

DEPARTMENTAL WEEKLY REPORTS

December 12, 2014

Public Works & Water Resources – Tom Coleman, Director

Management

- Corbit Street Area Water Main Replacement: The contractor is working on final restoration work.
- Arbour Park Booster Station: Our crews cleaned and located the overflow and drain lines. Management met with a tank maintenance company to begin the process to have the tank cleaned and inspected ahead of the booster station work.
- Solar Compactors: Contract will be coming back to Council for reconsideration due to requirements of the grant funding that were not included in the recommendation.
- Country Club Drive Traffic Calming: Following the removal of temporary delineators and pavement markings speed monitoring devices have been reinstalled to collect data with no calming measures in place for comparison of data and to complete the traffic study.
- Snow Plan: “Snow Central” is up and running. I invite you to take a look at the page and provide input as we will continue to tweak the presentation and add more information as appropriate.
- Began reviewing the PW&WR sections of the City Code to look for areas that need to be updated to either reflect more modern engineering practice, proposed fee changes, or desired changes necessary to reflect our position on certain items. We plan to bring the various updates to Planning Commission and Council as soon as they are ready but this will likely not be until spring.
- Old Water Meter Sales: The sale of 1,000 of the over 8,000 old water meters has been completed through the Municibid system for an average price of approximately \$5.50 per 5/8” meter. The first 1,000 meters have been sorted and prepared for pickup which have been scheduled for this week. Two lots of 1,000 meters each will be placed on the next Municibid posting.
- Attended the quarterly White Clay Wild and Scenic Steering Committee meeting.
- The two source water protection projects which we partially funded in cooperation with the Wild and Scenic program (and various other partners) to reduce bacteria loading in the White Clay upstream from our intake are nearing completion. Each project represented a great value for reduction of cryptosporidium bacteria.
- SWF Filter Rehabilitation: Met with our engineering consultant and the filter manufacturer at South Well Field treatment plant to discuss the upcoming filter rehabilitation project. We have frequent problems with our lime delivery system at South Well Field and are looking into alternate solutions that could be incorporated into the rehabilitation project. Plans and specifications are being developed currently, and we plan to have this project out to bid early in 2015.
- Paper Mill Road Culvert Removal: Reviewed and commented on the semi-final plans provided by our consultant.
- Water tank mixing retrofit: Reviewed and commented on the preliminary plans and specifications provided by our consultant.

- Well 15 Rehabilitation: We pulled the pump and performed a down-hole inspection of Well 15 which failed recently after only three years in operation (we can normally go much longer before we even need to inspect, let alone replace). There was extreme iron buildup which we feel was the cause of the premature failure. We are discussing a new schedule for inspection and redevelopment for this particular well moving forward. We are also going to take the opportunity at this time to re-develop the well and re-size the well pump and motor to ensure it is right-sized for this application. It is too early to know what the potential savings is for Well 15 but when we did this at Well 17 it resulted in a 28% reduction in the electric bill equaling around \$700 per month. Here is a picture of the three year old pump:



Stormwater

- Completed a Comprehensive Site Evaluation at the maintenance yard as per our industrial stormwater permit there. Forwarded some corrective action items to Tom, Tim and Jason.
- Attended a Christina Basin Task Force meeting where stream restoration was a topic of discussion, as well as other projects going on in the White Clay, Christina, Brandywine, and Red Clay watersheds.
- Completed a wet weather visual monitoring at the maintenance yard as per our industrial stormwater permit there.
- Participated in an EPA webcast, “Green Infrastructure for Localized Flood Management”, along with several Parks and Recreation Department representatives.
- Documented the progress of the Christina Creek stream restoration project. Meadville Construction has started working on a boulder bank protection (rock wall) feature on both sides of an existing bridge at the beginning of the project.

Refuse Division

- Cherry Hill Manor Bulk Collections were advertised at the end of last week and the bulk pickups have been completed on 12/10. Two roll-off dumpsters will remain in place until the end of the week to allow for residents to dispose of large items that were not placed at the curb side at the time of the collections.

