

DEPARTMENTAL WEEKLY REPORTS

August 6, 2010

Electric

Engineering met with the construction managers and a cable company representative about pole line removal and installation along Lovett Avenue. Electric and communication services will have to be moved from a pole line along the University parking lot and back yards to a new pole line on the north side of Lovett Avenue for the Science Center Building to begin construction in earnest in October. Services to two houses and the church will have to be reworked and a new pole line along the sidewalk next to the Student Services building will start in September.

The Municipal Building lighting project has started and the new lights with new reflectors are brighter with less than half the energy consumption. Five hundred lights in City Hall and the Police Department will be changed and occupancy sensors will be installed in offices. Administration has submitted for reimbursement for the purchase of the necessary materials and supplies.

Engineering has been working with the SCADA developers on outage information from the relays. Seven relays will need new chips installed in order for communications to work properly.

The line crews are continuing the 34kV tree trimming. During the last storms that have come through the City, no 34kV outages occurred.

The contractor hired to install pipes for the Army Building off Ogletown Road had a setback during the horizontal bore. In order to supply power, the City needs conduits from a junction box near The Pond into the Army property where they can be trenched in. While pulling conduits, parts of the machine broke underground and were lost. After the expensive parts were located the horizontal bore machine was working the next day.

Water & Wastewater

I am finalizing two agreements for the installation of communication equipment on the New London Road water tank. I expect to have the agreements on the Council agenda on August 23rd. Each agreement provides for the payment of \$2,500 per month for the right to locate the communications equipment.

I have been reviewing the specifications for the Sanitary Sewer Crossings on the Christina Creek.

On Friday, August 6, we will have a pre-bid meeting for the contract to redrill Well 14. We will receive bids towards the end of August and should have a recommendation for award to the Council in September.

The rains we are receiving have allowed us to continue drawing water from the White Clay Creek. The reservoir is full and available in the event that the creek levels fall to the point that we need to stop drawing water.

As of Thursday morning we have taken one call regarding the most recent article in the News Journal regarding pharmaceuticals in the water. We are getting more information from the state regarding the data that was discussed.

Police

On Saturday, July 31st at 5:36 p.m., Officer William Smith responded to a report of a fire of playground equipment at Dickey Park. Aetna Fire Company responded and extinguished the fire. Officer Smith was able to locate witnesses who stated that three young boys in the area started the fire. Officer Smith was able to locate one suspect who is 7 years of age. The investigation is continuing.

On Sunday, August 1st, at 7:43 a.m. a resident of Elm Avenue returned home from work and discovered that his house had been entered and a lap top computer was removed during the overnight hours. The resident woke his son and asked if he was aware of the burglary. The resident became upset about the missing computer and suffered cardiac arrest. He was transported to Christina Hospital where he was pronounced dead.

On Sunday, August 1st, at 4:50 p.m., Corporal Pat Craig responded to the Kmart store located in College Square Shopping Center on a shoplifting report. Cpl. Craig arrested a 37 year-old suspect for shoplifting various articles of clothing and body wash.

On Tuesday, August 3rd, at 5:51 p.m., Officer Adam Stevens, observed a vehicle being operated on Marrows Road. Officer Stevens checked the registration and discovered the car was reported stolen from Wilmington. Officers stopped the vehicle and the driver and occupant were taken into custody. The investigation is continuing.

As part of the 2010 Fall Crime Suppression and Traffic Safety Initiative, officers from the Traffic Division will conduct high visibility road checks in the evening hours beginning next week. When the students return to school at the end of the month, traffic officers will conduct pedestrian safety education and enforcement in the downtown area.

Planning & Development

Planning

On Friday morning we met representatives of the Girl Scouts to discuss possible sites for the pending relocation of their headquarters from the present site on S. College Avenue.

At its meeting Tuesday evening the Planning Commission unanimously recommended in favor of the WSFS Bank minor subdivision and special use permit at the site at Christina Parkway extended and Elkton Road.

Work has begun reviewing materials for the upcoming September 7, 2010 Planning Commission meeting. The Commission is tentatively scheduled to review a Zoning Code amendment that would permit indoor recreational facilities in manufacturing office research zones as well as a companion special use permit for a proposed indoor volleyball club facility at 200 Interchange Boulevard.

