

DEPARTMENTAL WEEKLY REPORTS

August 31, 2012

Parks & Recreation

Administration & Planning

Almost all of my time this week was committed items relating to the Pomeroy Trail

- Tested Emergency Call Boxes
- Reviewed the placement of wooden bollard
- Installation of signage
- Communicated with CSX regarding their painting of the graffiti on the rail bridge over pass at Cleveland Avenue
- Stone face installation on bridge #1
- Bike/pedestrian signal relocation at Cleveland and Chapel
- Discussion about the fence installation around the Olan Thomas Park Storage Building
- Distribution of invitations for the opening and planning for the opening ceremony
- Completed construction of the abutment for bridge #2
- Trail lights and emergency call boxes were activated
- Preparation for the semi-final inspection scheduled for this Friday

Park Management:

- Started park inspections
- Inspected several lots at Twin Lakes for C of O approval
- Attended DRPS meeting
- Did daily scheduling of field staff
- Arranged for calcium chloride/rock salt pick up
- Met with Urban Forester to review tree planting conducted last year with State Forestry funding

Parks/Horticulture Operations

- Parks and horticulture staff continued mowing operations
- Repaired a dehumidifier in the Police Station
- Repaired a wall at the Wilson Center
- Delivered cabinet and supplies to Downes and West Park Schools for the start of the Before and After School programs
- Continued on landscape bed maintenance
- Watering of all newly planted landscape materials throughout park system
- Scarified/dragged all ball fields, touched up lines on soccer fields, and raked out all horseshoe pits
- Completed trash rounds throughout park system
- Completed tree pruning behind Dunkin Donuts on Elkton Road
- Started closing down both pool sites

Recreation Services

Paula met with the Before and After School staff to complete employment paperwork. She also completed a two day orientation with the Before and After School staff prior to the first day of school. The program at Downes Elementary School is at its maximum of 70 children and West Park site has 22 enrolled. There are 20 kids enrolled between the two schools for the Before Care programs.

Paula, Joe and Tyler met with the new principal at Downes Elementary School regarding all of the programs conducted at the school and any assistance that can be provided.

Paula gathered last minute supplies/equipment needed for the start of the Before and After Care programs.

Paula continued to assign registrants to soccer teams and contact the coaches.

The community events staff sorted and stored the items from Safety Town. They've also been working with Goodwill of Delaware on several items for Community Day including a Trash to Treasure competition, scarecrow clothing donation, and a display and drop off area for Goodwill at the event.

Registrations for Community Day continue to come in. The registration deadline for the event is Thursday, September 14th at noon.

The recreation staff worked on fall program flyers and public service announcements.

Tyler completed the GWC attendants schedule for September.

Joe met with the Wilmington and Western Railroad about the set up and layout of the switch plate display on the Pomeroy and Newark Trail.

Joe attended the Delaware Recreation and Parks Society meeting at the State Park at Indian River.

Joe is helping organize the Pomeroy and Newark Rail Trail opening that will be held on September 10.

The first week of fall registration went well and registrations are remaining consistent this week as well.

Electric

The line crews, electricians, and engineering worked together to switch distribution circuits and change internal circuitry in order to replace two troublesome distribution breakers at the Sandy Brae Substation. While the circuits were off, all functions for control of the SCADA system were tested. Some functionality was found to be absent, so new wiring was installed to fix deficiencies.

The electricians continued installing conduit at the Phillips Avenue Substation for the SCADA system and the line crews finished moving a pole at the Lovett Avenue Science Center.

Engineering started compiling the University's monthly loads for billing purposes and all the substation loads for tracking and planning purposes. Engineering also worked with the meter technician on customer issues and strategies for combining commercial services.

Water & Wastewater

The rains have allowed us to hold the reservoir level fairly constant these last few weeks. We are right around 178 to 179 feet which is pretty good. At this point in the year I am feeling pretty good about the reservoir level and the chance for rain, etc.

We have tested the fire hydrants in the area where we relined the water mains and have found improved flow characteristics in all of them. We will be painting them shortly to reflect the new flow capabilities. Conversations that we have had with residents in the area have all been positive. They are pleased with the quality of the water that they are now receiving and they have indicated how impressed they were with the crews that Fletcher Creamer had doing the work.

This week Bill has been working on the disinfection by products testing. This is a recurring test that we do quarterly every year. We continue to meet the standards and are looking for ways to improve upon the levels of the disinfection byproducts that we are currently finding in the system.

The sewer lining crew has about four days of sewer lining left to complete. They plan on being back in town next week.

