

DEPARTMENTAL WEEKLY REPORTS

December 19, 2014

Electric

The line crews continued pulling new conductors along Kells Avenue for a capacity upgrade and worked at the Newark Shopping Center and Kershaw Commons. They also improved the mounting angle of several streetlights on Main Street after a lighting study revealed some low levels at cross walks furthest from the lights.

The electricians kept flagging for the tree trimmer and are also tasked with gathering information on all three phase pad mount transformers when not needed for flagging. The information is being used by engineering for an arc flash study.

Engineering has been busy gathering prices and samples of LED roadway fixtures in order to replenish stock while simultaneously comparing brands before a lighting project directed by DEMEC gets underway next year. Engineering also continued calculating the arc flash boundaries for all system equipment in order to comply with new OSHA regulations in respect to fire retardant clothing and safety gear for crews.

Parks & Recreation

Administration & Planning

Joe and I met with representatives of the Newark American Little League to discuss their use of the Hill Park field in 2015.

I've been asked to participate on a committee to review the manual and grant procedures for the Delaware Land and Water Conservation Trust Fund program. The program is administered by DNREC's Division of Parks and Recreation and is available to municipal and county agencies for the purpose of acquiring and/or developing park land for outdoor recreation purposes. I attended the first committee meeting last Friday.

We finalized arrangements to extend the fence on the Hall Trail near the Delaware Technology Park (north side of Amtrak) and near Fountainview and White Chapel Park (south side of Amtrak) to close off a path people were using to cross over the rail road tracks to access the Hall Trail. Delmarva Power is sharing the cost as the path crosses over one of their easements as well.

We have committed considerable time completing performance evaluations for 2014.

The contractor doing the work at the Handloff Park skate spot was limited in what he could do this week due to the extreme wet conditions.

We reviewed and commented on two development plans this week.

Tom inspected seven parks and prepared maintenance work orders as needed.

Tom and Joe committed considerable time preparing year-end reports.

Tom met with a representative from New Castle Conservation District and Public Works Department to consider options and direction for a stream bank stabilization item at two sites along Jenney's Run in Redd Park.

Tom met at the Newark Preserve subdivision to discuss sign placement along the wetlands area and open space which will become public open space after the project is completed.

Parks Maintenance

We continued cutting back perennials and grasses throughout park system.

We did tree work at a number of sites, cleaned gutters on the Parks Maintenance building, completed several general park maintenance work orders, cleaned and stored away the ball field conditioner and did preventive maintenance on Ventrac unit.

Recreation Services

Tyler attended the GIS Committee meeting and did some follow up online training from ESRI that was recommend by the City's GIS Administrator and JMT. He will be working to update information for a GIS map of City parks.

Tyler is working to finalize the schedule of activities for the School's Out Day programs scheduled at the Wilson Center on December 29 and 30.

Tyler completed the latest edit of the winter/spring newsletter. He continues to finalize program details with instructors.

The dance program at the Wilson Center held a short performance for family and friends on Sunday, December 14. Approximately 80 people attended.

Tyler picked up child pads for the AED at the Wilson Center. The new AED is set up and available for use on both children and adults in case of an emergency.

Some new furniture was delivered to the Wilson Center and will be used for the area outside the dance room. Parents often use this area to wait while children are attending programs.

The recreation staff completed the PSA's and Newark TV 22 requests for upcoming winter/spring programs.

The first night of basketball games started for the youth leagues. Paula stopped by all the sites to ensure the games were started and all staff were present. Games will be played for 2 weeks and then break for the holiday. Teams will practice after the holiday for a couple of weeks before games resume.

Paula sent out the December newsletter to the Before and After Care parents and stopped by both sites during the week to deliver supplies and check on the programs.

Sharon has been working with Paula and Tyler to streamline several forms that need to be completed for each program each season so that they can be merged into the correct format for their use.

Sharon and Chrissy put away materials and supplies used for last weekend Christmas events. She also took some photos at Olan Thomas Park after the light snow for the Facebook page and for use in future publications.



Chrissy updated the volunteer information for the winter/spring newsletter.

Chrissy met with Liz and Andee to go over information about the secretarial and customer service aspect of Parks and Recreation. Andee and Chrissy updated volunteer information on the website. Chrissy also talked with Tommy Atadan in the Planning Department for updates regarding the online volunteer application. Changes will be made this upcoming week.

Volunteer Curtis Wheeler picked up litter along Christina Parkway on Sunday, December 7 for 3 hours, collecting a total of 6 full trash bags.

Joe is organizing the 2015 Winter/Spring E-newsletter that will be delivered electronically on January 5.

Joe and the recreation staff are working on the year-end report that will highlight activities and events from 2014.

