

DEPARTMENTAL WEEKLY REPORTS

October 24, 2014

Parks & Recreation

Administration & Planning

Parks, Electric and Public Works personnel have completed many of the tasks required to get the Community Garden program slated to start in the spring of 2015. Site preparation will continue this fall.



Parks crew members working on Community Garden building at Fairfield Park.

Last Wednesday Tom and I attended meeting with DeIDOT representatives and their new landscape contractor who will finish the landscaping on Elkton Road/South Main Street. The contractor began their work on Monday of this week.



DeIDOT landscape contractor replacing plantings on Elkton Road.

We are happy to welcome our newest recreation employee this week. Chrissy Palmer will serve as a part-time Recreation Specialist whose primary responsibilities will be coordinating our volunteer program, assisting with special events and other recreation programs.

The contractor doing the rehab work at the Stafford Park Street Hockey Court is continuing to make progress. Fence posts have been installed and surface preparation is ongoing.

The contractor selected to complete the sub-surface drainage system at LeRoy Hill Park has all but completed their work. The sod contractor started laying sod early this week.

Tom inspected landscape installations at a site on East Cleveland Avenue for the start of two (2) year warranty period.

Last Friday we had a great day for the opening of Curtis Mill Park. I want to thank Sharon Bruen, Joe Spadafino, Rich Gregg, Liz Williams, Paula Ennis, Tom Zaleski and the parks crew for their time and effort for taking care of the logistics for the event. There are still a few items to be completed by the contractor, but by and large the park is open for use. The full beauty of the site will not be realized for three years and beyond when the meadow grasses grow in and as the trees mature.



Curtis Mill Park Opening and Ribbon Cutting

Rich and I committed time this week reviewing our snow removal operating procedures and updating the list of snow and ice control sites the Parks and Recreation Department has responsibility for. These materials and information will be included in the report being prepared by the PW&WR Department.

Tom conducted park inspections at two (2) park areas and developed maintenance work orders.

Tom monitored the landscape installations at Curtis Mill Park by our contractor as well as plantings installed by our staff at the McDonald's Circle traffic triangle, Casho Mill Road/CSX underpass, and on the two medians between Casho Mill Road and Christina Parkway.

Parks Maintenance

The crew completed several general maintenance work orders.

Several crew members attended a snow plowing/removal workshop at the U of D on Friday.

We planted three (3) sites last week: Casho Mill/CSX Railroad medians, Elkton Road medians and the McDonald's Circle triangle.

Parks staff continued mowing operations, prepared soccer fields for league play, worked on the block building at Community Garden site, installed a cable gate at Curtis Mill Park and did trash removal at park sites.

Recreation Services

Paula conducted the coaches meeting for the adult winter volleyball league scheduled to start mid-November. We have 17 teams registered for the two leagues.

Paula continued to promote the start of our Youth Basketball League by distributing flyers to the schools, sending an email blast to previous participants from all youth programs, etc. She sent out a reminder about the upcoming Basketball Skills Day scheduled for October 21 to currently registered participants. She also continues to search for volunteer coaches.

Sharon committed time preparing for the opening of Curtis Mill Park. She purchased supplies, prepared the materials, arranged the logistics, created the program and give away information, prepared the food, and attended two meetings about the event. Thank you to everyone that helped and attended the event.

Sharon has been preparing for the upcoming Halloween Parade. Participants were mailed their space numbers on Friday. Applications continue to come in and we are looking forward to another great event. We currently have over 70 participating groups, including nine bands.

Tyler, Joe and Andrew Haines conducted interviews for the part-time George Wilson Center Attendant opening. Five candidates were interviewed on Tuesday, October 14.

Tyler attended the GIS Committee meeting and is working on details to make a new parks map available to the public.

Tyler is recruiting volunteers to work the annual Halloween Party for Kids at the George Wilson Center scheduled for Thursday, October 30.

We held another introductory pickleball class on Thursday, October 16. This was the first class held at Folk Park, which had pickleball lines painted on the tennis court earlier this year.

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

The recreation staff is working on winter/spring program planning.

