

## DEPARTMENTAL WEEKLY REPORTS

September 23, 2011

### Public Works

#### Engineering/Planning and Inspection

- Contract 11-06 – 2011 Street Improvement Program: Sam's Construction worked on Alexander Drive and Devon Drive and completed the following:
  1. 1,218.1 l.f. of replacement p.c.c. rolled curb.
  2. 27.8 l.f. of sawcut for concrete removal.
  3. 14.78 tons of base hot mix patching.
  4. 3.10 tons of crusher run stone base.
  5. 11.3 s.y. of p.c.c. removal.
  6. 2.41 tons of top hot mix patching (driveways).
  7. .8 c.y. of excavation at hot mix driveway aprons.\*Contractor used 66.5 c.y. of DeIDOT Class B concrete in curb pours.
- Drainage Concern: 953 Devon Drive – Met with owner on site to discuss drainage concerns and possible remedies.
- Erosion & Sediment Control Inspections: Performed site inspections at Laura's Glenn and Sutton Place.
- Twin Lakes:
  1. Performed roll test and check grade for hot mix base course for Nichols Excavation on back of S. Twin Lakes Boulevard.
  2. Cirillo Bros. hot mix base coursed back of S. Twin Lakes Boulevard using 265 tons of Type B mix and paved 1,752 s.y.
  3. First Choice Concrete formed and poured 232 s.f. of 4" sidewalk and 612 s.f. of 6" sidewalk along Lots 28-34. Contractor used 14 c.y. Class B concrete.
- Contract 11-02 – 2011 ADA Handicap Ramp Installation Program: Joseph T. Hardy worked on the following items:
  1. Installed 12.2 l.f. of rolled curb.
  2. Installed 12 l.f. of integral curb and gutter.
  3. Installed 2.10 l.f. of valley gutter.
  4. Installed 216 s.f. of 4" sidewalk.
  5. Installed 24 s.f. of truncated domes.
  6. Installed 15 s.y. of hot mix patching.
- CampusSide: Held pre-construction meeting with owners and CCR.
- Astra Plaza: Met with Rick Romero from Stripe-A-Lot and owner of building to go over maintenance of sand filter.

#### Survey Crew

- Continued Phase 3.2 inspections.
- Measured, offset, and graded 1,040 l.f. of curb on Briar Lane for replacement.

## Field Operations/Streets

- Street crew implemented detours and road closures and assisted Parks Department with Community Day activities.
- Street crew pulled weeds and sprayed at the new bio-retention pond at the 896 water tank.
- Street crew applied rip rap in storm sewer areas at Clear Springs Way and E. Mill Station Road and Casho Mill Road and Blair Court.
- Storm sewer crew removed old and installed new storm sewer manhole cover and frame at Academy Street in front of the student center, repaired sink hole at storm sewer pipe at Fiske Lane and Vassar Drive, and repaired catch basin across from Newark High School near Bassett Place.
- Loader crew pushed up brush for Refuse Department, cleaned area, and began moving stockpiled leaves to different location on site in prep work for fall leaf collection.
- Street crew cut up and removed tree from storm sewer easement on E. Park Place & Manuel Street.
- Street crew repaired sink hole and applied 110 s.f. of hot mix at Rising Road and Hidden Valley Road.
- Street crew delivered trash cans for Refuse Department.
- Sign truck repaired and replaced signs and poles as needed and pressure washed, primed, and painted the recycling cans for Main Street.

## Parks & Recreation

### Administration – Charlie Emerson

I attended my department's 2012 Operating Budget meeting with the City Manager and Finance Department personnel.

On Thursday Tom, Rich and I attended the After Action meeting for Hurricane Irene.

I conducted park inspections and completed inspection forms and forwarded them to Tom for review and to create follow up maintenance work orders as needed.

Recreation staff conducted a very nice Community Day event last Sunday. Good job gang!

