



## CITY MANAGER'S OFFICE

CITY OF NEWARK  
220 Elkton Road • Newark, Delaware 19711

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October 26, 2012

### ADMINISTRATIVE REPORT

Mayor and Council Members:

As I prepare this week's report the decision was just made to cancel the Halloween Parade that was scheduled for Sunday in association with Hurricane Sandy. This decision was made as much in anticipation of rain for the parade as well as to allow the staff that are involved with the event to focus on storm preparations. Press releases have been sent to the media and emails to the participant list.

Our departments have been working to prepare equipment and supplies for the significant storm event, and I have held several planning meetings to coordinate our efforts. Our current plan is to hold another conference call on Sunday afternoon with departments for additional storm updates and to open our Emergency Operations Center (EOC) at noon on Monday, October 29<sup>th</sup>. I will plan to email and/or text you information of importance during the storm event, and I will do my best to keep you posted on any power outage updates as they are known.

We have been in contact with the University of Delaware and have established lines of communication for the storm event. Certain members of staff have been identified to assist in the EOC and to be on call for backup assistance as needed. Of course police, electric, public works and water resources crews are ready to work through the event. We will be sending out an initial press release later today outlining our plans as well as suggestions for residents. I am currently anticipating that we will be cancelling refuse collections for Monday and Tuesday as well as Green Wednesday collection. If this is necessary, we will cancel recyclable collections for the week and pick up refuse on Thursday and Friday. I intend to make a decision on this after our 3:00 p.m. bridge call. InformMe will be utilized to get this message out as well as the website and Newark TV 22.

If you need to contact me during the storm event, please use my cell phone. In the event that doesn't work the EOC can be reached at 366-7144 or 366-7037 once it is operational. We will have the ability to send InformMe messages to our residents as necessary.

Captain Williams is coordinating with New Castle County Emergency Operations to include our flood zone areas in their call out that is planned for Sunday.

Meetings:

Tuesday, November 6, 7:00 p.m. - Planning Commission Meeting

Monday, November 12, 7:00 p.m. - City Council Meeting

Reading Material:

- DeIDOT Traffic Alert – Nighttime Closure of Elkton Road
- Departmental Weekly Reports

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I would normally have shared some additional items but will save them for next week as they are not urgent.

Sincerely,



Carol S. Houck  
City Manager

CSH/mp

**Carol Houck**

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**From:** Holt Louise A. (DelDOT) [Louise.Holt@state.de.us]  
**Sent:** Thursday, October 25, 2012 9:14 AM  
**To:** Holt Louise A. (DelDOT)  
**Cc:** Pat Fogg; Carol Houck  
**Subject:** DelDOT Traffic Alert

**DELAWARE DEPARTMENT OF TRANSPORTATION  
TRAFFIC ALERT-IMMEDIATE RELEASE**

**Elkton Road Improvements Project Will Require the Nighttime Closure of Elkton Road**

**WHEN:** Monday, October 29 through Sunday, November 4  
NIGHTTIME HOURS ONLY: 7 PM until 6 AM each day, pending weather

**WHERE:** Elkton Road between Main Street and Apple Road in Newark

**WHAT:** As part of the on-going Elkton Road Improvements Project, DelDOT's contractor, Greggo & Ferrara, Inc., will be paving the roadway.

Detour Routes:

Eastbound and Westbound Main Street Detour: Main Street to Hillside Road to Apple Road and return to Elkton Road

Eastbound Elkton Road Detour: Elkton Road to Apple Road onto Hillside Road to Main Street or Apple Road to West Park Place onto South College Avenue to Delaware Avenue

Detour signage is in place and flaggers will be posted at the closure points to assist with local resident access and direct other motorists to the posted detours.

For more information, visit DelDOT's web site at [www.DelDot.gov](http://www.DelDot.gov) or WTMC 1380 AM.

