin developing VOIP design and phone menu system. Thus far, feedback is very positive.

Planning & Development – Maureen Feeney Roser, Director

Planning

Some time was spent this week preparing the Council report for a request to lift a deed restriction at 76 E. Main Street.

This week the Subdivision Advisory Committee comments for the rezoning, major subdivision and special use permit for 60 North College Avenue were organized and sent to the applicant's engineer.

Also on Thursday morning I met with Public Works & Water Resource Director Tom Coleman, Deputy Director Tim Filasky and Engineering Assistant Shane Minner to discuss storm water management regulations and the submission deadlines for development applications.

This week the Department received an application from Lang Development Group for a rezoning, major subdivision and special use permit for the property located at 52 North Chapel Street.

This week the Department received an application for an Administrative Subdivision on Annabelle Street.

Some time was spent reviewing Planning & Development files for a Resolution honoring Jim Bowman for his 23 years of dedicated service on the Planning Commission.

Some time was spent preparing for the upcoming Planning Commission meeting. Tentatively scheduled for review are: a Zoning Code amendment regarding “no impact” home based business regulations; and a request for a Comprehensive Development Plan Amendment, Rezoning, Major Subdivision and Special Use Permit for the Lofts at Center Street; and the election of officers.

This week the submittal deadline sheet for 2015 Planning Commission meetings was prepared.

On Monday, September 15, Development Supervisor Michael Fortner, attended the Bicycle “Safety Check Point” on the University of Delaware Campus Green. The event was sponsored by the Newark Bicycle Committee, the Newark Bike Project, and the Delaware Department of Transportation. The purpose of the event is to distribute bicycle safety information, install free bicycle lights, and give out free bicycle helmets to bicyclists who say they will use them.

This week Mike worked on the Rental Housing Needs Assessment Study with the consulting firm, Urban Partners, on organizing an “Open House” for Urban Partners to meet with a variety of community groups and stakeholders for public input.

Mike also completed his report for a Special Use Permit Application for the Newark Natural Foods Co-op to relocate and expand their existing grocery store to the Newark Shopping Center this week. Retail food stores with more than 5,000 square feet of floor area require a Special Use Permit in BB zoning. Consideration for the special use permit will be on the Council agenda for September 22.

The Planning and Development Department has received an application for a Special Use Permit to open a home day care at 10 Beagle Club Way in the Hunt at Louviers. The property is zoned RT the request has been circulated to City Operating Departments for comments. Consideration of the special use permit is anticipated to be on the Council agenda for the October 13th meeting.

Mike is also working on the application to renew our status of the Community Rating Service (CRS). The CRS is part of the National Flood Insurance Program's (NFIP) and is a voluntary program for recognizing and encouraging community floodplain management activities exceeding the NFIP's minimum standards. The City of Newark has the highest CRS rating in the state.

Mike is also assisting with Community Day exhibits for the Newark Bicycle Committee and the Newark Transit Subcommittee.

The Planning and Development Department processed:

- 5 Buyers Deed Transfer Affidavits
- 1 new Subdivision Plan
- 11 Building Permits
- 2 Certificates of Occupancy

Economic Development

This week Ricky spent some time prying for DNP booth at Community Day. Several business owners and residents have offered to volunteer to staff the booth throughout the day.

On Wednesday afternoon I joined Mayor Sierer, City Manager Carol Houck and DNP Administrator/Planner Ricky Neitubicz at the ribbon cutting for Painting with a Twist in Suburban Plaza.

On Wednesday afternoon I attended the DNP Board meeting.

Some time was spent this week preparing for the Taste of Newark scheduled for Sunday, September 28 from 12 - 3 p.m. on the Old College Lawn.

Community Development

Ricky is moving forward with the removal of a dead tree under the Home Improvement Program to insure that it does not fall on the house. The contractor has been selected, and pending Electric Department approval and coordination to safely work around power lines, the tree will be removed at the end of this week or beginning of next.

Public Relations

Ricky spent considerable time managing several public/media relations concerns including traffic management on Cleveland Avenue due to emergency utility repairs, the grand opening of Newark Toyota World's new location on Cleveland Avenue, and responding to a variety of other media inquiries.