Finance - Lou Vitola, Director

On behalf of the Finance Department staff, I would like to thank our Mayor and Council for the thoughtful consideration and deliberation given throughout the 2015 budget process. The feedback received this year will serve as our guidance in shaping future budget processes and presentations. We wish you and your families the very best this holiday season and into the New Year.

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 \$3,537 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 17, 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

The November 30, 2014 financial statements will be presented at the January 12, 2015 meeting of Council. Planning is underway for the Finance Department's year-end financial reporting, the 2014 audit and the production of the 2014 Comprehensive Annual Financial Report (CAFR).

Alderman's Court

This past week we held three court sessions and one case review session. We processed 43 arraignments, 28 trials, 11 case reviews, 3 pleas and 15 capias returns. We also videoed 3 prisoners from Howard R. Young Institute for various violations.

Police

On December 15th, at 3:15 a.m., a New Castle County Police Officer responded to a report of a suspicious person in the Nonantum Mills development, adjacent to the City of Newark. Upon searching the development, the NCCPD officer did not observe anyone. The Officer checked neighboring streets in the City of Newark, located a suspect, and notified Newark Police. The suspect was found to have committed a theft from a vehicle in the City of Newark. The suspect was in possession of several cell phone charges, loose change, and other items removed from vehicles. The suspect was charged by Newark Police for burglary, possession of burglary tools, theft, and possession of drug paraphernalia.

On the morning of December 17th, a suspect was arrested and charged, after being observed breaking into a home on Scholar Drive.

The recent "Shop with a Cop" program was a tremendous success. Newark Police Officers shopped with 20 children for Christmas presents. One of the children remarked that, "This is the best day of my life." Many positive comments about the program have been posted on the Newark Police Facebook page. We are especially grateful to K-Mart for donating over \$2,000 to provide presents to our local children.

WEEK 12/07/14-12/13/14

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	1	0	1	0	0
b)Attempt	0	1	0	0	1	0
Kidnap	2	1	0	6	1	0
Rape	7	3	1	3	5	0
Unlaw. Sexual Contact	2	8	0	45	3	0
Robbery	27	33	3	41	41	0
- Commercial Robberies	7	5	0	6	2	0
- Robberies with Known Suspects	3	3	0	7	4	0
- Attempted Robberies	6	7	1	3	5	0
- Other Robberies	11	18	2	25	30	0
Assault/Aggravated	16	10	1	19	15	0
Burglary	93	76	3	64	79	0
- Commercial Burglaries	21	11	1	10	5	0
- Residential Burglaries	66	61	2	50	39	0
- Other Burglaries	6	4	0	4	35	0
Theft	746	578	16	326	293	3
Theft/Auto	34	41	0	6	12	0
Arson	0	5	0	0	0	0
All Other	71	80	2	155	204	0
TOTAL PART I	998	837	26	666	654	3
<u>PART II OFFENSES</u>						
Other Assaults	260	264	5	198	210	8
Rec. Stolen Property	9	2	0	25	37	0
Criminal Michief	314	254	4	229	84	3
Weapons	14	20	0	61	68	0
Other Sex Offenses	2	0	0	8	0	0
Alcohol	427	356	0	937	1053	1
Drugs	176	117	2	430	313	2
Noise/Disorderly Premise	612	672	5	402	321	0
Disorderly Conduct	335	174	2	325	201	3
Trespass	162	159	1	153	99	1
All Other	502	457	6	567	453	12
TOTAL PART II	2813	2475	25	3335	2839	30
<u>MISCELLANEOUS:</u>						
Alarm	1071	989	14	0	0	0
Animal Control	430	523	5	22	3	0
Recovered Property	260	262	4	0	0	0
Service	23326	24171	469	0	0	0
Suspicious Per/Veh	531	535	11	0	0	0
TOTAL MISC.	25618	26480	503	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	604	36,753	698	36,487



**Newark Police Department
Weekly Traffic Report
12/07/14-12/13/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	12,095	9,143	137	165
DUI	243	185	4	6
TOTAL	12,338	9,328	141	171

PARKING SUMMONSES				
Meter Tickets	18,962	16,277	289	351
Parking Summons/IPR	7,160	5,480	125	147
Scofflaw	199 =	144 =	2 =	3 =
Amount Collected	\$38,305	\$30,180	\$300	\$681.50
TOTAL	26,321	21,901	416	501

TRAFFIC ACCIDENTS				
Fatal	1	2	0	0
Personal Injury	211	207	6	3
Property Damage (Reportable)	351	373	12	4
Property Damage (Non-Reportable)	523	509	15	11
Hit and Run	286	233	11	2
TOTAL	1,372	1,324	44	20

City Manager's Office

IT Department Weekly Status Report – Josh Brechbuehl		
Total Tickets Currently Open - 83		
Voice Over IP (Phone System) Replacement	Behind Schedule	Expected Completion January 2015
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Paging system being deployed to PD. Menus set up		
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: Report to be delivered next week		
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: Developing network plan		
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: Project has started		
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: Test run starting mid-January		
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	Completed	Expected Completion Fall 2014
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: Completed		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

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 Start January 5, 2015		
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: No Update		
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: Budget Approved. Starting to evaluate vendors		
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.		

