

## **DEPARTMENTAL WEEKLY REPORTS**

**March 30, 2012**

### **Electric**

A dump truck driving with the bucket up in Nottingham Manor pulled down a house service. The energized lines were lying across the truck and arcing. Thankfully the driver did not exit the vehicle and waited for line crews to de-energize the cables.

The line crews continued working on South College Avenue changing poles out for new circuitry. They also set new poles and pulled wire on Old Casho Mill Road for a system upgrade project and worked on services to new projects on Amstel and Delaware Avenues.

The electricians are working on the infrastructure needed to get West Main Substation prepared for communication with the SCADA system. They also collected oil samples and tested the physical properties of several substation transformers that need special attention.

The meter technician has been busy keeping up with all the new projects going on around town and checking power quality issues that arise.

Engineering has been monitoring the progress of the changes and finishes to the new substation transformer delivered several weeks ago. Engineering is also working on the practicality of certain future system reinforcement projects as they pertain to budgetary considerations.

### **Water & Wastewater**

Bids were received this week for the Well 14 meter and controls contract. The bids were very favorable.

Work on the Cooches Bridge Sewage Lift Station project is moving along nicely. We have been dealing with several problems that have popped up along the way. Our crews have been very resourceful in taking care of the issues.

We have scheduled soil borings along the White Clay Creek for next week as part of our project to evaluate alternative means to draw raw water from the creek to feed the treatment plant and the reservoir.

Flushing has been taking place this week. We are constantly finding new issues to deal with while flushing. I believe that we will be making drastic changes to our flushing program next year. In an effort to do a better job than the year before we find that we are taxing the ability of the system. Frequently this creates unacceptable results causing us to fall back to our old ways. I will keep you informed as we develop a new protocol and notification campaign to inform the community of what we are doing.

I have a meeting set up this week to discuss changes to our Northwest Booster Station project. All of the proposals that we received had prices that were well in excess of the funds that we have available for the project. George and Lynch and Whitman Requardt were evaluated as the most qualified team so I will be meeting with them to discuss ways that we can flood proof the pump station within the available funds.

## **Police**

Master Corporal Paul Keld and Master Corporal Gerald Bryda attended the Commission on Accreditation for Law Enforcement Agencies (CALEA) training conference. M/Cpl. Keld presented our agency recertification review. The Newark Police Department was recertified as a CALEA agency and was awarded "A cut above" certification. "A cut above" certification is described as "a level of excellence, attainment, respected as a badge of honor." M/Cpl. Keld has done an outstanding job as our accreditation manager the past five years. Since his promotion M/Cpl Keld has been assigned to the Traffic Unit and M/Cpl. Bryda has been assigned as the new accreditation manager. .

Sergeant Mike Van Campen and the Special Operation Unit have been very busy addressing resident concerns. They have concentrated patrols on South College Avenue in response to a resident complaint and have heavily patrolled the area of Victoria Mews. Sgt. Van Campen will be contacting a resident that has more information on concerns in the Victoria Mews area.

Chief Tiernan and command staff have completed interviews for the soon to be vacant position of police Lieutenant. Chief Tiernan has recommended that Interim City Manager Carol Houck promote Kevin Feeney to the rank of Lieutenant.

Some misinformation was recently raised about the number of police officers working on March 17<sup>th</sup>, Saint Patrick's Day. The Operation Division of the Police Department planned for Saint Patrick's Day for several weeks. Captain Rick Williams and Lt. William Hargrove adjusted their hours and worked that day. Additional officers both in uniform and wearing plain clothes were assigned as extra officers and were paid for by grant money. Twenty one (21) Newark Police Officers were patrolling the streets. In addition, the State of Delaware Division of Alcohol and Tobacco Enforcement sent agents to work with us. The University of Delaware Police added additional officers to their normal patrol shifts. Newark Officers made a total of 45 criminal arrests and 43 traffic arrests throughout the day. Numerous house parties were dispersed and 10 disorderly premise arrests were made along with 5 noise violation arrests. In the past 5 years, after the Saint Patrick's Day weekend, the Police Department usually receives several complaints from residents complaining about disorderly activity in the city. This year we have only heard one complaint.

