

DEPARTMENTAL WEEKLY REPORTS

November 21, 2014

Planning & Development – Maureen Feeney Roser, Director

Planning

On Thursday afternoon, I attended the STAR Vision held at the Trabant Theater.

On Monday afternoon, Development Supervisor Mike Fortner and I attended a meeting regarding the redevelopment of a property on Route 896 that is in the floodplain.

On Monday, November 17, Mike met with officials from the Delaware Department of Natural Resources and Environmental Control (DNREC) to discuss revisions to the City's Flood Plan Regulations to stay compliant with changes to the FEMA's National Flood Insurance Program (NFIP). The proposed changes will go to Planning Commission on December 2nd, and to Council for first reading on December 8th.

Time was spent this week preparing the applications for two Special Use Permits. The first SUP is an application from Del Sol Mexican Restaurant to extend the hours they are permitted to sell alcohol from 11 p.m. to 1 a.m. The second SUP is a home based business for an off-site cleaning service.

The Planning and Development Department processed the following:

- 10 Buyers Deed Transfer Affidavit forms
- 1 Certificate of Occupancy
- 8 Building Permits

Public Relations

This week DNP Administrator/Planner Ricky Nietubicz processed press releases on the following:

- City of Newark Thanksgiving Holiday Recycling/Refuse Schedule
- 41st Annual Turkey Trot-November 22nd.

Economic Development

On Thursday evening, Ricky, Parking Administrator Marvin Howard, Research Aide Tommy Atadan and I staffed/attended the Downtown Newark Partnership's "Sweet 16" Annual Meeting and Volunteer Appreciation Reception held at the Courtyard by Marriott-UD celebrating 16 years as an organization dedicated to the enhancement of Downtown Newark. Sally Miller was honored as Volunteer of the Year for her longtime service to the DNP Board and Parking Committee Chairman.

Considerable time was spent this week preparing for “Buy One Get One Half Off” Downtown Gift Card Sale. After last year’s extreme success of the “Buy One Get One Free” special on Small Business Saturday, the Merchants’ Committee and DNP Board recommended the program that we will be putting into action next week. Customers who buy a \$50 gift card will receive a free \$25 gift card, limited to the first 400 customers age 16 or over at the Parking Office, starting at 9 a.m. Customers in line at 9 a.m. will receive vouchers to come back any time before 2 p.m. to claim their gift card, as a strategy to minimize wait times and lines. We have partnered with the University of Delaware Barnes and Noble Bookstore to provide free hot chocolate during the day to encourage patrons to stay and shop. The Bookstore has also generously agreed to hand out coupons for other retailers as provided, as well as provide a “Grinch” character to “steal” the Holiday Storefront Decorating Contest trophy from the prior year’s winner (EC Shades) on Small Business Saturday. It should be a very festive day.

DNP Administrator Ricky Nietubicz also confirmed the Holiday Free Matinee schedule with the Newark Area Welfare Committee and Newark Cinema Center. The following movies will be shown at 11 a.m. at the Newark Cinema Center, free of charge to patrons with a canned food donation to the NAWC:

12/6 - A Christmas Story
12/13 - White Christmas
12/20 - Scrooged
12/27 - The Polar Express

This week preparations for Restaurant Week began. Restaurant Week is scheduled for January 19-25, 2015.

Time was spent this week on the upcoming year’s Calendar of Events magnet design for launch during Winterfest.

Community Development

Time was spent this week preparing the Community Development Block Grant (CDBG) recommendation packet for review by City Council.

Parking

On Thursday morning, Marvin and I participated in the IPS Meters discussion with IT Manager Josh Brechbuehl and IT Lead Desk Support Roberto DeDeus regarding GSI integration with the City’s IPS parking meters.

On Tuesday afternoon, Marvin also attended the Traffic Committee meeting on Tuesday afternoon.

