

## **DEPARTMENTAL WEEKLY REPORTS**

**September 28, 2012**

### **City Manager's Office**

#### **Community Affairs Officer**

I spent a considerable amount of time completing content updates and navigation changes for the Finance Department and Code Enforcement web pages. I spent some time on additional edits to sections of the Public Works Department web pages.

I completed the map of the website navigation and it will be forwarded to CivicPlus at the end of the week.

I wrote and distributed a press release about City Council selecting Carol Houck for City Manager. I also uploaded the information to social media and Channel 22. Additionally, I updated the website and Channel 22 to reflect the new city manager contact information.

I added information to the website, social media and channel 22 regarding information for the November election.

I am updating the downtown Newark website for events and preparing the events e-newsletter to be e-mailed at the end of the week.

I am spending some time updating Channel 22 by creating graphic panels and adding information.

I spoke with Sarika Jagtiani at 55 Hours about Taste of Newark and informed her that there were limited tickets still available.

### **Planning & Development**

#### **Planning**

On Wednesday morning Capt. John Potts and I met with Newark Shopping Center management to discuss private tow regulations and notification to vehicles parked there illegally in response to the number of vehicles parked there for reasons other than to patronize businesses in the shopping center.

Some time was spent preparing for the Taste of Newark to be held this Sunday from 12 – 3 p.m. Very few tickets remain for this fabulous event highlighting the very best food and drink that Newark has to offer!

Considerable time was spent preparing for the upcoming Planning Commission meeting scheduled for Tuesday, October 2, 2012 at 7:00. Agenda items include:

1. Review and consideration of amendments to the Zoning Code to establish a new Adult Community 80/20 zoning district.
2. Discussion regarding the City's "Plan for Planning" regarding Comprehensive Development Plan V.
3. Consideration of the rezoning from AC (adult community) to RM (Garden Apartments) and major resubdivision for the Village of Twin Lakes originally scheduled for review (was pulled from the agenda at the request of the developer).

On Thursday morning, Development Supervisor Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.

On Thursday, Mike staffed the Newark Bicycle Committee meeting. The Committee discussed holding a public forum at its November meeting.

On Thursday evening Mike and I attended the Board of Adjustment meeting. At the meeting the Board granted variances for maximum lot coverage, minimum lot size and distance from perimeter streets for the potential rezoning of 221 Murray Road from BLR to RM.

Considerable time was spent preparing for the September 24, 2012 City Council meeting during which City Council approved the adoption of the 2012 ICC Fire and Building Codes with amendments.

On Monday morning, Carol and I met with Glen Schmalhofer and Bruce Harvey to discuss potential changes to Chapter 17, Housing and Property Maintenance in the Municipal Code. These conversations will continue prior to Council consideration of the 2012 ICC Property Maintenance Code. In the meantime, the 2009 version of Chapter 17 remains in effect.

On Tuesday afternoon Mike staffed the Newark Transit Sub-Committee meeting. The Committee reviewed and adopted a work plan for 2013.

This morning Mike and I meet with realtor Steve Quinn to discuss potential annexations into the City.

Mike and Planning Aide Brian Laws completed the FEMA Community Rating System (CRS) program Annual Recertification report. The application certifies that the City has continued to implement the credited activities, and provided supporting documentation, maintains its Class 7 rating, the highest rating in Delaware and, as a result, the results allows owners of property in the floodplain to receive a substantial discount on their flood insurance premiums.

### Community Development

On Thursday, Planner Ricky Nietubicz staffed the CDBG/Revenue Sharing Committee. Funding allocation recommendations were finalized and Ricky is preparing memos to Council on the Committee's behalf to communicate their recommendations for funding.

On Friday, Mike monitored the Newark Senior Center for compliance of their Senior Home Repair Program and Weatherization Program under the CDBG guidelines.

### Economic Development

On Wednesday, I attended the New Castle County Economic Development Council Quarterly meeting. Barry Sharpe, Plant Manager, Bloom Energy of Delaware was the keynote speaker.

### Parking

Parking Administrator Marvin Howard attended a Main Street Mile meeting this week. The Main Street Mile will be held on October 6<sup>th</sup> at 8:00 a.m.

Lang Development Group made application for demolition of the structure at 17 Center Street.

Work was performed this week preparing the recommendation for the Center Street Entrance Contract for Council review.

### Code Enforcement

Code Enforcement Supervisor Steve Wilson attended a skate spot meeting with Parks and Recreation staff.

The Code Enforcement Division staff also assisted other City Departments as follows:

- Parks and Recreation staff with some building maintenance issues;
- Patching the Police Station roof; and,
- City Hall plumbing issues.

