

DEPARTMENTAL WEEKLY REPORTS

August 15, 2014

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	75%	*	*	*	*	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.	X	*	*	*	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

AS OF WEDNESDAY, AUGUST 13, 2014

(0) LOCATIONS COMPLETED

* - NOT STARTED

(3) LOCATIONS CURB R & R IS COMPLETE AWAITING MILLING

%- COMPLETED(WORK CONTINUES)

(1) LOCATIONS CURB R & R IS ONGOING

X - WORK COMPLETED

(9) LOCATIONS NO WORK HAS BEEN INITIATED

N/A - NOT APPLICABLE

- White Clay Creek Water Main Crossing: Guardrail was installed this week along with general cleanup and stabilization. The main has been filled and will be flushed and tested next week.
- Corbit Street Area Water Main Replacement: The tap which connects the new Ray Street main to the existing 16" main in New London Road was completed this week. Next week main replacement will begin on Corbit Street.
- Street Sign Retroreflectivity Study: We have now surveyed over 1200 street signs for retroreflectivity compliance.

- Stormwater GIS Master Plan: Surveyors are proceeding on schedule.
- Water Main Flushing: Flushing has commenced and is progressing nicely. We are moving faster than in previous years, while still achieving a good flush of the mains and **significantly reduced overtime**. Per Council request, we have added areas that we have completed and will likely be flushing to the website to help residents better schedule water usage.
- Sanitary Sewer Smoke Testing: The smoke testing in the Cooches Bridge Pump Station sewer basin will be complete this week. Next week work will begin in the Kells Avenue sewer basin the week of the 18th. Each specific area is 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. Information regarding the testing can be found on the City website.



- Solicited bids for Sanitary Sewer Lateral Lining at 7 problem locations throughout the City. These laterals are foamed for root control each year and consume a significant amount of our maintenance crew time. Once lined, they can be removed from the critical maintenance list to concentrate on other areas of the system.
- Observed a demonstration of a Combination Flusher/Vacuum truck being considered to replace our catch basin cleaner. Utilizing this setup would allow us to flush runs of storm sewer that may be clogged with debris, without the need to call out the sewer department truck.
- Held a “Toolbox Talk” safety training for all PWWR field personnel. Topic was hand tool safety.
- Had a valve failure at Well 17 that has took the well out of service temporarily as repairs were made.
- We salvaged a section of wooden water main from South Chapel. The line was no longer active but was the first such main we have identified and been able to salvage and keep.

Stormwater

- ☛ Responded to an IDDE complaint on Marcus Court. This is a recurring problem in this location, and DNREC was involved in the response. Clean up was completed, and the investigation may continue into the future depending on the direction DNREC wants to take.
- ☛ Re-inspected several items at the Maintenance Yard that were identified as action items.
- ☛ Met with Ruppert Landscaping (City mowing contractor) to discuss adding a portion of a stormwater management area to the current mowing contract.
- ☛ Forwarded volunteer recruiting information to Tommy and Ricky for posting on the city website. This volunteer opportunity is a planting/seeding planned for the Stormwater basins in the Hunt at Louviers, and is intended to supplement the native plants that were planted there originally. The supplementary planting is being fully funded through North Creek Nurseries and the White Clay Wild and Scenic Program, and is planned for September 17th from 1-4pm. The rain date is set for September 18th. They are looking for 20 volunteers to help with the effort. See the volunteer link that was set up below:
https://docs.google.com/forms/d/1-zOLXWfjiRMuyhh6Pv62p2UPR6kn7V8yTRtINC3PiMU/viewform?usp=send_form
- ☛ Responded to an IDDE complaint involving several major intersections in the City along the UD bus route where diesel fuel splashed out of an open filler cap. Nothing reached the storm drain.
- ☛ Responded to an IDDE complaint at the Shell station on South College.

Water and Wastewater Division

- Water Main Flushing in ongoing with 3 crews from the Water Division spread through various zones in the city. (Figure 1)
- Maintenance was performed on the storm water quality features (sand filters and Suntree oil socks) at the Yard. The catch basin cleaning truck removed all standing water and the clogged layer of sand in the filter.



Figure 1: Water Main Flushing in Fairfield

Street Division

- Catch basins, sidewalk and storm sewer pipe repairs are ongoing at Rising Road in Christianstead.
- The Street Division supported the maintenance of the water quality features at the Yard by replacing the previously removed clogged sand with new concrete sand in the sand filters.
- Vegetation was removed from the storm water retention area at Laura's Glen.
- Leaves and debris were removed from the pedestrian access path behind Blair Ct. to help with problem drains that clog as a result of debris in the area.
- Riprap repairs were completed at the culvert inlet at the northeast corner of Delrem and Nottingham.

