

DEPARTMENTAL WEEKLY REPORTS

March 23, 2012

Parks & Recreation

Administration/Planning

I attended the department directors' meeting with representatives of Slavin to discuss City Manager search.

Pomeroy Trail update: Merit committed most of their time working in Segment 1 (Hall Trail to Wyoming Road) applying topsoil to the conservation area and drainage swales along either side of the trail. The electric subcontractor is continuing to install conduit for the lighting and the fence subcontractor is installing fencing at various locations along the trail route. The local Jaycee's organization will be on site this Sunday to volunteer their time to do some debris clean-up along the slopes of the trail in Segment 4 (Olan Thomas Park).

I continued to work with Joe to prepare for next Thursday's public meeting pertaining to the Skate Spot project.

I completed the preparation of my 2013-2017 CIP.

Tom is looking into the possible relocation of the stone and stone dust in the open area at Curtis Mill Site to make room for the UDon't Need It? event. The materials are in storage to be used for upcoming work on trail project in Redd Park.

Tom conducted park inspections and created maintenance work orders. He also met with the contractor who did the Bamboo removal along the Hall Trail and Water Department facility at Lewis Park concerning completing the clean up.

Tom started researching new ADA regulations as they relate to trail use and park facilities. He and I will create a plan to make future improvements for compliance. I will submit a new Capital Project to request funding to do the necessary work.

Rich completed the preparation of a contract for a replacement tractor unit with multiple attachments.

Parks/Horticulture

We continued mulching of landscaped areas, placed pots with seasonal color at City Hall in front of the brick pillars, placed a pot with forced daffodils at the main entry to the Wilson Center, conducted daily trash sweeps and thinned out the Hawthorne trees in downtown parking lot #6.

We continued readying the ball fields at Handloff, Kells, and Dickey for the upcoming season.

Last week we completed a cleanup of vines, multiflora rose and tree debris in Segment 1 of the Pomeroy Trail.

We completed turf repairs for Electric Department.

Building maintenance: repaired a window on the second floor at City Hall, performed preventive maintenance (PM) on all grease traps at the Wilson Center and started planning for the weather proofing of the exterior door and ventilation cover on the upper exterior of the Police Building.

Recreation Services

Paula is working on an alternate site for the N.B.A. Basketball program since Pearson Hall (U of D) has suffered floor damage due to a water main break. She is working with Newark High School to try and accommodate some dates until Pearson Hall is available again.

Paula dropped off supplies and checked on the Whee Wonna Play Day held on Friday, March 16th with 12 participants at the Wilson Center.

“March into Tennis,” a free event to promote our instructional youth tennis program was held on Tuesday, March 13 at the George Wilson Center. We had a great night with approximately 15 children participating.

Tyler met with the dance instructor to discuss plans for the end of year recital set for May 5.

Events Vendor Package updates and changes have been completed and were made available on Monday, March 19. Packages will no longer be mailed to vendors, but will instead be emailed to those that have registered their emails with us in the past and will be available online. Hard copies will be available in the Parks and Recreation Office and Newark Free Library. Post cards are being mailed to those vendors who did not have registered emails to let them know their registration options.

UD Volleyball Team met with our student intern (Theresa) on Friday night to volunteer their time to stuff eggs for our annual Egg Hunt. The hunt is scheduled for Saturday, March 31 (rain date April 1) at the White Clay Creek State Park.

The Memorial Day Parade Committee met this week to discuss the upcoming event. VIPs are beginning to RSVP for the event and we're looking forward to a wonderful parade scheduled for Sunday, May 20.

The recreation staff is proofing the summer newsletter and organizing for summer programs.

Joe is gathering data and sign boards in preparation for the Skate Spot public meeting.

Electric

Line crews finished work on the structures and wiring for the new Phillips Avenue Substation transformer. Finalizing wiring to the control circuitry and changes to the systems are being completed by the testing company this week.

