

DEPARTMENTAL WEEKLY REPORTS

January 11, 2013

Electric

The line crews are installing another temporary service for the Bloom construction trailers (this is the third). They also are starting on the pole line construction for the permanent service to the Bloom site which involves installing five poles, primary metering, and four gang operated switches on two 34kV circuits.

Engineering worked on the substation project for the STAR campus, the University rate agreement, and several developing projects which call for pole relocations and rearrangements – Newark Shopping Center, Academy Street Dining and Residence Hall, and Kate's Place (townhomes and commercial building behind Klondike Kate's).

The electricians have been working on installing the communication devices for the SCADA system at two substations, while engineering and the SCADA developers have been troubleshooting and tweaking the system as the electricians install.

Parks & Recreation

Administration & Planning

I met with Maureen and Bruce Herron to discuss code requirements for open space for subdivisions.

On Friday I conducted a staff meeting and on Monday morning I met with the parks crew to give an update on ongoing and upcoming park projects.

On Tuesday morning I met with representatives of the Redd Park trail working group to continue planning for the final phase of the project. In February or March we will conduct a neighborhood meeting to discuss connections to the communities of the Hunt at Louviers and the Woods at Louviers.

We had a bid opening for the Curtis Mill Park smoke stack demolition on Tuesday. A recommendation to award the contract will be forthcoming.

The January Conservation Advisory Commission meeting was cancelled due to lack of quorum.

We committed considerable time reviewing and commenting on the subdivision plan for Cottages at the Plaza.

We began a review of the revised subdivision plan for the Newark Shopping Center.

Tom conducted park inspections and created related work orders.

Rich wrote up proposed FEMA storm preparation guideline for the Parks Department (Plan of Action) for high wind situations.

We are researching equipment replacement items that are funded in the 2013 CIP.

Parks Maintenance

The crew conducted snow removal and ice control operations at downtown lots, City Hall, and Wilson Center.

We completed PM checks at the Wilson Center.

The crew continued with tree and shrub pruning as needed in park system, both in house and contractually.

We completed work orders and building maintenance requests such as cleaning one of the play units at Rahway, adding wood carpet to several parks play and swing units, and tightening locks on the basement double doors at Wilson Center.

We inspected and repaired Main Street tree lights as needed.

We continued mulching in park system as needed.

We began stump grinding operations last week. The stump grinder attachment that we purchased with the multi-use Ventrac unit last year is doing a great job!

Recreation Services

Paula completed orientation with a new staff member joining the Before and After Care program. We also had 5 new registrants join the Before and After Care program starting in January.

Paula met with two (2) new basketball staff members (referee and instructor) and completed their employment paperwork and orientation. She is working on the next schedule for the employees working the basketball league and instructional program.

Paula sent out letters (emails) to participants registered for the Pint Size Basketball program. The program starts January 8 and has over 30 children registered so far.

Sharon has been working on the upcoming 2013 events and program information including finishing some flyers, writing PSAs and other marketing items. She also worked on the department's display case in the outer hall way.

Tyler worked on securing speakers for the upcoming Delaware Recreation and Parks Society Conference.

The recreation staff is completing their equipment and supply requests for 2013.

Joe attended the superintendents' meeting with the Director.

Joe conducted a recreation supervisors' meeting to discuss upcoming programs and department happenings.

Joe has been checking files and making corrections on forms for the new South Main Street address.

The first week of registration went well with over 100 people registering for winter/spring activities.

Police

On December 26th, 2012 at approximately 2:30 p.m., an 89-year-old male homeowner from the 700 block of Elkton Road in Newark was contacted by a male suspect claiming to be a water department employee. This suspect then advised the homeowner that he needed to test the water in the home due to the recent construction on Elkton Road. The homeowner then allowed the suspect into the home and accompanied him to the basement to "test" the water. During the incident the suspect used a two-way radio to communicate with another unknown subject. The suspect eventually left after discussing the water testing. The day following the incident the homeowner discovered that two antique handguns had been stolen from the home. The suspect is described as a male in his early thirties with a full beard, wearing an unknown color plaid shirt, blue jeans and an unknown color baseball cap. The Newark Police Department issued a press release warning residents to take steps to prevent themselves from being victimized. The press release advised residents that all city employees are required to carry City of Newark identification cards and must present them upon request. If the worker does not possess an ID card, they should refuse access and contact the Newark Police Department immediately.