Police

On Thursday, August 23rd at approximately 2:00 a.m., an unknown suspect forced entry into six businesses located in Suburban Plaza. In each of the incidences, the suspect gained entry by removing the exterior door locks and removed cash from the registers in several of the businesses. The suspect was arrested on Thursday, August 30th and charged with the crimes.

This past weekend was very busy with the University of Delaware back in session. Numerous arrests were made for Driving Under the Influence, as well as other alcohol related offenses. A press release was sent out on Wednesday, August 29th, as a reminder of the "Party Host Assistance Program." The program encourages residents to call the police if a party is getting out of control or if police assistance is needed with unwanted guests. The party host or attendees will not be subject to the same enforcement action as a complaint received from an independent caller. The goal is to assist the host in ending the party.

The Newark Police Department has on a weekly basis and again would like to remind residents that burglaries do and have occurred throughout the city. It is very important to lock your home and vehicle(s) at all times. Also, it is very important not to leave any valuables in vehicles, and to report any suspicious people or activity to the police immediately. We do not send out individual reminders or alerts for every burglary or theft from a vehicle that occurs.

Police Officer Jeffrey Mullin announced his notice to resign from the Newark Police Department. He will begin a new career with the Philadelphia Fire Department in September. We wish him the best in his new career.

Planning & Development

Planning

Development Supervisor Mike Fortner and Planner Ricky Nietubicz staffed the initial meeting of the Newark Transit Subcommittee and began development of a scope of work for the group and identification of potential stakeholders to include moving forward.

Considerable time was spent putting the finishing touches on the staff recommendation for ICC amendments. First reading is scheduled for September 12, 2012.

On Tuesday I met with Lang Development Group to discuss the demolition of 17 Center Street.

Considerable time was spent reviewing plans for Code compliance and then preparing denial letters for Board of Adjustment applications.

Some time was spent reviewing an administrative subdivision application for the Administration Building at UD's STAR Campus.

Several meetings with potential developers were also held this week. No new plans were submitted as a result of these discussions, although we anticipate several in the upcoming months.

On Tuesday morning I met with Joe Spadafino and Sharon Bruen to discuss banners on the Pomeroy and James Hall Trails.

Also on Tuesday morning I met with Matt Dutt to discuss procedures and timeframes for a major subdivision.

This morning I attended a meeting to discuss the 2013 Budget.

Economic Development

This week Ricky worked on business license fees.

This morning Ricky and I worked on the DNP fee structure report.

On Monday afternoon I joined Carol Houck and Bob Ruggio for a discussion regarding economic development opportunities in Newark.

Parking

The University of Delaware students have moved back in for the fall semester. The Parking Division staff is working on trash control in the municipal parking lots during the move-in process.

Code Enforcement

Permits were issued for two new tenants going into Campus Edge.

Newark Charter Elementary and Middle Schools now have new kitchens installed in them and they can now serve lunches.

The Curtis smoke stack monument was removed from the stack prior to demolition. Parks and recreation will store it for later use.

Public Works

Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials worked on Thompson Circle and Rose Street completing the following:
 1. 76.80 c.y. of excavation.
 2. 31.30 s.y. of p.c.c. excavation.
 3. 65.40 tons of stone placement.
 4. 404.20 s.f. of 4" p.c.c. sidewalk installation.
 5. 350.8 s.f. of 6" p.c.c. sidewalk installation.
 6. 296.17 tons of hot mix overlay.
 7. 9.00 tons of base hot mix patching.
 8. 1.00 ton of top hot mix patching.
 9. 136.22 ton of base hot mix undercut.
 10. 379.9 l.f. of vertical curb installation.
 11. 4,338.4 s.y./in. of road surface milling.
 12. 20 l.f. of concrete sawcutting.
- University of Delaware – East Campus Housing: Corrado Construction worked on the following:
 1. Milled off hot mix on east side of Haines Street to 3.5".
 2. Graded off Haines Street and undercut old concrete road patch 6" approximately 120 s.y.
 3. Hot mix base coated Haines Street and part of Thompson Lane and turn-around at Russell Dorms. Contractor used 2,144 s.y. total and used 296 tons of hot mix.
 4. Hot mix top coat Haines Street and used 221 tons.
 5. Bowman Concrete formed and poured 810 s.f. of 4" p.c.c. sidewalk and handicap ramps and 20 l.f. of rolled curb and gutter using 16 c.y. total of Class B concrete.

- Contract 12-05 – 2012 ADA Handicap Ramp Installation Program: Diamond Hill formed up curb for replacement on Scotch Pine Road and Red Pine Circle.

