

## **DEPARTMENTAL WEEKLY REPORTS**

**May 11, 2012**

### **Electric**

The line crews have four poles left to complete the South College Avenue project. This weekend there is a planned outage to Townsend Hall from 6 a.m. to 2 p.m. to change the primary service and metering pole.

The electricians have been busy working with the infrared contractor to check all the aerial circuits for hot spots, filter pressing oil in a 34kV breaker, working on issues at the Curtis Water Plant, reading substations, and checking capacitors.

The meter technician has completed the metering for a large service to the beauty school which moved from Amstel Avenue into the Shoppes at Louviers. A scheduled outage to one building to tie in the new service will take place at 11 p.m. Wednesday.

Engineering has worked with the SCADA developers to update the system and work on any existing bugs.

### **Water & Wastewater**

The pitiless adapter was installed last week and the pump this week for Well 14.

The walk around inspection with the representative from Pennoni was completed at Cooches Bridge Lift Station. The contractor will receive the list of items that need to be corrected.

The new equipment has been installed at the NWTP lime system.

We had a project meeting on the new gate at the SWF Plant; Guardian Fence will do the work. Quotes have been received for the new fencing at NWTP and Well 23.

Truck 2 has been doing routine maintenance around the system.

### **Police**

The Newark Police Department has arrested an 84-year old doctor, Pierre Leroy of Newark, for unlawful sexual contact with a 35-year old female patient. The investigation revealed that the victim visited Leroy's office located at 249 East Main Street, Newark on April 12, 2012 for medical treatment. During a medical examination, Leroy made unlawful sexual contact with the victim. The victim reported the incident to police on April 16<sup>th</sup>, at which time the Newark Police began the investigation in coordination with the Attorney General's Office and the Division of Professional Regulations. Following that investigation, Leroy was arrested on May 4, 2012 for five counts of Unlawful Sexual Contact. Leroy was released after posting \$2,500 secured bond.

The Newark Police Department and the State Fire Marshal's Office are investigating a house fire that occurred on May 3, 2012 at approximately 7:15 p.m. at 1203 Old Cooches Bridge Road. Shortly before the fire, a domestic disturbance occurred at the home in which a 17-year old male victim was assaulted and strangled by his father, 44-year old Ralph Rossi III. The victim was able to leave the home with a family member who came to pick him up.

While the domestic incident was being reported by the victim, a fire was reported at the home. Officers responded, finding the home on fire with Ralph Rossi outside the home. Officers determined that Rossi had been pulled from the home by a passerby and that Rossi had fought with the rescuer, attempting to stay in the home while it burned.

On Saturday, May 12<sup>th</sup>, officers will take the written promotional test for Master Corporal and Sergeant. The oral board portion of the test will be administered on Monday, May 14<sup>th</sup> and Wednesday, May 30<sup>th</sup>. The Police Chiefs of Middletown and New Castle City will be participating on the oral board.

Lieutenant Hargrove has been the lead traffic planner for the Memorial Day Parade, University of Delaware Graduation, and Newark Day.

## **Planning & Development**

### **Planning**

On Thursday, Ricky Nietubicz, our new Planner, and I met with Charlie Emerson and Tom Zaleski to talk about the Main Street tree pit project.

On Friday afternoon, Carol Houck and I met with representatives of Parsons Brinkerhoff and WILMAPCO to discuss the Newark Regional Train Station project.

On Monday, Development Supervisor Mike Fortner and I met to map out our strategy for the "Planning Cluster" presence for Newark Day. The Department will kick off the Comprehensive Development Plan update at the event.

This morning, I met with Shawn Tucker and Mark Ziegler to discuss the Bloom Energy project and timing.

Considerable time was spent this week on reports for the upcoming Planning Commission meeting, including the Lofts at Rittenhouse and 136 Elkton Road.

Some work was also performed on submissions for the July Planning Commission.

Reports were prepared and provided to the City Secretary's Office for the May 29<sup>th</sup> City Council meeting, including Kate's Place and Choate Street Townhomes, and Special Use Permits for the 896 Diner and 176 W. Main Street.

On Tuesday, Mike Fortner attended a State of Delaware training, "Access to Healthy Communities."

Also on Tuesday evening, Mike attended the Conservation Advisory Committee's meeting to discuss public transit planning and services in Newark.

Notes for upcoming events regarding planning:

- On Wednesday, May 16<sup>th</sup>, from 3-4 p.m. at the WILMAPCO office at 850 Library Ave., the City will sponsor a webinar on innovative approaches to bicycle parking in downtowns. The webinar is free and open to the public.
- On Friday, May 18<sup>th</sup>, the City, the University of Delaware, and the Newark Bicycle Committee will sponsor the "Bike-to-Work Day" event from 7:30 a.m. - 8:30 a.m. at the Trabant University Center Patio. Speakers include Senator Tom Carper and Mayor Vance Funk.

