

DEPARTMENTAL WEEKLY REPORTS

October 5, 2012

Public Works

Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials worked on Wrangler Road, Ranch Court, Fremont Road, and Briar Lane, completing the following:
 1. 30.6 c.y. of excavation of patches.
 2. (1) gas valve box adjustment.
 3. 85.7 s.f. of 4" p.c.c. sidewalk at ramp for the handicapped.
 4. 8.0 s.f. of detectable warning blocks at the ramp for the handicapped.
 5. (2) single catch basin adjustments and bonnet pours.
 6. 754.38 tons of Type C (top) hot mix overlay.
 7. 11.90 tons of Type B (base) hot mix patching.
 8. 4.63 tons of Type C (top) hot mix patching.
 9. 60.25 tons of Type B (base) hot mix patching in undercut excavations.
 10. 566.3 l.f. of p.c.c. rolled curb replacement.
 11. 8.2 l.f. of p.c.c. integral curb and gutter replacement.
 12. 13,256.6 s.y./in. of milling of existing street surface.
 13. 22.2 l.f. of p.c.c. sawcutting.
- Erosion & Sediment Control Inspections: Performed site inspection at Sutton Place.
- Laura's Glenn – Lot #4: Met with contractor to review requirements for curb, sidewalk, and driveway apron installation.
- Received and reviewed the submittal for RFP 12-03 Design Build Services for Water Quality Improvements Projects at Three (3) Stormwater Detention Basins in the Hunt at Louviers. Worked on scheduling a committee meeting to score the proposal.
- Performed several dry weather outfall inspections and the associated paperwork.
- Updated the storm drainage GIS map in the West Main, Corbit Street, and Terry Lane area.
- Worked on organizing the people and tools to plant the bio-retention basin at Iron Glen Park. Picked up 18 flats of plant material from North Creek Nurseries, delivered them to Iron Glen, laid them out according to the plan, and planted them with the assistance of personnel from the Parks and Recreation Department, Public Works Department, and the University of Delaware.
- Investigated an illicit discharge complaint at the STAR Campus, and contacted personnel at the University to coordinate a response.
- Contract 12-05 – 2012 ADA Handicap Ramp Installation Program: Diamond Hill formed and poured 410 s.f. of 4" p.c.c. sidewalk at Delrem Drive and E. & W. Mill Station Drive.

Survey Crew

- Continued with Phase 3.2 Sidewalk Program support and follow-up.

- Completed the comparison of the reservoir spillway with previous years and forwarded to the Water Department Director.
- Identified and obtained recommendation from the Parks Superintendent concerning five trees on Paper Mill Road that are in danger of falling into the roadway.
- Measured curb elevations on Dallam Road for replacement.
- Marked out curb replacement grades on Apple Road.
- Sent a Sidewalk Obstruction Notice to 274 Dallam Road.
- Identified and marked a building restriction line at 524 Stamford Drive for the Code Enforcement Officer.

Field Operations

Refuse

- Spent time at DMV getting titles for new vehicles.

Streets

- Saw-cut Dallam Road for future hot mix and curb repairs.
- Excavated, formed, and poured 43 ft. of integral curb at 135 Dallam Road and 20 ft. of integral curb at 145 Dallam Road.
- Loader pushed up yard waste at Iron Glen Park for the Refuse Department.
- Mike Sisteck, Kelley Dinsmore, Parks Department personnel, and Street Department personnel planted plants in the new bio-retention area at Iron Glen Park.
- Excavated old material and applied millings to extend parking area at the proposed new refuse shed at the maintenance yard.
- Loaded and hauled 4 loads of previously stockpiled hot mix and curb from the city yard to Batten for disposal.
- Assisted Refuse Department on the 3-man truck and delivery of trash cans.
- Checked the following culverts for blockages from previous rainfalls: Barksdale Road bridge, Park Drive, Bellevue Road, Church Road, Cherry Hill Manor service road.
- Cleaned warehouse at the city yard and pulled out leaf machines to check them over in preparation for the Fall Leaf Collection.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed and applied double 4" lines at the following intersections: Ritter Lane & S. College Avenue, Fremont Road & New London Road, Haines Street & Main Street, Academy Street & Main Street, and two locations at Academy Street & Delaware Avenue.
- Sidewalk sweeper continued with duties on Main Street.

Parks & Recreation

Administration & Planning

Last Wednesday I attended the quarterly meeting of the Governor's Council for Greenways and Trails. It was announced that the final phase of the Redd Park trail rehab project will be awarded matching grant funding in the amount of \$99,000 through the Delaware Land and Water Conservation Trust Fund program. The local match will be

covered by the value of volunteer labor, hours committed to the project by parks personnel and in-kind opportunities.

I committed time working with Bruce Herron on matters relating to the Conservation Easements (Pomeroy Trail) which will need to be recorded.

