

## DEPARTMENTAL WEEKLY REPORTS

June 8, 2012

### Parks & Recreation

#### Administration & Planning

Last Wednesday Joe and I attended an IT meeting put on by the Finance Department.

I met with park and recreation personnel at the Olan Thomas Park maintenance/storage building to evaluate equipment and material content, reorganization for more efficient storage and ID items to discard.

I met with two developers to discuss requirements for the landscape surety for their projects.

#### Pomeroy Trail Update:

- I attended three meetings with Pennoni and Merit to discuss various construction items.
- I also attended the monthly project update meeting which included representatives from Pennoni, Merit, State Parks, DeIDOT, and the Public Works Department.
- Completed preparing and grading the section of trail from Olan Thomas Park to Creek Road in preparation for paving.
- The Emergency Call boxes have been installed.
- Permanent slope stabilization was completed in the CSX RR segment.
- Installation of the canopy (under the CSX bridge) will begin this week.
- The kiosk/shelter, to be erected at Main Street, was delivered and will be installed at a later date.

We conducted a very successful Newark Day last Saturday. Sharon and Debbie did a great job coordinating the event. Many thanks to the Police, Electric and Public Works Departments for their assistance. I've heard many favorable comments about the event. This year's earlier time frame for the event seemed to work very well.

Tom conducted horticulture area inspections, met with representatives from Merit Construction and Brandywine Nursery about spraying herbicide along sections of the Pomeroy Trail, continued working on upcoming park shelter pad project, attended storm water training session, and contacted several developers about landscaping issues.

Rich did daily scheduling of field staff, coordinated with staff working Newark Day for vehicle and equipment needs. He also attended the storm water training session.

#### Parks/Horticulture

Horticulture staff removed dead/dying shrubs along Hall Trail in Kells Park and replaced them with shrub roses, replanted the entry island at White Chapel, raised up the tree line

on one Crabapple along North Chapel Street, mowed horticulture sites as needed, watering of all newly planted trees/perennials throughout park system, continued mulching horticulture sites as needed and assisted with the loading of materials/supplies for Newark Day.

Parks staff continued mowing, repairing sections of PVC fencing for use at special events, completed opening operations for both pools, completed work orders at several park areas such as Dickey (replaced ties around bleacher unit that were rotting/damaged), Olan Thomas (reset bench pulled out of the ground), put down additional millings at Papermill Road Park entry area and loaded/set up/took down materials and supplies for Newark Day.

Building Maintenance: replaced bulbs as needed in buildings, repaired the door to men's room in Alderman's Court area, and picked up new door to be installed at the Police building gym.

All staff attended the storm water training session.

### Recreation Services

Paula sent out a final notice to those registrants who need to complete payments for Rittenhouse Camp. She also met with the Asst. Camp Director regarding the upcoming orientation schedule and how it will run.

Paula awarded the summer bus bid for camp and Safety Town trips and confirmed with the company. She also sent out email blasts to previous participants for all the sports camps reminding them to sign up.

Paula procured snacks for the After Care program at both schools since the Food Bank program ended on May 31. We will supply the snacks and drinks until the end of the school year. She also sent out reminders to parents regarding the upcoming Water Day at the After Care programs.

Tyler is preparing for the opening of the outdoor pools on June 12.

Tyler met with the State health inspector in preparation for the start of Camp GWC on June 18.

The community events staff prepared for and held Newark Day with over 200 vendors and between 20,000 and 25,000 people in attendance. The street re-opened in record time and everyone had a lovely time. Thanks to Public Works, Parks and Recreation, NPD, Electric, and everyone else that worked, volunteered or attended the event.

Joe is working on the Skate Spot Design-Build Contract.

Joe attended the IT workshop that was conducted by the Finance Department.

Joe attended several meetings in preparation of Newark Day and worked the event.

