

## **DEPARTMENTAL WEEKLY REPORTS**

**November 30, 2012**

### **Electric**

The line crews installed a pole on Christina Parkway for the Bloom Energy project. They were also busy installing Christmas lights and decorations on Main Street. The line crews and engineering switched out circuits and started installing a 15kV gang operated switch to correct a circuit deficiency.

The electricians worked with the linemen on repairing Christmas lights and have been working on general maintenance projects at City Hall and the warehouse complex.

Engineering has been busy working on the Star Campus, smart metering, and University electric rates. Engineering also attended a simulation of the automatic backup systems for the University's Science Center.

### **Parks & Recreation**

#### **Administration & Planning**

I attended a meeting to discuss updates to the City's Emergency Management Plan.

Steve Wilson and I met with a representative from DNREC (Brownfields) and ASTEC Services to discuss the removal of fly ash and a very small amount of asbestos from inside of and on the exterior of the Curtis Mill Smoke Stack. We'll have these materials removed prior to having the stack taken down. We delayed accepting bids for the demolition of the stack until this task is completed.

I committed time writing articles for the winter/spring issue of the newsletter.

I also committed time researching another grant opportunity for the Curtis Mill Park project.

Tom conducted park inspections and prepared related maintenance work orders.

Tom obtained quotes for tree work in the Christina Valley Stream and for pruning a Maple Tree in Redd Park at Deer Run.

Tom prepared a draft article about the City's reforestation plan for the newsletter.

Tom and Joe are working on their annual reports.

We ordered materials to make repairs to the Rittenhouse Park shelter which was damaged during Sandy.

Rich coordinated the transport and placement of the Christmas tree at Academy Building lawn for Winterfest. Thanks to the Electric Department for their assistance.

We submitted copies of invoices to the State Forest Service for reimbursements for the recent tree planting at the reservoir. The project was funded with grant money from the Forest Service.

### Parks Maintenance

We continued grinding up leaves at various park and horticulture sites and cutting back grasses and perennials throughout park system.

The crew completed tree work along the Christina Creek and trails from Sandy.

We stored away materials and supplies used for the Turkey Trot.

We completed placing lights on the large tree at the Academy Building lawn.

We contracted to have 24 trees planted at the reservoir as part of the reforestation program.

The crew committed time completing several building and park maintenance tasks.

### Recreation Services

Paula got supplies for and checked in on Turkey Time being held at the Wilson Center on Monday and Tuesday last week. We had 21 kids participate in the program.

Paula worked on the youth basketball game schedules and basketball staff work schedule. She will send the game schedules out to the coaches and post them on the website upon completion.

The community events staff has been wrapping up items associated with the Turkey Trot. They have been recording volunteer hours, preparing trophies for pick up and storing supplies.

The community events staff is preparing for three events next weekend, Winterfest, Snack With Santa, and Santa's Secret Shoppe.

The recreation staff proofed the 2013 Winter/Spring Activities Newsletter.

Tyler prepared for and worked the 26<sup>th</sup> Annual Thanksgiving Day Breakfast at the George Wilson Center. We had a great event with about 30 volunteers helping out to serve breakfast to approximately 120 community members. Over 125 food items were collected for the Food Bank of Delaware and a few leftover items from the breakfast were donated to the Emmaus House.

Joe continued to proof the activity newsletter that will be emailed to the mailing list on January 2.

Joe completed the background check of skate spot construction companies who submitted bids on the project and is setting up site visits.

### **Police**

On Tuesday, November 27<sup>th</sup>, Chief Tiernan met with department directors, Dana Johnston, and a representative of Aetna Fire, to review and update the city's emergency management plan for 2013. Updated pages will be distributed shortly. Some action steps were also discussed and implemented after a review of our response to Hurricane Sandy.

The following Newark Police Officers were recognized and will be awarded for their recent actions:

1. **Cpl. Adam Mease** was nominated for his actions during the investigation into multiple vehicle burglaries and related offenses plaguing the community of Stafford. Cpl. Mease's investigation resulted in the identification and apprehension of three juvenile offenders and resulted in over 120 criminal offenses. The offenses included burglary, conspiracy, theft, receiving stolen property, criminal contempt, breach of release and resisting arrest. Additionally, his investigation resulted in the recovery of the majority of the stolen property, which was returned to the community. At the conclusion of the investigation, Cpl. Mease drafted and distributed a community notification letter detailing the recent arrests along with crime prevention tips for the community. As a result of his efforts, multiple homeowners expressed their gratitude towards Cpl. Mease and praised the entire Police Department for their professionalism and customer service. In addition to investigating the incident and arresting the offenders, Cpl. Mease used the opportunity to forge a positive and strong relationship with the community.

