

DEPARTMENTAL WEEKLY REPORTS

September 5, 2014

Finance - Lou Vitola, Director

I participated in an ICMA presentation with our Parks & Recreation group related to the health risks of certain of our tree inventory and potential future costs associated with the management of our tree canopy.

Customer Service

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



The Customer Service Department and our billing and payment processing systems are now equipped to process McKees Solar donations and investments. The information linked below was reviewed by the City Solicitor and edited before advertising efforts were undertaken. The Conservation Advisory Commission was also provided an opportunity to provide feedback on the website content and program materials. In the absence of advertising efforts, we have raised a total of \$1,970 in funding for the park, \$400 of which consists of eight \$50 investments, \$1,570 of which represents outright donations and panel donations. 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](#) 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

Internal budget hearings are nearly complete. The Finance Department will continue efforts to compile the CIP and Operating budgets in advance of the upcoming financial workshop (scheduled for Monday, October 6, 2014) and public budget hearing (scheduled for Monday, November 17, 2014).

Alderman's Court

This past week we held three court sessions and a case session. We processed a total of 76 arraignments, 38 trials, 10 capias returns, 2 pleas and 9 case reviews. We also videoed 3 inmates for different events on Monday from the various prisons.

Police

The second week of the Fall Crime Suppression went well with no serious crimes committed. Officers responded to numerous loud party complaints over the weekend.

On September 1st, officers responded to a report of a man on the ground at the DART Transit Hub. Officers found a male laying on the ground. The male stated he lives in NJ and was visiting his girlfriend. He jumped over her balcony and injured his ankle. The subject was transported to Christiane Hospital.

Corporal Adam Mease has been working on establishing an Explorer Law Enforcement Program. Law Enforcement Exploring also known as Police Explorers is a career-oriented program that gives young adults the opportunity to explore a career in law enforcement by working with local law enforcement agencies. Founded in 1973, it is one of the Exploring programs from Learning for Life, a non-scouting subsidiary of the Boy Scouts of America. Corporal Mease will be holding an open house for interested participants and their parents on September 22nd in the Police Department roll call room.

WEEK 08/24/14-08/30/14	INVESTIGATIONS			CRIMINAL CHARGES		
	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt Kidnap	0	1	0	0	1	0
Rape	0	1	0	3	1	0
Unlaw. Sexual Contact	4	2	0	3	5	0
Robbery	0	5	0	0	2	0
- Commercial Robberies	21	19	0	35	27	2
- Robberies with Known Suspects	6	4	0	6	2	0
- Attempted Robberies	2	3	0	7	4	2
	3	3	0	0	0	0

- Other Robberies	10	9	0	22	21	0
Assault/Aggravated	13	5	1	17	7	1
Burglary	63	57	1	49	34	3
- Commercial Burglaries	17	9	0	8	4	0
- Residential Burglaries	44	46	1	38	23	3
- Other Burglaries	2	2	0	3	7	0
Theft	497	383	16	237	167	8
Theft/Auto	25	31	1	6	6	0
Arson	0	2	1	0	0	0
All Other	50	45	4	101	128	0
TOTAL PART I	673	551	24	451	378	14
<u>PART II OFFENSES</u>						
Other Assaults	165	174	4	126	139	3
Rec. Stolen Property	9	1	0	16	32	0
Criminal Michief	233	172	1	198	48	1
Weapons	8	14	0	41	42	0
Other Sex Offenses	2	0	0	4	0	0
Alcohol	233	219	16	548	381	23
Drugs	146	91	2	335	233	0
Noise/Disorderly Premise	405	428	32	262	199	18
Disorderly Conduct	265	115	2	192	132	3
Trespass	113	115	3	109	74	2
All Other	346	336	15	372	305	12
TOTAL PART II	1925	1665	75	2203	1585	62
<u>MISCELLANEOUS:</u>						
Alarm	789	701	30	0	0	0
Animal Control	301	392	8	10	1	0
Recovered Property	172	167	6	0	0	0
Service	16975	16673	467	0	0	0
Suspicious Per/Veh	348	339	13	0	0	0
TOTAL MISC.	18585	18272	524	10	1	0

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	810	26,462	797	25,175



Newark Police Department Weekly Traffic Report



	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
TRAFFIC SUMMONSES				
Moving/Non-Moving	9,504	6,707	225	246
DUI	166	118	3	4
TOTAL	9,670	6,825	228	250

PARKING SUMMONSES				
Meter Tickets	13,532	11,533	345	260
Parking Summons/IPR	4,926	3,445	110	148
Scofflaw	140 =	90 =	3 =	6 =
Amount Collected	\$27,202	\$18,735	\$736	\$1,243
TOTAL	18,598	15,068	458	414

