

## DEPARTMENTAL WEEKLY REPORTS

May 14, 2010

### Planning & Development

#### Planning

At its meeting Monday evening City Council took action on the following planning related items:

- A. Approved a request from Chipotle Grill for a revision in the previously approved Planning Commission parking waiver for this restaurant at 136 E. Main Street. Council approved a payment plan that would allow Chipotle to spread payments to the City over the length of its first lease with the property owner.
- B. Approved the Delaware Transit Corporation and University of Delaware Unicity Bus agreements for State Fiscal Year 2010-2011.

Work continued this week on preparing materials for the upcoming June 1, 2010 Planning Commission meeting. The Commission will be reviewing the proposed Armed Forces Center training facility on Ogletown Road as well as a minor subdivision at 73/79 East Cleveland Avenue for five townhouse apartments.

On Tuesday evening Planner Mike Fortner, Planning Commissioner Ralph Begleiter, Police Lieutenant George Stanko, and I attended the second Advisory Committee meeting regarding the currently underway Newark Transportation Plan consultant study.

#### Economic Development

On Tuesday Assistant Planning and Development Director Maureen Feeney Roser accompanied Community Affairs Officer Dana Johnston as she hosted a meeting of the 7<sup>th</sup> Annual Food & Brew Fest Planning Committee at Mayor Funk's office. This year's Food & Brew Fest is scheduled for Saturday, July 24<sup>th</sup> from 2-10 p.m.

#### Community Development

Mike is going to Pottstown, PA with two members of the Newark Bicycle Committee to learn about the town's "Bike Sharing" program.

#### Parking

As part of the Parking Division's efforts to advertise and update the downtown parking validation program, promotional pieces have been distributed to all downtown businesses about the program and its benefits, and letters have been prepared to send to downtown businesses regarding compliance with approved parking waivers by providing customer parking validation.

This morning Maureen hosted a meeting of the Downtown Newark Partnership's Parking Committee. The validation efforts, bicycle parking, and Sunday parking fees were among the items discussed.

## **Public Works**

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

- Laura's Glenn: Met with landscaper to review lot grading and stabilization requirements for Lot 5 and open space south of Lot 5. These areas were graded, seeded, straw mulched, and swale area matted.
- Erosion and Sediment Control Inspections: Performed weekly site inspections at Emily Bell Place, 108 E. Main Street, 129 E. Main Street, 2 Old Casho Mill Road, Laura's Glenn (2), and Ivy Hall Apartments Addition. Met with developer's representative at 2 Old Casho Mill Road to discuss site deficiencies there and at Laura's Glenn.
- Building Permits Reviewed:
  - 115 Kells Avenue – deck
  - 414 Cleveland Avenue – parking lot patch
  - 111 W. Galloway Court – deck
  - 200 Radcliffe Drive – gazebo and deck
  - 1308 Barksdale Road – shed replacement
  - 13 West Ridge Court – deck
  - 282 Manuel Street – enlarge driveway
  - 734 Wollaston Avenue - shed
- 2009 Construction Permit Review: Spent considerable time reviewing outstanding permits issued in 2009 and filed expired permits.
- Contract 09-03 – Street Improvement Program Punchlist: Mumford & Miller Concrete Inc. worked on restoration (topsoiling and seeding) behind curbs replaced on contract on Briar Lane, Hanover Place, Francis Circle, and Julie Lane.
- Annual Stormwater Management Inspections: Inspected a total of 11 stormwater management areas.
- Met with Aaron Gerber from Kercher Engineering to go over street survey results. Checked out certain roads in the southeast section of the City that Aaron had questions on.
- City Maintenance Yard Grease Trap: Assisted Public Works crew on valley gutter installation for grease trap for garage.
- Sent the balance of the 2008 NPDES Annual Report to DNREC for subsequent EPA review.
- Engineering Assistant and Stormwater Program Coordinator met an Environmental Engineer from Dow Chemical to discuss a planned "green" project consisting of planting the wet area in the swale along Bellevue Road.
- Met with the Water Department to further investigate the suspected water leak at Foxcroft Apartments. The leak was located in the upper parking lot area, and work should be completed this week to fix it.
- Performed a Comprehensive Site Evaluation inspection at the maintenance yard as per our industrial NPDES permit.

## Survey Crew

- Continued drawing and design of Leroy Hill Park for proposed renovations.
- Located rear and side property line at 384 Briar Lane for the Parks Department.

## Field Operations/Streets

- Sign crew repaired and replaced signs and poles as needed and painted yellow curb on both sides of Main Street from Washington Street to Elkton Road in preparation for the Memorial Day Parade. Other preparations for the parade are being completed.
- Catch basin crew installed new sanitary manhole and new clean-out manhole at City yard and plugged 4" conduit line going into police building from atrium area.
- Street crew completed the installation of the new vehicle wash area at maintenance yard.
- Backhoe pushed up brush and cleaned up area at Iron Glen Park.
- Street crew saw cut Bent Lane for future hot mix and curb repairs.
- Hot mix crew excavated and applied 984 s.f. of hot mix at the City yard, 444 s.f. at 16 Farmhouse Road, and 640 s.f. at the intersection of Farmhouse Road and Falling Tree Court.
- Street crew repaired potholes on Center Street and at various locations as needed.
- Street crew assisted Refuse Department by delivering and exchanging refuse cans at various locations.

