

## **DEPARTMENTAL WEEKLY REPORTS**

**November 14, 2014**

### **Police**

On November 8<sup>th</sup>, at 9:20 a.m., Officer William Anderson and Corporal Sansone responded to a report of a 42-year-old female who had a seizure and was not breathing. Upon arriving at the scene the officers checked for a pulse and did not find one. The AED was attached to the patient and a shock was administered. The officers then performed CPR. Paramedics arrived and assisted the officers with CPR and administered two more shocks from the AED. After the third shock, the patient's heart began beating. The patient was transported to the hospital.

Chief Tiernan, Captain Feeney, and Parks and Recreation Director Charlie Emerson, conducted a site visit to the Fountainview development, in response to a complaint of people walking through the complex and crossing the railroad tracks. It was determined that additional fencing on the Fountainview side would not be an option, due to the need for access to gas pipes near the railroad tracks. Director Emerson is working on some physical changes that could be made on the other side of the tracks on university property. Amtrak Police were contacted and also notified of the issue. Two Amtrak Officers met with Newark Officer Adam Stevens to discuss the problem. Amtrak Officers will increase patrols in the area. On November 11<sup>th</sup>, former Councilmember Jerry Clifton saw two Amtrak Officers checking on the site at Fountainview, and he further discussed the issue with them.

Captain Feeney is assisting the Middletown Police Department with their current promotion process. Captain Feeney is one of the members of the police promotion oral board.

Due to declining participation and fundraising, the Newark FOP Lodge has decided not to continue the Nefosky Run in 2015.

WEEK 11/02/14-11/08/14

## 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	2	0	3	5	0
Unlaw. Sexual Contact	2	7	0	4	2	0
Robbery	26	29	0	39	27	0
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	3	3	0	7	4	0
- Attempted Robberies	6	5	0	1	0	0
- Other Robberies	11	16	0	25	21	0
Assault/Aggravated	14	7	0	19	9	0
Burglary	88	70	3	60	78	0
- Commercial Burglaries	20	10	0	10	5	0
- Residential Burglaries	64	56	3	47	38	0
- Other Burglaries	4	4	0	3	35	0
Theft	681	508	19	306	254	1
Theft/Auto	31	37	0	6	12	0
Arson	0	5	0	0	0	0
All Other	63	75	4	138	172	0
<b>TOTAL PART I</b>	<b>911</b>	<b>742</b>	<b>26</b>	<b>582</b>	<b>561</b>	<b>1</b>
<u>PART II OFFENSES</u>						
Other Assaults	231	234	9	184	179	1
Rec. Stolen Property	9	2	0	23	36	0
Criminal Michief	299	237	9	221	73	1
Weapons	14	19	1	59	57	3
Other Sex Offenses	2	0	0	4	0	0
Alcohol	404	352	2	895	1050	303
Drugs	170	109	0	407	291	11
Noise/Disorderly Premise	559	634	13	364	300	8
Disorderly Conduct	325	160	3	302	194	12
Trespass	158	154	6	143	94	2
All Other	453	425	6	516	420	12
<b>TOTAL PART II</b>	<b>2624</b>	<b>2326</b>	<b>49</b>	<b>3118</b>	<b>2694</b>	<b>353</b>
<u>MISCELLANEOUS:</u>						
Alarm	953	892	26	0	0	0
Animal Control	396	490	7	22	3	0
Recovered Property	238	234	5	0	0	0
Service	21195	21849	451	0	0	0
Suspicious Per/Veh	480	489	6	0	0	0
<b>TOTAL MISC.</b>	<b>23262</b>	<b>23954</b>	<b>495</b>	<b>22</b>	<b>3</b>	<b>0</b>

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	789	33,446	715	33,097



**Newark Police Department  
Weekly Traffic Report  
11/02/14-11/08/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	11,293	8,426	113	142
DUI	215	168	5	5
<b>TOTAL</b>	<b>11,508</b>	<b>8,594</b>	<b>118</b>	<b>147</b>