Also during the 3<sup>rd</sup> Quarter Cpl. Mease issued over 100 traffic citations, 29 criminal summons and he arrested 5 drivers for Driving Under the Influence.

#### **Committee Recommendation: Officer of the Quarter**

2. **Cpl. Robert Sharpe** was nominated for his actions on July 25<sup>th</sup>, 2012 after responding to a car fire. Upon his arrival, Cpl. Sharpe found a vehicle on fire with flames coming from the engine compartment of the vehicle. This was of particular concern to Cpl. Sharpe as the vehicle was parked in the attached garage of a home. Acting quickly, Cpl. Sharpe used the fire extinguisher from his vehicle to control the flames until fire department personnel could arrive on scene to completely extinguish the fire. Cpl. Sharpe is credited for saving both the garage and house from fire damage. Because of his actions the home suffered no damage and the 79-year-old resident was not displaced from the home.

#### **Committee's Recommendation: Letter of Commendation**

3. **Communication Officer Lowell Silverman** was nominated for his actions on September 28<sup>th</sup>, 2012 which led to the recovery of a vehicle involved in a shooting. On this date, while off duty, CO Silverman responded with Aetna Hose, Hook, and Ladder to a vehicle fire in the parking lot of an apartment complex outside of the City. The fire was extinguished and it was determined that it was intentionally set. The scene was turned over to NCCPD and the State Fire Marshal's Office for further investigation. On September 30<sup>th</sup> when he arrived at work he received information on the suspect vehicle from the shooting and recognized that it was possibly the same vehicle from the arson. CO Silverman provided this information to detectives who learned that the arson occurred approximately twenty minutes after the shooting. Detectives also learned that the vehicle was never towed from the scene. They located the vehicle still in the parking lot and, pursuant to a search warrant, found key information linking the suspect to the shooting. It was determined that the suspect had set the fire in an attempt to derail the investigation.

**Committee's Recommendation: Letter of Commendation**

**Planning & Development**

Planning

This week the Department received the following applications for the February Planning Commission:

- Newark Shopping Center – rezoning, major subdivision, parking waiver and two special use permits to redevelop the existing center, add 250 apartments with a parking garage and a bank with drive through service.
- 221 A, B, C Murray Road (Elkton Road between Murray Road and West Park) – rezoning and major subdivision to redevelop the existing 16 unit apartment complex as 13 townhouse apartments to be known as South Main Commons.
- 30, 34, 38 and 42 Chambers Street (also known as Rupp Farm) – rezoning and major subdivision to construct eight townhouse apartments at Chambers and Benny Streets.

The deadline for minor subdivisions and parking waivers for consideration at the February Planning Commission meeting is December 13th.

This week work continued preparing for the December 4, 2012 Planning Commission meeting. The Commission will review a rezoning of 7.75 acres from AC (adult community) to RM (garden apartments) and major resubdivision for the Village of Twin Lakes. Development Supervisor Mike Fortner will also hold a discussion on the City's "Plan for Planning" regarding the update of the Comprehensive Development Plan.

On Monday afternoon, I participated in a panel discussion on internship strategies for grad students enrolled in UD's College of Public Policy and Administration.

On Monday evening, City Council took action on the following Planning & Development Department items:

- Approved an ordinance limiting DNP fees to businesses inside the district and increasing the annual contribution for those businesses from \$25 to \$35.
- Approved the rezoning, major subdivision and special use permit for the redevelopment of Elkton Road properties to become South Main Street Plaza and Chimney Ridge.
- Approved a special use permit for the Produce Marketing Association to park on a residentially zoned property adjacent to their main office at 1500 Casho Mill Road.

On Tuesday morning, Mike and I attended Floodplain Management Training offered by DNREC and FEMA.