I visited Redd Park on two occasions last week to observe the trail rehab project. I'm very pleased and excited about the progress being made. Last week two (2) expert trail designers and builders from the International Mountain Biking Association were here to instruct and guide our work. Park maintenance and trail building staff from Newark, State Parks and Fair Hill, MD were on hand to learn and assist with certain trail building techniques using boulders, smaller rock and stone dust to create unique trail surfaces and features.

The Pomeroy Trail contractor finished clearing the area between Wyoming Road and the Hall Trail.

I reviewed subdivision CIP's and submitted comments to Public Works.

I submitted two (2) "Pre-Applications" to the Delaware Land and Water Conservation Trust Fund grants coordinator for 2011 and 2012 projects. After the pre-applications are approved, I will write formal grant proposals for the projects.

#### Recreation – Joe Spadafino

Paula checked in on both After School programs throughout the week replenishing needed supplies for upcoming activities as needed.

Paula met with a fitness instructor regarding the possibility of offering new classes for the winter/spring.

Paula went to the Prothonotary Office and completed background checks on employees.

Paula attended Purchase of Care training for the Before and After School programs conducted by the Division of Health and Social Services.

Paula coordinated the start of the fitness classes with the instructors which start this week.

The fall session of tennis lessons began including a new afterschool tennis program at Downes Elementary with 12 children participating.

Tyler and Joe met with Dana regarding social media use to promote parks & recreation programs and events.

Tyler held interviews for the CATCH afterschool program scheduled to begin at Downes Elementary on October 3.

Sharon and Debbie prepared for and held Community Day on the UD Green. They accepted vendor applications, assigned spaces, followed up with special requests, designed signage, picked up supplies, recruited volunteers, obtained scarecrow clothing and met with the parks staff on final planning details. With over 200 vendors and approximately 10,000 people in attendance, the event was a great success. Thank you to the Newark Police Department, Public Works, Electric, and all of the Parks and Recreation staff and volunteers that helped make Community Day successful.

I attended the University of Delaware Volunteer Fair at the Trabant Center.

I shot an episode of Comcast Newsmakers that highlighted our fall programs, events and parks. It will air in October.

I am working on a fundraising strategy for our Skate Spot project in an effort to increase our funding for the project.

I am working on a social media contact calendar for our facebook and twitter postings.

The recreation staff worked Community Day and did a great job with the event in their various roles.

### Parks and Horticulture – Tom Zaleski

Horticulture staff completed the following:

- Mowing of all horticulture sites and assisted parks staff with trim work.
- Continued on landscaped bed maintenance.
- Placed new plantings in pots at the main entry to City Hall.
- Assisted loading for Community Day this weekend.

Parks staff completed the following:

- Committed much time assisting with the Redd Park Trail project.
- Continued working on building maintenance work orders.
- Mowing of park areas.
- Continued on park maintenance work orders.
- Continued assisting Networks to rehab. park picnic tables.
- Completed repairs to a surface crack on Handloff tennis court.
- Loading for Community Day this weekend as well as staffing the event.

Parks Superintendent and Supervisor completed the following:

- Conducted park inspections.
- Assisted coordinating park staff and equipment assisting with Redd Park trail project.
- Completed working on purchase orders for the first phase of the reforestation project.
- Prepared a draft of RFQ for pool repair work.
- Superintendent met with Parks Director to determine which tree pits to be done in next phase of Main Street tree pit project.
- Superintendent attended a workshop on Urban Tree Wood Utilization at the Morris Arboretum.

### Electric

A crucial part of the project installing a second feed to the University's Lovett Avenue Science Center has been completed. A contractor bored 18" pipe underneath Kershaw Street, Cleveland Avenue, and the CSX Railroad to get to Center Street. After five days and flying in a special rock drilling head, 650' of continuous conduit was pulled in. This project will give the Science Center a redundant power source in case of failure.

An underground bore contractor has started system reinforcement projects supported by our line crews. Underground cable has been installed at Westfield Court and the contractor has moved operations to Donna Drive. After that 240' of cable will be installed in the Haslett Park area.