Code Enforcement

On Thursday afternoon Code enforcement Supervisor Steve Wilson, CED Secretary Angela Conrad and I met with representatives of the Finance Department to discuss permitting procedures.

On Friday morning I met with City Solicitor Bruce Herron, Steve Wilson and Code Enforcement Officer Tim Poole to discuss the Pilgrim Baptist Church project.

Public Works & Water Resources – Tom Coleman, Director

Management

- ****Lane Closure Information**** Our street contractor is scheduled to begin deep lift patching on East Park Place this coming Tuesday, September 23rd through Friday, September 26th (weather depending). This work will require detours for through traffic (residents on the closed sections will still be able to get to their houses) and the work will be completed during the day. If you have any questions, please let me know. Flyers will be distributed to area residents this Friday.
- Street Contract: Completed paving on Thorn Lane, Hawthorne Avenue, Magnolia Circle, Ash Avenue and West Mill Station Drive. Work on Corbit and Old Oak will not proceed until the water main construction is complete.

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	X	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	X
Long Meadow Court - Country Hills Drive to culdesac	X	X	X	X	n/a	n/a	X
Magnolia Circle - Hawthorne Ave. to culdesac	X	X	n/a	n/a	n/a	X	X
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	X
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	X	X	X	n/a	n/a	X
(13) TOTAL LOCATIONS ON CONTRACT (8) 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 AS OF WEDNESDAY, SEPTEMBER 17, 2014 * - NOT STARTED %- COMPLETED ((WORK CONTINUES) X - WORK COMPLETED N/A - NOT APPLICABLE							

- Handicap Ramp Contract: Work is underway in Cherry Hill and Barksdale Estates, both neighborhoods should be complete this week. Next week they should be moving to Orchard, Ritter, and Terry Lane.
- Cherry Hill Manor Service Road Repaving: The contractor has boxed out and stoned the two central alleyways and approximately 1/3 loop road. The contractor has begun work on the second third of the loop road. All concrete work should be complete this week. This project is tentatively projected to be complete within three weeks.
- Corbit Street Area Water Main Replacement: The main on Corbit Street is live and house services are being switched from the old main to the new main. This work should be complete by the end of next week at which time they will move on to Old Oak and curb replacement, handicap ramp upgrades and road paving as part of the street contract will begin.
- White Clay Creek Crossing: Waiting to schedule road restoration with City crew.
- 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. Work has re-started at the Curtis Water Treatment Plant and we are working with the contractor to finalize repairs. We expect the final unit to be back in operation within three weeks at which time we will re-start stress testing for the Concrete Tank Repair.
- McKees Solar Park: All panels are in place and the contractor has begun running wiring and installing inverters. We provided project information to the Newark Post who is working on an article on the facility.



- Management coordinated the maintenance and re-grading of storm water swales behind two homes in Christianstead to improve drainage and prevent flooding in the resident's back yards. Repairs were completed by a contractor.



Figure 1: Storm Water Drainage Maintenance in Christianstead

- Harassment Training and Flagger Certification Training has been coordinated for all PW&WR facilities.
- Coordination with the University of Delaware and university contractor Austin and Bednash was completed to prioritize the repair of sanitary sewer deficiencies resulting in a large sink hole adjacent to a manhole near North College Avenue and the Pomeroy Trail. The sink hole is the result of a disconnected T-section at a drop manhole that is allowing sediment into the sanitary system. The City sewer maintenance force regularly removes the sand and gravel from an adjacent manhole to protect the location from backing up and potentially overflowing to the creek. Pipe video and plans have been forwarded to the contract for reference.
- Held a “Toolbox Talk” safety training for all PW&WR field personnel. Topic was to identify the correct glove for the job to save your hands.
- The White Clay Wild and Scenic Program held a volunteer planting event at the previously completed Hunt at Louviers stormwater retrofit project on September 17th. The event was supported by 42 volunteers, mostly from Bank of America, UD Master Gardeners, students and Mayor Sierer. Funding was provided by the White Clay Wild and Scenic Program and United Water Delaware. Unfortunately, this project highlighted the importance of improving our current efforts to provide adequate notice to adjacent residents, which is something we are going to continue to work to improve.

