

## DEPARTMENTAL WEEKLY REPORTS

June 18, 2010

### Public Works

#### Engineering/Planning and Inspection

- U of D – Frazier Field: Spent time reviewing approved plans and compiling notes for preconstruction meeting. Held preconstruction meeting and compiled minutes of meeting which were sent to all attendees. Clark Companies began installing perimeter silt fences on site.
- Briarcreek – S.W.M. Enhancement: Cedar Hardscaping removed cattails in the forebay and micropool areas of the S.W.M. area, and began seeding and straw matting disturbed areas outside of those areas. Homeowners Association Group began planting aquatic vegetation, and have installed subsurface aerators in the forebay and micropool areas.
- Erosion & Sediment Control Inspections: Performed weekly site inspections at Laura's Glenn (2), Ivy Hall apartments Addition, 2 Old Casho Mill Road, University of Delaware Advanced Utility Package, and University of Delaware Penny Hall Steam Line. Contacted Nic Baldini for Choate Street Commons project because of insufficient notices from Austin & Bednash on the CCR reports.
- Mayor Subdivision – Woodlawn Avenue and Elm Avenue: Elm Avenue L.L.C. began installing perimeter silt fence on site.
- Building Permits Reviewed: 11 Cullen Way – shed
- Christina Creek Inspection – Wedgewood Road to Nottingham Road: Performed creek inspection for blockages. No blockages were found but numerous potential problems exist that could contribute to a blockage during a major rain event. A list of these potential problems was sent to the Parks Superintendent for his review.
- 2010 Handicap Ramp Contract: Completed Bid Summary and recommendation letter. Forwarded to Public Works Director.
- U of D Central Crosswalk: Reviewed revised layout and stormwater management report. Sent approval letter to the engineer based on revisions.
- 109-111 Elkton Road, Campus Crossing: Reviewed revised CIP's. Other departments reviewed and approved changes. Sent approval letter to the engineer.
- Temple Beth El, Temko Center: Reviewed plan revisions related to sediment and stormwater and sent approval letter to the engineer.
- 825 S. College Avenue, Proposed Parking Lot Addition: Met with engineer and contractor regarding adding some parking spaces for business at this location.
- Rittenhouse Station: Met with engineer and Public Works Director regarding stormwater management and infiltration testing at site.
- University of Delaware, Penny Hall: Held a pre-construction meeting with Apex Contractors and Paoli Services on site for the 2nd phase of construction.
- Annual Stormwater Management Inspections: Inspected water quality BMP for Newark Square behind City parking lot.
- University of Delaware, Advanced Utility Package: Brandywine Construction began excavation for boring of condensate and chilled water line off of Academy Street.

They also started steam line installation on Lovett Avenue and backfilled trench with sand over top of pipe and crusher run backfill to top of road. Duffield and Associates are performing compaction tests in the road.

- Marrows Court Apartments: Met with superintendent and landscaper to go over grading and stabilization issues for C.O.'s.
- City of Newark Bio-retention Area at 896 Water Tank: Working with Tri-State Lawn Care on new bio-retention basin.
- Met with DNREC to deliver our 2009 NPDES Annual Report, and walk them through it, since this is the first year it is completely paperless. Received very positive feedback on the content and organization. Discussed the pending renewal application, and EPA audit status.
- Investigated a sewage dumping complaint on Waterworks Lane.
- Presented the Enviroscape non-point source model to Jen Pyle at the University of Delaware, so she can present it at an upcoming YMCA camp.
- Updated the stormwater fact sheet series to reflect a spill contact change. Exported them as .pdf files, and forwarded them to the Community Affairs Officer so she could post them on the NPDES Stormwater webpage.
- Started reviewing the University of Delaware 5-year NPDES stormwater plan for permit renewal.
- Completed a quarterly wet visual monitoring at the Maintenance Yard as per our industrial NPDES permit. Made copies for Ed so we have complete file information on site.

### Survey Crew

- Completed inspections and compiled total square footage for Phase 2.6 sidewalk replacement contract.
- Sent letter of sidewalk compliance to 47 Hidden Valley Drive.
- Inspected and mailed sidewalk repair notices to 209 and 212 Sunset Road for code violations.

### Field Operations

#### Refuse:

- Attended Reflectivity class at University of Delaware.
- Picked up parts at Bayshore Ford.

