

DEPARTMENTAL WEEKLY REPORTS

March 2, 2012

Police

On Thursday, February 23rd, at 4:09 a.m., a passenger car drove onto the CSX railroad tracks near the intersection of West Main Street and New London Road. The car was heading northbound on New London Road and turned left onto the train tracks causing the vehicle to become stuck on the tracks. Two passer-bys noticed the car stuck on the tracks and stopped to assist. As the pedestrians and the two occupants of the car attempted to push the car from the tracks, the train gates activated and they heard the sound of a train approaching. The group left the tracks and the car was subsequently struck by the train. No one was injured. Interim City Manager Carol Houck, Chief Tiernan, and Lt. Stanko will be meeting with DelDOT and CSX to discuss this and previous accidents at this location.

On Tuesday, February 28th, Cpl. Darryl Saunders was conducting truancy patrol. He observed a Newark High School truant at the College Square Shopping Center. The student was arrested for possession of marijuana and drug paraphernalia.

Lt. Brian Henry has submitted and been approved for two grants. The Newark Police Department will receive \$9,139.60 from the State of Delaware for drug investigation overtime as well as \$27,660.65 to purchase two additional in-car cameras with associated digital storage equipment.

On Thursday, March 1st, Chief Tiernan and Captain Williams travelled to North Bergen, New Jersey for a demonstration of brand new CCTV light technology. This system allows police personnel, monitoring a CCTV system to immediately beam a light with the words "POLICE RESPONDING" to an active incident such as a robbery or a fight in progress.

Planning & Development

Planning

On Wednesday afternoon, Roy and I met with the Interim City Manager Carol Houck to discuss the BB zoning ordinance changes.

On Thursday, Roy and I attended his last staff meeting.

On Thursday morning as well, Roy and I met with representatives of the League of Women Voters to talk about planning in Newark.

On Thursday afternoon, I accompanied former City Manager Kyle Sonnenberg for the New Castle County Chamber of Commerce's Business Development Forum.

Considerable time this week was spent preparing for the upcoming Planning Commission meeting. Rittenhouse II is on the agenda.

Some time has been spent this week preparing for Roy's retirement dinner this Friday.

On Monday, I attended the City Council meeting. At the request of North Campus, LLC, an amendment to the subdivision agreement for Emily Bell Place was tabled to a future meeting.

Considerable time was spent this week on department reorganization.

This morning, I attended the Code Enforcement Division staff meeting.

Community Development

This week Development Supervisor Mike Fortner completed a Financial Draw for the CDBG Program through January 2012.

Mike also assisted with the office reorganization.

Parking

This week Parking Administrator Marvin Howard has been working on parking lot identification and way finding signage placement. The signs should be installed by the end of the week.

Code Enforcement

Code Enforcement Supervisory Steve Wilson reports that a C/O was issued for 509-509 S. Twin Lakes Blvd.

Unit #412 at 113 East Main Street was issued a C/O in the Washington House Condo building.

Fraternity and sorority inspections begin the week of March 19th through 22nd.

Public Works

Engineering/Planning and Inspection

- Proposed 2012 Ramps for the Handicapped Contract: Completed revisions to proposed locations in order to fall within budget limitations and adjusted the cost estimate spreadsheet accordingly. Worked with the Survey Department to produce a "corrected" location map.
- Erosion & Sediment Control Inspections: Performed site inspections at Laura's Glenn and Sutton Place, completed sediment and stormwater inspection reports, and notified "responsible parties" of each site about site conditions.
- University of Delaware Management Maintenance: Met with University of Delaware Ground Maintenance Supervisor and University of Delaware Stormwater Coordinator to review maintenance needs at four stormwater facilities.

- Stormwater Management Maintenance Tracking Spreadsheet: Spent time updating information on the Stormwater Maintenance Tracking Spreadsheet.
- Evergreen Stormwater Maintenance: Met with Blue Sky Landscaping representative to discuss needed maintenance in the detention basin.
- Sutton Place: Performed C.O. inspections at Units 10 and 11.
- Road Survey Management System: Finished street survey for the southwest section of the city and entered data into computer.

Survey Crew

- Completed Miss Utility mark-outs as needed.
- Attempted to obtain weekly Gas Boy numbers at the Municipal Fueling Station and began working with IT Department to resolve laptop issues. Otherwise continued to update the fuel inventory spreadsheets with the available information.
- Continued Phase 3.2 inspections and entering data into spreadsheet.
- Updated map for this years' handicap ramp contract and printed revised copy.
- Investigated two sidewalk complaints and sent out violation notices.
- Began working on drawing of Barnes & Noble parking lot for Planning & Development Department Director.

