

DEPARTMENTAL WEEKLY REPORTS

October 12, 2012

Parks & Recreation

Administration & Planning

Last Tuesday I met with representatives of the White Clay Wild and Scenic group to review our plans for the Curtis Mill Park project.

We're continuing to work with Steve Wilson to have the fly ash material inside of the Curtis Mill smoke stack tested before we move forward with the contract to take down the stack.

Last Wednesday I gave a tour of the Pomeroy Trail to my staff to allow them to see the entire corridor so that they can be more familiar with the facility to better answer questions they may field about the trail.

I committed considerable time reviewing and preparing comments on one subdivision plan and one Construction Improvement Plan.

I'm continuing to work with Bruce Herron to prepare Conservation Easement documents for the Pomeroy Trail in preparation to have them recorded.

I met with Tom and Rich to review our park maintenance work order and scheduling process and procedures.

Pomeroy Trail Update:

- On Monday I walked the trail with our consultant to review the semi-final punch list.
- The northern most segment was paved.
- The concrete curb apron was installed at Cleveland Avenue at the entrance to Olan Thomas Park.
- All remaining signage and bollards were installed.
- We placed locks on the collapsible bollards.

DeIDOT is working to create the "See It Both Ways" campaign to alert and educate motorist and bicyclists about each other's use of roadways. We provided comments back on a draft brochure they've created.

Tom conducted park inspections and created related maintenance work orders.

We started working on ordering plant materials for the second phase of our park and open space reforestation plan.

We coordinated with two volunteer groups to do projects this past weekend. We worked jointly with the residents of Paper Mill Falls to clear a hedgerow and tree line on the east border of Karpinski Park. The other volunteer group performed trail maintenance (cut back plant growth over the trails) along the Christina Creek trail and within Redd Park.

Tom conducted an inspection of the landscaping at two subdivisions for the purpose of releasing their landscape surety.

Tom met with developer of Twin Lakes to discuss the selection of play equipment to be installed on their private open space.

Parks and Horticulture

We conducted mowing operations in park and horticulture areas.

Prepared soccer fields for play.

Started cleaning out cracks/openings around Police Station and filling them to keep water out.

Cleaned up a hedgerow at Karpinski Park with volunteer assistance.

We replaced a water heater and water fountain in Building #2 at the City Yard.

Conducted a PM inspection at the Wilson Center.

We did tree/shrub/perennial pruning/cut backs throughout park system.

Completed several general park maintenance work orders.

Recreation Services

Paula emailed information to previous youth basketball league participants about the upcoming league.

Paula gathered supplies and scheduled staff for the Whee Wanna Play Day program held October 5 at the Wilson Center.

Paula sent out the work schedules for the Downes and West Park Before and After Care staff, worked on newsletters and continued to complete paperwork required for licensing and purchase of care for both programs.

Paula added an additional Basic Introduction to Archery class to the schedule to accommodate a waiting list. There are 25 registrants between the two classes.

The community events staff prepared for and held the Fall Community Clean Up. Seventy-one volunteers cleaned areas including the Christina Parkway, Elkton Road, the Hall and Pomeroy Trails, Nottingham Road, New London Road, Dickey Park, Dorothy Miller Park, Lumbrook Park, and the South Well Field.

Sharon has been working on the 2013 events schedule as well as marketing the fall 2012 programs and events.

Registration for the Halloween Parade and Turkey Trot continue to come in on a regular basis. Halloween Parade line up information will be sent to participating groups the week on October 15th. The Parade is scheduled for Sunday, October 28.

Tyler prepared for and worked the Annual Fall Flea Market held at the George Wilson Center on Saturday, October 6. It was a great day with nice weather, 11 vendors participating and a nice flow of customers throughout the day.

We held a Newark History Walk on Main Street on Thursday, October 4 with 15 people participating.

Tyler went to the Prothonitary's Office in Wilmington to complete background checks on volunteer coaches and some new part-time staff.

Joe is meeting with the recreation staff about winter/spring programs for the upcoming newsletter.