Planning & Development – Maureen Feeney Roser, Director

Planning

On Wednesday afternoon, Development Supervisor Mike Fortner and I met with Dr. Morgan to discuss definitions of neighborhood and accessory use.

Also on Thursday afternoon, staff met with a representative of the Water Resources Agency to discuss the office zoning map.

On Monday morning, I joined Deputy City Manager Andrew Haines and City Manager Carol Houck in a meeting with representatives of the University of Delaware and the Chesapeake Crescent Initiative (CCI) to discuss collaborative efforts.

On Monday night, I attended the Council meeting during which the 2015 Budget was approved.

On Tuesday, I attended the CCI Annual meeting with the City Manager and several other staff members.

Some time was spent this week preparing for the January Planning Commission meeting. An amendment to the Code for residential fence height will be considered at this meeting and there will be a discussion of Planning Commission Administrative procedures.

On Thursday, December 18th, the Board of Adjustment will review an appeal from Wood Fired Pizza, LLC at 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.

City Council Workshops for the update of the Newark Comprehensive Development Plan have been scheduled for January 5, 2015 and February 2, 2015. The workshops will be held in the City Council Chamber at 6 p.m.

The final Technical Advisory Committee meeting for the Rental Housing Needs Assessment Phase I Study will be held on Tuesday, January 13 at 7 p.m. The consulting firm, Urban Partners, will present its finding to the Advisory Committee for their final review and discussion. The report will be forwarded to Council.

The Planning and Development Department processed the following:

- 3 Certificates of Occupancy
- 5 Building Permits
- 13 Buyers Deed Transfer Affidavits

Public Relations

DNP Administrator/Planner Ricky Nietubicz began working on the Winter/Spring City E-newsletter.

This week Ricky produced a press release on the following:

- Changes to recycling collection during the holiday.

Economic Development

On Tuesday afternoon, Arena's Deli was welcomed to Downtown Newark, at 168 E. Main, with a ribbon cutting ceremony. The restaurant has several other locations in southern Delaware, and we are happy to help keep them busy in the winter months!

Community Development

This week the Planning and Development Department has received three applications for the Home Improvement Program to provide low-interest loans for home repairs for low to moderate income Newark owner-occupant households. The program is funded through the Community Development Block Grant (CDBG).

Parking

Some time was spent on the expansion of municipal parking lot 2 logistics.

Free parking in municipal lots and meters will be provided for the holiday season as follows:

- Sunday, December 21st – Friday, December 26th
- Wednesday, December 31st – Friday, January 2nd

Code Enforcement

Sprinkler final inspections have been completed for 13, 15, 17 and 19 Fountainview Drive. The temporary striping of the parking lot at Newark Shopping Center has been completed.

The CO has been issued for Arena's Restaurant – 168 E Main Street.

This week there were three fires in the City.

- 25 Thompson Circle
- 15 Lincoln Drive
- 5 S. Fawn Drive

Building Maintenance

This week new panic bars have been installed on the stair tower doors.

This week three new custodians went through orientation; and schedules were made for them.

Public Works & Water Resources – Tom Coleman, Director

Management

- Bi-Monthly meeting with DNREC Sediment and Stormwater Group to review plans and process for SWM review and approval.
- Met with consultant to discuss water main cleaning techniques and valve exercising program.
- Met with all snow plow operators and discussed the new Snow and Ice Control Plan. All drivers will complete dry runs to familiarize themselves with the new routes and changes to our operations.
- Lined several sewer laterals throughout the city at known problem areas using a relatively new technique that lines the lateral with a full wrap of the main from the main line. The performance will be monitored and applicability to a wider portion of the city will be taken into consideration for future projects. Compromised laterals can be a significant source of water infiltration into the sanitary sewer which reduces the capacity of the downstream sewer mains and can contribute to backups.
- Began tagging addresses where a smart water meter has yet to be installed. Our hope is that the tags will compel the residents to make an appointment and can avoid having to turn the customer off.
- Corbit Street Area Water Main Replacement: The contractor is wrapped up and completed the entire project. Additionally, they have installed final road restoration of the two temporary road patches on Nottingham Road near Old Oak.
- Arbour Park Booster Station: No update at this time.
- Transfer Station Closure: Our design consultant, JMT, has submitted 100% plans and specifications for the equipment demolition and site modifications at the Transfer Station to the City for review.
- Retro Reflectivity Study: Purchase orders have been placed for all stop and yield signs identified during the inventory of the northern portions of the city that did not meet retro reflectivity standards. Sign replacement will be initiated upon delivery of the material.
- Water SCADA: Reviewed preliminary equipment pricing necessary to replace the existing reservoir monitoring equipment which has been obsolete for over 10 years. We expect to bring a contract to Council early in 2015, hopefully February.
- 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.
- Continued 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. We have rolled out a new stormwater as-built checklist this week.
- Old Water Meter Sales: Two lots of 1,000 meters each have been posted on Municibid. The lots have been prepared for pickup when the auction on these lots ends in two weeks. Following the sale of these meters, roughly 5,000 of the original 8,000 will remain.
- SWF Filter Rehabilitation: Received updated budgetary estimates for the project and pricing is expected to be right in line with the revised figure included in the 2015 budget, assuming we don't find anything unexpected once we open the filters and

