

DEPARTMENTAL WEEKLY REPORTS

August 8, 2014

Planning & Development

Planning

Considerable time was spent this week on fine-tuning departmental submissions for the 2015 – 2019 Capital Improvement Program Budget and revising Departmental Profile for the 2015 Operating Budget.

Some time was spent this week reviewing development proposals to determine suitability for Planning Commission and Council consideration.

On Monday, I met with City Solicitor Bruce Herron to review pending development projects and to discuss the logistics of the Board of Building Appeals hearing for Pilgrim Baptist Church.

This week the Department received revised plans for the Lofts at Center Street project, which were distributed to the Subdivision Advisory Committee for review and comment.

This week the Department received a Special Use Permit application from Mediterranean Grill in the Newark Shopping Center for alcohol sales at the restaurant.

Some time was spent this week on Unicity bus agreements: one with the University of Delaware for operations and the companion agreement with the State for continued funding. The State Agreement will be scheduled for an upcoming Council meeting for authorization.

At last night's Planning Commission meeting the Commission recommended approval of:

- The major subdivision of the property located at 305 Capitol Trail. Approval is requested in order to extinguish the lot line between two existing parcels at the site and then subdivide to create four (4) single family RS zoned lots, one of which will contain the existing home fronting on Capitol Trail.

This week the Planning and Development Department processed:

- 17 Buyers Affidavits
- 1 Building Permit Review

Economic Development

On Tuesday morning, Planner/DNP Administrator Ricky Nietubicz staffed the DNP Design Committee; the Committee reviewed plans by Bainbridge companies for the residential building to be constructed at the Newark Shopping Center site. The revised design has been placed on the August 11, 2014 Council meeting for consideration.

This week Ricky met with representatives of the Delaware Sports Commission regarding a bid for a volleyball tournament for the Newark area in the coming year. We will work with the Sports Commission to mobilize the business community to show our city in the best light to the tournament organizers.

This week Ricky assumed responsibility for social media postings for the City in addition to the Downtown Newark Partnership.

This week Ricky met with the marketing manager of Newark ToyotaWorld in preparation for the grand opening of their new dealership on Cleveland Avenue this fall.

Community Development

This week Ricky worked with Community Development Block Grant (CDBG) and Revenue Sharing (RS) recipients to get their quarterly and yearly invoices processed.

Parking

Some time was spent distributing and reviewing the Phase I Environmental Assessment Study report for the Lot #1 land swap agreement.

The Parking Division has completed the task of lowering the height of all the meters in the City to meet ADA regulations in preparation for smart meter installation.

As part of our summer maintenance activities, the Parking Division has started restriping the parking lots.

Code Enforcement

Yesterday the Board of Building Appeals held a hearing to review the Pilgrim Baptist Church's request for relief from the City sprinklering requirements. The matter was tabled for more discussion between the parties and the Board will be reconvened in 30 days if necessary.

A Certificate of Completion will be issued this week for Bloom Energy located at 611 thru 613 Interchange Industrial Park. This area is used for repairs of bloom boxes.

Inspections are wrapping up at the Retreat at Suburban Plaza. All fire alarm inspections are complete. Backup generator testing still needs to be completed.

Restroom repairs will begin this week at the warehouse. This is the small restroom in the lower bay of the new building.

Interviews were held for the cleaning staff. We have a good group of candidates that will be joining our team shortly.

Public Works & Water Resources

Management

- Street Contract: Curbs have been replaced on Long Meadow Court and 75% of Timberline Drive.

