

DEPARTMENTAL WEEKLY REPORTS

November 7, 2014

Alderman's Court

The past week we held three court sessions. We processed 64 arraignments, 30 trials, 2 case reviews, 2 pleas and 13 capias returns. We also videoed 2 prisoners from Howard R. Young Institute.

Police

Lieutenant George Stanko had announced his retirement after a long and successful career with the Newark Police Department. Lt. Stanko's most recent assignment has been in charge of the Criminal Investigation Division. Lt. Stanko has accepted a position offered by the newly elected Cecil County (Maryland) Sheriff. Lt. Stanko will assume the position of "Major" with the Sheriff's Department and will supervise the law enforcement section. We wish Major Stanko success in his new position.

Captain Keven Feeney, Lieutenant Mark Farrall, and Lieutenant Michael VanCampen are attending a three and a half day Federal Bureau of Investigation "LEEDA, Executive Leadership Institute course". This training is designed for senior police executives and focuses on emerging challenges facing the law enforcement profession.

On November 5th, a community meeting was held at the Police Department for Blair Court residents. The meeting was organized by Councilwoman Hadden. City Manager Carol Houck, Police Chief Paul Tiernan, and other members of the police staff were in attendance.

WEEK 10/26/14-11/01/14

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 | 3 | 0 | 3 | 5 | 0 |
| Unlaw. Sexual Contact | 2 | 7 | 0 | 4 | 2 | 0 |
| Robbery | 25 | 29 | 1 | 39 | 27 | 0 |
| - Commercial Robberies | 6 | 5 | 0 | 6 | 2 | 0 |
| - Robberies with Known Suspects | 2 | 3 | 0 | 7 | 4 | 0 |
| - Attempted Robberies | 6 | 5 | 0 | 1 | 0 | 0 |
| - Other Robberies | 11 | 16 | 1 | 25 | 21 | 0 |
| Assault/Aggravated | 14 | 7 | 1 | 19 | 9 | 0 |
| Burglary | 85 | 67 | 0 | 60 | 78 | 1 |
| - Commercial Burglaries | 19 | 10 | 0 | 10 | 5 | 0 |
| - Residential Burglaries | 62 | 53 | 0 | 47 | 38 | 1 |
| - Other Burglaries | 4 | 4 | 0 | 3 | 35 | 0 |
| Theft | 665 | 489 | 12 | 303 | 253 | 8 |
| Theft/Auto | 30 | 37 | 0 | 6 | 12 | 0 |
| Arson | 0 | 5 | 0 | 0 | 0 | 0 |
| All Other | 62 | 71 | 7 | 138 | 172 | 0 |
| TOTAL PART I | 889 | 717 | 21 | 579 | 560 | 9 |
| <u>PART II OFFENSES</u> | | | | | | |
| Other Assaults | 226 | 225 | 9 | 181 | 178 | 6 |
| Rec. Stolen Property | 9 | 2 | 0 | 23 | 36 | 1 |
| Criminal Michief | 296 | 228 | 5 | 217 | 72 | 0 |
| Weapons | 13 | 18 | 1 | 58 | 54 | 3 |
| Other Sex Offenses | 2 | 0 | 0 | 4 | 0 | 0 |
| Alcohol | 397 | 350 | 5 | 849 | 747 | 131 |
| Drugs | 165 | 109 | 2 | 401 | 280 | 4 |
| Noise/Disorderly Premise | 547 | 621 | 17 | 351 | 292 | 15 |
| Disorderly Conduct | 319 | 157 | 2 | 292 | 182 | 5 |
| Trespass | 157 | 148 | 1 | 143 | 92 | 2 |
| All Other | 444 | 419 | 5 | 507 | 408 | 10 |
| TOTAL PART II | 2575 | 2277 | 47 | 3026 | 2341 | 177 |
| <u>MISCELLANEOUS:</u> | | | | | | |
| Alarm | 932 | 866 | 18 | 0 | 0 | 0 |
| Animal Control | 387 | 483 | 5 | 22 | 3 | 0 |
| Recovered Property | 227 | 229 | 6 | 0 | 0 | 0 |
| Service | 20747 | 21398 | 582 | 0 | 0 | 0 |
| Suspicious Per/Veh | 469 | 483 | 17 | 0 | 0 | 0 |
| TOTAL MISC. | 22762 | 23459 | 628 | 22 | 3 | 0 |

| | | | | |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
| | THIS WEEK <u>2013</u> | 2013 TO <u>DATE</u> | THIS WEEK <u>2014</u> | 2014 TO <u>DATE</u> |
| TOTAL CALLS | 679 | 32,657 | 830 | 32,382 |



