

DEPARTMENTAL WEEKLY REPORTS

October 10, 2014

Public Works & Water Resources – Tim Filasky, Deputy Director

Management

- Street Contract: No additional work was done on the street contract this week.
- Handicap Ramp Contract work is complete. We are identifying locations for the 2015 contract so that measurements and contract can be written.
- Cherry Hill Manor Service Road Repaving: All hot mix paving is complete. Catch basin adjustments, final paving, and restoration will be completed next week.
- Corbit Street Area Water Main Replacement: The contractor has moved to Dallam Road and has made the new tap on Hillside Road and is roughly half way up Dallam Road with the new main.
- McKees Solar Park: The panels are now live. Some work remains to complete the connection to the city system.
- Delaware Avenue Cycle Track: The Executive Director of Bike Delaware has informed us that he will speak directly to the DeIDOT Manager for our area for direction on the feasibility study.
- Team members met with the New Castle City's Municipal Services Corporation Water Supervisor to view their SCADA system and lime delivery system as both would be applicable to Newark. We have been reviewing different SCADA systems for most of the year to ensure we are comfortable with whichever system we decide to move forward with. Upfront and annual maintenance cost, user accessibility, cyber security, and functionality are all important aspects that need to be taken into account. The visit was very informative and gives us good information as we move to implement a similar system.
- 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.
- Staff met with owner and Newark Post reporter to inspect and highlight the City's first green roof at 132 E. Delaware Avenue. It is the subject of a cover story in this week's Newark Post.
- Annual physical inventory was completed at the Yard Warehouse.
- Met with representatives of United Water to discuss our water interconnection. Discussed several efficiency updates and overall plan in the event we need to purchase water from them in the future.

Stormwater Weekly Report

- Worked on editing and printing an informational post card mailing for residents in/near the Christina Creek Restoration project site indicating that occasional weekend work may be necessary to keep the project on schedule, as weather permits. Meadville Construction will not be working outside the parameters dictated in the noise ordinance.

- Corresponded with the City Solicitor regarding the ability to use Chapter 27, Appendix IV enforcement language for IDDE cases.
- Attended a mandatory Harassment training session in Council Chamber.
- Documented the progress of the Christina Creek Restoration project. Meadville completed work on placing the first J vane and rock vane structures. These vanes are designed to redirect the energy away from the stream bank and back into the center of the stream. Additionally, the J vane creates pooling areas for habitat.



J Vane



Rock Vane

- Working on a summary of findings and fines in the Consent Order issued by EPA when they Audited DeIDOT and New Castle County's Phase I MS4 permit. The purpose of this document is to help us prevent the same findings when we are audited in the future. Intend to forward the summary to PW & WR management when complete.
- Worked on editing a draft Confined Spaces policy that Shaqueal worked on over the summer. Submitted to Tom for his review and comment.
- Investigated an IDDE on Main Street involving a hydraulic oil spill. Currently working with Police to access surveillance cameras in the area to identify the responsible party so we can recover our cleanup costs.

Refuse Division

- Several employees attended the Flagger Certification Training.
- We have taken possession of our newest refuse collection truck. The flat front, articulated truck looks different from our current fleet and will allow us flexibility in our refuse operations and easier access to some of our tight areas of the city.

Water and Wastewater Division

- Several employees have attended the Flagger Certification Training.
- 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.
- Employees have been training for CDL Class A certification road test including parallel parking with a trailer and pre-trip inspection.
- Cleanouts have been installed on the fluoride feed piping at the South Well Field Treatment Facility.
- A tap was completed on the 4" line at Well 17 on the outlet side of the meter for the VFD on this well.

Street Division

- Several employees have attended the Flagger Certification Training.
- Severe overgrowth encroaching into the roadway has been cut back at a property on Arbour Drive.
- The leaf boxes have been installed on the dump trucks in preparation for full staff leaf collections.
- A catch basin has been rebuilt, 100' of curb and bonnet have been poured and asphalt has been placed on a severely deteriorated section of Blue Jay Drive.



Concrete Curb and Bonnet Repairs at Blue jay

Garage

- Mechanics built and put into service a skid mounted portable fueling system. It is a 100 gallon dot approved diesel tank with a 15 gpm battery powered pump. This unit was built to assist the mobile fueling unit already in service for fueling the City's emergency power units during emergencies. The tank can be quickly loaded into any of our trucks to provide fuel supply to our stationary generators throughout the city.



