

DEPARTMENTAL WEEKLY REPORTS

December 16, 2011

Public Works

Engineering/Planning and Inspection

- The winter schedule for “Green Wednesday” goes into effect on January 1, 2012. The city will pick up your yard waste on Wednesdays only if you call to schedule a pick up. The winter yard waste collection schedule helps to eliminate unnecessary mileage and fuel use when yard waste is usually at a minimum. The regular, unscheduled “Green Wednesday” collection will resume on Wednesday, March 21.
 - Rittenhouse Station: Met with Chatham Bay Construction Services Site Superintendent to discuss requirements for Building #1 C.O. approval by the Public Works Department. Insufficient work has been completed to justify a review/inspection at this time.
 - Contract 11-06 – 2011 Street Improvement Program:
 1. Greggo and Ferrara worked on Alexandria Drive and completed placement of 220.43 tons of base hot mix on the south side of the street.
 2. Sam’s Construction worked on Woodlawn Avenue, Poplar Avenue, Orchard Avenue, Alexandria Drive, and Grays Avenue and completed the following:
 - a. (7) sanitary manhole adjustments and collar pours.
 - b. 426.4 s.f. of 4” p.c.c. sidewalk replacement for handicap ramps.
 - c. 32.0 s.f. of red truncated dome block installations.
 - d. 7.27 tons of base hot mix patching at replaced curb.
 - e. 1.00 ton of top hot mix patching at driveway.
 - f. 25.8 l.f. of p.c.c. rolled curb replacement.
 - g. 43.9 l.f. of p.c.c. integral curb and gutter replacement.
 - h. 37.0 l.f. of sawcut for curb and sidewalk removal.
- *Contractor used 17.0 c.y. of DeIDOT Class B concrete in above pours.
- University of Delaware Gilbert Dorms: Contractor installed piping for de-watering of site.
 - Sidewalk Program Phase 3.2: Continued sidewalk inspections on the southeast section of the city along Kells Avenue, Wollaston Avenue, and Waterworks Lane.
 - Helped the Engineering Assistant finalize electronic submission of the Sediment and Stormwater Delegation request, and worked through a couple last minute issues.
 - Spent significant time in preparation for a NCC DeIDOT MS4 permit meeting by summarizing major tasks from their latest draft permit.
 - Attended the Christina Basin Task Force quarterly meeting at the Brandywine Valley Association Myrick Conservation Center.
 - Conducted wet weather inspections at 14 SWMAs during a rain event.
 - Attended the DNS Watershed Stewardship Committee meeting at the Ashland Nature Center.
 - Continued working on the 2011 NPDES Year End Summary Report.

Survey Crew

- Completed the annual location of the control monuments on the reservoir and began processing the data.
- Identified rear property lines at 16 and 18 Hayden Way for the Parks Department for the Redd Park Trail.

Field Operations/Streets

- Street crews continued on the 9th week of the Fall Leaf Collection Program.

Parks & Recreation

Administration/Planning

I attended the monthly update meeting for the Pomeroy Trail. This week our contractor focused on getting the base applied on the south end of the University Courtyard Apartments property, installing lighting conduit and light pole bases on the south end of the trail and clearing the trail corridor in the area of Olan Thomas and Kershaw Parks. I had several other meetings with Pennoni and Merit (contractor) on trail related items.

I committed considerable time reviewing Pennoni's proposal to do the design and engineering for the Curtis Mill Park development project.

I worked on the first Delaware Land and Water Conservation Trust Fund grant reimbursement request for the Redd Park Trail rehab project.

Tom conducted park inspections and created resulting maintenance work orders and completed two subdivision site visits to inspect landscaping for Certificates of Occupancy. He attended a meeting with representatives of DeIDOT and Public Works personnel to review work to be done at the Old Train Station. We applied for and were awarded TE funding for the project. The work will include replacing certain windows and overhang/roof supports, and paint windows, fascia and trim. He also contacted two homeowners in the Woods at Louviers to update them on the progress of the Redd Park trail project and to discuss future plans related to the area.

Rich continues researching options for an articulating loader unit, organizing graffiti reports to meet with a Police Department representative, monitoring and evaluating materials/labor to repair/replace lights on the Main Street trees and working with Networks on park projects.

Joe spent considerable time finalizing the design and layout of the Pomeroy Trail kiosks. There will be three located on the north, center and south ends of the trail. The kiosks will feature historic photos and information about the Pomeroy and Newark Rail Road and map.

Field Operation

The crew continued to inspect and replace/repair Christmas lights on Main Street trees. Through December 13 the crew has spent more than 20 hours repairing and/or replacing cut tree light strings.

They committed a significant amount of time working on park and building maintenance work orders. We assisted the City Secretary's Office with set up for the City Christmas luncheon, and completed final "touch up" items for certification inspection of the Police Building.

Horticulture/Landscaping

The crew committed time cutting back and cleaning up landscape bed areas throughout the park system.