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	144	120	3	4
Property Damage (Reportable)	217	247	4	7
Property Damage (Non-Reportable)	363	337	10	6
Hit and Run	194	176	3	3
TOTAL	908	880	20	20

City Manager's Office

IT Department Weekly Status Report – Joshua Brechbuehl, IT Manager		
Total Tickets Currently Open - 119		
Voice Over IP (Phone System) Replacement	On-Track	Expected Completion Fall 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Feature review meeting completed, Design currently under way		
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: PCI Consultant hired. Prepping to run audit.		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

License Plate Reader Cameras (2)	Started	September 30, 2014
The City was granted 2 License Plate Reader cameras that will be placed at the edge of the City.		
Latest Update: We are determining how to network these cameras to our existing environment (Meeting with Comcast)		
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	HOLD	Expected Completion Fall 2014
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: Waiting for RFP process to complete – No Update		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		

Council / Manager / Department Weekly Reports	Started	Expected Completion Fall 2014
Weekly reports in new format		
Latest Update: Second draft completed. Preparing to show Revision 1 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.		

Office 365 Mailbox Migration	Reopened	Expected Completion Summer 2014
Move data from on-premises to cloud		
Latest Update: Reopened – Server Built, working on verifying connectivity and configuration.		
Work to decommission on-prem Exchange Email Server and move all mail to the cloud.		

Virtual Server Backup Solution	Started	Expected Completion Fall 2014
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: Server built, testing ongoing		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

Other Notable IT Updates
<ul style="list-style-type: none"> • Parking Division - 2 out of 3 parking booths are now utilizing high speed broadband credit card readers, 3rd expected in coming weeks. (Box mounted, prepping equipment to be installed) • We have had significant issues related to our Hyper-V virtual environment and are engaging Microsoft to assist. Currently, there has not been a negative impact to our users due to redundancy. This is continuing to be an issue and we are working with vendors trying to get this sorted out.

Planning & Development – Maureen Feeney Roser, Director

Planning

Late last week the Department received an application for the rezoning, major subdivision and a special use permit for 60 North College Avenue. The materials are now being reviewed by staff.

Work continued this week reviewing materials for the Comprehensive Development Plan amendment, rezoning, major subdivision and special use permit for the redevelopment of the west side of Center Street from the entrance of Municipal Lot #3 to the entrance to UD's Frazier Field.

Some time was spent this week reviewing regulations as they relate to alcohol sales in movie theaters.

This week the Department received a request from Hakuna Hospitality Group to lift a deed restriction against the sale of spirits at 76 East Main Street.

On Wednesday afternoon, I participated in the Public Works & Water Resources 2015 Capital Budget review process.

On Thursday, August 28th, Development Supervisor Mike Fortner staffed the Rental Housing Needs Assessment meeting for the Technical Advisory Committee. The Committee met with the consultants (Urban Partners) to review preliminary data. The Committee set an "Open House" Public Meeting for Tuesday, October 21st to be held between 1 p.m. and 9 p.m. in the City Council Chamber. The intent of the Open House is to meet with a variety of community groups throughout the day to discuss rental housing needs in Newark. More information on the structure of the Open House will be provided at a later date. The Committee also set the next Advisory Committee meeting for Thursday, October 30th at 7 p.m. in the City Council Chamber. The recording of the meeting, preliminary minutes, and information distributed at the meeting will be posted on the City's website as soon as possible.

Some time was spent this week preparing the materials for the Major Subdivision of 305 Capitol Trail for Council review at an upcoming meeting.

At last night's Planning Commission, in addition to the agenda items below, the Commission welcomed our newest Planning Commissioner Frank McIntosh from District 6; and reluctantly accepted Chairman Bowman's resignation from the Commission. Chairman Bowman served the City for 23 years as a Commissioner. At the meeting the Commission also:

- Approved the request of the Newark Bike Project, Inc. for a temporary parking waiver to convert two off-street vehicular parking spaces at 136 South Main Street to bicycle parking spaces.
- After discussion of an amendment to the Zoning Code regarding "no impact" home based businesses, the Commission postponed consideration of the amendment until the October 7, 2014 Planning Commission meeting.

The Board of Adjustment will review, at their regularly scheduled meeting to be held on Thursday, September 17, 2014, Mediterranean Grill's (Newark Shopping Center) request for a variance from Section 32-56.4 Facilities selling alcoholic beverages for consumption on premises and restaurant patios. The Zoning Code requires that restaurants selling alcoholic beverages for public consumption on the premises have no less than 50 seats. The Mediterranean Grill currently has 24 seats. If the BOA grants the variance, the Mediterranean Grill will then come to Council with a Special Use Permit request.

The Planning and Development Department has received a request from the Newark Natural Foods Co-op for a special use permit for a retail food store with over 5,000 square feet of floor area to relocate into the Newark Shopping Center.