Mobile Fueling System for City Generators

Electric

The new substation transformer was set into place and the line crews started construction for getting it online. A standalone breaker has to be set and wired to the transformer as well as pole structures installed to bring the incoming and outgoing circuitry.

The line crews responded to an outage over the weekend at Williamsburg Village. A squirrel got onto the fuse holder at a riser pole causing the fuse to blow. The line crews also installed primary cables at the Newark Preserve, attended flagger training, and changed a pole on Cooches Bridge Road to make enough room for Verizon equipment.

The electricians worked on issues at the water treatment plant, completed flagger training, helped engineering figure out Delmarva metering circuitry at Kershaw Substation, and fixed an outdoor lighting circuit at City Hall.

Engineering compiled UD's monthly energy report for City billing and for DEMEC. Engineering also attended Delmarva's and DEMEC's Annual Administrative Committee meeting to go over any issues pertaining to their customers.

Parks & Recreation

Administration & Planning

Curtis Mill Park Update:

- DeIDOT and their contractor were on site to discuss the install of the signal light mast arm. This work should begin this week.
- Meadow mix hydro-seeding was completed.
- Landscaping is to begin this week.
- I committed time reviewing certain billing items as presented by the project contractor.

The contractor continues on the Stafford Park Street Hockey Court rehab project.

The Phillips Park Rain Garden was completed.



LeRoy Hill Park Baseball Field Update:

- The contractor completed the install of top soil and began cleaning up the site.
- We met with the contractor and representatives of the Newark American Little League (NALL) to discuss the timing and placement of sod, the final phase of the project. NALL has committed to oversee the fall watering of the sod.

I conducted park inspections and committed time preparing related maintenance work orders.

I met with our department representative who is serving on the GIS committee to review the “dynamic map” being created for public us. This initial map will include City parks and trails.

Rich conducted a training session for all field staff on safely backing up vehicles and trailers. He coordinated the planting of the Rain Garden at Phillips.

Several staff members attend an employee review/evaluation training session.

Tom inspected two parks and wrote up work orders. He attended an organizational meeting for the 2015 Christina River Clean Up.

Joe and Tom attended a Community Garden organizational meeting.

We reviewed two subdivision landscape plans.

The Electric Department started running electric to the block building in Fairfield Park for the Community Garden.

Parks Maintenance

Mowing operations continue.

The crew planted the Rain Garden at Phillips Park and did tree pruning at various park sites.

We prepared soccer fields for league play and completed several general park maintenance work orders.

Twenty (20) employees from Fox and Roach Realty volunteered last week to do trail maintenance along the Christina Creek Trail and mulched trees at Folk Park.

Recreation Services

Paula completed the required paperwork to renew the contractual agreement for Purchase of Care (Subsidized Child Care) with the State Department of Youth and Social Services for eligible youth who attend the Before and After School programs.

The Office of Child Care Licensing completed an inspection of the West Park Elementary School Before and After School program. The license was renewed for another year.

Recreation staff are continuing to work with winter and spring season activity instructors to confirm dates and times for programs for the newsletter.

Sharon prepared for and held the Fall Community Clean up with 82 volunteers cleaning several roadways and areas throughout the City. Some of those areas included Elkton Road, Christina Parkway, South Well Field, Pomeroy and Hall Trails, Route 72, and Casho Mill Road. Despite the rainy weather, the groups who attended were motivated and happy to help clean up the City.

Sharon has been working on items associated with the opening of Curtis Mill Park. Guests continue to RSVP and she has been gathering supplies for the event.

Sharon is also planning for several upcoming events, including the Halloween Parade, Trick or Treat Main Street, the Turkey Trot 5K/10K and Winterfest.

Tyler attended the GIS Committee meeting.

Tyler made preparations for the Fall Flea Market. The event was postponed due to rain and rescheduled for Saturday, October 11.

The CATCH afterschool homework club at the Downes After School Program began on Monday, September 29. We are scheduled to meet Mondays and Wednesdays through November 5.

The School's Out Kids Day Off program was held on Friday, October 3 at the George Wilson Center. Tyler prepared supplies and materials and scheduled staff. It was a great day with 18 kids participating.

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

The recreation staff attended the Lunch & Learn with Andrew Haines on writing performance evaluations.

Joe attended the Mayor's Masquerade Run/Walk meeting. Proceeds from the event will be used to purchase exercise equipment along the James Hall Trail.

Joe met with the recreation staff about the Department's Focus Area Leadership Team initiative that will help us develop a path forward for Recreation Programming.