CONTRACT 14 - 04

2014 STREET IMPROVEMENT PROGRAM WEEKLY PROGRESS UPDATE

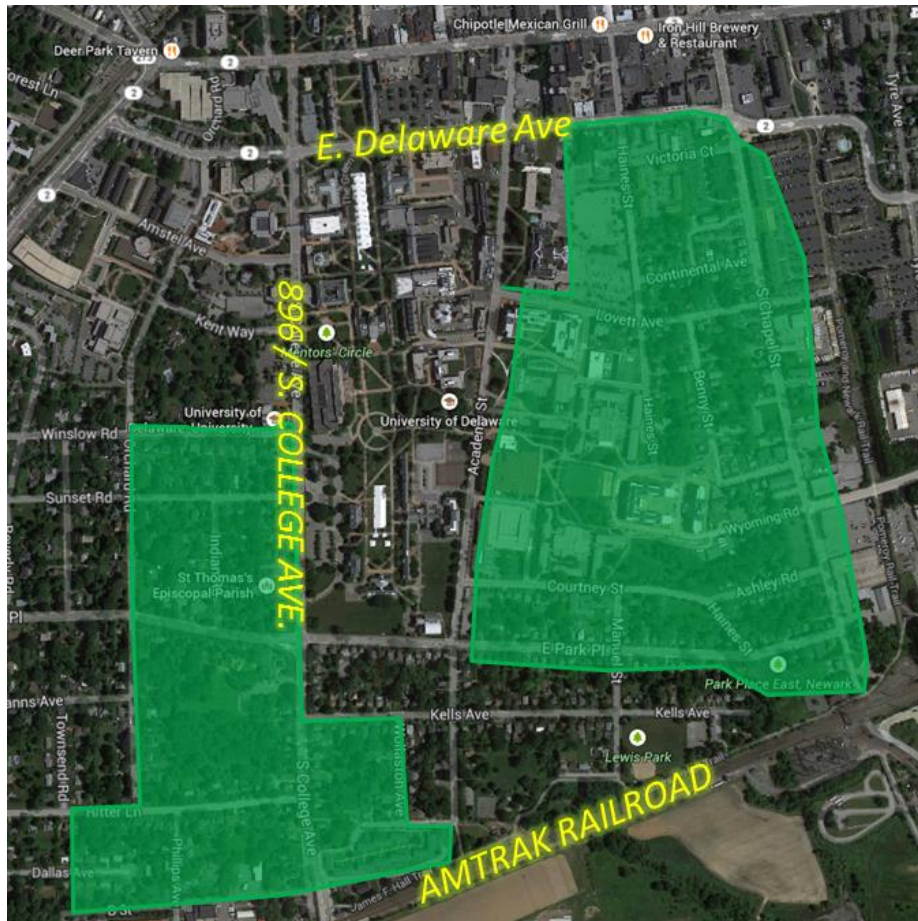
LOCATION	CURB	MILLING	BASE PATCH.	BASE HOT MIX	UTIL. ADJ.	TOP PATCH.	TOP HOT MIX
Ash Avenue - Woodlawn Ave. to culdesac	*	*	*	n/a	n/a	*	*
Corbit Street - New London Rd. to W. Main St.	*	*	*	*	*	n/a	*
Dallam Road - Old Oak Rd. to Hillside Rd.	*	*	*	n/a	*	n/a	*
E. Park Place - Haines St. to Academy St.	n/a	*	*	n/a	n/a	n/a	n/a
Falling Tree Court - Farmhouse Rd. to culdesac	*	*	*	*	*	n/a	*
Hawthorne Avenue - Anna's Way to Adelene Ave.	*	*	*	*	n/a	n/a	*
Long Meadow Court - Country Hills Drive to culdesac	X	*	*	*	n/a	n/a	*
Magnolia Circle - Hawthorne Ave. to culdesac	*	*	*	n/a	n/a	n/a	*
Old Oak Road - W. Main St. to Dallam Rd.	*	*	*	n/a	*	n/a	*
Old Oak Road - Dallam Rd. to Cheltenham Rd.	n/a	*	n/a	n/a	*	n/a	*
Thorn Lane - Elkton Rd. to City Limit	X	*	*	*	n/a	n/a	*
Timberline Drive - S. Wynwyd Dr. to Church Rd.	75%	*	*	*	n/a	n/a	*
W. Mill Station Road - Delrem Dr. to 74 W. Mill Station Rd.	*	*	*	*	n/a	n/a	*
(13) TOTAL LOCATIONS ON CONTRACT (0) LOCATIONS COMPLETED (2) LOCATIONS CURB R & R IS COMPLETE AWAITING MILLING (1) LOCATIONS CURB R & R IS ONGOING (10) LOCATIONS NO WORK HAS BEEN INITIATED							