The City will offer free parking in their municipal lots and at downtown parking meters during the Thanksgiving holiday. Free parking will be Thursday – Monday morning at 5:00 a.m.

Code Enforcement

C/O’s were issued for the following; 40, 42, 44, 46, 48 Munro Drive.

Footings were installed for the new duplex being built at 107/109 S. Chapel Street.

Building Maintenance

The repairs to Captain Potts' office have been completed.

This week the sink at the Wilson Center was repaired.

Public Works & Water Resources – Tom Coleman, Director

Management

- Street Contract: Our Street Program contractor has completed curb and sidewalk replacement on Corbit Street. Right now the earliest availability for the paving crew to return is the first week of December which is quite late and it may be too cold to pave at that time. If we are unable to pave this fall, we will try to have the contractor remobilize as early as possible in the spring.
- Corbit Street Area Water Main Replacement: All mains are installed, charged and accepted by the Department of Public Health for operation. We have around 8 houses left to switch from the old main to the new main at which time we will complete the final connection near Nottingham Road and install asphalt in all remaining trenches. It is now looking like project should be complete the first week of December.
- McKees Solar Park: The ribbon cutting was Friday the 14th. We have received access to the monitoring website and results look good. The highest production day so far was October 12th with 1184 kWh produced. The minimum full production day was November 17th with 43.7 kWh produced. Here is a link to the public page for the system:
https://enlighten.enphaseenergy.com/pv/public_systems/yJBx466968?preview=1
- Delaware Avenue Cycle Track: Project was discussed at the Newark Bike Committee meeting on Thursday, otherwise still waiting for an update from DelDOT.
- Leak Detection Survey: Work is proceeding on schedule.
- Transfer Station Closure: A meeting with the design consultant JMT has been set to review comments from the City and UD.
- Retro Reflectivity Study: A final meeting was conducted with the retro reflectivity study interns, representatives from the UD T2 Center and the management team to review all data collected and layout the plan for the completion of the sign inventory in 2015. Additionally, a sign priority ranking replacement program was presented which will allow us to replace signs in a data driven fashion, starting with the most critical locations.
- Solar Compactors: No Update.
- Country Club Drive Traffic Calming: Several calls from residents regarding the traffic calming study pattern installation have been received. Resident concerns and feedback are being documented and will be incorporated into the study. In addition to suggested revisions to the patterns, several observations from the residents located near the intersections have been relayed.
- Water SCADA: Waiting on the proposal for the Reservoir implementation.
- Snow Plan: We have received some additional resident feedback on the plan over the last two weeks. Also, we are working to get the snow removal routes in GIS so they can be displayed on the website per the request of Council. Lastly, we are working on

a bill staffer which covers winter related and other PW&WR items which will be included in the next bill cycle. We have created a "Snow Central" page which will house all relevant winter storm related information. The page should be ready to go the first week after Thanksgiving.

- We have completed a preliminary analysis of our fee structure for PW&WR items and presented this information to Finance. We have continued research into other fee structures to see how certain items are handled elsewhere.
- Safety Training on "Health Effects of Cold Weather" was conducted last Friday for all PW&WR employees at the maintenance yard.
- A meeting with the Refuse Division and the management team was conducted to review the policies of automated collection and discuss typical resident violations. A process for reporting resident violations and warning/fining the residents was developed and is being implemented. Refuse drivers were encouraged to discuss problems they encounter on their routes and work with the management team on the solutions.
- PW&WR management met to discuss the employee annual review process and set a schedule for the department employee reviews to be completed.
- The Traffic Committee votes this week to direct PW&WR to look into the costs and feasibility of implementing a "Don't Block the Box" campaign at intersections where drivers frequently don't clear the intersection, blocking cross traffic once the light changes. We plan to have information ready for the December meeting to discuss further.
- Attended the Tree Board meeting.