Water and Wastewater Division

- The curb box at 28 Center Street was excavated and readjusted to accommodate a meter appointment at the address.
- The piping in the lime silo at South Well Field was replaced due to leaks and general age of the system and the lime manhole was pumped out.
- Heat tape was installed on the piping and a heater was placed at Well #12.
- The maintenance yard was swept and catch basin cleaning truck cleaned all basins and replaced oil absorption socks at the maintenance yard as necessary following the periodic industrial stormwater inspection performed in-house.
- An initiative to systematically replace deteriorated painted steel bolts with stainless steel bolts at the large diameter pipes in the Newark Water Treatment Plant has begun. Pricing was acquired for the hardware and a number of the bolts will be kept in stock so that on inclement weather days the crew can replace bolts as time allows.
- The water crew received a group training from the management team on manhole inspections. The goal of the Manhole Inspection Program will be to open and visually inspect all manholes within the city on a regular cycle. During the inspection, measurements, defect notes and pictures will be taken and in preparation for the development of the Sanitary Sewer GIS database.

Street Division

- Leaf collections continue and we are approaching the final days of collections with crew nearly finishing all routes. 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, two pull behind leaf machines with dump trucks and the catch basin cleaning crew is assisting in areas that are difficult for the other equipment to access. We anticipate scaling back to only utilizing the swap loader leaf machines next week to complete sections of routes that were not completed this week.

Electric

The line crews are upgrading the wires along Kells Avenue so that more load can be put on in case of emergency. The line crews have also been busy supporting several projects including the Newark Shopping Center, Kershaw Commons, Newark Preserve, and the fire pump at The Retreat.

The crews have started insulating conductors on Academy Street at Courtney Street so a contractor can start extending a UD steam pipe underneath the aerial lines.

The electricians have been flagging for the tree trimmer all week while the meter technician has been busy with the services at Porter Hyundai on Cleveland Avenue and two meter points for Norfolk Southern Railroad. The meter technician also troubleshot a flickering light issue on Thorn Lane and the line crews quickly fixed an aerial connection causing the problem.

Engineering started testing relays at the Kershaw substation and is gathering data and working with lighting engineers on the lighting levels at the Main Street crosswalks.

Parks & Recreation

Administration & Planning

Last Tuesday I sat in on a webinar about Green Infrastructure.

Rich and I met at Old Paper Road Park/Open Space to consider options for installing a barrier along the road to prevent unauthorized vehicles from entering onto the site. In recent weeks people have been driving onto the turf doing "donuts" and tearing up the turf and rutting the area.

On Friday I attended three (3) meetings in Dover:

1. I attended the Governor's Council on Greenways and Trails meeting to discuss the status of major trail and pathway initiatives in the state, get an update on the Governor's Walkable-Bikeable Delaware Committee, and reviewed statewide trail use data.
2. I met the State Parks Director, Delaware Land and Water Conservation Trust Fund Coordinator and representatives of the Delaware Trail Spinners to discuss matters relating to the Redd Park Trail improvement project in order to be in a position to resume work on the trail in the spring of 2015. I have secured grant funds to complete the project.
3. I met with representatives of DeIDOT and DNREC to continue discussions regarding the placement of a trail connection from Redd Park, across a DeIDOT easement and connecting with Paper Mill Road near Possum Park Road providing access to and from the White Clay Creek State Park.

I committed considerable time completing personnel evaluations.

The contractor who is working at the Handloff Park Skate Spot is making progress, though recent rains have slowed them a bit.

I spent time working on items relating to grant funding received for various park improvement projects.

Tom inspected two (2) parks and wrote up work orders as needed. He also arranged a webcast covering the topic of "Green Infrastructure" in the IT training room. This training covered various aspects of using plant materials to help with storm water runoff and collection within urban areas. Several city staff attended.