Garage

- This week the garage has rebuilt a turbo charger on Truck 105 for the Electric Department, identified issues with the air compressor on Truck 202 for the Water Division and continues to support all departments including work with the Water Division on a valve replacement at Barksdale Road and the Parks Departments utilizing the backhoe at the reservoir.

Electric

A contractor was hired to fully test the substation transformer that failed last week. So far the transformer has passed all the electrical tests and the electricians have started replacing the burned up controls and wiring.

Tuesday night a storm rolled through the area causing outages. A tree limb fell on a 34kV circuit taking out two substations. Engineering and line crews were quickly called and switched circuits to get customers on while the crews cleared the line.

The line crews were busy changing the court lights at various parks, fixed a power quality issue on Old Oak Road, removed line hose and re-made taps on Academy Street after a UD project finished, and worked at Kershaw Commons, Fountainview, and the Newark Preserve.

Engineering worked on all the capacitor fusing coordination and found two banks that need supplementary backup fuses to protect the equipment. Engineering also worked on two relays that operated during faults, but the operations recorder did not record appropriate values. One was on the failed transformer and had obviously experienced fire and heat and is a write off, but the other will be returned to the factory for evaluation.

Parks & Recreation

Administration & Planning

I prepared and submitted a reimbursement request for Delaware Land and Water Conservation Trust Fund grant funds awarded to the Curtis Mill Park project.

I'm in the process of preparing a reimbursement request to the State Finance Office for bond bill funds awarded to the Curtis Mill Park project.

Several staff members attended a computer training class this week.

Tom and I committed considerable time working with developers on matters relating to landscaping and code requirements for their respective projects.

I committed time working on 2015 Operating and 2015-19 Capital Budget items.

Tom and I met with a PWWR engineer to discuss the rehab of the foot bridge which crosses the Christina Creek in Rittenhouse Park. The project is in the 2015 Capital Budget.

Tom inspected four (4) park areas and prepared related maintenance work orders. He's also continuing to work with Pennoni on a design and cost estimate for an ADA access project at Fairfield Park.

Tom inspected landscape installations for a C of O at the Retreat.

Rich committed time researching the availability and specification for a small bucket truck.

Parks Maintenance

Mowing operations have picked up with recent rain events.

We spent a good amount of time this week on landscape bed maintenance: deadheading perennials and watering.

We completed a spray operation along a fence line on the Hall Trail, Handloff Park and at several Electric Department sites.

The crew worked on several general park maintenance work orders which included tree work at several sites and graffiti removal at Lumbrook Park.

Recreation Services

Paula sent out information to the registrants for the Rittenhouse Rocks Camp and Archery Camp which are taking place the week of August 11-15.

Paula completed evaluations on summer camp staff. She also committed considerable time working on tasks relating to the start of this year's Before and After School programs at West Park and Downes Elementary Schools.

Paula committed time working on items in preparation for the Fall Youth Soccer program.

Sharon committed much of her time this week with the Safety Town program. The program went very well. Graduation and the parent session were held on Friday. The staff and volunteers were outstanding this year! Thanks to all of the staff, volunteers, special guests and presenters especially, CPL Adam Mease from Newark Police Department.

The recreation staff is very busy preparing for the start of the fall program season.

The staff is doing a great job keeping our Facebook page updated with new information and really good photos of programs and activities. Each week we get new "likes".

Tyler attended the first GIS Committee Meeting and met with Charlie to discuss the department needs assessment survey to be completed before next meeting.

Tennis Camp was held all week at Handloff Park. It was a fun week of camp with nice weather and 22 kids participating.

Camps held at the George Wilson Center this week included: Camp GWC, Rittenhouse Day Camp Before & After Camp Care, Safety Town, Computer Explorers Video Animation Camp, Computer Explorers Lego Camp and Pottery Camp.

Camp GWC concluded the eighth and final week of camp on August 8. We had a very successful summer with lots of adventure and record numbers of participants.

Finance

Customer Service

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



Efforts to enable public participation in McKees Solar Park are just about finished. As of close of business on 8/13/14, we have raised a total of \$1,245 in funding for the park, \$200 of which consists of four \$50 investments, \$1,045 of which represents outright donations and panel donations. 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.

Alderman's Court

This past week we held three court sessions. We processed a total of 41 arraignments, 50 trials, 28 capias returns, one plea and 2 case reviews. We also videoed 5 inmates Monday and had 8 transported Friday from the various prisons to handle cases in our Alderman's Court.

Police

On August 8, 2014 at approximately 12:38 am, Cpl. Conover conducted a traffic stop near College Square on a vehicle that was stolen out of Wilmington. All the occupants of the vehicle immediately fled upon being stopped by NPD. After a foot chase, all 4 occupants of the vehicle (all juveniles) were taken into custody without further incident.