Joe is organizing the Winter/Spring e-newsletter that will be distributed electronically on January 5.

Finance - Lou Vitola, Director

Customer Service



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 9, 2014, we have raised a total of \$3,270 in funding for the park, \$900 of which consists of eighteen \$50 investments and \$2,370 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 workshop.

Alderman's Court

This past week we held three court sessions. We processed a total of 55 arraignments, 50 trials, 20 capias returns, 6 case reviews and 1 pleas. We transported 12 prisoners from the various prisons for other events.

Police

Cpt. Feeney, Lt. Van Campen, Lt. Farrall, Cpl. Spadola attended a safety meeting held at City Hall on October 1st. The meeting was well-received and helped to educate the residents on recent crime occurrences and some safety measures they can take to help protect themselves.

A rash of thefts from motor vehicles occurred in the Yorkshire neighborhood the night of October 1st. An estimated total value of approximately \$4,000 in items were stolen from various unlocked vehicles. NPD reminds residents of the need to remove valuables from their vehicles and to lock their doors.

Multiple fraudulent ATM withdraws were reported in and outside Newark. All the victims had their debit cards within their possession. Most likely, someone used a "skimmer" to capture the victims' debit card information and PIN and then reproduced that data onto another card.

Bike thefts have been reported throughout the city. NPD advises residents to store their bicycles inside when possible, or to use a high-quality U-lock as chains and cables are routinely cut through.

WEEK 09/28/14-10/04/14

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	0	1	0	0	1	0
Kidnap	1	1	0	6	1	0
Rape	5	3	0	3	5	0
Unlaw. Sexual Contact	1	7	0	0	2	0
Robbery	24	30	0	38	27	0
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	2	3	0	7	4	0
- Attempted Robberies	4	5	0	0	0	0
- Other Robberies	12	17	0	25	21	0
Assault/Aggravated	13	6	0	19	7	0
Burglary	77	67	3	56	68	0
- Commercial Burglaries	17	10	1	9	5	0
- Residential Burglaries	58	53	1	44	28	0
- Other Burglaries	2	4	1	3	35	0
Theft	603	462	23	269	229	10
Theft/Auto	26	34	1	6	11	0
Arson	0	5	0	0	0	0
All Other	55	56	6	111	170	1
TOTAL PART I	805	672	33	508	521	11
<u>PART II OFFENSES</u>						
Other Assaults	192	204	6	155	170	7
Rec. Stolen Property	9	2	0	21	35	0
Criminal Michief	274	208	7	210	58	0
Weapons	11	15	0	51	47	0
Other Sex Offenses	2	0	0	4	0	0
Alcohol	332	300	9	723	543	17
Drugs	158	101	4	361	255	7
Noise/Disorderly Premise	483	514	15	320	234	7
Disorderly Conduct	295	145	2	236	163	4
Trespass	135	133	2	127	85	1
All Other	411	386	11	440	376	14
TOTAL PART II	2302	2008	56	2648	1966	57
<u>MISCELLANEOUS:</u>						
Alarm	880	790	19	0	0	0
Animal Control	347	457	18	18	3	2
Recovered Property	205	203	15	0	0	0
Service	19119	19392	503	0	0	0
Suspicious Per/Veh	420	417	18	0	0	0
TOTAL MISC.	20971	21259	573	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	701	30,083	810	29,276



**Newark Police Department
Weekly Traffic Report
09/28/14-10/04/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	10,671	7,711	166	205
DUI	193	141	5	6
TOTAL	10,864	7,852	171	211

PARKING SUMMONSES				
Meter Tickets	15,362	13,126	439	410
Parking Summons/IPR	5,735	4,138	154	130
Scofflaw	157 =	105 =	2 =	2 =
Amount Collected	\$31,022	\$21,924	\$480	\$420
TOTAL	21,254	17,369	595	542

TRAFFIC ACCIDENTS				
Fatal	0	2	0	0
Personal Injury	173	141	3	6
Property Damage (Reportable)	253	276	8	7
Property Damage (Non-Reportable)	421	375	8	10
Hit and Run	222	193	5	4
TOTAL	1,069	987	24	27

Planning & Development – Maureen Feeney Roser, Director

Planning

On Thursday morning, Development Supervisor Mike Fortner participated in a meeting with other City staff to discuss improving our capabilities using Geographic Information Systems (GIS).

On Thursday afternoon, I participated in the Safe and Smart Cities telephone conference with staff and Chesapeake Crescent Initiative representatives.