## **Electric**

The line crews continued pulling wire along South College Avenue from the bridge to Chestnut Hill Road. The line crews also successfully moved two poles Saturday morning at the Shoppes at Louviers Saturday to provide room for an acceleration lane at an expansion of the shopping center.

The electricians' preparations for Newark Day were effective as they worked Saturday with no major issues. The electricians and engineers are working at a substation changing mechanical relays to microprocessor type relays in order to make the substation communicate with the SCADA system.

Engineering worked with relay technical support to change several faceplates that were malfunctioning on new relays. They also worked together to troubleshoot a communications issue with new relays that were found to be miswired by the substation manufacturer.

## **Water & Wastewater**

The Christina Conservancy is concerned that there are trees falling into the creek in the vicinity of the sewer line work that I recently completed. I met on Wednesday of this week with Bill Day and explained that removal of the trees in question were not in the work area of my project, were not originally contemplated to be part of my project and that nothing that we did would have caused them to fall. I expect that we will be receiving a letter asking us to do something in the near future.

Even with all the rain the White Clay Creek is back to a level just below the 25<sup>th</sup> percentile.

We recently switched to the top the inlet outlet opening from which we draw water to pump into the wetland bench. This has seemed to help with water quality.

The geese do not seem to be the problem that we have had in the past. The twin strands of line that we used this year seem to have done a good job.

## **Police**

On Wednesday, May 30<sup>th</sup>, Chief Tiernan, Lt. Hargrove, and members of the Traffic Bureau met with Mr. Jin Pan and several of his colleagues. The meeting discussed the status of the investigation into the fatal hit and run collision which resulted in death of Helen Yang, Mr. Pan's mother. The owner of the Main Tower Apartment complex added \$2,500 to the previous \$10,000 reward offered by the family. Mr. Pan's family met with members of the media to generate additional media coverage of the case which hopefully will lead to additional information about the accident being forwarded to the police.

Newark Day on Saturday, June 2<sup>nd</sup> was very successful from the Police Department's perspective. The crowd was very family oriented and orderly. The vendors broke down

their displays promptly at 5:00 p.m., and traffic on Main Street was open to the public in just under one hour.

The Delaware State Police has notified Chief Tiernan that Newark Police recruit William Anderson is performing well at the police academy and progressing toward graduation.

On Wednesday, June 6<sup>th</sup>, Carol Houck, Chief Tiernan, Lt. Hargrove, and Animal Control Officer Vickers met with a resident concerning a chronic feral cat problem. The Police Department is looking into purchasing additional equipment that may be used to capture animals.

On Friday, June 8<sup>th</sup>, Lieutenant Kevin Feeney will graduate from the Federal Bureau of Investigation National Academy. Other graduates will include police officers from across the United States and numerous foreign countries.

On Tuesday, June 12<sup>th</sup>, the Christina School District will honor Corporal Darryl Saunders at its district school board meeting held at Bayard Middle School. The board will be honoring Cpl. Saunders for his heroic efforts and outstanding dedication to the students of Newark High School. Last month, Cpl. Saunders and the high school nurse resituated and saved the life of a student who suffered a heart attack.

## **Planning & Development**

### **Planning**

On Thursday morning I attended the staff meeting.

Considerable time was spent this week preparing for and implementing the Planning and Development Department's Planning Cluster tables for Newark Day. Development Supervisor Mike Fortner, Planner Ricky Nietubicz and I all helped staff exhibits for the Comprehensive Plan update, the Downtown Newark Partnership Design Committee, and the Newark Bicycle Committee at the event.

Some time was spent preparing for last night's Planning Commission meeting during which the Commission recommended to City Council the following:

- A. Approval of the 2013-2017 Capital Improvements Program.
- B. Approval of the rezoning, major subdivision and special use permit for 22 apartments and ground floor parking at 264 Elkton Road.
- C. Recommended against the addition of eight units to the residential 14 unit apartment mixed use building located at 136 Elkton Road currently under construction.