PARKING SUMMONSES				
Meter Tickets	17,355	14,790	458	320
Parking Summons/IPR	6,548	4,819	110	137
Scofflaw	180 =	122 =	6 =	0 =
Amount Collected	\$35,107	\$25,693.50	\$1,098	\$0
<b>TOTAL</b>	<b>24,083</b>	<b>19,731</b>	<b>574</b>	<b>457</b>

TRAFFIC ACCIDENTS				
<b>Fatal</b>	1	2	0	0
Personal Injury	198	165	6	7
Property Damage <b>(Reportable)</b>	313	323	16	14
Property Damage <b>(Non-Reportable)</b>	469	438	8	31
Hit and Run	249	225	7	17
<b>TOTAL</b>	<b>1,230</b>	<b>1,153</b>	<b>37</b>	<b>69</b>

**City Manager's Office**

Personnel – Andrew S. Haines

- Jointed the University of Delaware International Caucus as a speaker for their “Your Newark” luncheon. This has been a great opportunity to work with members of the university staff to develop relationships with the ELI, international graduate students and international faculty members.
- Marta and I continue to work with all the employees, current and retirees, for Open Enrollment.
- I had the honor on Monday to again host children from the Delaware School for the Deaf, and provide a tour of our municipal facility. The tour provides a site visit to build upon their civic lesson of public sector and judicial operations.
- Numerous VoIP phone training sessions are ongoing, I had my tutorial, and already quite pleased with the enhancement. Hats off to the IT Division for the smooth transition to date.
- Marta and I received a demonstration for a web-based HR application to streamline hiring applications and reduce the human time to respond, track, rate, follow up and archive all applications.

<b>IT Department Weekly Status Report - Josh Brechbuehl</b>		
<b>Total Tickets Currently Open - 133</b>		
<b>Voice Over IP (Phone System) Replacement</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Phones deployed. Training ongoing this week. Configuration still on-going.		
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.		

<b>PCI Compliance</b>	<b>Started</b>	<b>No ETA</b>
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: Reviewing PCI DSS Assessment questionnaire		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

<b>License Plate Reader Cameras (2)</b>	<b>On-Track</b>	<b>Expected Completion Winter 2014</b>
The City was granted 2 License Plate Reader cameras that will be placed at the edge of the City.		
Latest Update: Second Comcast connection scheduled for next week.		
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.		

<b>Police Activity Tracking System</b>	<b>Started</b>	<b>Expected Completion Fall 2014</b>
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: Project Initiated		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		

<b>Council / Manager / Department Weekly Reports</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Weekly reports in new format		
Latest Update: Continuing to modify weekly report design – No Update		
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.		

<b>Virtual Server Backup Solution</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: Continuing to verify solution is working properly		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

<b>Everbridge Citizen Notification System Upgrade</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Our Citizen Notification system is hosted in “the cloud” and is being upgraded to the newest version. This is occurring mid-November		
Latest Update: System upgraded, citizens notified. Temp staffer working with those who need assistance		
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 2015, tentative completion October 2015. – No Update		
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	Started	No ETA
The City of Newark will be evaluating the state and local requirements for data retention for documents and email.		
Latest Update: IT Intern is researching methodologies. – No Update		
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
<ul style="list-style-type: none"> <li>• IT Provided 15 training session for new VOIP phone system</li> <li>• Phones have been deployed</li> <li>• McKees Solar Park has Comcast Installed for remote monitoring</li> </ul>

## **Planning & Development – Maureen Feeney Roser, Director**

### **Planning**

On Wednesday, I joined Deputy Director Andrew Haines and City Manager Carol Houck in a conference call with the Chesapeake Crescent Initiative representatives to discuss the Safe and Smart Cities Program.

Some time was spent this week on Unicity bus schedules and service concerns.

Some time was spent preparing development packages for future City Council review including:

- 305 Capitol Trail - Major Subdivision
- 428 Paper Mill Road – Annexation and Zoning
- A request for an installment plan for the Arena's Deli Parking Waiver fee

Some time was spent preparing for the December 2, 2014 Planning Commission meeting which may include agenda items for:

- Floodplain ordinance revisions
- 60 North College Avenue – rezoning, major subdivision and special use permit
- 52 North Chapel Street – rezoning, major subdivision and special use permit

On Monday evening, Planner/DNP Administrator Ricky Nietubicz and I attended the City Council meeting.