This week the Department approved two Administrative Subdivision Plans: One to adjust property lines between 6 and 12 Annabelle Street; and another to add .3 acres to the City owned parcel in Lot #1. On Friday, I met with an engineer to discuss another potential administrative subdivision.

This week the Subdivision Advisory Committee comments for the proposed rezoning, major subdivision and special use permit application for 52 N. Chapel Street were organized and forwarded to the applicant.

Work began this week on the Planning and Development Department Report for the rezoning, major subdivision and special use permit proposal for 60 N. College Avenue. The project is tentatively scheduled for review at the November Planning Commission.

On Monday morning, Planning and Development staff met to discuss the City's application to the State for Downtown Development District funds and submittal requirements.

On Tuesday, Mike gave a presentation on Newark's Comprehensive Development Plan and the development of multi-family housing at the Governor's Conference on Housing.

At last night's Planning Commission meeting, the Commission:

1. Elected Officers for 2014.
2. Recommended approval of an amendment to the Zoning Code regarding "no impact" home based businesses, with revisions.
3. Did not recommend Council approval of an application for a Comprehensive Development Plan amendment, a rezoning, major subdivision and a special use permit for the .846 acre property located on the west side of Center Street from 21 – 49 (odd addresses).

Time was spent this week on promoting the Rental Housing Needs Assessment Open House scheduled for Tuesday, October 21st from 1-8 p.m., City Council Chamber.

Mike completed a report for the Special Use Permit application for a Home Day Care at 10 Beagle Club Way this week. The request is on the Council agenda for Monday, October 13th.

Economic Development

On Thursday morning, I joined Downtown Newark Partnership Administrator/Planner Ricky Nietubicz in a meeting with representatives of the National Main Street Center and the Delaware Main Street Program (Downtown Delaware) to discuss the Downtown Newark Partnership as part of the annual review and assessment necessary for continued accreditation as a Certified Main Street Community. Ricky spent most of the day with the group, touring Main Street and visiting businesses and committee members. The report should be available soon.

This week Halloween Parade and Trick-or-Treat Main Street Banners on the Community Banner poles were changed out. Some work was also done preparing for the event.

On Saturday, Ricky helped staff, and Maureen and Mike participated in the Main Street Mile event benefiting the NPD K9 program. Unfortunately, rain kept the day-of-event registration numbers relatively low, but the event was attended by over 300 runners and was a success nonetheless.

Some time was spent this week preparing for the DNP Annual Meeting and Volunteer Appreciation Reception scheduled for Thursday, November 13, 2014 from 5- 7 p.m. at the Courtyard by Marriott, UD.

On Tuesday morning, Ricky staffed the DNP Design Committee meeting. The committee reviewed the as-built condition of One South Main and discussed revisions and additions to the Design Guidelines.

On Wednesday evening, Ricky staffed and I attended the Downtown Newark Partnership Board meeting. New Night, Taste of Newark and the Annual Meeting and Volunteer Appreciation Reception were among the items discussed.

The Planning and Development Department completed the following:

- 15 Buyers Transfer Affidavits
- 11 Building Permits
- 9 Certificates of Occupancy
- 1 Subdivision Review

Public Relations

This week Ricky prepared press releases for:

- 10/6 Special Meeting Cancellation
- Curtis Mill Park Ribbon Cutting
- National Wildlife Federation Community Habitat Award
- Alder Creek Ground Breaking

Community Development

Considerable time was spent following up with CDBG/RS applicants to gather additional information for the CDBG/RS Advisory Committee's decision making process.

Parking

The Parking Division is painting all the handicapped parking stalls in municipal lots; and relocated handicapped parking stalls in Lot #4 to make them more accessible.

On Wednesday, October 1st, Parking Administrator Marvin Howard attended the Personnel Review Training.

Work continued on the land swap deal with the Exponential Development Group.

Code Enforcement

On Thursday afternoon, I met with Code Enforcement Supervisor Steve Wilson and Property Maintenance Inspector Ryan Straub to talk about rental permits and inspection processes.

New house construction started at the corner of Windsor and North Country Club Drive.

Framing has started on the next 10-pack of townhouses located at Chimney Ridge - 163 S. Main Street.

The new custodians started on Monday. They are working on some cleaning and maintenance issues around City Hall and other locations.

Building Maintenance

Facilities Maintenance Superintendent escorted Honeywell representatives around the George Wilson Center for the annual inspection.

This week the faucet in men's room in the lobby of the police station was replaced.

Time was spent this week creating a schedule for custodians for work hours next week.

CSH/mp