Joe met with the recreation staff about their winter/spring program ideas.

The recreation staff assisted in the Curtis Mill Park Opening that was held on Friday.

Joe attended the Mayor's Masquerade Fun Run meeting. The event will be held on Saturday, November 1.

Joe attended several Curtis Mill Park opening meetings and assisted with setup and break down of the event.

Finance - Lou Vitola, Director

I attended Federal Energy Regulatory Commission (FERC) 101 training at DEMEC's offices on Tuesday, October 21, 2014. Michael J. Nolan of MJN Consulting presented a broad overview of public power's history and challenges to City Managers, Finance Managers, and members of Council representing most DEMEC communities.

I participated in the Safe+Smart Cities meeting on Wednesday, October 22, 2014 in an effort to collaborate with national technology, financial, infrastructure, legal and other experts and share ideas for the improvement of Newark's municipal operations.

Customer Service



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

Through DEMEC, the City was nominated for the Solar Electric Power Association (SEPA) Utility of the Year awards program as a result of our innovative way to include public participation in our funding process and provide rebates for solar investments. Through October 22, 2014, we have raised a total of \$3,995 in funding for the park, \$1,400 of which consists of twenty-eight \$50 investments and \$2,595 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](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

Budget preparation continues in advance of the November 3, 2014 Pension and Budget Workshop.

Alderman's Court

This past week we held three court sessions. We processed a total of 75 arraignments, 47 trials, 19 capias returns, 4 case reviews and 1 violation of probation hearing. We videoed 4 prisoners Monday from the various prisons and transported 3 Thursday for other events.

Police

This weekend was very busy with homecoming. Extra officers were on patrol and carefully monitored parties in residential areas as well as providing foot patrol on Main Street. On Saturday, officers made a total of sixty-six (66) criminal arrests. Twenty-four (24) residences were contacted and the parties were dispersed. Two (2) individuals were transported to Christiana Hospital Emergency Room. The majority of arrests were for underage consumption of alcohol, and open container of alcohol.

On October 20th, at 7:00 a.m., officers responded to a report of a large fight at Newark High School. Upon arriving at the scene, officers observed several students fighting with hundreds of on lookers impeding police response. State and County police arrived on the scene to assist. Over a dozen students were taken into custody and released to their parents pending further investigation. No one was injured during the event.

Plans have been completed for traffic control during the Halloween Parade.

During the month of October and November, officers have been attending the required firearms qualification.

WEEK 10/12/14-10/18/14

INVESTIGATIONS

CRIMINAL CHARGES

	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	1	0	0
b)Attempt	0	1	0	0	1	0
Kidnap	0	1	0	6	1	0
Rape	6	3	0	3	5	0
Unlaw. Sexual Contact	2	7	0	4	2	0
Robbery	24	28	0	39	27	0
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	2	3	0	7	4	0
- Attempted Robberies	5	5	0	1	0	0
- Other Robberies	11	15	0	25	21	0
Assault/Aggravated	14	6	0	19	7	0
Burglary	79	67	0	58	68	0
- Commercial Burglaries	17	10	0	10	5	0
- Residential Burglaries	60	53	0	45	28	0
- Other Burglaries	2	4	0	3	35	0
Theft	630	473	11	286	232	1
Theft/Auto	27	36	2	6	11	0
Arson	0	5	0	0	0	0
All Other	59	62	6	126	170	0
TOTAL PART I	841	689	19	548	524	1
<u>PART II OFFENSES</u>						
Other Assaults	212	209	5	173	171	0
Rec. Stolen Property	9	2	0	22	35	0
Criminal Michief	283	220	7	214	69	1
Weapons	12	16	1	56	49	0
Other Sex Offenses	2	0	0	4	0	0
Alcohol	365	342	35	807	563	8
Drugs	162	103	1	371	266	7
Noise/Disorderly Premise	525	588	54	335	258	11
Disorderly Conduct	305	153	6	264	168	3
Trespass	150	143	3	139	88	2
All Other	428	403	11	478	386	8
TOTAL PART II	2453	2179	123	2863	2053	40
<u>MISCELLANEOUS:</u>						
Alarm	912	832	22	0	0	0
Animal Control	364	475	9	18	3	2
Recovered Property	212	219	8	0	0	0
Service	19933	20352	458	0	0	0
Suspicious Per/Veh	445	451	15	0	0	0
TOTAL MISC.	21866	22329	512	18	3	2

