

## **DEPARTMENTAL WEEKLY REPORTS**

**November 24, 2010**

### **Public Works**

#### **Engineering/Planning and Inspection**

- UD Stormwater Management: Met with Jen Pyle (UD) and reviewed maintenance issues at several UD maintained stormwater management facilities.
- Proposed Handicap Ramp Contract 2011: Finalized locations of the handicap ramps. Forty-seven ramps are proposed to be installed next year.
- Contract 10-03; Street and Parking Lot Improvement Program: Parking Lot Painting printed lines on Elan Park Basketball Court.
- Weekly Erosion & Sediment Control Inspections: Performed weekly inspections at Laura's Glenn, The Mayer Subdivision, 2 Old Casho Mill Road, the U of D Creamery, and 108 E. Main Street. Also walked site at Bob Carpenter Center with CCR and let Superintendent know of one item that was not found during CCR inspection to fix.

#### **Survey Crew**

- Continued meeting with residents in Phase 2.7 and 3.1, and continued meeting with residents who received notices of intent for Phase 2.6 of the Sidewalk Repair Program areas to discuss the nature of the violations and provide technical advice on how to conform to current code.
- Acquired weekly gas boy log data at municipal fueling station and completed the fuel inventory spread sheet for November 2010.
- Completed survey of UD Landfill site for property corner layout and began working on metes and bounds description.
- Located monuments at the Reservoir and began comparison process to previous year's results.

#### **Field Operations/Streets**

- Street crews continued with the Fall Leaf Collection.

### **Parks & Recreation**

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

I'm spending time working with the Delaware Trail Spinners to prepare a grant proposal for the Phase III and IV trail rehab project at Redd Park.

Joe and I met with Tyler Jacobson from Switch Skate Shop to continue our discussion regarding the development of a plan for the possible creation of one or more Skate Spots in City parks.

On Thursday I attended the monthly meeting of the Newark Bicycle Committee.

We began preparing traffic median landscaping sponsor renewal materials for 2011. In that DelDOT is in the middle of its Elkton Road rehab project, the sponsor program for those medians will be on hold for part or all of 2011.

#### Recreation – Joe Spadafino

Recreation staff proofed the winter/spring newsletter, made corrections and continued to finalize details for activities and events.

Tyler worked on planning for the Thanksgiving Day Breakfast. The event will take place at the George Wilson Center Thursday morning from 8:00 to 10:30 a.m. In conjunction with the breakfast we will hold a food drive for the Food Bank of Delaware. The event is staffed in large part by local volunteers.

Paula gathered equipment for the winter volleyball league that started this week at Newark Charter and dropped it off. Sixteen teams are competing in two leagues held on Wednesday and Thursday evenings.

Paula completed the work schedule for the first part of the basketball game season for referees, gym supervisors and scorers/timers. A referee meeting will be held prior to the season starting the first week in December.

Recreation and office staff assisted with preparation for the Turkey Trot and worked the event on Saturday.

Sharon completed preparations for the annual Turkey Trot 5K and 10K races and course which were held on Saturday at Handloff Park. This year, there were 227 finishers in the 10K and 396 finishers in the 5K. The 5K entries were lower than previous years, probably due to the University of Delaware football game having a 12 noon kick off time. Thanks to the Police Department for their assistance. Several volunteers assisted on the day of the event.

Sharon attended a Newark Memorial Day Parade Committee meeting. The next meeting will be held in January.

#### Parks & Horticulture – Tom Zaleski

Parks staff stored away all materials/supplies from the Turkey Trot. Parks staff prepared to complete turf renovation and to install fencing to close down Kells Park soccer field until early/mid May.

Horticulture staff continue with perennial cut backs and bed/leaf clean ups.

We completed placing lights on trees along Main Street for the Christmas and New Year holiday.

Parks staff cut, placed and decorated Christmas tree at the Academy Building lawn. Thanks to the Electric Department for their assistance.

Parks Superintendent inspected landscape installations at two sites: Village of Twin Lakes for the end of the two year warranty period and Building #1 at Marrows Court for the start of the two year warranty.

Parks staff continued with leaf clean ups throughout park system including blowing off tennis courts as needed.

### **Electric**

Sunday morning at 11:30 a.m. the standby crew arrived in Cherry Hill Manor to find two shed fires had been extinguished by firefighters. These sheds were in very close proximity to an electric pedestal which was severely damaged. It is unknown at this time whether the pedestal caused the fire or the shed fire caused the pedestal to malfunction.

