



CITY MANAGER'S OFFICE

CITY OF NEWARK

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January 9, 2015

ADMINISTRATIVE REPORT

Mayor and Council Members:

Happy New Year 2015! I hope that you all had an enjoyable holiday season. Things did slow down a bit in town and our offices as usual, and I enjoyed a bit of time away as well. In the weeks ahead you will all receive a final copy of the 2015 Operating Budget and CIP as approved. Of course, the same will be loaded onto the website under Budget Central for ease of access.

We are in the two week trial run period before launching our new weekly report model that will include an option for you to access past reports and search items of interest. More detail to come, but I am getting good feedback from staff and the new format submittal to me is less cumbersome with everyone's submittals being created in the same format. Look to see the new version on the 23rd of this month.

I call your attention to the Payment Card Industry (PCI) compliance notation in the IT Division report. This area of operations is gaining greater focus and is another example of the importance of the commitment we made, with your support, to develop our skills and professionalism within our IT Division in 2014.

A fence is expected to be in place to restrict trespass to/from Fountainview to the railroad property. This effort will be completed in partnership and cost share with the railroad and should eliminate the long term concerns of Fountainview residents.

As noted in Deputy City Manager Haines report, I would also like to thank Marta Pacheco for her diligent commitment during our recent health care conversion. A great deal of documentation from staff was required to prepare for the new year and Marta, as always, represented our organization well and walked numerous employees and retirees through the process.

Charlie Emerson shared that the 50th anniversary calendar for the National Parks and Recreation Association includes an interesting photo of none other than the Newark Reservoir for the month of May. I am not sure what the plant is but will be on the lookout for it this coming spring.



The recipients of the State of Delaware Downtown Development District Grants were announced this week including awards as follows: Sussex – Seaford, Kent – Dover, and New Castle – Wilmington. Newark was referred to as a model City and model downtown and, therefore, our needs were not as great as others.

I share with you, in case you have not seen it yet, the press release that outlines that our crime rate was down an additional 14.7% in 2014. Congratulations to our Department and Community!

Meetings:

- Monday, January 12, 7:00 p.m. - City Council Meeting
- Tuesday, January 13, 7:00 p.m. - Conservation advisory Commission Meeting
- Tuesday, January 13, 7:00 p.m. - Rental Housing Needs Assessment Study Meeting
- Wednesday, January 14, 6:30 p.m. - DNP Board Meeting
- Thursday, January 15, 7:00 p.m. - Board of Adjustment Meeting - **CANCELLED**
- Monday, January 19 - Martin Luther King Jr. Day Holiday - Offices Closed
- Tuesday, January 20, 3:30 p.m. - Traffic Committee Meeting

Reading Material:

- Departmental Weekly Reports

* * *

Lots of additional information in the attached reports. Have a great weekend, and we look forward to seeing you all Monday evening.

Sincerely,



Carol S. Houck
City Manager



NEWS RELEASE

Paul M. Tiernan, Chief of Police

January 6th, 2015

FOR IMMEDIATE RELEASE

Crime in Newark Down an Additional 14.7% in 2014

Newark Police continued to see an additional decrease in crime in 2014, with a 14.7% drop in Part I crimes. Comparing the time period of January 1, 2014 through December 31, 2014 to the same time period in 2013, aggravated assaults decreased by 42.1%, burglaries decreased by 11.6% and thefts decreased by 21%. Traffic accidents decreased 2.5%, from 1,422 in 2013 to 1,368 in 2014. Robberies increased slightly, from 29 robberies in 2013 to 35 in 2014. The increase in robberies can largely be attributed to a group that was arrested in September.

Compared to 2006, Newark has seen a 55.1% decrease in robberies, a 76.6% decrease in aggravated assaults, a 57.1% decrease in burglaries and a 38.4% decrease in thefts.

