

DEPARTMENTAL WEEKLY REPORTS

July 27, 2012

Electric

The electricians are replacing the batteries at two substations as a proactive measure. The ten-year batteries are over seven years old and without them all the protective relaying will not work and could lead to catastrophic failures. After changing a battery bank, part of the charging circuitry was found to be inoperable. Charger was fixed by replacing electronic parts.

The line crews pulled five poles and set two new ones at the Science, Technology, and Advanced Research (STAR) Campus (formerly Chrysler). The crews also put services in at Twin Lakes and held a pole on Elkton Road being undermined by excavation for the DeDOT project.

Engineering met with UD, DEMEC, and company officials about possible new tenants of the STAR Campus and their energy needs. Engineering is reviewing loads and power factors of circuits to determine places where capacitors are needed for long-range planning. Engineering also worked on parts of the SCADA system with the developer's guidance.

Water & Wastewater

While working with the contractor that is relining our water mains we discovered a section of pipe that is shown on our water system maps that does not exist. We are able to eliminate several valves and a length of pipe relining. Work of this type provides us opportunities to get into the intricacies of the system and in cases like this we are able to determine how the system is really configured. By the end of the week all of the lines will be cleaned. Next week they will start to reline the pipe.

The work on Kent Way is also moving along well.

On the Well 14 pump control project we are expecting to have the VFD delivered this week so that it can be installed. If the VFD arrives as planned, the well should be operational next week. Then we can begin the testing protocols in accordance with the well permit issued by the State.

The contractor doing the sewer line repairs has been focusing on the three point repairs that were necessary prior to the relining work. The three locations in question had pipe defects that required repair prior to relining.

The crews have been busy coordinating with the various contractors that we have working on our water and sewer system. They have also been keeping up with various maintenance activities and responding to customer requests for service.

The last punch list item on the Cooches Bridge lift station will be corrected this week.

Police

The Newark Police Department is investigating five recent residential burglaries that have occurred in the downtown area.

At the Newark City Council meeting on Monday, July 23rd, Newark High School Nurse Lori Economos and Corporal Darryl Saunders were presented with a proclamation for their life saving actions. Ms. Economos and Cpl. Saunders performed CPR on a high school student who had stopped breathing. The student was resuscitated and graduated from the high school this past June.

On Thursday, July 26th, Chief Tiernan met with the supervisors of the Street Crime Unit and Special Operations Unit to plan for the upcoming 2012 Fall Crime Suppression Operation. A meeting with Newark patrol supervisors will be held next week. A final meeting will be held with representatives from the University of Delaware Police Department prior to beginning the operation. Currently, the Newark Police Department has one vacant police officer position, two officers on light duty and one officer out for an on the job injury. Part of the planning process will involve lessening the impact created by these four vacant street positions.

On Tuesday, July 31st, the second of three mandated firearm qualifications will be completed. The final round of qualifications will take place in the late fall.

Planning & Development

Planning

On Thursday evening the Board of Adjustment granted a variance to Newark ToyotaWorld for the use of hydraulic lifts to display vehicles on the lot located at 400 Ogletown Road.

This week the City's Development Trends Semi-Annual Report was completed and submitted to the State Planning Office as per the requirements of comprehensive planning in Delaware.

On Monday evening, Council approved the following Planning & Development Department agenda items:

- The expansion of the DNP boundaries to West Park Place.
- The Lofts at Rittenhouse (one building with 22 apartment units) at 264 Elkton Road.
- The 136 Elkton Road project to add 8 new units to the existing 14-unit mixed use building with first floor parking.

Notice was provided to the Planning Commission that due to the lack of development proposals and commissioners' schedules, the August Planning Commission was canceled.

Considerable time was spent on Amendments to the 2012 Building, Property Maintenance and Fire Codes.

Development Supervisor Mike Fortner reported on the City's regulations that address floodplains and drainage to DNREC's Division of Watershed Stewardship in preparation for a meeting on August 17th regarding Delaware Senate Bill 64, which established a Floodplain and Drainage Advisory Committee (FDAC) to draft recommended standards that would utilize appropriate construction practices in order to minimize or prevent future flood damage. The FDAC recommended 15 proposed floodplain standards and 6 proposed drainage standards. DNREC will be working with each community to assess their existing regulations to see if they meet or exceed the proposed standards of the FDAC, as well as the community's capacity to enforce the proposed standards. Our assessment is that our current standards and enforcement policies meet or exceed what is being proposed.