On Tuesday evening, Mike hosted a public workshop on Transit Planning in Newark sponsored by the Newark Transit Subcommittee. The workshop involved interactive exhibits for participants to write the strengths and weaknesses of public transit service and planning in Newark, as well as opportunities to improve transit in Newark. There was also a presentation from Catherine Smith, the Planning Manager for DART, on services and transit planning for Newark. Twenty-one (21) Newark residents/stakeholders attended the meeting. Presentation materials and feedback from the workshop will be posted on the City's website. Additional public outreach at the workshop was done using Twitter.

The next public participation opportunity for the Comp Plan update will be December 6, 2012 from 4-7 p.m. in Council Chamber in the Municipal Building. The workshop is entitled "Shaping the Future of Bicycling in Newark."

### Economic Development

The DNP kicked off the Holiday Advertising Campaign and Gift Card Giveaway Promotion on Black Friday.

The Merchants' Committee is reviewing options for expanded Black Friday and Small Business Saturday promotions and possibly an event next year to highlight Downtown Newark's shopping options.

### Parking

Some time was spent this week renegotiating the lease for the Downtown Parking Office with the owners of the Galleria building.

This week Parking Administrator Marvin Howard met with Mark Luszcz of DeIDOT to discuss getting more time on the exit lane leaving Lot #3 to allow more cars to get out of the lot during peak time throughout the day and with the help of Mark they have made changes to the light and will be monitoring that exit over the next couple of weeks.

New “Slow 5 mph” signs were installed in Lot #3 in response to complaints about speeding.

The Parking Office was open on Black Friday to offer Gift Card sales from 1 p.m. – 5 p.m. This is the second year we’ve opened the office for gift card sales on the Black Friday holiday as per Merchants’ requests. Unfortunately, despite advertising via sandwich board, website, flyers and e-newsletters, no gift cards were sold on Black Friday.

### Code Enforcement

This week, Code Enforcement Supervisor Steve Wilson attended a meeting on Emergency Management Plan updates.

Steve also attended a meeting with Charlie Emerson, Larry Jones (DNREC) and Tom Betley (Astec Environmental) on the Curtis Smoke Stack ash and asbestos removal.

64 Kennard Drive has been condemned due to a police action – no heat, mold throughout the house. The owners have been notified and corrective measures are in the works.

The last grass cutting of our vacant properties is taking place this week. We will check these properties the rest of this year and next year for occupancy and up keep.

### Public Works & Water Resources

The street program accomplishments are as follows:

	<u>This Week</u>		<u>Last Week</u>
26	Total streets	26	Total Streets
16	Completed streets	13	Completed streets
5	Curb work complete	4	Curb work complete
2	Curb underway	3	Curb underway
3	No work started	3	No work started

Once the curb work is complete the milling and overlay work will follow. (Not much change due to weather this last week, and I had a mistake in my numbers last week).

The department repaired a main break on Kirkwood Highway at Harmony Road this week. This required extensive coordination with DeIDOT and nighttime work.

We held a pre-bid meeting this week for the replacement of windows at the Old Newark Train station.

Our new truck 202 replacement vehicles are in service. We replaced the four passenger vehicle with two smaller two passenger vehicles (the combined price was only slightly higher than the larger vehicle) so that we can more easily match the crew size to the work requirements. The vehicles have been received by the crew very well.

We advertised a project for the removal of backwash material from the ponds at the Newark Water Treatment Plant.

I met this week with staff to discuss the erosion and sediment control and NPDES permit process and procedures. I have a much better feel for how the system works and have several ideas for improvements that can be made. I am evaluating a request to change the fee structure as we spend an inordinate amount of time reviewing projects that may change multiple times (each requiring a review) before the final project is submitted.

Kelley has prepared a letter to be sent to the residents in the Hunt at Louviers. This letter serves to inform the residents there that we received a grant to retrofit 3 stormwater detention basins in the neighborhood, and it invites the residents to an informational meeting on January 15, 2013 in the Council Chamber.

Kelley composed and submitted two stormwater-related city newsletter article ideas to the Community Affairs Officer. The first article detailed the new bio-retention basin at Iron Glen Park designed to help mitigate the nutrients in stormwater runoff from the compost piles. The second article outlines contact information in case of a spill or illicit discharge.

CSH/mp