Chief Paul Tiernan contributes the continued drop in crime to a number of factors, including the dynamic patrol techniques of the Uniformed Patrol Division, Street Crimes Unit, Traffic Unit, and the continued success of the Special Operations Unit. Additionally, the Department continues to utilize technology, including a network of surveillance cameras throughout the City which are monitored in the NPD 911 center.

Chief Tiernan stated: "The continued drop in crime is a great sign as we enter 2015. NPD greatly appreciates the support we receive from the community in fighting crime, and we are hopeful to achieve similar crime reduction results this year as well."

The Newark Police Department affirms that all defendants are presumed innocent until proven guilty beyond a reasonable doubt.

Media Contact: Cpl. James N. Spadola, Public Information Officer, 302-366-7110 ext. 140 or james.spadola@cj.state.de.us.

Newark Police Department
Part I Offenses

| Part I Offenses | Investigations | | | | | | | | | % Change | % Change |
|-------------------------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|----------------|---------------|
| | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2013-2014 | 2006-2014 |
| Murder/Manslaughter | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 100% | 100% |
| Attempted Murder/Manslaughter | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 100% | 0% |
| Kidnap | 0 | 5 | 0 | 0 | 4 | 0 | 0 | 2 | 1 | -50% | 100% |
| Rape | 13 | 11 | 9 | 9 | 9 | 5 | 10 | 8 | 3 | -62.5% | -76.9% |
| Unlawful Sexual Contact | 8 | 7 | 11 | 4 | 10 | 12 | 11 | 2 | 8 | 300% | 0% |
| Robbery | 78 | 55 | 47 | 42 | 37 | 43 | 45 | 29 | 35 | 20.7% | -55.1% |
| Assault/Aggravated | 47 | 56 | 39 | 28 | 54 | 21 | 20 | 19 | 11 | -42.1% | -76.6% |
| Burglary | 196 | 190 | 188 | 143 | 178 | 174 | 148 | 95 | 84 | -11.6% | -57.1% |
| Theft | 979 | 951 | 1043 | 902 | 795 | 768 | 790 | 763 | 603 | -21% | -38.4% |
| Theft/Auto | 163 | 112 | 106 | 61 | 54 | 56 | 33 | 35 | 42 | 20% | -74.2% |
| Arson | 8 | 2 | 8 | 7 | 7 | 4 | 2 | 0 | 5 | 500% | -37.5% |
| All Other | 82 | 92 | 93 | 74 | 97 | 122 | 95 | 74 | 82 | 10.8% | 0% |
| TOTAL PART I | 1575 | 1481 | 1545 | 1271 | 1248 | 1205 | 1156 | 1027 | 876 | -14.70% | -44.4% |

DEPARTMENTAL WEEKLY REPORTS

January 9, 2015

Parks & Recreation

Administration & Planning

I committed time working on reimbursement requests for grant funds awarded to the Curtis Mill Park project.

Tom inspected 17 park areas and developed work orders as needed. He also started gathering pricing for upcoming purchases in the new budget year.

Tom committed time coordinating the fence installations along the Hall Trail and at Fountainview.

We committed time researching fitness station selections to be placed along the Hall Trail. The stations will be purchased with funds generated from the Mayor's Masquerade Run/Walk.

We began working on specifications for vehicle purchases in the new budget year.

The contractor completed the installation of Belgian Blocks around the Handloff Park skate spot facility.



Parks Maintenance

We removed event banners from the Hall and Pomeroy Trails. The banners were cleaned and stored away for future use.

The crew continued mulching and removing leaves at several park areas.

The crew removed the Christmas decorations from the Wilson Center and placed them in storage back at the Parks building and removed the Christmas tree from the Academy Building lawn.

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

Recreation Services

Paula sent out email blasts to previous participants of our NBA Basketball, Co-Rec Volleyball and Stay Fit programs which begin in early January.