This week Ricky spent some time on press releases for the following:

- City of Newark Asks Electric Customers to Voluntarily Conserve Electricity on 9-2-14.
- City of Newark Public Works and Water Resources Department conducting Water System Pressure Testing.

This week the Planning and Development Department has processed:

- 1 Buyers Affidavit
- 12 Building Permits
- 5 C/Os

Economic Development

Some time was spent preparing for Community Day (September 21, 2014).

Some time was spent this week on a FOIA regarding the DNP presentation to Council.

Considerable time was spent on preparations for the Taste of Newark to be held on Sunday, September 28th from Noon – 3:00 p.m.

This morning, Ricky staffed the DNP Merchants' Committee meeting.

Parking

On Wednesday evening, I met with UD Director of Auxiliary Services Rich Rind to discuss parking meters and parking enforcement strategies.

Some time was spent this week on a FOIA regarding clearing of parking meters.

Installation of credit/debit enabled parking meters went better than expected: All meters received have been installed, and the response has been overwhelmingly positive.

The Parking Division staff spent considerable time cleaning parking lots affected by student move back.

The Division has started a waiting list for monthly parking permits. More than 70 calls for permits have been received by the Division since the permit supply was exhausted last month.

Code Enforcement

On Thursday afternoon, I met with City Solicitor Bruce Herron, Code Enforcement Supervisor Steve Wilson and Code Enforcement Officer Tim Poole to discuss the Pilgrim Baptist Church Board of Building Appeals hearing.

1 South Main Street was issued a temporary C/O for third and fourth floor apartments this week.

This week 230 E. Cleveland Avenue (Newark Toyota) was issued a conditional Certificate of Completion. The dealership should start moving cars to the new location on 9/3/2014.

The C/O for 400 Suburban Drive Painting with a Twist should be issued later this week. The Grand Opening is scheduled for Wednesday, September 9th.

Building Maintenance

The installation of work stations was completed this week in the Finance Department. New lighting was also installed over these work stations.

Currently, the Division is working on putting work stations back together in the Parks Department.

Ice machine repairs at the yard were completed this week.

The Division is currently working on patching the sidewalk above generators in the Police Station as a temporary measure until we can get a more permanent fix in next year's budget.

Public Works & Water Resources – Tom Coleman, Director

Management

- Street Contract: Milled Timberline Drive and installed deep patching but had to postpone wearing course installation 24 hours to allow for the road base to dry out.
- Handicap Ramp Contract: Held the pre-construction meeting for the handicap ramp contract with work scheduled to begin the week of 9/8.
- Corbit Street Area Water Main Replacement: The contractor has completed installation of the main on Corbit and has begun pressure testing. The main in Corbit should be ready to begin switching services over on the week of 9/8. The main in Ray Street should be fully complete by the end of the week which will allow for road restoration to begin during the week of 9/8.
- Concrete Tank Roof Repair: We began stress testing this week but following initial results have postponed testing until Unit 1 at the Curtis WTP is back online. This is something that should be largely handled in a computer once we build out the water system model included in the GIS water system master plan project.
- McKees Solar Park: Racking is going up quickly and the first few panels should be installed during the week of 9/8.



- Arbour Park Booster: Held the pre-bid meeting on site and had very good attendance. Bid opening is scheduled for Tuesday, 9/9.
- A contractor cleared weeds from the sand filter at the reservoir.

Stormwater

- Met with a representative from Brandywine Nurseries and Red Tail Restorations to obtain a quote for the removal of Japanese Hops at the 896 bioretention area.
- Participated in a Filtrexx webinar, “Envirosoxx for Pollutant Removal”.
- Started working with UD on Google Docs to test if that format will work better for annual reporting. This will allow each of us to make changes/additions to the report simultaneously, and eliminates the cutting/pasting that had to happen last year to incorporate the UD information.
- Participated in a Water Environment Federation webinar, “Innovative Approaches to Financing and Funding Stormwater and Green Infrastructure Investments”.
- Pulled together a draft one page summary of the Hunt at Louviers basin retrofits for the Christina Basin BMP tour. Forwarded that summary to the White Clay Wild and Scenic Program Coordinator for additional editing and comments.

Refuse Division

- Refuse collections have increased with the arrival of students at the University.

Water & Wastewater Division

- The Water Division field crews worked with the Water Quality Superintendent on stress tests at the Concrete Tank.
- Regular maintenance including the raising and lowering of curb boxes and valves was performed at several locations.
- A section of the circulation pipe at the Reservoir was removed to allow contractor access to the wetland area for vegetation removal.