**Newark Police Department
Weekly Traffic Report
10/26/14-11/01/14**



| TRAFFIC SUMMONSES | 2013 YTD | 2014 YTD | THIS WEEK 2013 | THIS WEEK 2014 |
|-------------------|---------------|--------------|----------------|----------------|
| Moving/Non-Moving | 11,180 | 8,284 | 138 | 133 |
| DUI | 210 | 163 | 2 | 6 |
| TOTAL | 11,390 | 8,447 | 140 | 139 |

| PARKING SUMMONSES | | | | |
|---------------------|---------------|---------------|------------|------------|
| Meter Tickets | 16,897 | 14,470 | 346 | 347 |
| Parking Summons/IPR | 6,438 | 4,682 | 133 | 137 |
| Scofflaw | 174 = | 122 = | 7 = | 7 = |
| Amount Collected | \$34,009 | \$25,693.50 | \$1,168 | \$1,596.50 |
| TOTAL | 23,509 | 19,274 | 486 | 491 |

| TRAFFIC ACCIDENTS | | | | |
|---|--------------|--------------|-----------|-----------|
| Fatal | 1 | 2 | 0 | 0 |
| Personal Injury | 192 | 158 | 5 | 4 |
| Property Damage (Reportable) | 297 | 309 | 12 | 15 |
| Property Damage (Non-Reportable) | 461 | 407 | 11 | 10 |
| Hit and Run | 242 | 208 | 5 | 5 |
| TOTAL | 1,193 | 1,084 | 33 | 34 |

City Manager's Office

| IT Department Weekly Status Report – Josh Brechbuehl | | |
|---|----------|-------------------------------|
| 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: Phones being deployed. Training prep started. Multiple users are testing system for quality. | | |
| City will see improved call control, conference call features, voice mail integration, collaboration and call clarity. This will also cut down or even eliminate long distance phone charges. | | |

| PCI Compliance | Started | No ETA |
|---|---------|--------|
| City has upgraded itself to higher standard for PCI Compliance. New benchmarks are required and City is working towards those new benchmarks in security and process. | | |
| Latest Update: Further evaluation and Q&A is ongoing | | |
| Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions. | | |

| License Plate Reader Cameras (2) | On-Track | Expected Completion Winter 2014 |
|--|-----------------|--|
| The City was granted 2 License Plate Reader cameras that will be placed at the edge of the City. | | |
| Latest Update: Cameras deployed. Comcast installed at one of the two sites. Second site scheduled. | | |
| 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. | | |

| Police Activity Tracking System | Started | Expected Completion Fall 2014 |
|---|----------------|--------------------------------------|
| City Police has need to upgrade existing software used to track daily activities. | | |
| Latest Update: No update | | |
| 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 | On-Track | Expected Completion Fall 2014 |
|--|-----------------|--------------------------------------|
| Weekly reports in new format | | |
| Latest Update: Continuing to modify weekly report design | | |
| 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. | | |

| Virtual Server Backup Solution | On-Track | Expected Completion Fall 2014 |
|--|-----------------|--------------------------------------|
| Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary. | | |
| Latest Update: Vendor released updated version of backup software. Initial testing is very positive. | | |
| Consolidate all City backups into single source solution using Microsoft Cloud technologies. | | |

| Everbridge Citizen Notification System Upgrade | On-Track | Expected Completion Fall 2014 |
|--|-----------------|--------------------------------------|
| Our Citizen Notification system is hosted in “the cloud” and is being upgraded to the newest version. This is occurring mid-November | | |
| Latest Update: Temporary staffer hired to proactively communicate with residents who need assistance registering. | | |
| 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. | | |
| 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