*If you have any questions or concerns regarding this traffic alert, please contact Mrs. Sandy Roumillat, Deputy Manager of Public Relations at 760-2080.*

*Thanks,  
Louise*

## DEPARTMENTAL WEEKLY REPORTS

October 26, 2012

### Police

This past weekend was "Homecoming Weekend". Planning meetings for this event were previously conducted with the Newark Police Department and University of Delaware Police Department. Approximately 53 Newark Police Officers were working on Saturday which is our busiest day of the year. After a review of the event, we are pleased that this was one of the quietest and least problematic homecoming days within the past several years. Officers on Order Maintenance patrol found several large parties around noon. These parties were dispersed and the participants were cooperative with officers. Several summonses were issued for open containers of alcohol, underage consumption of alcohol, as well as other violations of the law. Order Maintenance officers patrolled in marked and unmarked vehicles, as well as on bicycle and by foot. As the football game began, UDPD Officers coordinated moving tailgaters, who were not attending the game, off the campus parking lots. Newark Police Officers were lined along South College Avenue to monitor the large number of people travelling back to the center of the city. The Newark Police Mobile Command Post was stationed on South College Avenue by Holton Place. Pedestrians found carrying open containers of alcohol were stopped and issued summonses. Again, most of the people officers encountered were cooperative. By 6:00 p.m., most of the city was quiet with the exception of Main Street. The restaurants were very busy all evening. Officers were assigned to foot patrol along various parts of Main Street. Unfortunately, no event of this size can be 100% trouble free. One resident complained about being yelled at by an intoxicated pedestrian as he left the movie theater at midnight, but there were only three noise complaints called in by the public on Saturday from noon to midnight. A suggestion for next year was to have a building code enforcement officer working with the police. The weekly report next week will include a comparison of arrests for 2011 and 2012.

On Sunday, October 21<sup>st</sup>, at approximately 1:00 a.m., Newark Police received several 911 phone calls about an altercation on Cleveland Avenue across from Olan Thomas Park. Our dispatch, which operates our CCTV cameras 24 hours a day, immediately located a group of six males slapping women on the buttocks as they passed the group. The camera recorded one of the males get into a verbal altercation with a female before he threw her into a bush. Another female was seen being pushed into the street. Responding officers were able to catch the group and two of the suspects were identified and arrested. The two suspects were remanded to the Howard Young Correctional facility.

At a recent City Council meeting, a resident made several suggestions about policing in Newark. The Newark Police Department agrees with all of the suggestions made by the resident and is proud to state that they have all been previously implemented. One suggestion was for the leaders of the City of Newark and the University of Delaware, as well as the leaders of both police departments meet to discuss joint patrols and coordinating patrols and events. Last year, the former City Manager, the Executive Vice-President of the University of Delaware, as well as the two Police Chiefs, met several times to discuss these issues. Since that time our patrols have been well coordinated

and friction between the two departments has been eliminated. Officers from both departments work together on busy nights. NPD and UDPD have officers assigned to a joint Street Crime Unit. The University recently obtained a grant, and uniform officers from each department worked in the city on “hot spots”. UDPD and NPD also have a joint narcotics unit. A second suggestion was to identify “hot spots” and increase patrols in these areas. We began implementing this in September of 2007. Our troublesome or “hot spot” areas are continually reviewed and updated. Our most problematic time of year is mid-August to mid-November. During this time, several nights a week we patrol very small concentrated zones where we have frequent issues. In addition to uniform patrol officers, we have Street Crime Officers in the area, as well as officers on foot patrol being paid for with overtime grant funds. This year we began using officers hired with a grant from the Department of Justice. These officers were assigned to our Special Operations Unit. They are able to identify and deal with chronic hot spot locations. They have been very successful so far. NPD and UDPD officers coordinate information when a student is arrested. The University is able to deal with the student through judicial affairs in addition to any charges the city police bring. As a result of our efforts, Part 1, serious crimes such as Rape, Robbery Aggravated Assault, etc., were reduced by 23.5% between 2006 and the end of 2011. From 2006 to this week in 2012, “Robbery” has been reduced by 55.1% in the city. The Newark Police Department is proud of our accomplishments and reduction in crime. We look forward to our continued partnership with the University of Delaware Police to make Newark even safer.

### **City Manager’s Office**

#### **Community Affairs Officer**

I designed and printed the Annual Report Covers for Downtown Newark Partnership.

I added discussion items from the Comprehensive Development Plan Open House to Facebook and Twitter to try a different way of engaging residents. We did get some responses, which will be used as resident comments. I spoke with Mike Fortner about integrating social media further with the Comprehensive Development Plan outreach. We will be incorporating it in the future.

