

DEPARTMENTAL WEEKLY REPORTS

January 13, 2011

Public Works

Engineering/Planning and Inspection

- Rittenhouse Station: Held preconstruction meeting on site, compiled minutes of meeting, and sent minutes of meeting to all attendees. Silt fence installation and milling of existing hot mix began in northwest corner of site.
- Proposed 2011 Handicap Ramp Contract: Completed field work (gathering quantities) and completed entering quantities on spreadsheet.
- 2010 Performance Measures Spreadsheet: Spent considerable time compiling data and filing Public Works Daily Reports for 2010 and produced spreadsheet for all curb, sidewalk, and street patches completed last year.
- Erosion & Sediment Control Inspections: Performed weekly inspections at 2 Old Casho Mill Road, Laura's Glenn, The Mayer Subdivision, and the U of D Creamery. Follow-up inspections were performed at 2 Old Casho Mill Road and Laura's Glenn.
- University of Delaware – Amstel Avenue Steam Line: Met with CDA engineering and soft dig to go over utility locations for future steam line installation for the University.
- Twin Lakes: Performed test roll on South Twin Lakes Boulevard for Nichols Construction. Nichols Construction also worked on erosion and sediment control items including installation for check dams and fixing super silt fencing.
- Annual Stormwater Management Inspections: Inspected 22 stormwater management facilities. Areas included bio-retention basins and swales. Also included infiltration trenches and water quality BMP's. Entered data onto computer.

Survey Crew

- Revised UD Landfill boundary description and drawing.
- Located additional property corners around the Transfer Station to tie-in the UD Landfill description to previously located property corners.
- Located and staked property corners on the side of 715 Art Lane for the Parks Department.

Field Operations/Streets

- Street crews worked on Christmas tree collection citywide.
- Street crews salted streets after snowfall on January 7.
- Street crews attended class on snow removal.

Parks & Recreation

Administration – Charlie Emerson

I conducted park inspections and provided Tom with inspection summary sheets to prepare necessary maintenance work orders.

Tom and I visited Main Street to complete an evaluation of tree pits for the purpose of preparing a contract to retro-fit them with flush mounted tree grates. This is a multi-year project.

I met with parks and office personnel to discuss our park maintenance tracking computer program and the transition of the data entry task to Andee.

I began writing a Delaware Land and Water Conservation Trust Fund grant proposal to help fund Phase III and IV of the Redd Park Trail improvements project. With the significant assistance of the Delaware Trail Spinners and the Delaware State Parks Trail Crew we completed Phase I and II in 2010. The Delaware Trail Spinners and other volunteers they recruited committed more than 1,300 volunteer man hours to the project last year. We hope to complete the final phases by the end of this summer.

Tom and I met with Derek Stoner of the Delaware Nature Society to discuss our plan to reforest some of the park areas that have been designated as meadow/reduced mow sites. Mr. Stoner and the Delaware Nature Society have been working with New Castle County on their meadows and reforestation efforts at the Middle Run Natural Area located just north of Newark. Our objective is transitioning some of the meadow areas into wooded/forested sites thus enhancing the City's tree canopy. This will be a multi-year effort.

I attended a Subdivision Advisory Committee meeting to discuss the proposed University Garden Apartments project.

Recreation – Joe Spadafino

Paula met with the administrator of our Before and After Care program regarding various matters relating the program. Mid-program personnel evaluations and training classes, for compliance with state licensing requirements, were among the topics.

Paula notified all Pint Size Basketball participants regarding the start of the class and she dropped off supplies at the facility. Class was scheduled to start Saturday, January 8th, however; the Christina School District closed their facilities that day so class was cancelled. An additional day will be added to the schedule.

Our Youth Basketball Leagues resumed play after the holiday break. Teams are practicing for a couple of weeks and then the games will resume. Paula set up team picture day and sent out information to coaches.

Tyler prepared materials for the CATCH Afterschool Program scheduled to begin on Monday, January 10 at Downes Elementary School.

Sharon has been working on marketing of winter and spring programs. She has created tri-folds for Nature and Outdoor, Arts and Special Interest classes.

Sharon secured a section of the Marine Corps Band for the 2011 Memorial Day Parade.

We completed the first week of registration with over 300 people registering for programs.

Liz and I have been working on an abbreviated version of the activity guide that will go out to the area elementary schools and libraries.

Parks & Horticulture – Tom Zaleski

All staff worked on snow/ice control operations.

Tom started working on creating a Forest Fire Control Plan, the contract for the Main Street tree pits, and set up appointment with a Door Company to get prices on possible panic bar replacements for interior doors at City Hall.

The crew completed various park work orders work, tree pruning operations at several sites and building maintenance tasks.

Andrew Steward has returned from military service and will be starting back to work on Wednesday, January 12. Welcome back Stew! Many thanks to Bob Moon who filled in while Stew was away; his help and skills are greatly appreciated.

Electric

The electricians have started installing motion sensors for lighting control in offices at City Hall for energy conservation. It has been estimated that motion sensors save 15% to 50% of the energy cost of lighting in office settings.