Sharon has been working on reports from the 2014 events and programs and has been preparing requests and marketing for 2015 programs and events. She completed the parking map for 2015 downtown events and Tommy linked it to the city's website. She also worked with Tommy on his 2015 calendar project.

Tyler took online training courses offered for free from ESRI that were recommend by the City's GIS Administrator. He is working to update information for a GIS map of City parks.

Tyler and Joe are working to finalize speakers for the Delaware Recreation and Parks Society Annual Conference scheduled in February.

The Schools Out Kids Day Off program was held at the George Wilson Center on December 29-30. We had nine participants. Despite the low numbers this was a nice service to offer for working parents during the holidays.

Joe finalized the Winter/Spring Activity Guide. The guide was distributed via our email list to almost 6,000 individuals on Monday, January 5.

Finance - Lou Vitola, Director

I reinvested a total of \$780,000 in matured and/or called securities in the Morgan Stanley cash reserve portfolio this week.

Customer Service

McKees Solar Park has been online and producing power since October 8, 2014. Total production since then has saved the City of Newark over \$4,000 in avoided wholesale power costs. Fundraising efforts continue as donations and investments exceed \$8,500. Financial reporting will include McKees activity on a monthly basis going forward.

Accounting

Production of the approved 2015 Operating Budget and 2015 – 2019 Capital Improvement Plan is underway. Binders will be distributed as soon as possible.

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). The kick-off meeting with the independent audit team is scheduled for January 12, 2015.

Alderman's Court

We have not had any regular court sessions over the past two weeks due to the holidays. We have started back this week with court sessions Monday, Wednesday and Friday morning, totaling 20 trials, 60 arraignments and 14 capias returns. We have a large session scheduled for this Friday morning where prisoners will be transported from various prisons.

In other events, Judge Donald Gregory is going out for knee replacement effective 1/8/2015. He anticipates returning within three weeks.

Police

The Police Department is pleased to announce we continued to see a decrease in crime in 2014.

Part 1 Crime (which are serious crime categories such as robbery, aggravated assault, burglary, etc.) have decreased by 14.7% in 2014. In 2014, we saw a slight increase in robbery. This is attributed to a robbery crew that was targeting people outside of our normal crime suppression zones. This crew was arrested in September, by city and university police, moments after they committed a robbery. In the fall of 2007, our Street Crime Unit was established and quickly arrested suspects who were committing robberies in the city. In the fall of 2008, our annual "Fall Crime Suppression Plan" was put in place. Patrol Officers target "hot spot" areas that have been identified as being prone to crimes such as robbery and aggravated assault. The addition of our "Special Operations Team" which uses the community policing method of SARA (Scanning, Analysis, Response, and Assessment) for problem solving has also helped to reduce crime by targeted patrol and environmental design. Since our emphasis on dealing with street crime began in 2007, we compare our crime statistics to 2006. Since 2006, Newark has seen a remarkable 55.1% decrease in robberies, a 76.6% decrease in aggravated assaults, and a 57.1% decrease in burglary. We have seen an increase in gunfire in the city in 2014. This is attributed to the drug trade in New Castle County. In 2015, the police department will be working with the city to address drug use and sales.

On January 5, 2015, a number of promotions took effect. Mark Farrall and Kevin Feeney were promoted to Deputy Police Chief. Tom Maiura, Michael Szep, and Michael Watson were promoted to police sergeant. These promotions will make the police department better structured and efficient. We wish all of the newly promoted officers the best of luck in their new positions.