Fraternity and Sorority fire and life safety programs have been completed. Inspections of these buildings have started.

## **Public Works**

### Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials worked on Tyre Avenue, Wrangler Road, Ranch Court, Rose Street, Elm Avenue, Woodlawn Avenue, and Fremont Road completing the following:
  1. 3.4 l.f. of 4” p.v.c. drain pipe installation.
  2. 1.9 c.y. of undercut excavation
  3. 116.78 tons of base hot mix installation.
  4. 488.92 tons of top hot mix installation.
  5. 12.30 tons of base hot mix patching.
  6. 6.02 tons of top hot mix patching.
  7. 212.0 l.f. of rolled curb replacement.
  8. 9,812.1 s.y./in. of milling existing street surface.

9. 20.4 l.f. of sawcut for curb removal.

Byers Electrical Contractors installed (2) traffic signal detector loops on Tyre Avenue.

- Erosion & Sediment Control Inspection: Performed site inspection at Sutton Place and Newark Jeep Chrysler.
- Contract 12-05 – 2012 ADA Handicap Ramp Installation Program: Diamond Hill worked on Delrem Drive and E. & W. Mill Station Drive completing the following:
  1. Formed and poured 52.5 l.f. of integral curb and gutter.
  2. Formed and poured 124 s.f. of 4" p.c.c. sidewalks.
  3. Installed 32 s.f. of truncated domes.
  4. Formed and poured 39 l.f. of 6" vertical curb behind sidewalks at Scotch Pine Road and Red Pine Circle.

### Survey Crew

- Continued with Phase 3.2 Sidewalk Program support and follow-up.
- Measured, offset and graded curbs and gutters on Beverly Road for replacement.
- Completed the surveying at the reservoir spillway and began the comparison process with previous years.
- Measured, offset and graded approximately 400 l.f. of curb and 66 l.f. of valley gutter on Pagoda Lane for replacement.

### Field Operations/Streets

- Excavated, formed, and poured 35 ft. of integral curb on Marvin Drive and excavated and applied 500 s.f. of hot mix at same location.
- With assistance from the Water Department, street crews camered approximately 700 ft. of storm sewer for possible blockages on S. College Avenue between Amstel Avenue and Delaware Avenue.
- Assisted Refuse Department on 3-man packer.
- Pushed up yard waste at Iron Glen Park for Refuse Department and began moving leaves and cleaning up area at 896 water tank in preparation for fall leaf collection.
- Poured new flow line in storm sewer catch basin behind 810 Bradford Lane.
- Trimmed broken branches on Cherry Hill Manor service road for refuse truck clearance.
- Sawcut Dallam Road for future curb and hot mix repairs.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed and installed 2 new parking meter poles on Main Street west of Grotto's.
- Sidewalk sweeper continued with duties on Main Street.

### Parks & Recreation

#### Administration & Planning

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

I completed and submitted a narrative on the Parks and Recreation Department to the Finance Department to be included in the 2013 Operating Budget.

Last Thursday I conducted a meeting with representatives of Pennoni and City staff to discuss the Curtis Mill Park project. The meeting focused on the remediation plan, preliminary layout and erosion and sediment control matters.

I committed time reviewing the three (3) RFP's for the Skate Spots.

Pomeroy Trail Update:

- I worked on finalizing documents relating to the Conservation Easement to be recorded.
- Merit completed the installation of the trail surface base at the north segment to Creek Road.
- The landscape contractor completed the install of curlex and seeding on the north segment.

Tom met with the landscaping firm doing plant replacement installations at the 257 East Main Street site for the release of the projects surety bond.

Tom met and corresponded with the site superintendent at the 136 Elkton Road project site concerning landscaping and escrow issues.

Rich began researching salt box replacement options. Our old salt box will need to be replaced in the near future. It is an important unit used in our parking lot snow removal and ice control operations.

Rich committed significant time preparing daily work schedules for the field staff.

Tom organized a Saturday morning work group, in early October, with the Papermill Falls Civic Association to remove an unsightly hedgerow in Karpinski Park. The neighborhood has committed to volunteer to assist parks staff to clear the hedgerow.

### Parks and Horticulture

- Mowed park and horticulture areas
- Continued on landscape bed maintenance
- Repaired a roof drain on Police Station
- Completed PM at Wilson Center
- Prepared soccer fields and dragged infield areas
- Unloading and storage of materials/supplies from Community Day and committed time cleaning up of the University Green
- Trash removal from park areas
- Started sanding/painting tables from the art studio at the Wilson Center
- Removal of tree downed from this week's storm at Handloff Park

## Recreation Services

Schools were closed early one day last week due to tornado watch. Recreation and office staff hustled to contact parents to pick up their children early at the Downes and West Park After School program. This was a first! Paula is looking into ways to fine tune and streamline the process of contacting parents in an expeditious manner if something like this would happen again.

