

## **DEPARTMENTAL WEEKLY REPORTS**

**September 7, 2012**

### **Electric**

The line crews finished replacing old cable terminations on one 34kV transformer that feeds the City and has started on another set. The crew also changed a danger pole on New London Road and a pole on Casho Mill Road after broken from a car accident. The line crews also fixed an oil weep on a large transformer at Dow.

The electricians investigated malfunctioning pump operation at a water pumping station after an outage where primary wires burned down during a storm. Also, the electricians continued work at the Phillips Avenue Substation installing conduits for the SCADA systems.

Engineering worked on repairing SCADA and backup communications to substation relays. Engineering worked on relay requirements and fault calculations for the Bloom Energy services.

### **Water & Wastewater**

The continuing rains have provided limited opportunities to refill the reservoir. While the trend in the reservoir level is generally down, the ability to add water here and there has allowed us to keep the water level high enough that we have a high degree of certainty that we can complete the year without drawing the water level down much farther than we already have.

Work continues on the sewer line repairs associated with the capital program Sanitary Sewer Study and Repair Project. Once the point repairs were completed we have been focusing on the slip lining work.

We have taken delivery of one of two trucks that we purchased this year for the Water Department. The first truck is a pickup truck with an open bed service body for tools and equipment that will be used by the maintenance crew. The second will be a larger pickup style truck with a walk in box for tools and equipment also for use by the maintenance crew. The two trucks will allow us to send the crew to two work sites or gather at one location to take care of a larger problem while pulling all of the equipment that might be needed. These trucks will replace the existing truck 202.

### **Police**

The Office of Highway Safety has awarded the Newark Police Department with overtime money to conduct Pedestrian Safety Enforcement. Over the next several weeks, officers will be in various locations throughout the city, ensuring pedestrians and motorists obey all laws.

The Newark Police Department was awarded \$39,200.21 from the “Fund to Combat Violent Crime” grant. The money was awarded to purchase and fully equip a marked police car for the newly created Special Operations Unit. The vehicle must be used to supplement our current police fleet and cannot be used to supplement an existing vehicle in the fleet. The Special Operations Unit officers deal with chronic problem locations in the City. Final approval to purchase the car goes before Council on September 10<sup>th</sup>.

On Tuesday, September 4<sup>th</sup> at 11:18 p.m., a 21-year-old resident of Madison Drive called Newark Police and reported that a suspect had entered his home and struck him in the head with a handgun before fleeing the area. The victim told arriving officers that he had met the suspect earlier in the day and the suspect gave him his phone number. He later found the suspect in the first floor of his apartment where the assault took place. Officers noted that there was a strong odor of marijuana in the apartment as well as a replica handgun, knife, and swords. Detectives were able to identify the suspect and a warrant was issued for his arrest. The investigation is continuing.

## **Planning & Development**

### Planning

Some work was performed preparing ICC Codes Amendments and supporting materials for Council review.

This week both Planner Ricky Nietubicz and Parking Administrator Marvin Howard completed Emergency Management training.

Some time was spent on the Code Enforcement Division website.

Work was performed preparing for the October Planning Commission meeting. Rezoning of a portion of the Twin Lakes subdivision and Comprehensive Development Plan update planning are among the agenda items.

### Economic Development

On Tuesday, Ricky staffed the DNP Design Committee meeting. The Committee finalized the draft of the Design Guidelines for final review by stakeholders outside of the committee prior to publication. The Committee plans to have the draft published in October. The Committee also decided to finish all improvements to the alleyway between Main Street and Lot 4 in time for Community Day.

On Wednesday, Ricky staffed the DNP Merchants’ Committee meeting. The Committee was pleased to learn about new online advertising opportunities available to them. The Committee decided to continue the previous year’s Downtown Gift Card Giveaway Program to reward shoppers who spend \$250 or more with participating merchants with a \$25 gift card. Minor changes from the prior year’s program were suggested.

This week Ricky also reviewed DNP funding derived from business license fees.

## Parking

Marvin worked on instituting a pilot program for parking in the loading zone in front of Grotto Pizza from 5:00 p.m. to 1:00 a.m.

## Code Enforcement

Fraternity and sorority inspections for the new school year have started at the UD. Fire Prevention Inspector Bill Street and Property Maintenance Inspector Ryan Straub will be doing these over the next three weeks.

Code Enforcement Supervisor Steve Wilson attended a meeting on the Curtis Smoke Stack demolition in the Parks Office in preparation for the bid meeting today at 10 a.m. at the site.

Grass complaints are up this week. Violation notices are going out every day for compliance.

Weekend trash patrols have begun. Warnings will be issued for the next three weeks.