WEEK 01/01/15-01/03/15

INVESTIGATIONS

CRIMINAL CHARGES

| | 2014 TO <u>DATE</u> | 2015 TO <u>DATE</u> | THIS WEEK <u>2015</u> | 2014 TO <u>DATE</u> | 2015 <u>DATE</u> | THIS WEEK <u>2015</u> |
|---------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------|-----------------------------|
| <u>PART I OFFENSES</u> | | | | | | |
| a)Murder/Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| b)Attempt | 0 | 0 | 0 | 0 | 0 | 0 |
| Kidnap | 0 | 1 | 1 | 0 | 1 | 1 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Unlaw. Sexual Contact | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| - Commercial Robberies | 0 | 0 | 0 | 0 | 0 | 0 |
| - Robberies with Known Suspects | 0 | 0 | 0 | 0 | 0 | 0 |
| - Attempted Robberies | 0 | 0 | 0 | 0 | 0 | 0 |
| - Other Robberies | 0 | 0 | 0 | 0 | 0 | 0 |
| Assault/Aggravated | 2 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 |
| - Commercial Burglaries | 0 | 0 | 0 | 0 | 0 | 0 |
| - Residential Burglaries | 0 | 0 | 0 | 0 | 0 | 0 |
| - Other Burglaries | 0 | 0 | 0 | 0 | 0 | 0 |
| Theft | 4 | 4 | 4 | 0 | 0 | 0 |
| Theft/Auto | 0 | 0 | 0 | 2 | 2 | 2 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| All Other | 1 | 1 | 1 | 0 | 0 | 0 |
| TOTAL PART I | 7 | 6 | 6 | 2 | 3 | 3 |
| <u>PART II OFFENSES</u> | | | | | | |
| Other Assaults | 2 | 2 | 2 | 2 | 1 | 1 |
| Rec. Stolen Property | 0 | 0 | 0 | 0 | 1 | 1 |
| Criminal Michief | 2 | 5 | 5 | 0 | 1 | 1 |
| Weapons | 1 | 1 | 1 | 1 | 0 | 0 |
| Other Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Alcohol | 3 | 0 | 0 | 4 | 1 | 1 |
| Drugs | 1 | 2 | 2 | 0 | 5 | 5 |
| Noise/Disorderly Premise | 2 | 3 | 3 | 1 | 1 | 1 |
| Disorderly Conduct | 1 | 2 | 2 | 11 | 1 | 1 |
| Trespass | 1 | 2 | 2 | 2 | 0 | 0 |
| All Other | 6 | 2 | 2 | 5 | 12 | 12 |
| TOTAL PART II | 19 | 19 | 19 | 26 | 23 | 23 |

| <u>MISCELLANEOUS:</u> | | | | | | |
|-----------------------|------------|------------|------------|----------|----------|----------|
| Alarm | 18 | 4 | 4 | 0 | 0 | 0 |
| Animal Control | 3 | 1 | 1 | 0 | 0 | 0 |
| Recovered Property | 1 | 0 | 0 | 0 | 0 | 0 |
| Service | 207 | 180 | 180 | 0 | 0 | 0 |
| Suspicious Per/Veh | 4 | 9 | 9 | 0 | 0 | 0 |
| TOTAL MISC. | 233 | 194 | 194 | 0 | 0 | 0 |

| | THIS WEEK <u>2014</u> | 2014 TO <u>DATE</u> | THIS WEEK <u>2015</u> | 2015 TO <u>DATE</u> |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
| TOTAL CALLS | 343 | 343 | 267 | 267 |



**Newark Police Department
Weekly Traffic Report
1/1/15 – 1/3/15**



| | 2014 YTD | 2015 YTD | THIS WEEK 2014 | THIS WEEK 2015 |
|--------------------------|-------------|-------------|----------------------|----------------------|
| TRAFFIC SUMMONSES | | | | |
| Moving/Non-Moving | 139 | 29 | 139 | 29 |
| DUI | 1 | 4 | 1 | 4 |
| TOTAL | 140 | 33 | 140 | 33 |

| PARKING SUMMONSES | | | | |
|------------------------------|------------|------------|------------|------------|
| Meter Tickets | 138 | 124 | 138 | 124 |
| Parking Summons/IPR | 45 | 73 | 45 | 73 |
| Scofflaw Amount Collected | 0 = \$0 | 0 = \$0 | 0 = \$0 | 0 = \$0 |
| TOTAL | 183 | 197 | 183 | 197 |