Joe and Sharon attended a Main Street Mile meeting to discuss some possible changes to next year's race.

The staff attended a Pomeroy and Newark Rail Trail walk and tour with Charlie to help answer any questions that the public may have with the trail.

Joe and Cenise reviewed the rankings for the Skate Spot bid proposals.

Electric

The line crews continued installing dual voltage transformers in Nottingham Green in preparation for a voltage upgrade. The line crews also completed installing three pole mount transformers and connections for a new service at Newark Jeep Eagle on Cleveland Avenue.

Engineering and electricians continued replacing mechanical relays with microprocessor based relays at the West Main Substation. The new state of the art relays are necessary for SCADA communications. By the end of the year, 29 circuits will be on the SCADA system with 12 circuits left to be integrated over the next two years. The electricians also installed new batteries and a new charger for transformers at East Main Substation.

A horizontal boring contractor installed the remaining conduits and cables needed to complete a reliability project along Baylor Drive. After all the pad mount transformers have been installed and underground cables terminated, the backyard aerial lines will only be secondary services to houses which will eliminate large outages due to trees taking out primary lines and will save tree trimming money currently needed to keep the high voltage lines clear.

Water & Wastewater

Well 17 has been taken from service as we have identified that the gravel pack is being pumped from the well. We are preparing a purchase order to pull the well and complete a video to see what has happened to the well.

We received go ahead this week from the State Department of Drinking Water to begin the next phase of the Well 14 start up. We will begin running the well for the next test phase Friday of this week.

Tom met this week with a group of local water utilities, state, and federal agencies to set up a Water and Wastewater Agency Response Network (WARN). When this agreement is completed we will have a FEMA complaint cooperative assistance document that will allow us to receive and provide assistance during emergencies and be compliant with the current reimbursement criteria in the event that reimbursement is available. There is no cost for being in the network and we are under no obligation to provide assistance.

Police

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. Arrest warrants were issued for Edward W. Benson III of Elkton, MD, charging him with one count of Attempted Murder 1st Degree, one count of Possession of Firearm during the Commission of a Felony, one count of Possession of a Firearm by a Person Prohibited and 2 counts of Endangering the Welfare of a Child. On Tuesday, October 9th, 2012 the Newark Police with the assistance of the United States Marshals Service Delaware Fugitive Task Force, the Cecil County Sheriff's Office and the Maryland State Police located and arrested Benson in Maryland. Benson is currently in the custody of the Cecil County Detention Center awaiting extradition to Delaware.

On Monday, October 8th, at 5:35 p.m. the Newark Police responded to the WSFS Bank in the Suburban Plaza Shopping Center, 201 Suburban Drive, for a bank robbery that just occurred. A male suspect entered the business brandishing a handgun and demanded money from the tellers. The tellers turned over an undisclosed amount of money. The suspect fled the bank on foot, running to a waiting vehicle, which then fled the area. The suspect is described as a male, wearing a dark colored hooded sweatshirt and an old style hockey goalie mask, with sunglasses. He was described as being between 5'10" and 6'01" with a thin build. The vehicle the suspect fled to is described as a small white compact four door vehicle with a white male driver.

On Tuesday, October 9th, the Newark Police responded to Choate Street for a report of an Attempted Robbery. Officers learned that two females were walking down Choate Street when a vehicle traveling the wrong way on the street stopped. A white male got out of the vehicle with a crowbar in hand and demanded the purses and wallets of the victims. Both victims fled the area and called police. As officers were speaking with the

two victims, a call came in of another attempted robbery on New London Road. Officers responding to that incident were able to take the suspect into custody. During this second incident a male victim was seated in his vehicle. The suspect approached and asked for directions, to which the victim did not know. The suspect then broke out the driver's window and began to strangle and strike the victim, while demanding money from him. The victim was able to drive away and call 911. Arrested was Stephen Mattucci, a 34-year-old male from Elkton, MD. Mattucci was charged with three counts of Attempted Robbery, one count of Possession of a Deadly Weapon during the Commission of a Felony and Criminal Mischief. Mattucci was issued \$40,500 secured bond and transported to the Howard Young Correctional Institute.

