

DEPARTMENTAL WEEKLY REPORTS

May 4, 2012

Parks & Recreation

Administration & Planning

I completed a review of the revised Wilson Farm Construction Improvement Plan and forwarded comments to the Public Works Department.

Last Wednesday I met with Carol, Bruce and Maureen to discuss site improvement options for the parking area at Kershaw Park which is adjacent to Paper Mill Road just south of the White Clay Creek. Concept plans for improvements were included in the Curtis Mill Park/Old Paper Mill Road Park Master Plan.

Last Thursday I attended the Walkable/Bikeable Delaware Workshop in Dover. The focus of the workshop was on the Governor's proposed funding of statewide trail projects for the purpose of creating new trail connection to existing trails. One project of note is the proposed Newark to Wilmington Trail.

On Friday Carol and I met with a representative of Pennoni to discuss items contained in their proposal to do the design and engineering for the Curtis Mill Park project.

Pomeroy and Newark Trail Update:

- On Friday I met with Merit and Pennoni at the CSX site to discuss various items relating to drainage, trail alignment and the canopy placement.
- The electric subcontractor continued installing light poles and running wire for lighting and the emergency call boxes.
- Top soil was applied to the perimeter slopes in the Olan Thomas and Kershaw Park areas.
- Storm water drainage structures are being installed at the CSX site.

I met with new Councilman Luke Chapman to give an orientation on parks and recreation operations.

I spent time reviewing a Request For Quotations for the installation of concrete pads under the shelters at Dickey and George Wilson Parks.

Tom started building maintenance inspections and received tallies for the Christina River Clean Up from this past weekend. Over 2,300 pounds of trash was removed from along the Christina and its tributaries here in Newark. We had 37 volunteers assist with this effort.

Tom attended the "Skate Spot" meeting with the Parks Director and Recreation Superintendent and a meeting with a representative from JTM Engineering concerning the Elkton Road project.

Tom started researching for possible speakers for the DRPS 2013 conference.

Tom conducted an on-site meeting with local developer concerning upcoming landscape installation as well as meeting with several UD students about doing volunteer work on Saturday, May 5.

Rich attended the bid opening for the "Ventrac" unit and reviewed one bid received. He also continues to schedule all field crews on a daily basis.

Rich volunteered his time to assist with the Christina River Clean Up here in Newark.

Parks/Horticulture

Parks staff continue mowing and assisting the horticulture crew with mulching throughout park system.

We completed these maintenance work orders throughout park system: checked out volleyball systems and made repairs as needed, relocated stone at the Curtis Mill site for U Don't Need It, temporarily repaired small wash out/sink hole at east end of wooden footbridge on Hall Trail in Phillips Park, set up and removal of tables for Administrative Assistant's Day, and continued working on stamping railroad spikes for the Pomeroy Trail.

We installed louvers over a vent system on roof at Police Station to help prevent rain from entering the building, replaced urinal handle in first floor men's room, and looked at the ceiling light fixture in Paula's office to assess problem.

We continued mulching and edging landscaped beds throughout park system, applied herbicide where needed and mowed horticulture areas.

Recreation Services

Paula sent out reminder to current Before and After Care, yoga and fitness class participants about registration starting on April 30 and attached updated flyers with registration information.

Paula started work on the final staff evaluations for the Before and After Care staff.

Paula and Theresa prepared for the start of the adult softball and volleyball seasons taking equipment to the fields, revised the schedule due to the addition of a new team, informing the coaches and referee/umpire assignors.

Paula worked on getting final payments for the Before and After Care program from participants who were overdue and ensured they cannot register for the next school year until all payments for this school year are finalized.

The George Wilson Center was used as a polling place for the Tuesday, April 24 election.

Honeywell completed lighting retrofits/energy efficiency upgrades inside the George Wilson Center this week.

The recreation staff attended the Delaware Recreation and Parks Society Executive Board and quarterly membership meetings held in Dover on Wednesday, April 25.

The recreation staff worked on program statistics for winter /spring programs.

Tyler worked on updated staff manuals for Camp GWC and the outdoor pools in preparation for staff orientations in June.

The community events staff has been preparing for several upcoming events and programs:

- The Spring Concert Series begins on Thursday, May 3 and will be held every Thursday evening through June 21 from 7-8 p.m. on the Academy Building lawn.
- The Memorial Day Parade reminders were sent and emailed to several hundred groups in hope to enhance participation. Currently 34 groups are registered for the parade. Met with Pat Bartling to go over responsibilities for set up. The parade is scheduled for May 20.

Joe and Charlie conducted a skate spot committee meeting to review feedback from the community about the project and discuss potential locations.

