

DEPARTMENTAL WEEKLY REPORTS

October 31, 2014

Finance - Lou Vitola, Director

Customer Service



McKees Solar Park is online and producing power. We are working with DEMEC on a purchase agreement for the Solar Renewable Energy Credit (SREC) output, which will be recommended for Council approval at an upcoming meeting.

Through October 22, 2014, we have raised a total of \$4,245 in funding for the park, \$1,650 of which consists of thirty-three \$50 investments and \$2,595 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

Budget preparation continues in advance of the November 3, 2014 Budget Workshop and the November 4, 2014 Planning Commission Meeting.

Alderman's Court

This past week we held three court sessions and a case review session. We processed a total of 63 arraignments, 44 trials, 13 capias returns, 11 case reviews and 1 plea. We videoed 2 prisoners Monday from the various prisons.

Police

Cpl. Mike Wolfrom and CPL Adam Meese were honored by the Knights of Columbus on Monday night for their actions during the 1st and 2nd quarters of 2014.

Cpl. Adam Mease was nominated for his actions on two cases during the first quarter of 2014.

The first incident occurred on January 17th, 2014 when NPD received a report of a fight in front of Newark High School. The incident was dispatched to patrol units and Cpl. Mease, the School Resource Officer, was notified. Cpl. Mease was on scene in 37 seconds. Cpl. Mease quickly ascertained that the incident was not a fight but that it was a robbery. He obtained a description of the suspect and last known direction of travel and broadcasted it to responding officers. Cpl. Mease quickly developed witness information and utilizing the schools surveillance system was able to obtain footage of the suspect. Cpl. Mease disseminated the images to school staff and within an hour he was able to confirm the suspect's identity. Cpl. Mease provided this information to Detectives and within five and a half hours of the incident, they were able to obtain arrest warrants for the suspect.

The second incident occurred on February 3rd, 2014 when Cpl. Mease was notified by administrators at Newark High School that they had found an 18-year-old student in possession of Marijuana. Cpl. Mease assumed custody of the student and continued his investigation. The student was found in possession of 46 grams of marijuana packaged for delivery in 45 small plastic vials and 7 small bags. Additionally, Cpl. Mease discovered the student was in possession of a large quantity of cash and a loaded .45 cal. handgun. Cpl. Mease continued his investigation and discovered that the handgun was reported stolen in Somerset County, PA in 2013. As a result of Cpl. Mease's investigation, the student was arrested and a large quantity of illegal narcotics and a loaded, stolen handgun were removed from the school.

Cpl. Michael Wolfrom was nominated for two incidents during the second quarter of 2014.

In mid-April, Cpl. Wolfrom was assigned a tip of suspicious activity revolving around a local hotel room. Cpl. Wolfrom identified the occupant of the room and discovered that the person was a known heroin dealer who was on probation with an active no contact order with all hotels. Cpl. Wolfrom contacted NPD SIU and Safe Streets and an administrative search warrant was executed on the room leading to the seizure of a significant quantity of heroin and US Currency.

The second incident occurred on May 10th, 2014 when Cpl. Wolfrom responded to a report of a Domestic Home Invasion Robbery where the suspect kicked in the door of a residence and robbed his ex-girlfriend before fleeing the scene. Cpl. Wolfrom responded to the area and began to check the railroad tracks adjacent to the neighborhood. Cpl. Wolfrom was able to locate the suspect from a distance as he attempted to flee the scene along the rail line. Cpl. Wolfrom provided detailed information to officers who were now responding to his location to close the perimeter on the suspect. Cpl. Wolfrom was able to surreptitiously approach the suspect and once in close proximity, drew his service weapon and ordered the suspect to the ground. The suspect was taken into custody without further incident and found to be in possession of a knife and a small amount of

cocaine. Following the incident, multiple officers who had responded to the scene praised Cpl. Wolfrom for his poise and clear communication during the incident. All of this occurred adjacent to a high-speed rail line, at night during a torrential downpour. The following day, Cpl. Wolfrom responded back to the scene for a daytime evidence canvas and located the victim's purse, further linking the suspect to the crime.