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	626	31,385	792	30,862



**Newark Police Department
Weekly Traffic Report
10/12/14-10/18/14**



	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
TRAFFIC SUMMONSES				
Moving/Non-Moving	10,931	8,030	121	159
DUI	205	152	4	5
TOTAL	11,136	8,182	125	164

PARKING SUMMONSES				
Meter Tickets	16,303	13,801	446	418
Parking Summons/IPR	6,190	4,420	185	150
Scofflaw Amount Collected	167 = \$32,841	114 = \$23,817	6 = \$1,118	4 = \$885
TOTAL	22,660	18,335	637	572

TRAFFIC ACCIDENTS				
Fatal	1	2	1	0
Personal Injury	185	148	4	1
Property Damage (Reportable)	275	290	11	2
Property Damage (Non-Reportable)	445	390	15	1
Hit and Run	237	203	4	0
TOTAL	1,143	1,033	35	4

Planning & Development – Maureen Feeney Roser, Director

Planning

Considerable time was spent this week preparing for the upcoming Planning Commission meeting scheduled for November 4th. On the agenda are:

1. Review and consideration of the 2015 – 2019 Capital Improvements Program.
2. Review and consideration of the rezoning, major subdivision and special use permit for the property located at 60 N. College Avenue to demolish the existing structure and build a mixed use building with 5500 square feet of retail and parking on the first floor with 36 apartments on three floors above.

On Friday DNP Administrator/Planner Ricky Neitubicz and I attended the Curtis Mill Park paper cutting ceremony.

On Monday evening Development Supervisor Mike Fortner reviewed the first four (4) chapters of the draft Comprehensive Development Plan V with City Council and interested members of the public at a Council Workshop session. The next workshop for continued Comp Plan review is scheduled for December 15, 2014 at 6 p.m. in the City Council Chamber.

On Tuesday, October 21 from 1 – 8 p.m., Mike helped staff the Rental Housing Needs Assessment “Open House” with the consulting firm, Urban Partners. Urban Partners showed preliminary data and discussed housing concerns and ideas with the public. Mike also presented information from Comprehensive Development Plan V concerning housing trends, as well as information from the recently completed State of Delaware Housing Needs Assessment report. Fifty-five (55) people were counted as attended the event.

This week Ricky, Parking Administrator Marvin Howard and I took advantage of speech training classes offered by the City Manager’s Office.

This week Mike participated in the GIS planning committee meeting.

On Tuesday Mike and I participated in the Safe and Smart Cities Workshop at Clayton Hall. Code Enforcement Supervisor Steve Wilson also participated in the morning session.

This week the Planning and Development Department processed the following:

- 14 Buyers Deed Transfer Affidavits
- 8 Building Permit Reviews

Public Relations

This week DNP Administrator/Planner Ricky Nietubicz processed press releases for:

- The Memorial Parade Committee new member interest.
- Halloween Parade information.
- Curtis Mill Opening.

Economic Development

This week invitations for the Downtown Newark Partnership’s Annual Meeting and Volunteer Appreciation Reception scheduled for Thursday, November 13, 2014 from 5 - 7 p.m. at the Courtyard Newark at UD were sent out. Arrangements were also made for the event which will mark the 16th Anniversary of the DNP, and features a Silent Auction benefiting the Newark Empowerment Center.

Considerable time was spent this week on logistics for Trick-or-Treat Main Street to begin immediately following the annual Halloween Parade scheduled for Sunday, October 26, 2014 at 3 p.m.

This week Ricky completed an application for “Downtown Development District” designation by the Office of State Planning Coordination, in order to receive benefits from Delaware State Housing Authority to incentivize capital investment in downtown housing stock.

