

DEPARTMENTAL WEEKLY REPORTS

November 11, 2011

Parks & Recreation

Administration/Planning

Joe, Sharon and I met with representatives of the Pi Kappa Phi Fraternity to discuss a fund raising event that would benefit the Play Units for Severely Handicapped (PUSH) program. The focus of the PUSH program is to help fund the purchase and installation of park play equipment for severely handicapped people.

I attended the monthly update meeting on the Pomeroy Trail. Work continues on the north and south ends of the project. Moving excess soil from the northernmost trail segment and relocating it to the southernmost segment to create the base for the trail.

I met with the Delaware Trail Spinners to consolidate/collect billing and payment materials for the purpose of submitting a request for reimbursement of DTF grant funding awarded to the project. We also discussed the focus of work for the next month. I'm committing considerable time preparing the reimbursement materials and request.

I met with Councilman Morehead at Rahway Park to view and discuss a neighbor's concern with flood waters.

Tom met with State Urban Forest Coordinator to complete the Tree Planting Grant, discuss the Urban Tree Maintenance Grant (for tree removal in Redd Park), and to discuss the Urban Forest Wildfire Control Plan.

Tom met with two developers concerning landscape installations at their respective sites.

Tom and Rich G. met with the Newark Historical Society concerning developing an emergency management plan for the museum at the Train Station.

Tom conducted park inspections and prepared related work orders and inspected the landscaping at several subdivisions for the release of the maintenance warranty.

Field Operation

Mowing continues as grass is still growing.

Painting at the Police Station continues and should be completed by next week.

We replaced the back and side boards on all horseshoe pits in park system.

On Monday we unloaded and stored away all materials/supplies from Halloween Parade.

Throughout the week we worked on various park and building maintenance work orders.

Horticulture/Landscaping

We continue on mowing and bed maintenance operations.

The crew sprayed to control Russian Olive (an invasive) in Hidden Valley Park.

We dug up Bananas and placed them in greenhouse at Kirks for overwintering.

Recreation Services

The final make up Skills Day and player draft were held for the Elementary and Junior Basketball Leagues. Coaches selected their teams and were sent their rosters to contact their players. Practices start the week of November 7th. Paula held a meeting with her gym supervisors in preparation for the start of basketball leagues.

Sharon and Debbie have been working on items associated with the Turkey Trot 5K and 10K scheduled for Saturday, November 19.

Joe organized the first Skate Spot Committee meeting for Wednesday, November 30.

Electric

Engineering and line crews scrambled to replace a large transformer at the UD Technology Park on Monday. The transformer was hit by a vehicle and needed to be replaced, but the replacement transformers did not match exactly, so wire, splices, and terminations not stocked needed to be found quickly. Almost all electrical supply houses did not stock the correct items either. The line crews finished after hours just before a business needed power for a critical presentation. Engineering is working with vendors to see if an emergency repair kit encompassing all possibilities of wire sizes can be made for this situation.

The line crews are installing and removing poles on Wyoming Road in preparation for University of Delaware's East Campus Housing Project. A new service to the ROTC building and temporary services to the construction site will be needed after the pole work is completed.

The line crews have continued working on a circuit upgrade needed to utilize the substation transformer moved several weeks ago. When the work is completed changeovers to a new voltage will be done at night so outages will not affect businesses. Engineering and supervisors are working on the details of the changeover.

The electricians are working on moving the electrical service to the well located adjacent to Lewis Park. They also assisted engineering in troubleshooting and fixing metering issues at UD's Computer Center off Chapel Street and the backup metering at Kershaw Substation.

Engineering worked on communication issues at several substations and worked with contractors on identifying and scheduling repairs to transformers.

Excavation and foundation work is complete for the new 100,000 lb. 20 MVA transformer currently scheduled to be delivered late December or January.

Water & Wastewater

In the past, one or more council members have asked me if we could offer water and sewer line replacement coverage to city residents. Until this week I have not been able to locate a service provider who was willing to work with us.