Stormwater

- ☛ Finished reviewing the draft stormwater fee introduction and code language, and provided comments.
- ☛ Attended the DE AWRA roundtable discussion on emerging contaminants called, “Pharmaceuticals and Personal Care Products in Water” at Artesian Water.
- ☛ Participated in a Center for Watershed Protection webinar, “Stream Restoration as a Pollutant Reduction Strategy” at DNREC.

- ☛ Attended a DNS Watershed Stewardship meeting in Ashland.
- ☛ Attended and mediated an MS4 Stormwater Consortium meeting hosted by the City of Dover.
- ☛ Created a GIS map for distribution to the volunteers for the Hunt at Louviers supplemental planting.
- ☛ Photo documented the Christina Creek Stream Restoration Project as path construction continues.



Refuse Division

- The Refuse Division has completed the solar panel deliveries from the Maintenance Yard Warehouse to the McKees Solar Park construction site.

Water and Wastewater Division

- The Water Division continues to perform maintenance at the NWTP and the Reservoir including debris removal from the Raceway.
- The lime-feed was re-piped at the South Well Field.
- The building housing the SCADA Instrumentation at the Louviers Tank was repaired and painted.
- A hydrant that was determined to be defective during system flushing was replaced at 717 Harvard Drive.



Figure 2: Fire Hydrant Replacement at Harvard Lane

- A pressure complaint was investigated at Klondike Kate's. It was determined that a larger service and possibly a booster pump should be added to address the pressure concerns.
- The Water Division has supported the storm water quality group with the installation of safety fencing at the storm water basins at the Hunt at Louviers.

Street Division

- In support of the Parks Department, a concrete pad has been formed and poured below the pavilion at Kells Park. The first half of the pad has been completed and the final pour will be completed by the end of the week.
- A large black top repair has been completed on Shenandoah.
- Catch basin repairs have been completed on Bradford Lane, Kayser Court, and three basins have been repaired behind the residents on Bradford Lane.
- A large hydraulic spill that occurred on Bradford Lane has been cleaned.

Garage

- Garage repaired the fuel pumps in the yard after an internal spring failed on the dispenser.
- Technician assisted the Parks Department with a large tree removal from Fairfield Park.
- Garage removed and repaired a dump body insert on a Parks Department truck.
- Street Sweeper #230, repaired a fuel leak and worked on the HVAC system.
- Catch Basin Truck #250, vacuum repairs have been completed and the truck is up and running.

Electric

The line crews worked at the Newark Preserve installing street lights and three more transformers. They also continued working on the voltage upgrade project around Delaware Circle.

The electricians are preparing for Community Day this weekend, going over all the electrical facilities needed from University buildings. They also worked on City Hall parking lot lights, drove grounds at poles after testing for high resistance, and are checking and fixing all hand-hole covers on streetlights throughout the City.

Engineering attended the Alder Creek (previously Cleveland Heights) preconstruction meeting. Engineering also worked on several high and low voltage issues found proactively by canvassing the smart meter systems. Engineering is working on the SCADA developer on the next steps for enhancing the system, e.g. automatic switching and smart phone access.

Parks & Recreation

Parks Maintenance

Tom started inspecting all horticulture sites as well as continuing to work on the EAB plan by gathering numbers on Ash trees within park and horticulture areas/open spaces that should be treated.

Tom arranged a meeting with Community Garden Specialist with the Extension Service and the Recreation Superintendent to conduct future training sessions on vegetable gardening for the public and Community Garden members alike.

Tom reviewed one landscape plan for a proposed site and inspected another for CO.

Tom assisted the City Manager's Office with the planning for the dedication ceremony that recognizes Newark as a Certified Wildlife Habitat Community.

Tom met with several homeowners this week on tree related issues.

Rich coordinated all the day to day assignments/projects of all field staff.

Contractor continued work at Hill and Curtis Mill Park areas.

Mowing and more mowing for both crews.

Parks staff started clean-up of Community Garden site at Fairfield, started court line painting at several basketball court locations, prepping of both soccer fields for league play, raked off all horseshoe pits, did tree work, and completed work orders while starting others.