Survey Crew

- Continued with Phase 3.2 Sidewalk Program support and follow-up.
- Continued updating Municipal Building layout plan for emergency escape routes.
- Performed topographic survey for additional elevations at the proposed vehicle shed at the yard.
- Responded to complaints about sidewalk obstructions on Delaware Avenue and Annabelle Street and issued violation notices.
- Located reservoir monuments to update the yearly report.

Field Operations

Refuse:

- Went to DMV for title transfers for new city vehicles.
- Assisted with installation of bike racks on Main Street.

Streets:

- Excavated and applied 1,175 s.f. of hot mix on Apple Road at W. Park Place.
- Completed approximately 90% of the work at Iron Glen Park at the new retention area.
- Repaired potholes around outer loop of fire lane on Cherry Hill Manor service road.
- Removed brush and debris from recent rain storms from Park Drive culvert, Cherry Hill Manor service road culvert, Bellevue Road storm sewer culvert.
- Loaded and hauled 3 loads of sweeper material from the city yard to the landfill.
- Assisted Refuse Department on the 3-man packer, picked up and dropped off refuse cans, and pushed up yard waste at Iron Glen Park.
- Repaired sink hole at catch basin at 112 Panorama Drive.
- Picked up two loads of topsoil from Vannoy in Maryland and hauled to Iron Glen Park.

Administration - Community Affairs

I completed updating the Parks and Recreation section of the city's website. I am still waiting to receive updates/changes from the Police Department, Finance, and Code Enforcement.

I had a phone conference with Civicplus to discuss how to build our "How do I?" page on the website and will be starting that process next week.

I wrote the Community Day press release and have it scheduled to be sent out on Monday, September 4.

I sent the Labor Day holiday trash collection schedule press release as well as posted it to the website, Ch. 22, Facebook and Twitter. I also posted the office closure signs in the lobby of the building.

I updated the events on the DNP website, which includes creating graphics and inputting event information for the month of September and I also began inputting information and creating graphics for October.

I created and e-mailed the DNP events e-newsletter and e-mailed it to over 1900 contacts.

I updated City Council meeting notices on Channel 22. I also updated the traffic meeting start time on all the meeting notices on the city's online calendar and elsewhere on the website.

At Carol Houck's request I reached out to Mark Brainard of the Government Affairs Office at UD regarding UD's government affairs website. He informed me that he will be sending out monthly e-newsletters in which the City Manager's Office may wish to include an article. He will follow up with me at a later time since he was not quite ready to launch the e-newsletter at this time.

At City Council's suggestion, I contacted the police officer in charge of the Prescription Drug Take Back Day in September and asked to be included in the planning committee. I found out there is no planning committee, so it is now me and Dylan Wiggans organizing the event and getting the word out. I spoke with Carla Grygiel at the Newark Senior Center and she informed that despite the fact that the senior center will not be open for normal business that day, it will be open for us during the times we need it for collection. I have included the Prescription drug take back day in the DNP events e-newsletter (which also gets tweeted and posted to the DNP Facebook page) for September and added it to the Downtown Newark website. A press release is in the works and I will speak with Dylan about delivering flyers to pharmacies, the senior center, retirement homes, etc... Flyers will also be available at the Newark Library and on the bulletin board at the Newark Natural Foods Coop. I will contact the UUFN and Newark United Methodist Church to include in their newsletters. It may also be a good idea to have flyers available at Community Day. I will plan this with Dylan.

I spoke with Melanie Rapp from DNREC Public Affairs regarding the Pomeroy Newark Rail Trail Opening; re: logistics. I sent e-mails/invitations to my Legislative Communications contacts and to the Delaware Air Quality Partnership.

I visited the location for the Pomeroy Newark Rail Trail opening ceremony with Joe S. and Charlie E. to discuss set up and then shortly after attended a meeting regarding day of event logistics with Charlie E., Joe S., Tom Z. and Andee M. I spoke to the Mayor regarding his speaking at the ceremony and where he preferred to speak in the program. I thought that he might like to go last so he could wrap up and he could say thank you to everyone. He agreed.

I attended a meeting regarding the Elkton Road name change where it was confirmed that the letter Pat Fogg and I drafted to the residents and businesses would be sent out on September 1 to tenants and property owners. I will work with Pat F. on an ad to go in the Newark Post as we get closer to the change date. We will have a sandwich board in the lobby that says, "Our New Address". It will be included in the winter/spring newsletter, again - it was mentioned briefly in the fall newsletter. There will be a press release and social media distribution as well as a variable message board sign on Elkton Road.

I have begun printing the Thank You for Recycling postcards (multi-family residences). I am waiting to hear from Rich on the exact number I need so I can finish printing them, get them cut and then mailed out.

CSH/mp