Street Division

- The repair of several corrugated metal storm pipe deficiencies in Laurel Field (UD) are underway. This is a large storm pipe which takes water from South College Avenue to the discharge in Lewis Park. This pipe is severely deteriorated and is high on our list for replacement. This is the same pipe system that failed in the intersection of Academy Street and East Park Place this past winter requiring emergency repairs. Locations were identified with help of the Sewer Truck #243. Deficiencies include poor connections at junction boxes, pipe section dislocation, and partial pipe collapse.



Figure 1: Excavation of storm pipe defects in Laurel Field

- Blacktop has been installed at several of the Rising Road repair locations, the New London Road repair location, and a deteriorated section of blacktop was removed and replaced on Stafford Avenue.
- Removed sections of a tree that fell from the South Well Field property and a large diameter tree that had fallen across a stream was removed at Squirrel Drive.

Garage

- The Garage has repaired/installed the screens for the Catch Basin Truck #250 to improve vacuum performance.



Figure 2: Screen repair of Catch Basin Truck #250

- Following a large hydraulic leak on Refuse Truck #458, the Garage responded quickly with oil dry and prevented any flow of the spill into a nearby catch basin. After the oil was absorbed, the garage supported the Water Division by cleaning up the area with the Street Sweeper.
- During regular maintenance, cracks in the springs of Refuse Truck #409 were observed. The rear of the truck has been disassembled to allow for a contractor to perform the welded repair.

Electric

The line crews installed street lights at the Newark Preserve, continued fixing hot spots found by the latest infrared scan, continued changing insulators for a voltage upgrade in the Delaware Circle and Tyre Avenue areas, and replaced a pole on Brook Drive.

The electricians continued working on the parking lot lights at City Hall and maintenance work at substations, including changing nitrogen tanks and fixing alarms.

Engineering and the meter technician attended a relay testing workshop in Kennett Square. A contractor who does testing and works on utility lines allowed City personnel to join a class that they hired an instructor to give.

A squirrel ran along the power lines Sunday morning and tripped two circuits out along Main Street. Line crews were called in for restoration. A police camera narrowly missed the event. It shows the squirrel before the incident and after rotating, smoke rising.

Parks & Recreation

Administration & Planning

I met with maintenance personnel on the traffic medians along Elkton Road to evaluate the planting bed irrigation system.

We conducted a pre-construction meeting at LeRoy Hill Park in preparation for the start of construction on the baseball field drainage project. The contractor will be on site to begin working this week.

Tom and I attended the pre-construction meeting for the Christina Creek project.

We reviewed a few subdivision plans and submitted comments.

Curtis Mill Park Update:

- Parking lot paving was completed.
- Paper Mill Road paving was completed.
- The traffic signal contractor is on-site doing installations.
- Parking lot and road surface striping should be completed later this week or next week.
- Tom met with Reybold's landscape manager to discuss and begin planning for the installation of trees at the Curtis Mill Park site. Installations will occur in early October.

Park Supervisor Rich Gregg completed the monthly park maintenance crew training schedule for the next 15 months.

Tom conducted park inspections and prepared related maintenance work orders.

Tom committed time writing an Urban Tree Grant through the State Forestry.

We had discussions with several subdivision contractor regarding landscape installations.

I began working on a grant reimbursement request for the Curtis Mill Park project.

Parks Maintenance

Mowing operations continue.

The crew committed a good amount of time on landscape bed maintenance to include: watering, mulch application and weed control.

We applied wood carpet (safety surfacing) at several park playground units.

The crew installed a secure picnic table at the Handloff skate spot, prepared soccer field for league play, and did tree and shrub pruning at several park sites.

A D.O.C. crew assisted with landscape bed maintenance at various horticulture sites.

The crew removed some curlex from the Curtis Mill Park site to cut grass that was getting too high.

Recreation Services

Paula is continuing to interview and select new staff for the Before and After Care programs. All new staff and some returning staff will complete their orientation this week. West Park After Care has now filled with 40 students and a waiting list has begun. Paula also continues to complete necessary paperwork on all staff to comply with the Office of Child Care requirements. She also attended mandatory training sponsored by the Food Bank of Delaware who supply the snacks for the after care programs at both sites.

Paula worked on the youth soccer league schedules and continues to recruit soccer instructors for the start of the instructional classes and games.

Sharon prepared statistics for summer activities.

Sharon has been preparing for Community Day. Vendor applications have been coming in steadily. Almost all of the performance and demonstration slots have been filled. Information on vendor assignments will be emailed next week.

The Parks and Recreation Facebook page's visits, shares, and engagement is down slightly from a few weeks ago, but we have still gotten a few more likes and expect the page activity to pick up again as we get into our fall activities and events.

Tyler completed his September George Wilson Center attendant's schedule.

Tyler completed his summer statistics and program analysis sheets.

Joe attended the National Recreation and Parks Association Directors School in West Virginia.

The staff is very busy with the start of the fall program season.

CSH/mp