

DEPARTMENTAL WEEKLY REPORTS

July 23, 2010

Public Works

Engineering/Planning and Inspection

- Briarcreek – S.W.M. Enhancement Project: The Briarcreek Homeowners Association completed work on the S.W.M. Enhancement Project.
- Erosion & Sediment Control Inspections: Performed weekly inspections at University of Delaware (Cross Walk, Advanced Utility Package, and Penny Hall Steam Line), 108 E. Main Street, 129 E. Main Street, 2 Old Casho Mill Road, Mayer Subdivision, Ivy Hall Apartments Addition, and Laura's Glenn. Met on site with Laura's Glenn L.L.C. representatives and the Public Works Director to discuss repeated non-compliance on site.
- U of D Frazier Field: Clark companies continued field excavation with material being loaded on truck and hauling off site and installed 542 l.f. of 15" perforated ADS under drain (with fittings for field drain laterals) in field area.
- Ivy Hall Apartments Addition: Excavation of storm tech S.W.M. area continued on east end of site. GTA representative was on site to evaluate subgrade soils.
- Assessed a DNREC response to comments document to ensure comments made by the City concerning the sediment and stormwater regulation revision were addressed. Public Works Director, Engineering Assistant, and the Stormwater Coordinator attended a meeting with DNREC to evaluate the remaining questions/concerns about the sediment and stormwater regulation revision that we feel need to be brought to DNREC's attention.
- Met with Jen Pyle from the University of Delaware to discuss our proposed draft NPDES MS4 permit, and some changes that I have been told are coming. We do not have the draft permit to comment on yet, but I have been communicating with DNREC about it throughout its development.
- Wyncliff: Contractor worked on punch list items for conditional acceptance which included cutting of bio-retention basin and backfilling and seeding low areas behind curb and sidewalks.

Survey Crew

- Completed Miss Utility mark-outs as needed.
- Continued meeting with residents in Phase 2.7, and began meeting with residents who received notices of intent for Phase 2.6 of the sidewalk repair program areas to discuss the nature of the violations and provide technical advice on how to conform to current code.
- Acquired weekly gas boy log data at municipal fueling station and continued the fuel inventory spread sheet for July 2010.
- Determined rear property line at 27 Fall Brooke Drive for Parks Department Superintendent.
- Continued scanning of Police Department plans for digital archiving.

- Continued revisions to dugout plans at Leroy Hill Park for upcoming project for the Parks Department.
- Performed elevation shots on Woodsman Drive at the request of the Special Projects Coordinator for upcoming street contract.
- Stationed +/-700 l.f. of curb on Old Oak Road to be replaced on upcoming street contract for the Special Projects Coordinator.

Field Operations

Refuse

- Meeting with Wesley Roan, Public Works Operations Manager from Dover, to discuss the yard waste recycling program.

Streets

- Hot mix crew excavated and applied 389 s.f. of hot mix on Academy Street and 490 s.f. of Type C hot mix at 300 Arbour Drive.
- Street Department personnel moved boxes at City Hall to storage in basement.
- Street crews assisted Refuse Department by delivering new recycling/yard waste cans, picking up bulk items, and on the 3-man packer.
- Street crews responded to major oil spill at the intersection of Paper Mill Road and Cleveland Avenue.
- Street crews backfilled with topsoil, seed, and matting previous poured sidewalk at 300 Arbour Drive.
- Loader placed mulch outside of gate at 896 water tank.
- Sign crew repaired and replaced signs and poles as needed and core drilled 6 holes on Main Street and one on Linden Street for future parking meter installations.

Parks & Recreation

Recreation – Joe Spadafino

Paula and Joe set up the indoor volleyball system for the indoor volleyball camp with 18 participants at West Park Elementary School.

Paula confirmed all the participants and set up the fitness classes starting during the week, emailed the instructors the rosters and confirmed facility use.

Paula spent time at Rittenhouse Camp and Hobbit Half Day camp during the camp director's absence. Camp ran well with one day shifting to West Park School for inclement weather.

