

DEPARTMENTAL WEEKLY REPORTS

August 22, 2014

Electric

The line crews took a 4kV service down on Delaware Avenue because the University upgraded a building to 12kV. The crews are currently working on an underground primary cable failure at Fountainview, started work at Chimney Ridge, fixed hot spots found by infrared, and are changing insulators on South Chapel Street for a future voltage upgrade.

The electricians finished wiring the substation transformer that failed two weeks ago, worked on the school warning lights, and City Hall parking lot lights.

Engineering worked on getting a base constructed for the new substation transformer that is to arrive in September. Engineering also designed the interconnection wiring and communications circuits for the new transformer. The transformer and breaker were bought separately and the interconnection circuitry will be done in-house. Engineering also worked with the manufacturer of a relay that during a fault had its records corrupted. Testing was done and while the relay operates correctly, the intermittent problems with recording the sequence of operations is cause for return of the relay.

Parks & Recreation

Administration & Planning

We are in the process of reviewing and preparing comments on new subdivision plans.

Curtis Mill Park Update:

- DelDOT's contractor is on site working on traffic signal improvements.



- The project contractor is installing new handicap ramps at the intersection of Old Paper Mill Road and Paper Mill Road.
- A section of Paper Mill Road will be milled on Thursday of this week. Once milled the traffic signal contractor will complete their on-road work and then the road will be re-paved and striped.

I reviewed and approved plans to expand the Rain Garden at Phillips Park. The additional plantings will go in this fall.

We visited the Handloff Park Skate Spot to evaluate turf ware patterns (around the facility) and to plan to make improvements.

Tom committed significant time at the Retreat site conducting landscape installation inspections.

Tom and I visited a private residence (in the Timber Creek area), which borders park land, to evaluate a couple of trees that were damaged in recent bad weather. The damaged trees were determined to be on City property and will require our contractor to complete the necessary work. This is one of several park sites where our crew and our contractor are doing tree work.

A local Boy Scout is working with us to make improvements to the storage building at Fairfield Park which will be used for our planned Community Garden at the site. The project was approved by the Boy Scout Council as a requirement for the young man to achieve Eagle Scout status.

The Electric Department recently completed replacing the light fixtures at our tennis and basketball court facilities. The project was funding in the Capital Budget. Many of the old fixtures were in place for 30 plus years.

Parks Maintenance

The crews continued with mowing operations and completed routine equipment maintenance.

We committed time doing landscape bed maintenance at several sites to include weed control and pruning tasks.

The crew did quite a bit of tree work at various sites, did trail maintenance, repaired turf ruts at two locations, dragged and scarified ball fields, marked out soccer fields for play, started on tennis court repairs at Phillips Park, and picked up materials and supplies from Safety Town and put into storage.

Recreation Services

Paula met with the site supervisors and administrator for the Downes and West Park School Before and After School in preparation for the start of the programs. She also committed time planning for the upcoming staff orientation on August 21 and 22.

Paula checked on the Rittenhouse Rocks Camp throughout the week. Camp was full with 24 participants who enjoyed 2 field trips during the week. They went outdoor rock climbing at Alapocas Run State Park and tubing at Brandywine Creek State Park.

Paula completed soccer team player assignments for our Fall Youth Soccer Leagues and sent the information to the coaches to contact the players for the start of practices on August 18. She also took the equipment to the fields in preparation for the start of the season.

Paula is interviewing applicants to fill Before and After Care program counselor positions.

Sharon has been wrapping up items associated with Safety Town to include sorting and putting away supplies, signing off on POs and invoices, calculating volunteer service hours and sending documentation of those hours to the volunteers. This year 29 volunteers committed a total of 1,067 hours working with us at the program.

Sharon has been reviewing and accepting vendors for Community Day and to date there are 133 registrants for the event.

Tyler worked on planning fall programs and proofed the Fall Activities Newsletter.