Stormwater

- Spent several days in field visits with JMT to further refine the priority ranking list of potential SWMA retrofit sites. Created a GIS map of the potential locations to assist with field visit logistics, and gathered the 2014 post construction inspections and as-builts for each site in preparation.
- Attended a phone training session in the IT training room for the new VOIP phone system.
- Assisted the Parks Department with ideas on how to quantify "impressions" for park signage for a grant proposal they are writing.
- Attended a DE AWRA conference in Clayton Hall, "A Tale of Three Estuaries: Diverse Regional Strategies for Water Resources Management".
- Documented the progress of the Christina Creek Restoration project. Meadville Construction has completed the Phase II access road, and have started moving their equipment over to Phase II between West Branch and Christiansted. They still need to remove a few items from Phase I, then stabilize the entrance with seed. All but two homeowners have signed on to participate in this stream restoration project.



Phase II access road at Hidden Valley park.



Steve Williams, DNREC, with piping used to pump creek flows around the work site.

Refuse Division

- Normal refuse operations have been completed.
- As a result of the refuse meeting, drivers are providing input on problem collection areas throughout the city and reporting back to management to improve the collection operations.

Water and Wastewater Division

- A pick style manhole lid and frame was replaced at a manhole at 711 Elkton Access Road. These lids are not water tight like the new style contributing to inflow and infiltration and can fall into the manhole if not lifted properly.
- Regular maintenance and leaf removal was completed at the Curtis plant raceway screens and at the Reservoir.
- Emergency weekend repairs were completed on the waste line in the pit at the South Well Field. Truck 243 was used to force water in both directions in the waste line.
- Water turnoffs were completed on Wednesday for nonpayment of the utility bills.
- The concrete, asphalt, dirt and sweeper waste bins were cleared out at the yard and hauled to the landfill.
- Sections of missing barbwire were replaced on the fence at the South Well Field Treatment facility.
- Timber repairs were completed at the salt storage bin in the yard to prevent further deterioration of the metal building siding.

Street Division

- Leaf collections continue and we are in the midst of the peak collection season. We estimate that approximately 90% of leaves are down at this time. Our crews are staffed with all available street and refuse employees on our lighter automated collection days. Crews have been running two swap loader one man leaf machines, two pull behind leaf machines with dump trucks and the catch basin cleaning crew is assisting in areas that are difficult for the other equipment to access. 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.
- Supported the Police Department with signage and other traffic control devices to allow for a temporary No Parking area for the McKees Solar Park ribbon cutting ceremony.
- A 30' tree that had fallen was cut up and pulled from the creek that crosses below Timberline Drive.

Garage

- Technicians have placed the new fuel tank at the Silverbrook Pump Station in-service and emptied and removed the temporary storage drums from the facility.
- A welded repair was completed on one of the swap loader leaf machine hose arms.
- A valve body was rebuilt on one of the side loader refuse trucks.
- The recently purchased replacement pickup truck for the Water Plant Operator Truck 206 with 160,000 miles was received this week. The vehicle was purchased off of the DE State Contract and the purchase price of the vehicle was \$10,708.00 below factory MSRP.
- Assisted the Street Division with the removal of a 30' tree that fell into the creek at Timberline Drive.

Electric

The line crews continued working on circuit reconfiguration in preparation for loading the new substation transformer. The load will be transferred to the new transformer after all the conversion work is done along West Park Place and switches installed at various places on the circuit. The transfer is scheduled for next week.

The electricians have been busy escorting an infrared contractor into substations looking for hot spots and installing network cable at the Police Station. The electricians have also installed new communications equipment to the main substation at Kershaw which will allow the tap changers on the transformers that feed the City to be remotely operated by SCADA.

Engineering has been working on arc-flash calculations for all the equipment on the distribution system. The study has been driven by new OSHA regulations that go into effect April 1. The new regulations also cover fall protection and climbing gear which has been addressed by ordering new equipment for the line crews.