remove the existing media. We have discussed the worst case scenario for unexpected repairs for items which we can't inspect while the filters are in operation and this is expected not to exceed \$90,000. We will likely include an allowance around this amount when we bring the contract to Council so we can react quickly once the plant is taken offline as each day it is down will cost us money. 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: The water inspector performed a site inspection and provided comments to our consultant.
- Well 15 Rehabilitation: Preliminary well pump and motor sizing calculations performed by management indicate that the well pump was indeed larger than necessary and at this point we are expecting to replace the existing 25 horsepower pump with a 20 horsepower pump. We should see savings both in upfront costs and recurring electric charges.
- Our contractor installed two road patches for recent main breaks on Barksdale Road from this summer and fall.

Stormwater

- Conducted a follow up inspection resulting from a Comprehensive Site Evaluation at the maintenance yard. All corrective action items have been addressed, and the file has been updated to reflect it.
- Hosted and attended an MS4 Stormwater Consortium meeting. A total of 10 people participated, representing 8 MS4 Phase I or Phase II permittees in the State of Delaware.
- Started working on the Training section of the 2014 NPDES Annual Report.
- Prepared for the MS4 Stormwater Consortium meeting by finding summary information for the discussion on EPA rulemakings regarding Waters of the US, and the NPDES Electronic Reporting Rule. Worked on compiling the meeting minutes after the meeting, and sent them out to the group.
- Met with Andrew Homsey at the University of Delaware's Water Resources Agency.
- Added an additional 17 SWMA points to the GIS, which were marked using the handheld GPS before Mike Sisteck retired, and filled in the associated attribute information. This brings the number of SWMA's represented in the GIS up to 269, which is still far short of the accurate total. Forwarded this information to JMT for the grant project they are working on.
- Documented the progress of the Christina Creek stream restoration project. Meadville Construction has completed armoring the banks on both sides of a pedestrian walking bridge near the entrance to the project, as well as adding boulder protection to the opposite side bridge abutment which was showing signs of erosion. They are starting construction of a long linear rock wall structure further upstream where the property owners recently signed onto the project.



Right Side of the Pedestrian Bridge Before Right Side of the Pedestrian Bridge After

Refuse Division

- Normal refuse operations completed.

Water and Wastewater Division

- Overflow pipe at Arbour Park Tank was cleaned out. A raccoon was found to be the blockage.
- Flange bolt replacement with stainless steel bolts at the large diameter pipes in the NWTP continues.
- Water shut-offs completed for nonpayment.
- Regular maintenance completed at the raceway and the reservoir pump building.
- A weekend repair was completed on the ¾" sample line at South Well Field and the waste pit was pumped out in order to perform this operation.

Street Division

- Official leaf collections were completed at the end of last week. This week we are running only the one man swap loader leaf machines to pick up sections of the routes that were not completed last week in addition to any final cleanup of small piles in the gutters that were not the focus of the major collection effort.
- Asphalt overlays were completed on Hillside Road near the intersection at Sypherd and on Chapel Street at deteriorated sections of pavement. The overlays were installed in hopes to protect the areas that are deteriorating and extend the life of the pavement through the winter. This section of Hillside Road is included in the 2015 Street Program with funding from the CTF program. Potholes and depressed areas of pavement were also patched on Cleveland Avenue and Elkton Road.
- Concrete road patches at recent water main break and valve repair locations are under way at Casho Mill Road and Barksdale Road.

Garage

- Put new van (1101) in service for Parking Division. V6 engine should be much more fuel efficient.
- Worked on small snow plow units for Parks Department.

- Installed a steering gear box and an air compressor on a side loader refuse truck.
- Gave Toolbox Talk on snow plow safety.

CSH/mp