| TRAFFIC ACCIDENTS | | | | |
|---------------------------------|---|---|---|---|
| Fatal | 0 | 0 | 0 | 0 |
| Personal Injury | 0 | 0 | 0 | 0 |
| Property Damage (Reportable) | 0 | 1 | 0 | 1 |

| | | | | |
|----------------------------------|---|---|---|---|
| Property Damage (Non-Reportable) | 1 | 0 | 1 | 0 |
| Hit and Run | 0 | 0 | 0 | 0 |
| TOTAL | 1 | 1 | 1 | 1 |

City Manager's Office

Personnel

2015 represented a complete conversion of medical benefits, along with life insurances. The process has been smooth overall, however, has had its expected examples of omissions or errors. Marta Pacheco has been phenomenal with all the workload, and I appreciate all of staff (and the retirees) for working with the Managers' Office as we entered 2015.

| IT Department Weekly Status Report – Josh Brechbuehl, Manager | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------|
| Total Tickets Currently Open - 104 | | |
| 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: Waiting on Verizon for Go-Live | | |
| 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 Audit | Started | Expected Completion January 2014 |
| 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 has been reviewed. Meeting with committee scheduled. | | |
| 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: Network being built. | | |
| 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: Programming underway and 1 st draft expected later this week. | | |
| 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: Validation Phase | | |

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.

| 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 started, meetings being held. | | |
| 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: Evaluating vendors and systems. | | |
| 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: Two vendors are assessing current environment. | | |
| 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"> • IT is implementing additional controls to Line-of-Business (LoB) application updates and patching. This is in response to recent issues related to vendors not properly testing updates prior to implementation. • Police building Guest Wi-Fi is being planned. This network would be solely used for non-Police computers (officer's cell phones for instance). • A single Dell XFR Ruggedized laptop is being demo'd to test for two of our departments who need laptops in the field. • New copiers have been installed at Municipal, PD and Parking Office locations (lease replacement) • Reviewed RFP for Parking Enforcement System. |

Planning & Development – Maureen Feeney Roser, Director

Planning

At its 1/6/15 meeting, the Planning Commission unanimously recommended that City Council amend the Zoning Code to add fence height restrictions in residential districts; discussed administrative procedures; and thanked District 1 Commissioner, Pat Brill, for her years of dedicated service on the Commission.

Time was spent preparing for the February Planning Commission meeting. Tentatively on the agenda are:

- The rezoning, major subdivision and special use permit for 52 N. Chapel Street to demolish the existing building and build a three-story mixed use building with 3382 sq. ft. of commercial space and parking on the first floor and 12 two-and three-bedroom apartments on the two floors above.
- Review and consideration of an Administrative Subdivision for 1119 South College Avenue.

On Tuesday, I hosted a Subdivision Advisory Committee meeting to review the proposed rezoning and major subdivision of Pike Park (S. Chapel Street). Committee comments are being organized for forwarding to the engineer and developer. The project is tentatively scheduled for March Planning Commission review. Also tentatively scheduled for the March Planning Commission meeting is the rezoning, major subdivision and special use permit for the redevelopment of 60 N. College Avenue.

In addition, the Division handled the following:

- Completed 4 Building Permit Reviews, 11 Deed Transfer Affidavits and 1 Construction Improvements Plan review.
- Staffed the Council workshop on the update of the Comprehensive Development Plan. Chapters 5 and 6 were reviewed and work has begun incorporating Council comments in them.
- Processed 3 applications and affidavits for No Impact Home Base Businesses.
- Prepared for the January 12th Council meeting and the January 13th Rental Housing Needs Assessment Meeting.
- Received an application for a Special Use Permit from Wood Fired Pizza at 140 East Cleveland Avenue to serve alcohol.

