

## **DEPARTMENTAL WEEKLY REPORTS**

**November 9, 2012**

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

#### **Community Affairs Officer**

I spent a considerable amount of time prepping information for restaurants regarding registration for Downtown Newark Restaurant Week (January 21-27, 2013). I have prepared an information letter, registration form and a full page of tips for a successful restaurant week. I will send the information to the restaurants later this week or the beginning of next week. I have contacted all the advertising media Downtown Newark Partnership will be using for the event and reserved ad space and secured design services. I have also prepped an excel document for record keeping to keep track of expenses.

I spent some time designing an ad to be placed in the Newark Post promoting the City's e-services – "Take care of business without leaving your home". The ad should be in the November 16 issue.

I wrote a press release regarding the launch of the City's new website and released it on Wednesday, November 7. I have already been interviewed by WDEL. I have received feedback through e-mail from residents, Facebook "likes and shares" and Twitter "retweets" regarding the new website and it has all been positive thus far.

I continued to work on the snow related reminders utility bill insert. I received edits from the Public Works and Water Resources Department and the Electric Department. Residents should begin seeing them in their bills by the end of this week/beginning of next week.

I updated the DNP website's events for November and created the Downtown Newark November Happenings e-newsletter.

I sent out the Turkey Trot press release.

I followed up with the Newark Post about the Parks and Recreation Department's need for an evergreen tree for Winterfest. They should be including story in this week's issue.

I have been working on a press release regarding the loading zone parking meter pilot program on Main Street. It should go out later this week.

I spent some time working on some website edits already. I received a document from CivicPlus listing all the pages their analysis found spelling errors, so I corrected them. As departments start to view the new site, I am receiving feedback on additional edits that needed to be made.

In preparation for the possible snow event on Wednesday, I prepared website graphics and information to be used in case of a snow closure or snow delay. These will be ready for future use as well.

## **Planning & Development**

### **Planning**

On Thursday, I attended the Mayor's breakfast at the Newark Senior Center and was honored to receive a Certificate of Appreciation for the Downtown Newark Partnership's support of the Center over the last year.

On Friday afternoon, I joined Carol Houck in a meeting with representatives of the Newark Landlord Association to discuss the 2012 ICC Property Maintenance Code and City amendments to it, which governs our rental licensing program, and to discuss an improved working relationship. Follow-up work from this meeting was also performed.

Considerable time was spent this week preparing for Wednesday's Planning Commission meeting. The following agenda items will be discussed:

1. Review 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.

Development Supervisor Mike Fortner will present the "Plan for Planning" to the Planning Commission tonight.

Some time was spent preparing the Planning Commission recommended new Adult Community 80/20 District for City Council consideration.

On Monday afternoon, I met with David Grayson of GG+A Construction to discuss minor changes to the roofline of the addition to 136 Elkton Road. The change is necessary to address downspout issues on a building with a mansard roof and parking underneath which is supported by columns set back 5 feet from the building's exterior wall, requiring downspouts to bend for the length of the setback and then resume to vertical. Because there is no change to the number of units or the number of bedrooms in each unit, and only minimal change to the façade in the rear of the development, staff approved the revised design. (Please see attached renderings).

On Tuesday, I joined Carol Houck in a staff discussion regarding tax exempt properties.

On Tuesday afternoon, I accompanied acting Code Enforcement Supervisor Jim Kiesel on inspections.

Also on Tuesday afternoon, Mike and I met with Matt Egan of Cornell homes to discuss a potential development project on Barksdale Road.

### Economic Development

Considerable time was spent preparing for the DNP Annual Meeting and Volunteer Appreciation Reception to be held tomorrow evening (11/8 at the Courtyard by Marriott from 5-7 p.m.).

Work continued this week on preparations for the Downtown Holiday Ad Campaign and promotions.

This morning, Planner Ricky Nietubicz hosted a DNP Merchants Committee meeting.

### Parking

Time was spent cleaning up leaves and debris from the municipal parking lots after the storm last week.

Some time was spent on follow-up with the Newark Development Trust.

### Code Enforcement

A building permit was issued to the Newark Charter School (200 McIntire Drive) this week.

Demolition has started this week on the new building for the proposed addition at 136 Elkton Road.

## **Public Works & Water Resources**

Recently the vehicle maintenance staff was able to replace the floor of the packer at the transfer station. This work would have been very difficult to contract out and was accomplished with minimal disruption to our operation.

Department staff has been checking drainage facilities to identify issues that need to be addressed subsequent to the storm. These drainage facilities are associated with our NPDES permit.

Department staff has been attending various workshops on the NPDES system to keep up to date on the latest changes to the permit.

Considerable time has been spent lately working on the Honeywell meter contract.