I spoke with Katy Bowman about Newark Jaycees Canine Costume contest fundraiser to benefit an area Iraq war veteran, which Mayor Funk will be judging. She was not able to fit it in the print edition, but will add it to the online edition, Newark Post Facebook, etc.

I completed writing editorial and the photos submission on downtown events and news for the fall/winter issue for Newark Life Magazine. They generously set aside eight pages for downtown news in their publication.

I set up and prepared for the Meet the City Manager reception on Monday night.

I prepared and disseminated the press release for the Halloween parade and posted to social media.

I spent some time preparing for Restaurant Week Committee meeting happening later this week.

I have begun work on a snow-related reminders flyer to be included in the bills sent out beginning November 1.

I have spent a considerable amount of time preparing new modules (or programs) for the website. Specifically I have been setting up the Citizen Request Tracker, which facilitates inter-office and government-to-citizen communication and workflow concerning requests reported by residents. Users create a profile and have the ability to submit requests or complaints and follow along through the resolution process.

Citizen Request Tracker makes it easy to:

- Add comments and action items
- Assign the request to a staff member
- Review the history of the issue
- Send messages to the constituent
- Close the request
- Print and/or export statistics and reports
- Print work orders
- Generates efficiency statistics and reports
- Export data in CSV or tab-limited format

I have also spent time with another module, Community Voice, which allows residents and website visitors to interact with the government and with each other by suggesting initiatives, posting ideas and participating in conversations around community proposals. The Community Voice module includes discussion features, citizen voting options, government interaction tools and more, all designed to encourage community engagement and discussions. To start, I have added some general topic areas for residents to comment in as well as a Comprehensive Development Plan Initiative with specific questions to help with the planning process.

## **Planning & Development**

### **Planning**

On Wednesday morning, Mike and I met with Lynn Williams of the Girl Scouts to talk about possible sites for the relocation of the GS headquarters.

On Thursday afternoon, I joined City Manager Carol Houck and City Solicitor Bruce Herron in a meeting to discuss the submittal and review processes for the Construction Improvement Plans.

On Thursday evening Mike and I staffed the Board of Adjustment meeting. The Board took the following action:

- Approved a 4.66' height variance for homes in Newark Preserve (previously known as the Wilson Farm);

- Approved variances for lot coverage, minimum lot size, open space, distance from abutting perimeter streets and property lines, minimum setback line from exterior street lines for 123 New London Road, proposed to be known as Campus Walk;
- Denied a request for a rear yard variance for an addition and porch at 102 Odessa Way;
- Approved a variance for two roof signs at 1107 S. College Avenue; and
- Tabled consideration of variances for maximum dwelling units per acre, lot size and open space for Kershaw Commons at the request of the developer.

Some time was spent this week preparing for the upcoming Planning Commission meeting. Agenda items are:

1. Review and consideration of the minor subdivision of properties located at 29-35 Prospect Avenue (formerly known as 45 Prospect Avenue) in order to subdivide the two existing tax parcels (18-014.00-74 and 18-014.00-075) into four separate lots to construct two three-story twin (duplex) buildings and associated parking and access ways.
2. Discussion on the City's "Plan for Planning" regarding the update of the Comprehensive Development Plan.

Some time was spent this week reviewing 2012 ICC Code amendments for Chapter 17 – Housing and Property Maintenance – in anticipation of a meeting with representatives of the Newark Landlord's Association on Friday.

Some time was spent this week on a Special Use Permit report for the Produce Marketing Association on Casho Mill Road to expand parking adjacent to the site.

Considerable time was spent preparing for and staffing the Comprehensive Development Plan Drop-In Open House held last evening from 4-7 p.m. Thirty-three (33) Newarkers participated in identification of strengths, weaknesses, opportunities and threats and open-ended discussions about Newark and what they like and dislike about living here. The information will be combined with data gathered at Newark Day, Community Day and upcoming neighborhood meetings (to be announced) to create a vision and goals for the Comp Plan update.

This morning I joined Mayor Funk and Courtyard by Marriott Managing Director Bill Sullivan in hosting Stan Posner and Sarah Phillips-Posner, authors of Drive I-95 to encourage visits to downtown Newark from Interstate travelers.