The Code Enforcement Division managed the following this week:

Code Enforcement

- C/O was issued for 15 Fountainview Drive.
- C/O was issued for Anytime Fitness, 263 South Main Street.
- C/O was issued for Bank of America, 144 E. Main Street.
- Footings were completed at 201 East Delaware Avenue.
- Demo Permit was issued for 72 East Park Place.

Building Maintenance

- Repaired toilet in the police station.
- Cut Grommet into Police Chief's conference room table for cables.
- Took down holiday wreaths.
- Removed shelving from library.

The Parking Division handled the following:

- Routine maintenance.
- Renewal of monthly parking permits.

- Shoveling and salting of sidewalks and parking lot entrances. (Unfortunately, Mike Eggert, our lead maintenance person, fell on the ice and injured his shoulder. Mike is having an MRI today to determine the extent of the injury. We wish him a speedy recovery).

The Economic Development Division did the following:

- Attended the State Cabinet Committee meeting for Downtown Development Districts Grants. 2015 awards go to Seaford, Dover and Wilmington. Applications are kept on file in case a community does not or cannot effectively use the funds in a timely manner.
- Staffed the DNP Design Committee and Merchants Committee meetings.
- Issued press releases on holiday trash and tree collection schedules.
- Updated web pages.

Public Works & Water Resources – Tom Coleman, Director

Management

- Met with consultant to review water and sewer capital projects for 2015.
- Continued 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. The effort has thus far been successful.
- Arbour Park Booster Station: Finalizing the custom built station enclosure and pump specifications. Anticipated construction start date is April 2015.
- Transfer Station Closure: Final Transfer Station plans, specification, and bid package review are underway.
- Retro Reflectivity Study: Orders have been received 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: Our preliminary discussions confirmed that we need to integrate our SCADA system with the current Electric Department system. We are currently writing the recommendation for Council.
- Old Water Meter Sales: To date 7,000 of the approximately 8,000 old 5/8" water meters each have been posted on Municibid. The lots have been prepared for pickup when the auctions on these lots end.



Pallets packaged with 200 - 5/8" Water Meters



1", 3/4", and 5/8" old water meters to be sold

- SWF Filter Rehabilitation: The painted coatings on the external filters and piping were evaluated for corrosion, adhesion and current performance. A final report by the inspection firm which will include any recommendations for repairing and repainting the filters/pipes is expected within the next few weeks. Any recommendations of concern will then likely be included in the rehabilitation project.
- Paper Mill Road Culvert Removal: The engineering consultant has begun making the revisions based on our plan markups and is finalizing the plans prior to applying for state and federal permits.
- Well 15 Rehabilitation: The City has received quotes to rehabilitate Well 15 which includes the redevelopment of the well screen/casing and installation of a new 20HP stainless steel submersible pump. The company awarded with the contract has been notified to proceed with ordering the necessary equipment. It is anticipated that the well rehabilitation work and installation of the new pump will be completed by the end of this month.
- We submitted the tri-annual stormwater, erosion, and sediment control delegation request to DNREC and will be holding several meetings with DNREC to review our procedures and construction sites.

Stormwater - No Items

Refuse Division

- Normal refuse operations completed.
- Assisted the Streets Division with Christmas tree collections and other various projects on 1/7 during the current period of cancelled Green Wednesdays. Other similar projects will be assigned throughout the months of January and February.

Water and Wastewater Division

- Flange bolt replacement with stainless steel bolts at the large diameter pipes in the NWTP continues.
- Regular maintenance completed at the raceway and the reservoir pump building. This includes the construction and installation of a stand in the raceway to allow for placement and removal of the leaf catcher without needing the boat.