### Economic Development

On Monday afternoon, Ricky and I participated in the GNEDP Branding information gathering session with the consultants for the project, Zero to Five, and representatives of the New Castle County Chamber of Commerce and the University of Delaware.

On Wednesday afternoon, Planner Ricky Nietubicz and I attend an organizational meeting at the Mayor's office with representatives of the University to talk about hosting the NCAA Women's Basketball Tournament in 2013.

Ricky also continues to work on the City's website redesign project.

Ricky spent time this week coordinating an August promotion for retailers in the downtown area.

### Community Development

The Community Development/Revenue Sharing Advisory Committee will have its first meeting of the year on May 16<sup>th</sup> at 7 p.m. in the Code Enforcement Conference Room to review and revise the Grant Application and to plan the process of reviewing applications.

### Parking

On Thursday morning, Downtown Parking Administrator Marvin Howard and Ricky staffed the DNP Parking Committee meeting.

All new Parking Signs are now installed. The Parking Committee will continue to evaluate their effectiveness.

Work continued on parking lot maintenance this week.

Some time was spent with representatives of the Newark Development Trust (NDT) to schedule meetings with staff and property owners concerning the potential Lot #1 garage projects. In the meantime, NDT attorneys continue to work on crafting a second MOU to facilitate the project for Council review.

## Code Enforcement

Last week, the Code Enforcement staff saw for the first time the new parcel based computer City View System. The new upgrades look very promising.

Considerable time was spent responding to weed and property maintenance complaints.

Code Enforcement staff spent time with attorneys this week in preparation for the upcoming Landlord Case trial scheduled for next week.

## **Public Works**

### Engineering/Planning and Inspection

- Contract 11-06 – 2011 Street Improvement Program: Greggo & Ferrara worked on Poplar Avenue, Orchard Avenue, and Woodlawn Avenue completing the following:
  1. 3.8 c.y. of undercut excavation.
  2. 1.8 s.y. of p.c.c. utility trench patch removal.
  3. 16,010.3 s.y./in. of milling of existing street surface.
  4. 7.90 tons of base hot mix placement in undercut excavation.
  5. 414.62 tons of top hot mix overlay.
- Erosion & Sediment Control Inspections: Conducted E&SC inspections at Laura's Glenn and Sutton Place.
- University of Delaware – East Campus Dorms: Met with Corrado and Skanska to go over requirements of new junction box to be installed at the end of Haines Street. Installed chilled water lines to end of first phase of construction. Started excavation of steam line.
- Wyncliff Final Acceptance:
  1. Brian Gardner filled in washout areas and put straw along maintenance path.
  2. First Class Concrete patched spalled and chipped areas along curb.
  3. Finished painting of trash racks in stormwater management areas and fixed fence.All final punchlist items have been completed.
- Responded to a request from the City of Wilmington for information on several elements of our delegated sediment and stormwater program. They are in the process of getting delegated again.
- Finished the 2011 NPDES Annual Report and sent it to DNREC, along with the University of Delaware 2011 NPDES Annual Report.
- Spent time in preparation for Creek Fest, including printing brochures and creating an NPDES Stormwater Program display board.
- Participated in Creek Fest at White Clay Creek State Park, along with the University of Delaware and the City Water & Wastewater Department. We had approximately 265 people stop by the booth to pick up some stormwater, water quality, and/or water conservation information.

### Survey Crew

- Continued design/drafting on Iron Glen topographic map for future installation of bio-filtration area.

- Continued the drafting and design of a large under-drain project at Leroy Hill Park.
- Stationed, offset, and shot existing grades of approximately 1,100 l.f. of curb on Townsend Road to be replaced on this year's Street Improvement Contract.
- Continued converting the hand drawn City line maps into digital format.
- Began stationing and offsetting existing curb on Indian Road to be replaced on this year's Street Improvement Contract.

### Field Operations/Streets

- Catch basin crew repaired the following catch basins: 2 at the corner of Orchard Avenue and Stafford Avenue, 402 Woodlawn Avenue at Elm Avenue, 101, 108, and 109 Elm Avenue.
- Street crew cleared debris from storm sewer easement on the Cherry Hill Manor service road.
- Concrete crew excavated, formed and poured 50 l.f. of vertical curb on Corbit Street off of W. Main Street.
- Loader pushed up yard waste at Iron Glen Park and placed mulch outside of gate at 896 water tower.
- Street crew loaded and hauled 5 loads of sweeper material from city yard to landfill for disposal.
- Street crew assisted Refuse Department on the knuckleboom for special pick-ups and delivered trash cans.
- Sign truck repaired and replaced signs and poles as needed, and dropped off and picked up barricades at Ray Street & N. College Avenue for block party.