Horticulture staff continue on bed maintenance, woodcarpet applications at play areas, and interior bed maintenance at City Hall.

Recreation Services

Paula met with the soccer instructors to go over the lesson plan for the Tiny Tot and Little Kickers classes that started on Saturday. There are 21 enrolled in Tiny Tot soccer and 31 in Little Kickers.

Paula dropped off supplies for the start of the youth soccer games. She also was at the team picture night and the first day of soccer games.

Paula sent out promotional items to the After Care parents regarding the Soccer Shots demonstration held at the after care programs and the opportunity for them enroll in a six week program being held during the After Care hours at the school.

Sharon has been preparing for Community Day. She prepared vendor assignments and emailed them to participants and has been updating the information and sending additional packets as additional vendors are registering. She has been working on designing signage for the event, completing the performance and demonstration schedule, and ordering/preparing the needed supplies. She has also been recruiting volunteers for the event.

On Facebook this week, we have 5 new page likes. Engagement numbers are down from last week.

Your 5 Most Recent Posts								
Reach: Organic / Paid Post Clicks Likes,								
Published	Post	Type	Targeting	Reach		Engagement		
09/15/2014 4:10 pm	 Community Day is less than a week away!!! Do you have any favorite memories or stories from the			116		23 7		
09/15/2014 2:17 pm	 Native American Plant Use Hike is scheduled for this Saturday, Sep 20 at Rittenhouse Park from			69		9 1		
09/12/2014 4:03 pm	 Curtis Mill Park: Striping the intersection at Paper Mill and Old Paper Mill Road			124		7 9		
09/10/2014 4:58 pm	 We're looking for a few more Bazaar / Flea Market vendors for Community Day. Only 3 spaces remain!			49		3 1		
09/10/2014 12:31 pm	 LeRoy Hill Park baseball field renovations.			75		12 0		

Tyler held an interview for the upcoming CATCH (Coordinated Approach to Children's Health) Afterschool Homework Club program scheduled to begin September 29 at Downes Elementary.

Tyler prepared supplies and met with instructor for the fall session of tennis lessons. Classes started on several days throughout the past week.

The George Wilson Center was used as a polling place on Tuesday, September 9.

The first Schools Out Kids Day Off program of the year was held on Tuesday, September 9 at the George Wilson Center. Tyler prepared supplies and scheduled staff. It was a nice day with 12 kids participating.

Tyler began cleaning and organizing arts and crafts supplies in the pottery room at GWC.

Joe is working on end of year statistics for recreation activities.

Joe attended the P.C. compliance meeting with IT.

Joe is researching Registration Software Systems and how they would be compatible with our needs.

Joe and Charlie reviewed the 53 applications for the Recreation Specialist position and selected individuals to be interviewed.

Finance - Lou Vitola, Director

I reinvested \$450,000 into the cash reserve account with Morgan Stanley as a result of matured or called securities.

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. D+T Partners was selected as the consultant, and our efforts to form a pension committee and solicit proposals for investment management services will begin as soon as administratively possible.

Customer Service

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



All 900 panels at McKees Park have been erected. Work to install the inverters and tie in the panels is underway, and the Park is expected to be producing solar power within a month. The first press release highlighting the progress at McKees Solar Park was issued last week, and a notification was added to utility bills this week. Through DEMEC, the City was nominated for the Solar Electric Power Association (SEPA) Utility of the Year awards program as a result of our innovative way to include public participation in our funding process and provide rebates for solar investments. Through September 17, 2014, we have raised a total of \$2,445 in funding for the park, \$600 of which consists of twelve \$50 investments and \$1,845 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).

Representatives of the Finance Department from both accounting and customer service met with the IT group and the VOIP vendor to discuss improvements to the City's customer service experience for those calling to make payments or make billing, tax, business license and accounts payable inquiries.

Alderman's Court

This past week we held three court sessions and one case review session. We processed a total of 54 arraignments, 54 trials, 14 capias returns and 9 case reviews. We videoed 2 prisoners from the various prisons for other events.

CSH/mp