The line crews set the pad mount transformer at 136 Elkton Road (former Eagle Diner) and are preparing poles for the new service to 116 Amstel Avenue and finished repairing the cables damaged by squirrels at the Marrows Road bridge last week.

The line crews and meter technician worked on a power quality issues to a home in Country Hills. Initially, the underground service resisted test equipment to show any problems. Eventually, it was found a basketball post had been recently installed directly over the cables causing the issues.

The electricians worked on repairing the service to the well in Lewis Park. They also moved and upgraded a controller to tennis court lights, performed switching functions, and took oil samples for testing.

The electricians and engineers attended a five hour National Electric Code class Tuesday night as an annual continuing education requirement for professional licensing.

Engineering has had several meetings with the University of Delaware on Bloom Energy, future electric rates, and the Lovett Avenue Science Center. Engineering has been concentrating on serving Bloom Energy and the future needs for the rest of the site.

Water & Wastewater

The pre-bid meeting for the last phase of the Well 14 project was held on Tuesday, March 20 at the South Well Field Treatment Plant. Several contractors and equipment suppliers were in attendance.

The work we did recently in the sand filter to remove the dead vegetation and break up the organic mat that had formed in the sand has been immediately successful. We will be watching the performance of the sand filter to determine when it is best to repeat the process.

I have been working on the Certification of Adequate Water Supply and other associated documents that are due this year to the Water Supply Coordinating Council.

We have been working at the intersection of Kirkwood Highway and Possum Park Road with DelDOT and their contractors to resolve some utility issues. We have been working on abandoning a long inactive pump station that is affecting the road improvement project activities.

Police

On Thursday, March 15th, Mr. Damon Adams, Grant Monitoring Specialist from the U.S. Department of Justice conducted an audit of the COPS grants at the Newark Police Department. Mr. Adams met with Chief Tiernan, Command Staff, and M/Cpl. Gerry Bryda throughout the day. During the exit interview, Mr. Adams stated he was very impressed with the programs of the Newark Police Department. This was the first audit he conducted that was accurate to the penny.

Many additional officers were called in to work grant funded overtime on Saturday, March 17, St. Patrick's Day. Numerous disorderly premises were handled and many under age alcohol arrests were made.

We have been notified that two Newark Police Officers have been offered conditional offers of employment with other agencies. Background investigations of three possible police candidates have been conducted. One applicant has met the preliminary requirements to attend the next police academy class in April.

On Wednesday, March 21st, Interim City Manager Carol Houck, Chief Tiernan, and M/Cpl. Keld met with representatives of CSX and DeIDOT to discuss safety improvements at the Main Street railroad crossing. DeIDOT officials gave the Interim City Manager a list of improvements they plan on making that will increase driver awareness at the intersection.

Planning & Development

Planning

Development Supervisor Mike Fortner and I spent considerable time interviewing applicants for the Planner position. We had 281 applicants for the position and interviewed 11. A decision should be made regarding the successful applicant later this week.

On Thursday evening I met with representatives of the Washington House to discuss density and development downtown. Additional conversations were also held this week with downtown developers about the same issues.

Considerable time was spent this week preparing for the upcoming City Council meeting during which BB zoning densities and heights, special use permits for Yi Palace and Taverna, and the subdivision agreement for Emily Bell Place will be discussed.

On Tuesday afternoon I met with Todd Bariglio and Lisa Goodman to discuss the Rittenhouse Station II proposal.

Economic Development

On Wednesday afternoon I attended a branding sub-committee meeting for the Greater Newark Economic Development Partnership. Proposals were reviewed and narrowed to three vendors. Presentations are scheduled for the first week in April.

On Tuesday, Mike met with Design Committee members to review the update of the Downtown Design Guidelines.

Community Development

On Thursday, Mike attended the WILMAPCO Technical Advisory Committee meeting.

This week Mike staffed the Newark Bicycle Committee meeting.

