

## **DEPARTMENTAL WEEKLY REPORTS**

**December 22, 2011**

### **Parks & Recreation**

#### **Administration/Planning**

On Wednesday I met with Jeff Dayton of Senator Carper's office for an update and tour of the Pomeroy and Newark Rail Trail project.

The City Manager and I visited the subdivisions of Christianstead and West Branch to observe the footbridges which cross over the Christina Creek.

Last Friday I met with representatives of Pennoni and Merit to look at and discuss a Switch Plate which we plan to install as a static display along the Pomeroy Trail. The Switch Plate was found near the old rail bed and was part of the rail road system in Newark. We also met in the field on other occasions to discuss these construction items: drainage in the area of the University Courtyard apartments, tree removal and grubbing in the area of Kershaw and Olan Thomas Parks and lighting material installations.

I completed and submitted our first funding reimbursement request for DTF grant money we were awarded for the Redd Park Trail project.

I'm pleased to announce that this week we received a very generous donation of \$40,000 from an individual to support the City's plan to design and construct three, perhaps four, Skate Spots. This donation combined with an equal amount in the 2012 CIP, was used to leverage an \$80,000 DTF grant proposal. I was informed this week that the grant proposal was approved. We will, therefore, have \$160,000 to complete the Skate Spot project.

Tom conducted park inspections, attended a DeIDOT workshop on traffic control/lane closings, started researching possible funding sources for invasive species control (Bamboo along Hall Trail), talked with owner of a Main Street development project concerning a final inspection of landscaping for the return of a surety bond, continued working on the 2012 DRPS conference, and completed an inspection of one section of the Christina Valley Stream corridor.

#### **Field Operation**

Parks staff continued replacing/repairing tree lights along Main Street: replaced 1 extension cord, repaired 4 sets of string lights and replaced 2 sets.

Parks staff also continued with leaf clean up, park work orders and building maintenance items, trash control, and cleaning and reconditioning the Switch Plate that will be displayed on Pomeroy Trail.

## Horticulture/Landscaping

Horticulture staff continued on cut backs and bed clean up at horticulture sites, assisted parks staff with leaf clean up in park areas, and maintenance on interior plantings in Alderman's Court area.

## Recreation Services

Recreation staff is working on Fall statistics and Winter/Spring program marketing such as flyers and PSA's.

Joe met with the Skate Spot Committee to visit potential locations within our parks.

Joe committed a good amount of time finalizing the kiosk layout and design for the Pomeroy Trail project.

The clerical staff has been working on getting the registration software system ready for Winter/Spring registration by entering data entry information for more than 100 programs.

## Electric

The line crews changed out a pole on Delrem Drive that was disconcerting to a homeowner. The broken pole had been previously repaired and was safe, but since it was already scheduled for replacement, the timeline was moved up.

The line crews also investigated and fixed power quality problems at residences on Dallam Road and Vassar Drive. Deteriorated connections were found after testing the service entrance cables. At another service on West Main Street, nothing was found and a recording meter was installed which showed no signs of voltage problems after a week.

Engineering, the line supervisor, and electrical contractor for the Lovett Avenue Science Center met on site to work out details for moving the temporary services to the construction trailers. The temporary services are currently fed by the permanent service to the site, but cannot stay for the state electrical inspection.

Engineering and the electricians are working on designing and installing conduits and wiring for power and communication at a substation. The West Main Substation will be the next to go on the SCADA system, but new relays and power wiring need to be installed first. Fiber optic cabling will also be installed for communication.

The electricians have also been busy fixing electrical and HVAC issues at City Hall and the Police Department.

## **Water & Wastewater**

The water lines on Kells and Wollaston Avenues have been relined, cleaned, and flushed and are currently being returned to service. The work will be completed before Christmas as planned.

We completed an outage over the weekend with the University for construction of the East Campus Dorm complex. The outage was necessary to relocate a water line that would have been in the way of the building foundation excavation.

## **Police**

On Tuesday, December 13<sup>th</sup> at 1:30 p.m., a female walked into the Formal Affairs store on Main Street and removed \$166.00 from the cash register. An employee followed the woman and called her description into the Police Department. The woman was stopped by officers a few minutes later and arrested. She was charged with theft, as well as criminal impersonation. The suspect also admitted to a similar offense at the same business last month. She was also found to have numerous outstanding arrest warrants. The suspect was held on \$6,500 bail.