Tom continued working on the 2014 Parks Report. He also committed time gathering all paperwork to move ahead with a fence extension/installation project along the Amtrak rail line at the Hall Trail and at Fountainview.

Delaware State Parks has placed trail counters on many of the major trails throughout the state, including the James F. Hall and Pomeroy and Newark Rail Trail here in Newark. This chart illustrates raw numbers of trail users over the past four years. The 2014 numbers are through November. **It's very interesting and exciting to note that the Hall and Pomeroy Trails are the two most heavily used trails!** Note that the population lists for these two trails (69,000) represents the population within a ten minute bike ride of either of the trails. Also, the Pomeroy North is that section of the trail north of Creek Road which connects with the Laird Campus and the White Clay Creek State Park. The Pomeroy South is the section of trail south of Creek Road leading back toward Cleveland Avenue, downtown Newark and the Hall Trail. The initial and continued investment in these trails was and is well worth it. I am continuing to work with our neighbors and partners (Delaware State Parks, New Castle County, DeIDOT and others) to extend and expand trail connections to make it easy and convenient for people to get outdoor and be active.

Trail Counters	2011	2012	2013	2014	Yearly Average	Monthly Average	Daily Average	Population
James Hall		88,180	96,113	93,018	92,437	7,703	253	69,000
Pomeroy		79,995	80,647	71,738	77,460	6,455	212	69,000
Pomeroy		42,252	47,446	49,198	46,299	3,858	127	69,000
Pomeroy		29,100	29,276	20,232	26,203	2,184	72	69,000
Bryans Field		14,522	9,515	11,915	11,984	999	33	69,000
Fred Hudson		14,517	18,026	20,179	17,574	1,465	48	3,800
J&B North	50,886	44,523	38,114	36,435	39,691	3,308	109	39,800
Paper Mill	24,443	31,343	32,418	30,517	31,426	2,	86	69,000

Parks Maintenance

The crew continue working on leaf and landscape bed clean-up efforts.

Parks personnel committed a considerable amount of time placing decorations on the Christmas tree at the Academy Building Lawn. The tree looks great, good job gentlemen!!

The crew prepared and delivered materials and supplies for these holiday events: Winter Fest, Snack with Santa and Santa's Secret Shoppe.

We committed time cutting back grasses and perennials at various park sites.

A large tree came down across the trail at Redd Park. We cut the tree as needed and removed it from the trail.

Recreation Services

Paula sent out email blasts to previous participants regarding upcoming fitness programs and adult sports programs that will start in December and January.

Paula continued to place late registrants on youth basketball teams. Each team's roster is full!

Paula completed her fall activity statistics.

Sharon prepared for three events this week. She also spent time helping to decorate the downtown Christmas tree.

A very wet Winterfest was held on Friday night with about 500 people in attendance. Another 1,000 people participated in the Special Olympics Reindeer Run. Mayor Polly Sierer met Santa at Main Street as he arrived in an antique Aetna fire engine. Santa and Mayor Sierer were joined by Councilman Stu Markham and Councilman Rob Gifford and his son for the tree lighting, while City Manager Carol Houck emceed the lighting. The Newark Lions Club roasted chestnuts and the night's entertainment featured the Newark Community Band Brass Ensemble, Elbert Palmer Elementary School Drum Line, the U of D Dance Team, and The Juveniles. Kirk Clemens created a great ice sculpture of Olaf from Frozen. Sponsors for the event included Matt Slap Subaru and the Kenny Family Foundation. Thirteen volunteers from the Newark Historic Society committed 28.5 hours helping Santa and handed out information about their upcoming event. Thank you to all City staff who helped prepared for, worked, and attended the event.



Santa's Secret Shoppe went well with three vendors present to sell items to the children for \$5 and under. Volunteers helped the children shop and then wrapped their gifts for them.



There were 169 people participating in Snack with Santa event Saturday morning at the George Wilson Center. The program featured a visit with Santa, crafts, games and snacks.