The paving contractor is gearing up to place asphalt on several streets. I have rescheduled my meeting with the contractor to later this week to discuss the completion of the paving contract this year.

As time allows I have been meeting with public works staff to better understand their current operations and get started on projects for next year.

Tom and Bill have been working on a SCADA solution that looks very promising. I will have more information in coming weeks.

Bill has been coordinating with AC Schultes on the repair of Well 17. We expect to have a proposal shortly to address the screen defects that were identified by the well video performed recently. We will also be cycling the pump as the continuous operation of the pump is apparently causing the problem.

This summer Bill has been working with multiple vendors and suppliers to repair/replace a component of the VFD at the reservoir pump station. Through numerous calls and discussions Bill was able to locate a firm to repair and replace a computer board that we were repeatedly told was no longer made and not repairable. This saved considerable money versus replacing the complete VFD.

### **Electric**

The line crews continued changing out transformers in Devon for a voltage upgrade and are supporting contractors removing trees which caused damage during hurricane Sandy.

The electricians have been working on the SCADA systems and multiple issues with the water facilities and city facilities, mostly fixing pumps and changing lighting ballasts.

The meter technician has been busy with new commercial metering and inspecting house services that had water penetration during the hurricane.

Engineering has been working on the smart metering, Bloom Energy, and the University Star Campus projects.

### **Parks & Recreation**

#### **Administration & Planning**

Joe and I attended a meeting with human resource and finance personnel to discuss and define contracted instructors and employees so as to meet IRS regulations.

I conducted a staff meeting to review ongoing and upcoming projects and department happenings.

I had several discussions during the week with our consultant (Pennoni) regarding the Curtis Mill Park project. We shared information about the project with the White Clay Wild and Scenic Administrator.

I prepared a letter to go to the Traffic Island Landscape sponsors for the Elkton Road medians. We postponed the program when DeIDOT started their street rehab project.

With the completion of the road project we'll invite those sponsors back into the program beginning January 2013.

The storm of two weekends ago left us with considerable tree damage, particularly in the Christina Creek corridor. Several large trees came down in the creek causing blockages and across trails.

We assisted in the EOC during hurricane Sandy on both days.

Tom and Rich committed considerable time assessing damage in park and horticulture areas as well as buildings resulting from the hurricane.

Tom met with several homeowners concerning tree issues.

We're in discussion with two (2) Eagle Scout candidates about their projects within the park system.

We reviewed the landscape plan for lofts at Rittenhouse in preparation for submitting comments.

### Parks Maintenance

We committed significant time with clean-up efforts from Hurricane Sandy.

We conducted a periodic inspection of the pools.

We conducted equipment maintenance on one of our large bat wing mowers.

With leaf fall at its peak we committed a good amount of time blowing off leaves from our tennis courts.

We're arranging to purchase materials to repair the large shelter at Rittenhouse Park. A tree fell onto the roof during Sandy.

The crew prepared soccer fields for play.

### Recreation Services

The recreation staff worked on compiling winter/spring activity information into the rough draft for the next newsletter. They are also finalizing details and arrangements with instructors.

Paula worked on last minute changes for the youth basketball league. She sent out the rosters and practice schedules to the coaches. She also conducted a staff meeting with the gym supervisors in preparation for the start of practice season.

Paula worked on the Before and After Care program including adding new registrants to each site and the Purchase of Care program, updating the Food Bank rosters, updating the sign in/out roster, and collecting the final payments for November that were due.

Paula completed the winter volleyball schedules and sent them to the coaches of each team. The winter volleyball league is scheduled to start November 14 with 15 teams involved.

The community events staff has been wrapping up items from the cancelled Halloween Parade and is preparing for their next big event, the Turkey Trot. Runners continue to sign up with approximately 300 currently registered. They are also working on preparations for Winterfest, which will be held on December 7.

The George Wilson Center continues to be a busy place for weekend rentals with a steady flow of 2013 rental reservations and inquiries coming in. Very limited availability remains for any weekend times for the remainder of this year.

No programs were held Monday through Wednesday, October 29-31 due to Hurricane Sandy.

Joe inspected Redd Park after Hurricane Sandy looking for storm damage; there were several trees down although no trail blockages were evident.

Joe attended the monthly superintendents' meeting with the Director.

Joe has been reviewing rental rates and insurance requirements for park rentals in order to update our price list and park permit regulations.

### **Police**

Newark Police have arrested a 39-year-old Wilmington man following an early morning burglary and peeping tom incident that occurred on November 7<sup>th</sup>, 2012 in the unit block of Choate Street in the City of Newark.