Engineering also met with contractors and priced out a job to protect excavators installing steam pipes under power lines at Hartshorn Hall at the corner of Park Place and Academy Street.

Parks & Recreation

Administration & Planning

I conducted park inspections last Tuesday.

I attended a training session on our new telephone system last week.

From time to time people drive vehicles onto the turf area at the Old Paper Mill Road Park site and tear up the turf causing us to spend time making repairs. Last Wednesday Tom, Rich and I met to discuss ideas to prevent or, at least, make it more difficult for vehicles to access the site. Sometime this late fall or winter we will install a barrier that will be helpful.

Last Friday Tom and I met with representatives of Delmarva Power and the Fountainview community to discuss an issue with people walking through the Fountainview neighborhood and crossing through a Delmarva easement and City parkland, over the railroad tracks to the Hall Trail. We have agreed to install a fence at the entrance to the easement at Fountainview and extend the fence at the Hall Trail to close off the path. Delmarva has agreed to share the cost for the fence.

Joe, Sharon and I attended the Downtown Partnership Volunteer Appreciation Reception last Thursday night.

I completed and submitted a grant reimbursement request to the Delaware Land and Water Conservation Trust Fund for the Curtis Mill Park project.

I committed significant time this week working on personnel evaluations.

Tom inspected two parks and developed work orders as needed and attended a telephone training session.

Tom met with State Parks Trail Coordinator, David Bartoo to continue planning for the placement of trail markers on Redd Park Trails. He also attended a pre-construction meeting for the second phase of the Christina Creek stream bank stabilization project at West Branch and Christianstead.

Rich and the crew assisted with set up for the ribbon cutting event at the McKees Solar Park.

The contractor for the Stafford Park Street Hockey Court has completed the project.

Parks Maintenance

The crew spent time inspecting snow removal equipment and installed plows on trucks.

The two Kubotas are being converted from mowing to snow removal operations.

Earlier this fall three Main Street trees were destroyed by vandals. We will be replacing the trees this week.

The crew began designing and constructing the raised wood Community Garden plots. Over the winter months we will work with volunteers to assist in building the raised beds.

We prepared the Kells and Fairfield Park soccer fields for league play.

The crew did tree pruning work at various sites.

Recreation Services

Sharon is completing plans for our 41st Annual Turkey Trot 5K and 10K Run/Walk. The event is scheduled for this Saturday at Handloff Park. More than 600 participants have registered thus far. Saturday's weather forecast is for cool temperatures, but clear skies so we expect to have more than 800 registrants.

Sharon has also been working on several items related to the upcoming Winterfest event scheduled for Friday, December 5.

Recreation staff are finishing up planning details on several winter and spring programs.

Paula delivered equipment to Newark Charter School for the start of our Adult Winter Volleyball Leagues and attended the first night of league play. There are 17 teams in the winter leagues.

Paula met with Joe to continue the discussion on the focus group results from the previous week. Additional meetings will be set to determine what steps are next.

The recreation staff reviewed the initial draft of the Winter/Spring Newsletter for editing purposes.

Paula updated emergency notification information for the After School Care parents to utilize the Everbridge system in emergency situations.

Tyler attended the GIS Committee meeting and continues to work on updating parks information in order to make a dynamic map available to the public.

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

The Schools Out Kids Day Off program was held on Tuesday, November 11 at the George Wilson Center. The program provides childcare and active recreation opportunities for the working parents during school closings due to in-service training, election days, etc. We had 17 children participate.

Tyler and Joe met with Mayor Sierer to discuss details of a Tennis With the Mayor program we are planning to offer in 2015. The program will provide an opportunity for residents to enjoy a match with the Mayor or free instruction for children. Mayor Sierer is an avid tennis enthusiast and would like to share her passion with Newark residents.

The department staff attended the basic phone training for the new phone system on Tuesday, November 11, 2014.