This was the final week for summer camps. Camps held at the George Wilson Center this week included: Dangerous Camp for Boys, Daring Camp for Girls, Computer Explorers Camp, Art Camp II and Rittenhouse Rocks aftercare.

Our outdoor pools, located at Dickey Park and George Wilson Center, held their final day of operations for 2014 on Saturday, August 16.

Tyler is working on the summer program statistical reports.

Joe attended the two Redd Park trails meetings with Charlie and Tom and walked the trail to see what areas are most important to have completed.

Joe and Sharon met with Piranha Sports for a final walk through of the Redd Park Trail and Old Paper Mill Park in preparation for last Sunday's Triathlon.

Joe and Liz finalized the Fall Activity Newsletter and Andee has been updating the website information and inputting fall program information in the registration system.

Finance

I participated in the City's Healthcare Committee to evaluate the Delaware Valley Health Trust (DVHT), which is a self-insured, pooled asset, not-for-profit organization comprised of 102 municipalities and public entities formed in 1999 in an effort to reduce healthcare costs. The DVHT model will help reduce healthcare costs, help the City avoid certain future costs imposed by the Affordable Care Act, incentivize employees with wellness programs, and expand lines of coverage into areas that are currently not covered. In addition, participation in DVHT is expected to open opportunities in insurance lines other than health, dental and vision.

Customer Service

The renovations in the Customer Service department are nearing completion. The window area is secured, and two of our full-time customer service representatives are customer facing and behind secure glass. Soon, the doors in the area will be secured, and all three full-time customer service representatives will be customer facing. In addition, the mailroom will be secured as part of the ongoing building security improvements.



Efforts to enable public participation in McKees Solar Park are just about finished. As of close of business on 8/21/14, we have raised a total of \$1,670 in funding for the park, \$350 of which consists of seven \$50 investments, \$1,320 of which represents outright donations and panel donations. Recently, the language on the third-party site, the City's website, the donation and investment forms, and thank-you letters was updated to clarify the nature of the \$50 investment. Please see the new site www.greennewarkde.us which highlights all of 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.

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 and one case review session. We processed a total of 51 arraignments, 42 trials, 7 capias returns and 5 case reviews. We also videoed 1 inmate on Monday.

Police

On August 15th, the “Battle of the Bars” event was held at the Courtyard Marriott Hotel. The event was attended by an estimated 300 people and raised \$7,500 for the Newark K-9 fund. The event was founded by Fusion Fitness Owner Nic DeClare, with the location and supplies, organized and supplied by Bill Sullivan, the general manager of the Courtyard Marriott. The Police Department would like to thank everyone that worked on and attended the event. We would especially like to thank Mayor Polly Sierer, City Manager Carol Houck, DNP Administrator Ricky Nietubicz, and all the others who braved the chilly water of the dunk tank to raise money for the K-9 fund.

On August 19th, Newark Police Lieutenant Kevin Feeney and UDPD Police Lieutenant Robert Simpson presided over the 2nd annual “Newark Nightlife Partnership.” This event was attended by representatives from many of Newark’s dining establishments. Presentations were given by both police agencies, the City of Newark Code Enforcement, and the Delaware Division of Alcohol and Tobacco Enforcement. The laws concerning the serving of alcohol were reviewed, identifying false identification, and many other issues were presented. Mr. Mark Sterner, the keynote speaker, gave a powerful presentation on the tragic consequences of impaired driving. The funding for the program was provided by a grant from the Office of Juvenile Justice and Delinquency Prevention via the Delaware Alcohol and Tobacco Enforcement Agency.

Our annual “Fall Crime Suppression Plan” goes into effect this weekend. To date, since the plan has been implemented most major crimes have been reduced by over 50%.