Captain Potts and Captain Feeney are scheduled to attend an Ebola Table Top exercise on Thursday at the University of Delaware's College of Health Sciences. This tabletop exercise was developed to practice the coordination and communication activities in an Ebola Virus Disease (EVD) scenario. The tabletop exercise takes into consideration the roles of various agencies that will respond to an EVD scenario.

The Newark Police have arrested 44-year-old Timothy Krieger of Elkton, Maryland for his involvement in the October 22nd collision which occurred in the 100 block of West Main Street, Newark.

At the time of the collision, Krieger was operating a Dodge Durango eastbound on West Main Street. At the intersection of South Main Street, Krieger failed to merge right onto South Main Street and traveled straight at a high rate of speed onto the one way portion of West Main Street just east of the CSX Rail Crossing. The Durango then collided with a westbound Toyota Prius in front of the Deer Park Tavern.

Following an investigation, Krieger was arrested on October 25th and charged with Driving Under the Influence of Alcohol and Assault 2nd Degree. Krieger was arraigned at JP Court #20 and released on \$10,000 unsecured bond.

On October 24th, Newark Police have arrested a 15-year-old male Newark High School student for reporting a bomb threat at the school early this morning.

At approximately 7:30 a.m. an anonymous call was received at RECOM, the New Castle County 911 center, reporting that there was a bomb inside the school. Newark Police were promptly alerted and school administrators evacuated the staff and students to the football stadium.

Police K9 teams from both Wilmington Police and the Delaware State Police responded and swept the school for explosives. The sweep was completed at approximately 9:50 a.m. and students were returned to the school.

Detectives quickly developed several tips leading to the identification of the 15-year-old suspect. Detectives executed an arrest warrant at the juvenile's home, taking him into custody without incident. The juvenile was arrested on one count of Terroristic Threatening Causing a Building Evacuation. He was arraigned at JP Court # 20 released back to the custody of his parents on \$5,000 unsecured bail.

During the evacuation at the school a fight broke out at approximately 7:45 a.m. on the football field between two 16-year-old male students. An officer who had responded for the bomb threat and was assisting with the evacuation observed the fight and attempted to break it up. When he was unable to physically separate the two and stop the fight, he deployed his pepper spray which successfully ended the altercation. Both juveniles were then taken into custody and transported to NPD headquarters where they were arrested for Disorderly Conduct. Both were released to the custody of their parents.

WEEK 10/19/14-10/25/14

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	1	0	0
b) Attempt	0	1	0	0	1	0
Kidnap	0	1	0	6	1	0
Rape	6	4	1	3	5	0
Unlaw. Sexual Contact	2	7	0	4	2	0
Robbery	24	28	0	39	27	0
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	2	3	0	7	4	0
- Attempted Robberies	5	5	0	1	0	0
- Other Robberies	11	15	0	25	21	0
Assault/Aggravated	14	6	0	19	9	2
Burglary	84	67	0	59	77	9
- Commercial Burglaries	19	10	0	10	5	0
- Residential Burglaries	62	53	0	46	37	9
- Other Burglaries	3	4	0	3	35	0
Theft	642	477	4	289	245	13
Theft/Auto	27	37	1	6	12	1
Arson	0	5	0	0	0	0
All Other	61	64	2	130	172	2
TOTAL PART I	860	697	8	556	551	27
<u>PART II OFFENSES</u>						
Other Assaults	223	216	7	177	172	1
Rec. Stolen Property	9	2	0	22	35	0
Criminal Michief	289	223	3	215	72	3
Weapons	12	17	1	58	51	2
Other Sex Offenses	2	0	0	4	0	0
Alcohol	373	345	3	826	616	53
Drugs	163	107	4	375	276	10
Noise/Disorderly Premise	533	604	16	341	277	19
Disorderly Conduct	311	155	2	276	177	9
Trespass	154	147	4	140	90	2
All Other	434	414	11	487	398	12
TOTAL PART II	2503	2230	51	2921	2164	111
<u>MISCELLANEOUS:</u>						
Alarm	921	848	16	0	0	0
Animal Control	377	478	3	22	3	2
Recovered Property	216	223	4	0	0	0
Service	20322	20816	464	0	0	0
Suspicious Per/Veh	454	466	15	0	0	0
TOTAL MISC.	22290	22831	502	22	3	2