Joe finalized the e-newsletter in preparation for the summer registration that began on Monday.

Joe reviewed the three kiosk proofs for the Pomeroy Trail.

Joe attended the City Manager's meeting and the presentation by the DuPont Safety group.

Electric

The line crews are nearing completion of the South College Avenue project. Out of 30 poles total, nine poles are left to set. The old poles are being upgraded to allow for new 12kV circuitry to utilize the new substation transformer recently installed at Phillips Avenue and new 34kV circuitry to support the Bloom project off of Christina Parkway.

The electricians have been checking the capacitors on the distribution system in preparation for summer loading. All capacitors are checked for blown fuses while automatically switched capacitors are checked for proper operation. The electricians also worked on Main Street receptacles and issues at City Hall and Curtis Water Treatment Plant.

Engineering has been working on design to feed various projects. One project in particular on Elkton Road near Beverly Road called South Main Street Plaza will require a voltage upgrade to 12kV to nearby transformers and circuitry. Engineering has also compiled the monthly loads from the 20 University meters for billing purposes and is compiling the monthly readings from all the substation circuits for load analysis which becomes critical as the hot summer months approach.

Water & Wastewater

We advertised a project this week for the replacement of an old water line on Kent Way. We are scheduling this project for completion while the students are away for the summer. This water line is an unlined 4 inch line which we are replacing with a 6 inch line. The larger line will help to distribute water from a 12 inch main on Orchard to the water main on South College. For reference, the 4 inch water line that we re-lined on Wollaston Avenue is located within the distribution system such that a size increase would not have provided a similar benefit.

The vault cover was installed this week on the Cooches Bridge Sewage Lift Station finishing for all purposes that project. Site restoration and clean is all that remains to be done.

Even with all of the rain that we have received lately we are still experiencing flows in the creek below the 25th percentile. It will take many more inches of soaking rain to make a significant difference in the creek level. Reservoir operations are normal.

We have a contractor at the Newark Water Treatment Plant installing the new lime storage and transfer equipment. This project will replace the equipment installed in 1992 when the plant was built with the manufacturer's latest equipment.

Police

On Thursday, April 26th, Corporal Micolucci arrested and charged a suspect with 34 counts of Graffiti/Possession of Graffiti Implements.

On Friday, April 27th, a suspect was arrested and charged with the robbery of the Metro PCS store that occurred on March 30th.

On Monday, April 30th, at 8:38 p.m., Newark Police responded to a report of a pedestrian struck and killed by a hit and run driver on Library Avenue just south of Ogletown Road. The investigation is continuing.

On Wednesday, May 2nd, the Newark Police Department arrested 31-year old Demetrius Sharp of Kennett Square, PA following an investigation which was initiated on February 21, 2012. The investigation began when a 21-year old female University of Delaware student reported that she was being harassed by Sharp who is employed as a police officer with the University of Delaware Police Department.

The female student, who had ended a relationship with Sharp on February 18th, began receiving harassing text, email and voice messages from Sharp for a three-day period beginning on February 19th. In addition, Sharp attempted to contact her in person while on duty as a uniformed police officer including parking outside her home and shining a spot light from his patrol vehicle into the victim's windows.

Sharp, who is on administrative leave with the University Police, turned himself in to Newark Police on May 2nd. He was charged with 3 counts of Harassment and 1 count of Official Misconduct and released on \$4,000 unsecured bond.

Additional officers from the Newark Police Department and the University of Delaware Police Department will be working this weekend in anticipation of complaints stemming from Cinco de Mayo activities.

Planning & Development

Planning

On Wednesday I attended a meeting to discuss future improvements in and near Kershaw Park with Charlie Emerson, Interim City Manager Carol Houck and City Solicitor Bruce Herron.

On Friday morning, I attended an Elected Officials Roundtable for the Greater Newark Economic Development Partnership (GNEDP) effort.

On Friday afternoon Development Supervisor Mike Fortner and I attended an introduction meeting with members of the UD Sustainability Task Force to discuss potential collaborative efforts.

On Monday Carol Houck, Charlie Emerson, Roy Simonson, Bruce Herron and I attended a meeting to discuss the pros and cons of a potential Newark triathlon.

Also on Monday, I attended the Bloom Energy Groundbreaking Ceremony.

This morning I attended the bi-weekly Science, Technology and Advanced Research Campus Facilities meeting at UD.

This morning, I also met with new District 5 Councilman Luke Chapman for an orientation of the Planning and Development Department.

This week Mike Fortner completed maps of the City showing rental areas to be used for the landlord lawsuit case.

