

## DEPARTMENTAL WEEKLY REPORTS

July 20, 2012

### Parks & Recreation

#### Administration & Planning

Tom completed park inspections, continued working on the Urban Tree Grants thru State Forestry, met with Water Department about access to a sanitary man hole within the Christina Valley Stream area off Timberline Drive, coordinated with Amtrak to get lock for bollard at South Chapel Street, completed numbering the light poles along the Pomeroy Trail, met with representative from East Gordon Iron Works about drainage grates on New Street in shopping center and continued coordinating the graffiti removal/painting of the storage building at Olan Thomas Park.

Rich continued daily scheduling of field crews, and assisted crews as needed. He also started coordinating to do 50 more train track spikes for the upcoming Pomeroy dedication ceremony, and started organizing for Safety Town.

#### Parks/Horticulture

Parks staff continued mowing as needed, continued on tree pruning/removals throughout park system, dragged/scarified all ball fields, did trash pick-ups throughout park system, added woodcarpet to play areas, and continued on several work orders.

Horticulture staff continued on bed maintenance, mowing of areas as needed, applied herbicide to Bamboo areas along the Hall Trail/Water Department area, assisted with tree work at City Hall, and did tree pruning along the Hall Trail.

Building Maintenance staff repaired door and toilet at the Police Station and City Hall, and replaced light bulbs as needed in several buildings. Also cleaned off roof debris at City Hall including pruning back any tree limbs as needed and repaired seam on EPDM roof.

YBC crew continued applying woodcarpet to play units throughout park system, did daily trash sweeps at City Hall and Dickey Park, and assisted with some tree clean up operations.

#### Recreation Services

The Delaware Soccer Camp was held with almost 50 participants this week at Downes Elementary School led by UD head soccer coach Ian Hennessy along with the Junior Golf Camp at Deerfield Golf & Tennis Club with 4 participants.

Paula sent out letters to last year's soccer coaches inquiring about their return for the upcoming youth league and sent out an email blast to previous participants regarding the upcoming leagues.

Paula started preparing packets of information for the parents of the children enrolled for the upcoming school year for the Before and After Care programs and sent out an email blast regarding the Before and After Care program to previous participants.

Paula prepared for the upcoming Multi-Sports and Sports Squirts camp coordinating with the US Sports Institute for instructors, location preparation, etc.

Camps held at the George Wilson Center this week included: Before and After Camp Care, Camp GWC, Mad Science Mad Robot Camp and Funniest Video Drama Camp.

Swim lessons were held all week at the George Wilson pool with 14 participants

Tyler met with the dance instructor in preparation for Dance Camp the week of July 16-20.

Staff worked on fall program planning.

The community events staff have been wrapping up items from past events, including Newark Day and the 4<sup>th</sup> of July as well as preparing for the upcoming Safety Town program.

### **Electric**

There was a trip and a reclose on a circuit over the weekend. Using the information from the relay, a blown lightning arrestor was found and repaired Monday.

The line crews had a scheduled shutdown at Jenney's Run to return the underground circuitry to normal after last week's cable repairs. The line crews also continued work on the temporary service for the Bloom Energy construction site, the Baylor Drive reliability project, and installed temporary construction services at the Bob Carpenter Sports Complex and at the Shilling Douglas site on Amstel Avenue.

The electricians are installing infrastructure in preparation for SCADA at East Main Substation. They are currently installing DC power and fiber optic cables in underground conduits.

Engineering met with University officials about distribution to the Chrysler site and worked on migrating engineering software to new computers.

### **Water & Wastewater**

Reybold Construction has begun work on the Kent Way water line replacement project. Work is going along well.

J. Fletcher Creamer has been working on the water main re-lining project. They have set the temporary water lines and have begun to excavate for the access points and valve and hydrant replacements that we have identified in the project.

We were able to get about one foot of water back into the reservoir with the recent rain. Right now we are in a game of days and inches as we take as much water from the creek as often as we can to keep the reservoir as full as we can. We will continue to monitor the weather and take advantage of every opportunity that we have to fill the reservoir.

The electrician has been working on the installation of the well pump controls at the South Well Field Treatment Plant. This work has been moving along well.

## **Police**

Following a tip from Delaware Crime Stoppers, Newark Police arrested two suspects for the July 10<sup>th</sup> armed robbery at Cigarette City in College Square Shopping Center. Further investigation revealed that the suspects were responsible for several other robberies in Delaware State Police jurisdiction.

The Newark Police promotion ceremony was held on Friday, July 13<sup>th</sup> for Lieutenant Kevin Feeney, Sergeant Curtis Davis and Master Corporal Michael Szep. The event was well attended by officers, family, and friends. Also attending was Mayor Vance Funk, Councilman Jerry Clifton and Councilman Stu Markham. Interim City Manager Carol Houck was the keynote speaker at the ceremony. The promoted officers and their families were very touched by the kind, personal remarks that Ms. Houck made about each of the officers.

On Saturday, July 14<sup>th</sup>, the physical agility test was conducted for police applicants. One candidate failed the exam and four candidates did not show up. Background investigations have begun on the top six candidates.

Firearms qualifications continue throughout the summer for all sworn police officers.