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	593	31,978	690	31,552



**Newark Police Department
Weekly Traffic Report
10/19/14-10/25/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	11,042	8,151	111	121
DUI	208	157	3	5
TOTAL	11,250	8,308	114	126

PARKING SUMMONSES				
Meter Tickets	16,551	14,123	248	322
Parking Summons/IPR	6,305	4,545	115	125
Scofflaw	167 =	115 =	0 =	1 =
Amount Collected	\$32,841	\$24,097	\$0	\$280
TOTAL	23,023	18,783	363	448

TRAFFIC ACCIDENTS				
Fatal	1	2	0	0
Personal Injury	187	154	2	6
Property Damage (Reportable)	285	294	10	4
Property Damage (Non-Reportable)	450	397	5	7
Hit and Run	237	203	0	0
TOTAL	1,160	1,050	17	17

City Manager's Office

Personnel

- I spent the past two (2) weeks interviewing 56 police officer candidates with Captain Kevin Feeney and Lieutenant Bill Hargrove. The ranked list has been created and backgrounds have been assigned; these efforts are to establish future officers for the March 2015 State academy. After the oral board interviews, the panel is highly encouraged by the 2014 recruitment class. We hope this holds true to the remaining assessments and clearances.
- Our new insurance partner, Delaware Valley Health Trust, were onsite last week to host six (6) Open Enrollment sessions and review the 2015 set of benefits.
- Marta Pacheco and I had a Management-Union session with the CWA representatives.
- The Deputy Chief of Police announcement and promotional process was distributed on October 29 to the FOP membership.
- Continued to meet with departments and the City Manager regarding personnel in connection to the 2015 Budget proposal.

IT Department Weekly Status Report – Joshua Brechbuehl, IT Manager		
Total Tickets Currently Open - 127		
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: MPLS Circuit installed, First phone is connected and being tested. Training is being scheduled		
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: Further evaluation and Q&A is ongoing		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		
Police Activity Tracking System	Started	Expected Completion Fall 2014
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: Council approved. Initiated with vendor		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		
Virtual Server Backup Solution	On-Track	Expected Completion Fall 2014
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: No update		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		
Everbridge Citizen Notification System Upgrade	On-Track	Expected Completion Fall 2014
Our Citizen Notification system is hosted in “the cloud” and is being upgraded to the newest version. This is occurring mid-November		
Latest Update: First announcement sent today – November 11 th go-Live.		
Everbridge Citizen Notification System		
Statewide Computer Aided Dispatch Consolidation	Scheduled	Expected Completion Fall 2015
The City of Newark uses New World Systems CAD Dispatch software for 911 Center. A Statewide CAD solution is being planned and implemented over the next 12 months.		
Latest Update: Project slated to start January 2014, tentative completion October 2015.		
City of Newark will be sharing a centrally hosted CAD system with Wilmington Fire, University of Delaware, and Delaware State Police.		
Digital Data Retention Evaluation Project	Not Started	No ETA
The City of Newark will be evaluating the state and local requirements for data retention for documents and email.		
Latest Update: Project not yet started		
Required to ensure all requirements are met, but also to allow for end of life on long term data retention that is costly for digital files.		
City Surveillance Camera Consolidation	Scheduled	2015
Consolidating all City cameras to single software solution to ease use, access and administration of system.		
Latest Update: Waiting for Council Approval for 2015 budget to move forward.		

6 individual systems are currently used to use and manage surveillance camera systems throughout the City. This project will consolidate as many cameras as possible to a single solution. This will allow for much great availability and manageability as more cameras are added in future years.

