

DEPARTMENTAL WEEKLY REPORTS

November 2, 2012

Police

The majority of this past weekend and the early part of the week was comprised of planning and organizing in preparation for Hurricane Sandy. The first conference call with state emergency management officials was held on the morning of Friday, October 26th. After the briefing, City Manager Carol Houck held a meeting with all department heads, the police chief, senior police staff, and other employees. Citywide planning and response for the storm was determined. The emergency operations center was set up to be functional when the storm arrived. On Saturday, October 27th, the City Manager, police chief, senior police staff, and operational department heads gathered at City Hall to hear the latest information from the state concerning the approaching storm. Additional planning for the storm response was discussed. On Sunday, October, 28th, the City Manager, police chief, and operational department heads once again gathered at City Hall for further updates from the state and to implement final staffing for the emergency operations center. Based on the latest information, it was decided the EOC would open on Monday morning at 6 a.m. Captain Williams was placed in charge of running the EOC, Captain Potts was in charge of police field response, with Chief Tiernan overseeing and coordinating both activities. The EOC was staffed by members of the City Manager's Office, Electric Department, Public Works and Water Resources Department, as well as other departments. Police senior staff and select officers were placed on 12-hour shifts. The EOC ran very well and the city no had major issues. The EOC was deactivated on Tuesday morning. This storm event ran very smoothly. All departments worked very well together. City Manager Carol Houck was actively involved in the planning and implementation of the city storm response. Her active participation allowed issues to be dealt with immediately and had all city departments working cooperatively. Due to "Homecoming" two weeks ago and the storm preparation this week, senior police staff members have only had one day off the past two weeks.

The storm did expose major water leakage problems in the police station. Water was leaking through the roof, as well as the main floor ceiling and basement. One leak was through the ceiling and leaking out of an electrical light fixture. The Parks and Recreation Department was able to drill holes in the ceiling to divert the water from the light fixture.

Due to the storm and our Records Division being closed for two days this week, the final number of summonses issued during homecoming is not available at the time of this report.

City Manager's Office

Community Affairs Officer

Much of my time this week was spent preparing for Hurricane Sandy communications and working through the storm to communicate with the public. I kept the website, Newark TV 22, and social media up-to-date when the city was ready to dispense information or when

more information was available from other government agencies. I also was able to communicate with residents on social media if they had questions or concerns throughout the storm.

On Thursday I met with the Restaurant Week Committee and finalized plans for advertising and registering restaurants. I will be spending some time on this project in the near future.

I have been working on some last minute adjustments to the city's new website, and it will go live tonight. A press release will follow shortly after to notify the community.

Planning & Development

Planning

Some time was spent on a Special Use Permit application submitted on behalf of the Produce Marketing Association to increase their parking inventory.

Some time was spent reviewing the subdivision agreement for South Main Street Plaza and Chimney Ridge.

Some time was spent on the departmental summary for the annual operating budget.

Considerable time was spent preparing for the upcoming Planning Commission meeting. The Commission will review 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 into four separate lots to construct two three-story twin (duplex) buildings and associated parking and access ways.

Development Supervisor Mike Fortner will hold a discussion on the City's "Plan for Planning" regarding the update of the Comprehensive Development Plan at Wednesday's Planning Commission meeting.

On Friday I attended a couple of emergency management meetings to ensure preparedness for Hurricane Sandy.

Economic Development

Considerable time was spent this week preparing for the Downtown Newark Partnership's Annual Meeting and Volunteer Appreciation Reception to be held on Thursday, November 8th at the Courtyard by Marriott - UD.

This week DNP Administrator Ricky Nietubicz completed the DNP Annual Report. The Report will be presented at the DNP Annual Meeting.

This week Ricky attended the Restaurant Week planning meeting.

Parking

The pilot "Metered Parking in Loading Zones" after 4 p.m. was implemented this week. The pilot will run through December 31, 2012 and if successful, the program will be expanded to include other loading zones downtown. The goal is to increase the availability of downtown parking spaces with limited expenses as we continue to plan for infrastructure expansions.

Time was spent preparing the municipal parking lots and parking booths for Hurricane Sandy.

Time was spent cleaning up the lots after Hurricane Sandy.

The Parking Division has successfully implemented the high speed credit card service for the automated system in Parking Lot #1.

Code Enforcement

The Code Enforcement Division notified Newark residents of the impending storm and helped with emergency management during Hurricane Sandy.