Also at the Planning Commission meeting, Mike gave a presentation to the Planning Commission on the Comprehensive Plan Update Process.

Some time was spent on Unicity Bus agreements.

On Tuesday I accompanied Carol Houck to the Developers Round Table session sponsored by the GNEDP.

### Economic Development

This week Ricky gathered post-event feedback from business owners for the Newark Day event.

On Monday afternoon Ricky and I attended a working session with the branding consultants for the GNEDP.

On Tuesday, Mike and Ricky staffed the DNP's Design Committee meeting.

On Wednesday morning, Ricky staffed the Merchants Committee.

Some time was spent on the Main Street Mile.

### Parking

Some time was spent on the Lot #3 entrance from Center Street specifications and contract documents.

There was damage this week to the change machine in Lot #6 behind Barnes and Noble. It is up and running but parts will need to be replaced.

The Parking Division continues to paint and perform maintenance on the municipal parking lots.

### Code Enforcement

Some time was spent on property maintenance issues.

On Tuesday morning, Steve Wilson and I met with Carol Houck and representatives of the Finance Department to discuss a late fee waiver policy.

This morning, I attended the Code Enforcement Division staff meeting. Registering complaints in City View, 2012 IBC amendments and DNREC policy changes were among the items discussed at the meeting.

Applications for six (6) new townhouses at Twin Lakes were received this week.

Estimates for house repairs at 705 Brook Drive were received this week.

Grass was cut at the following addresses this week:

- 102 Cook Way
- 349 New London Road
- 97 Madison Drive
- 31 Shull Drive

## Public Works

### Engineering/Planning and Inspection

- Rittenhouse Station: Cirillo Bros. worked on Veterans Lane and the City Hall parking lot extension and completed the following:
  1. 407.1 l.f. of p.c.c. rolled curb replacement.
  2. 57.6 l.f. of p.c.c. vertical curb replacement.
  3. (2) single catch basin repair and bonnet pours.
  4. 384.82 tons of recycled base hot mix installation.
  5. 405.86 tons of recycled top hot mix installation.Spent considerable time reviewing storm drainage system and stormwater management system components. Cirillo Bros. worked on cleaning and patching in catch basins and manholes onsite and offsite. Spent time compiling punchlist items to be completed prior to accepting project as completed.
- Responded to an illicit discharge complaint at the Shoppes at Louviers, and conducted associated follow ups.
- Performed a semi-annual comprehensive site evaluation at the maintenance yard, as per our industrial stormwater permit.
- Helped set up for and conduct an annual stormwater training session for employees based out of the maintenance yard, as per our industrial stormwater permit.
- Started working on a brochure targeting small construction sites.
- 136 Elkton Road: Worked on escrow amounts for C.O. and punch list items for completion prior to C.O.

### Survey Crew

- Continued design/drafting on Iron Glen topographic map for future installation of bio-filtration area.
- Reviewed Phase 3.1 proposals and awarded contracts to Tri-State Lawn Care and issued a notice to proceed for June 4, 2012.
- Continued to work on the drawing and creating comp points to set for the new pole shed at the warehouse.
- Located and staked rear property line at Paper Mill Falls near bio-filtration pond for Parks Department.

### Field Operations

#### Refuse:

- Refuse pick-up after student move out weekend was very heavy resulting in 140 total tons of trash for Tuesday and Wednesday.

#### Streets:

- Assisted Parks Department with Newark Day and implemented detour and road closures.

- Street crew continued working at Iron Glen Park in prep for tub grinder, including cleaning up trash and debris from stockpiled yardwaste and loading and hauling leaf mulch from Iron Glen Park to 896 tank.
- Street crew assisted at UDon't Need It?, cleaning up tent area and loading left over materials into dumpsters for final cleanup.
- Assisted Refuse Department on 3-man packer, on the knuckleboom for special pick-ups, and delivery of trash cans.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed.
- Sidewalk sweeper continued with duties on Main Street.

CSH/mp