- White Clay Creek water main crossing: The main is across the creek and has passed a pressure test. We are now flushing the line and taking bacteria tests. We expect the main to be live by the end of next week.
- Corbit Street Area Water Main Replacement: The new main is in and in service on Ray Street between North College Avenue and New London Road. The dorms have been switched over as well. There will be night work on New London Road on Tuesday night into Wednesday and again Wednesday night into Thursday bringing the main across New London Road to tie into the existing main which is on the Corbit Street side of the road.
- Water Main Flushing: Flushing is scheduled for next week, the 11th through the 15th. We have modified our procedure from year's past and will be working in more than one area per day. We had encountered significant issues when flushing the old way

with houses near a border between days that would experience discolored water on days other than their designated day. This very often resulted in stained clothes and angry residents. This will also allow us to flush more aggressively than in the past which will make flushing more effective, hopefully reducing complaints during the rest of the year. We are recommending residents refrain from doing laundry between 7:00 and 5:00 for those days. We will evaluate the program immediately following flushing and throughout the year to see if we can provide a smaller window of time for certain areas next year.

- Sanitary Sewer Smoke Testing: Our engineering consultant will be performing smoke testing of the sanitary sewer the weeks of August 11th and 18th in the areas depicted in the maps below. Both of these areas experience significant inflow and infiltration during rain events which have and can lead to sanitary sewer overflows and/or backups into basements. This testing will identify locations where stormwater is getting into the sanitary system and causing the backups. The contractor began handing out informational flyers to residents in the testing area explaining the process this week. We have also placed this information on the City website.





Stormwater

- ☛ The educational signage I worked on with the White Clay Wild and Scenic Program has been installed in the informational kiosk at Curtis Mill Park.
- ☛ Maintenance activities have been completed at the three retrofitted basins in the Hunt at Louviers, there is another session scheduled for September.
- ☛ Completed a Quarterly Routine Inspection at the Maintenance Yard as per our Industrial Stormwater permit there. There were several action items identified, which were passed along to Jason.
- ☛ Worked with Dana Johnston to update the Christina River Restoration website with updated plan pages.
- ☛ Worked on gathering and saving the project work Shaqueal started so I can access it at a later date and complete it.
- ☛ Spoke with Pennoni Associates about a possible EPA Urban Waters grant opportunity, and dropped off paperwork from a previous unsuccessful attempt for the same grant.

Electric

A substation transformer fault late Tuesday afternoon created havoc at the East Main Substation. Equipment and control burned up causing a loss of remote communications and control to five of the distribution transformers. The transformer was quickly de-energized after switching the load and an ongoing investigation is underway to determine the root cause. The electricians have replaced equipment to get communications back and will be spending many hours rewiring the burned up breaker and control wiring.

Before the transformer failure, the electricians had been infrared scanning all the aerial lines and substations, finding several hot spots that were immediately fixed by line crews. The line crews also worked on the service to One South Main and the fire pump service to The Retreat.

Engineering is interrogating meters, relays, and University equipment hoping to narrow down the root cause of the transformer failure. Engineering also attended the GIS Committee meeting, worked on radio licensing for SCADA, and a Delmarva request for clearance under transmission lines.

Parks & Recreation

Administration & Planning

Tom met with the Community Garden group to begin the task of creating rules and guidelines for the program. An Eagle Scout candidate will be working with us to make some minor improvements to the storage building at Fairfield Park (garden site) to be used for storage by the gardeners. Site preparation will take place this fall. We will begin taking registrations for garden plots this fall as well.

Curtis Mill Park:

- The contractor has been watering the newly placed grass seed throughout the site.
- Final grading and preparations are being completed on the internal sidewalk/pathway in preparation to lay asphalt.



- Paper Mill Road milling and paving will occur the week of August 18.
- DelDOT's contractor should be on site later this week to begin working on the necessary modifications to the traffic signal at the intersection of Paper Mill Road and Old Paper Mill Road.
- I'm preparing a request for the release of the final Bond Bill funding allotment for the project.

Tom and I visited a site along the Christina Creek to observe a stand of bamboo which needs to be addressed.

On Monday Tom and I met with a representative from Pennoni to discuss a design for better accessibility from the parking lot to the active park area at Fairfield Park.

I'm continuing to work on items relating to the 2015 Operating and 2015-2019 Capital budgets.

The Leroy Hill Park baseball field drainage rehabilitation project will get underway on or about September 1. Our contractor for the project is Reybold, the same company constructing the Curtis Mill Park. The project will entail stripping an upper layer of clay, installing an underdrain system and sodding the field. We have secure funding for the project through the City's Capital Improvement Program, Delaware Land and Water Conservation Trust Grant Fund and a contribution from the Newark American Little League. The field will be shut down this fall but should be ready for use by March 1.