The line crews have continued tree trimming along Park Place and Hillside Road and are finishing the new pad mount service to the Army Reserve Building off of Marrows Road.

Engineering finished emergency switching plans for all substation circuits. Because of ever changing loads and circuits these contingency plans have to be assessed and revised periodically. This enables all supervisory personnel to have succinct written plan during outages from which switching orders can be derived.

The contractor building the circuits for the University's Lovett Avenue Science Center has been installing poles and wires on North Chapel. They purposely timed this portion of work during the holiday break and winter session, when traffic and resident occupancy would be at a minimum. So far they are on schedule for a March completion for one circuit. Another backup circuit taking a different route is still under design.

Water & Wastewater

The prebid meeting for the sanitary sewer crossing repairs on the Christina Creek was held on Tuesday of this week. There were many contractors and suppliers in attendance.

I have been checking references on the contractor that submitted the lowest cost proposal for sanitary sewer flow monitoring in the Barksdale sewer basin. This is a component of work in our overall effort to establish the condition and capacity of the sewers in the Barksdale sanitary sewer drainage basin.

AC Schultes was to have started on Monday drilling our new Well 14. The weather has delayed the start of that project.

The contractor has begun to install the first set of antennas on the New London Road water tower.

We are getting proposals to demolish the old building that housed Well 14. The old structure sits on the shoulder of Route 72 and has been the frequent target of graffiti artists.

I have been answering questions regarding the project to replace the Sewage Lift Station on Bellevue Road. The bids are due and will be opened on the 18th.

I am in discussion with the state and county regarding repairs of roads in the Chapel Hill neighborhood. They believe that our water main breaks are the cause of road settlement. I am of the opinion that poor compaction during construction has been aggravated by the water from the leaks and absent poor compaction there would not be a problem.

Police

Detectives continue to actively investigate the Wheeler homicide. There continues to be numerous leads in the case to be followed.

In 2011, there will be an increase in the use of technology by the Newark Police Department. Three in-car recording cameras have been installed and will be fully functioning in a few weeks. These cameras will record motor vehicle stops and other police encounters. A mobile license plate recognition system camera has been installed in one of our police cars. This camera will record passing vehicle registrations and automatically check the computer bank to determine if the vehicle is stolen or wanted. In the next few months, a "fixed location" license plate recognition camera system will be placed downtown. This fixed location system will function the same as the mobile system but will continually record license registrations on one of the downtown streets. Software is being purchased so that both the mobile camera and the fixed location camera will be able to be viewed "real time" at police headquarters. Several new security cameras will also be installed in the downtown area this year. All of the new technology and software stated above has been purchased with grants secured by the Police Department with no cost to the citizens of Newark.

Planning & Development

Planning

Work continues preparing materials for the upcoming March 1, 2011 Planning Commission meeting. The Commission is tentatively scheduled to review the following:

- A. The addition of eight dwelling units to University Garden Apartments on Beverly Road.
- B. The redevelopment of properties on E. Delaware Avenue west of the TD Bank for a mixed use multi-story facility.

On Thursday, we met with the engineers and landowners regarding the 136 Elkton Road (Eagle Diner) redevelopment project.

On Monday evening, City Council took action on the following planning related items:

- A. Authorized the City Manager to sign a memorandum of understanding with a local investment group that would seek private and federal funding assistance for a possible multi-story parking garage at Lot #1 (to the rear of the Galleria).
- B. Requested that the staff prepare amendments to the Municipal Code that would allow specialized food vending adjacent to the University campus on Amstel Avenue.

Community Development

On Thursday, Planner Mike Fortner staffed the DNP Design Committee meeting.

Mike also completed a Financial Draw to New Castle County for the 36th Year CDBG Program.

Code Enforcement

Demolition has started at 250 Elkton Road – the site of the Rittenhouse Station mixed use project adjacent to the Municipal Building.

City Manager's Office

Purchasing/Special Projects - Carol Houck

Citizen Notification System - We are currently evaluating options for improving our notification system (currently called CityWatch, which was purchased in 2004). Funds were budgeted for this year and we expect to be able to purchase and implement a new system by the end of spring.

The new system will improve the delivery speed for our notifications to citizens and will increase the options available to citizens and our organization for delivery. We anticipate that the new system will provide citizens the ability to opt-out of various types of

messages and to select the way they wish to be notified and in what order. For example, if you want to be notified on a cell phone first and to an email address second, the system will try the cell phone first and if not successful or unable to leave a message, it will move on to the next option selected (some systems offer up to four options) until either the delivery is made or each option is attempted twice.

Once a new system is in place a full outreach effort will take place to inform our public.

Community Affairs - Dana Johnston

The News Journal made an inquiry regarding the Police Department stating there was an increase of 8,614 calls in 2010 from 2009 in their January 7, 2011 weekly report. Master Corporal Gerald Bryda provided me with the approved Newark crime statistics for 2010 which were given to the reporter.

KRS/mp