Master Corporal Gerald Bryda will be conducting emergency evacuation drills for City Hall employees.

## **Planning & Development**

### **Planning**

This week, Development Supervisor Mike Fortner and Code Enforcement Supervisor Steve Wilson completed and forwarded a report to the Office of State Planning Coordination on Municipal Development Trends: (Building Permits Issued for Newark) from January through June 2012.

Mike is preparing a public participation plan for the Comprehensive Development Plan update process.

### **Economic Development**

On Wednesday afternoon, Planner Ricky Nietubicz met with the UD athletics promotional company to begin coordinating merchant/restaurant promotions through the football and

basketball seasons, leading up to UD hosting the NCAA women's basketball finals. Coordinated promotions will help drive UD athletics fans to downtown businesses, and will help promote UD athletics as well.

Ricky finalized participants for Clipper Magazine advertisement, which will reach approximately 30,000 households in the mid-August timeframe. Merchants who participated in similar advertisement campaigns in the past found them to be a good value to draw customers during what is traditionally their slowest time of the year.

Ricky also continued working to coordinate various aspects of the triathlon to be held in 2013.

### Community Development

This week Mike completed the 8<sup>th</sup> and final Financial Draw to New Castle County for the 37<sup>th</sup> Year CDBG Program.

Mike also prepared a final report to New Castle County on outstanding loans from CDBG programs, as well as a report to the City auditors to comply with OMB Circular A-133.

### Parking

Parking Administrator Marvin Howard reports that the bid package for the entrance to Parking Lot #3 has been completed and will be put on the City website and forwarded to contractors today.

Maintenance continues on the downtown parking lots. This includes painting directional signage in the lots.

### Code Enforcement

A C/O has been issued to UD for house renovations at 373 South College Avenue.

45 East Main Street (Salad Works) received it's C/O to operate in the Main Street Galleria.

Renovations have been completed on a foreclosed property at 49 Shull Drive.

225 East Park Place – This residence had a kitchen fire over the weekend. No injuries were reported.

## **Public Works**

### Engineering/Planning and Inspection

- Planning and coordination continues for the July 23 start of the Multi-Family Recycling Program.

- Contract 11-04 – 2011 Street Improvement Program Punchlist: Sam’s Construction completed work on the punchlist. Work completed involved topsoiling and seeding, and sealing joints of hot mix driveway patches.
- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials began work on this year’s Street Program this week on Bassett Place and Thompson Circle and completed the following:
  1. 3.6 s.y. of concrete removal.
  2. 97.3 s.f. of 4” replacement p.c.c. sidewalk.
  3. 20.5 l.f. of 4’ wide replacement p.c.c. valley gutter.
  4. 660.9 l.f. of replacement p.c.c. rolled curb.
  5. 23.5 l.f. of replacement p.c.c. integral curb and gutter.
  6. 35.3 l.f. of sawcut for concrete removal.

\*Contractor used 41.5 c.y. of DeIDOT Class B concrete in above pours.
- Requested a Design Build RFP number for stormwater retrofit projects at the Hunt at Louviers, and inserted two modified as-built drawings received from the Chief of Party. The RFP was subsequently revised, and forwarded to the Purchasing Assistant for comment.
- Updated storm drainage information on the GIS.
- Discussed the Community Water Improvement grant retrofit project with a representative from United Water. They are charged with reducing cryptosporidium in the Christina Basin, and our retrofit efforts in the White Clay watershed could count toward those reductions. In exchange, they agreed to provide us with any quantifiable reduction numbers their consultant may calculate as a result of the retrofits.
- Performed 16 dry weather outfall inspections.
- Started reviewing the final draft of the New Castle County/DeIDOT NPDES permit.

### Survey Crew

- Performed additional elevation shots and marked out additional grades for curb replacement on Thompson Circle.
- Began re-inspecting sidewalks in Phase 3.2 of the Sidewalk Program in the central location of the city.
- Completed preparations of the violation & obstruction letters for the northern area of the city in Phase 3.2 of the Sidewalk Program.
- Stationed, offset, and shot elevation grades on approximately 1,250 l.f. of curb to be replaced along Apple Road cul-de-sac for this year’s Street Program.
- Staked out the drainage outfall at Saw Mill Court per the request of Mike Sistek.

### Field Operations/Streets

- Hot mix crew excavated and applied 756 s.f. of hot mix at Stafford Avenue & Hawthorne Avenue and repaired various potholes citywide.
- Street crew assisted Electric Department with the backhoe & operator.
- Street crew saw cut 229 W. Park Place for future hot mix repairs for the Electric Department.
- Street crews are working on assembly and delivery of recycling cans for the upcoming Multi-Family Recycling Program.
- Street crew assisted Refuse Department with the pick-up of heavy items on the knuckleboom and delivery of refuse cans.

- Catch basin crew excavated curb, double catch basin and bonnet for future repairs at Fairvalley Court and Delrem Drive, and excavated sidewalk for the Electric Department at 503 Nottingham Road.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed, and applied thermoplastic for the parking stalls at the Wilson Center parking lot and Folk Park parking lot for the Parks Department.
- Sidewalk sweeper continued with duties on Main Street.

CSH/mp