On Wednesday, November 5<sup>th</sup>, Development Supervisor Mike Fortner attended the “Delaware Will Shine” public forum. The forum was a public outreach event for the University of Delaware’s strategic planning process. The University is seeking public input in its strategic planning process and encourages members of Council, City staff, and City residents to learn more about the process and submit thoughts and ideas on the website: <http://shine.udel.edu/>

On Tuesday, November 11<sup>th</sup>, Mike attended the Conservation Advisory Committee meeting to present a draft proposal for the update to the City’s Floodplain ordinance. The new ordinance is required by all communities to continue to participate in FEMA’s National Flood Insurance Program. The updated Floodplain ordinance will not weaken the City’s current regulations; rather, it is designed to revise definitions and create greater specificity to our current ordinance to meet FEMA’s new requirements. The Planning and Development Department will present the revised ordinance to the Planning Commission at their December 2<sup>nd</sup> meeting, as well as hold an informational public “Open House” before the Planning Commission meeting. I will also be holding two additional public “Open Houses” during the months of December and January for the public to learn more about the City participation in the National Flood Insurance Program and the Community Rating Service. The revised ordinance is proposed on the Council Agenda for first reading on December 8<sup>th</sup>, and second reading and public hearing on January 12<sup>th</sup>. FEMA is requiring that all communities adopt the floodplain management ordinance that meets the National Flood Insurance Program requirements by February 5, 2015.

On Wednesday, November 12<sup>th</sup>, Mike participated in New Castle County’s Five-Year Consolidated Plan process for the Community Development Block Grant Program. New Castle County has also provided a survey for members of the public who would like to give input on housing and community development needs in Newark and New Castle County. The website is: <http://surveymonkey.com/s/DelawareCommunityNeedsSurvey>.

The Planning and Development Department is working on two Special Use Permit Applications. First is a special use permit for Del Sol (60 N. College Avenue) for expanding their hours to serve alcoholic beverages from ending at 11 p.m. to ending at 1 a.m. The second special use permit application is for a home occupation for an off-site cleaning service at 432 Douglas D. Alley Drive. The owner occupied home is proposed to be used as an office for bookkeeping and storage.

This week the Planning and Development Department processed the following:

- 5 Certificates of Occupancy
- 13 Building Permits
- 7 Buyers Deed Transfer Affidavits

## Public Relations

This week Ricky processed press releases on the following:

- McKees ribbon cutting alert
- Yard Waste Suspension

Time was spent preparing for McKees Solar Park ribbon cutting to be held on November 14<sup>th</sup>, 1:00 p.m., McKees Lane (off Cleveland Avenue), in conjunction with Finance, Electric and Public Works and Water Resources.

## Economic Development

Time was spent this week finalizing the 2014 Downtown Newark Partnership Annual Report.

DNP Administrator/Planner Ricky Nietubicz worked on the 2015 Calendar of Events magnet in conjunction with Parks and Recreation so that it's ready for distribution at Winterfest scheduled for Friday, December 5<sup>th</sup>.

Considerable time was spent this week preparing for the Downtown Newark Partnership's Annual Meeting and Volunteer Appreciation Reception scheduled for Thursday, November 13<sup>th</sup> from 5-7 p.m.

## Parking

Some time was spent working on an RFP for Unified Parking Systems.

This morning Ricky and Parking Administrator Marvin Howard staffed the DNP Parking Committee meeting.

## Code Enforcement

Demolition is complete at 201 E. Delaware Avenue. A building permit has been applied for the new building going up at this location.

A C/O was issued for the Yoga Place/Wellness at 850 Library Avenue.

This week Code Enforcement responded to a fire at 133 E. Main Street. There was heavy fire damage at the apartment above Jimmy Johns. There were no injuries.