The line crews have been busy repairing hot spots reported from the latest infrared scan. They are replacing a lightning arrestor on one of the City's main transformers at Kershaw substation. This involves a coordinated effort with Delmarva to de-energize the transformer.

The metering technician has completed the meter installation for the IHOP on Main Street. He has also started tying in the University's remote metering system into the City's metering points on Lovett Avenue and Farm Lane. These meters had been moved recently. Lovett Avenue was moved because of the Science Center Project and the Farm Lane metering was moved because of a new circuit from Phillips Avenue substation.

### **Water & Wastewater**

I have forwarded my comments to the engineering firm working on the Christina Creek Sanitary Sewer Crossing Project. I am coordinating the necessary changes and will be working towards advertising the project yet this year.

I am in the process of advertising the project to replace the Bellevue Road Sewage Lift Station. I have also been working with the IT Department to set up a web based advertisement mechanism. This will be the first project to use that method of advertisement.

We have been working on a project at the Newark Water Treatment Plant to install a small grinder pump to replace a sewer line that runs underneath one of the settling ponds. It is next to impossible to repair the line so we are going to use the lift station so that we can pump the sewage where we want without getting into the pond.

We are also working on making a permanent modification to the finished water lime feed at the South Well Field Treatment Plant.

Early morning sewer cleaning will resume next week.

## **Police**

Beginning Tuesday, November 23<sup>rd</sup>, the Police Department will implement a holiday burglary initiative. Patrol officers combined with the Street Crime Unit will conduct plain clothes surveillance of vacated student rental housing. In the past, the department has seen a spike in burglaries during Thanksgiving, Christmas and Easter holiday breaks. Statistics from the past five years were analyzed and the problem areas will be targeted. On Saturday, November 20<sup>th</sup>, an officer driving a vehicle equipped with a LoJack stolen vehicle tracking device received an alarm activation. The LoJack uses a GPS like system that guides the officer towards the stolen vehicle. The officer located the vehicle at 7-11, 202 Elkton Road. The vehicle was a 2003 Lincoln Navigator reported stolen to the New Castle County Police Department earlier in the day. The investigation was turned over to the New Castle County Police Department.

On Thursday, November 18<sup>th</sup>, an officer was conducting foot patrol on the blue trail along the Christina Creek in regards to a citizen complaint of fires being set in the area. The officer came upon three juveniles with lighters and also questioned several other juveniles in the area. The juveniles were developed as suspects, their parents were notified and they were questioned. It is believed that they were responsible for the fires. The fire marshal was notified.

The Traffic Division continues to conduct education and enforcement efforts and as a result, accidents have decreased by 134 from this time last year.

## **Planning & Development**

### **Planning**

On Thursday evening, I participated at a conference at Washington College in Chestertown, Maryland, to discuss Town & Gown opportunities and challenges.

At its meeting Monday evening, City Council approved an amendment to the Santa Fe Grill special use permit to allow alcoholic beverage service at the establishment up to 1:00 a.m.

### **Economic Development**

Assistant Planning and Development Director Maureen Feeney Roser continues to work on the downtown Holiday Ad Campaign and the Gift Card Giveaway promotion. The 34 businesses that have signed up to participate in this promotion is the largest response to a Holiday Ad Campaign in the DNP's history.

We also continue to work on updating the 2011 Calendar of Events and our popular events "refrigerator magnet."

Maureen also continues to work with Community Affairs Officer Dana Johnston on reviewing proposals for webpage reconstruction and upgrades.

Maureen also continues to work on updating the Downtown Newark Map & Guide.

This morning, Maureen met with a representative from the Newark Symphony Orchestra to talk about cooperative marketing strategies.

#### Community Development and Housing

On Thursday morning, Planner Mike Fortner attended the Technical Advisory Committee meeting at WILMAPCO.

Also, later on Thursday, Mike hosted a Newark Bicycle Committee meeting.

On Monday evening, as an accompaniment to its review and approval of the 2011 City operating budget, City Council approved the Community Development/Revenue Sharing Advisory Committee's recommendations for reallocating the 36<sup>th</sup> Year Community Development funds and the Committee's recommendations for the 37<sup>th</sup> fiscal year Community Development funds and 2011 Revenue Sharing monies.

#### Parking

Staff continues to work on issues associated with downtown dumpsters in Parking Lot #4.

We also continue to work with the City Manager and Finance Director on possible plans for additional off-street parking capacity downtown.

#### Code Enforcement

Final certificates of occupancy were issued for the Marrows Court upgrade project.

The UD Creamery footings and foundations are going in at this location.

The UD's ECUP facility footings and foundations are also underway.

KRS/mp