Field Operations/Streets

- Catch basin crew completed excavation of old slot drain and installed new catch basin frames and grates by the loading dock at City Hall.
- Repaired potholes with cold patch at various locations.
- Assisted Refuse Department on the knuckleboom and 3-man packer.
- Backhoe pushed up brush at Iron Glen Park and put out mulch at 896 water tank.
- Catch basin crew cleaned catch basin tops throughout the city.
- Sign truck repaired and replaced signs and poles as needed.
- Sidewalk sweeper continued with duties on Main Street.

Parks & Recreation

Administration/Planning

Several department staff members attended the Delaware Recreation and Park Society Conference last Wednesday and Thursday.

Pomeroy Trail Update: Merit focused their work this week on Phase IV, the trail section between Olan Thomas Park and Creek Road. The slopes adjacent to the south side of the trail were cleared, soil added and stabilized. They also continued to apply the stone base in the section.

I spent time working with the Rittenhouse Station project developer on items relating to landscaping and surety documents for purposes of the two year warranty requirement.

We completed a final inspection of the landscaping at the Wawa site.

Joe and I worked on items relating to the Skate Spot project.

Parks Superintendent and Supervisor:

- Conducted park inspections.
- Continued discussions with the Water Department on irrigation options for three Elkton Road traffic medians.
- Continued gathering information for the purchase of new unit to replace both the ball field conditioner and small Bobcat units.
- Continued working with the Public Works Director and a contractor to get a cost estimate to install a drainage system in the outfield area of the baseball field at Hill Park. A funding request will be forthcoming in the 2013-2017 CIP.
- Daily scheduling of all field staff and volunteers.

Parks/Horticulture:

- Delivered paper to various offices in City Hall.
- Did daily trash sweeps at City Hall.
- Maintained interior planting bed areas in City Hall at Alderman's Court area.
- Completed maintenance work orders at Handloff Park, City Hall, the Hall Trail and Wilson Center.
- Cut back the plant growth at our four Rain Garden sites.

Networks completed the following:

- Started refurbishing trailer #1419 (horticulture trailer).
- Conducted trash sweeps at Dickey, Lumbrook and George Read Parks.
- Cleaned off tennis courts at Fairfield.

Recreation Services

The Community Events staff nominated Aetna Hose, Hook & Ladder for the Friend of Recreation Award for all of their support and dedication for Newark events and programs. They received the award on Thursday at the Delaware Recreation and Park Society's awards ceremony.

Sharon has been working on the summer camp guide, sponsorship package and has been receiving submissions from performers for upcoming events.

I attended the superintendent staff meeting with Charlie.

I am working on a skate spot materials donation form and organizing items for the public meeting scheduled for March 29.

Electric

The new substation transformer arrived and took a 500 ton crane all day to put it into place. The experienced crane operator said it was the tightest job he's ever done. The move from the trucks to the ground was supported by all available line crews to remove wires, de-energize lines, and insulate lines that could not be turned off. Now that the transformer and associated equipment is in place, the line crews are preparing for energization by pulling in 12kV underground cables and building structures to feed the transformer aerially at 34kV.

The line crews changed a primary metering pole to the University's Willard Hall early Saturday morning. The five-hour outage was scheduled weeks in advance and is part of the pole line upgrade along South College Avenue to utilize the new transformer.

The line crews installed services to an apartment complex on Chapel Street and Newark Honda on Cleveland Avenue. They also terminated primary cables for a second service to the University's Computer Center on Chapel Street.

The underground bore contractor started a job on Radcliffe Drive installing 1,200 feet of primary cable for system reinforcement. While the contractor was in Newark with equipment, an emergency bore to replace a house service on North Townview Lane was needed. The line crews have temporarily served the customer, first with an autotransformer, then with a special jumper from a neighbor's service after the autotransformer could no longer work because of the deterioration of the original cables.

Water & Wastewater

The contractor is continuing to develop Well 14. The development process cleans and sorts the gravel pack resulting in a more efficient well. The development is expected to be done this week allowing the pump test to take place next week.

I am working with DeIDOT and the Parks Department to install irrigation systems on several of the traffic islands along Elkton Road.

We are developing a program for the first of many years of water line relining projects. We will be starting in the area bound by South College Avenue, Park Place and Elkton Road.

I attended the first of several strategic planning meetings for the White Clay Wild and Scenic Program. We are developing a long-range plan to guide the efforts of the group for the next several years.

We will be attending a meeting to present the latest information regarding the Hazard Mitigation Grant Program. This is the same program that we were able to receive funds for the Christina Creek Sewer Crossing project and the North West Booster Station Project. We have several more sewer/flood related projects in mind that we will be submitting.

CSH/mp