I have had discussions with American Water who would offer our residents an option to purchase coverage for the replacement of their water and sewer lines should they have a failure. I am in the process of gathering data before I make a recommendation to move forward. This would allow an individual who chooses to participate in the program to have their water and/or service lateral repaired at no additional expense (within coverage limits). I will keep you informed.

We have issued a purchase order to repair roofs on all of our well houses. Many of them had fallen into disrepair. Next year we will be addressing the condition of the doors and exterior finishes.

We have installed remote telemetry devices in each of the new sanitary sewer siphons under the Christina Creek to notify us if the water level rises enough to raise the floats. This will provide early warning should we develop a problem so that we can respond before the problem escalates. If they prove successful, we will be evaluating other locations to be monitored.

Police

There have been several daytime burglaries throughout the city. On November 7th, unknown suspect(s) entered a residence on Hayden Way. Jewelry and a silver serving platter, with a combined valued over \$2,000 was stolen. There was no sign of forced entry. On the same day unknown suspect(s) entered a residence on Tanglewood Lane by reaching through a dog door located on a rear door and unlocking the door. Approximately \$500.00 worth of jewelry was taken. On November 8th, unknown suspect(s) entered a residence on Odessa Way by breaking a basement window. Approximately \$30,000 worth of jewelry was stolen.

The Newark Police Department has increased patrols in residential areas. Newark Police detectives are meeting with police from surrounding communities who have also experienced a sudden increase in daytime burglaries. Residents are encouraged to notify neighbors when they are out of the house and to report all suspicious persons and activity to the police.

The majority of the police department will be working Saturday, November 12th, for the University of Delaware's annual homecoming day. As always, numerous arrests are expected to be made.

Planning & Development

Planning

Work continues preparing materials for the upcoming December 6, 2011 Planning Commission meeting. The Commission is tentatively scheduled to review proposed Zoning Code amendments concerning apartments in the BB zoning district.

I have also spent a considerable amount of time this week working with City Secretary Pat Fogg on the ordinance language to accompany the proposed redistricting plans to be considered by Council in the relatively near future.

Economic Development

On Wednesday afternoon, Assistant Planning and Development Director Maureen Feeney Roser attended the 2012 Restaurant Week Planning Committee's organizational meeting. Restaurant Week is scheduled for January 23 – January 29, 2012.

Maureen also continues to work on the DNP's Annual Report as well as ad development for the downtown Holiday Ad Campaign.

Community Development

Planner Mike Fortner worked with Code Enforcement Officer Brian Daring on an emergency Home Improvement Program project.

Parking

Time continues to be spent on updating the Lot #3 parking lot leases in relationship to the proposed "More Park" parking expansion project for that location.

On Friday, new parking street banners were installed on Main Street and Delaware Avenue near parking lot entrances. These banners are intended to be complemented by "trail blazing" and lot identification signage which will be installed as soon as the final designs are approved by DeIDOT.

Public Works

Engineering/Planning and Inspection

- Sutton Place: Kandra Builders Inc. installed 100 l.f. of 4" ADS subsurface drain in rear swale of units, 10, 11, and 12 (east side of site).
- Rittenhouse Station: Cirillo Bros. worked on Veterans Lane and completed the following:
 1. 6.5 l.f. of 20" p.c.c. vertical curb installation.
 2. 16.4 l.f. of p.c.c. rolled curb replacement.
 3. (1) single rolled curb catch basin adjustment and bonnet pour.*Contractor used part of 4 c.y. of 4000 psi concrete.