Recreation Services

The recreation staff reviewed the winter/spring brochure, worked on flyers and PSA's for upcoming programs.

Tyler and I attended the Healthy Kids Delaware Network (organized by Nemours) anniversary meeting on Wednesday, December 7.

Tyler participated in a phone interview with a USTA (United States Tennis Association) representative regarding a role as Tennis In the Parks Peer Advisor for Delaware.

Tyler completed the Operator of Public Pools certification course at Del Tech last Friday.

Sharon and I met with the University of Delaware about Newark Day changes and their alumni event which will be held on the same weekend as Newark Day.

Electric

The line crews completed another early morning changeover. This time it was to the businesses and residents around Municipal Parking Lot 3 and Center Street. The line crews also worked on the Twin Lakes development, lights at City Hall, services at the ROTC building on Wyoming Road and the WAWA on Ogletown Road, and set poles for a new building on Amstel Avenue.

The electricians were busy installing hardware and communication cabling at the newest substation recently added to the SCADA system. After two days in the field with the SCADA developer, all systems are on line and testing and debugging have begun. The electricians also installed the metering at the services readied by the line crews and helped the Water Department with various maintenance issues.

Engineering was busy supporting the electricians and the SCADA developer in the field and in the office getting the new substation on line. New configurations on the server and the client had to be installed and field support was needed for the complex communication installation.

Water & Wastewater

Work on the water pipe relining project on Kells and Wollaston Avenues is moving along well. At the end of the week all of the pipe will have been cement lined and work will have begun to replace the sections of pipe that were removed to gain access for the relining process. Once the pipe is restored, it will be chlorinated, flushed, tested and returned to service. Barring unforeseen circumstances the project will be completed as planned before Christmas.

The wetlands pump at the reservoir was reinstalled this week. During the yearly reservoir inspection I noticed water in the electrical cabinet coming from the electrical cable. Upon pulling the pump we determined that the cable had been chafed and was letting water in. When the pump was disassembled it was determined that some moisture had made its way into the motor. The submersible motor and pump assembly was rebuilt and reinstalled this week.

We also completed this week a project to place concrete collars around the junction boxes surrounding the reservoir. We had seen that the boxes were being damaged by equipment so to preclude further damage we had concrete collars placed around them to eliminate the protruding edge that was being clipped.

Work on pavement repairs of water system repair locations continues. We have cleared a significant back log of repair projects that have accumulated for many years.

Using the valve exerciser we have been able to operate several valves in preparation for maintenance activities that we had been unable to turn by hand. Without the valve exerciser we would need to schedule a more extensive water outage and excavate the valve for replacement.

Police

The CALEA accreditation recertification onsite review was completed on Tuesday, December 13th. During the public comment portion of the assessment, Councilmembers Clifton and Morehead spoke very highly of the Police Department to the assessors. During the exit interview, both assessors stated they were very pleased with the work Corporal Keld had done over the past three years in keeping the CALEA files in compliance. The assessors also stated that they found the employees of the Police Department to be very open, friendly, and dedicated to both the Police Department and the City of Newark. The assessors concluded by stating the Newark Police Department was one of the easier departments to review due to the files and policies being in such good order. A written report will be issued within the next few months. This glowing review

is a credit to all of the men and women of the Newark Police Department and especially to Accreditation Manager, Corporal Paul Keld.

The Newark Police Department is investigating an increase in the number of daytime residential burglaries occurring throughout the city. In most cases, the incidents involve suspect(s) entering homes through rear doors or windows and removing items which are easily concealed including jewelry and small electronics.

Residents are encouraged to take steps to secure their homes and are asked to report any suspicious persons, vehicles or other activity to the police immediately by calling 911. Additional home security tips are available by visiting the City of Newark website at www.cityofnewarkde.us.

Planning & Development

Planning

Work is continuing preparing materials for the upcoming January 3, 2012 Planning Commission meeting. The Commission will be considering the proposed Trader's Alley redevelopment project (tabled at the Commission's August 2nd meeting) that involves a multi-story 14 unit apartment building constructed above the rear parking lot at this location.

On Friday morning, I attended one in a sequence of "stakeholder" meetings regarding the proposed Newark Regional Transportation Center.

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

- A. Approved a proposed Councilmanic redistricting plan based on population counts from the 2012 Census.
- B. Approved the first phase of the engineering for the proposed "More Park" project at Lot #3.

Economic Development

Work is also continuing on the Holiday Ad and Holiday Promotions Campaigns and the Storefront Holiday Decorating Contest.

Community Development

Planner Mike Fortner processed two applications for Home Buyers Incentive Program loans.

Parking

Assistant Planning and Development Director Maureen Feeney Roser continues to work on lease negotiations for Municipal Lot #3 in anticipation of the possible More Park project.

On Friday morning, the Parking Division staff joined with City Manager Kyle Sonnenberg and Finance Director Dennis McFarland at another meeting with the "NDT" group concerning the possible garage at Lot #1.

KRS/mp