

DEPARTMENTAL WEEKLY REPORTS

June 4, 2010

Parks & Recreation

Recreation – Joe Spadafino

Sharon has been organizing Newark Nite; this includes over 170 vendors and mailing their confirmations.

Sharon conducted the May 27 Spring Concert with Gretchen Emery and Dirty Boots performing for approximately 75 in attendance and many –passersby on Main Street.

Tyler is preparing for the opening of our outdoor pools scheduled for June 9. This includes getting the water quality levels correct and scheduling lifeguards for vacuuming and adding chemicals.

Tyler and I met with Susan Williams at Newark High School to discuss partnership ideas for an afterschool program and completion of a grant application for DowGives Community Grant.

Parks & Horticulture – Tom Zaleski

The Delaware Trail Spinners, a local trail volunteer organization along with assistance from State Park trail crew, completed the new bridge installation over Jenney's Run and trail relocation in Redd Park. City Park staff assisted with equipment transport and disposal of old bridge crossing Jenney's Run. Many thanks to the Delaware Trail Spinners and State Parks staff for their efforts.

I completed the Urban Tree Management Grant application to be submitted to State Forestry Department for tree removal in Redd Park.

Parks Superintendent continued working on Hill Park fencing contract.

Parks and horticulture staff prepared and planted "Rain Garden" at Parks Maintenance Building.

Parks staff started horseshoe pit removal project at Dickey Park.

Continued with usual park maintenance operations; mowing, bed maintenance, pool openings, etc.

Police

On Wednesday, May 26th at 4:43 p.m., a resident was driving home when a vehicle on Christina Parkway cut him off. As both vehicles stopped for the light at Elkton Road, the suspect pulled along side of the resident and stated that the victim was lucky the suspect had his children in the car with him. The suspect then raised a black handgun before driving off. The resident was able to copy the vehicle registration number. A photograph of the suspect was obtained from his Alaska driver's license. The investigation is continuing.

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On Monday, May 31st, at 10:35 p.m., officers responded to a report of a burglary in progress at 108 Wilbur Street. Upon arriving at the scene, officers were told by the tenant that two men had fled from the scene. The suspects attempted to remove copper pipe from the basement. Further investigation found that copper pipe was removed from 110 Wilbur Street.

On Saturday, June 5th, the exam for Master Corporal and Sergeant will be administered to promotional candidates. This is the first time the promotional exam has been written by the administrative staff of the Police Department and not purchased by a private vendor. After the test is administered and graded, a decision will be made to continue this practice or return to purchasing the exam.

On Saturday, June 5th, the Police Department will perform traffic control duties for Newark Nite. The Police Department mobile command post will be stationed on Main Street.

Planning & Development

Planning

This evening the Planning Commission will consider the following items:

- A. The Ogletown Road Armed Forces Reserve Center major subdivision.
- B. The minor subdivision of the properties at 73 and 79 E. Cleveland Avenue for five townhouse apartments.

We have received a notice from the Office of State Planning Coordination regarding upcoming public workshops to discuss the proposed update to the strategies for State policies and spending which will be held from 6-8 p.m. in New Castle County on June 24th and the Middletown Council Chambers and on June 28th in the Carvel State Office Building in Wilmington.

Economic Development

Assistant Planning and Development Director Maureen Feeney Roser spent time this week on preparations for Newark Nite to be held this coming Saturday; on the Food & Brew Fest, scheduled for July 24th; and the Main Street Mile, which will be held on October 2nd.

Community Development

On Tuesday morning Planner Mike Fortner provided staff for the Downtown Newark Partnership's Design Committee. The Committee discussed the Newark Alleyway Project and visioning of downtown strategic issues.

Code Enforcement

As part of the Code Enforcement Division's property maintenance program, repairs were conducted and liens placed on the properties at 918 Rahway Drive and 331-333 Paper Mill Road. Additional monitoring will continue at these locations as well as several other properties throughout the community.

