

## **DEPARTMENTAL WEEKLY REPORTS**

**October 29, 2010**

### **Parks & Recreation**

#### **Administration – Charlie Emerson**

Recreation personnel presented a very successful Halloween Parade and Trick or Treat Main Street Sunday. The great weather brought out a very nice crowd. Good job gang!

I spent time working with Roger Akin's office on a Conservation Easement document to coincide with the requirements of the Army Corps of Engineers for a wetland area on the planned Pomeroy Trail.

I'm continuing to work with DelDOT and Pennoni on items relating to temporary and permanent construction easements for the Pomeroy Trail.

I spent time preparing a reimbursement request to the coordinator of the Delaware Land and Water Conservation Trust Fund for grant funding we were awarded for the purchase and installation of four (4) replacement slide units in our parks.

I gave a power point presentation on Newark's trail system and its connections in Newark and the surrounding area at the University of Delaware's Institute of Public Administration's annual Delaware Local Government Institute.

#### **Recreation – Joe Spadafino**

Paula met with a new yoga instructor regarding spring classes setting the dates and times. She continued to finalize prices, dates, times and facilities for the winter/spring activities.

Paula assigned the Jump Shot Basketball League players onto teams and continued to place new registrants on the Elementary and Junior League teams. She is finalizing the dates for the coach's clinic and that information along with rosters and practice schedules will be sent to the coaches next week.

Paula completed the Adult Winter Volleyball schedule for 16 teams and sent the information to the coaches. She also sent the work schedule to the referees for game assignments.

Sharon prepared for and held the 63<sup>rd</sup> annual Halloween Parade and Trick or Treat Main Street. Over eighty five groups (1,500 people) participated in the parade with approximately 10,000 spectators. Everything went well and the event was very well received by the attendees and participants. Thank you to the Newark Police Department for their support of the event and City Council Members, Stu Markham and Paul Pomeroy, as well as Mrs. Donna Draper for their support as judges for the event.

Sharon attended a Memorial Day Parade Committee meeting. The parade date is May 15, 2011 and the focus will be on the Marine Corps.

I have arranged for four skate spot site visits in Maryland on Tuesday. The visits are to get an idea about design features, costs and maintenance requirements of skate spots.

#### Parks & Horticulture – Tom Zaleski

Parks staff removed all Elkton Road sponsor signs from landscaped medians in preparation for DelDOT's street rehab project.

Building maintenance staff continued on door and window frame repair/renovation project at Building #4 at the City Yard.

Parks staff completed work along Christina Valley Stream. Rich Lapointe and I looked at a possible creek blockage along the stream by the old Stein-Haskell fence line to discuss solutions for this issue.

U of D student volunteers cut back bamboo along the Hall Trail at Lewis Park and painted all black bollards as needed along the Hall Trail.

Tom looked at several potential problem areas along the Christina Creek with a public works inspector. He also inspected the replacement evergreen screen planting at the Shoppes At Louviers - this will be completed early next week.

Parks staff loaded and set up materials/supplies from the Halloween Parade.

Tom and Rich G. completed cost estimate to maintain Old Paper Mill Road Park and the Curtis Mill site based on 2010 labor rates and forwarded them to Pennoni. They will be included in Pennoni's final Master Plan report to us.

Park staff completed the removal of park amenities at McKee's Park.

#### Electric

The improved SCADA system has been installed. The developer has had the system for several months to add alarm features and to develop communications with the newer relays at Kershaw Substation. It has been tested and is functioning quite well. Because of the modular nature of the system and completed protocol development, putting the distribution substations on SCADA will be faster and easier.

The contractor hired by the University to install new circuits for the Science Building on Lovett Avenue has started this week. New poles are being installed along Haines Street to start the project off. The contractor will be done in February.

The line crews changed a danger pole this week and started another, one on Dallam Road will be finished shortly and a much more complicated 65' danger pole at the Chapel Street railroad crossing was completed. A contractor has been hired to performed pole

restoration on a particularly busy pole by installing a steel sleeve around the pole at ground level.

The electricians have started installing the energy efficient retrofits to the lights in the Police Department. They have also been busy performing pole ground testing. This testing consists of getting resistance readings on pole grounds and installing extra ground rods when necessary. The proper grounding helps insure that the lighting arrestor equipment works properly when needed; without proper grounds, it is much more likelihood that wires could burn down when struck by lightning.

### **Water & Wastewater**

Bill Zimmerman and I have been working with Pennoni Associates on the system architecture for the Water and Wastewater SCADA system. We will finalize that product next week and begin putting together the RFP so that we can begin the process to select a firm to develop and install the equipment.

I am finishing up my review of the Reservoir Emergency Action Plan. When finished I will be distributing the document to key players throughout the city, County and State.

