

DEPARTMENTAL WEEKLY REPORTS

April 27, 2012

Public Works

Engineering/Planning and Inspection

- Contract 11-06 – 2011 Street Improvement Program: Greggo and Ferrara, Inc. worked on N. Country Club Drive and Stamford Drive and completed the following:
 1. 24,152.6 s.y./in. of milling of existing street surface.
 2. 90.2 c.y. of undercut excavation of unstable street base.
 3. 33.4 s.y. of p.c.c. utility and street patch removal.
 4. 213.79 tons of base hot mix placement in undercut excavations.
 5. 704.28 tons of base hot mix placement (2”).
- Contract 12-04 – 2012 Street Improvement Program: Spent time producing a “Quantities for Invoicing” spreadsheet and a “Weekly Update” spreadsheet for the upcoming contract.
- Worked with the University of Delaware to get the stormwater brochure to the printer since they are targeted for the utility bills in May. Picked up the brochures when they were completed.
- Worked on a GIS storm drainage map for the Creek Bend area for the Assistant Engineer and the Public Works Director.
- Met representatives from DNREC at Phillips Park to discuss possible offset or fee-in-lieu stormwater project ideas.
- Worked on rescheduling a school program at West Park Place Elementary School with the Stroud Water Research Center. Prepared a GIS map of the local storm drainage area for the presentation.
- Gathered necessary signatures and started proof reading the main body of the 2011 NPDES Annual Report for DNREC.
- Annual Stormwater Management Inspections:
 1. Entered bio-filtration data from inspections into computer.
 2. Met with two owners and called three others regarding required stormwater maintenance.
- Wyncliff – Final Acceptance: Met with Brian Gardner to go over items for completion for final acceptance.

Survey Crew

- Continued getting elevation shots for a topographic survey at Iron Glen yardwaste facility.
- Continued design/drafting on Iron Glen topographic map for future installation of bio-filtration area.
- Completed organizing and compiling storm sewer data into single spreadsheet.
- Measured, offset, and set at grade hubs for the installation of drainage pipe by the Street crew at Porter Chevrolet.
- Acquired additional topographic location at Leroy Hill Park and began the drafting and design of a large under-drain project.

- Updated city street map and printed a new map for the Special Projects Coordinator.

Field Operations

Building Maintenance

- Worked on specifications for the Newark Train Station.

Streets

- Street crew excavated, installed approximately 120 l.f. of 2' pipe, and backfilled with stone behind Porter Chevrolet.
- Street crew hauled excavated material to the landfill for disposal.
- Catch basin crew rebuilt catch basin on Academy Street in front of the fire station.
- Street crew pushed up brush at Iron Glen Park for the Refuse Department.
- Vac-all crew continued cleaning catch basins as per schedule.

Parks & Recreation

Administration & Planning

I attended the Newark Bicycle Committee meeting and gave an update on the Pomeroy Trail project.

On Friday I conducted a staff meeting.

On Monday we held a meeting of the Skate Spot Committee to discuss and review comments from the Public Workshop we conducted in late March. I'll prepare a recommendation to the Interim City Manager on a path forward.

Pomeroy Trail Update:

- I met with a representative of Merit to review sign placement along the trail corridor
- Electrical and phone (emergency call boxes) wiring is being installed
- Site furnishings (benches, bike racks, trash receptacles) are being installed
- CSX Bridge area: grubbing, clearing and excavation work began
- Top soil is being placed in the area north of Olan Thomas Park

We had a bid opening for a replacement unit for park maintenance unit #1462.

I committed considerable time reviewing Subdivision Plans and Construction Improvement Plans and forwarding comments for each.

I began preparing a second DTF Grant reimbursement request for the Redd Park Trail project.

Tom conducted park inspections and prepared related maintenance work orders. He also coordinated and worked the Christina River Clean Up (Newark Section) this past Saturday.

He gathered pricing for the purchase of perennials for use at several park and horticulture sites.

Tom met with a representative from Bank of America to coordinate volunteer work they will participate in at Redd Park in May.