At approximately 1:30 a.m., Newark officers responded to a home in the unit block of Choate Street after a passerby observed a male subject crouching near a first floor window of the home. Multiple officers converged to the area and located a subject matching the description provided by the caller walking in the City of Newark Parking Lot #4 adjacent to Choate Street. As the officers approached the male, they observed that he was in possession of women's lingerie hanging from his waistband. As an officer attempted to take the suspect into custody for questioning he fled on foot.

The officer pursued the suspect on foot and deployed his Taser device after he refused to stop. The suspect was struck in the back by the Taser prongs causing him to fall to the asphalt. The suspect was then taken into custody without further incident. The suspect sustained abrasions to his face and a broken tooth as a result of the fall and was transported to Christiana Hospital where he was treated for his injuries before being released back to police custody.

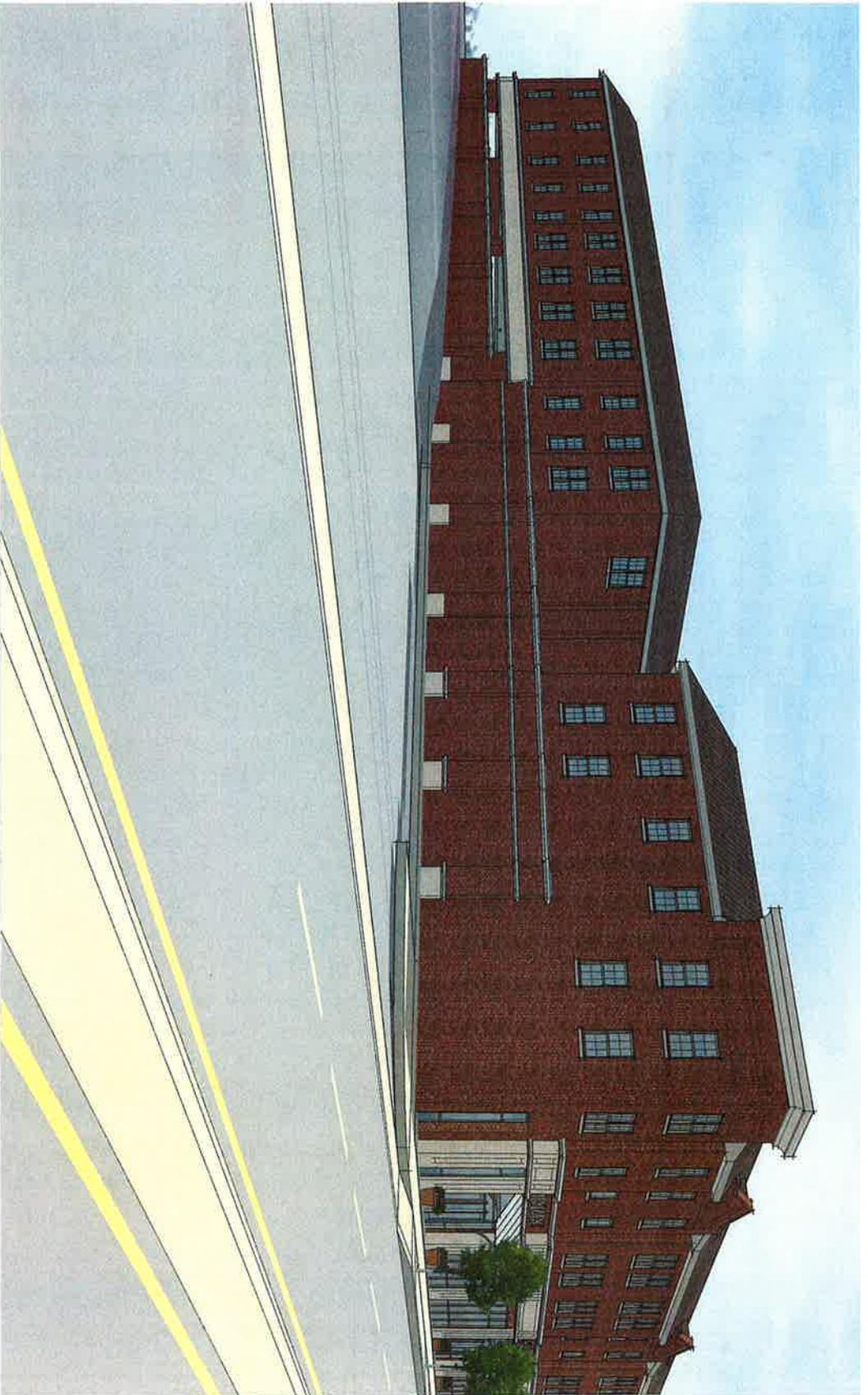
An investigation determined that the suspect had gained entry into the Choate Street home where he was first observed through an unsecured first floor window. Once inside, he removed women's clothing and lingerie from an unoccupied bedroom belonging to a 21-year-old female University of Delaware student.

