

## DEPARTMENTAL WEEKLY REPORTS

**December 14, 2012**

### Police

A resident of Kells Avenue spoke with Chief Tiernan regarding a large number of vehicles failing to stop at the stop sign at Kells Avenue and Academy Street. On December 5<sup>th</sup>, patrol and traffic officers began conducting enforcement at the intersection. To date, the following summonses were issued: 21 for failure to stop at the stop sign, 3 for not wearing a seatbelt, 5 for no insurance card in possession, 4 for operating a vehicle while using a cell phone and 1 for careless driving.

On December 12<sup>th</sup>, members of the Newark Police command staff and University of Delaware Police Department met to review operations. The Newark Police Department pledged to continue to work jointly with UDPD.

On December 12<sup>th</sup>, Chief Tiernan and Lt. Hargrove met with the parking enforcement officers. The group discussed ways to conduct parking enforcement while keeping positive community relations.

Newark Police are investigating an armed robbery which occurred at approximately 4:15 p.m. on December 11, 2012 at a Lieberman's book buy back tent on Elkton Road located in the parking lot of Buffalo Wild Wings.

During the incident a 29-year-old male clerk was working at the tent which purchases used text books from college students. The two suspects approached the victim and one displayed a handgun demanding money. After receiving an undisclosed amount of US currency the pair fled on foot northbound on Elkton Road. The suspects were last seen fleeing under the pedestrian underpass leading to the Rodney Dining Complex and then northbound parallel to the CSX railroad tracks. Officers from NPD and UDPD responded immediately to the scene, however, the suspects were not located.

Suspect 1 is described as a black male, 25-30 years old, thin build, 5'10 to 6'0" tall, wearing a black hooded sweatshirt, and black pants. He was armed with an unknown small black handgun.

Suspect 2 is described as a white male, 25-years-old, brown or black hair, stocky build, 5'8" to 5'10" tall, wearing a grey hooded sweatshirt with horizontal stripes, dark pants, and grey sneakers.

The victim, who is not a UD student, was uninjured during the incident

## City Manager's Office

### Community Affairs Officer

I am working with Ricky Nietubicz to prepare for the South Main Street ribbon cutting event scheduled for Friday, January 4 at 11 a.m. at Buffalo Wild Wings' north parking lot. I have spoken with DelDOT to coordinate our event and it was decided that they would prefer to have the City take the lead and they send a speaker.

Invites to the South Main Street businesses have been designed for them to showcase their products during the event and they should be mailed later this week. Postcards have also been designed for general invites to be sent to a Downtown Newark Partnership list and any other invitees that Ricky and/or the Mayor come up with. Those should be mailed out early next week. The event will be posted on the website and through social media as well as Newark TV 22 and a media alert will be done before the end of the month.

I followed up with Newark Post and News Journal about getting a reminder notice printed about the Comprehensive Development Plan public participation opportunities for the transit plan.

I assisted Carol in getting notice out regarding the Smart Meter Project Open House by designing a postcard to be sent to all residents, designing and buying an ad in the Newark Post for the meeting notice, writing a press release and following up with media contacts, and posting it to the website and social media and Newark TV 22. I distributed a press release after Monday night's City Council meeting regarding the approval of the smart meter project and followed up with media contacts to get the story picked up.

After trying to schedule a media event with DNREC for the launch of Conservation Advisory Commission's Anti-Idling campaign, it has been postponed until early next year by DNREC.

I have spent a considerable amount of time preparing the Municipal Newsletter for distribution. I am awaiting some more information before I can finalize it and begin to set up the electronic version.

I worked on a save the date postcard for City Council Legislative Open House in January.

I am continuing to work on Restaurant Week. The restaurant registration deadline is today (Wednesday), so I am following up with about ten restaurants that I have not yet heard from. Save the date postcard designs have been approved and they are to be printed and ready to be mailed at the beginning of the year.

I updated the downtown Newark website with December's events and put together the events e-newsletter and mailed it out the end of November.

I updated the city's comp plan webpage with the neighborhood Comprehensive Development Plan meetings to be held in January. I will spend more time publicizing them at the beginning of the year.

I spent some time updating the refuse collection schedule, winter yard waste schedule, and spring leaf collection schedule on the city's website.