Community Development

This week work continued with the CDBG/RS Advisory Committee regarding information needed to make funding allocation recommendations for the upcoming grant years – 2015 Revenue Sharing and 7/1/15 – 6/30/16 CDBG.

Transportation

This week I spent some time on Unicity Bus scheduling and routing to better serve riders and to coordinate with DART bus routes to begin in January.

On Thursday, October 16, Mike attended the WILMAPCO Technical Advisory Committee meeting.

Parking

On Friday I met with Deputy City Manager Andrew Haines to discuss a potential RFP for parking enforcement and fine collection software.

On Monday afternoon I joined City Manager Carol Houck, Finance Director Lou Vitola and Special Counsel Mark Dunkle in a meeting with representatives of the University of Delaware and the Exponential Development Group to discuss potential development opportunities on Municipal Parking Lot #6 as part of the land swap deal to assemble land in Lot #1.

This week the Parking Division staff spent considerable time cleaning-up in municipal parking lots during and after Homecoming, which is one of the busiest weekends in Newark.

The Division is also preparing for Free Parking this Sunday, October 26, 2014 to accommodate the Halloween Parade and Trick-or-Treat Main Street.

Code Enforcement

On Friday morning Steve and I met with IT Director Josh Brechbuehl to discuss the wireless mesh and IT equipment needs in order for Property Maintenance Inspectors to print citations from their vehicles as part of next year’s budget submittal. The project will improve efficiencies for the Division, and if successful, can be expanded to include inenter inspection data into Cityview without returning to the building.

A C/O was issued for 60 Munro Road.

Building Permits are ready for pick up for the Alder Creek Project.

A demolition permit has been issued for 107-109 S. Chapel Street. A pre-demo meeting has been held.

Building Maintenance

This week a broken faucet in the Police Station, 2nd floor restroom was repaired.

A new hot water heater for the Wilson Center was picked up this week.

The broken faucet was replaced in first floor restroom of the Police Station.

Public Works & Water Resources – Tom Coleman, Director

Management

- Street Contract: No additional work was done on the street contract this week.
- 2014 Handicap Ramp Contract work is complete. Measurements are underway for the 2015 contract.
- Cherry Hill Manor Service Road Repaving: All hot mix paving, catch basin adjustments and restoration are complete. Residents have been notified to move their refuse containers back to the alleys so regular collection can resume starting the week of the 27th.
- Corbit Street Area Water Main Replacement: Work has continued on Dallam Road.
- Delaware Avenue Cycle Track: We have received JMT's proposal for the cycle track feasibility study and have provided a copy to DeIDOT, Bike Delaware, and the Newark Bike Committee for review. Bike Delaware is working continuing to work with DeIDOT on securing funding and having them take over project management to ease the burden on Newark and improve DeIDOT's experience with projects like this so they become easier to deploy elsewhere in Delaware.
- Attended the annual meeting of the White Clay Watershed Association
- Leak Detection Survey: The contractor has continued to work and I am waiting on the second weekly update.
- Curtis Water Treatment Plant Filter Rehab: All five units are live and functioning as expected.
- Green Wednesday Update: This was in last week's update but I thought it was worth mentioning again: We will be discontinuing green Wednesday collection starting December 1st through March 1st in an effort to save costs. Collection during this period is very low which results in empty trucks driving around town. This will free up our drivers to perform other tasks and will allow time for the mechanics to service the refuse trucks during regular hours as they are otherwise always in operation during the day.
- Retro Reflectivity Study: Interns continue collecting inventory data for signs throughout the City. The goal will be to complete the inventory of all signs north of Main Street, S. Main Street, and Elkton Road (Phase 1) by the end of October before finalizing the signage replacement plan. The second and final phase of the sign inventory will encompass all signs on and south of Main Street, S. Main Street, and Elkton Road.
- Attended a CCI Safe + Smart Cities team meeting at Clayton Hall which was very promising. I am looking forward to reviewing their recommendations.
- Discussed our WCC allocation with the UD Water Resource Agency and the DNREC Allocations Branch. DNREC has suggested that we submit for an increase to our DNREC WCC allocation which would increase it to be in line with our DRBC Allocation as it appears it was missed during the last round of updates in 2003. We will be

requesting an allocation for the new Well 14 at this time as well that will allow us to bring it online once appropriate well specific treatment is in place.