I committed time reviewing RPF 12-03 for improvements to three (3) storm water basins at the Hunt at Louviers as part of an internal review committee.

Following the final inspection, I authorized the release of a Landscaping Letter of Credit for the Campus Edge subdivision.

Tom conducted park inspections and prepared maintenance work orders.

As a member the Delaware Recreation and Park Society (DRPS) by-laws review and update committee, I began reviewing the current by-laws and will work with the committee to complete the update in 2013.

Tom attended the DRPS Conference Committee meeting and started contacting possible speakers and sponsors for the 2013 Conference.

Tom completed a final review and ranked Skate Spot RFP's.

We're reviewing labor estimates for seasonal color beds proposed for the Elkton Road traffic medians.

Tom met with a Boy Scout to discuss a possible Life Project in Redd Park.

Parks and Horticulture

- Continued on landscape bed maintenance and mowing operations
- Dragged/scarified all ball fields
- Prepared soccer fields
- Replaced water heater at city yard garage, replaced plumbing for the second floor men's room urinal at City Hall, and installed a new faucet in the ladies room at the Wilson Center
- Assisted Public Works with plant installation at the basin area at Iron Glen
- Completed sanding/painting tables from the art studio at the Wilson Center
- Trash removal from all park areas
- Distributed paper as needed throughout City Hall

Recreation Services

Paula completed an annual inspection with the Office of Child Care licensing at West Park Elementary School After Care program. The license was renewed for another year. She is following up on paperwork still needed from staff. Currently there are 29 children enrolled in the After Care program.

Paula conducted youth basketball league coaches meetings. She also sent out notices to previous year players to remind them about registering.

The recreation staff continued to finalize dates and availability of instructors and programs for the winter/spring season.

The community events staff has been wrapping up items associated with Community Day and has been comparing information regarding the event to the past several years' information in order to identify trends.

Sharon attended a meeting with Brig. General Vavala, some of his staff, Councilman Clifton, Col. Slater (ret) and Mrs. Slater regarding the Memorial Day Parade and the future involvement of the National Guard.

The community events staff sent information about upcoming events to local businesses seeking prize donations. They also sent information to volunteer organizations and schools about upcoming volunteer opportunities.

Tyler held CATCH (Coordinated Approach to Children's Health) training with 3 new CATCH Homework Club staff and 5 of Paula's after care staff.

Tyler attended the Delaware Recreation & Parks Society annual conference committee meeting, which was held at GWC on Thursday, September 27.

Joe finalized fall 2011-summer 2012 recreation activity statistics for the 2013 budget.

Joe worked on two employee evaluations.

Joe is preparing information for the October Newark@Play monthly e-newsletter.

Recreation staff are meeting with Joe about winter/spring 2013 program plans.

Electric

The line crews continued installing dual voltage transformers in Nottingham in preparation for a voltage upgrade. The line crews also removed the service and pad mount transformer to the former Chrysler office building due to renovation and expansion.

The biannual infrared survey of the City's substations started today. One hot spot requiring immediate attention was found on a main City feeder connection. Within the hour the circuit was switched out and the connection reworked.

Engineering and electricians have been busy replacing mechanical relays with microprocessor based relays at the West Main Substation. The new relays give much more information in the event of a fault. They can also communicate remotely through phone lines and will shortly be tied into SCADA through radio communications.

Engineering worked on the smart metering project and also on net metering of the Electric Vehicle to Grid (EV2G) project that the University is operating at the STAR campus.

Water & Wastewater

We have been taking advantage of some quiet time between major projects to work on several plant and system maintenance projects.

Water levels in the creek continue to improve allowing us to withdraw water for the plant and the reservoir from the creek.

The Elkton Road project is winding down. We are in the process of marking all of the manholes and valve boxes so that we can be certain that they are exposed after the final lift of asphalt is placed.

We have been reviewing documents and attending coordination meetings associated with the Honeywell meter proposal.

Police

On Tuesday, September 25th, the Newark Police responded to Dickey Park for a report of a robbery that had just occurred. It was determined that an argument ensued between two juveniles. The suspect proceeded to punch the victim in the face multiple times causing injury. The suspect then stole a set of headphones from the victim and fled the area. Officers were able to determine the suspect's possible identity at the scene. Detectives conducted a search warrant at a residence on Murray Road. A 16-year-old Newark boy was arrested during the search for one count of Robbery 1st degree. The 16-year-old defendant was issued \$10,000 bail and remanded to the New Castle County Detention Center for Juveniles.

On Friday, September 28th, the Newark Police responded to a shooting which occurred at a home in the 200 block of Whitherspoon Lane. At approximately 9:30 p.m. officers responded to the home for a report of a shooting. Officers located the victim in the living room of the residence with a single gunshot wound to the face. The victim was treated by New Castle County Paramedics and transported to an area hospital where the victim was listed in critical condition. An argument between the victim and a male subject was heard just prior to the shooting and it is believed that the suspect is known to the victim. The investigation is ongoing.