- Most of week was spent prepping for VOIP and VOIP training.
- Assisting Customer Service with efficiency improvements using work tracking system
- Worked on upgrading Police Server Core switches to faster, newer models of switches
- Worked with Comcast on McKees Solar Park internet connection
- Coordinated with Denise Walsh to assist with resident communication during InformMe upgrade
- Investigated need for Cognos with Crystal Reports already being in the business. Looking to consolidate for time and money savings
- Rebuilt failed storage for Cameras with new hard drives and Windows Server 2012 R2. Migrating from Virtual to Physical to increase storage capacity

Planning & Development – Maureen Feeney Roser, Director

Planning

Some time was spent creating the Comprehensive Development Plan V blog site for additional public outreach. The blog will allow readers to make comments for consideration. The blog is called NewarkPlanblog and can be accessed at <http://newarkplanblog.wordpress.com/>. This week the blog will focus on the draft of Comp Plan V Chapter 5: Housing and Community Development. A new chapter will be reviewed each week. The next Council Workshop on the Plan will be scheduled shortly – the original date of December 15 has been postponed to accommodate continued budget discussions.

Some time was spent this week on budget review and revisions.

Some time was spent on two development projects previously reviewed by Planning Commission for which Council consideration has been delayed at the applicants' request. They are:

- Major Subdivision of 305 Capitol Trail
- The Annexation of 428 Paper Mill Road.

Both these projects are tentatively scheduled for Council review on December 8.

This week the Department received a request from Deli Days, LCC for a payment plan associated with the parking waiver fee for 168 East Main Street (Arena's Deli). As the Code does not make provisions for an administrative decision on the timing of fees – and the approvals require full payment of the waiver fee before the issuance of a CO for the project, Deli Days' request will be scheduled for Council consideration, also on December 8.

On Thursday, DNP Administrator Ricky Nietubicz, Research Aide Tommy Atadan and Facilities Maintenance Superintendent Dave Greenplate attended the tabletop exercise on Ebola.

On Monday, I met with new Planning Commissioner Will Hurd to discuss the role and responsibilities of the Commission, as well as Departmental procedures for development review.

On Monday evening, Downtown Parking Administrator Marvin Howard and I attended the Council Budget Workshop.

Considerable time was spent this week preparing for last night's Planning Commission meeting. At the meeting, the Commission unanimously recommended Council approval of the 2015-2019 CIP. The rezoning, major subdivision and special use permit for 60 North College Avenue was pulled from the agenda at the request of the developer.

Some time was spent reviewing the ordinance for "No Impact Home Businesses" amendments to the Zoning Code scheduled for Council consideration in the near future.

Considerable time was spent this week reviewing the City's Floodplain Code sections to ensure that the City's floodplain management measures are compliant with FEMA's new National Flood Insurance Program (NFIP) in accordance with Title 44, Code of Federal Regulations Section 30.3(d). On November 11th, Development Supervisor Michael Fortner will present a report to the City's Conservation Advisory Commission concerning the matter. The City will be required to adopt the updated standards by February 5, 2015 in order to continue to participate in the NFIP.

The Planning and Development Department processed the following:

- 4 Building Permits
- 11 Buyer's Deed Transfer Affidavits

Public Relations

This week Ricky processed press releases on the following:

- The November 3rd City Council Budget Workshop
- Country Club Drive Traffic Calming
- Hillside Road Water Main Work
- Comprehensive Development Plan V Blog for Citizen Input

Economic Development

On Tuesday, Ricky staffed the DNP Design Committee. The Committee reviewed proposed plans for 60 North College Avenue. Although outside the Downtown District, the developer felt that the Design Committee's advice would be valuable in refining the plans for the new structure. The Design Committee also discussed ways to move forward with the Sculpture Garden concept at the CSX property at 0 South Main Street.

On Wednesday, Ricky staffed the DNP Merchants Committee. The Committee finalized plans for holiday promotions and activities for Small Business Saturday (11/29/14).

Time was spent this week working on the DNP Annual Report that will be presented at the DNP Annual Meeting and Volunteer Appreciation Reception to be held on Thursday, November 13th at the Courtyard by Marriott from 5 p.m. to 7 p.m. Work was also done to facilitate the event itself.