Economic Development

This week Downtown Newark Maps & Guides were delivered to the I-95 rest stop for display and distribution. Previously our materials have been displayed at that location as part of our membership in the Greater Wilmington Convention and Visitors Bureau; the DNP now has to rent the rack space at \$300 annually. These arrangements were made and the brochures delivered.

Assistant Planning and Development Director Maureen Feeney Roser spent time this week working on the update of the Downtown Newark Map & Guide for our website.

Maureen was also busy this week gathering information and pricing for the downtown Newark Holiday Ad Campaign and promotional strategy.

This week Groucho's Deli at 170 E. Main Street opened for business. The Deli received relocation assistance through the Planning and Development Department.

This week one of our utility assistance grants was provided for a new business to be opening shortly at 48 E. Main Street – the Moxie Boutique.

Tuesday afternoon Maureen attended a Main Street Mile meeting.

This morning Maureen staffed the DNP Merchants' Committee meeting.

Community Development

On Tuesday Mike attended the Downtown Newark Partnership's Design Committee meeting.

Mike completed a loan signing for a Home Improvement Program loan this week.

The 36th Year CDBG Program carry forward report has been completed and forwarded to New Castle County.

Parking

Time was spent on the parking lot design for the Barnes and Noble facility.

Parking Administrator Marvin Howard reports that this week Parking Lot #1 is closed for repaving. It should be open by Friday.

Code Enforcement

A Certificate of Occupancy will be issued this week for Choate Street Commons.

Public Works

Engineering/Planning and Inspection

- Campus Crossing (109-111 Elkton Road): Held preconstruction meeting on site with Elkton Road LLC representative and site contractor's representative to discuss erosion and sediment controls on site and the stormwater management facility to be installed on site. Compiled minutes of the meeting were sent to all attendees.
- Erosion and Sediment Control Inspections: Performed weekly inspections at 108 E. Main Street, 129 E. Main Street, 2 Old Casho Mill Road, Mayer Subdivision, Laura's Glenn, Ivy Hall Apartments Addition, Initial Perimeter Control Inspection at Campus Crossing (109-111 Elkton Road), University of Delaware Penny Hall Steam Line Installation and Lovett Avenue Advanced Utility Package, and University of Delaware new Crosswalk.
- Contract 10-03 – 2010 Street and Parking Lot Improvement Program: Produced and distributed notices to residents on Woodsman Drive about the curb replacement work that is scheduled to begin on Monday, August 2. Harmony Construction worked in Parking Lot #3, Delrem Drive, and Windsor Drive and completed:
 - 1) 7,698.7 s.y./in of milling.
 - 2) 203.46 tons of base hot mix patching.
 - 3) 88.71 tons of top hot mix patching.
 - 4) 201.51 tons of top hot mix overlay.Fontana Concrete Contractors worked on Delrem Drive and Windsor Drive and completed:
 - 1) One (1) Double catch basin repair and p.c.c. bonnet pour.
 - 2) 39.8 l.f. of p.c.c. rolled curb replacement.
- Investigated a pool discharge complaint at 18 Shenandoah Drive.
- Attended a second meeting concerning proposed chilled water line flushing operations at the UD Advanced Utility Package project. It was decided that the flushing water and associated cleaning chemicals will be discharged to the sanitary sewer.
- Conducted 15 dry weather outfall inspections and updated all associated lists. Forwarded list of outfalls needing maintenance to Public Works Director.
- Investigated an oil discharge complaint at DiMarco Marine Performance.
- Met with Engineering Assistant to go over any outstanding comments on DNREC's Sediment and Stormwater Regulation revision, so they could be submitted by the July 30th comment deadline.
- University of Delaware Penny Hall Steam Line Installation: Closed down portion of Academy Street for safety of vehicle traffic until contractor has finished installation of new steam lines across road. Removed old pipes in road and placed new lines. Backfilled over top of new pipes with flowable fill and crusher run.

Survey Crew

- Completed scanning of Police Department plans for digital archiving
- Acquired additional topographic data at the New London Road leaf pile.
- Began printing a new set of water maps for Utility Inspector.
- Began compiling City boundary information for City Planner.
- Marked out new grades on Woodsman Drive for curb replacement.