Property Maintenance Inspector Ryan Straub and Code Enforcement Supervisor Steve Wilson attended a Hoarding Seminar in Dover hosted by the Board of Health. This gives us new information on how we provide these individuals with help through the state agencies. Several more meetings are planned on the topic.

## Building Maintenance

Delmarva Power made gas repairs at the City yard. We can now get the heat turned on in the garage.

Captain Potts' office wall is being repaired. New drywall is being installed.

A leaking toilet and sink were repaired at the yard in Building #2.

## **Public Works & Water Resources – Tom Coleman, Director**

### **Management**

- Street Contract: Our Street Program contractor has begun curb and sidewalk replacement work on Corbit Street on Monday, November 10, 2014. We will be instructing residents whose driveway curbs are being replaced to park on Terry Lane and Kennard Drive. We have provided notice to the affected residents. We are working with the paving crew to see when they will be available to come back to pave and right now the earliest availability is the first week of December which is quite late and it may be too cold to pave at that time. If we are unable to pave this fall, we will try to have the contractor remobilize as early as possible in the spring.
- Attended the CAC meeting this week where the green energy credit program and the proposed LED street light conversion projects were discussed at length. There is considerable support for the conversion project from the CAC, and we are working on tightening up the payback analysis used in the budget. One thing that was strongly stated by the CAC is that this project provides additional benefits that aren't realized in a financial analysis. Specifically three items stood out: the environmental benefit of reducing electricity use, the reduction of light pollution by converting existing lights to full cut off style LED's, and the improved light coverage of the streets. The proposed conversion of 750 lights will reduce our annual electric usage by approximately 483 MWh per year. McKees Solar Park is anticipated to produce 270 MWh per year. A MW saved is essentially the same as a MW produced via renewable sources, so this project will actually boast a stronger value in terms of cost per kwh than McKees Solar Park, even assuming the current, conservative budget figure, which includes installation, and further including the value from the sale of SRECs. As for reduction in light pollution and improved quality of light, LED lights are "full cut-off" meaning no light escapes above the fixture into neighboring windows and contributing to the urban glow obscuring resident's view of the night sky. Additionally, a member of CAC provided this picture which shows a highway that has had one side converted to LED; the improved light coverage, color temperature, reduced glare, and reduction in stray light is striking:



- Corbit Street Area Water Main Replacement: The contractor is continuing to work on the first block of Old Oak between Dallam and Nottingham Road. The main is installed all the way to and tied into the main in Sypherd Drive. Per the most recent scheduling discussion, they are planning to be wrapped up by the end of November, weather depending. If the weather doesn't turn cold too early, this opens up the possibility of getting the 2014 Street Contract complete this year but it will be a stretch.
- McKees Solar Park: Our crews completed some final grading and erosion and sediment control work ahead of the ribbon cutting event on Friday the 14th.
- Delaware Avenue Cycle Track: No update from last week. Currently waiting for an update from DeIDOT.
- Leak Detection Survey: Work is proceeding on schedule.
- Transfer Station Closure: No update this week.
- Retro Reflectivity Study: Preparation of the signage replacement plan for Phase 1 of the study is underway.
- Country Club Drive Traffic Calming: Traffic Calming patterns have been installed at the intersections of Stamford and Danbury on Country Club Drive. Initially adhesion issues with the flexible delineator attachment pads resulted in vehicles knocking the posts from the asphalt. The adhesion problems have since been corrected and have been tested. Additionally, the patterns have been revised to allow for larger turning radiuses. The VMS boards at the location will be removed at the end of this week and speed monitoring devices will be installed the week of November 17.
- Water SCADA: We have received an update from Digitalogic this week and expect to receive a proposal for the Reservoir implementation shortly.
- Snow Plan: Presented proposed plan to Council. Feedback was beneficial and recommendations will be incorporated into final plan.
- We have completed a preliminary analysis of our fee structure for PW&WR items and presented this information to Finance.
- Construction should begin on the roads within Twin Lakes shortly. The developer and contractor for the project have informed us that they will be mobilizing this week.