We had 38 volunteers committing 133 hours to help with the Snack with Santa and Santa's Secret Shoppe. The volunteers and staff did a fantastic job! Thank you to Chrissy for finding such great volunteers and managing them so well during the event.

Tyler returned several items borrowed for the Thanksgiving Day Breakfast to the maintenance yard and to local sponsors. He also dropped the Food Bank donations at the Newark Library and sent out thank you letters to sponsors and volunteers.

Tyler assisted in the organization and unloading of supplies for Snack with Santa. Several items leftover from the Thanksgiving Day Breakfast will be used including coffee and other hot beverage items.

Tyler prepared itineraries, maps and rosters for the NYC bus trip scheduled for Saturday, December 6.

Tyler entered facility use requests for winter and spring recreation programs in the George Wilson Center date book and contacted the Newark Senior Center for use there also.

Tyler is working on statistical information for fall programs and rentals.

Tyler completed a three-hour online training course offered by ESRI that was recommend by the City's GIS Administrator from JMT. The course was titled "Getting Started with GIS." He hopes to take another class next week, which should help him learn how to update information for a GIS map of all our parks.

Volunteer Frank Loria picked up litter along Christina Parkway on Thursday, December 4, for 3.25 hours collecting a total of 8 full trash bags.

The Newark Train Station Historical Marker and Newark History Museum Sign Dedication was cancelled for Wednesday, December 10 and will be rescheduled for a later date. The Delaware State Archives contacted us early this week to inform us that the marker cannot be delivered in time for Wednesday's dedication. The marker was scheduled to be shipped in November and here for installation by December 8. We apologize for any inconvenience this may have caused and will keep everyone informed of the new ceremony date.

Joe worked on performance evaluations for six employees.

Joe met with Sharon and parks personnel to discuss logistics for this year's Winterfest event.

Finance - Lou Vitola, Director

I met with CALEA assessors in an effort to support the Newark Police Department in the recertification process.

Customer Service



McKees Solar Park has been online and producing power since October 8, 2014. Total consumption since then has saved the City of Newark about \$3,120 in avoided wholesale power costs. With the purchase agreement for the Solar Renewable Energy Credit (SREC) output in place, I will begin reporting on SREC sales revenue.

Through December 11, 2014, we have raised a total of \$8,495 in funding for the park, \$4,250 of which consists of 85 investments of \$50 and \$4,245 of which represents outright donations and panel donations. Residents that have made McKees investments are now seeing their \$1 monthly credits posted. 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 and attention at the November 3, 2014 Budget Workshop and the Budget Hearing on November 24, 2014. We also received valuable feedback at the November 4, 2014 Planning Commission from all Commissioners. We are incorporating any additional comments and communications into the "Budget Central" section of the website dedicated to the 2015 budget process. The link is on the City's home page, and we have posted content regularly since establishing the site. Additional materials may be posted through Monday, December 15 and beyond.

Alderman's Court

This past week we held three court sessions. We processed 62 arraignments, 50 trials, 8 case reviews, 3 pleas, 1 violation of probation hearing and 8 capias returns. We also videoed 1 prisoner from Howard R Young Institute and transported 8 prisoners for various violations.

Police

The Newark Police Department has just completed a three full day CALEA assessment. Two assessors arrived on Sunday and inspected the Police Department and its police. In an exit interview with police command staff on Wednesday, the assessors reported that the Newark Police Department is a very well-run agency with a high caliber of staff. A final report will be issued by CALEA in early 2015. Congratulations to our accreditation manager, Sergeant Gerry Bryda, for maintaining our CALEA files and steering the department through the reaccreditation process.

Newark Police are investigating a strong arm robbery which occurred at approximately 3:00 p.m. on December 9th in the 200 block of East Delaware Avenue.