## **Public Works**

### **Engineering/Planning and Inspection**

- Contract 11-06 – 2011 Street Improvement Program:

1. Sam's Construction adjusted and/or replaced two sanitary sewer manhole frames and covers on Cheltenham Road.
  2. Greggo & Ferrara worked on Cheltenham Road completing:
    - a. 14.9 c.y. of undercut excavation of unstable road base.
    - b. 30.50 tons of base hot mix patching in undercut excavations.
    - c. 11,431.1 s.y./in. of milling of existing road surface.
    - d. 636.77 tons of top hot mix installation
  3. Greggo & Ferrara worked on Briar Lane completing:
    - a. 3,230.8 s.y./in. of milling of existing road surface.
    - b. 185.79 tons of top hot mix installation.
- Annual Stormwater Management Inspections:
    1. Inspected eight stormwater management facilities.
    2. Met with owner of Main Street Galleria site to go over maintenance issues from inspections performed.
  - Contract 11-02 – 2011 ADA Handicap Ramp Installation Contract: Did punchlist from last year's ramp contract.
  - U of D East Campus Residence Halls: Reviewed the revised sediment, stormwater and site plans for this project. Forwarded approval letter to engineer. Met on site with the Construction Manager, U of D, Site Contractor, Public Works Inspection and W & WW Inspector to discuss proposed utility work coordination and start-up on Haines Street.
  - 244 E. Cleveland Avenue – Newark Chrysler: Reviewed the revised site and drainage plans for parking building addition and future parking lot expansion. Forwarded approval letter to engineer.
  - Mayer Minor Subdivision: Reviewed a few remaining comments and calculations for Construction Improvement Plans. Forwarded approval letter to engineer.
  - U of D Carpenter Sports Building Addition: Reviewed the revised site and stormwater plans based on previous comments. Forwarded approval letter to engineer.
  - Drainage complaints: Met with Special Projects Coordinator and homeowners regarding erosion and drainage issues at 2 Rising Road and 11 Plymouth Drive.
  - Water Quality Improvement Grant: Met with Stormwater Program Coordinator, Public Works Director and Management Plan Coordinator for the White Clay Wild and Scenic Program to discuss the timeline for the Scope of Work for the grant.
  - Closed Circuit Television Inspection: Met with the Public Works Director and representatives from Compliance EnviroSystems regarding capability and costs for cleaning, if necessary, and providing closed circuit television inspections of the corrugated metal pipe storm drainage pipes within the City for future budgeting considerations.

### Survey Crew

- Completed Miss-Utility Mark-outs as needed.
- Obtained weekly Gas Boy numbers at the Municipal Fueling Station and updated the fuel inventory spreadsheets for the month of March.
- Completed preliminary work and began getting elevation shots for a topographic survey at Iron Glen yardwaste facility.

## Field Operations

### Refuse

- Attended Honeywell kickoff meeting.

### Streets

- Street crew continued the second week of spring leaf collection.
- Loader crew put out mulch at 896 leaf pile, did clean-up at Iron Glen Park, and relocated yard waste.
- Hot mix crew excavated and applied 300 s.f. of hot mix at 6 West Ridge Court and 400 s.f. of hot mix at 34 Country Hills Drive.
- Street crew cleared debris from storm sewer culverts at Jenny's Run ditch.
- Street crew loaded and hauled 5 loads of previously stockpiled material from the city yard to Batten for disposal.
- Catch basin crew rebuilt catch basin at 17 Allison Lane and repaired catch basin and sink hole on Blue Hen Ridge Drive.
- Vac-all crew continued cleaning catch basins as per schedule and also worked on maintenance yard inspection items.
- Sign truck repaired and replaced signs and poles as needed and also marked out for utility mark-out and installation of new 7500 pound weight restriction signs at various locations.
- Sidewalk sweeper continued with duties on Main Street.

## **Parks & Recreation**

### Administration/Planning

I completed preparation of the Parks and Recreation Department 2013–2017 Capital Improvements Program request and submitted it to the Finance Department.

I committed a great deal of time reviewing and commenting on the Proposal for Professional Services submitted by Pennoni Associates for the design, engineering and preparation of a construction contract and drawings for the Curtis Mill Park project. Pennoni completed the project Master Plan last year.

### Pomeroy and Newark Rail Trail Update:

- I met with Merit to review the brick paver path that will connect the new trail to the existing paver walkway in Olan Thomas Park.
- The electric subcontractor has finished installing the electric conduit and is gearing up to start setting the light poles.
- The landscape subcontractor is making very good progress applying turf matting in the bio-swale sites and other areas adjacent to the trail.
- The representative of the Army CORPS inspected the layout and preparation of the Conservation Area adjacent to the Hall Trail.

I met with Interim City Manager Carol Houck to discuss the Parks and Recreation Department operations.

We conducted a meeting of the Skate Spot committee in preparation for the Public Workshop planned for this Thursday evening.

Tom completed researching the new ADA regulations and how they relate to park and trail use. He also stayed in touch with the contractor who did the Bamboo removal to finalize and clean up a few remaining items.

Tom conducted the pre-bid meeting for the Bollard Replacement RFQ along the Hall Trail. The contract was reviewed and all parties visited each site. Quotations are due by April 3.

Tom met with the Water & Wastewater Department Director and a representative of DNREC on tree planting along the Christina Creek at the new water crossing site. He also conducted inspecting park areas and prepared appropriate maintenance work orders.