On Sunday, January 6th, Newark Police arrested 62-year-old Wayne A. Cassidy of New Castle after he was observed burglarizing a townhouse complex under construction. At approximately 10:50 a.m., NPD officers responded to the 1200 block of Casho Mill Road after a witness observed a male subject entering into townhomes under construction. As the first officer arrived on scene, he observed the male running from the area carrying a bucket. The officer pursued the subject, later identified as Cassidy as he crossed over Casho Mill Road and into an apartment complex on Thorn Lane. When Cassidy refused commands to stop, the officer deployed his Taser device. Cassidy was struck in the back of the leg by the Taser prongs and fell to the ground. He was then taken into custody without further incident. An investigation determined that Cassidy entered into the townhouse complex and had cut copper wiring from the buildings. The bucket carried by Cassidy was recovered and contained copper and cutting tools. Cassidy, who was uninjured during the incident, was arrested on the below charges and released after posting \$3,750 secured bail.

Defendant: Wayne A. Cassidy (DOB: 07/29/50) of 34 Booker Circle New Castle, DE 19720. Cassidy was charged with: Burglary 3rd degree, Possession of Burglary Tools, Theft under \$1500, Criminal Mischief under \$1,000, and Resisting Arrest.

On January 8th, detectives arrested a 16-year-old male juvenile for a street robbery which occurred September 25, 2012. On September 25th at approximately 6:00 p.m., officers responded to the north sidewalk in front of 240 East Delaware Avenue. During the incident, a 28-year-old male victim was walking on the sidewalk carrying an IPOD in his hand when a black male suspect riding a bicycle rode by and grabbed the electronic device from his hand. The suspect then fled on the bicycle and was last seen riding toward the "S" turn on Delaware Avenue. The victim was not injured. Detectives were able to link the 16-year-old to the incident and obtain arrest warrants. The 16-year-old was charged with Robbery 2nd degree and issued \$2500 secured bail. The juvenile was turned over to the Connections Youth Center after failing to post bail.

City Manager's Office

Community Affairs Officer

This week I spent a considerable amount of time preparing for the South Main Street ribbon cutting as well as follow up with the media. We had a great turn out and great coverage.

I have dedicated some time to Restaurant Week by getting the event posters and postcards out to the restaurants as well as the I-95 rest area. The advertising has begun for the event in the printed publications we contracted with. Postcards have been mailed out to the DNP mailing list for event reminders. I spent some time following up with the restaurants to submit their menus for posting on the DNP website and subsequently completed the posting of the menus. I sent out the press release for the event and I followed up with Sarika Jagtiani at 55 Hours and Rob Kalesse to ensure she received the Restaurant Week press release.

I wrote and distributed the press release regarding Andrew Haines joining the City as the Deputy City Manager. It has been posted to the website and social media as well.

I spent some time preparing the Wine and Dine sponsorship letters with the Mayor's signature. They have been mailed in advance of the planning meeting for the event, which is scheduled for Tuesday, January 22 at 2 p.m. at the Mayor's law office.

I attended a meeting with Maureen Feeney Roser and Ricky Nietubicz about the Newark Criterion Bike Race in August.

I have been working with Sharon Bruen on promotion materials for the Newark Memorial Day parade.

I have written and distributed the press release for the upcoming January Comprehensive Development Plan update workshops. They have been posted on the website and Newark TV 22 for quite some time already (I believe mid-December). Additionally, I contracted with Newark Post to place an ad for workshop notification this week and next week.

I composed and sent out the DNP January events e-newsletter. I spent some time creating graphics for the newsletter as well as the website.

I was interviewed by an intern reporter from Newark Post regarding our Christmas tree recycling program.

I have spent some additional time updating city web pages with the South Main Street address after asking departments to review their pages for the name change.

I contacted Wendy Lapham, PIO for Christina School District, regarding acquiring information for a Newark Youth spotlight on our website. She offered to forward me some relevant stories and gave me permission to interview the students and take photos if necessary. I hope to have a spotlight at least once a month, once this gets going.

Planning & Development

Planning

Considerable time was spent preparing for the February Planning Commission meeting. The following projects will be reviewed:

- A rezoning and major subdivision at 221A, 221B and 221C Murray Road to be known as South Main Commons.
- A rezoning and major subdivision for 30, 34, 38 and 42 Chambers Street to be known as Rupp Farm.
- A rezoning, major subdivision, parking waiver and special use permits to redevelop the existing Newark Shopping Center on Main Street.