### Economic Development

In response to a suggestion raised at Monday's City Council meeting by Ms. Ciferni regarding gift card sales, please note that this year's sales hours have already been increased in response to a suggestion by the DNP Merchants Committee for this holiday season. In addition to regular hours, gift cards will also be available for sale (in person or by phone) in the Downtown Parking Office on Saturdays between Thanksgiving and mid-January, from 1-4 p.m., as well as on Black Friday and Christmas Eve. We hesitate to increase sale hours at this time beyond the proposed expansion above because of overtime impact of staff authorized to complete sales. The Downtown Gift Card Program

is a great economic development tool, especially when combined with the Holiday Gift Card Give-Away Promotion which generates pre-and post holiday sales, but it is not without a cost to the City, and therefore, sale hours need to be carefully reviewed. Staff will evaluate the sale hours after the season to plan for Holiday 2013.

Last night you and I both attended the Greater Newark Economic Development Partnership Branding unveiling at W L Gore. The event and brand were well received by those in attendance.

Some time was spent on details for upcoming August events logistics.

### Community Development

On Monday evening, City Council approved the Community Development/Revenue Sharing Advisory Committee's recommendations for the 39<sup>th</sup> year (7/1/13 – 6/30/14) Community Development Block Grant and 2013 (1/1/13 – 12/31/13) Revenue Sharing Programs.

### Parking

In Executive Session Council decided to move forward with the first steps toward property acquisition for public parking improvements in Lot #1.

A considerable amount of time was spent working with Credit Card Bank and DataCorp to address coordination issues which caused problems with credit card batching from the Parking Office.

The Parking Division staff spent considerable time over the weekend (UD Homecoming) keeping parking lots clean due to trash complaints.

Time was also spent prepping for the rollout of new parking spaces in the loading zones.

### Code Enforcement

123 E. Main Street, Taverna Restaurant, received a thirty (30) day temporary Certificate of Occupancy.

The Navy/Marines tenant fit out at Rittenhouse Station got their Certificate of Occupancy this week.

Considerable time was spent on property maintenance complaints.

Inspectors issued 28 "Instant Ticket" citations this weekend.

Unfortunately, Code Enforcement Supervisor Steve Wilson was hospitalized yesterday with a gallbladder attack. He is scheduled for surgery tomorrow. We wish Steve a speedy recovery. In the meantime, Jim Kiesel is Acting Code Enforcement Supervisor.

## **Public Works & Water Resources**

I have been working on the department merger, meeting with the field and office staff and beginning the process of gathering information and prioritizing tasks.

I met this week with the paving contractor to discuss the schedule and their plans to complete the work this year in accordance with the contract terms.

We met this week with the well service firm to discuss the video of Well 17. There are some anomalies in the well screen that we need to understand better. We will be scheduling another video session to pick up some details that were not covered well in the first pass.

Street crews are working on leaf collection. Leaf fall is still light so progress is going well. I will be working on efforts to encourage people to mulch their leaves in place versus taking them to the curb, (we will engage in a similar effort for grass clippings). Mulching is better for the lawn, prevents the leaves from clogging the storm drainage system, and will allow us over time to reduce our cost of operations.

We have had several meetings with Honeywell to discuss details of the Remote Metering Contract.

We are looking at several corrugated storm drainage pipes that are failing throughout the city. Some are deteriorated in the invert which we are trying to reestablish with a placement of concrete. Others have failed on the top and have caused sink holes. We have limited funds identified in the 2013 CIP to **BEGIN** to investigate the problem so that we can get a handle on the magnitude and location of the problems in the highest priority pipe sections. Once we have done that we will begin adding projects to the CIP to address the locations we were able to find and continue to inspect the rest of the system. In the mean time we will do our best to repair the pipes that fail out right and nurse the others along until we have a funding source available to find and fix them.

We are monitoring the progress of tropical storm Sandy so that we are ready to respond if necessary.

We are also working on preparations for the Halloween Parade.

## **Parks & Recreation**

### **Administration & Planning**

I conducted a staff meeting last Tuesday.

Tom and I met to review the final plans for plantings that will go in on the Elkton Road medians (DeIDOT project).