Work continues on preparing materials for the upcoming June 5, 2012 Planning Commission meeting. Tentatively, the following projects will be reviewed:

- Rittenhouse Station II at 264 Elkton Road
- 136 Elkton Road
- 2013 Capital Budget
- Kershaw Commons on Cleveland Avenue

Some time this week has been spent on preparations for Council review of an application for a special use permit for alcohol service at the 896 Diner.

Economic Development

Planner Ricky Nietubicz met with representatives of the Newark Post to discuss possible advertising campaigns to begin in the August timeframe.

On Thursday, Mike attended Governor Markell's Walkable & Bikable Delaware Initiative Policy briefing.

On Tuesday, Mike and Ricky staffed the DNP Design Committee meeting. The meeting marked Ricky's first Design Committee meeting, which he will be staffing from now on. At the meeting, the Committee reviewed several improvement projects, and continued to make progress on updating the Design Guidelines.

This morning, Mike and Ricky staffed the Merchants' Committee meeting. As with the Design Committee, the meeting marked Ricky's introduction to the Committee. In addition, materials were distributed to garner participation from merchants for an advertising piece to be distributed to new students' parents through the University of Delaware's New Student Orientation process this summer.

This morning Ricky joined with Carol Houck, Mike and Mayor Funk in attending a ribbon-cutting and grand opening event for Boardwalk Fresh Burgers and Fries at 59 E. Main Street.

Parking

On Tuesday, I met with Jim Lisa to talk about the Parking Lot 3 Center Street entrance. Mr. Lisa owns property adjacent to the proposed new entrance.

Considerable time was spent working with the Newark Development Trust on Lot 1 leasing issues.

This week the Parking Division staff continued to work on installation and placement of parking signage.

Code Enforcement

Code Enforcement Supervisor Steve Wilson and I spent considerable time this week reviewing amendments to the 2012 Building, Fire and Property Maintenance Codes.

Steve has been attending the meetings to review the new version of City View this week. Mike and Ricky also participated in some of the City View meetings.

There will be three Code Enforcement Officers on duty this weekend for the Cinco de Mayo celebration. With the weather forecast, it seems clear that this will be a big party weekend for UD rentals and bars downtown. Officers will be paying particular attention to overcrowding and property maintenance issues.

Public Works

Engineering/Planning and Inspection

- 1. Contract 11-06 – 2011 Street Improvement Program: Sam's Construction worked on Stamford Drive replacing (7) sanitary sewer manhole frames and covers.

2. Greggo and Ferrara worked on N. Country Club Drive, Stamford Drive, and Gray's Avenue and completed the following:
 - a. 4.1 c.y. of undercut excavation of unstable street base.
 - b. 9.00 tons of base hot mix placement in undercut excavations.
 - c. 958.85 tons of top hot mix placement.
 - d. 1,616.8 s.y./in. of milling of existing asphalt street surface.
- Christina Creek Inspection – Wedgewood Road to Nottingham Road: Performed creek inspection for blockages and found none. Notified the Parks Superintendent about a potential blockage behind 15 Hidden Valley Drive.
- Studio Green Apartments (Thorn Lane) – S.W.M. Maintenance: Met with maintenance supervisor to discuss mowing height of swale and maintenance in catch basins where water quality snouts exist.
- Annual Stormwater Management Inspections: Met with NuCar representative at site to go over maintenance responsibilities and met with Jen Pyle regarding UD Laird Campus to look at inspection port caps that cannot be inspected.
- Wyncliff – Final Acceptance:
 1. Brian Gardner worked on topsoiling issues along maintenance path.
 2. First Class concrete replaced 10 l.f. of integral curb and gutter using 1.5 c.y. of Class B concrete.

Survey Crew

- Finished getting elevation shots for a topographic survey at Iron Glen yardwaste facility.
- Continued the drafting and design of a large under-drain project at Leroy Hill Park.
- Provided additional grade shots for outlet of drainage pipe at Porter Chevrolet for the Street Division.
- Located the side and rear property lines at 10 Anna's Way for the Parks Department.
- Reviewed the Wyncliff legal description and forwarded the results to the Public Works Director.
- Updated commercial refuse routes and maps to reflect current locations and pick-ups.

Field Operations/Streets

- Street crew completed the installation of the 2' storm sewer pipe for a total of 171 l.f. at Porter Chevrolet. The crew also placed approximately 35 ton of rip rap at the same location and regraded the parking area over newly installed pipe.
- Loader placed mulch outside of gate at 896 water tower and loaded and hauled 9 loads of leaf mulch from Iron Glen Park to the 896 water tower storage area.
- Street crew checked all bridges and culverts for obstructions after recent rains.
- Street crew began excavation of vertical curb on Corbit Street for future repairs.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed.
- Sidewalk sweeper continued with duties on Main Street.

CSH/mp