## **Planning & Development**

### **Planning**

On Thursday morning, I hosted a Subdivision Advisory Committee meeting to discuss the technical aspects of three rezoning and major subdivision applications tentatively scheduled for the February Planning Commission. Projects discussed were:

- Rezoning, major subdivision, special use permits and parking waiver for the Newark Shopping Center.
- Rezoning and major subdivision for 8 townhouse apartments on Chambers Street at Benny Street.
- Rezoning and major subdivision for 13 townhouse apartments along South Main Street between Murray and West Park Place.

Follow-up Subdivision Advisory Committee (SAC) letters were then prepared and sent to the applicants.

Work continued preparing for the January Planning Commission this week. The tentative agenda for the meeting includes:

- A minor subdivision at 65-67 E. Cleveland Avenue.
- An Update on the Comprehensive Development Plan process.

On Thursday afternoon, I attended the Quarterly Meeting of the New Castle County Economic Development Council. The Chamber's Emerging Enterprise Center was the main topic of conversation.

On Thursday evening, December 6, the Planning and Development Department, along with WILMAPCO and the Newark Bicycle Committee, held a public workshop on bicycle planning in Newark for the Newark Bike Plan and the Comprehensive Development Plan update.

On Friday, I attended the Newark Railroad Transportation Center Advisory Committee meeting.

Some time was spent preparing for the upcoming Board of Adjustment meeting scheduled for December 20, 2012. Variances for Kershaw Commons and 63 W. Cleveland Avenue are on the agenda.

Several denial letters were also processed this week in order for applicants to prepare applications to the Board of Adjustment for the January 17, 2013 meeting.

Yesterday afternoon, Development Supervisor Mike Fortner and I participated in a Subdivision Advisory Committee (SAC) meeting with the developers of the Newark

Shopping Center to discuss issues detailed in the SAC letter to them regarding their development proposal.

On Wednesday, Mike and I met with representatives from the UD Institute of Public Administration Program regarding the creation of a "Complete Communities" video that will showcase downtown Newark as a model for redevelopment strategies.

### Economic Development

Ricky spent considerable time this week planning for the "grand opening" ceremony for the renaming of South Main Street. The ceremony will be held January 4, 2013 from 11:00 a.m.- 12:00 p.m. at Buffalo Wild Wings (ideally in the parking lot to the north of the restaurant, but in the restaurant if weather necessitates it) and will highlight the various businesses between East Main Street and Park Place, as well as allow DelDOT to unveil the roadway improvements.

Ricky and I met with representatives from the University of Delaware, the Delaware Sports Commission and Greater Newark Economic Development Partnership on Tuesday to coordinate efforts to market downtown businesses during the 2013 NCAA Women's Basketball Tournament. Since the games will take place Sunday and Tuesday, we are looking forward to offering a number of activities, specials and discounts for fans, officials and teams in attendance to take advantage of.

### Community Development

Ricky completed and sent out the 38<sup>th</sup> year CDBG agreements this week.

### Parking

On Monday, Parking Administrator Marvin Howard met with Bruce Georgov (owner) of Kate's Place, to discuss in detail how that construction will impact Lot #4. These discussions continue.

On Wednesday, I joined Carol Houck and City Solicitor Bruce Herron for a telephone conference with Newark Development Trust to discuss Lot #1 activities.

### Code Enforcement

Considerable time was spent preparing the presentation to City Council concerning the Adoption of the 2012 International Property Maintenance Code with amendments. The ordinance was withdrawn from the Council agenda on Monday night.

A new gym building permit has been issued for the Newark Charter School.

A building permit has been issued for renovations to the old Hadley Plumbing Building at 82 East Cleveland Avenue.

Two citations were issued for trash this past weekend.

## 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
19	Completed streets	16	Completed streets
3	Curb work complete	6	Curb work complete
1	Curb underway	1	Curb underway
3	No work started	3	No work started

The weather is providing an opportunity to get back on the street program. We are using a cold weather hot mix that is state approved which is allowing us to work longer into the colder weather. They are also using it on the Elkton Road/South Main Street project.

Tom attended a meeting sponsored by DelDOT on the design and use of Roundabouts. We have several intersections where these may be appropriate to improve traffic flow and reduce speeds.

Kelley has completed the yearly inspection of storm water outfalls. Each year we inspect about 20% of the locations so that we complete the entire City in 5 years. Tom and I will be working with our field supervisors to complete the necessary repairs/maintenance.

Mike Clark is finishing up the evacuation plans for the City Hall complex. This work is being coordinated with the Code Enforcement Division.

