

## **DEPARTMENTAL WEEKLY REPORTS**

**October 19, 2012**

### **Electric**

The line crews have been busy installing dual voltage transformers in Nottingham Green and in Devon preparation for a voltage upgrades. Last week one leg of an underground house service failed after hours on Mathew Flocco Drive. The crews temporarily restored with an autotransformer and repairs were made later. Also, Monday morning a squirrel caused a fuse to blow on Rahway Drive, initiating a 30 minute outage to forty homes.

Engineering and electricians replaced mechanical relays with microprocessor based relays on all the distribution circuits at the East Main Substation. After all testing and reconfiguring was complete, phone line communications was installed to the devices. Later this month, they will be integrated into the SCADA system and the phone system will be used as a backup.

The meter technician has been wiring CT metered services and installing meters at various locations. The technician has also worked with developers representing the Charter School on the relocation of metering at the former Lear site because of the school's expansion.

Engineering and the administrative assistant met with DEMEC and other municipal representatives to demonstrate the effectiveness of an electric utility on-line purchasing program. All DEMEC members have access, but currently the City of Newark is the only member utilizing the system.

### **Water & Wastewater**

We are investigating a problem on Main Street with a water service. The property is experiencing a pressure drop in excess of what we would expect. We have traced the problem to the water line outside the building. We are preparing to investigate the pipe material at the curb stop to see if there is any galvanized pipe in the service lateral. We are also going to operate all of the vales on Main Street that we would need to operate if we find the problem is on our side of the valve. It is not a given that we will need to shut off the street but we want to be prepared in the event that we do.

We will be doing our work late at night/early in the morning and will make contact with all of the properties that could be affected if we have to shut off the water main. We are not planning to do anything that would affect water service until October 22<sup>nd</sup>. I will be coordinating with Maureen and Mike to make sure that the businesses are aware of what we are doing.

Well 17 was videoed this week. We did not have an opportunity to review the video prior to the preparation of the weekly report. We hope to learn what has happened that we are pumping the gravel pack from the well.

We took samples from Well 14 this week after the last operational period. We will need to wait for the results to come back and be reviewed by the state before we can proceed with the startup testing. So far everything looks good.

## **Police**

The Newark Police Department has arrested a 29-year-old Newark, DE man following a stabbing incident on October 15<sup>th</sup> at approximately 7:00 p.m. The incident occurred at a hotel located at 1119 South College Avenue. During this incident, the suspect and a 38-year-old male victim became involved in a verbal altercation inside a hotel room where they were staying. The altercation escalated to a physical confrontation and during the fight, the suspect stabbed the victim one time in the neck with a knife. The victim responded to the hotel lobby where the clerk called 911. NPD officers responded and took the suspect into custody in the hotel room without incident. The victim was transported by ambulance to Christiana Hospital where he is currently listed in critical condition. The suspect was committed to Howard R. Young Correctional in lieu of \$52,000 secured bail.

Two additional cameras were purchased with grant money and are being installed this week. One camera will be installed on Main Street and Tyre Avenue. The second camera will be installed on Delaware Avenue in the area of municipal parking lot #1.

The majority of the Police Department will be working "Homecoming" on October 20<sup>th</sup>. Traditionally, this is one of the busiest days of the year for the Newark Police Department.

## **City Manager's Office**

### **Community Affairs Officer**

I attended a meeting with Event Allies, the City Manager and members of the Planning and Development Department and Police Department in regard to a proposed bike race in downtown in August of next year. The style would be similar to that of the Wilmington Grand Prix that happens in May every year.

I met with UD graduate student Rebekah Inman for an informational interview she needed for a project she is doing.

I distributed information regarding the Comprehensive Plan open house on October 23 via press release, website, Channel 22 and social media.

I added information to the website and Channel 22 about Newark Jaycees Canine Costume contest fundraiser to benefit an area Iraq war veteran, which Mayor Funk will be judging. I spoke with a representative from Aetna about adding their events, such as Bingo and a Spaghetti dinner to Channel 22 and the website.

I have added information to Channel 22 and created several graphic panels for the information.

I am writing editorial and submitting photos on downtown events and news for the fall/winter issue for Newark Life Magazine. They generously set aside eight pages for downtown news in their publication. The information will be submitted by the end of the week.

I have begun to brainstorm with Ricky Nietubicz about possible ways to mark the renaming of Elkton Road to South Main Street. I have contacted DelDOT's public relations to see what they will be planning for the completion of the Elkton Road project to see if we might do something in conjunction with their ribbon cutting. I was informed that they may not do anything until the spring due to weather. I asked that they keep me in the loop.