## Electric

The line crews have changed older and suspected inferior insulators on part of a circuit from the transfer station to the railroad at South College Avenue. They've also changed poles and hung transformers for new services on New and Choate Streets.

The relays at Wyoming Road Substation are being upgraded from an older electronic type to microprocessor based relays. Programming and extensive testing is being done.

The electricians worked with garage personnel on the emergency mobile generator. When the garage did a monthly test the generator malfunctioned and would not start. The generator company has been contacted for repairs. The electricians also completed repairs on underground pipes that were leaking into the building from the atrium.

## Water & Wastewater

I am reviewing an agreement with T-Mobile for the placement of communications equipment on the New London Road water tank.

I am working with Pennoni engineers on several projects including a new water line crossing of the White Clay Creek and the installation of a pressure sustaining pump in the Roseville neighborhood outside the city.

We had the #1 low head raw water pump at the Newark water treatment plant reinstalled this week. We also had Well 15 reinstalled. Both of these items were previously removed for repairs.

## **Parks & Recreation**

### **Administration – Charlie Emerson**

I committed significant time working on matters relating to the Curtis Paper Mill and Old Paper Mill Road Park Master Plan Project and the Pomeroy and Newark Rail Trail.

The National Arbor Day Foundation presented us with our annual Tree City USA certificate and materials. This is the City's 9<sup>th</sup> Year of participation and certification.

I was notified earlier this week that the James F. Hall Trail has been designated, by the US Department of the Interior, a National Recreation Trail. I will receive more information on this in the near future.

### **Recreation – Joe Spadafino**

Paula sent out letters for the final payments to all who placed deposits for Rittenhouse camp enrollments. Payments are due by May 28<sup>th</sup>.

Recreation staff sent out email blasts and mailed flyers to previous participants in various summer programs from last year regarding upcoming programs. Made copies of flyers of programs not included in camp guide for distribution in schools.

Paula worked on Preschool graduation certificates, program for the graduation ceremony and a workbook that is given to the graduates.

Sharon and Ann conducted the first Spring Concert of the season, featuring Jerry Haines. It was held on the Academy Building Lawn and approximately 70 people were in attendance to watch the performance.

Sharon has been reviewing vendor applications. The Newark Nite deadline was May 7<sup>th</sup>. There are currently 135 vendors signed up for the 2010 event; that's about half that registered for the event in 2009. Vendors may still register with a \$10 late fee through the week of the event.

Sharon has selected and booked performers for Newark Nite and the 4<sup>th</sup> of July Fireworks.

The year-long dance program concluded with a successful recital on Saturday, May 8<sup>th</sup> at Dickinson High School. It was a great show with approximately 110 dancers and 600 people attending.

The first week of registration went well although the registration numbers are down. The online registration system had approximately 30 people sign up for accounts; we hope some new online marketing this week will increase that number.

I am working on a mini grant through the State Health and Social Services for a City of Newark Trails Map.

I have been working on the Pomeroy and Newark Rail Trail kiosk design and met with a couple of individuals who are working on historical information on the rail line that is to be included on the display.

#### Parks & Horticulture – Tom Zaleski

Tom worked with U of D Greek organizations on a park clean-up effort. They also worked with us to cut back vines along certain trails.

We conducted an Arbor Day event at Downes School with a group of 5<sup>th</sup> graders. Parks personnel demonstrated how to properly prune a tree and mulch the area around the base of a tree and why it's important to do both.

Tom is preparing a grant application for the 2010 Urban Forestry Grant program. We've been fortunate in recent years to have been recognized and provided funding from this grant program to do some much needed tree work throughout the City's park system.

We are continuing to remove plant material from the Elkton Road medians in preparation for DeIDOT's street rehab project.

#### Police

On Wednesday, May 12<sup>th</sup>, Captain Williams attended the Weapons of Mass Destruction Committee meeting of the Delaware Police Chiefs Council. Captain Williams requested the committee fund a "Mobile Field Force" staffed by fifteen Newark Police Officers and fifteen University of Delaware Police Officers. The officers would be equipped and trained in crowd control techniques. The request for funding is currently being considered.

The Newark Emergency Preparedness Plan continues to be updated with suggestions made by the New Castle County Office of Emergency Management. Once these revisions are completed, each department director and the Aetna Fire Department will be asked to update specific sections of the plan.

On Sunday, May 9<sup>th</sup> at approximately 1:20 a.m. a street robbery occurred on South College Avenue. The victim was walking northbound on S. College Avenue near Winslow Road when two suspects approached him. One of the suspects lifted his shirt and displayed a handgun that was tucked in his waistband. The suspects then demanded the victim's iPod, which he was listening to at the time of the encounter. The victim surrendered the iPod, then ran north on S. College Avenue. The suspects were last seen fleeing westbound on Winslow Road. Both suspects are black males, 18 to 20 years of age, with average to athletic builds. One was wearing a gray hoodie.

KRS/mp