

## **DEPARTMENTAL WEEKLY REPORTS**

**January 8, 2010**

### **Police**

Beginning on December 2, 2009 and ending January 5, 2010, a total of 17 house or apartment burglaries have been reported in the downtown area. The majority of homes burglarized were of university students who had returned home for the holidays.

On Tuesday, January 5<sup>th</sup>, at 7:35 p.m., a male armed with a rifle or shotgun entered the Dunkin Donuts located at 1142 Elkton Road. The suspect pointed the gun at an employee and demanded money. After taking all the money from the cash register, the suspect took approximately \$200.00 of the employee's personal money from his wallet. The suspect fled out the door southbound on Elkton Road. Video of the suspect was recovered.

In 2009, as in years past, hundreds of thousands of dollars were billed to vendors or received from grants to pay for police overtime.

The Newark Police Department's third annual warrant roundup will be conducted January 25<sup>th</sup> through 27<sup>th</sup>. In 2007, we had over 300 outstanding warrants. The success of this program has reduced the number of outstanding warrants for this year to approximately 100.

### **City Manager's Office**

#### **Community Affairs - Dana Johnston:**

On Monday, the e-newsletter was sent out and I have received several positive comments regarding the e-news system we have adopted. Hard copies were mailed to those that requested one due to a lack of computer and an inability to travel to the Municipal Building. Hard copies were also taken to the Newark Senior Center and the Newark Library.

With Restaurant Week just about underway, I have begun the initial planning process for Wine and Dine in order to be ready for the organizational meeting that has yet to be scheduled.

I am working with the Finance Department to develop an insert for the utility bills informing residents about online bill pay that will go live on Monday, January 11. The Finance Department has also developed a PowerPoint presentation for the website showing step by step the process a user needs to go through to sign up for online bill pay.

I am working on an idea/design for the rear page ad of the Spark Party Guide in the January 27<sup>th</sup> issue of Spark Weekly.

Purchasing/Special Projects – Carol Houck:

We continue to work through the details of identifying and pricing our facility energy retrofits (windows and lighting) that will be funded by the Energy Efficiency and Conservation Block Grant funds Newark was allotted last year. We hope to have retrofits underway by spring.

We continue to complete the evaluation of an online payment option for Alderman's Court that will tie in with the DELGIS system and improve efficiency of fine collection. We are hopeful that this option will be available within the next few months.

**Planning & Development**

Planning:

Work continues preparing materials for the upcoming February 2, 2010 Planning Commission meeting. The key item tentatively scheduled for review is a proposed revision to the approved development plan for the Villages at Twin Lakes on Elkton Road. The most important change being requested by the owners of the site would replace the second phase of the property originally proposed for adult community condominium apartments with fee simple townhomes.

On Tuesday I joined with other City staff members at a meeting with representatives of the University of Delaware to discuss their East Campus redevelopment project.

On Wednesday I joined with other staff members at a meeting with our consultants working on preliminary recreational plans for our Curtis Mill and Old Paper Mill Road parklands.

Economic Development:

On Sunday Maureen staffed a DNP table at the University of Delaware vs. Old Dominion University women's basketball game. We provided information concerning upcoming events – including Restaurant Week, and added names to our listing for the Downtown Newark monthly e-newsletter.

Maureen is also working on preparing the DNP's 2009 Self Evaluation as part of the Delaware Main Street Program. This evaluation exercise is required for participation in this program and is used by the National Trust for Historic Preservation in reviewing our accreditation as a National Main Street Program.

On Wednesday morning Maureen provided staff to the DNP Merchants' Committee.

### Community Development:

On Tuesday Planner Mike Fortner provided staff to the DNP Design Committee meeting.

Mike also provided maps to be used for Restaurant Week shopping for all participating restaurants.

### Parking:

The Parking Division has been working on renewing parking permits for the New Year.

Parking Administrator Marvin Howard also continues to help merchants set up for the DNP Gift Card Program.

### Code Enforcement:

We continue to work with Steve Dentel of the Conservation Advisory Commission regarding adopting LEED type mandatory requirements for new construction in the City.

## **Public Works**

### Engineering/Planning and Inspection:

- Post snow storm review session was held with all individuals involved in snow removal process.
- Public Works staff and City Manager met with Wilmington Stormwater Utility personnel to discuss their program.

### Survey Crew

- Hyper-linked digital electronic return receipt labels into Phase 2.7 spreadsheet for paperless record keeping.
- Continued processing the data of the 250+/- drill holes on Reservoir spillway to determine amount of movement in one year's time.

### Field Operations/Streets:

- Street crews worked on Christmas tree collection citywide.
- Street crews worked on salting icy roads citywide.
- Meeting/training session for snow removal at maintenance complex.

## **Water & Wastewater**

I toured the Chrysler site with UD staff to get a better understanding of the sewerage system and how the industrial pretreatment system interacts with the onsite sewage system that services the office building functions fronting on South College. It appears that the building portion of the site can drain without flowing through the old

pretreatment facility. I will be making some final coordination with the County Pretreatment Program coordinator to insure that we are all on the same page.

I have approved the construction drawings for the communications equipment that will be mounted on the Windy Hills water tower. The plans for the West Main tank should move through quickly as the approved Windy Hills tank drawings will serve as a template that will need only minor changes to accommodate the different site conditions.

### **Electric**

The line crews have successfully converted a large portion of circuitry from 4kV to 12kV. Three hundred (300) kVA of load on Haines Street, Continental, and Lovett Avenues have been taken off the City's first transformer which carried all the City's load circa 1950. Future plans include converting another 700 kVA along Delaware Avenue, Waterworks Lane, Kells Avenue, Manuel and Courtney Streets and retiring this transformer.

Engineering has been working with the electricians on the alarm annunciator at Kershaw substation. An annunciator panel has been purchased to replace the electro-mechanical relays currently used and the microprocessor based panel will eventually communicate with the current SCADA system. The new panel is being installed and tested and some manufacturing issues are being addressed with technical support.

The electric portion of the Elkton Road DeIDOT project is scheduled to start on Monday, January 11<sup>th</sup>. The City's electrical contractor will be replacing and reconstructing poles and circuits from Casho Mill Road to Delaware Avenue for approximately 12 weeks. Lane closures will be inevitable.

### **Parks & Recreation**

#### **Recreation – Joe Spadafino:**

The Recreation Superintendent spent time doing a nearly final review of the online registration systems we are looking at purchasing in 2010. We hope to have online registration in place for the summer 2010 registration period.

The recreation staff continued to market upcoming programs by finalizing news releases, flyers and Channel 22 information.

#### **Parks & Horticulture – Tom Zaleski:**

We worked on cleaning equipment (trucks, plows, spreaders and snow blowers) following the recent snow event.

In that the ground is now frozen and we can drive vehicles over the turf, we will get back to the installation of four (4) replacement Spiral Slide Units and one Play Unit. The frozen ground will also enable us to do some bush hog mowing that we hadn't been able to get to because of how much rain we received this past fall.

We're working with the Water Department to locate the source of a recent water leak near the Wilson Park pool.

KRS/mp