- As a result of the Twin Lakes problems, PW&WR is reviewing our procedures for Letter of Credit, escrow and acceptance of streets. Our initial goal will be to tie finalization of the streets to a percentage of building permits. For example, the roads shall be turned over to the City before the issuance of the final 25% of building permits. We will be working with the Solicitor and the Planning and Development Department in this effort.
- We are wrapping up a pilot project where we collected recycling using 4 instead of 5 trucks. Our plan is to switch to 4 trucks full-time once we have 4 tandem axle trucks next year. This pilot has allowed us to begin analysis on the balance of the routes so we can further tweak them to ensure the routes are similar in length to further minimize overtime. This will free up an employee to perform other tasks that are currently completed by Street Division staff like cart delivery, vehicle cleaning, etc. and would allow for one truck to be available every week for a full day of maintenance.
- We have begun preparation of a bill stuffer that will provide information on winter maintenance and other PW&WR items per the discussion at Council on Monday during the Snow Plan presentation. We expect to have the stuffer in bills as soon as next week.
- Well 15 has experienced a failure of the well pump and drive. This is our most productive well that is regularly in service so we are working quickly to diagnose the problem and make the necessary repairs.

## **Stormwater**

- Started copying the NPDES MS4 annual report format to Google Docs so both the University and I can add our respective information independently.
- Participated in an EPA webinar on innovative financing for green infrastructure.
- Investigated several venues for the DE AWRA 10<sup>th</sup> annual dinner event, and forwarded some recommendations along to the committee.
- Attended the Water Environment Federation webinar, "Potential Impacts of Waters of the US Rulemaking on Stormwater Infrastructure". Send a brief informational summary to Tom and Tim.
- Spent time in field visits with JMT to further refine the priority ranking list of potential SWMA retrofit sites. Created a GIS map of the potential locations to assist with the field visits, and gathered the 2014 post construction inspections and as-builts for each site in preparation.
- Gathered several years of street sweeping data and NCC/DeIDOT Phase I permitting language information for Tim.
- Participated in a Chesapeake Stormwater Network webcast on best management practices for stormwater retrofits.
- Documented the progress of the Christina Creek Restoration project. Meadville is back at Phase I cleaning their equipment up. They plan to move to Phase II by the end of this week, and start with access path construction.

## **Refuse Division**

- Normal refuse operations have been completed.

## **Water and Wastewater Division**

- The sewer crew assisted Dukes Root Control with root control foaming of sewer mains throughout the city with warranties set to expire this fall. This is an annual program which helps reduce sewer backups.
- The Water Division supported the catch basin cleaning crew in removing debris from the tops of catch basin inlets during the rain storm last week as a result of heavy leaf accumulations.
- A pick style manhole lid and frame was replaced at a manhole in Curtis Park (MH 44-18). These lids are not water tight like the new style contributing to inflow and infiltration and can actually fall into the manhole if not lifted properly.
- A curb stops were excavated and replaced at 920 Quail and 32 Corbit. The box at 920 Quail was partially filled with concrete rendering it in operable.
- An inoperable fire hydrant from 1958 was replaced at 46 Lynn.
- The sump pump at Windy Hills Tank was repaired.
- Repaired a water main break on Route 72. One lane was shut down overnight to make the emergency repair. This brings our 2014-2015 season total of breaks to 4 and our 2014 total to 20. Historically, we average around 20 breaks per year so 2014 is trending to be above average.

## **Street Division**

- Leaf collections continue and we anticipate the week of November 10 and November 17 to be the heaviest of the season. We estimate that 60-70% of leaves are down at this time. Our crews are staffed with all available Street and Refuse Division 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. 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.
- Leveled out some areas of McKees Solar Park and spread straw for the ribbon cutting.

## **Garage**

- Technician rebuilt the dual steering system on one of the side loader refuse trucks.
- The garage assisted the Water Division on a weekend water main break.
- The garage designed and placed covers over the raceway at the Curtis water treatment plant.
- Staff has continued preparing the fleet for snow removal. Completed inventory of snow removal parts, and restocked for the winter. Two small plow trucks, one medium plow/salt truck, and one large plow/salt truck have all been tested and are ready for service. The rest of the fleet will be tested, when the units are available following the conclusion of the leaf removal program.