On Monday, October 1st, detectives obtained an arrest warrant for Brian A. Davis of Elkton, MD in relation to four recent commercial burglaries. On August 23rd and September 29th, the State Line Cigarette Outlet on Elkton Road was broken into and money and cigarettes were stolen. On September 25th, Suburban Liquors in Suburban Plaza was broken into and cash was stolen. On September 27th, Amalfi's Grille in Suburban Plaza was also broken into with cash stolen. The Maryland State Police and the Cecil County Sheriff's Office assisted in identifying Davis in this case. The Maryland State Police conducted a search warrant in Elkton which led to the discovery of evidence linking Davis to the Newark crimes. Davis is currently being held in Cecil County. Newark Police have issued warrants charging Davis with 4 counts of Burglary 3rd Degree, 4 counts of Possession of Burglary Tools, 4 counts of Theft under \$1500, 1 count of Theft over \$1500, 4 counts of Criminal Mischief and 1 count of Wearing a Disguise During the Commission of a Felony.

City Manager's Office

Community Affairs Officer

I uploaded photos from Taste of Newark to Facebook. I wrote and released the Taste of Newark wrap up press release. It has been posted to the city and DNP's website. I reached out to Bill McMichael of the News Journal to thank him for writing a great piece on the Taste of Newark. He was appreciative of the Mayor taking the time to talk to him.

I have been working on organizing the City Manager meet and greet to take place prior to the Council meeting on Monday, October 22, 6:00 p.m. – 7:00 p.m. Invites will be e-mailed out this week and a press release will go out early next week. Information will be posted to Channel 22, the website, and social media.

I completed the printing and cutting of "Thank you for Recycling" postcards to be sent to multi-housing family units to encourage recycling. Public Works is now in possession of them and will label and mail them.

I spent a considerable amount of time updating and adding information to Channel 22, including designing several panels with upcoming city information to play on the channel.

I attended a meeting with Mike Fortner and Ricky Nietubicz from Planning and Development and members of UD's Institute of Public Administration to discuss a video for the web to be made regarding the development of mixed-use buildings downtown.

Planning & Development

Planning

On Monday morning, Mike and I met with representatives of St. Tomas Church to discuss a potential minor subdivision.

Also on Monday morning, I met with our newest Planning Commissioner Andy Hegedus to review Planning Commission's responsibilities, and the role of the Planning and Development Department.

On Tuesday evening, I staffed the Planning Commission meeting during which the Commission approved amendments to the Zoning Code to establish a new Adult Community 80/20 zoning district. The Commission also approved moving forward with the strategy (Plan for Planning) update of the City of Newark Comprehensive Plan update, including development of a vision, goals and objectives and public participation. The next public event will be a workshop on Tuesday, October 23rd from 4-7 p.m. in Council Chamber to gather information to develop a vision for our community and ultimately, the Comprehensive Plan V.

Also on Tuesday, October 2nd, Mike presented the "Plan for Planning" for the update to the City's Comprehensive Development Plan.

Economic Development

Some time was spent preparing for the Taste of Newark held last Sunday. This year's event was the best ever.

On Tuesday, October 2nd, DNP Administrator Ricky Nietubicz and Development Supervisor Mike Fortner staffed the DNP's Design Committee meeting where the Committee finalized their Work Plan for 2013.

This morning I accompanied Ricky to a DNP Merchants Committee meeting. Holiday promotions and the ad campaign, and 2013 Work Plans were among the items discussed.

Parking

On Friday morning, I joined Carol Houck, City Solicitor Bruce Herron, and Finance Director Rob Uyttebroek in a meeting with the Newark Development Trust to discuss the Lot #1 garage concept.

Some time was spent on the Lot #3 Center Street Entrance.

The Parking Division is working with merchants in Lot #3 and #4 with reference to the dumpster area concerns.

Code Enforcement

Considerable time was spent fielding property maintenance concerns.

Some time was spent reviewing materials and prepping for the issuance of instant tickets to begin this weekend.

C/O's for tenant fit-outs at 224 East Delaware Avenue units #100 (T Mobile) and #105 (Ameriprise) were issued this week.

Footing and foundation permits were issued for Carroll Commons.

Footing and foundation permits were issued for Newark Preserve lots 19-22.

Fraternity/sorority inspections have been completed with fewer violations than in previous years.

Studio Green water heater repairs are on-going and should be completed by the end of this week.

Plumbing repairs to the second floor men's room in the Municipal Building have been completed. First floor repairs will be completed at a later date.

The roof repair at the Police Station has been completed.

CSH/mp