Other Notable IT Updates

- Time is being spent researching City-Wide Wi-Fi options, challenges and concerns.
- Everbridge InformMe is ready for go-live. Final configuration is happening.
- New network cabling has been pulled and made ready for the Police Department in preparation for VOIP.
- VOIP is currently being tested. Communication with UD is occurring to ensure multiple redundancies are in place for internet failover.
- We continue to identify IT challenges with older servers. Plans being made to correct recently discovered issue with IBM Cognos software.
- Discussion with TelVue (Channel 22) has occurred notifying City of Newark of required upgrade to new hardware due to end of life of existing equipment. Costs added to 2015 OpEx budget.
- Comcast has committed to installation of internet at McKees Solar Park by November 21, 2014.
- Site survey's planned for city building security gate access control leverage city network.
- Meeting with Digitallogic for PW&WR and Electric SCADA (Supervisory Control and Data Acquisition) upgrades in 2015. This system allows for monitoring and control of utilities (Electric and Water). Newark is primed for SCADA with our existing Smart-Meter Mesh.
- IT Interns are working on pulling fiber cables throughout building to continue to improve network performance.
- We are expecting a quote for new parking lot cameras for a potential project in 2015.

Planning & Development – Maureen Feeney Roser, Director

Planning

On Wednesday, Development Supervisor Mike Fortner and I joined staff and Councilman Morehead at the Chesapeake Crescent Initiative's Safe and Smart Cities workshop.

On Thursday afternoon, I met with DNP Design Committee member Reid Rowlands to discuss Passive House building techniques.

Considerable time was spent this week preparing for the November 4th Planning Commission meeting. On the agenda are:

1. The 2015 – 2019 Capital Improvements Program.
2. The rezoning, major subdivision and special use permit for the 1.074+/- acre property located at 60 N. College Avenue. The applicants are requesting to rezone the parcel BC (general business) to BB (central business district), and major subdivision approval to demolish the existing building at the site and build a four story, mixed use building with 5,500 sq. ft. of commercial space and parking on the first floor, and 36 apartments on the three floors above.

On Monday night, Parking Administrator Marvin Howard and I attended the 10th Anniversary Reception for the Courtyard by Marriott.

Also on Monday evening, Planner/DNP Administrator Ricky Nietubicz and I attended the City Council meeting. Council took action of the follow Planning and Development related item:

- Passed a resolution endorsing the City's application for Designated Downtown District's Designation.

On Tuesday and Wednesday, Mike attended, helped staff and participated in sessions at the 2014 Delaware/Maryland Regional Planning Conference for the American Planning Association. The Conference was held at the Embassy Suites in Newark, and participants were also invited to attend a social event at the Deer Park Tavern which included a presentation on Newark's Main Street and a viewing of the City's Great Place to Live, Work and Play video to good reviews.

Also this week I met with Mr. Patel to discuss the second phase of his proposed redevelopment of 70 E. Main Street, now Insomnia Cookies.

Yesterday, Ricky and I joined Captain John Potts and representatives of the Department of Corrections and Connections Community Support Programs, Inc. to discuss a proposed for the facility at 34 Continental Court (formerly the Emmaus House) to be known as the New Expectations Program. The information presented is being reviewed.

The Planning and Development Department processed the following:

- 12 Buyers Deed Transfer Affidavits
- 3 Building Permits
- 4 Certificates of Occupancy

Public Relations

Ricky processed press releases for the following:

- City Employee Bike Share Program
- November 3, 2014 Council Workshop

Ricky also issued the DNP Business E-newsletter and provided several Facebook posts and tweets concerning City activities.

Economic Development

Some time was spent dealing with logistics for the Trick-or-Treat Main Street event in conjunction with the Halloween Parade held Sunday.

Ricky spent time this week working with the Mayor's Masquerade Fun Run/Walk Committee on final planning for the event to be held on Saturday, November 1st beginning at 4:00 p.m.

Ricky is also working with NPD to promote "No Shave November" in support of the Food Bank.

Considerable time was spent this week on details of the DNP Annual Meeting and Volunteer Appreciation Reception, including the DNP Annual Report.

On Tuesday morning, I attended a meeting with representatives of the University of Delaware and NCC Chamber of Commerce to discuss the Greater Newark Economic Development Partnership (GNEDP).