Field Operations/Streets

- Hot mix crew excavated and applied base hot mix at the crosswalk near the Student Center on Academy Street.
- Catch basin crew rebuilt the catch basin at 2 Middle Road, 2 Patrick Henry, and the double basin at Country Club & Windsor Drive.
- Street crew assisted Refuse Department on the 3 man truck, delivered new trash cans, and picked up heavy items with the knuckleboom.
- Loader and operator are working at Iron Glen Park with contractor tub grinding yard waste material.
- Backhoe cleared blockages of debris at Bellevue Road drainage ditch and Park Drive drainage ditch.
- Backhoe cleaned debris and trash at 896 water tank and placed mulch outside of gate.
- Sign crew repaired and replaced signs and poles as needed and installed 6 new parking meter posts on Main Street.

Parks & Recreation

Administration – Charlie Emerson

Tom and I met with representatives of DNREC and New Castle Conservation District to discuss possible project grant funding opportunities.

We also met with a representative of DeIDOT at Anna Way to discuss long-term maintenance concerns for a DeIDOT owned parcel at the corner of Anna Way and Kirkwood Highway.

I met with Tom and Joe to review our department's 2011 Operating Budget sheets and discuss preparation for submittal of the same.

I committed time working with the owner of the Marrows Court Apartments to finalize their Landscape Surety Bond for Buildings 2 and 3.

Tom and I attended the Downtown Design Committee meeting to discuss plans for retro fitting the 42 tree pits.

I provided comments to Planning regarding the Special Use Permit Application for the proposed indoor volleyball facility.

The plans for the Pomeroy Trail have been submitted to DeIDOT for final review.

Recreation – Joe Spadafino

Paula posted an advertisement for a vacant teacher position for our Preschool program. She has received several inquiries regarding the position and will be accepting applications through August 6th. Interviews will be held the following week.

Paula sent out letters to the participants registered for the soccer leagues regarding the upcoming skills sessions as well as reminders to the coaches. She continues to finalize practice times with the coaches as well.

Paula completed playoff brackets for the adult softball league and informed the coaches. She also completed 2 of the 4 volleyball league playoff schedules and informed the coaches. The other two leagues will complete their regular season this week and then start the playoffs. All of the current standings and schedules have been updated and posted on the City website and submitted to the local newspaper.

Paula attended the Zumbathon held at the George Wilson Center as a promotion for the current and upcoming Zumba classes sponsored by the department. Over 80 people sweated for over 2 hours as they enjoyed the new fitness class. Part of the proceeds from the event went to the Susan G. Komen for the Cure Foundation for Breast Cancer research.

Camps held at the George Wilson Center this week included: the final week of Camp GWC, Mad Science Secret Agent Lab and Curtain's Up Theater Camp.

The recreation staff proofed the fall activities newsletter and continues to finalize information for upcoming programs.

Tyler and Joe held a dance instructor interview for our year round program at the George Wilson Center. Our dance program offers ten different programs that run for eight months each.

The community events staff has been preparing for the Safety Town program that began Monday and will run for two weeks. Safety Town is a safety education program designed to teach valuable safety habits to preschool age children.

Projects from the State Fair camps were on display at the State Fair in Harrington. Every participant that submitted art work from the camps received a ribbon at the fair.

Tot Lot completed its third and final session on Friday. The campers enjoyed the program and the staff did a great job in dealing with the extreme heat that was experienced this summer.

Joe and Sharon met with Races to Run Inc. about using chip timing for the Turkey Trot 5K/10K race in November. Chip timing would record the results electronically and provide faster results for the participants.

I am editing the fall e-newsletter and having Liz enter the data entry information into the registration system.

Joe and Tyler spent considerable amount of time working on water quality issues at Dickey Pool.

Parks & Horticulture – Tom Zaleski

Horticulture staff committed a large amount of time cutting back the Euonymus along Casho Mill Road.

Parks/building maintenance staff completed installing the second dehumidifier in the Police Department's evidence room and repaired a truss on Public Works Department pole barn.

Parks Superintendent attended meeting with Parks Director and DELDOT concerning the raised berm area at intersection of Anna Way and Capitol Trail.

Parks Superintendent and Parks Supervisor met with representative from EDSI concerning volunteers helping out in park and landscape maintenance operations. This firm provides companies volunteer labor in exchange for teaching their clients skills to find employment while they are unemployed. Volunteers will work for an 8-week period working at least 20 hours per week. Once the volunteers start, the same volunteers stay for the full 8 weeks. The ages range from 18 to 40 years of age.

Parks Superintendent continued researching possible cost/labor saving methods.

Parks staff completed repairs to rocking unit in Lewis Park.

Parks Superintendent and Parks Supervisor attended prebid meeting at Hill Park.

CSH/mp