Economic Development

Planner Ricky Nietubicz and Mike staffed the Design Guidelines Sub-Committee meeting. The Sub-Committee thoroughly edited the document in preparation for adoption by the full Design Committee and DNP Board at their next meetings.

On Friday morning Ricky and I met with the owner of Melt Down, the new restaurant at the old Post House site to discuss permitting, licensing and promotional opportunities provided through the Downtown Newark Partnership.

Ricky helped to finalize various aspects of the Food & Brew Fest (July 28, 2012 from 2-8 p.m.) – merchant participation in sidewalk sale and volunteer recruitment/scheduling.

Community Development

Mike completed the Grantee Performance Review (GPR) for the 37th Year (7/1/11 – 6/30/12) CDBG Program.

Applications for the CDBG (7/1/13 – 6/30/14) and 2013 Revenue Sharing programs are due on Thursday, July 26. The applications will be organized and distributed to Advisory Committee members for their review.

Parking

The change machine behind Barnes and Noble will be out of order for three to four weeks due to repairs necessary from extensive vandalism. The suspect has been arrested and no monies were lost.

The summer maintenance program continues in all of the downtown municipal parking lots.

Code Enforcement

The Green Turtle Restaurant received their building permits.

The UD East Campus Utility Plant received their Certificates of Occupancy.

136 Elkton Road received Certificates of Occupancy for apartments and Tantini. They also received their Certificate of Completion for the building shell.

Public Works

Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials worked on Bassett Place and Thompson Circle completing the following:
 1. 7.0 c.y. of excavation.
 2. 1.5 s.y. of p.c.c. utility trench patch excavation.
 3. 10.20 tons of crusher run stone placement.
 4. 18.3 l.f. of 4' wide p.c.c. valley gutter replacement.
 5. 29.31 tons of base hot mix patching in front of curbs.
 6. 3.80 tons of top hot mix patching in driveways.
 7. 659.7 l.f. of p.c.c. rolled curb replacement.
 8. 11.8 l.f. of p.c.c. integral curb and gutter replacement.
 9. 25.1 l.f. of sawcutting of concrete for removal.*Contractor used 37.5 c.y. of DeIDOT Class B concrete in above pours.
- Mayer Subdivision: Conducted preconstruction meeting on site, compiled minutes of meeting, and sent minutes to all attendees.
- Carroll Commons: Held pre-construction meeting and documented meeting minutes.

Survey Crew

- Completed Miss-Utility Mark-outs as needed.
- Obtained weekly Gas Boy numbers at the Municipal Fueling Station and updated the fuel inventory spreadsheets, continuing the month of July.
- Began re-inspecting sidewalks in Phase 3.2 of the Sidewalk Program in the central location of the city.
- Mailed the violation and obstruction letters for the northern area of the city in Phase 3.2 of the Sidewalk Program.
- Photo-documented a gas main repair on Kent Way for the Water Department Utility Inspector.
- Sent Sidewalk Violation to 850 Library Avenue.
- Identified the rear property line at 932 Rahway Drive for the Parks Department.
- Sent Sidewalk Obstruction Notices to 1090 Casho Mill Road and 1001 Blair Court.
- Responded to a complaint about a sidewalk obstruction at 800 Delgrove Avenue and informed the resident to remove the obstructions.

Field Operations

Refuse:

- In preparation of the July 23rd start of the Multi-Family Recycling Program, contact was made with all the apartment complexes to discuss placements of all recycling carts.
- Spent time at DMV to transfer new police cars and city vehicles to Delaware and City of Newark titles.

- Responded to 18 refuse concerns.
- Responded to emergency call-in (tree down on Woodlawn Avenue).
- Attended a downtown design meeting to discuss policy.