We installed a clear (glass) cover over the up light in one tree pit on Main Street which will allow more of an up lighting effect on the undersides of the trees. If the effect is desirable, then all tree pits will have these light covers installed.

We completed preparation of a contract for the articulating loader unit.

We removed the tree lights on Main Street.

The newly formed Jaycees organization volunteered their time last Sunday to clean up an area along the Pomeroy Trail in the area of Olan Thomas Park. They did a great job and have committed to working with us on future projects.

### Parks/Horticulture

We started working on maintenance tasks at Rittenhouse Park in preparation for this summer's Day Camp program. Work orders were also completed in Lewis Park: tightening loose bolts on play unit, clean up of tennis courts, and applying woodcarpet safety surfacing at play units; Phillips Park: tightening loose bolts and applying safety surfacing at play units and repaired ruts in turf; Baseball Field Sites: continued preparing ball fields for opening of season; Building Maintenance: repaired a broken window at Old Train Station and completed monthly inspection of fire extinguishers.

We started spot mowing at several horticulture sites, transplanted 35 clumps of dwarf daffodils from the Elkton Road islands to bed areas at Olan Thomas Park and continued working on interior bed maintenance.

### Recreation Services

Paula was able to secure Newark High School for two dates as an alternate site for the N.B.A. Basketball program after Pearson Hall suffered floor damage due to a water main break.

Paula conducted coaches meetings for the Summer Adult Softball and Volleyball Leagues. There are 8 softball and 31 volleyball teams.

Paula is reviewing the personnel and children's files for the Downes After Care program in preparation for the upcoming Office of Child Care Licensing inspection scheduled for April 2<sup>nd</sup>.

Tyler completed the George Wilson Center attendants schedule for April.

The community events staff sent out vendor packets to potential event vendors.

The Community Events staff has been working with our Intern (Theresa Mitchell) on items associated with the upcoming Egg Hunt, which will be held on Saturday, March 31<sup>st</sup> at White Clay Creek State Park's Carpenter Recreation Area. Items include having the eggs stuffed by volunteers and soliciting basket and prize donations for the hunt from local businesses.

Joe conducted a Recreation Supervisors' meeting and walked the Pomeroy and Newark Rail Trail with the staff to see the progress of construction.

Joe has been coordinating information and displays in preparation for the Skate Spot public meeting.

The recreation staff has been organizing the summer E-newsletter that will be delivered electronically on April 30. The newsletter will contain information about our late spring and summer program offerings.

## **Planning & Development**

### **Planning**

On Wednesday afternoon I joined Interim City Manager Carol Houck, Finance Director Rob Uyttebroek, Chief Tiernan, Corporal Micolucci, and Code Enforcement Supervisor Steve Wilson to talk about graffiti abatement in the City.

On Thursday I accompanied Carol Houck to the New Castle County Chamber of Commerce's Business Development Council quarterly meeting.

Considerable time was spent this week preparing for Monday's City Council meeting during which Council set new density and height limitations for developments in the BB Zone, and approved special use permits for the sale of alcoholic beverages at Yi Palace in the Park 'n' Shop Shopping Center and Taverna at 121 East Main Street. Also at the meeting, Council requested information on residential rental units in Newark. Please find attached information 1990 – 2010. The Code Enforcement Division is preparing 2011 numbers which will be sent to you with next week's Administrative Report.

Some time was spent preparing the Department's Capital Improvement Program submittal for 2013-2015. Work will continue refining the submittal this week.

Today Development Supervisor Mike Fortner attended the Floodplain and Drainage Advisory Committee meeting in Dover. The Committee is working on finalizing proposed minimum standards.

### Economic Development

Some time was spent preparing for the Department's presentation at the Greater Newark Economic Development Partnership's mixer scheduled for tomorrow evening at the Deer Park Tavern.

Some time was spent preparing for this Saturday's (March 31<sup>st</sup>) Wine & Dine Downtown event (4-8 p.m.), and the associated Register to Win contest.

This week one DNP E-News You Can Use e-newsletter was prepared and distributed to downtown businesses.

Some time was spent scheduling and posting Downtown Newark Partnership meetings for next month.

### Parking

On Thursday afternoon Parking Supervisor Marvin Howard and I met with Lisa Goodman and Bruce Georgov to discuss trash compactors and parking as it relates to the proposed Kate's Place subdivision.

On Tuesday afternoon I met with DTC representatives to talk about the Newark Train Station parking issues.

### Code Enforcement

This week Code Enforcement staff continued working on the Code amendments for adoption of the 2012 ICC Code series.

Twin Lakes applied for a new four pack of townhouses.

The fraternity and sorority inspections have been completed.

CSH/mp