As reported in an earlier weekly report, because of the timing of UD Homecoming, the University of Delaware will be installing the holiday banners on the downtown streetlight poles this year earlier than usual. Normally, the holiday banners would be installed in mid-November. While the Department does not want to rush the season, the expense of installing holiday banners a few short weeks after the University changes them out can be avoided by having them installed early. Banners should be switched out by the weekend.

Community Development

On Wednesday evening, Ricky staffed the Community Development/Revenue Sharing Advisory Committee meeting. The Committee is finalizing their recommendations for the 2015 Revenue Sharing and the 2015-2016 Community Development Block Grant Programs.

Parking

This week the Parking Division staff prepared the lots and meters for the free parking promotion in connection with the Halloween Parade held on Sunday, October 26th.

Some time was spent this week reviewing materials from other communities to develop an RFP to replace the current hand-held ticketing system used by PEOs.

Code Enforcement

This week demolition was completed at the following locations:

- 107-109 S. Chapel Street.
- The bowling alley at the Newark Shopping Center

Certificate of Occupancies were also issued for the following locations:

- 2, 4 and 10 Fountainview Drive
- 144 E. Main Street – The Hair Cuttery
- 50, 52 and 54 Munro Drive, The Preserve

In addition, 14 building permits were issued for Alder Creek, formerly Cleveland Heights; and, the footings for the community building at Alder Creek were also completed.

Building Maintenance

The water heater and a toilet were replaced at the George Wilson Center.

The renovations to an office in the Police Station were also completed.

The Division continued to work out details of custodial services for all City buildings this week.

Public Works & Water Resources – Tom Coleman, Director

Management

- Street Contract: No additional work was done on the street contract this week. We are discussing remobilizing an additional time to pave Corbit and possibly a section of Dallam or Old Oak prior to the end of the paving season.
- Cherry Hill Manor Service Road Repaving: Project is complete. Now that the project is complete we have begun collecting trash and recycling with a rear loading refuse truck. This allows us to drive down the center of the alleys as opposed to the edge and allows us to drive through once versus twice, reducing wear and tear on the new road surface.
- Corbit Street Area Water Main Replacement: Water services are being switched from the old main to the new main on Dallam. Additionally, the contractor is installing the final road patch on New London Road and should be complete before the end of the week.
- McKees Solar Park: Verizon has completed their site survey for internet connection installation and should begin the install shortly. This internet connection is necessary for panel optimization and remote monitoring and control.
- Delaware Avenue Cycle Track: No update this week.
- Leak Detection Survey: The contractor has continued to work and has identified one leak and two leaking valves since the last update.
- Transfer Station Closure: A meeting was conducted with our management team and UD Facilities and Stormwater coordinators on the 75% consultant submission of the Transfer Station construction documents. During the meeting, it was decided to keep both retaining walls at the elevated portion of the site and the asphalt drive to the top of the hill. Also discussed were the locations of the leaf rows on side and locations for City Only Yard Waste and UD Only Yard Waste to be able to separate any required grinding costs. UD and our team will submit final comments to the consultant next week.
- Retro Reflectivity Study: Interns continue collecting inventory data for signs throughout the City. The goal will be to complete the inventory of all signs north of Main Street, S. Main Street, and Elkton Road (Phase 1) by the end of October before finalizing the signage replacement plan. The second and final phase of the sign inventory will encompass all signs on and south of Main Street, S. Main Street, and Elkton Road.
- We are finishing up the refuse truck RFP which will purchase two new trucks which will replace our two oldest trucks. We expect to have this advertised next week.
- A meeting with our management team and HA DeHart and the GS Products owner/designer on the Collect Star Refuse Truck was conducted to answer any final questions regarding weight distribution and truck controls prior to RFP distribution.
- A Mini Rear Loading Refuse Truck Demo (8 CY capacity) was brought in and demonstrated by Mid-Atlantic Waste Systems. Unfortunately, the weight capacity of this truck will likely prevent our ability to utilize this truck.
- Water SCADA: We held a full day meeting this week with the SCADA integrator used by the Electric Department, Digitalogic, to discuss their capabilities and to see if there is a benefit to using the same integrator. We were very impressed with them and

believe the City will see a significant financial benefit through sharing of communications infrastructure versus using two separate systems as was previously planned. Due to the size of the projects on the water and wastewater side, we plan to bring a professional service contract to Council and plan to have it on the first agenda after the budget meeting.