#### Streets:

- Hot mix crews excavated and applied 720 s.f. of top hot mix at 111 Tanglewood Drive on Bent Lane.
- Loader operator worked with contractor to move previously stockpiled leaf mulch from stockpiled area to new area at 896 leaf pile.
- Street crews picked up heavy items for Refuse Department Thursday, Friday, Monday, and Wednesday and delivered new trash cans and replacement cans
- Loader pushed up yard waste at Iron Glen Park for Refuse Department.
- Street crews loaded and hauled 2 loads of sweeper material from the City yard to the landfill.

- Street crews are saw cutting Arbour Drive, N. Country Club Drive, Windsor Drive, and Middle Run Meadow for future catch basin and curb repairs.

### **Electric**

At approximately 2:30 a.m. on Wednesday morning June 16<sup>th</sup> the driver of a pickup truck fell asleep and broke a pole at Main Street and South College. The power stayed on for all with the exception of the UD owned "George Evans House" on the corner as the crews replaced the pole.

The breaker feeding the Police Station was replaced after hours. Several weeks ago the cable and breaker overheated and caused an outage. These were temporarily repaired until a new breaker was procured and an outage could be scheduled.

An underground service in Wyncliff failed and an autotransformer was installed to temporarily restore service. An underground bore by a contractor is being scheduled for a new cable installation.

The line crews have finished installing services for the new duplexes on Choate Street. They have also been changing backyard transformers in Nottingham Green.

### **Water & Wastewater**

The vacuum excavation equipment was delivered this week. Individuals from Electric, Public Works, Parks and the Water and Waste Water Department were on hand for the training.

The long term forecast for the State of Delaware calls for equal changes of higher, lower, or normal precipitation and temperatures. Sea surface temperatures in the Pacific have fallen indicating that we have moved from an El Nino to a La Nina condition. There is also a warming condition in the Atlantic creating the potential for an active hurricane season. Our precipitation totals will largely depend on the number, intensity, and path of the tropical storms.

I have been working on communication equipment leases on the various water towers. I have several projects in various stages of completion.

The flushing that we completed last week was successful. Next week we will be working along Kirkwood Highway during the early morning hours because of pressure and business related concerns.

### **Parks & Recreation**

#### **Administration – Charlie Emerson**

I attended the Conservation Advisory Commission meeting last Tuesday night.

I hosted a meeting with representatives from Delaware State Parks and New Castle County Parks to discuss and review trail plans for the White Clay Creek State, City of Newark and New Castle County parks in the Newark area. The focus of the meeting was to review existing trail networks, planned trails and opportunities for making connections.

Our Curtis Mill/Paper Mill Road Park Master Plan Committee met with representatives from DeIDOT to review and discuss entrance and exit plans and right-of-way improvement concepts. DeIDOT sees no major concerns with our plan.

I received notification from the coordinator for the Delaware Land and Water Conservation Trust Fund (DTF) grant program that they have completed a valuation of the 10+ acre parcel donated to the City by Stine Haskell. We will be able to use the value of the donation as our local match for some future DTF grant funded project.

I'm continuing to work with our consultant and DeIDOT on matters relating to the construction easements necessary for the Pomeroy and Newark Rail Trail. I also committed time working with Roger Akin's office on a Conservation Easement in one area of the trail.

#### Recreation – Joe Spadafino

Paula distributed flyers to local schools for summer/fall programs for final time this school year.

Paula worked with the Soccer Academy in preparation for the upcoming soccer camp. She mailed out the "first day" letters to participants.

The outdoor pools at Dickey and Wilson Parks opened on Tuesday, June 8. The hot weather has been bringing the participants out at Dickey pool; the George Wilson pool has had a lower turn out.

Tyler is preparing for the start of Camp GWC on June 21. Registration has been good for this new all day Camp with over 90 registered for the six-week program.

First Aid and CPR classes were conducted for summer recreation staff not current with their certification. Summer staff orientations will be held on June 17 and 18.

Safety Town Session I registration is good, but Session II is still low. We will continue to watch the enrollment and continue marketing the program with hopes of improving the registrations.

This week's Spring Concert was given by Sol Knopf. Concert turnout this year has been very good with between 40 and 150 guests attending each concert. There are only 2 concerts remaining this year, Paul Lewis on June 17 and We Kids Rock on June 24.