Streets:

- Concrete crew excavated, formed, and poured 23 l.f. of 4' sidewalk for the Electric Department at 503 Nottingham Road.
- Poured 30 ft. of integral curb and bonnet at the intersection of Fair Valley Court and Delrem Drive.
- Catch basin crew rebuilt double catch basin at intersection of Fair Valley Court and Delrem Drive.
- Hot mix crew excavated and applied 240 s.f. of hot mix at 229 W. Park Place.
- Street crews completed distributing recycling cans for the Multi-Family Recycling Program for the Refuse Department.
- Pushed up yard waste for Refuse Department at Iron Glen Park.
- Concrete crew began excavation of curb and hot mix at the corner of Apple Road and W. Park Place.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed and trimmed branches at various locations that are obstructing street signs.
- Sidewalk sweeper continued with duties on Main Street.

Parks & Recreation

Administration & Planning

Much of my time this week was spent working on the 2013 Operating Budget.

Joe, Andee and I met to continue planning for the Pomeroy Trail opening.

I'm working with Steve Wilson to create a contract document for the demolition of the Curtis Mill Park Smoke Stack.

I completed a review of a Traffic Operational Analysis for the Curtis Mill Park site. Our consultant will submit the document to DelDOT for their review and approval. The consultant has completed the site survey work.

Pomeroy Trail Update:

- We removed the rail road rails and asphalt at New Street (Newark Shopping Center north entrance) and applied new asphalt and curbing.
- White Clay Creek State Park Bridges: the abutments for the southernmost bridge were completed last week. The bridge itself will be set this Thursday. Merit is constructing the abutments for the northern bridge.
- Lighting was installed in the Canopy (CSX Bridge) and Shelter at Main Street.
- We're continuing to work with Verizon to activate the emergency call box phone lines.

Tom conducted park inspections, inspected the landscape installation at Twin Lakes for release of escrow funds, continued working on a Tree Planting Grant through State Forestry, continued working on 2013 budget items, continued coordinating for switch installation on the Pomeroy Trail, and attended a meeting for opening of the Pomeroy Trail.

Rich was out most of this week due to shoulder surgery and will be out at least for the next two weeks. He was in on Monday and Tuesday and scheduled the crews and assisted with work orders as needed.

Parks/Horticulture

Parks staff continued mowing as needed, did trash pickups, dragged/scarified the ball fields, applied wood carpet under the play units throughout the park system, drilled out one bollard pin for use at the Chapel Street Trail head for Amtrak lock, repaired fence at Karpinski Park, and tree pruning as needed.

Horticulture staff continued on bed maintenance, mowing as needed, assisted with wood carpet installation, checked on interior landscaped beds in the Alderman's Court area, and completed tree pruning along the Hall Trail as needed.

YBC crew continued with daily trash sweeps at City Hall and Dickey Park, and assisted with wood carpet installation.

Recreation Services

Paula checked in on the multi-sports and sports squirts camps being held at West Park School throughout the week, she coordinated the use of the gymnasium to continue the camp during inclement weather.

Paula sent out email blasts to yoga and fitness class participants reminding them of the new sessions starting. She also sent out letters for the last session of Rittenhouse Camp to the registrants.

Paula added another session of Archery Camp to accommodate the waiting list. The camp will be held in August.

The recreation staff continues to finalize fall program information for the newsletter.

The community events staff has been preparing for the upcoming Safety Town programs. They are preparing for volunteer orientation, confirming guest speakers, finalizing the schedule, and making group assignments. Volunteer Orientation will be held on Thursday, July 26 and the programs will begin on Monday, July 30.

Vendors and performers continue to register for Community Day.

Tot Lot session III is running well, they have been tie-dyeing, going on nature walks, having water days, and making some great crafts.

Camps held at the George Wilson Center this week included: Before and After Camp Care, Camp GWC, Footworks Dance Camp (2 camps) and Pottery Camp (2 camps).

Swim Lessons were held all week at the George Wilson Pool with 16 participants.

Tyler held a mid-season lifeguard in-service training to review emergency procedures and pool guide.

Joe is working on the 2013 budget.

Joe and Andee met with Charlie about the Pomeroy Trail opening that will be held on September 10.

Joe has been organizing the fall e-Newsletter and registration.

CSH/mp