- Snow Plan: We have completed the snow plan and have added it to the November 10th Council agenda. We will be presenting a high level presentation of the plan at this time.
- Country Club Drive Traffic Calming: We will be mobilizing the variable message boards to Country Club Drive this coming week to provide advanced notice to residents. We plan to install the actual mock-up on Monday, November 10th.
- The DelDOT contractor working on Capitol Trail failed to finish the work during the scheduled hours once this week causing significant traffic problems during the morning rush hour. We spoke with the contractor and DelDOT's project manager and have been assured that this won't happen again.
- We have reached out to the developer for Twin Lakes and notified them of our intention to pull the letter of credit to finish the public facilities on November 6th.

Stormwater

- ☛ Investigated an easement stabilization complaint in the Hunt at Louviers. The areas in question were top soiled and seeded in response.
- ☛ Spoke with a consultant about maintenance of bio-retentions and retrofitted stormwater management areas planted with native plant species and seed mixes. We are investigating wildlife habitat certification for these retrofitted basins.
- ☛ Responded to two requests for information about our MS4 permit from a University of Delaware professor and a resident.
- ☛ Finished a summary of findings and associated fines in the Consent Order issued by EPA when they audited DelDOT and New Castle County's Phase I MS4 permit. The purpose of this document is to help us prevent the same findings when we are audited in the future. Forwarded the summary to PW & WR management.
- ☛ Researched the addresses for several post cards that were returned as undeliverable so they could be resent to the current owners. This informational mailing was sent to residents in/near the Christina Creek Restoration project.
- ☛ Reviewed comments on our SWP for the Maintenance Yard with the Director, and made the associated changes. Submitted the revised draft plan for his signature, then sent the plan down to DNREC for their approval.
- ☛ Documented the progress of the Christina Creek Restoration project. Meadville construction has completed all of the in-stream features for Phase I, and are working on finishing the stabilization, and closing the site. The contractor is planning to move into Phase II (West Branch and Christianstead) around November 10th.

Refuse Division

- Normal refuse operations have been completed.
- The Refuse Division participated in the UD Ride Along Program this week. Dan Zebley took a UD student along on a portion of his route and to the Transfer Station on Tuesday.



UD Ride Along Program

Water & Wastewater Division

- Repaired a leak on the 2" backwash line at the South Well Field Plant.
- Replaced a manhole frame and cover at MH 74-6 in the field adjacent to the intersection of Courtney and Ashley.
- Water Division recent hires have passed their CDL Class B Road Tests fulfilling a condition of employment.
- Valve exercising has been completed in the Oaklands in preparation for C-factor testing. This testing will help determine if these sections are candidates for main replacements in upcoming years.
- Regular maintenance on the water supply Raceway to remove leaves and debris was performed. We are currently discussing this routine maintenance with our engineering consultant to explore automation to reduce the staff hours spent on this task.
- A broken service that was hit by a boring contractor in Chrysler Avenue at the intersection of Swarthmore was repaired.

Street Division

- Leaf collections continue and leaf amounts are steadily increasing. Our crews are staffed with all available street employees and refuse employees on our lighter automated collection days. Crews have been running two swap loader one-man leaf machines and two additional pull behind leaf machines with dump trucks. One of the swap loader trucks has been in the shop for repairs this week. As a result of the down swap loader, small portions on daily routes are not being collected on the assigned day; however, this is being tracked and if crews finish a daily schedule, they are being sent back to unfinished locations from earlier in the week. Due to amount of overtime expended last winter due to the heavier than normal snow fall, we are not going to work any overtime for leaf collection in an effort to keep costs down. Unfortunately, this means collection will be slower than in the past but we will extend the season accordingly if we get too far behind. Residents will be advised that leaves can be placed in cans and put out on Green Wednesday in addition to normal leaf collection.