At 3:15 p.m., the incident was reported to Newark Police. The victim, a 19 year old female, was walking in the parking lot of an apartment complex talking on her cell phone when she was approached from behind by a white male suspect. The suspect proceeded to grab the victim's cell phone from her hand and then fled on foot northbound through the parking lot. He was last seen heading towards East Main Street. Officers from NPD and UDPD responded to the scene, however, the suspect was not located. The victim was not injured.

The suspect is described as a white male, bald or with very short blonde hair, facial scruff and approximately 20-30 years of age. The suspect was wearing a dark gray hooded sweatshirt with light colored writing on the front, and tan pants.

Newark Police are investigating an attempted strong arm robbery which occurred at approximately 11:19 p.m. on December 9th outside of the 700 building of Scholar Drive. During the incident a 19 year old female was approached by two black male suspects. One of the suspects punched her in the face and knocked her to the ground. The suspects began to go through her property, however, both fled on foot without any property when the victim screamed. Officers from NPD and UDPD including a K9 team

responded to the area, however, the suspects were not located. The victim, a UD student, sustained minor abrasions but declined medical treatment.

Suspect 1 is described as a black male, thin build, 5'4" tall with a dark complexion. He was wearing a white or light colored long sleeve t-shirt.

Suspect 2 is described as a black male, heavy set, 5'10" tall with a dark complexion. He was wearing a gray crewneck sweatshirt with writing on the front.

WEEK 11/30/14-12/06/14

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	1	0	1	0	0
b)Attempt	0	1	0	0	1	0
Kidnap	2	1	0	6	1	0
Rape	7	2	0	3	5	0
Unlaw. Sexual Contact	2	8	1	45	3	0
Robbery	26	30	0	41	41	12
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	3	3	0	7	4	0
- Attempted Robberies	6	6	0	3	5	4
- Other Robberies	11	16	0	25	30	8
Assault/Aggravated	15	9	0	19	15	6
Burglary	93	73	2	64	79	0
- Commercial Burglaries	21	10	0	10	5	0
- Residential Burglaries	66	59	2	50	39	0
- Other Burglaries	6	4	0	4	35	0
Theft	736	562	11	323	290	8
Theft/Auto	34	41	0	6	12	0
Arson	0	5	0	0	0	0
All Other	70	78	1	149	204	13
TOTAL PART I	985	811	15	657	651	39
<u>PART II OFFENSES</u>						
Other Assaults	253	259	7	194	202	11
Rec. Stolen Property	9	2	0	25	37	0
Criminal Michief	311	250	1	226	81	4
Weapons	14	20	0	61	68	10
Other Sex Offenses	2	0	0	8	0	0
Alcohol	426	356	1	935	1052	0
Drugs	176	115	5	423	311	7
Noise/Disorderly Premise	599	667	11	397	321	5
Disorderly Conduct	335	172	2	320	198	0
Trespass	161	158	1	149	98	2
All Other	494	451	7	553	441	12
TOTAL PART II	2780	2450	35	3291	2809	51
<u>MISCELLANEOUS:</u>						
Alarm	1043	975	14	0	0	0
Animal Control	424	518	7	22	3	0
Recovered Property	254	258	6	0	0	0
Service	22933	23702	486	0	0	0
Suspicious Per/Veh	522	524	7	0	0	0
TOTAL MISC.	25176	25977	520	22	3	0

	THIS	2013	THIS	2014
	WEEK	TO	WEEK	TO
	<u>2013</u>	<u>DATE</u>	<u>2014</u>	<u>DATE</u>
TOTAL CALLS	684	36,149	691	35,789



**Newark Police Department
Weekly Traffic Report
11/30/14-12/06/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	11,958	8,978	154	144
DUI	239	179	3	3
TOTAL	12,197	9,157	157	147

PARKING SUMMONSES				
Meter Tickets	18,673	15,926	356	299
Parking Summons/IPR	7,035	5,333	162	152
Scofflaw	197 =	141 =	2 =	0 =
Amount Collected	\$38,005	\$29,498.50	\$336	\$0
TOTAL	25,905	21,400	520	451