Paula, Joe and Dana met with a writer who is interested in doing an article about the history and "magic" of Rittenhouse Camp. Paula contacted previous employees and parents who have been involved with camp to possibly talk with writer.

Paula rescheduled games that were cancelled due to inclement weather, contacted the coaches with rescheduled dates.

Camps held at the George Wilson Center this week included: Mad Science Red Hot Robots and Camp GWC.

The recreation staff proofed the fall activities newsletter and they are continuing to finalize program information.

Tyler prepared materials and met with the trip leader in preparation for the bus trip to Tilghman Island for Skipjack Sailing and St. Michael's, MD held on Saturday, July 17.

I conducted the recreation supervisors' staff meeting to review happenings in their areas of responsibility.

I completed five fee assistance applications for various summer programs.

The recreation staff continues to monitor weather conditions to alert our staff about heat advisories or the potential for upcoming storms

Parks & Horticulture – Tom Zaleski

I reviewed the landscape installation at White Clay Vista for maintenance warranty to start.

Continued working on Hill Park contract with Code Enforcement Supervisor.

I met with several residents concerning tree damage.

The landscape plans for the Barnes & Noble site on Main Street were reviewed.

Parks staff continued on tree removal in Rittenhouse Park by canoe ramp.

Parks and horticulture crews mowed and continued mulching operations/bed maintenance as well as completing many work orders from park inspections.

Equipment maintenance was completed on all mowing units, trimmer/blowers and ballfield conditioner.

The Anti Graffiti Brigade, a volunteer group, removed the graffiti from the South College Avenue overpass.

The YBC completed daily trash sweeps at City Hall, Dickey Park as well as other park sites as needed. They helped the horticulture crew with mulching and cleaned around the Parks Maintenance building. The crew also assisted the parks staff with maintenance/pruning at Folk, Fairfield, Hidden Valley and Fairfield Crest Parks.

Electric

The underground bore contractor is drilling cables in today for a failed house service in Woodmere. While he is here, the details for a large project in Nottingham will be worked out. New primary cables will be bored along Radcliffe Drive to improve the system integrity by splitting up primary circuitry.

The line crews are still hard at work on trimming our 34kV transmission loop. Currently, they are trimming the heavily wooded areas of Creek and New London Roads.

Communication problems with relays at Kershaw substation were troubleshot and fixed and upgrades to the audio alarming for the SCADA system are being implemented.

The light fixtures at the Technology Park on Wyoming Road are being fixed. New ballasts are being installed.

Water & Wastewater

Dennis McFarland and I met this week with the Delaware Emergency Management and Federal Emergency Management personnel. During our meeting we went over the reporting and financial requirements for the grant that we received for the Hazard Mitigation Project to correct the two sewer crossings of the Christina Creek. Review of the final plans and specifications for this project is continuing.

I met with UD staff and the contractors assisting them in the site preparations for construction of the new ISEB and ECUP facilities along Lovett Avenue. We are working with them to coordinate the flushing and preservation of utility lines that they have installed. This will require a significant amount of water and associated disposal.

The rains that we have been receiving have helped to keep the creek levels sufficiently high that we can continue to draw water from the creek. We have also been able to refill the reservoir of the water that we have used while the creek has been too muddy.

I am meeting next week with DNREC personnel to discuss techniques to control a local aquatic weed that is growing in the raceway. Hopefully, we will be able to come up with an efficient and effective method to keep the aquatic grass under control.

Police

On Saturday, July 11th, at 12:00 a.m., a 21 year-old male reported being a victim of a strong arm robbery. The incident was reported to have occurred along East Delaware Avenue between Academy and Haines Streets. The victim was walking home from Grotto's Pizza and was extremely intoxicated. The victim was talking on his I-Phone when assaulted and was unable to provide the number or description of the suspects.