Leaf Collections with the Swap Loader in Arbour Park

- A large sink hole as a result of a hole in the top of a storm pipe has been repaired at Douglas D. Alley.

Garage

- The garage sent two technicians to Versalift East in Bethlehem, PA last week to participate in a round table training session. The training included engineering and service staff from Versalift, and maintenance technicians from Atlantic City Electric, Pepco, and Delmarva Power. The topics discussed were taken from work orders from Exelon Energy field repairs to their vehicles. The technicians involved in the field discussed how the repair was completed, what they would have done different, and what Versalift could have done to help during the build process. This new type of training offered was very beneficial to our maintenance staff, and we look forward to attending future sessions.
- The garage has been working on the replacement of a seized bearings in one of the swap loader leaf machines to ensure operation during the upcoming height of leaf season.

Electric

The line crews worked on a failed underground cable at the Village of Fountainview and services at the Newark Preserve. The crews also continued reconfiguring the circuits along Apple Road and at Willa Road that will come from the new transformer installed several weeks ago.

The new transformer installed at the Phillips Avenue Substation will be energized soon for the first time. The transformer has passed all testing and the breaker remains to be tested before energizing.

New settings have been calculated and installed on a circuit's relay adjacent to a University circuit feeding the science center on Lovett Avenue. The new settings will help mitigate voltage disturbances which happen from faults on nearby circuits.

Engineering met with contractors extending a steam line along Academy Street. Engineering priced work to be done to support the project, which included covering primary, moving guys, and possibly holding poles near excavation. Engineering also supported consultants evaluating energy usage at two area hotels with data from the smart meters and billing reports.

Engineering, electricians, and line personnel are working together with IT and Comcast to get the license plate cameras wired and mounted on City poles.

Parks & Recreation

Administration & Planning

I committed significant time working on items relating to the 2015 Operating and 2015-2019 Capital Budget.

On Monday night I presented an amendment to the Curtis Mill Park contract to Council for approval. The amendment was approved.

We sent out a Request for Quotations to eight (8) local contractors for site improvements at the Handloff Park Skate Spot. In that we now can see perimeter wear patterns we want to make improvements to those areas to prevent turf degradation and erosion problems.

I committed considerable time reviewing the most recent invoice from the Curtis Mill Park contractor and assigning expenditures to the appropriate funding source. Additionally, I'm preparing materials for reimbursement requests for Bond Bill and Delaware Land and Water Conservation Trust Fund project funding.

The LeRoy Hill Park drainage project is nearing completion. The final phase of laying sod is occurring at this point in time.



LeRoy Hill Park Drainage Project – Sod Application

I'm happy to report that DelDOT's contractor has completed replacing landscape plantings on South Main Street and Elkton Road. The Parks Division will assume maintenance responsibility from this point forward. Patience is necessary as it will take some time for the plantings to grow and take form to provide the aesthetics we want.

Site preparation for the Community Garden program at Fairfield Park is progressing well. The improvements to the storage building are nearly complete and repairs to the frost freeze spigot were done. The area has been cleared and we will do some site leveling soon. This winter we will work with those who sign up to have a garden plot and other volunteers to build the raised planting beds.

Tom inspected three parks and wrote up work orders as needed. He also started preparing the 2014 Tree City USA renewal application and Growth Award application.

Tom and Joe attended the Newark Community Garden meeting. During this meeting the Garden Guidelines were finalized and plot sizes was discussed, voted on and approved. The size of each plot will be 4 feet by 10 feet.

Tom met with Tyler to review the GIS information for City park areas concerning park boundaries as well as features within each park.

Last week we met with representatives of Delaware State Parks to discuss "consistent" trail signage among agencies. As trail users pass from a Newark to New Castle County to a State Park trail, we want to have consistent signage (in appearance and markings).

Our contractor continues to work on the Stafford Park Street Hockey Court.

Parks Maintenance

The crews continue mowing operations and completed all first line maintenance on mowing equipment.