TRAFFIC ACCIDENTS				
Fatal	1	2	0	0
Personal Injury	205	204	1	15
Property Damage (Reportable)	339	369	11	14
Property Damage (Non-Reportable)	508	498	12	13
Hit and Run	275	231	6	5
TOTAL	1,328	1,304	30	47

City Manager's Office

Personnel – Andrew Haines, Deputy City Manager

- Carol and I met with ab+c Creative Intelligence regarding progress and next steps in our communication audit.
- On Monday, I met with the CALEA assessment officers for the 2014 review of the Police Department. My involvement was regarding policies and personnel operations within the department and the organization.
- The management team met with CWA representation and the Parking Enforcement Officers regarding the 2015 transition from the Police Department to the Parking Division. The PEOs expressed questions and comments, many of which were addressed and others to further circle back and confirm.
- Thank you to Eric Boye for contacting the City, working with Cenise Wright and offering to donate various furniture. Mayor and Council will recognize one of the donations – the newer chairs in the Chamber.

- Marta and I continued to work on various matters for Open Enrollment into 2015 – a major compliment to Marta Pacheco for her extensive effort and diligence to complete a massive amount of data entry and updates for Open Enrollment.

IT Department Weekly Status Report – Josh Brechbuehl, Manager		
Total Tickets Currently Open - 119		
Voice Over IP (Phone System) Replacement	Behind Schedule	Expected Completion January 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Connection between 911 system and Mitel system has been completed. Other issues resolved.		
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: Vendor preparing final assessment report		
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: 2 nd Comcast Connection in place		
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	On-Track	Expected Completion Winter 2014
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: Waiting on vendor to start project		
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	Completed	Expected Completion Fall 2014
Weekly reports in new format		
Latest Update: Report completed. Ready to demo to City Manager		
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. We intend to complete a full test with departments the second week of January 2015 and pending no concerns we will launch the new format the third week in January.		

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: Issues resolved, migrating all systems to backup system.		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

Everbridge Citizen Notification System Upgrade	Completed	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: Completed		
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: Vendors being reviewed. Shortlist being created.		
Required to ensure all requirements are met, but also to allow for end of life on long-term data retention that is costly for digital files.		

City Surveillance Camera Consolidation	Scheduled	2015
Consolidating all City cameras to single software solution to ease use, access and administration of system.		
Latest Update: Waiting for Council Approval for 2015 budget to move forward.		
6 individual systems are currently used to use and manage surveillance camera systems throughout the City. This project will consolidate as many cameras as possible to a single solution. This will allow for much great availability and manageability as more cameras are added in future years.		

Other Notable IT Updates
<ul style="list-style-type: none"> • Employee Reviews Completed • Team working on improvements to Council Chamber Audio/Video • Upgraded network equipment in PD (Municipal Switch) • Replaced failed Wireless Access Point at Maintenance Yard • Ruggedized phones for Yard selected and deployed • Team is working on a Vendor Management Software to control security access for vendors

Planning & Development – Maureen Feeney Roser, Director

Planning

On Friday morning Development Supervisor Mike Fortner and I met with a developer to discuss a potential development project.

On Monday evening, Mike, Planner/DNP Administrator Ricky Nietubicz and I attended the City Council meeting. At the meeting Council acted on the following Planning and Development related items:

- Approved an amendment to the 40th Year (7/1/14 – 6/30/15) Community Development Block Grant (CDBG) Program;
- Approved the CDBG/RSAC recommendations for 41st Year (7/1/15 – 6/30/16) CDBG Program and the 2015 Revenue Sharing Program.
- Approved an amendment to the Zoning Code and Subdivision Regulations for No Impact Home Businesses.
- Approved a change in the permitted end time for Del Sol Restaurant for alcohol sales from 10:00 p.m. to 1:00 a.m.
- Approved a major subdivision for 305 Capitol Trail.