Tom inspected 10 park areas and developed maintenance work orders.

Staff met with a representative from Arbor Jet Tree Injection Systems to evaluate the possibility of purchasing a tree injection system for use in our parks. With the issues of Woolly Hemlock Scale, Adelgid and Emerald Ash Bore (coming to this region in the near future) this tree trunk injection system can be used to treat these issues in an environmental safe way.

We reviewed and inspected landscaping at several developments for the purpose of either releasing an escrow being held or for the issuance of a certificate of occupancy.

Parks Maintenance

Mowing operations are picking up again with the recent rains.

Parks staff completed the removal and pruning of several trees and shrubs at various park sites, prepared ball fields for league play, cut back the Euonymus along Casho Mill Road, pruned and deadheaded annuals and perennials at several landscaped sites and completed numerous maintenance work orders and started others.

Recreation Services

Recreation Supervisors worked on planning fall programs and proofed the activities newsletter.

Tyler and Paula met with the staff for the upcoming Rittenhouse Rocks Camp. The camp is full with 25 registrants. They will be taking 2 field trips, one to Brandywine Creek State Park for orienteering and tubing and one to Alapocas Run State Park for outdoor rock climbing along with activities at Rittenhouse Park.

Tyler held a planning meeting with the Tennis Camp instructors.

Tyler met with the IT Director regarding his participation as the department representative on the City's GIS/ERSI Committee.

Camps held at the George Wilson Center this week included: Camp GWC, Rittenhouse Before & After Camp Care, Safety Town and a Pottery Camp.

Our Volleyball Camp being held at the Newark Charter Jr/Sr High School and is progressing well.

Paula is very busy making preparations for the start of this year's Before and After School programs at Downes and West Park Elementary Schools.

Our Adult Softball Leagues concluded play last week and Adult Volleyball Leagues have started their playoffs.

Sharon spent a significant amount of time at Safety Town preparing for daily activities and working with instructors and guest speakers as needed. It was a great first week. Visits included New Castle County Mounted Patrol, DNREC, and Aetna HH&L. Children had a great time learning about safety. Special thanks to Bill Street for assistance with a fire drill.

Finance

I reinvested a total of \$750,000 in matured or called investments in the Morgan Stanley cash reserve portfolio.

Customer Service

The renovations in the Customer Service department are nearing completion. Soon, the area will be secured, and all three customer service representatives will be customer facing.



Efforts to enable public participation in McKees Solar Park are just about finished. See the link to McKees Park information in the News section of the City's webpage. 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.

We have briefed the customer service group on the program, and we are making final adjustments to the billing system so that the payments can be automatically processed and so the appropriate credits can be established for those who choose to make a \$50 investment. When all components are completely integrated and ready to process all types of donations and investments, we will initiate advertising and outreach. For now, we are simply able to process online payments and window payments.

Accounting

The 2015 budget process is underway; budget meetings began on June 30, 2014. Through August 7, 2014, we have discussed the preliminary budgets with most departments. After the preliminary budget proposal takes shape through the summer, I will begin sharing a rolling budget calendar to report key meeting dates and deadlines as part of the weekly reports.

Alderman's Court

This past week we held three court sessions and one DUI case review session. We processed a total of 35 arraignments, 43 trials, 22 capias returns, one plea and 12 case reviews. We videoed 3 inmates from the various prisons.

Police

On Saturday, August 2nd, Chief Tiernan, Lt. Hargrove, Lt. Farrall, and Lt. Feeney attended a Rail Safety tabletop training exercise at the Delaware City Refining Company. The exercise was sponsored by Norfolk Southern Railroad. Over 50 people participated in the training from the fields of law enforcement, fire service, rail safety experts, emergency management, refinery staff, private contractors, etc. This was a valuable exercise that will better prepare the police department to respond in the event of a train derailment and hazmat spill.

On August 4th, officers responded to a report of a large pig in the area of the Park-N-Shop on Apple Road. After a brief chase across Apple Road, the pig was caught on Winslow Road. A picture of the capture is posted on the police department's Facebook page.

On August 14th, Captain Elwood Williams will work his last day as a Newark Police Officer. Captain Williams is retiring after 30 years of service to Newark. We wish Captain Williams all the best in his retirement.

On August 15th, the fundraiser for the Newark K-9 program will be held at the Marriott Hotel.