WEEK 08/10/14-08/16/14	INVESTIGATIONS			CRIMINAL CHARGES		
	2013	2014	THIS	2013	2014	THIS
	TO	TO	WEEK	TO	TO	WEEK
	<u>DATE</u>	<u>DATE</u>	<u>2014</u>	<u>DATE</u>	<u>DATE</u>	<u>2014</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	1	0	0	1	0
Kidnap	0	1	0	3	1	0
Rape	4	2	0	3	5	0
Unlaw. Sexual Contact	0	5	0	0	2	0
Robbery	20	19	1	34	25	0
- <i>Commercial Robberies</i>	6	4	1	6	2	0
- <i>Robberies with Known Suspects</i>	1	3	0	6	2	0
- <i>Attempted Robberies</i>	3	3	0	0	0	0
- <i>Other Robberies</i>	10	9	0	22	21	0
Assault/Aggravated	12	4	0	11	6	0
Burglary	58	53	3	45	30	2
- <i>Commercial Burglaries</i>	16	8	0	8	4	0
- <i>Residential Burglaries</i>	40	43	2	34	20	2
- <i>Other Burglaries</i>	2	2	1	3	6	0

Theft	455	357	6	225	149	10
Theft/Auto	23	29	1	5	6	0
Arson	0	1	0	0	0	0
All Other	47	40	1	98	116	2
TOTAL PART I	619	512	12	424	341	14
<u>PART II OFFENSES</u>						
Other Assaults	160	166	2	124	130	1
Rec. Stolen Property	8	1	0	14	29	0
Criminal Michief	215	164	2	191	47	1
Weapons	8	14	0	38	42	0
Other Sex Offenses	2	0	0	4	0	0
Alcohol	206	198	2	488	346	7
Drugs	137	87	1	323	232	9
Noise/Disorderly Premise	349	384	6	233	172	0
Disorderly Conduct	248	109	2	183	123	0
Trespass	107	109	2	104	72	3
All Other	325	311	4	333	287	9
TOTAL PART II	1765	1543	21	2035	1480	30
<u>MISCELLANEOUS:</u>						
Alarm	743	648	29	0	0	0
Animal Control	279	371	12	10	1	0
Recovered Property	166	155	5	0	0	0
Service	16045	15761	520	0	0	0
Suspicious Per/Veh	324	315	9	0	0	0
TOTAL MISC.	17557	17250	575	10	1	0

	THIS	2013	THIS	2014
	WEEK	TO	WEEK	TO
	<u>2013</u>	<u>DATE</u>	<u>2014</u>	<u>DATE</u>
TOTAL CALLS	693	24,883	742	23,690



**Newark Police Department
Weekly Traffic Report
08/10/14-08/16/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	9,015	6,193	229	199
DUI	161	107	5	5
TOTAL	9,176	6,300	234	204

PARKING SUMMONSES				
Meter Tickets	12,808	10,901	292	260
Parking Summons/IPR	4,700	3,194	116	82
Scofflaw	136 =	83 =	2 =	3 =
Amount Collected	\$26,291	\$17,267	\$521	\$625
TOTAL	17,644	14,178	410	345

*1 PT PEO ON VACATION

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	139	112	4	5
Property Damage (Reportable)	208	230	3	2
Property Damage (Non-Reportable)	344	329	5	5
Hit and Run	186	167	3	2
TOTAL	877	840	15	14

City Manager's Office

Personnel

- Weekly Report Format: IT Manager Josh Brechbuehl provided an update on the new Weekly Report project; his first review of the application was well received and excited at its potential. As his own Weekly Report notes, the application was be uniformed among all departments, provide consistent formatting and afford the dynamic search and archive tools that were expressed at the Council-Staff outing.
- Healthcare Alternative/Employee Healthcare Committee: today (Thursday) the Employee Healthcare Committee voted 6-0 to proceed with an alternative proposal present to Mayor and Council. This will be on the September 8 agenda. The concept that was presented to the committee in July, with four (4) educational sessions over the last 2 weeks, is to join a municipally owned, sell-insured, pooled asset insurance company (Delaware Valley Health Trust). Created in 1999, DVHT provides manageable healthcare options solely for public entities, while being fully committed to

wellness and education initiatives at no further expense. I will present to Council, along with members of DVHT, at the mentioned meeting the full details of the organization, which provides the City with robust administration and support, while effectively reducing ongoing premiums.