## **Public Works**

### Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Diamond Materials worked on Elm Avenue and Woodlawn Avenue completing the following:
  1. .7 c.y. of excavation.
  2. 1.40 tons of stone base placement.
  3. 533.3 s.f. of 4" p.c.c. sidewalk installation for ramps for the handicapped.
  4. 48.0 s.f. of detectable warning block installation at ramps for the handicapped.
  5. 330.1 l.f. of rolled curb replacement.
  6. 28.1 l.f. of integral curb and gutter replacement.
  7. 44.6 l.f. of concrete sawcutting.Crew used 27.5 c.y. of DeIDOT Class B concrete in above pours.
- Laura's Glenn: Completed compiling items for the "Conditional Acceptance" punchlist. Also completed the marking of defects to be addressed along the street and sidewalks.
- Erosion & Sediment Control Inspections: Performed site inspection at Sutton Place.
- Contract 12-05 – 2012 ADA Handicap Ramp Installation Program: Diamond Hill formed and poured 64 l.f. of integral curb and gutter on Scotch Pine Road and Red Pine Circle. Contractor used Class B concrete.

### Field Operations/Streets

- Excavated, formed, and poured 60 ft. of rolled curb at 92 Dallas Avenue and applied base hot mix at same location, backfilled with topsoil, and seeded.
- Put finishing touches on the work at Iron Glen Park at the retention area.
- Cleaned debris out of the culverts at Barksdale Road Bridge, Church Road, Park Drive, and Bellevue Road.

- Repaired catch basins at 41 Country Hills Drive and 10 Ranch Court.
- Assisted Refuse Department on 3-man trash truck and delivery of trash cans.
- Loaded and hauled 2 loads of previously stockpiled hot mix and concrete from city yard to Batten for disposal. And loaded one load of sweeper material from city yard to the landfill.
- Investigated drainage complaint at 810 Bradford Lane.
- Cleaned up discarded tires and trash from Iron Glen Park for disposal and loaded and hauled one load of tires from the city yard to the landfill for disposal.

## Parks & Recreation

### Administration & Planning

#### Pomeroy and Newark Rail Trail Update:

- We committed considerable time planning for the Pomeroy and Newark Rail Trail opening scheduled for Monday, September 10, at 11 a.m. at the confluence of the James F. Hall and Pomeroy Trails.
- I met with Merit to do a final review and to ID the location of signage along the trail.
- Last Friday we conducted the semi-final inspection of the project. Attendees included representatives from DelDOT, DNREC (State Parks), Pennoni, Merit and Newark.
- The Chapel and Cleveland crosswalk signal installations should be completed by Friday.
- The installation of collapsible and wooden bollards will be completed by Friday.
- Merit began installing the switch plate (static display) in the area of the Hall and Pomeroy connection.
- The second bridge, in the north trail segment, was set in place last Tuesday.
- I've been working with Bruce Herron to finalize the Conservation Easement document for a segment of the trail between the Hall Trail and Wyoming Road.
- Last Wednesday (August 29) marked the one year anniversary of the start of construction on the trail. This year's mild winter and relatively dry summer permitted nearly uninterrupted construction.

Last Tuesday we opened proposals for RFP 12-02 Design-Build Services For Two (2) Skate Spots. We received three (3) proposals. Our internal and volunteer team will rank each proposal and soon thereafter submit a recommendation of award to the City Manager.

I met with the developer for the proposed Huckleberry subdivision to discuss landscaping requirements.

#### Park Management:

- Conducted park inspections
- Started coordinating for Pomeroy Trail opening ceremony
- Coordinated with electrical contractor doing work on Pomeroy Trail to deliver one extra light pole and head to Olan Thomas storage building

- Met with a homeowner concerning tree and landscaping issues at his residence
- Met with an Eagle Scout candidate to discuss a possible project at Handloff Park
- Attended the semi-final inspection of the Pomeroy Trail
- Met with the Streets Supervisor concerning installation of a concrete pad under the shelter at Handloff Park

### Parks/Horticulture Operations

- We continued mowing operations
- Completed wood carpet application under all play equipment at Handloff Park
- Continued mulching landscape bed areas as needed and completed bed maintenance and herbicide applications as needed
- We worked with the Code Enforcement Supervisor to assist with some test borings on chimney at Curtis Mill site
- Conducted trash and recyclable pickups throughout park system
- Worked on or completed several maintenance work orders throughout park system
- We refurbished the bench at bus shelter in front of City Hall

### Recreation Services

Paula continued to gather and deliver supplies for the Before and After Care programs at Downes and West Park Schools. Four (4) more children were enrolled for the After Care program at West Park bringing the total to 25. The first week of the programs ran smoother. Due to increased registrations Paula hired three additional staff members and also conducted a training and orientation session for them.

Paula interviewed soccer instructors and referees for the start of the soccer season.

Paula sent out letters to the Adult Winter Volleyball teams inquiring about their return for the upcoming season.

Communications were sent to the participants registered for the Tiny Tot and Little Kickers programs scheduled to start on Saturday, September 8.

The community events staff has been preparing for Community Day. They met with personnel from Goodwill of Delaware about a joint venture and have been scheduling performances and assigning vendor spaces.

Sharon and Joe met with Maureen about banners for the James F. Hall and Pomeroy Trails. Banner arms have been placed on certain light poles on the Hall and Pomeroy Trails. These banners are being designed to advertise and promote Newark events and will be placed on the poles seasonally.

Tyler completed summer program and George Wilson Center rental statistics.

Tyler worked on cleaning and organizing the GWC office and store room.

Joe attended the Pomeroy and Newark Rail Trail opening organizational meeting.

Joe is organizing the skate spot proposal evaluation information packets for the review committee.

CSH/mp