Parking

Some time was spent this week reviewing Unified Parking Management Solutions RFPs from other communities to determine applicability to City needs.

An extension was granted to the Exponential Development Group on the timing of their land use application as it relates to the land swap agreement for the acquisition of property in Lot #1. EDG needs more time to work out storm water management and site access issues. The new deadline is November 28th.

The Parking Division staff assisted with the Mayor's Masquerade Fun Run/Walk held on Saturday, November 1st.

Code Enforcement

107/109 South Chapel Street footing and foundation permit has been issued for the new duplex being built there.

Alder Creek footings are being dug for three more buildings. Foundations for two buildings are being installed.

Building permits for the last five townhouses in the Fountainview complex have been applied for.

C/Os for 2000 Fountainview Circle, Units 102/107 have been issued.

Building Maintenance

The podium in Council Chamber has been repaired so it can be adjusted for height.

Office repairs in the Police Station have been completed; and materials are being received for repairs to Capt. Potts' office.

New stair tower doors have been installed in City Hall. Paint samples are on the second floor door, for a final color selection.

Public Works & Water Resources – Tom Coleman, Director

Management

- Street Contract: Our Street Program contractor will begin curb 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.

- Corbit Street Area Water Main Replacement: Dallam Road is complete and the contractor is now working on the first block of Old Oak between Dallam and Nottingham Road.
- McKees Solar Park: Our crews are completing some final grading and erosion and sediment control work ahead of the ribbon cutting event on Friday, November 14.
- Delaware Avenue Cycle Track: DeIDOT is going to apply to WILMAPCO for planning grant funding to cover the costs of the feasibility study. This request will be considered by WILMAPCO at a future public meeting which I plan to attend to speak in support of the project. I will provide the meeting information once it has been scheduled. A brief mention of our project and the improving acceptance of separated bike lanes was made on the "State Smart Transportation Initiative" website found here: <http://www.ssti.us/2014/11/state-dots-are-beginning-to-embrace-protected-bike-lanes/>
- Leak Detection Survey: Work is still proceeding on schedule, and they were most recently in Nonantum.
- Transfer Station Closure: No update this week.
- Retro Reflectivity Study: Preparation of the signage replacement plan for phase 1 of the study is underway.
- Specifications for the purchase of two (2) 33 cubic yard, side loader, tandem-axle refuse trucks have been completed and put out for bid. Bids will be opened on Tuesday, November 18 with the hope to bring the contract before Council by the end of 2014 to support our severely depleted Refuse Truck Fleet.
- Water SCADA: No update this week. We are waiting on information from Digitalogic at this time.
- Snow Plan: We will be presenting the proposed plan at the November 10th Council meeting.
- Country Club Drive Traffic Calming: Traffic Calming patterns have been laid out at the intersections of Stamford and Danbury on Country Club Drive. The flexible delineators will be installed on Monday, November 10 and speeds will be monitored to determine the effectiveness of the patterns. A press release was posted and variable message boards have been set out to provide the public with advanced notice of the change in traffic pattern.
- Performed the annual dam inspection with DNREC and our dam engineer as required by state regulations. The inspection went well, and we should be provided with a report shortly.

Stormwater Weekly Report

- Researched and responded to a FOIA request.
- Started compiling an outfall maintenance needs list based on dry weather inspections conducted during 2014.
- Met with Parks and Recreation personnel to discuss potential educational signage for the Hunt Basin #2. So far, I have a financial commitment from the White Clay Wild and Scenic Program and the University of Delaware to help defray the costs involved.
- Attended a Board meeting of the DE AWRA at the New Castle County Conservation District.

- Completed 4 outfall inspections at locations that I was unable to access during the summer due to excessive growth.
- Submitted the Hunt stormwater retrofit projects for consideration for the Spring 2015 Society of Ecological Restoration's Mid-Atlantic conference field trips. Only 6 sites will be selected, and the conference is being held in Newark this year.
- Documented the progress of the Christina Creek Restoration project. Meadville Construction finished a small additional project for the PW&WR Department that provides protection for both a sanitary sewer main with two manholes and the Mason Dixon Trail before they temporarily pulled off the site. They have begun mobilization to Phase II.