The crew continued working at the Community Garden site.

We committed time painting and replacing trash cans at various park sites.

The crew completed tree trimming and removals and shrub pruning at park locations and prepared soccer fields for league play.

The crew completed or started working on several general maintenance work orders.

We committed a good amount of time loading, transporting and unloading materials and supplies for the Halloween Parade.

Recreation Services

Paula conducted the Basketball Skills Night for our Youth Basketball Leagues and had over 50 kids run through the drills. Paula then completed the team rosters for each league and sent them to the coaches along with their practice information. Practices will begin the week of November 3.

Paula met with 2 new perspective after care counselors to assist during the winter session break for the University of Delaware when several current staff members are studying abroad or go home until the start of the spring semester.

Our Fall Youth Soccer Leagues concluded play recently. Paula sent out certificates for the players and plaques to the coaches thanking them for volunteering.

Recreation staff are continuing to complete facility requests for the winter/spring programs.

Sharon prepared for and held the 67th Annual Halloween Parade. She picked up prizes, met with the staff that were working the event, and prepared the parade materials. Approximately 2,250 people marching in the parade and spectators 10,000 lined Main Street. The parade and Trick-or-Treat Main Street both went well. Staff and volunteers did a great job getting people into and out of George Read Park and the Newark High School parking lot and onto the parade route. Thank you to Councilman Markham, Donna Draper and Nic DeCaire and their families for judging this year's parade and to our great group of volunteers. Thank you also to the dedication and commitment of the local businesses who donated prizes valued at approximately \$2,700 for this event as well as the upcoming Turkey Trot.

Sixteen (16) volunteers committed a total of 66.5 hours assisted with various aspect of the parade and Trick-or-Treat Main Street.



Sharon has also received sponsorships for upcoming events in the past few weeks which include \$500 from UD's Fred Rust Ice Arena, \$1,500 from the Kenny Family Foundation, and a \$1,000 commitment from BJ's. She has also received a portion of the 2015 Delaware Division of the Arts Project Support Grant, which will, once again, help offset the cost of performances at upcoming events.

Sharon has been working with Chrissy to help her understand how volunteers have been recruited and tracked in the past and also about the upcoming events.

Tyler attended the Wellness Committee meeting at Downes Elementary School. The school is planning to promote the Turkey Trot to students and staff. Tyler also informed them about the upcoming Mayor's Masquerade Fun Run.

Tyler scheduled staff for the Schools Out program set for November 11 at the George Wilson Center.

Tyler and Tom met to review the parks facility information on the maps in the GIS application. Tyler will work with Dave from JMT Consulting to update the information in preparation for making a new parks map available to the public.

Tyler is preparing for the annual Halloween Party for Kids at the George Wilson Center scheduled for Thursday, October 30. He is recruiting volunteers and organizing supplies.

Tyler is working to secure sponsorships and donations for the annual Thanksgiving Day Breakfast at the George Wilson Center.

On Monday, October 20 we were happy to welcome the newest member of our staff, Recreation Specialist Chrissy Palmer. Chrissy will work part-time hours and will focus her efforts on coordinating and administering our volunteer program, assisting with special events and other recreation programs.

Chrissy Palmer has been working closely with Paula in planning programs and club activities for the After Care Program at West Park and Downes Elementary Schools. She will be coordinating with outside organizations for the implementation of different aftercare activities for the two schools.

Chrissy Palmer has been working with Sharon Bruen to comprehend and utilize the current volunteer database for Newark Parks and Recreation. She has also met with current volunteers to continue that partnership and recruiting volunteers for upcoming events: Halloween Costume Party at the George Wilson Center and the Mayor's Masquerade. She has had discussions with a University of Delaware organization, Engineers Without Borders, who may be able to assist in the construction and installation of the Community Gardens in Fairfield Park.

Chrissy will also be working with staff in determining a date for a volunteer appreciation picnic/event.

Joe has met with Chrissy on several occasions for her orientation and work on developing a new volunteer procedure.

Joe has been working on a grant to develop a parks map and signage for our City parks system.

CSH/mp