Public Works

Engineering/Planning and Inspection

- Sutton Place: Performed first C.O. inspection (Unit 1) on site. Compiled a list of incomplete construction improvements on site and calculated quantities with associated costs for developer's use in obtaining the necessary Letter of Credit.
- Cider Mill: Reviewed list of incomplete items at time of last C.O. (Bldg. #6) on site. A couple stabilization issues remain incomplete of which the owner plans on addressing once the students move out.
- Erosion & Sediment Control Inspections: Performed weekly Erosion and Sediment Control Inspections at Laura's Glenn, Ivy Hall Apartments Addition, and 2 Old Casho Mill Road (2). The "Stop Work Order" has been lifted at 2 Old Casho Mill Road since compliance has been achieved.
- 54 Benny Street: Performed Certificate of Completion inspection.
- Emily Bell Place: Cirillo Brothers worked on the following using 250 tons of Type C hot mix:

- o Hot mix top coat of Emily Bell Lane and new entrance into the George Wilson Center.
- o Hot mix patched in front of new curb at the upper lot to the George Wilson Center.
- o Finished hot mix top coat behind new rental units at Emily Bell Place.
- Annual Stormwater Management Inspections: Inspected 8 detention basins and 1 grass filter strip and entered data into computer.
- University of Delaware Barnes and Noble Bookstore: Held a pre-construction meeting with the demolition contractor and site contractor.
- 28 Choate Street: Performed lot inspection for C.O.
- Road Survey Management System: Attended a meeting with Kercher Engineering.
- Performed sidewalk installation/repair inspections at the following locations: 173 E. Main Street, 29 N. Fawn Drive, 30 N. Fawn Drive, 9 Blue Hen Ridge, 2 Timber Ridge Court, 7 Timber Ridge Court, 2 High Ridge Court, 112 Delrem Drive, 59 O'Daniel Avenue, 13 Phelps Lane, 19 Green Meadow Court, 10 & 12 Long Meadow Court, 314 E. Main Street, and the corner of Panorama Drive & Church Road.

Survey Crew

- Completed drawing and design of Leroy Hill Park for proposed renovations.
- Began re-inspections for Phase 2.6 Sidewalk Program.

Field Operations/Streets

- Street crew excavated, formed, and poured 70 s.f. of rolled curb on Bent Lane at Tanglewood Lane.
- Hot mix crew applied base hot mix on previously poured curb on Bent lane.
- 2 Streets Department employees have been working at Curtis Paper Mill assisting with student move-out and utilizing backhoe when needed.

Electric

While performing the monthly substation visual checks and readings, the electricians became aware of an anomaly. All the transformers in one substation were changing voltages taps simultaneously. After investigation, it was found that the tap changer on the transmission transformer which feeds the substation was malfunctioning. It was then narrowed down to a connector on a circuit board that was causing a voltage sensor to misread. Engineering is attempting to repair the thirty year old circuit board in-house.

The line crews are switching 34kV circuits around so that the oil in the 3405 circuit breaker can be filter pressed. The oil sample taken earlier this year showed carbon contamination, so the oil will be cleaned and periodic samples will be taken and evaluated for further action.

Engineering met with contractors and the University on a post bid debriefing for the circuit construction project to feed the future Science Center and Chiller on Lovett Avenue. The purpose was to ensure that the bidders had a complete grasp of the project and had not

missed any significant parts. The bidders showed their knowledge and their plan of attack. The contract will be awarded in the next few weeks and the contractor will start in July.

Water & Wastewater

The motor on Well 15 was recently reinstalled on the well head and we continued to have vibration problems. The column and pump assembly was pulled and disassembled for inspection. We found that the pump and column pipe were significantly worn and in need of replacement. The pump was last replaced four years ago. We have not seen this type of wear on this well in the past. We are looking at water quality and stray electrical current as possible reasons that we are experiencing such rapid wear of the pump assembly. A sample of the worn parts will be available in the Water Department later this month.

City Manager's Office

Personnel/Labor Relations – Charlie Zusag

The recently approved prescription discount card program will be implemented beginning June 3rd. The City will promote the program in all of its communication media and begin distributing the cards to the public.

The biannual police promotion process will continue this weekend with the administration of a written test for all applicants. Following the test, the applicants will be interviewed by a panel consisting of the Chiefs of Police for the cities of Wilmington and Lewes, and the Assistant to the City Manager. The final component of each applicant's composite score will be a rating by Chief Tiernan. A final promotion roster should be completed by July 1st.

KRS/mp