Tree Before Rock Wall



Tree After Rock Wall

Refuse Division

- Normal refuse operations have been completed.

Water and Wastewater Division

- Regular raceway and reservoir maintenance completed.
- A replacement pump was installed at the current Arbour Park Booster Station using a backup pump we had in inventory. We had hoped the old pumps would last until the new station was installed but that was not the case.
- In coordination with the water main replacement project on Dallam Road to provide for a system shutdown, a leaking valve was repaired at the intersection of Hillside and Forrest Lane.
- A manhole frame and cover for MH63-22 at the Barksdale Professional Center have been replaced.
- As a result of a potential leak heard by our leak detection consultant, Water Loss Systems, a Water Division crew investigated 119 Wilkerdean East by hand excavation to the water main. No leak was found at this location and the source of the sound was determined to be partially closed division valves.

Street Division

- Leaf collections continue and leaf amounts are still increasing. Our crews are staffed with all available street and refuse employees on our lighter automated collection days. Crews have been running two swap loader one man leaf machines and two

additional pull behind leaf machines with dump trucks. 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.

- Asphalt repairs have been completed at Lehigh and Douglas D. Alley and miscellaneous pot hole have been filled throughout the city.

Garage

- Technicians have completed the blower wheel/bearing replacement on the leaf loader. The bearing that failed was seized to the shaft and the assembly had to be cut apart. Adjustments have been made to the grease fittings to allow for increased lubrication at the bearing.
- Technicians replaced a broken rear spring assembly on a side loader refuse truck, and the truck was back in service in three hours.
- All technicians have completed 2-day factory training on the new Heil Starr System trash truck.

Electric

The line crews responded to burned down wire on Marrows Road early in the morning. A previously undetected lightning strike had weakened a wire near an arrestor and the previous day's rainstorm may have contributed to the failure, but most certainly caused a longer outage to some businesses. The pole where the failure happened was on the edge of a full retention pond and climbing was the only option. Power was restored by 9 a.m. after being off for an hour.

The crews are very busy preparing for the voltage upgrade in the Binns and Devon neighborhoods. Over 500 houses and an apartment complex will be upgraded from 4kV to 12kV. This increase in voltage will improve the quality of power to the area and more importantly will enhance the city's load capabilities when combined with the new substation transformer at Phillips Avenue. The changeover will happen in the early morning on three different days next week and the power will be on by 6:30 a.m. after approximately two hours off.

The electricians worked on the Main Street tree pit lights and the Municipal Building parking lot lights. One electrician accompanied a contractor during an infrared scan of the substations and also during a survey of the electric equipment at the George Wilson Center for an arc flash study. They also helped engineering with commissioning the new substation transformer.

Engineering compiled the University's monthly loads for billing and DEMEC.

Parks & Recreation

Administration & Planning

Rich, Tom and I recently met to finalize plans to replace the Elkton Road traffic median spray irrigation system with a drip system.

I met with our newest staff member, Chrissy Palmer, to provide an overview of the department's operations, history and how we integrate with the many other services provided by the City.

Last Wednesday I met with staff members to discuss concepts and ideas for celebrating National Trails Day in 2015. National Trails Day occurs each year on the first Saturday in June. We manage more than 16 miles of hard and natural surface trails in Newark. Some of our trails link to trail networks beyond the City's borders. Our effort will be twofold, first to introduce more people to our trails and to get them on the trails for the obvious health benefits and second, to organize volunteers to help with certain trail maintenance tasks.

The sod contractor finished laying sod on the LeRoy Hill Park baseball field. That project will soon be completed and the field will be ready for use in the spring!

The contractor doing the rehab work at the Stafford Park Street Hockey Court is progressing well. The work should be completed by the end of the month.



We're working on a plan to formally designate and mark a trail at Curtis Mill Park that will extend behind the ponds and north onto State Park property along the Mill Race and into Coverdale Park.

We're continuing to prepare the Community Garden site at Fairfield Park. This week we focused on grading the area and removing rocks and debris.



Parks personnel preparing the Community Garden site.

Tom completed the 2014 "Tree City USA" and "Growth Award" applications and conducted inspections at three parks and prepared related maintenance work orders.