Rich did daily scheduling of all crews. He's continuing to work with Joe on items relating to the Pomeroy Trail.

Parks/Horticulture

Mowing operations got underway in a big way this past week.

We completed the monthly PM for the Wilson Center and fire extinguisher inspections.

We installed new "Trail Use" signs in Redd Park and placed additional recycling container at certain park sites.

We removed the metal edging from around the street hockey court at Stafford Park.

On Monday we stored all materials and supplies used for the Community Clean Up and Nefosky Run.

We applied mulch at several horticulture sites and set out planter pots at City Hall and the Wilson Center.

Because of the dry weather we committed time watering certain plantings installed last year.

We committed time with weed control throughout the park system.

Recreation Services

Paula sent out reminders to staff and participants about the start of Little Trekkers, Critter Catch and Little Slugger and update Hotline information in case of inclement weather. She also ensured that equipment and supplies were ready for the start of the programs.

Paula added people from the waiting list for Basic Introduction to Archery to the Advanced Archery class making them a combined class and filling both classes with 15 participants.

Paula worked on some paperwork for Child Care licensing to complete the renewal process of the annual license for Downes Elementary.

Paula sent out reminders to the Before and After Care current participants about the upcoming registration for next school year.

Sharon and Joe met with Jim Kaden from the UD Outdoor Pool and Ice Arena about sponsorship opportunities within the Parks & Recreation Department. We are very happy to have them as a sponsor for three of our events this year.

Sharon attended a Memorial Day Parade Committee meeting. Signups are light so far this year, but are still coming in and we look forward to having a successful parade this year. The parade is scheduled for Sunday, May 20.

Sharon and Lt. Hargrove met regarding police involvement at upcoming parks and recreation events.

Tyler and a parks maintenance staff member visited the University of Delaware pool to look at their handicap accessible lift. We will purchase a similar model for our pools.

Tyler completed the George Wilson Center's attendants schedule for May.

Joe attended the superintendents' staff meeting with Charlie and gave an update on 2012 objectives.

Joe consolidated the Skate Spot feedback responses and prepared for Monday's committee meeting.

Joe and the recreation staff committed time editing the E-newsletter in preparation for its electronic delivery on April 30.

Electric

The line crews and meter technician have been working at Fountainview to energize one of the large multi-family buildings. One building has four 1600 amp services with 64 meters. The crews also continued working on South College Avenue changing out poles and adding circuitry near the athletic arenas.

The electricians have been running CAT5 cable and extra outlets at the Police Department and repairing issues at the Arbour Park water pumping station.

Engineering provided a fault study for the Animal Science Building on Delaware Avenue to the equipment manufacturer. Engineering along with line crews have temporarily switched loads on to and tested control systems on the new substation transformer. There is a small punch list requiring the vendor's attention before permanent loads are transferred.

Water & Wastewater

I nominated Phil Bishop for a Utility Locator award presented by the Utility Service Protection Center of Delaware to recognize excellence in utility locating. Phil, his wife, and I attended the award banquet this week in Harrington, DE where Phil received his award. Phil has consistently located with great accuracy and was recognized for having no at fault utility damages during the last year.

We are actively working on projects to install automatic security gates at the South Well Field and Newark Water Treatment Plants. I am also soliciting quotes to develop specifications for the repainting of the steel tanks at the South Well Field Treatment Plant.

Work at the Cooches Bridge Sewage Lift Station was to have been completed this week except the vault cover was laid out improperly. They will have to cast a new one and wait for it to cure before it can be put in place.

I met with representatives of the Delaware Estuary other interested individuals to investigate the potential of using the reservoir to raise freshwater mussels and the ability of the mussels to remove pathogens from the water. We discussed our operating parameters and the needs of the juvenile and adult mussels to see if we can merge the two interests and we concluded that we need to continue with the planning process. The potential to help us keep the water clean naturally while providing a stable and productive environment for the Delaware Estuary project to raise juvenile mussels is a win-win proposition. I will keep you posted as we move forward. If we can make this work without compromising our ability to utilize the reservoir, it would be a great partnership.