CivicPlus has completed the content migration for the website ahead of schedule and now I am spending a considerable amount of time updating the new website with all the information we added since we turned it over to CivicPlus at the end of September, so that when the site goes live it will be completely up-to-date with the calendar, newsflash, minutes and agendas and any other information that needs to be added. I have noticed some additional tweaks that need to be made and will be working with CivicPlus to make some adjustments. City departments will be looking at the website to make sure their pages are as they need to be. You may preview the website at <http://de-newark2.civicplus.com>. The site may be ready before the anticipated November 1 go live date.

## **Planning & Development**

### **Planning**

On Thursday morning, I attended the staff meeting.

On Monday afternoon, Development Supervisor Mike Fortner and I met with a property owners along Chapel Street to discuss redevelopment opportunities.

On Tuesday, I met with Hal Prettyman to discuss the redevelopment of the Hadley Plumbing Building known as the Mill on Cleveland Avenue.

Some time was spent this week preparing for the upcoming Planning Commission meeting. A minor subdivision of Prospect Avenue will be considered along with changes to the Subdivision Regulations as they apply to street and subdivision name changes, and an update of Comprehensive Plan activities.

On Tuesday morning Mike and I met with Martin Wollaston of the UD Institute for Public Administration to discuss technical assistance they can provide for the update of the Comprehensive Development Plan.

Mike spent time this week preparing for the "Open House" to be held Tuesday, October 23 from 4-7 p.m. at the Newark Council Chamber. The purpose of the open house is to get public input for the update of the Comprehensive Development Plan.

## Economic Development

On Wednesday evening I attended, and DNP Administrator Ricky Nietubicz staffed, the Downtown Newark Partnership's Board meeting. Committee work plans and DNP funding were among the items discussed. Some time was spent following the meeting preparing an ordinance for consideration by Council regarding funding.

Also on Thursday morning, I joined Carol Houck and Ricky in a meeting with Jerry DuPhily and Julie Wenger to discuss a potential August event to be known as the Newark Twilight Criterion bike race. There are many details to be worked out but it appears as if this could be the August downtown event we've been waiting for.

This morning, Ricky attended an educational seminar about advertising mix and the importance of defining target markets in choosing different advertising strategies.

## Community Development

Ricky and Mike completed the report on the CDBG/RS Advisory Committee's recommendation to Council on the use of 39<sup>th</sup> Year CDBG and 2013 Revenue Sharing Program.

## Parking

This week Parking Administrator Marvin Howard worked on updating the Downtown Gift Card design.

## Code Enforcement

On Thursday evening, I accompanied Carol Houck to the Newark Landlord Association meeting. The meeting was an opportunity to introduce ourselves and to hear landlord concerns about rental and inspection programs.

Eight citations for trash on private and commercial properties were issued over the past weekend (13<sup>th</sup>/14<sup>th</sup>).

This week Code Enforcement Supervisor Steve Wilson gave a deposition regarding bedbugs.

A C/O application has been received for Taverna Restaurant.

A C/O was issued to 3000 Fountianview Circle, Unit #307.

Steve started researching other cities having residential sprinklers ordinances and how these cities are using the ICC Code to enforce.

## Public Works

### Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials (and subcontractor) worked on Apple Road, Dallas Avenue, Beverly Road, Indian Road, and Dallam Road and completed the following:
  1. 11.0 c.y. of excavation.
  2. 15.8 tons of crushed stone placement.
  3. 33.6 s.f. of 4" p.c.c. sidewalk replacement.
  4. 131.2 s.f. of 6" p.c.c. driveway apron replacement.
  5. 85.7 s.f. of 4" p.c.c. sidewalk installation at ramp for the handicapped.
  6. 8.0 s.f. of red detectable warning block installation.
  7. (6) single catch basin adjustments and bonnet pours.
  8. (1) double catch basin adjustment.
  9. (1) manhole adjustment and collar pour.
  10. 95.9 l.f. of 8' wide valley gutter replacement.
  11. 7.50 tons of top hot mix used in patching driveways.
  12. 308.0 l.f. of rolled curb replacement.
  13. 898.2 l.f. of integral curb and gutter replacement.
  14. 161.3 l.f. of sawcutting for curb and sidewalk removal.
- Rechecked several illicit discharge complaints to complete and close out the files.
- Investigated a hydraulic fluid leak in the Hunt at Louviers and assisted in spreading oil dry in several locations.
- Investigated an illicit discharge at Johnson Controls, 204 Interchange Boulevard.
- Contract 12-05 – 2012 ADA Handicap Ramp Installation Program: Diamond Hill worked on the following:
  1. Installed 55 l.f. of new integral curb and gutter on Boundary Road and Point Ave.
  2. Installed 562 s.f. of 4" sidewalk for ramps.
  3. Installed 24 s.f. of red truncated domes.
  4. Adjusted one valve box.
  5. Poured 20 l.f. of 6" vertical curb.Contractor used 16.5 c.y. of Class B concrete.
- Annual Stormwater Maintenance:
  1. Tri-State Lawn worked on the following:
    - a. Hunt at Louviers: Installed 48 l.f. of 12" concrete pipe replacing rusted out outlet pipe in detention basin #3. Installed 2 new flared end sections.
    - b. Deer Run: Removed sediment from in front of inlet pipe in detention basin.
  2. Nichols Construction reinstalled settled, flared end section and installed new rip rap.