Tom began working on the 2015 Delaware Recreation and Park Society's conference. He is responsible for arranging speakers for the Parks Maintenance aspect of the conference.

Monday morning we discovered more than 40 incidents of graffiti along the James F. Hall Trail. The Police Department took photos and completed their site investigation and the parks crew committed time removing the graffiti.

Parks Maintenance

The crew continued with mowing operations. Turf growth is finally slowing down!

Parks staff stored away materials and supplies from the Halloween Parade.

The crew prepared soccer fields for play, dragged all ball fields and raked off all horseshoe pits.

We committed time blowing leaves off of tennis courts and from parking lots.

The crew removed annuals on Elkton Road islands 8 and 9 and did interior planting bed maintenance at City Hall.

Recreation Services

Paula sent out information to the After Care participants about the upcoming Health Rocks program being offered at both West Park and Downes by Delaware 4-H. This will be their 3rd year conducting the program at our sites.

Paula and Joe met with the Assistant Director of Athletics Marketing for the University of Delaware. We are hoping to establish new partnerships and relationship for future programs for the community.

The recreation staff met with Charlie regarding ideas on National Trails Day for 2015. Charlie liked the idea that Paula, Sharon, and Tyler compiled and asked for some financials so the feasibility can be weighed.

Paula continues to work with the IT Department regarding the upgrade of the emergency notification system, Everbridge, and how to implement it for the After Care programs for early dismissal days.

Sharon wrapped up many items relating to the Halloween Parade.

Sharon has been looking at options for decorating the holiday tree which will be placed at the Academy Building lawn. She also contacted the University of Delaware to let them know about the dates that the tree will be placed. The tree is on track for arrival at the maintenance yard on November 10.

Sharon and Joe met with Tommy to discuss options for a calendar to promote Newark as a healthy community.

Tyler committed significant time this week preparing for and working the annual Halloween Party at the George Wilson Center. He purchased supplies, organized game supplies, decorated and supervised the event. The party was held on Thursday, October 30. We had approximately 80 people attend. Chrissy did a nice job with volunteer coordination.

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

Tyler worked on program and rental statistical information.

Voting machines were delivered to the George Wilson Center as it was scheduled to be used as a polling place on Tuesday, November 4.

Chrissy met with department personnel throughout the week to complete her initial orientation.

Tuesday, October 28 Chrissy met with Tom, Rich, and Joe to discuss field volunteer opportunities and Eagle Scout projects. Meeting and discussing these projects will expand volunteer efforts and volunteer involvement.

A total of 30 volunteers came to the George Wilson Center for a total of 66 volunteer hours on Thursday, October 30. They helped put up decorations, create crafts and prepare for the party of about 100 students and parents. Volunteers had a lot of fun running the games and crafts for all participants. They also judged the costume contest, announcing the winners to a zombie doctor, a Rubik's cube, a marine, and a cookie jar that delivered real cookies! Thanks to all volunteers!

A total of 10 volunteers came out for the Mayor's Masquerade Run/Walk for a total of 20 volunteer hours on Saturday, November 1. They braved the weather, but had a great time helping with the run/walk and after party games. Thanks to all volunteers!

Soccer Shots (soccer instruction organization) has been coming to the West Park and Downes Elementary School After Care programs to give basic soccer instruction conducted their final session recently. The students and parents thoroughly enjoyed this soccer fundamentals program and will be returning in the Spring.

Joe is organizing the Winter/Spring E-newsletter and meeting with the recreation staff about programs.

Joe met with Tyler Jacobson of Switch about a possible skateboarding event at the Reservoir.

Joe, Chrissy, Tom and Rich met about park maintenance volunteer opportunities and what procedures will be put in place for the volunteers.

Joe is working on finalizing the Fall 2013-Summer 2014 Recreation Program and Events statistical information.

Joe conducted the monthly recreation supervisors' meeting to keep current on happenings in everyone's areas.

Finance - Lou Vitola, Director

Customer Service



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

Through November 5, 2014, we have raised a total of \$4,645 in funding for the park, \$1,800 of which consists of thirty-six \$50 investments and \$2,845 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 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 constructive feedback 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.

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