City Manager's Office

Community Affairs Officer

I attended the Main Street Mile on Saturday, October 6 and assisted with set up of the awards and took pictures for the event.

I have been working on organizing the Meet 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 have been e-mailed to all the committees and boards and a press release will go out later this week. Information has been posted on Channel 22, the website, and will be added to social media after the press release is sent out.

I designed, printed, and cut the invitations for the DNP Annual Meeting and Volunteer reception.

I wrote and distributed the press release regarding fall leaf collection as well as posting the information on the website, Channel 22 and on social media.

I spent some time preparing a press release for the Comprehensive Development Plan Open House on October 23.

I have begun the planning process for this winter's Restaurant Week. The planning/informational meeting is scheduled for October 25 at the 2:00 p.m. at the Mayor's law office.

I have been contacted by Aetna to post information about their weekly bingo and a spaghetti dinner to post on Channel 22. I informed them that they could also submit their events on the website themselves. The information has been posted.

I have been in contact with Professor Deborah Steinberger from University of Delaware. She is a French professor who needed some help with photos for a brochure she is developing for future students about downtown Newark.

Planning & Development

Planning

Time was spent this week following up from the October 2, 2012 Planning Commission meeting. Agenda items included: amendments to the Zoning Code to establish a new Adult Community 80/20 zoning district and moving forward with the strategy (Plan for Planning) update of the City of Newark Comprehensive Plan update. The next public event will be a workshop/open house 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.

Regarding comprehensive planning, Development Supervisor Mike Fortner has been working this week on preparation for the 'Drop in' Open House to take place on **Tuesday, October 23, from 4-7 p.m. in the City Council Chamber** at City Hall. The Open House will be the first of many events to gather public input for the City's update to the Comprehensive Development Plan. Residents, business owners, community leaders, and other stakeholders are invited to "drop in" for a few minutes or the entire event, review exhibits, provide input on community needs and policy preferences, and discuss Newark's strengths, challenges, and opportunities with City staff and community members to help craft goals for the future of the community. Please see attached invitation.

On Thursday morning I accompanied Newark Charter School representatives to the Delaware New Jobs Infrastructure Fund Investment Committee at DEDO's Dover office to support of their application for funding assistance for the repairs to the entrance road for the new high school. Unfortunately, the panel did not support the application.

On Thursday Mike and I met with representatives of the Ambling Corporation to discuss a potential development project.

Economic Development

On Saturday Parking Administrator Marvin Howard and I assisted with the 6th Annual Main Street Mile. This year's event attracted nearly 350 runners/walkers. The event raises monies for the NPD K-9 program and the Downtown Newark Partnership.

Some time was spent this week on the DNP's Economic Enhancement Committee's 2013 Work plan in anticipation of presenting it to the DNP Board tonight.

This week Planner/DNP Administrator Ricky Nietubicz spent considerable time on the DNP Holiday Ad campaign. Based on the recommendations of the Merchants' Committee, advertising space has been reserved during the month of December in a number of area newspapers and magazines. For the first time, the Holiday Ad campaign will be expanded to include online advertising in UDaily (an electronic publication with an audience of University of Delaware faculty, staff, students and parents) and the Newark Post and Cecil Whig newspapers' web pages.

In preparation of tonight's DNP Board meeting, Ricky worked with the Design, Merchants and Parking Committees to review their respective accomplishments over the past year, and work plans for the upcoming year, for inclusion in the 2012 Annual Report.

Some time was spent this week preparing for the Downtown Newark Partnership's Annual Meeting and Volunteer Appreciation Reception to be held on Thursday evening, November 8, from 5-7 p.m. at the Courtyard by Marriott UD.

The 2013 Top of Delaware Triathlon is open for registration! The event will be sanctioned by USA Triathlon – for more information see www.piranha-sports.com.