Leaf catcher at Raceway with new platform

- The street sweeper material, concrete, asphalt bins have been hauled out.
- Several curb boxes have been excavated and adjusted as necessary to accommodate turn on/off requests.
- Employees have tagged several residences for notification of the smart meter installations.
- Valve turning have been on going with University of Delaware crews for several projects along the Academy Street corridor. In addition to the needs at the UD construction projects, the valve turning was completed to identify where several high usage buildings are fed from in order to develop a comprehensive metering plan. This will help to eliminate estimated billing and reduce risk for future large billing adjustments.
- A hydrant repair was completed at 316 Nonantum following the hydrant being struck by a vehicle.
- Repaired water main breaks at 2 Ferncliff on 12/23 and the intersection of Casho Mill Road and Lafayette Road on 1/3. This brings our 2014-2015 season total of breaks to 9 and our final 2014 total to 23. The main break at the intersection of Casho Mill and Lafayette required assistance from the Electric Department as the break location was within a few feet of a utility pole and temporary stabilization of the pole was recommended.
- Top soiling and replanting of removed and saved vegetation was completed at the main break locations.
- Senior Water Division employees have begun training less experienced employees on the operation for the backhoe.

Street Division

- Sink holes were repaired on Stamford Drive and Edjil Drive.
- On 1/6 a Level 1 snow storm passed through the city beginning at approximately 5 am. Street crews were brought in early to salt the roadways in preparation for rush hour. During the day plows/salt trucks continued to maintain the streets and especially supported the Refuse Division in neighborhoods where collections were impeded by the road conditions. As a result of the extended cold front and concerns for melting, a refreezing affecting traffic on the morning of 1/7 salt was applied to all streets in the city.
- The street sweeper material, concrete, asphalt bins have been hauled out.
- Isolated leaf collections were completed on an as needed basis.
- Potholes were filled.
- Christmas tree collections have begun with our trucks pulling the chipper and chipping on site. Collections will follow the leaf collection routes.
- Preparations for the salt shed bracing repair have been completed. The steel order was picked up from the fabrication yard, and the fence at the location of the brace has been pulled back to allow for excavation of the brace footings. Construction is anticipated to begin next week following the extreme low temperatures.
- All remaining old 5/8" water meters which were removed from residences during the smart meter project have been sorted and prepared for sale. This is approximately 8,000 (5/8" meters only) out of 10,000 total meters (includes all sizes).

Garage

- A bearing went bad on the cooling fan in one of the rear loading trash trucks and was stuck onto the shaft. The job required the removal of all the front accessories to gain access for the puller.



Cooling fan bearing repair on rear loader

- The two swap loader leaf body units winterized and inspected and the trucks were prepared for snow removal. The care and maintenance of the leaf loader bodies is essential for these machines as they are extremely effective for leaf collections, however, repairs can be time consuming.
- Motor mounts were installed in two of our ford focus cars, the operators were complaining of engine vibration at idle. The motor mounts resolved the problems.
- The Street Divisions and Parks Department were assisted with plow repairs and labor to complete the snow removal duties when additional staffing was required.

Electric

Over the holidays, the line crews installed an autotransformer on an underground service on Pagoda Lane after one leg of the cable failed. A couple of days later a permanent repair was made. The first weekend of the New Year the on-call crew was called out for a large outage and found the substation transformer had tripped off line. When one of the differential relays which protect the transformer could not be reset, engineering was called out to investigate. It was found that the relay was faulty and a replacement was installed. About 130 customers in the center part of the city were out for two hours.

The line crews proactively repaired a broken insulator on Elkton Road they noticed while driving by before any problems occurred and isolated the broken service to the Lumbrook Park court lights after noticing a fallen tree on it. The crews continued work at the Newark Shopping Center, removing obsolete poles and changing circuit configuration.

The electricians flagged for the tree trimmer who was cutting on the busier roads during the less trafficked holidays. Areas along College and Delaware Avenues were trimmed. The electrician also got the impedances for all the three phase pad mount transformers

on the system for engineering to use in the arc flash study. They also worked on the court lights at the George Wilson Center, the reservoir parking lot lights, and the batteries at the Kershaw Substation.

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

CSH/mp