WEEK 07/27/14-08/02/14	INVESTIGATIONS			CRIMINAL CHARGES		
	2013 TO DATE	2014 TO DATE	THIS WEEK 2014	2013 TO DATE	2014 TO DATE	THIS WEEK 2014
<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	2	0	3	5	0
Unlaw. Sexual Contact	0	5	0	0	2	0
Robbery	19	18	1	34	13	0
- Commercial Robberies	6	3	0	6	2	0
- Robberies with Known Suspects	1	3	1	6	2	0
- Attempted Robberies	3	3	0	0	0	0
- Other Robberies	9	9	0	22	9	0
Assault/Aggravated	12	4	0	11	6	0
Burglary	54	46	5	44	28	0
- Commercial Burglaries	16	8	1	8	4	0
- Residential Burglaries	37	37	3	34	18	0
- Other Burglaries	1	1	1	2	6	0
Theft	425	339	13	217	137	4
Theft/Auto	20	28	2	3	5	0
Arson	0	1	0	0	0	0
All Other	44	37	4	85	106	2
TOTAL PART I	578	482	25	400	304	6
<u>PART II OFFENSES</u>						
Other Assaults	149	162	2	119	128	1
Rec. Stolen Property	8	0	0	14	24	3
Criminal Michief	198	160	5	187	44	0
Weapons	8	13	1	36	30	0
Other Sex Offenses	2	0	0	4	0	0
Alcohol	197	194	1	477	339	1
Drugs	135	85	0	299	221	8
Noise/Disorderly Premise	335	367	13	229	171	3
Disorderly Conduct	239	104	2	178	121	1
Trespass	101	106	2	101	68	1
All Other	303	299	9	316	271	9
TOTAL PART II	1675	1490	35	1960	1417	27
<u>MISCELLANEOUS:</u>						
Alarm	700	595	21	0	0	0
Animal Control	258	342	14	10	1	0
Recovered Property	157	142	6	0	0	0
Service	15152	14752	475	0	0	0
Suspicious Per/Veh	306	294	13	0	0	0
TOTAL MISC.	16573	16125	529	10	1	0
TOTAL CALLS	THIS WEEK 2013 630	2013 TO DATE 23,460	THIS WEEK 2014 716	2014 TO DATE 22,205		



**Newark Police Department
Weekly Traffic Report
07/27/14-08/02/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	8,563	5,785	181	210
DUI	151	98	3	4
TOTAL	8,714	5,883	184	214

PARKING SUMMONSES				
Meter Tickets	12,196	10,284	351	340
Parking Summons/IPR	4,457	3,030	145	72
Scofflaw Amount Collected	134 = \$25,770	78 = \$16,262	2 = \$366	3 = \$750
TOTAL	16,787	13,392	498	415

*1 FULL-TIME PEO ON VACATION

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	134	104	3	5
Property Damage (Reportable)	201	221	8	10
Property Damage (Non-Reportable)	331	316	7	11
Hit and Run	173	162	4	3
TOTAL	839	805	22	29

City Manager's Office

City of Newark – IT Department Weekly Status Report (8/6/2014)		
Total Tickets Currently Open - 117		
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: Kick-off meeting scheduled for end of August 2014.		
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: Committee formed, first review completed.		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		
Police Interview Room Cameras	Scheduled	Expected Completion Summer 2014
New cameras are being installed in the Police Department Interview Rooms.		
Latest Update: Installation Scheduled Early August		
Replacement/Upgrade of existing solution		
Police Activity Tracking System	HOLD	Expected Completion Fall 2014
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: Determining if we need to send for bid.		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		
Council / Manager / Department Weekly Reports	Started	Expected Completion Fall 2014
Weekly reports in new format		
Latest Update: Work started		
Feedback from Council indicated increased need for more efficient and clear delivery for Department Manager weekly reports. We are looking into leveraging system that would allow multiple sorting methods with ability to search based on search term.		
Office 365 Mailbox Migration	On-Track	Expected Completion Summer 2014
Move data from on-premises to cloud		
Latest Update: 95% of users have been migrated. Cleaning up old environment before decommissioning.		
Work to decommission on-prem Exchange Email Server and move all mail to the cloud.		
Virtual Server Backup Solution	Started	Expected Completion Fall 2014
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: Testing ongoing		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

CSH/mp