The suspect was arrested on the below charges and released on \$8,000 unsecured bail.

Charges:     1 Ct. Burglary 2<sup>nd</sup>  
              1 Ct. Theft under \$1500  
              1 Ct. Trespass with Intent to Peep or Peer  
              1 Ct. Resisting Arrest

All affected City Department Directors are currently reviewing the City of Newark Emergency Operations Plan. The department directors will meet on November 27<sup>th</sup> to update the plan for 2013.

CSH/mp

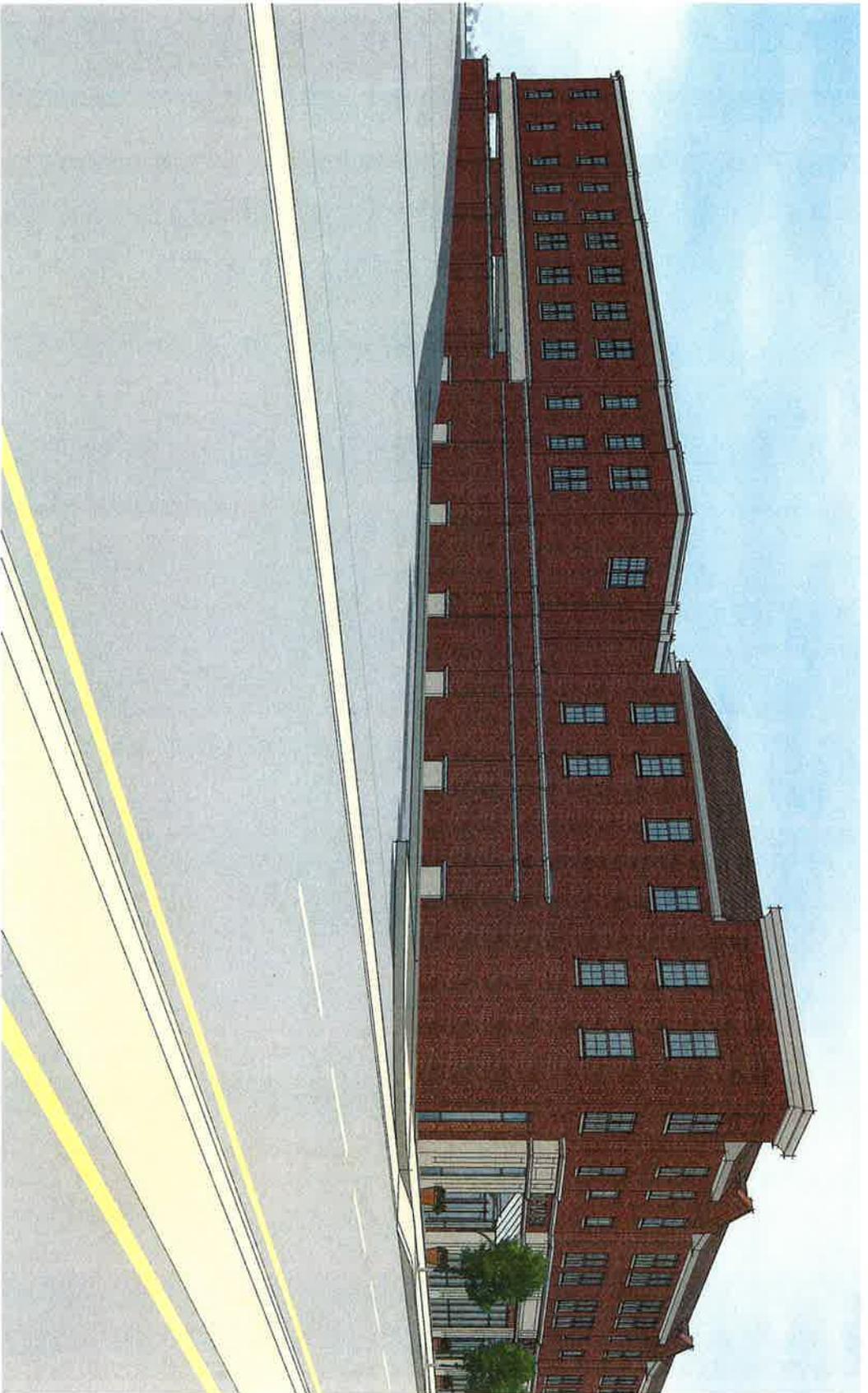


November 02, 2012

**136 ELKTON ROAD - PHASE 2**  
NEWARK, DELAWARE

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*Approved*



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*Revised*