The line crews and Water Department personnel are working together to fix an issue on Julie Lane. After 20 years a ground rod driven into a sewer pipe caused problems with flow. A special liner is being installed to fix the area of penetration after the rod is removed.

The line crews and electricians are removing and salvaging equipment at the Phillips Avenue Substation in order to remove a transformer which will make room for a bigger transformer. The smaller original transformer will be moved to the East Main Substation next week to replace a retired unit and the new transformer is tentatively scheduled to arrive by the end of October. The new unit is needed to support the potential growth of the University's 896 site (formerly Chrysler).

### **Water & Wastewater**

We are working on wrapping up the repairs to sidewalks, paving, and landscaping that we have disturbed during the year. Inspections conducted in the wake of the heavy rains associated with Hurricane Irene have identified several small projects that we are coordinating.

The water quality on Kells and Wollaston continues to frustrate us. We have not received many calls lately but we are not satisfied with our progress. We are scheduling a firm to come in and do some video inspection of the water line while the line is in service. The company with the camera technology is offering to do this for free as they are working with the pipe cleaning company and are as interested as we are in what is going on in the pipe.

We have hired a contractor to get the weeds under control at the reservoir. This has turned into a monumental task. We will be working with a contractor next year to stay as far ahead of the weeds as we can.

I will be attending a National Dam Safety Conference in the Washington, DC area next week. There are many presentations that will be of interest including several on the removal of dams.

### **Police**

The New Castle County Police Department has requested the assistance of the Newark Police Department and several other police agencies. The assistance is to provide patrol coverage for two days during the morning and funeral service for Sergeant Szczerba. We will be providing on duty and volunteer officers. This assistance will not reduce police coverage in Newark or incur overtime expenses.

The Police Department gave a presentation for the first night of the Newark Citizens Academy. The attendees were given a one hour overview of the history and functions of the Newark Police Department. The second hour of the program consisted of a tour of police headquarters.

For the past three years, the Traffic Bureau has assigned all officers to work the morning to evening rush hours. This was the time period in which we have received the most traffic complaints and observed the most violations. Education and enforcement efforts have resulted in increased compliance with traffic laws during this time period. Beginning next week, two traffic officers will work morning to afternoon hours and two officers will work afternoon to evening hours. This will enable officers to concentrate traffic enforcement over a greater time period.

The department is continuing to receive donations for the K-9 fund. Once all donations are received, the purchase of the new police dog and maintenance for both dogs will be funded through 2012.

## **Planning & Development**

### **Planning**

Work continued this week preparing materials for the upcoming October 4, 2011 Planning Commission meeting concerning the redevelopment of the property at 132 E. Delaware Avenue for a multi-story mixed use project containing 4,000 sq. ft. of commercial space and 28 upper floor apartments.

Assistant Planning and Development Director Maureen Feeney Roser and I met today with representatives of Parsons Brinckerhoff, the company conducting the preliminary engineering and design study for the Regional Newark Transportation Center.

### **Economic Development**

Some time was spent preparing for the Taste of Newark.

Some time was spent preparing for and facilitating the DNP presence at Community Day.

On Monday afternoon Maureen attended the restaurant meeting with the State Board of Health for Taste of Newark.

Some time was spent on the DNP Annual Meeting.

### **Community Development**

Today, Planner Mike Fortner is attending the DE-NAHRO Regional Annual Conference.

### **Parking**

Last Friday morning, Maureen and I joined with the City Manager and Finance Director at one of our quarterly meetings with the NDT Limited Partnership regarding the proposed multi-story parking garage at parking facility #1.

On Monday afternoon Marvin and I met with Acting City Manager Carol Houck, City Solicitor Bruce Herron and representative of the NPD to discuss towing issues in municipal lots.

Some time was spent preparing data for the Desman Parking Study update.

Code Enforcement

Footing and foundation permits have been issued for 136 Elkton Road and 143 Courtney Street.

The C/O for 201 Suburban Drive (WSFS) will be issued later this week.

CSH/mp