Some time was spent reviewing other jurisdictions' codes as they relate to fence height for a potential Code amendment.

This week Mike submitted all materials for the revised Floodplain Ordinance. The ordinance is required by all communities to continue to participate in FEMA's National Flood Insurance Program. The updated Floodplain Ordinance will not weaken the City's current regulations; rather, it is designed to revise definitions and create greater specificity to our current ordinance to meet FEMA's new requirements. The revised ordinance will be on the Council Agenda for first reading on December 15th, and second reading on January 12th. FEMA is requiring that all communities adopt the Floodplain Management Ordinance that meets the National Flood Insurance Program requirements by February 5, 2015.

On Thursday, December 18th, the Board of Adjustment will review an appeal from Wood Fired Pizza, LLC on 140 E. Cleveland Avenue for the following variance: Sec 32-56.4(a): The minimum number of seats required in facilities selling alcoholic beverages for consumption on premises and restaurant patios is 50 seats. This application shows 35 seats, requiring a 15 seat variance.

On Friday, December 5th, Mike participated in a webinar on changes to the National Flood Insurance Program (NFIP)

The next Rental Housing Needs Assessment Technical Advisory Committee meeting is scheduled for Tuesday, January 13th at 7:00 p.m. in the City Council Chamber. The consulting firm, Urban Partners, is expected to present their findings to the Committee at this meeting.

The next Planning Commission Workshop on the proposed Comprehensive Development Plan V is scheduled for Monday, January 5th at 6:00 p.m.

The Planning and Development Department processed the following:

- 11 Buyers Deed Transfer Affidavits
- 3 Building Permits
- 4 CO Reviews

Public Relations

This week Ricky produced press releases on the following:

- Postponement of the Train Station Historical Marker.

This week Ricky worked on finalizing and printing bill inserts to inform the community about the snow plan, recycling changes, tree collection and InformMe changes.

Economic Development

On Thursday, December 4th, Ricky joined City Secretary Renee Bensley in attending the "FOIA Roadshow" presentation in Delaware City.

On Tuesday, Ricky attended the Economic Development Council meeting at the New Castle County Chamber of Commerce, where the New Castle County Economic Development Plan was presented and discussed.

On Wednesday, Ricky participated in the ICMA “Retail Recruitment Strategies” webinar.

This week Ricky worked on getting restaurants registered for Restaurant Week (January 19-25, 2015). Due to management changes at several establishments, this has been more time consuming in many instances than anticipated.

Several volunteers from the community assisted in judging decorated storefronts for the Holiday Storefront Decorating Contest – winners will be announced early next week – the University of Delaware Bookstore is providing a Santa character to present the trophy.

Parking

On Wednesday, I joined Mayor Polly Sierer, City Manager Carol Houck, Deputy City Manager Andrew Haines and Parking Administrator Marvin Howard in a meeting with a Main Street property owner to talk about the benefits of renting property to the City for municipal parking.

The Parking Division assisted with Winterfest bagging all the meters.

On Tuesday, Parking Administrator Marvin Howard and Deputy City Manager Andrew Haines met with the Parking Enforcement Officers (PEOs) and CWA union representatives to talk about transitioning them from the Police Department to the Parking Division.

Code Enforcement

This week the C/O for 2000 Fountainview Circle, Unit #201, was issued.

Also this week C/O inspections were held for the last four-pack of townhouses in Newark Preserve.

This week the permanent, backup power generator for the Retreat is being installed. It should be operational next week.

A building permit was issued for the Newark Shopping Center high rise housing project this week.

The last four-pack of townhouses are going up at Fountainview. This should complete the construction of this development.

Building Maintenance

All new doors in the Municipal Building have been painted.

The broken stair treads were replaced in the Police Station this week. Also this week ceiling tiles in the Police Station were replaced.

This week the new custodians were contacted and scheduled for their shifts. They all will start on December 15th.

The new panic bar hardware for stair tower doors was received this week. Installation is planned for the near future.

CSH/mp