NPD is investigating a burglary that occurred between 7/28 and 8/6 from an apartment at 334 East Main Street. An unknown suspect stole a Dell Inspiron Laptop and a Vera Bradley purse from the victim's apartment while she was on vacation.

The 2nd annual Joint Agency Alcohol Initiative between the Newark Police Department and the University of Delaware Police Department will kick off with the "Newark Nightlife Partnership" to be held on August 19, 2014 from 9 am-1pm at Purnell Hall, located at 42 Amstel Avenue on the University of Delaware campus. The program will bring together managers and staff from local restaurants, bars, and liquor stores. Attendees will receive training on local and state laws relating to alcohol, identifying fake ID's, and managing intoxicated persons. Local businesses will have the opportunity for their employees to take the Delaware Division of Alcohol and Tobacco Enforcement's Server Training course to obtain their State mandated server cards. Our keynote speaker, Mark Sterner, will share his story "that puts real faces to the tragic consequences of impaired driving" Additional information on Mark Sterner can be found at www.campuspeak.com/speakers/sterner.

NPD is continuing to solicit applications for Delaware certified Police Officers. On August 18th, NPD will open the application process to everyone that meets the minimum standards.

WEEK 08/03/14-08/09/14	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 Kidnap	0	1	0	0	1	0
Rape	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	0	34	25	12
- Commercial Robberies	6	3	0	6	2	0
- Robberies with Known Suspects	1	3	0	6	2	0
- Attempted Robberies	3	3	0	0	0	0
- Other Robberies	9	9	0	22	21	12
Assault/Aggravated	12	4	0	11	6	0
Burglary	56	50	4	44	28	0
- Commercial Burglaries	16	8	0	8	4	0
- Residential Burglaries	38	41	4	34	18	0

- Other Burglaries	2	1	0	2	6	0
Theft	442	351	12	218	139	2
Theft/Auto	22	28	0	5	6	1
Arson	0	1	0	0	0	0
All Other	47	39	2	97	114	8
TOTAL PART I	602	500	18	415	327	23
<u>PART II OFFENSES</u>						
Other Assaults	156	164	2	123	129	1
Rec. Stolen Property	8	1	1	14	29	5
Criminal Michief	203	162	2	189	46	2
Weapons	8	14	1	38	42	12
Other Sex Offenses	2	0	0	4	0	0
Alcohol	203	196	2	482	339	0
Drugs	136	86	1	316	223	2
Noise/Disorderly Premise	344	378	11	229	172	1
Disorderly Conduct	244	107	3	180	123	2
Trespass	105	107	1	104	69	1
All Other	311	307	8	323	278	7
TOTAL PART II	1720	1522	32	2002	1450	33
<u>MISCELLANEOUS:</u>						
Alarm	722	619	24	0	0	0
Animal Control	272	359	17	10	1	0
Recovered Property	159	150	8	0	0	0
Service	15635	15241	489	0	0	0
Suspicious Per/Veh	313	306	12	0	0	0
TOTAL MISC.	17101	16675	550	10	1	0

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	730	24,190	743	22,948



**Newark Police Department
Weekly Traffic Report
08/03/14-08/09/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	8,786	5,994	223	209
DUI	156	102	5	4
TOTAL	8,942	6,096	228	213

PARKING SUMMONSES				
Meter Tickets	12,516	10,641	320	357
Parking Summons/IPR	4,584	3,112	127	82
Scofflaw <u>Amount Collected</u>	134 = \$25,770	80 = \$16,642	0 = \$0	2 = \$380
TOTAL	17,234	13,833	447	441

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	135	107	1	3
Property Damage (Reportable)	205	228	4	7
Property Damage (Non-Reportable)	339	324	8	8
Hit and Run	183	165	10	3
TOTAL	862	826	23	21

City Manager's Office

Personnel

- This week I held four (4) informational session meetings among the benefit-eligible employees to provide materials on possible January 2015 renewals. As the chair of the Employee Healthcare Committee, I have provided the opportunity to learn about an option the committee is debating, which will come to a vote next week.
- On Tuesday, August 12 the Budget Hearing Committee heard the 2015 Capital Improvement Budget items for the Planning & Development Department.
- Much of the week was spent catching up on matters as I was off last week, including the ongoing Certified Police Officer recruitment that closes this Friday. Starting next week, a new general police officer recruitment will start that establishes a new eligibility list.