- I attended the Traffic Committee on Tuesday that heard the Newark Bike Committee's request (and subsequent approval) for continued investigation to a cycle track on Delaware Avenue.
- There were various personnel matters addressed this week, including an appeal hearing with the Depart of Labor for an unemployment claim.

IT Department Weekly Status Report (8/20/2014)		
Total Tickets Currently Open - 115		
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: Met with PCI Consultant		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		
Police Interview Room Cameras	Completed	Expected Completion Summer 2014
New cameras are being installed in the Police Department Interview Rooms.		
Latest Update: Completed		
Replacement/Upgrade of existing solution		
Police Activity Tracking System	HOLD	Expected Completion Fall 2014
City Police needs to upgrade existing software used to track daily activities.		
Latest Update: Waiting for RFP process to complete.		
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: Draft reviewed, changes submitted.		
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	Completed	Expected Completion Summer 2014
Move data from on-premises to cloud.		
Latest Update: Completed		
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: Server built, testing ongoing.		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

Planning & Development

Planning

On Tuesday, I attended the Newark Traffic Committee meeting. The Committee reviewed and gave a recommendation on a letter to be signed by Mayor Polly Sierer and City Manager Carol Houck to request assistance by DelDOT in creating a two-way protected bikeway (a.k.a. cycle track) along Delaware Avenue between Orchard Road and Newark High School. The project is contained in both the Newark Transportation Plan (2011) and the Newark Bicycle Plan (2014). The project also has the endorsement of the Newark Bicycle Committee. The Traffic Committee voted unanimously in favor of the letter.

Time was spent gathering information for the Rental Housing Needs Assessment Study.

On Wednesday, I did an on-line workshop on best practices for the Community Rating Service (CRS) on outreach efforts to educate community members on the floodplain and flood risk.

This week the Planning and Development Department received applications for the rezoning, major subdivision, and special use permit for a development project at 60 N. College Avenue. The plans have been distributed to staff for review and comment.

Time was spent this week preparing for the upcoming Planning Commission meeting. On the agenda are the following:

1. An amendment to the Zoning Code regarding “no impact” home based businesses.
2. A request of the Newark Bike Project, Inc. for a temporary parking waiver to convert two off street vehicular parking spaces at 136 South Main Street to bicycle parking spaces.

On Thursday, Planning and Development staff attended the employee healthcare benefits meeting.

This week the Planning and Development Department processed:

- 11 Buyers Affidavits
- 6 Building Permit Reviews
- 1 C/O Review
- 1 Subdivision Plan Review

Economic Development

Planner/DNP Administrator Ricky Nietubicz attended the ribbon cutting for the Retreat at Newark housing development at Suburban Plaza.

Ricky also attended the Grand Reopening of Soffritto Italian Grill located at 1130 Kirkwood Highway.

This week Ricky helped organize and execute the Battle of the Bars event held on August 15th at the Courtyard by Marriott which raised \$7,500 for the Newark Police K-9 Unit.

Community Development

This week Ricky prepared CDBG/Revenue Sharing applications for Community Development/Revenue Sharing Advisory Committee review.

Time was spent working on the final report for the 39th Year CDBG Program to New Castle County.

Parking

The Parking Division continues maintenance in the municipal lots, including painting.

The Parking Division was contacted by Bartlett Tree Removal Company to remove the University tree connected to Lot #1. Hopefully, the work will be completed before the end of the month.

Code Enforcement

This week a building permit was issued for Arena's at 168 E. Main Street.

Public Works & Water Resources

Management

- Street Contract: Curbs have been completed on Falling Tree Court and approximately 50% of West Mill Station.