## Electric

Another issue with the circuit on Marrows Road occurred this week when a squirrel shorted two phases at a switch. Most of the circuit reclosed in one second, but some of the same businesses at the Delaware Technology Park that experienced an outage last week had another hour long outage when fuses blew. The Electric Department is taking steps to prevent the same problem in the future.

The line crews have successfully changed over two sections of the Binns and Devon neighborhoods to 12kV on two different days. The crews started in the early morning hours and completed both changeovers in about an hour without any problems. The last section to be converted will be completed before 6 a.m. and will convert the remaining 150 houses out of the total 500.

Engineering worked with the SCADA developer and with equipment engineers to work out the remaining issues with the new substation transformer that will ultimately feed the circuits changed over, while the line crews are still working on reconfiguring the lines to utilize the transformer.

## Parks & Recreation

### Administration & Planning

I committed time reviewing invoices from Reybold Construction and Pennoni relating to the Curtis Mill Park project.

I attended a meeting last week to discuss vehicle pooling.

Last Wednesday Tom, Tim Filasky and I met representatives of Davey Tree to continue discussions about how we will approach dealing with the arrival of the Emerald Ash Bore and its impact on the City's Ash Tree population.

On Tuesday Rich conducted a bad weather driving training session for the crew. Following the session I provided an update to parks personnel on department projects, the 2015 Operating and 2015-2019 Capital Budget and discussed items relating to park maintenance practices.

I began working on personnel evaluations this week.

Tom inspected five park areas and developed related maintenance work orders. He also attended several meetings this week; arranged and attended a meeting with Davey Tree to discuss in more depth the proposed ground inventory and aerial study of our urban tree canopy, met with an Eagle Scout to discuss a possible project at Hill Park, and attended the DRPS Conference Committee meeting in Dover for the 2015 Conference.

We have secured the services of a local contractor to do some additional work at the Handloff Park Skate Spot. Wear patterns (by skaters and bike riders) are now evident around the perimeter of the facility. The project will address the worn (bare soil) areas.

We are continuing to work with Delaware State Park on a consistent trail marking system for transitioning from one jurisdiction to the next. We're focusing on Redd Park first due to its proximity to the White Clay Creek State Park.

Working with our consultant (Pennoni), we recently completed the second of five annual reports due to the Army Corps for the Wetland Mitigation Area and Bio-filtration Swale on the Pomeroy and Newark Rail Trail.

Rich continues to oversee the field staff and assigns work orders as needed. Rich also attended the meeting at Hill Park with an Eagle Scout as well as coordinating with the Recreation Division on the Christmas tree set up and decorating.

I recently visited Curtis Mill Park and took this photo of the flood plain meadow area.



### Parks Maintenance

The crews continued mowing operations and began leaf clean up at several locations.

We did some house cleaning last week at our maintenance facility at the City Yard. Following a very busy summer the building and outside area needed some attention!

The Christmas tree arrived this week and will be placed at the Academy Building lawn. Working with Sharon, the crew began preparing decorations.

Last week the Hall Trail was hit with graffiti in several locations. We committed considerable time removing the visual litter!

The crew repaired the park sign at Olan Thomas and George Reed Parks.

We committed time doing "fall" clean up in several landscape beds.

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

## Recreation Services

Paula completed her winter/spring activities information for the newsletter.

Paula delivered equipment to the schools for the start of our Youth Basketball League practices. All leagues are currently full. Waiting lists are being taken to either add players to teams or form another team.

Paula, Tyler, Sharon and Chrissy met to continue discussions about our focus group exercise to prioritize tasks and concepts and to identify what items we can take advantage of and accomplish during the next 3 years.

Paula sent out the schedules for the Adult Winter Volleyball Leagues. The leagues will start on November 12 and has 17 teams involved.