I attended a presentation by DEMA on the upcoming Hazard Mitigation program. Funding in this round is the result of Sandy. There is limited funding for this cycle. I will coordinate with other departments to see if they have any projects that might qualify.

Mike Sitek and others have met with and/or coordinated reviews of 8 projects throughout the city. These reviews have required extensive in office review and frequently meetings in the field to discuss more complex issues.

The South Main Street signs are being installed and will all be up before the end of the year.

Bill has continued to coordinate the repairs to Well 17. We are seeking clarification of the proposals as I am not satisfied that we are adequately addressing the underlying problem.

I was working on a proposal to take advantage of the National League of Cities water and sewer lateral repair program. This is an optional program that residents could take advantage of. We are reevaluating since the City Council has indicated that they are not going to renew their membership with the League. There are other providers of this service that we will reach out to if necessary. More data to follow after we sort this out.

Kelley was able to secure some additional money for the storm water basin retrofits in the Hunt of Louviers. This money will be used to purchase additional plantings so that the desirable plants have a better chance to out compete the weeds.

## **Electric**

A 12kV substation transformer failed which caused a 34kV transmission breaker to open early Wednesday morning. Five distribution transformers were down from 3:00 a.m. to 5:00 a.m. while the situation was assessed and eventually switched. It was not immediately apparent why the transmission line faulted as only one fuse out of three blew on the transformer causing a load imbalance which overloaded the neutral. A testing company is scheduled to come Thursday to figure out what went wrong.

The same morning as the transformer failure the crews were busy with several smaller incidents. A secondary underground bus line on King William Drive faulted and a transformer on Hidden Valley Drive had to be replaced.

The line crews have been working on the temporary pole line needed to bring power to a number of construction trailers at the Bloom site. They also assisted Verizon with a pole change out on Winslow Road and assisted a tree removal contractor around power lines on Kells Avenue.

Engineering has been working on smart metering and University electric rates. Also changes have been made to the large generator interconnection requirements after discussion with University personnel.

## **Parks & Recreation**

### **Administration & Planning**

Tom and I conducted park inspections and prepared related maintenance work orders.

Joe, Tom and I visited a skate park in College Park, Maryland which was constructed by the top ranked firm for our Design/Build Skate Spot project. A recommendation to award the contract will be submitted to the City Manager this week.

On Thursday I attended a meeting of the Subdivision Advisory Committee to review three subdivision plan submittals.

I'm working with the Conservation Advisory Commission to complete tasks associated with the anti-idling grant they received to promote public awareness of the law.

I'm participating on the interview panel for the Deputy City Manager position.

We attended a meeting with City Manager and Assistant to the City Manager to discuss neighborhood connections to the trail network at Redd Park Trail and the 2013 operating budget.

Tom met with the Assistant Director of Public Works & Water Resources to look at issues with catch basins in the Park Place open space areas.

We calculated all private development tree planting numbers for the State Forestry Office and the "Million Tree Planting" program in Delaware.

### Parks Maintenance

The crew continued mulching leaves in park and horticulture areas.

We constructed shelving units in our tool room for better storage capacity.

We repaired the sink in the Wilson Center kitchen.

The crew committed considerable time completing park maintenance work orders and building maintenance tasks.

We set for and removed equipment and materials for last Friday's Winterfest event and delivered supplies to the Wilson Center for Snack with Santa on Saturday.

The crew committed time doing tree and shrub pruning as needed throughout park system.

We cleaned, filled and painted over cracks in the tennis court surface at Folk Park.

We placed wreaths at City Hall.

### Recreation Services

The recreation staff worked on flyers and PSA's for the upcoming winter/spring programs.

Paula met with and finalized details with a new yoga instructor who will take over classes for a departing instructor.

Paula worked on securing staff for the Pint Size Basketball and Soccerroos programs which start in January.

Tyler decorated GWC and setup the tree in preparation for Snack with Santa.

Winterfest, Snack With Santa and Santa's Secret Shoppe went well this weekend. Although weather was a concern for Winterfest, the rain held off and the event was well attended. Thank you to NPD, Electric, and the Parks crew for all of their assistance preparing for and during the event. Snack With Santa and Santa's Secret Shoppe were attended by nearly 175 people. Volunteers and staff did a great job at the event.

Joe met with Sharon and the events staff to discuss Winterfest logistics and make final arrangements.

Joe and the recreation staff have been organizing the Winter/Spring Activity Guide by editing and finalizing program information. Liz has been working on formatting the document in preparation for delivery to our email list.

CSH/mp