Paula worked with the Department of Social Services Purchase of Care section regarding enrollees involved in the Before and After School programs to correct information listed for them so paperwork and monthly reimbursement from the State is correct.

Paula sent updated rosters to all fitness instructors due to continuing enrollments. She also continues to work on schedules for winter/spring classes and summer camps with instructors.

Paula emailed previous participants in youth basketball leagues reminding them about registration and she contacted previous year coaches.

Paula reviewed staff and student files in preparation for the Office of Child Care Licensing inspection at West Park After School program.

Sharon and Debbie have been wrapping up items associated with Community Day such as statistics, closing out purchases and logging volunteer hours.

Sharon attended the Memorial Day Parade Committee meeting and has been working on several items associated with the parade and preparing for the marketing of the 2013 parade.

Sharon has also been preparing information for the Delaware Division of the Arts Grant final evaluation. We received grant funding for some community events.

Tyler held interviews for swim lesson instructors and met with the two new instructors regarding the start of lessons on Saturday, September 22.

Tyler concluded interviews for the CATCH afterschool program at Downes. Three new staff will be hired to work the program.

Tyler contacted fraternities, sororities and high school volunteer organizations regarding the need for volunteers at the GWC Halloween Party scheduled for Thursday, October 25.

Joe conducted the recreation supervisors' staff meeting to update staff on department happenings and their areas of programming.

Joe conducted a skate spot design/build proposal meeting to update everyone on proposal information and respond to some questions that the committee had. The committee is reviewing and ranking the RFP's.

Joe attended the Curtis Paper Mill meeting to review concept designs.

Joe is working on 2011-2012 program statistics.

### **Electric**

An outage caused by a large bird Monday afternoon lasted for an hour. Two fuses were blown on a primary circuit taking out businesses and a University building on Wyoming Road.

The line crews had scheduled outages to Jenney's Run and Barksdale Estates to replace danger poles identified in the yearly pole testing. The line crews also continued setting backyard transformers in Nottingham Green as part of a reliability project along Baylor Drive.

An electrician spent a week in Dover getting certification on Substation Maintenance. All the Delaware municipalities sent personnel to this training course to alleviate the cost of sending trainees to Texas.

Engineering spent two days with Honeywell Project Managers, metering vendors, and system integrators discussing the implementation issues that would be involved in a citywide smart metering installation.

### **Water & Wastewater**

The White Clay Creek flow has increased enough that we are able to operate the plant from the creek. As we get increased flows, we will begin to put water back into the reservoir.

We received the results of our Disinfection by Product testing and all the samples are within compliance.

The test results for the most recent operation of Well 14 were received this week and have been forwarded to the State for their review. We expect to receive the go ahead to proceed with the next phase of the testing shortly.

We have a contractor doing some work at the Newark Water Treatment Plant that will allow us to bypass the first back wash lagoon so that we can clean it. Once we get the first pond clean, we will be able to proceed to the second pond without too much more difficulty.

### **Police**

Newark Police are investigating two unrelated robberies which occurred during the late afternoon on September 25th.

The first robbery occurred at approximately 4:40 p.m. on the sidewalk just west of the St. Johns Cemetery, located at the corner of Elkton Road and West Park Place. During this incident, the 20-year-old male victim was walking on the sidewalk when he was approached by a white male suspect armed with a knife who demanded cash. After receiving an undisclosed amount of cash from the victim the suspect walked away and was last seen walking eastbound on West Park Place. The suspect in this incident is described as a white male, 30-35 years old, 5'9" tall, 240 lbs. with brown curly hair and beard. He was wearing a yellow t-shirt described as very dirty and a black baseball hat with no writing or symbols on it. The suspect spoke with slurred speech. The victim, who is a student at the University of Delaware English Language Institute, was not injured.

The second robbery occurred at approximately 6:00 p.m. on the north sidewalk of Delaware Avenue in front of 240 East Delaware Avenue. During this incident the 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 suspect in this incident is described as a black male, 14-18 years old, 5'5" to 5-8" tall, with a thin build. He was wearing a horizontally striped black and white hooded sweatshirt with a yellow t-shirt underneath. He was riding a purple colored unknown type bicycle. The victim was not injured.

Members of the Newark Police Department and University of Delaware Police Department will be meeting on Thursday, September 27<sup>th</sup>, to go over the plans for this year's Homecoming. The date of this event is October 20<sup>th</sup>.

The Traffic and Patrol Bureaus will be conducting extra vehicle speed enforcement on Casho Mill Road in response to a resident complaint.

CSH/mp