- We are finishing up the refuse truck RFP which will purchase two new trucks which will replace our two oldest trucks. We expect to have this advertised next week.

Stormwater

- Updated the stormwater plan for the Maintenance Yard to reflect personnel changes, new signatures, and other associated information. Revised the spill plan for the yard as well. Submitted the revised documents to Director for comments and signatures.
- Reviewed the latest draft of the stormwater utility ordinance, and forwarded my comments to Lou.
- Met with Dukart Management regarding an IDDE complaint on Main Street.
- Documented the progress of the Christina Creek Restoration project.



Checking grades during a rock vane installation

Refuse Division

- Normal refuse operations have been completed.
- The refuse drivers have been working with the management staff to identify problem areas related to can placement location and parking throughout the City where residents need to be refreshed on the requirements of automated collections. We will begin targeted educational outreach shortly.

Water and Wastewater Division

- As a result of sanitary sewer smoke testing, defects have been identified throughout the sewer system. A manhole identified on Haines Street, was sealed to prevent stormwater inflow and infiltration into the system.
- Top soiling and seeding was completed to repair the areas disturbed from recent water main breaks on Radcliff, Edjil, and Colgate. Our 2014-2015 winter season total remains at 3 breaks. We have had 19 main breaks in 2014.
- The New London Tank supply line (above ground) was insulated and heat tape was installed.

- A frame and cover was replaced for a manhole near Cooches Bridge Pump Station.
- The Water Division continues to perform maintenance at the CWTP and the Reservoir including debris removal from the Raceway. This time of year, leaves can clog the intake grates on a regular basis. We are looking into automated bar screen equipment that can reduce this task as it has a very high personnel requirement.
- The wetland recirculating pump at the I/O Tower in the Reservoir was removed for repair due to wear on one of the cables. We repaired similar damage in 2012 which cost around \$13,000 after water made it into the pump via the worn electrical cable. At this time we do not believe similar water intrusion has occurred but we are going to perform the recommended annual pump maintenance at this time so we don't have to pull the pump again soon as it is not an easy task.



Reservoir I/O Tower Pump with wear at the cable connection

Street Division

- Leaf collections continue and our crews have been completing schedules with no overtime while running two swap loader one man leaf machines and adding the additional leaf machines and dump trucks. Due to amount of overtime expended last winter due to the heavier than normal snow fall, we are not going to work any overtime for leaf collection in an effort to keep costs down. Unfortunately, this means collection will be slower than in the past but we will extend the season accordingly if we get too far behind. Residents will be advised that leaves can be placed in cans and put out on Green Wednesday in addition to normal leaf collection.

- Catch basin repairs have been completed for two basins at Anna Way.
- Concrete has been poured and asphalt has been placed at the recently rebuilt catch basin at Confluence Court.

Garage

- The garage has been busy on several vehicle repairs this week including the replacement of a steering shaft u-joints in a police car, the installation of cab mounts in a refuse truck, the removal and resealing of an injector on a trash truck engine, a heater core replacement in the water meter van, and an oil leak repair on the rear engine in the street sweeper.

Electric

The line crews changed a 34kV bushing on a substation transformer. Two of the three bad bushing had been replaced previously, but a third was damaged during shipment and had to be exchanged. The line crews also continued work at Alder Creek and the Newark Preserve installing underground cables.

Electricians finished installing the conduits and most of the wiring for the new substation transformer delivered two weeks ago. Fiber optic cable needed for SCADA has yet to arrive. An electrician also escorted a contractor into the substations as part of the biannual infrared scan of transformers and equipment. A hot spot was found in the first hours of the scan and immediately fixed by line crews.

Engineering and the electricians started testing the new substation transformer's systems and relays for proper operation. Engineering also attended a training class on FERC (Federal Energy Regulatory Commission) and PJM (a regional grid interconnection organization) given by DEMEC with a knowledgeable lobbyist from Washington as the keynote instructor.

CSH/mp