## **Parks & Recreation**

### Administration & Planning

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

Tom and I met with Planning & Development Department personnel to review Phase II of the Main Street tree pit rehab project.

On Tuesday, I met with State Representative Terry Schooley to review the Curtis Mill Park development project.

On Tuesday, Joe, Tom and I met with Carol and Cenise to discuss the Skate Spot project. I completed and forwarded a recommendation to Carol on a path forward.

I attended the monthly Conservation Advisory Commission meeting.

The Trail Spinner's and two other volunteer groups committed time this week constructing a footbridge for the Redd Park Trail project. The bridge should be finished in another week. I'm also preparing a reimbursement request to the Delaware Land and Water Conservation Trust Fund for expenses associated with Phases III and IV of the project.

## Pomeroy Trail Update:

- Merit worked in the CSX bridge area and completed excavation, applied stone base and installed storm water inlets.
- The electric contractor continued running wiring for the lights.
- Later this week the footers for the canopy structure (under the CSX bridge) will be installed.
- Joe and I met with Pennoni to complete a final review of the maps and kiosks.

Tom conducted park inspections and completed building inspections.

Tom attended the wrap up meeting for this year's Christina River Clean Up.

Tom met with the contractor who will replace the old bollards on the Hall Trail to establish a start date and further review the project.

Tom coordinated volunteer groups to work with the Delaware Trail Spinners with the bridge construction in Redd Park as well as water sealing the wooden footbridges along the trails in Redd Park. The second group assisted with the bridge construction and a clean up along the Christina Parkway.

We conducted an Arbor Day tree planting at Downes Elementary School on Wednesday of last week. Three groups of second graders were instructed on how to plant a containerized tree and the benefits that trees provide. Horticulture crew members Ron Martin and Charles Scott did a great job.

Tom worked with a local resident to have signage made up in English, Korean and Chinese to notifying people that the Bamboo along the Hall Trail and the Water Treatment building has been treated with a herbicide.

Rich continued his daily scheduling of all field staff as well as working on cleaning up and stamping railroad spikes from the Pomeroy Trail opening later this year.

## Parks/Horticulture

Parks and horticulture staff continue mowing of all areas as well as doing trash pick-ups.

Both parks and horticulture seasonal staff performed preventative maintenance on all mowing equipment.

Park maintenance staff completed/started these work orders: completed painting at the Wilson Center, continued working on railroad spikes for Pomeroy dedication, assembled an easel for City Manager's Office, continued mulching and tree/shrub pruning at several locations, and completed louver installation at Police Station.

## Recreation Services

Paula attended the first night of the adult softball and volleyball games to ensure all went well. Good start to the season!

Paula finished writing final evaluations on the Before and After Care counselors and will be reviewing them with the staff prior to the program ending for the school year.

Paula sent out notices to registrants regarding final payments for Rittenhouse Day and Hobbit Camps. Payments are due by the end of May.

Paula worked on the Parent Handbook and Staff Manual for the Before and After Care program for next school year. Packets will be sent to the new registrants this summer.

The community events staff has been preparing for the Newark Memorial Day Parade, Spring Concert Series and Newark Day. They have been working on marketing the events, contacting performers and coordinating participation.

Sharon attended meetings with Newark Police Department and Aetna HHL, the Memorial Day Parade Committee, and a meeting on the website redesign. She has been working on revising the Memorial Day Parade script and assigning participants. She has also been speaking with University of Delaware personnel about items associated with the parade.

Debbie has been contacting past Safety Town volunteers and guest speakers about participating in the 2012 program.

The first Spring Concert was held on Thursday night with We Kids Rock. The turnout was approximately 80 people and was attended by concert sponsors, The Newark Day Nursery and Children's Center and with visits by UD's UDee and Baby Blue courtesy of the UD Outdoor Pool. Children and adults had a great time. This week's performance (Thursday at 7 p.m.) will be the Melissa Cox Band.

Dance pictures and the end of year recital were held this week with a dress rehearsal on Friday and the recital Saturday, May 5. It was a great show with 36 of our dance program participants and several University of Delaware dance minor students performing. Approximately 150 guests attended the show.

Tyler held a staff meeting with the George Wilson Center attendants to keep them up to date on City happenings and reinforce Center procedures.

Tyler is working on finalizing staff and volunteers for Camp GWC that begins June 18.

Joe and Charlie met with Rick Armitage and Mark Brainard from the University of Delaware office of Government Relations to discuss our involvement with the University. We were notified that the Pearson Hall Gymnasium would no longer be made available to us beginning next school year. We currently use the facility September through March for programs on Saturdays and Sundays. It will be a big loss for us! We've enjoyed continued use since the days of the Central Middle School.

The Summer E-Newsletter was delivered electronically to individuals on our mailing list; the first week of summer registration went very well.

CMZ/mp