Chrissy attended a Volunteer Fair at Newark High School on Thursday, November 13. She met with many students interested in volunteering for the City of Newark as well as coordinated with other volunteer organizations that would be great to partner with in the future. The Delaware Museum of Natural History is interested in the City of Newark Parks and Recreation Department attending a summer camp fair in February with many other local summer camps and they are also interested in conducting outreach activities for the Before and After Cares programs at West Park and Downes Elementary Schools.

Chrissy updated the Volunteer Application which lists upcoming events and programs volunteers can help with including trail and park maintenance opportunities.

Chrissy went to the Before and After Care staff meeting on Monday, November 10 to discuss details about Friday Clubs and Cooking Clubs. These clubs provide fun and educational activities for the students each week.

Chrissy coordinated with Bricks 4 Kidz, an outreach organization that will come to Downes Elementary School starting January 16. Bricks 4 Kidz is a program that provides an extraordinary atmosphere for students to build unique creations, play games and have fun using LEGO Bricks in activities designed to trigger young children's lively imaginations and build their self-confidence. We are looking forward to this great partnership.

Joe and Tom attended the Community Garden Committee meeting to finalize garden policy and logistics. The garden will begin taking root in the spring with 20 plots currently rented.

Joe is working on the employee evaluations. The evaluations are done once per year and include goals and objectives for the upcoming year.

Joe is organizing the Winter/Spring e-newsletter that will be delivered electronically on January 5 to nearly 6,000 individuals on the email list.

Finance - Lou Vitola, Director

Customer Service



McKees Solar Park is online and producing power. October's consumption of 15.3 megawatt-hours (mWh) and November's consumption through 11/20/14 of 13 mWh saved the City about \$2,400 in avoided wholesale power costs. We are working with DEMEC on a purchase agreement for the Solar Renewable Energy Credit (SREC) output, the form of which was approved by the DEMEC board on November 19, 2014, and the final draft of which will be recommended for Council approval at an upcoming meeting.

Through November 20, 2014, we have raised a total of \$7,995 in funding for the park, \$4,000 of which consists of 80 investments of \$50 and \$3,995 of which represents outright donations and panel donations. Residents that have made McKees investments will begin seeing their \$1 monthly credits posted shortly. Please see the new site www.greennewarkde.us which highlights Newark's green efforts over the years, in addition to profiling McKees Park. From there, customers can:

- Link directly to the [McKees Park Crowd Funding Site](http://www.gofundme.com/mckeessolarparkfund) to either donate or invest in McKees Solar Park electric output online, (<http://www.gofundme.com/mckeessolarparkfund>)
- Link to a fillable form which can be submitted electronically to the Customer Service Department, which will add a donation or an investment to an existing electric customer's bill,
- Link to a paper form which can be printed and filled out manually and taken to the Customer Service Department, which can process the donation or investment in person. Printed forms are also available in the department.

Accounting

Thank you for your time, attention, and constructive feedback at the November 3, 2014 Budget Workshop. We also received valuable feedback at the November 4, 2014 Planning Commission from all Commissioners. We are incorporating your comments and the answers to your questions into materials that we will share through a "Budget Central" section of the website dedicated to the 2015 budget process. The link is on the City's home page, and we have posted content regularly since establishing the site. Additional materials will continue to be posted through Monday, November 24 and beyond.

Alderman's Court

The past week we held three court sessions and one case review session. We processed 58 arraignments, 44 trials, 9 case reviews, 2 violation of probation hearings and 24 capias returns. We also videoed 2 prisoners from Howard R Young Institute for various violations.

Police

The Newark Police Department continues to investigate a fatal shooting that occurred in the parking lot of a restaurant located at 1365 Marrows Road on November 13th. Detectives have determined that the shooting resulted from a drug-related robbery. During the incident, 20-year-old Marcus Johnson, along with three other individuals, arrived in the parking lot to commit a robbery of an individual known to them. During this incident Marcus Johnson, who was in possession of a semi-automatic rifle, was shot and killed by an unknown subject while his three associates fled. The rifle was recovered at the scene.