Public Works and Water Resources

Storm preparation, response, and clean made up the bulk of our activity since the last report. Staff at all levels responded marvelously. From the crews in the field who made it all happen to the office staff who fielded questions regarding changed service schedules and requests for service.

What with the weather not much took place on the construction or project front. We have been taking the opportunity while the event is fresh on our mind to look into the various trouble spots to determine what needs to be done so that we can reduce the list of places to watch. We will fix the easy ones immediately; the impossible ones will just take a little bit longer.

I continue to meet with public works staff to become familiar with their operations.

Leaf collection will begin weekend operations this week. I am evaluating the current operation with staff and will be making changes to improve efficiency as necessary.

We have advertised for the new Supervisor position and have begun to receive applications from inside and outside the organization.

Parks & Recreation

Administration & Planning

Last Tuesday I inspected the section of the Christina Creek and adjoining trail from the Parkway Bridge to Barksdale Road.

Last Tuesday New Castle County Parks hosted a meeting at their park on Paper Mill Road to discuss Bicycle Pump Parks, a concept we included in the Old Paper Mill Road Park Master Plan. Tom, Rich and I attended. A Bike Pump facility is to a bicyclist what a skate spot park is to skate boarders. Pump Parks are a new outdoor recreation trend very popular with youth and teens.

We will complete our review and ranking of the Design/Build submittals for the Skate Spots very soon. A recommendation to award will be forthcoming.

Last Friday I met with Pennoni and Merit to finalize the Army CORPS Notice of Completion for the Conservation Area on the Pomeroy Trail. As required by the CORPS permit, we must monitor and submit reports on the Conservation Area for the next three (3) years.

Parks personnel worked throughout last weekend's storm to monitor City facilities and deal with any internal water leak issues. The Police Building continues to be a challenge. We are also assessing our parks to identify damages. We know of a few trees that came down. One in particular came down and damaged the large shelter at Rittenhouse Park.

Tom continued working on the ADA accessibility study for our park areas.

Tom continued working with DeIDOT and their subcontractor to finalize landscape and irrigation installations on Elkton Road.

Tom and Rich worked with the crew to prepared equipment and vehicles for incoming storm.

Parks Maintenance

Continued mowing operations at parks and horticulture areas.

We completed the shelter roof replacement project at Handloff Park. Andrew, Bob and Mike did a great job!

We prepared all soccer fields for play.

We committed a large amount of time on fall landscape bed maintenance.

Prior to the storm we cleared all roof drains at City Hall and the Wilson Center, checked and opened (as needed) catch basins in parks to help with storm water drainage and prepared chainsaws and other equipment.

Recreation Services

Paula conducted the basketball make up Skills Day and Draft for the youth leagues. Coaches were sent their rosters and practice schedules. Practices begin the week of November 5.

Paula continued to finalize instructor availability for the winter/spring season.

Paula worked with John Herring establishing the emergency contact list for the After Care parents in case of early dismissal and the ability to contact them through the City's Everbridge calling system.

The community events staff prepared for the Halloween Parade, which was cancelled on Friday, due to the impending bad weather. Ninety groups were registered for the parade. Businesses who donated prizes for the Parade were contacted and most turned their donations over to be used for the Turkey Trot.

The Annual Kids Halloween Party was held at GWC on Thursday, October 25. We had a great party with over 30 student volunteers from UD helping out and approximately 110 people showing up for games, the scary room, arts and crafts, a costume contest and lots of goodies!

Storm preparations at GWC included removing items off the floor in the basement and setting up water socks near the lower entrance.

Joe attended the Halloween Parade meeting with parks and public works and water resources employees to discuss event logistics.

Joe reviewed the I.R.S requirements to be an Independent Contractor.

Joe reviewed the new skate spot designs that were submitted.

Joe met with recreation staff about storm information and cancellation procedures.

Electric

Hurricane Sandy left the City of Newark relatively unscathed as far as electric outages. All line crews, electricians, and engineers reported to work Monday morning and were not released until the worst of the storm had passed at 4:30 a.m. Tuesday. The biggest outage came from a tree that knocked out power to 35 homes on Winslow Road for an hour and a half. Another tree came down on the lines coming up through Creek Road, but that circuit was only being used as backup and had no customers. There were a number of individual service problems caused by tree limbs or rain penetrating panel boxes. The crews returned to work Tuesday morning to continue restoring power as calls came in and fix the backup line through Creek Road. The aggressive tree trimming done throughout the year and the fortunate weakening of Sandy by the time the eye came through are the main reasons why the City of Newark made out so well.

CSH/mp