Community Development

The Community Development/Revenue Sharing Advisory Committee has completed its recommendations for next year's CDBG and Revenue Sharing programs. Their recommendations will be on the Council agenda for October 22, 2012.

Parking

This morning Parking Administrator Marvin Howard and Ricky hosted a meeting of the DNP Parking Committee. Meters in loading zones and the 2013 Work Plan were among the items discussed.

This week Parking Division staff continued to ready meters and signage for the pilot "Meters in Loading Zones" project. Staff anticipates the first zone being ready for implementation by the end of next week. The result will be five (5) new metered parking spaces available from 4 p.m. – 1 a.m. daily.

Code Enforcement

This week three C/O's were issued for Twin Lakes.

This week 70-74 Amstel Avenue, Carroll Commons, was issued a footing and foundation permit.

Minor roof repairs were made this week to 263 Elkton Road - Old Wilmington Trust.

Citations were issued for trash all over dumpster areas at 102/108 East Main Street.

Public Works

Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program:
 1. Diamond Materials worked on Briar Lane and Tanglewood Lane completing the following:
 - a. 5.7 c.y. of excavation.
 - b. 7.8 tons of stone base installation.

- c. .7 l.f. of pvc drain pipe.
 - d. 434.9 s.f. of 4" p.c.c. sidewalk as ramps for the handicapped.
 - e. 32.0 s.f. of red detectable warning block installation.
 - f. 13.43 tons of base hot mix patching.
 - g. 2.98 tons of top hot mix patching.
 - h. 253.5 l.f. of rolled curb replacement.
 - i. 263.0 l.f. of integral curb and gutter replacement.
 - j. 103.7 l.f. of sawcutting for concrete removal.
- *Crew used 39.5 c.y. of DeIDOT Class B concrete in above pours.
- 2. Fontana Concrete Contractors worked on Apple Road completing the following:
 - a. 2.7 c.y. of excavation.
 - b. 3.45 tons of stone base installation.
 - c. 57.9 s.f. of 6" p.c.c. driveway apron replacement.
 - d. 9.1 l.f. of 8' wide p.c.c. valley gutter replacement.
 - e. 14.45 tons of base hot mix patching.
 - f. 1.91 tons of top hot mix patching.
 - g. 1,169.0 l.f. of rolled curb replacement.
 - h. 24.0 l.f. of sawcut for concrete removal.
- *Crew used 62.0 c.y. of DeIDOT Class B in above pours.
- Laura's Glenn: Completed Conditional Acceptance punchlist and sent to the developer.
 - Annual Stormwater Maintenance:
 - 1. TD Bank – Called representative for stormwater maintenance. Contractor did not call when performing work and work was done unsatisfactorily.
 - 2. Emily Bell Place: Turf Pro performed maintenance on bio-retention facility.
 - Contract 12-05 – 2012 ADA Handicap Ramp Installation Program: Diamond Hill topsoiled and seeded ramps in Evergreen and on Delrem Drive.

Survey Crew

- Marked grades along Beverly Road for curb and valley gutter replacement in this years' Street Contract.
- Refreshed marks for stations and offsets along Indian Road & Townsend Road for upcoming curb replacement in this years' Street Contract.
- Continued updating municipal building layout plan and began developing department specific routes for emergency escape plans requested by Code Enforcement Supervisor.
- Responded to a complaint about sidewalk obstructions along Christina Mills Apartments and gave notice to clear.

Field Operations/Streets

- Hot mix crews excavated and applied 580 s.f. of hot mix in front of 135 and 145 Dallam Road.
- Installed 3 leaf boxes on dump trucks and checked spreaders and plows in preparation for leaf collection and snow removal.
- Implemented detour and road closures and worked the Main Street Mile on Main Street.
- Pushed up brush at Iron Glen Park for the Refuse Department.

- Delivered refuse/recycling cans for the Refuse Department.
- Began excavation work for future concrete pad under the pavilion at Handloff Park for the Parks Department.
- 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