The Newark Police Department continues to investigate an increase in residential burglaries as well as thefts from motor vehicles. Several suspects have been arrested and charged for these crimes but it appears there are several unrelated suspects committing these offenses. Residents are encouraged to report any suspicious activity to the police immediately. Home security tips are available by visiting the City of Newark website.

Last week the Newark Street Crime Unit and State of Delaware Division of Alcohol Enforcement conducted a second round of alcohol compliance checks at liquor stores, bars, and restaurants within the City of Newark. Cooperating underage witnesses were sent into each establishment in an attempt to purchase alcohol. Seven businesses sold alcohol to the underage witness. The Street Crime Officers criminally charged the individuals while DATE Agents handled the administrative sanctions. A letter was sent to all establishments that passes the check and refused to sell alcohol to the underage witness. Compliance checks will continue to be scheduled in the future.

## **Planning & Development**

### **Planning**

On Tuesday morning, the Subdivision Advisory Committee meeting was held for the proposed Kate's Place/Choate Street Townhouse project. This development calls for 22 apartments adjacent to Klondike Kate's fronting on East Main Street and five townhouses, with commercial on the first floor; and five townhouse apartments fronting on Choate Street.

Midday on Tuesday the City Manager, Maureen, and I attended a Greater Newark Network meeting.

## Economic Development

Holiday downtown advertising campaign and promotions are nearing their conclusions.

## Community Development

On Thursday, Planner Mike Fortner attended the Newark Bicycle Committee meeting.

Also on Thursday, Mike attended the WILMAPCO Technical Advisory Committee meeting.

This week, Mike did a loan signing for the Home Improvement Program.

## Parking

Tuesday afternoon, we met with University of Delaware officials and representatives of NDT to discuss issues regarding the Lot #3 garage project.

Maureen continues to work on gathering the Lot #3 leases as part of the More Park project.

## **Public Works**

### Engineering/Planning and Inspection

- Contract 11-06 – 2011 Street Improvement Program:
  1. Sam's Construction worked on Woodlawn Avenue, Orchard Avenue, Poplar Avenue, and Bent Lane completing the following:
    - a. 13.0 c.y. of excavation.
    - b. 7.0 tons of crusher run placement.
    - c. 12.3 s.f. of 4" p.c.c. sidewalk replacement.
    - d. 49.6 s.f. of 4" p.c.c. sidewalk replacement for handicap ramp.
    - e. 8.0 s.f. of red truncated dome block installation at handicap ramp.
    - f. 27.0 l.f. of 4' wide p.c.c. valley gutter replacement.
    - g. 24.05 tons of base hot mix patching at replaced curbs.
    - h. 19.26 tons of top hot mix patching of driveways.
    - i. 622.5 l.f. of p.c.c. rolled curb replacement.
    - j. 27.6 l.f. of sawcutting for concrete removal.

\*Contractor used 40.5 c.y. of DeIDOT Class B concrete in above pours.
  2. Greggo & Ferrara Inc. worked on Alexandria Drive completing the following:
    - a. 94.1 c.y. of undercut excavation of yielding road base.
    - b. 197.71 tons of base hot mix installation in undercut excavations.
    - c. 649.03 tons of top hot mix placement to complete street paving.
- Erosion & Sediment Control Inspections: Performed weekly site inspections at Laura's Glenn and Sutton Place.
- University of Delaware Gilbert Dorms: Investigated complaint of discolored water in stream. Met with University official and contractor of site.
- 414 Old Capitol Trail: Investigated drainage complaint from business owner concerning clogged pipe in catch basin in driveway of parking lot.

### Survey Crew

- Completed the annual location of the control monuments on the reservoir and began processing the data.

### Field Operations/Streets

- Street crews completed the final week of the Fall Leaf Collection Program.
- Street crews removed all leaf boxes from the trucks and are in the process of cleaning the boxes and the leaf machines.
- Street crew assisted Refuse Department on the 3-man packer.
- Street crew loaded and hauled 5 loads of sweeper material from the city yard to the landfill.
- Sign truck repaired and replaced signs and poles as needed.
- Sidewalk sweeper continued with duties on Main Street.

KRS/mp