CONTRACT 14 - 04

2014 STREET IMPROVEMENT PROGRAM WEEKLY PROGRESS UPDATE

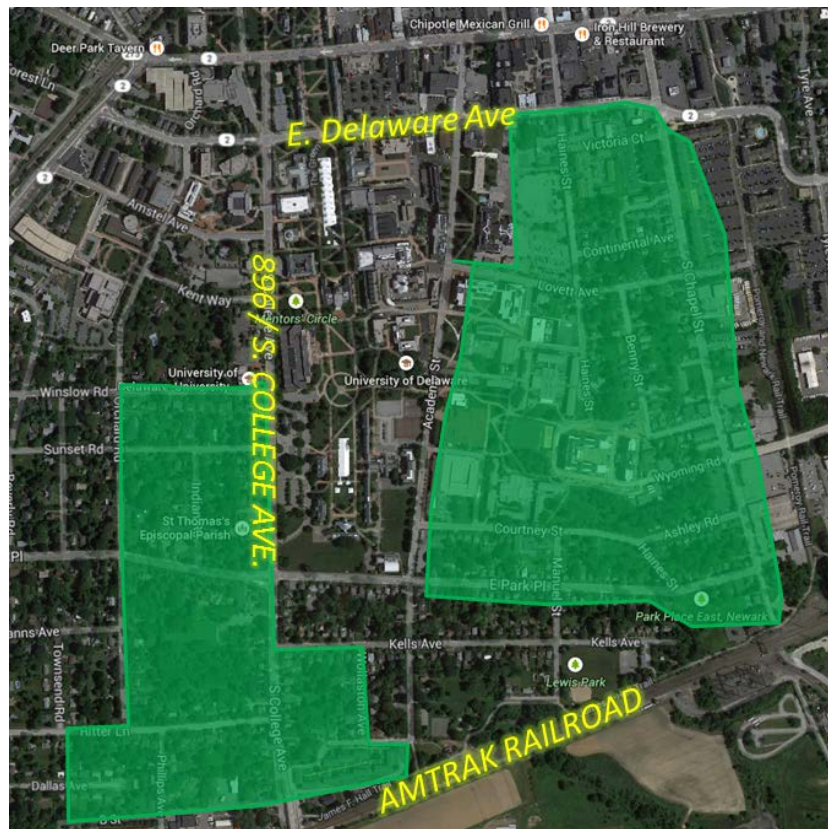
LOCATION	CURB	MILLING	BASE PATCH.	BASE HOT MIX	UTIL. ADJ.	TOP PATCH.	TOP HOT MIX
Ash Avenue - Woodlawn Ave. to cul de sac	*	*	*	n/a	n/a	*	*
Corbit Street - New London Rd. to W. Main St.	*	*	*	*	*	n/a	*
Dallam Road - Old Oak Rd. to Hillside Rd.	*	*	*	n/a	*	n/a	*
E. Park Place - Haines St. to Academy St.	n/a	*	*	n/a	n/a	n/a	n/a
Falling Tree Court - Farmhouse Rd. to cul de sac	X	*	*	*	*	n/a	*
Hawthorne Avenue - Anna's Way to Adelene Ave.	*	*	*	*	n/a	n/a	*
Long Meadow Court - Country Hills Drive to cul de sac	X	*	*	*	n/a	n/a	*
Magnolia Circle - Hawthorne Ave. to cul de sac	*	*	*	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 Rd. - Delrem Dr. to 74 W. Mill Station Rd.	50%	*	*	*	n/a	n/a	*

(13) TOTAL LOCATIONS ON CONTRACT	AS OF WEDNESDAY, AUGUST 13, 2014
(0) LOCATIONS COMPLETED	* - NOT STARTED
(4) 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