I participated in a meeting to discuss the RPF for a retro-fit to the storm water basins at the Hunt at Louviers.

Last Wednesday Roy Simonson and I met with our consultant (Pennoni) at the Curtis Mill Park project site to review and discuss the preliminary Grading Plan.

I began preparing a request for reimbursement on expenditures for grant funding received through the Delaware Energy Office, to advertise Newark's Anti-Idling Law. The project is being spearheaded by the Conservation Advisory Commission.

The Pomeroy Trail is all but completed; just a handful of punch list items remain.

Tom conducted park inspections and prepared related work orders.

Tom met with DeIDOT and their landscaper to talk about plant substitutions and irrigation installation on the Elkton Road traffic medians.

Tom met with an Eagle Scout candidate about a possible project.

We are researching the possibility of using thermoplastic to mark out the trail markings along the Hall Trail.

We began evaluating the Elkton Road traffic medians to locate areas where sponsor signs could be placed. We plan to restart that program in January 2013 with the completion of the road improvements project.

Tom and I visited Redd Park to evaluate a tree matter with a property owner whose property abuts the park.

We started coordinating and ordering materials for phase two of the reforestation project.

Tom continued working on the 2013 Tree City USA and Growth Award applications.

Rich worked with the crew to coordinate replacement of the roof on Handloff Park shelter and surface repairing areas on the Hall Trail at Lewis Park.

### Parks Maintenance

We continued mowing of park and horticulture areas and doing landscape maintenance.

We completed a bush hog mowing operation of the bamboo area along the Hall Trail.

We began inspecting and preparing the tree lights to be placed on the Main Street trees during the holiday season.

Many thanks to the Public Works Department for installing the concrete pad under the shelter at Handloff Park.

The crew prepared all soccer fields for league play and sprayed the softball/baseball infield areas.

We stored away all supplies from this past weekend's Flea Market which was held at the Wilson Center.

The crew completed several maintenance work orders at park areas and buildings.

### Recreation Services

Paula conducted three (3) skills sessions for the youth basketball leagues. A make up skills session and the player draft are scheduled for next week. Registrations for the leagues continue to come in.

Paula met with some After Care staff regarding scheduling preschool classes and continues to finalize program information for the winter/spring newsletter.

Paula has secured a volunteer for the West Park School After Care program who is bilingual in Chinese and English to help translate for the several Chinese students who attend the program.

The community events staff has been preparing for the Halloween Parade. They have been gathering prizes for the parade and Turkey Trot, prepared and emailed line up positions. Parade applications continue to come in and placements are being assigned.

Tyler completed the GWC attendants schedule for the month of November.

Tyler attended the recreation supervisors' meeting regarding how to increase trail use for local elementary school students.

Tyler is preparing for the kids Halloween Party at GWC set for Thursday, October 25. He organized supplies and games, and confirmed participation from volunteer organizations.

Tyler is also preparing for the 26<sup>th</sup> Annual Thanksgiving Day Breakfast at GWC. He contacted sponsors and volunteers and completed the requirements to obtain a temporary food service permit.

Joe conducted a recreation supervisors' staff meeting to discuss happenings in the department and in their areas of programming.

Joe attended the superintendents' meeting with the Director.

Joe is working on updating the Newark American Little League Agreement for the use of LeRoy Hill Park baseball field.

The recreation staff are working on their winter/spring programs for the upcoming e-newsletter.

Joe is organizing the winter/spring E-newsletter that will go out January 2.

### Electric

The line crews are still changing out transformers in Devon for a voltage upgrade and set a new pole and a pad mount transformer on Old Casho Mill Road as the final part of the Baylor Drive reliability upgrades.

The electricians have been working on various City facility maintenance issues along with checking and upgrading ground rod circuitry on utility poles. After talking with a knowledgeable citizen, it has become apparent the lightning arrestor and ground rod projects have reaped benefits. Complaints due to power surges have all but stopped, where some customers outside the City have been experiencing equipment losses from surges.

Engineering has been designing two railroad crossings due to expansion and renovation of the Newark Shopping Center and as another feed out of the West Main Substation.

The meter technician has been involved with expanding businesses affecting electric services and university metering relocations.

CSH/mp