Joe attended several Newark Nite follow up meetings to evaluate the event and make some potential modifications for post event street clearing and reopening of Main Street.

## Parks & Horticulture – Tom Zaleski

Tom committed time working on these items:

- Reforestation grant
- Preparing for and conducting a meeting of the Main Street Tree committee
- Conducted a training session on proper pruning, mulching and painting techniques for seasonal employees

We completed opening procedures for the pools.

Parks personnel committed a great deal of time loading materials and supplies for and unloading the same after Newark Nite.

The Delaware Special Olympics used Handloff Park softball fields on Friday and Saturday.

We requested a Miss Utility and began preparing for the installation of a new play unit at Dickey Park designed for children ages 2-5 years of age. The play unit and other needed materials for installation were purchased with funds in the 35<sup>th</sup> Year Community Development Block Grant program.

Rich worked with the Street Division to install a Knox box at the Old Train Station. He also coordinated an effort to clear clogged drain lines in the concrete pits on the front side of City Hall.

## Police

During the overnight hours of Sunday, June 13<sup>th</sup> and into Monday, June 14<sup>th</sup>, unknown suspects entered several cars that were parked in driveways on Lark Drive. In each instance the vehicles were not locked. Various items including GPS units, cell phones, and CD's were removed from vehicles.

During the overnight hours of Tuesday, June 15<sup>th</sup> and into Wednesday, June 16<sup>th</sup>, unknown suspects entered four vehicles that were parked in driveways on East and West Mill Station Drive of the West Branch development. All of the vehicles were left unlocked by the owner. A laptop computer and other various items were stolen from the vehicles. The Newark Police Department would like to remind residents not to leave valuables in vehicles and to lock car doors upon exiting the vehicle.

The second of three, police officer training days are being conducted during the months of June and early July. Each police officer will spend a day in training and will include their second firearms qualification of the year.

The Traffic Committee met on Tuesday, June 15<sup>th</sup>, and reviewed a request to remove the yield sign at Capitol Trail and Cleveland Avenue. A citizen pointed out that there is currently a yield sign and a solid line to separate traffic lanes. The committee agreed, and voted to send a letter to DelDOT requesting the yield sign be removed. A request for

DelDOT to eliminate the right turn on red on westbound Ogletown Road turning onto Library Avenue was also reviewed and approved by the committee.

Planning has begun for the 2010 Fall Crime Suppression Plan. Chief Tiernan, Captain Williams, and Patrol Lieutenant Hargrove are working on the uniform response. Chief Tiernan, Captain Potts, and Lt. Simpson are working on the non-uniform and Street Crime Unit response. Last year's crime suppression was very successful and will be a challenge to duplicate. The University of Delaware Police Department continues to assign one member of their department to assist the Newark Police Department's Street Crime Unit.

The Newark Police Department's Traffic Education and Enforcement program continues. The number of motor vehicle accidents has decreased by fifty from the same time period in 2009.

## **Planning & Development**

### **Planning**

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

- A. Approved the amendments to the Zoning Code establishing the New Center Village (NCV) zoning overlay district.
- B. Tabled consideration of amendments to the Building Code that would have incorporated mandatory LEED type requirements into the Code.

At its July 6, 2010 meeting, the Planning Commission will be reviewing the soon to be completed proposed 2011-2015 Capital Improvement Program.

### **Economic Development**

Maureen spent considerable time this week organizing the Hops & Shops Sidewalk Sale Extravaganza which will be associated with the Food & Brew Fest event to be held on July 24<sup>th</sup>.

On Friday morning Maureen attended a meeting with representatives of the DNP Design Committee and the Parks Department to discuss retrofitting the Main Street tree pits.

Maureen spent time this week on the Gift Card Program including updating information provided to customers and redesigning the card to meet new federal regulations that will become effective on August 22<sup>nd</sup>.

Maureen also spent time this week updating the Starting a Business in Newark brochure for our website.

### Community Development

Planner Mike Fortner is working on updating the computerized version of the City Zoning Map.

### Parking

The Parking Division continues to spend time updating the Parking Validation Program. We now have 56 businesses participating.

### Code Enforcement

The Code Enforcement Division reports that the applications have been submitted for the demolition permit of the old Daffy Deli restaurant with accompanying building permits for the proposed redevelopment of the site at 109-111 Elkton Road.

KRS/mp