- Management attended a training on Uni-Directional Water Main Flushing at the Delaware Rural Water Association headquarters in Milford, DE. Training DVD's have been borrowed to share the information with the Water Division employees to reinforce the benefits of proper flushing techniques.
- Street Sign Retroreflectivity Study: We have surveyed over 1,200 street signs for retroreflectivity compliance and have entered the data into ArcGIS. We are in the process of developing queries to implement a sign replacement program starting with regulatory and warning signs (Stop, Yield, Crosswalk, etc.)
- White Clay Creek Water Main Crossing: The water main has been tested and was brought into service this week. Restoration of the creek banks and creek road are remaining. We will be restoring Creek Road in-house as time permits. The permanent vegetative stabilization of the stream banks will be completed as the weather cools off and we enter the fall planting season.
- Corbit Street Area Water Main Replacement: The second half of the Ray Street main has been tested and brought into service this week. The contractor has begun installing the main in Corbit Street and anticipates completing Corbit within three weeks at which time they will move to Old Oak and Dallam Road.
- Water Main Flushing: Flushing has been completed as of 8/15 with reduced user complaints throughout the city. Per Council request, we provided daily updates for each area that was completed and the anticipated areas where we would work the next day. We also placed the variable message board on Paper Mill Road notifying residents of flushing. We plan to use the variable message boards next year ahead of flushing to help direct people to the website which will have more narrow windows of

time for each neighborhood than this year. Overall we feel that the new process was an improvement over the traditional method and feel very comfortable that we will be able to give and successfully stick to two or three day windows moving forward.

- We were just notified that the Christina Basin Task Force has selected the Hunt at Louviers stormwater basin retrofit project to be featured on this year's annual bus tour as a model project. We will be reaching out to the Task Force to work out the details and will forward more information as soon as we have it.
- Sanitary Sewer Smoke Testing: The smoke testing in the Cooches Bridge Pump Station and in the Kells Avenue sewer basin have been completed. 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 has identified locations where stormwater is getting into the sanitary system and contributing to the backups. Information regarding the testing can be found on the City website.



Stormwater Weekly Report

- Completed an Illicit Discharge Detection and Elimination (IDDE) investigation at a business on Main Street.
- Completed an IDDE investigation on Amstel Avenue.
- Performed water quality sampling at yard as per our stormwater industrial permit there. The samples taken to the lab for analysis of Oil & Grease, Surfactants, Total Recoverable Iron, and Total Suspended Solids.
- Completed a quarterly wet visual monitoring event at the maintenance yard as per our Stormwater industrial permit.
- All action items identified at the maintenance yard as a result of the quarterly routine inspection have been completed, and the appropriate documentation has been filed.
- Completed an IDDE investigation at Apple Road and Rittenhouse Park.
- Met with the field crew at the Woods at Louviers to show Barrel and debris that had wedged itself on the outlet structure of the stormwater management area at the end of Longwood Lane.

Water and Wastewater Division

- Water main flushing has been completed with 3 crews from the Water Division spread through various zones in the city.
- Repairs as a result of defects identified during flushing have been completed. These include a fire hydrant at Hagley Lane and a blow off repair at the end of Lark Drive.
- The 16" Diameter water main crossing under the White Clay was flushed in both directions in order to complete bacteria testing.
- Regular maintenance was performed at the NWTP raceway including the cleaning of the debris from the screens.

Street Division

- The first round of catch basins, sidewalk, storm sewer pipe repairs and asphalt installation have been completed on Rising Road during the first wave of repairs in Christianstead. The next round of catch basins have been sawcut in preparation for excavation.
- Asphalt has been installed at the Cullen Way and Rahway catch basin repair locations.



Figure 1: Asphalt at Cullen Way

- Areas of previous Water Division repairs have been excavated on West Mill Station.

Garage

- Technicians have been working on a few large repairs, Truck 206 developed a coolant leak. This replacement of the heater core required removal of the dashboard and steering wheel assembly. The new truck is on order, but the plant operators use this vehicle 24/7 and with over 152,000 miles it just could not hold out until the new one arrives.



Figure 2: Truck 206 Heater Core Replacement

- Truck 250 which is our Vac/all unit used in storm sewer cleaning required a large body repair due to constant contact in the wet conditions. We were able to do this repair in house. We are also working on welding another floor repair to a one man refuse truck as we wait on the arrival of our new unit.



Figure 3: Truck 250 Vac Body Corrosion Repairs

CSH/mp