The sewer crew has been working for the last two weeks on cleaning and inspecting the sewers on Main Street and Delaware Avenue. They have been coming in at midnight so that they are able to work without impacting the flow of traffic and in relatively safe conditions.

We are putting together a request for quotes to redevelop Well 11. Well 11 was scheduled for rehabilitation this year and our annual inspection of this well confirms that the pump and well capacity have deteriorated and are in need of replacement or repair.

We have been receiving and reviewing submittals for the redrilling of Well 14 and expect to see work underway shortly.

### **Police**

On Saturday, October 23<sup>rd</sup>, an officer responded to the 1100 block of Barksdale Road in reference to a report of trespassing. Upon arrival the defendant was found to be in possession of 11.2 grams of crack cocaine. He was also found to have ten active capiases throughout various Delaware courts.

On Friday, October 22<sup>nd</sup>, a subject approached his old girlfriend and her new boyfriend with a gun outside of 7 O'Daniel Avenue. He punched them both and ran into his residence. When the victim and her children were attempting to enter their residence, the defendant approached them and cocked and pointed a gun at them. The defendant was later arrested for aggravated menacing and numerous other charges. The gun was recovered.

## Planning & Development

### Planning

At its meeting Monday evening City Council approved the following planning related items:

- A. Amended the MOR (manufacturing office research) portion of the Zoning Code to permit commercial indoor recreational facilities in this district with a Council granted special use permit; and
- B. Approved a special use permit for an indoor volleyball center at 200 Interchange Boulevard in the Interchange Business Park off Elkton Road.

On Wednesday morning, I met with new District 3 Planning Commissioner Edgar Johnson whose appointment was recently approved by City Council.

### Economic Development

Assistant Planning and Development Director Maureen Feeney Roser continues to prepare for the DNP's November 4<sup>th</sup> Annual Meeting.

### Community Development

On Monday evening, the Community Development Revenue Sharing Advisory Committee completed their recommendations for the 36<sup>th</sup> CDBG Year fund reallocation; the 37<sup>th</sup> Year CDBG allocation recommendation and the 2011 Revenue Sharing Program recommendation.

Planner Mike Fortner also has spent considerable time on the DNP's alleyway project which should begin shortly.

### Code Enforcement

At its meeting Monday evening, City Council approved amending the Municipal Code to include the 2009 version of the International Code Council's Building Code; Fire Prevention Code; and Housing and Property Maintenance Code. Local amendments referencing conditions in Newark were also included.

The footing and foundation permits for the Bob Carpenter Center expansion will be issued this week.

A full building permit has also been issued for the East Campus utility plant.

The Park and Shop paving project has been completed; striping the lot should occur shortly.

## Public Works

### Engineering/Planning and Inspection:

- Contract 10-03 – Street & Parking Lot Improvement Program: Harmony Construction excavated soft base of Elan Park basketball court and placed 4.5 tons of hot mix in excavation.
- Christina Creek Inspection – Wedgewood Road to Nottingham Road: Met with Parks Superintendent to look at several large fallen trees along the edge of the creek. It was decided that since none of these trees impacted water flow at this time, no action would be taken.
- Erosion & Sediment Control Inspections: Performed weekly inspections at 2 Old Casho Mill Road, Laura's Glenn, and The Mayer Subdivision.
- Contract 10-02 – Handicap Ramp Contract: Fontana Construction completed the following:
  - 1) Installed 163 l.f. of rolled curb and gutter.
  - 2) Installed 186 s.f. of 4" p.c.c. sidewalks at the end of Timberline Drive.
  - 3) Installed 1,861 s.f. of 4" p.c.c. sidewalks for handicap ramps.
  - 4) Installed 136 s.f. of red truncated dome blocks.
  - 5) Installed 33 s.y. of hot mix patching in front of new curbs.

### Survey Crew

- Spent a considerable amount of time working on the Phase 2.7 Sidewalk Program area for reminder letters.
- Discovered 9 new locations in the Phase 2.7 that were in violation and sent violation notices accordingly.

### Field Operations/Streets:

- Street crew applied crack seal on West Park Place, Academy Street, Tanglewood Lane, and Phillips Avenue.
- Hot mix crew applied 1,100 s.f. of hot mix for Parks Department on the James Hall Trail.
- Backhoe cleared brush, removed tree and hauled away debris for installation of sidewalk at Timberline Drive at the entrance to the parkland.
- Street crew filled in and re-graded stone over storm sewer line at Porter Chevrolet parking lot.
- Street crews continued with the Fall Leaf Collection.
- Street crew excavated and poured 4 c.y. of flowable fill over eroding storm sewer lines at the culvert area at the intersection of Anita Drive and Edjil Drive.
- Backhoe pushed up brush and yard waste at Iron Glen Park for Refuse Department.
- Repaired and replaced signs and poles as needed and implemented road closures and detours and assisted Parks Department with the Halloween parade.

KRS/mp