Sharon has been working on winter/spring program planning, meeting with instructors, and inputting the information on to the program spreadsheet. She also prepared and merged the data from everyone's programs for Joe to review.

Sharon opened and helped set up the George Wilson Center for the 2014 election.

Final plans are taking place preparing for our 41<sup>st</sup> Annual Turkey Trot 5K/10K Run and Walk scheduled for next Saturday, November 22. Donations continue to come in for prizes for event. Local businesses are once again being very generous with prizes.

Sharon confirmed the delivery of this year's Christmas tree for the Academy Building Lawn, Main Street. Thanks to the Parks and Electric Department staff for carefully unloading it.



Sharon also completed and submitted proposals for two new events for 2015.

Joe Spadafino and Chrissy Palmer met with Bryan Horsey from Bloom Energy to discuss volunteer involvement and collaboration. Newark Parks and Recreation would like to give Bloom Energy a welcome packet to welcome new employees to the City of Newark and offer many opportunities to get involved in the community. Chrissy will be coordinating with Bryan on many volunteer efforts. Bloom Energy will be a great resource and will participate in community cleanups and the possibility of adopt-a-park and the community gardens. Chrissy sent out many documents electronically on the Adopt-a-Park program, special event volunteer opportunities, sports leagues, the Community Garden, litter removal and the City of Newark and Regional Park and Trail Map.

On Wednesday, November 5, Joe, Tom, Richard, and Darryl Dorr (Newark American Little League) met with Eagle Scout candidate Nicholas Krusko to discuss a possible project at Leroy Hill Field Baseball Park. Nicholas' project would entail a redesign and rebuild of the bullpens and refurbish the scorer's table.

Health Rocks, a five-week program that encourages kids to adopt healthy life behaviors, started on Monday, November 3 at the Downes Elementary School Aftercare Program and on Wednesday, November 5 at the West Park Elementary School site. The students and staff are excited for this new program in which the instructors will teach skills based on the National Health Education Standards with an emphasis on fitness, stress management, decision making and goal setting, tobacco and alcohol prevention and other skills using games, skits, and interactive activities. The University of Delaware Cooperative Extension office and Delaware 4-H are collaborating for this exciting program.

The George Wilson Center was used as a polling place on Tuesday, November 4.

The fall session of swim lessons at the Newark Senior Center was completed on Saturday, November 8.

Tyler, Rich, Tom and Joe worked compiling information for the GWC operating costs.

Tyler is working on finalizing activity information for winter and spring programs.

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

The fall session of the CATCH Afterschool Homework Club at Downes Elementary ended on Wednesday, November 5. We are grateful for the Newark Morning Rotary Club's continued sponsorship of this program

Joe attended a PCI compliance meeting with Josh, Andy and several other departments who handle credit card transaction.

Joe is organizing the Winter/Spring e-newsletter that will be delivered electronically on January 5.

## Finance - Lou Vitola, Director

I reinvested \$890,000 into the cash reserve account with Morgan Stanley as a result of matured or called securities.

### Customer Service



McKees Solar Park is online and producing power, and as you may know, the ribbon cutting ceremony was held on Friday, November 14, 2014. 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 November 13, 2014, we have raised a total of \$7,820 in funding for the park, \$3,850 of which consists of 77 investments of \$50 and \$3,970 of which represents outright donations and panel donations. Residents that have made McKees investments will begin seeing their \$1 monthly credits posted soon. Please see the new site [www.greennewarkde.us](http://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

Thank you for your time, attention, and comments at the November 3, 2014 Budget Workshop. We also received valuable feedback at the November 4, 2014 Planning Commission from all Commissioners. We are incorporating your comments and the answers to your questions into materials that we will share through a "Budget Central" section of the website dedicated to the 2015 budget process. The link is on the City's home page, and we have already begun building content. More materials will be published as it becomes available.

## **Alderman's Court**

The past week we held three court sessions. We processed 67 arraignments, 79 trials, 5 case reviews, 1 plea and 8 capias returns. We also transported 2 prisoners from Howard R. Young Institute for various violations.

CSH/mp