Time was also spent on preparation for the March Planning Commission. The projects tentatively scheduled to be reviewed are:

- A major subdivision at 107-131 New London Road to be known as Campus Walk.
- A rezoning, major subdivision and site plan approval for a development on either side of the Suburban Plaza for 168 lodge and cottage style apartment units.

On Thursday morning, Development Supervisor Mike Fortner and I met with DNP Design Committee member Howard Smith to discuss his downtown park conceptual plan.

On Thursday morning, I attended the staff meeting, and later that morning I attended a meeting to discuss the Data Centers project.

On Thursday, Mike met with the Newark Bicycle Plan Subcommittee to review information and public input from the Newark Bicycle Plan Workshop held on December 6th.

On Thursday afternoon, I met with Parks and Recreation Director Charlie Emerson and City Solicitor Bruce Herron to discuss open space and open area requirements as they relate to the cash in lieu of recreational space option for development.

On Friday afternoon, I participated in a video-taping for the Complete Communities project focused on downtown redevelopment best practices.

Some time was spent reviewing floodplain regulations for the Curtis Mill Park project.

Mike created flyers and other materials to promote the Neighborhood Meetings for the update to Newark's Comprehensive Development Plan (see attachment). A press release was also issued for these meetings and an ad was designed to run in the Newark Post.

Economic Development

On Friday, the Planning and Development staff attended the ribbon cutting for South Main Street. The event was well attended and helped to highlight several South Main Street businesses as well as the improvements to the road itself.

On Tuesday morning, Mike and Planner Ricky Nietubicz staffed the Design Committee. The Committee reviewed plans for South Main Commons and Newark Shopping Center. Mike wrote the Design Committee's recommendation to be presented to Planning Commission for their review of the projects in February.

On Thursday afternoon I joined Ricky and Community Affairs Officer Dana Johnston in a meeting with organizers of Newark's Twilight Criterion bike race scheduled for downtown in August.

Some time was spent this week preparing for the DNP Board meeting scheduled for this evening.

Parking

Parking Administrator Marvin Howard and Ricky staffed the DNP Parking Committee meeting this morning.

Considerable time was spent this week gathering materials requested by the appraiser for the Lot #1 project.

The office was busy this week with parking permit renewals.

Some time was spent researching equipment options for lot entrance control.

Code Enforcement

Demolition for Kate's Place will be starting shortly. All hazardous materials have been removed.

17 Center Street demolition is complete.

132/136 East Delaware Avenue has been demolished and cleanup is ongoing and should be finished shortly.

Regarding 84 East Cleveland Avenue (the former Hadley Plumbing building) demolition of the roof down to the first floor area has begun.

This week Steve attended a meeting to discuss the security booth to be built in the lobby and other security measures to be done in the building.

On Tuesday afternoon, Bruce Herron, Code Enforcement Supervisor Steve Wilson and I met with Councilman Morehead to discuss the 2012 IPMC and Chapter 17. Further revisions to Bill 12-32 will be applied as a result of this meeting, and the bill will be reintroduced for first reading in the near future. Staff thanks Councilman Morehead for his detailed review and valuable input.

Public Works & Water Resources

We currently make a total of 120 special pick-ups each week Monday through Thursday (t30 each day). Thursday's special collection requires that we make one or more trips to the landfill with the knuckle boom truck as the transfer station is handling recycling and cannot receive the trash. On Fridays we will collect metals with the knuckle boom as we have done in the past.

Starting next week we will be continue to make 120 special pickups but will do them Monday through Wednesday (40 each day). This will provide the same level of service (on a weekly basis), eliminate one or more trips to the landfill each week and free the operator to do other jobs on Thursday.

We will change the website to reflect the program changes. I will discuss with Dana and get information on the home page of the change.

Bids were opened for the lagoon dredging at the Newark Treatment Plant and proposals were received for the engineering services contract for the Public Works and Water Resources Department.

We have scheduled the preconstruction conference for the Northwest Booster Station Hazard Mitigation Project.

We have finalized a plan to return Well 17 to service and are making the necessary arrangements. We will be installing a SCADA system at the site to monitor the well operation as it appears that the well was damaged due to excessive draw down. This has not happened previously and we don't want it to happen again. The SCADA system will allow us to monitor the well operation and automatically shut it off if the water level reaches a limit that we establish.

We have been working on multiple project reviews and spending a significant amount of time coordinating maintenance activities for stormwater facilities and project development for the coming year.

CSH/mp