Through an extensive investigation, Detectives identified the three individuals who fled as 21-year-old Dariel Pankins, 17-year-old Isaac Chattin, and 17-year-old Karel Blalock. All three have been located and arrested on related robbery charges. Detectives continue to investigate and are attempting to identify several subjects who fled the scene in a dark colored 4-door sedan.

Governor Markell will drop off non-perishable food donations at City Hall on Friday, November 21st at 1:00 p.m. in support of the CopsLoveBeards fundraiser.

The Newark Police Department Police Explorer program is underway. The program is spearheaded by Master Corporal Adam Mease and organized by additional volunteers from the Police Department. A total of (12) twelve youths ranging in age from 14 to 19 are participating in the program. At the November 17th meeting, participants were treated to a demonstration from the Aetna Fire Company. The fire department had an old car towed to the parking lot, and demonstrated how to extricate a person trapped in a vehicle. Following the demonstration, Sergeant Davis gave a presentation about collision investigations and the math and science required to determine the cause and effect of the crash.



WEEK 11/02/14-11/08/14

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	2	0	3	5	0
Unlaw. Sexual Contact	2	7	0	4	2	0
Robbery	26	29	0	39	27	0
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	3	3	0	7	4	0
- Attempted Robberies	6	5	0	1	0	0
- Other Robberies	11	16	0	25	21	0
Assault/Aggravated	14	7	0	19	9	0
Burglary	88	70	3	60	78	0
- Commercial Burglaries	20	10	0	10	5	0
- Residential Burglaries	64	56	3	47	38	0
- Other Burglaries	4	4	0	3	35	0
Theft	681	508	19	306	254	1
Theft/Auto	31	37	0	6	12	0
Arson	0	5	0	0	0	0
All Other	63	75	4	138	172	0
TOTAL PART I	911	742	26	582	561	1
<u>PART II OFFENSES</u>						
Other Assaults	231	234	9	184	179	1
Rec. Stolen Property	9	2	0	23	36	0
Criminal Michief	299	237	9	221	73	1
Weapons	14	19	1	59	57	3
Other Sex Offenses	2	0	0	4	0	0
Alcohol	404	352	2	895	1050	303
Drugs	170	109	0	407	291	11
Noise/Disorderly Premise	559	634	13	364	300	8
Disorderly Conduct	325	160	3	302	194	12
Trespass	158	154	6	143	94	2
All Other	453	425	6	516	420	12
TOTAL PART II	2624	2326	49	3118	2694	353
<u>MISCELLANEOUS:</u>						
Alarm	953	892	26	0	0	0
Animal Control	396	490	7	22	3	0
Recovered Property	238	234	5	0	0	0
Service	21195	21849	451	0	0	0
Suspicious Per/Veh	480	489	6	0	0	0
TOTAL MISC.	23262	23954	495	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	789	33,446	715	33,097



Newark Police Department
 Weekly Traffic Report
 11/02/14-11/08/14



	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
TRAFFIC SUMMONSES				
Moving/Non-Moving	11,293	8,426	113	142
DUI	215	168	5	5
TOTAL	11,508	8,594	118	147

PARKING SUMMONSES				
Meter Tickets	17,355	14,790	458	320
Parking Summons/IPR	6,548	4,819	110	137
Scofflaw	180 =	122 =	6 =	0 =
Amount Collected	\$35,107	\$25,693.50	\$1,098	\$0
TOTAL	24,083	19,731	574	457

TRAFFIC ACCIDENTS				
Fatal	1	2	0	0
Personal Injury	198	165	6	7
Property Damage (Reportable)	313	323	16	14
Property Damage (Non-Reportable)	469	438	8	31
Hit and Run	249	225	7	17
TOTAL	1,230	1,153	37	69

CSH/mp