Police

On Wednesday, April 25th at 12:27 a.m., officers responded to a report of a fight at Grotto's Pizza located on Main Street. Upon arriving at the scene, officers were told that the suspect had left the scene prior to their arrival and that the victim was transported to Christiana Hospital. The investigation revealed that the victim was standing on the outside patio when the suspect approached him and began yelling. The suspect then punched the victim in the face and hit him in the head with a beer bottle. A suspect has been identified.

Chief Tiernan and Charles Zusag have arranged for the police promotional exam to be given on Saturday, May 12th. Officers will take the exam for the rank of Master Corporal and Sergeant.

The recruitment process has begun for the upcoming police entrance exam which is scheduled for Saturday, June 9th.

Planning & Development

The department is pleased to announce that our new Planner Ricky Nietubicz began working with us on Monday, April 23, 2012. Ricky will be responsible for the Downtown Newark Partnership activities, and the administration of the City's Community Development and Revenue Sharing Programs. Ricky has been acclimating himself to his new duties this week, and will begin staffing DNP Committee meetings next week. The Downtown Newark Partnership will also be holding a **"Meet the New Main Street Manager" Mixer event on Wednesday, May 23, 2012 from 5-7 p.m. at Klondike Kate's** to introduce Ricky to the business and residential communities. We hope that you will be able to join us!

Planning

Development Supervisor Mike Fortner spent a considerable amount of time this week developing a GIS map showing all multi-family and single family rentals in the City to be used for the landlord lawsuit.

This week Mike attended a seminar at Wells Fargo on programs that helps homeowners in trouble with their mortgages to avoid foreclosure.

On Wednesday Mike and I met with representatives of DeIDOT and the engineer for 136 Elkton Road to discuss parking on the site.

On Thursday, April 19, Mike staffed the Newark Bicycle Committee meeting.

While there will not be a Planning Commission meeting in May, several projects have been submitted for the June agenda, and work has begun on preparing materials for the meeting. The Commission will be considering the following:

- A. A major re-subdivision and special use permit to add eight units to the existing 1`4 unit mixed use building located at 136 Elkton Road;
- B. A rezoning, major subdivision and special use permit application for a 22-unit apartment building with first floor parking at the Newark Self-Serve Car Wash site on Elkton Road, adjacent to Rittenhouse Station;
- C. A minor subdivision to add four units to Kershaw Commons.

Code Enforcement

Work continued this week on the amendments to the 2012 ICC Codes.

All six townhouses built at Fountainview now have CO's. We anticipated the builder applying for building permits for the next set of townhouses shortly.

Today Code Enforcement Supervisor Steve Wilson surveyed the City's mulch piles in order to evaluate their fire risk and develop a response plan in case of fire.

Economic Development

This week distribution of the new Downtown Newark Map & Guide began. Twenty-two thousand five hundred (22,500) Map & Guides were printed and delivered at the end of last week. Downtown web page updates are underway as well.

On Thursday I attended the Greater Newark Network Steering Committee meeting.

Work continued this week preparing for UD Freshman Student orientation process and promoting downtown to the new UD students and their families. This year we will have a gift card ad in parent's handbook and have the Map and Guide inserted, along with a discount/promotional sheet in each of the 4,500 Freshman Parents' packets.

On Tuesday I accompanied Carol Houck to the Greater Newark Economic Development Partnership's Large Employers Roundtable discussion at the Delaware Technology to talk about the pros and cons of opening and operating a large business in the Newark area.

Yesterday the DNP received notification that it has once again been designated as an accredited National Main Street Program for meeting the commercial district revitalization performance standards set by the National Trust Main Street Center®. The DNP's performance in 2011 was evaluated and determined that we have met all ten performance standards and criteria required to be named an accredited Main Street program.

Parking

This week the Parking Division completed repainting the yellow curb no parking areas in lot 3. By next week, we should complete repainting these areas in Lots 1 and 4 as well.

Additional parking trailblazing signage has been ordered and is due in this afternoon. Installations will begin shortly thereafter.

CSH/mp