IT

City of Newark – IT Department Weekly Status Report (8/13/2014)		
Total Tickets Currently Open – 112		
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	Started	Expected Completion Summer 2014
New cameras are being installed in the Police Department Interview Rooms.		
Latest Update: Installation starting 8/13.		
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: Expecting draft version on 8/15		
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: 100% of mailboxes have been migrated. Email is now funneling through Office 365. Cleanup started.		
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, no further update.		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

Other Notable IT Updates
<ul style="list-style-type: none"> • Network issue identified in Police. Intermittent issues which seem to be network switch related. Team is currently investigating. (corrected) • New intern started this week – Tyler MaGee • Training for Windows 7 has commenced with 16 classes taking place thus far. So far, the feedback is positive. • Network wiring project is ongoing. Wire is being pulled throughout building. Expected completion next week. • Kiosk being readied for Yard for email • All users with Active Directory accounts now have email. Formal training is planned. • A solution to the Police Vehicle Group Policy updates (inability to deploy due to not physically connected to Municipal network) is being developed and includes localized wifi for parking lot. • Email was dispatched to directors at Harris with concern for ongoing support issues. Setting up meeting. • All 5 ATG's have been deployed to Mobile Command Unit. • Due to number of tickets, ticket prioritization has occurred which lowered the priority on many tickets. This was necessary to focus the team on the critical and high importance tickets.

Planning & Development

Planning

This week Development Supervisor Mike Fortner is participating in the FEMA training sponsored by DNREC.

On Monday afternoon, I toured the Retreat with Code Enforcement Officer Brian Daring.

On Monday afternoon, I met with a homeowner to discuss subdivision regulations and area requirements in RD zoning.

On Monday evening, I attended the Council meeting. At the meeting Council approved the revised architectural design proposed by the Bainbridge Companies for the residential building at the Newark Shopping Center.

On Tuesday morning, DNP Administrator Ricky Nietubicz attended the second IT Training Session.

On Wednesday afternoon, I met with representatives from Coldwell Bankers to discuss housing needs in Newark.

Considerable time was spent this week on FOIA requests.

Some time was spent this week preparing packets for Council consideration of a minor subdivision and special use permit at Pomeroy Station and a major subdivision and special use permit for Madeline Crossing.

Some time was spent preparing for the upcoming Planning Commission meeting. Tentatively on the agenda are the following:

- An amendment to the Zoning Code regarding “no impact” home based businesses.
- A rezoning, major subdivision, special use permit and parking waiver for the .846 acre property located at 21 - 49 Center Street to build a four story, mixed-use building with 36 apartments, as well as a required Comprehensive Development Plan amendment.

Some time was spent on the Code Enforcement and Parking Divisions’ 2015 CIP submittals. On Tuesday morning, I presented those submittals to the staff CIP working group for consideration.

Yesterday afternoon I met with Lang Development Group to discuss a potential new mixed use development downtown.

This morning I participated in a panel discussion for the University’s Institute for Public Administration School of Public Policy and Administration on Building Local Government Capacity for Market-Ready (Re)Development in Delaware. Specifically, I was asked to speak about downtown Newark revitalization, mixed use in-fill construction and streamlining regulations to accommodate economic growth.

This week the Planning and Development Department processed:

- 5 Building Permits
- 27 Certificates of Occupancy
- 7 Buyers Affidavits

Economic Development

This week Ricky sent out press releases and media alerts for Main Street Mile “Battle of the Bars” to support the K9 units (8/15); Top of Delaware Triathlon (8/17); Taste of Newark (9/28) and ribbon cutting for The Retreat at Newark (8/13).

On Monday morning Ricky and I met with an entrepreneur to discuss three potential business ventures in downtown Newark.

A group of local business owners have been trying to revive a car show downtown, an event that was successful in the past years at attracting large crowds to downtown and benefitting our businesses. Unfortunately the special event permit application was submitted this Wednesday, making accommodation of the event difficult, but we were able to work, through the Downtown Newark Partnership, with the owners of Newark Shopping Center to accommodate the event on private property within downtown. The car show will be held Saturday, August 16, 2014 from 8 AM – 1 PM in the shopping center.

Community Development

Ricky spent time this week preparing for CDBG/RS Advisory Committee meetings to be held in September.

Parking

The Parking Division summer maintenance continued this week.

Code Enforcement

The Retreat at Suburban Plaza is on schedule to receive their C/O this week for all of the units.

Launch Trampoline located at 201 Interchange Blvd. received its’ C/O this week. They are open for business.

70 E. Main Street received their C/O for the building and a Certificate of Completion (C/C) for Insomnia Cookies.

Bloom Energy at 611 Interchange Blvd has received their C/C for renovations within the building.

Newark Shopping Center has applied for a building permit to build the high rise residential building.

Building Maintenance

This week the single bathroom in the new warehouse building was cleaned and painted, and a new paper towel holder for roll towels was installed. This roll towel holder is a test area for a possible change from C-fold towels to roll type towels.

Time was spent this week getting estimates for roof replacement and patching of old warehouse building.

This week maintenance staff cleaned the grease trap at the Wilson Center.

Three doors will be replaced in City Hall, two stairwell doors and City Secretary Office door due to broken lock systems.

CSH/mp