On Sunday, July 11th, at 5:30 p.m., Cpl. Marconi investigated a minor domestic assault between two middle age sisters at a Patrick Henry Court residence. After an argument

one sister turned around to leave the residence and the other sister threw a drink on her and hit her in the head with a glass mug. The case is pending the signing of warrants in Alderman's Court.

On Monday, July 12th, at 4:18 p.m., Officer Barnes received a report of a theft which occurred on June 30th. The theft involved the unauthorized use of the victims' credit card number and the on-line purchase of a computer valued at \$1,100.00. The investigation is continuing.

Two vehicle thefts were reported this week. In both cases the vehicle was loaned to known individuals and those individuals failed to return the vehicles as agreed. Both vehicles have been recovered, one was returned to the owner, two days late and the other was recovered by Wilmington Police Department. Arrests have been made in both cases.

Three burglaries are listed in this week's report. One was an attempt in the 300 block of Suburban Drive. Employees of the business found the door knob damaged on the rear door. The attempt is believed to have occurred between Wednesday evening and Thursday morning. A Villa Belmont resident reported the theft of a Nintendo Wii game and controllers between the hours of 1:00 p.m. and 5:00 p.m. on Thursday, July 15th. During that time frame the apartment was unsecured. No other items were removed from the residence. A 46 year-old Freehold, NJ resident reported the theft of jewelry from her motel room in the Howard Johnson Motel while she was away from the room. The victim states the room was secure when they left and the jewelry was left on the desk in the room. The investigation is continuing.

Planning & Development

Planning

Work continued this week preparing materials for the upcoming August 3, 2010 Planning Commission. The Commission is tentatively scheduled to review a proposed WSFS Bank across from the Wilmington Trust at Suburban Plaza on the south side of Christina Parkway extended.

On Tuesday Roy attended a "BRAC Relocation" communities work session for the submittal of a Federal Housing and Urban Development Department sustainable communities grant. This is a group grant that the cities and counties impacted by the relocation of employees to the Aberdeen Proving Grounds will be submitting to provide local planning assistance.

Economic Development

This week the DNP received notice that it was, once again, recognized by the National Trust for Historic Preservation and the Delaware Main Street Program as a certified National Main Street Program.

This week some work was performed to facilitate the 7th Annual Downtown Newark Food & Brew Fest this Saturday from 2-10 p.m.

Some work was also performed this week for the Newark supplement in the September issue of Delaware Today.

Some time was also spent this week making arrangements for the Branding/Marketing Resource Consultant visit to Newark scheduled for Tuesday, August 17th – Thursday, August 19th.

Community Development

Planner Mike Fortner spent the lion's share of his time this week preparing the City's Grantee Performance Report (GPR) for the 35th Year (7/1/09 – 6/30/10) Community Development Block Grant Program. The report is required by HUD for program participation.

Also this week Mike collected applications for the 37th Year (7/1/11 – 6/30/12) CDBG Program and prepared summary materials for Community Development/Revenue Sharing Advisory Committee review. The Committee's first meeting is scheduled for Monday, August 23rd.

Agreements for the use of 36th Year (7/1/10 – 6/30/11) CDBG program recipients were also prepared this week.

Parking

Parking Administrator Marvin Howard reports that Municipal Lot #1 is closed Monday through Thursday of this week for repaving. It will reopen on Friday and then be closed again from Monday, July 26 through Thursday, July 29th.

On Tuesday, Maureen and Marvin attended an informational meeting on the More Park System hosted by Landmark Engineering.

Work also continued this week on the municipal lot summer maintenance program. Particular time was spent this week on landscaping maintenance in Lot #4.

Code Enforcement

108 East Main Street – A temporary Certificate of Completion was issued for the shell of the building. The 2nd floor was issued a Certificate of Occupancy for the UD English Language Institute.

Choate Street Commons – Certificates of Occupancy should be issued starting next week.

173 East Main Street – Addition to Ali Baba should have a C/O this week.

431 Townsend Road. – House fire started in A/C system with minor damage. No one was home at the time. Permits will be required for repairs.

KRS/mp