- Contract 11-06 – 2011 Street Improvement Program: Greggo & Ferrara worked on Connell Circle completing the following:
 1. 89.50 tons of top hot mix paving.
 Greggo & Ferrara worked on Dallas Avenue completing the following:
 1. 7,890.2 s.y./in. of milling of existing street pavement.
 2. 22.0 c.y. of excavation in patch areas and undercut areas.
 3. 145.15 tons of base hot mix in full depth mill areas.
 4. 15.58 tons of base hot mix patching.
 5. 12.03 tons of top hot mix patching.
 6. 16.20 tons of base hot mix in undercut excavations.
 7. 273.20 tons of top hot mix paving.
 Sam's Construction worked on Baylor Drive & Woodshaw Road completing the following:
 1. 4.2 l.f. of p.v.c. roof drain installation.
 2. 129.1 s.f. of 6" p.c.c. driveway apron replacement.
 3. (5) single catch basin adjustments and bonnet pours.
 4. (2) double catch basin adjustments and bonnet pours.
 5. 28.90 tons of base hot mix patching at replaced curbs and catch basins.
 6. 586.9 l.f. of p.c.c. rolled curb replacement.
 7. 291.4 l.f. of p.c.c. integral curb and gutter replacement.
 8. 63.3 l.f. of sawcut for concrete removal.
 *Contractor used 65.5 c.y. of DeIDOT Class B concrete in above pours.

- University of Delaware – ECUP/ISEP Building:
 1. Schuester Concrete formed and poured 138 s.f. of 4" sidewalk on Haines Street using a partial 10 c.y. load of 5000# psi concrete.
 2. AUI Contractors replaced 70 s.f. of damaged p.c.c. sidewalks off Main Street using a 2 c.y. load of Class B concrete.
- Twin Lakes: First Choice Concrete replaced 80 s.f. of 6" damaged sidewalk at lot 32 and formed and poured 280 s.f. of 6" p.c.c. and 316 s.f. of 4" p.c.c. sidewalks at Lot 1. Contractor used an 8.5 c.y. load of Class B concrete.
- Prettyman Property: Reviewed as-built documentation with Public Works Inspector in preparation for C.O. Performed C.O. inspection for townhouses with comments forwarded to Code Enforcement.
- Contract 11-02 – 2011 ADA Handicap Ramp Installation Program: Joseph T. Hardy completed the following:
 1. Installed 269 s.f. of 4" p.c.c. for ramps.
 2. Installed 24 s.f. of truncated domes.
 3. Placed 16.2 s.y. of hot mix patching.
 4. Adjusted 1 utility box.
 *Contractor used 8 c.y. of Class B concrete and 5 tons of hot mix top.
- University of Delaware East Campus Housing: Met on site with Construction Management, University of Delaware, CCR Representative, and Public Works Inspector to go over perimeter E&SC controls to allow for site demolition and foundation work to begin.
- DNREC Tri-Annual Delegation Request: Spent considerable time working on compiling three year delegated agency report and responding to questionnaire supplied by DNREC to review for future delegation consideration.

- South Main Street Plaza: Reviewed revised subdivision plan. Forwarded comments to Public Works Director.
- Pomeroy Trail: Met with Engineer on-site at location of storm drain outfall near Foxcroft Apartments that may need some remedial work so as not to impact trail.
- 244 E. Cleveland Avenue, Newark Chrysler: Reviewed revised stormwater and drainage plans for parking lot expansion and future building addition.
- Kershaw Commons Minor Subdivision: Reviewed revised minor subdivision plan. Forwarded comments to the Public Works Director.
- Rahway Park: Met with Parks and Recreation Director to discuss drainage concern of adjacent property owner on the south side of the park.

Survey Crew

- Attended CCR re-certification seminar in Dover.
- Measured, offset, and graded 1,570 l.f. of curb on Timberline Drive for the Street Program.

Field Operations/Streets

- Hot mix crew excavated and applied 680 s.f. of hot mix in the front parking lot and 347 s.f. of hot mix at the loading dock area at City Hall.
- Street crew loaded and hauled previously stockpiled material from the city yard to Batten for disposal.
- Street crew maintained the yard waste sites at Iron Glen Park and the 896 water tank.
- Street crews continued on the 4th week of the Fall Leaf Collection Program.
- Sign truck repaired and replaced signs and poles as needed.
- Sidewalk sweeper continued with duties on Main Street.

KRS/mp