Mike completed the 4th Financial Draw to New Castle County for the 37th Year CDBG Program.

Parking

On Friday Parking Administrator Marvin Howard and I joined City Solicitor Bruce Herron, Finance Director Robert Uyttebroek and you in a meeting with the Newark Development Trust to continue conversations about a Lot #1 parking garage.

Code Enforcement

Upon review of contractor compliance bond activity and based on the discussion with Council on Monday, March 12th concerning the categories of contractors' classifications, the Code Enforcement Division is preparing a Code amendment creating new classifications, which will be considered as part of the proposed amendments to the Code to bring the City into compliance with the 2012 International Code series scheduled for Council review in late May.

A C/O was issued this week for 36 Fountainview Lane.

Semi-annual safety inspections for fraternities and sororities are taking place this week and next week.

Public Works

Engineering/Planning and Inspection

- Contract 11-06 – 2011 Street Improvement Program: Met with Greggo and Ferrara milling and paving superintendent to review remaining street work. Time was spent remarking butt joints on 17 streets to be completed this spring. Work is expected to begin within a week. Reviewed restoration work done by concrete subcontractor last week.

- Erosion & Sediment Control Inspections: Performed site inspections at Laura's Glenn and Sutton Place.
- Mayer Subdivision: Spent time reviewing recently approved Construction Improvement Plans and gathering information/notes to be presented at a future pre-construction meeting.
- Building Permits Reviewed:
 1. 8 Adelene Avenue – driveway expansion
 2. 124 Tyre Avenue – fence
- Stormwater Management Maintenance Follow-ups: Contacted responsible parties of four SWM areas to inquire about scheduling of needed maintenance.
- Road Survey Management System: Finished street survey for the west section of the city and entered data.
- Annual Stormwater Management Inspections: Inspected 37 stormwater management facilities. Met with Jen Pyle from the University of Delaware at Pencader Dorms to go over maintenance issues from inspections performed.
- Fountainview: Performed lot inspection for C.O.
- Sent out a Stroud program reminder to the elementary schools in Newark, resulting in two schools being scheduled for the "From Classroom to Creek" program.
- Attended a Delaware Nature Society Watershed Stewardship Committee meeting.
- Performed a quarterly routine inspection at the maintenance yard as per our industrial stormwater permit.
- Attended a UD water meeting.
- Investigated a spill complaint at 835 Lehigh Road and 118 Sandy Brae Drive.
- Attended a Christina Basin Task Force meeting.
- Performed quarterly Stream Adoption tasks at the Christina Creek in Rittenhouse Park and forwarded corresponding paperwork to DNS.
- Attended a meeting at the University of Delaware to work on a stormwater brochure for the utility bills.
- Assisted the Stroud Water Research Center in presenting, "From Classroom to Creek" to three 4th grade classes at Downes Elementary School.

Survey Crew

- Continued preliminary work for upcoming topographic survey at Iron Glen yardwaste facility.
- Completed updating the Storm Drain Cleaning Routes with comments from last year's routes and set up new spreadsheet for next year's updates.

Field Operations

Refuse:

- Went to DMV to obtain titles for new hybrid vehicles.

Streets:

- Street crew started the first week of spring leaf collection.
- Catch basin crew rebuilt catch basin at 207 Cullen Way.
- Backhoe was serviced by heavy equipment operator/mechanic.
- Repaired sink holes on storm sewer easement alongside 7 Giliberti Lane.

- Loaded and hauled 5 loads of previously stockpiled sidewalk, curb, and hot mix from the city yard to Batten for disposal.
- Hot mix crew applied 270 s.f. of hot mix in the loading dock area of City Hall.
- Backhoe pushed up yard waste at Iron Glen Park for the Refuse Department.
- Concrete crew excavated, formed, and poured 25 l.f. of integral curb at 6 Westfield Drive and 30 l.f. of integral curb at 34 Country Hills Drive.

CSH/mp