### Survey Crew

- Continued with Phase 3.2 Sidewalk Program support and follow-up.
- Continued updating Municipal Building layout plan and began developing department specific routes for emergency escape plan requested by Code Enforcement Supervisor.
- Marked out grades on Indian Road for curb replacement.

## Field Operations/Streets

- Concrete crew formed and poured 900 s.f. of concrete pad under the pavilion at Handloff Park for the Parks Department.
- Concrete crew repaired the concrete storage bins at the maintenance yard.
- Loader moved previously stockpiled leaves and continued preparing site for leaf collection at the 896 water tower.
- Picked up bulk items with the knuckleboom and delivered trash cans for the Refuse Department.
- Started the 1<sup>st</sup> week of Fall Leaf Collection.
- Vac-all crew completed the fourth and final route of the catch basin cleaning schedules.
- Sign truck repaired and replaced signs and poles as needed.
- Sidewalk sweeper continued with duties on Main Street.

## Parks & Recreation

### Administration & Planning

Last Tuesday we conducted a meeting of the Skate Spot Committee to review the RFP's received. From this a recommendation will be forthcoming to award the design/build contract.

Pomeroy Trail Update:

- Last Wednesday I met with Pennoni to review the final punch list for the project.
- Merit made site repairs to Olan Thomas Park that were affected by the project.
- Tom met with the landscape contractor to discuss plant installations at Olan Thomas Park.
- We installed pins and locks on the collapsible bollards.

I met with Joe and Sharon to discuss the Adopt-A-Park program to talk about ideas for enhancing the program.

Last Thursday I attend a meeting of members of the Delaware Recreation and Park Society to begin a review and update of the organization's Constitution and By-Laws.

We're working with DeIDOT to finalize plant selections for Elkton Road. Plantings are going in this week.

I committed time working on a reimbursement request for grant funding for the Curtis Mill Park project.

Tom conducted park inspections and prepared maintenance work orders.

Parks Supervisor assisted the new Parks Manager at Auburn Heights State Park and Mansion on historical research of site.

Tom continued working on this year's Tree City USA and Growth Award applications.

Tom coordinated and attended a meeting between DeIDOT and the irrigation contractor concerning the Elkton Road medians.

Tom committed time working on items relating to the 2013 DRPS Conference.

Tom attended the initial meeting for next year's Christina Clean Up.

### Parks and Horticulture

Mowing of park and horticulture areas as needed.

Performed equipment maintenance on all mowing equipment.

Removed soccer goals at Dickey Park for frisbee tournament.

The Streets Division started installing a concrete pad at Handloff Park shelter.

We pruned trees along Pomeroy Trail.

Prepared all soccer fields for league play.

We completed building repairs in police cell block area as well as other building maintenance items.

### Recreation Services

Paula conducted the coaches meeting for the upcoming winter volleyball leagues. Twelve teams are registered for the league to be held at Newark Charter starting in November.

Paula sent out reminders to the additional archery class participants about the start of the class. She sent out an email blast to previous participants for basketball regarding registration and upcoming skills days. She also worked with volleyball instructor for the start of the youth volleyball program on Saturday.

Paula sent newsletters to the Before and After Care parents for the month of October introducing all the staff and confirming upcoming events. She also worked on continuing to get the emergency notification forms from the parents so the system can be set up in a timely manner.

Paula manned a booth at the Newark Methodist Preschool Fall Fitness event and passed out flyers of upcoming classes and activities.

Flyers were made and taken to local elementary schools to promote the upcoming youth basketball league, Halloween Party at GWC and the Halloween Parade.

The CATCH Afterschool Homework Club began another session at Downes Elementary on Monday, October 8. The 6-week program meets Mondays and Wednesdays and provides homework help, a healthy snack and some active game time to “at-risk” students. The Newark Morning Rotary Club supports this program financially and by providing volunteers.

The community events staff has been working on items associated with the upcoming Halloween Parade.

Sharon met with Joe and Charlie about some ideas to enhance the Adopt-A-Park Program.

Joe met with the recreation staff about winter/spring program planning for the upcoming e-newsletter.

Joe coordinated a skate spot meeting to discuss the bid proposal rankings.

CSH/mp