

## DEPARTMENTAL WEEKLY REPORTS

November 4, 2011

### Public Works

#### Engineering/Planning and Inspection

- Contract 11-06 – 2011 Street Improvement Program:
  1. Greggo & Ferrara worked on Devon Drive and completed the following:
    - a. 19.3 c.y. of undercut excavation of unstable street base.
    - b. 42.33 tons of base hot mix placement in undercut excavations.
    - c. 347.22 tons of top hot mix placement to complete street paving.
  2. Sam's Construction worked on Fiske Lane, Amherst Drive, and Baylor Drive, completing the following:
    - a. 42.24 tons of base hot mix patching in front of replaced curbs.
    - b. 2,173.1 l.f. of p.c.c. rolled curb replacement.
    - c. 23.0 s.f. of 4" p.c.c. sidewalk replacement.
    - d. 67.2 l.f. of sawcut for concrete removal.
    - e. (1) single catch basin adjustment and bonnet pour.
    - f. .5 c.y. of undercut excavation.
    - g. 1.00 tons of crusher run placement in undercut excavation.

\*Contractor used 122 c.y. of DelDOT Class B concrete in above pours.
- Investigated a complaint at 114 Delrem Drive.
- Created and exported 20 ArcGIS maps depicting floodplain boundaries, tax parcels, roads and aerials for various locations throughout the City for the Public Works Director.
- Performed quarterly Stream Watch chemical and biological monitoring at Rittenhouse Park. Combined the files in Adobe, and submitted the data to DNS electronically.
- Contract 11-02 – 2011 ADA Handicap Ramp Installation Program: Joseph T. Hardy completed the following:
  1. Installed 273 s.f. of 4" p.c.c. for ramps.
  2. Installed 24 s.f. of truncated domes.
  3. Poured 5.5 l.f. of valley gutter.
  4. Placed 10.6 s.y. of hot mix patching.
  5. Installed 10 l.f. of rolled curb.
  6. Installed 36 l.f. of integral curb and gutter.

Contractor used 11.5 c.y. of Class B concrete.
- University of Delaware Gilbert Dorms: Attended pre-construction meeting for erosion and sediment control only.

#### Survey Crew

- Assembled and mailed the certified letters for Phase 3.1 Sidewalk Contract.
- Prepared the contract for Phase 3.1 Sidewalk Program.
- Completed marking out grades on Baylor Drive.
- Measured offset and graded 521 l.f. of curb on Woodshaw Road for the Street Program.

## **Field Operations**

### Refuse

- Conducted a tour of the City yard for students from the Newark School of Creative Learning.

### Streets

- Assisted Parks Department with barricades/signs for road closures for Halloween Parade and implemented detour.
- Prepared trucks for anticipated snow/ice storm over the weekend with assistance from the City garage. Responded to call-in on Sunday for icy conditions.
- Street crew blacktopped area of City Hall parking lot.
- Street crew saw cut and prepped loading dock area at City Hall for future blacktopping.
- Backhoe pushed up leaves at Iron Glen Park.
- Street crew hauled 2 loads of previously stockpiled material from the City yard to Batten.
- Investigated complaint on Apple Road regarding leaves and grass dumped in a drainage ditch.
- Blacktop crew worked on patch on Creek Bend Court.
- Street crews continued on the 3<sup>rd</sup> week of the Fall Leaf Collection Program.

## **Parks & Recreation**

### Administration/Planning

On Tuesday Joe and I met with a representative of Spohn Ranch Skate Park Design Company to talk about our Skate Spot project.

On Tuesday Carol Houck and I met with representatives of Pennoni (Curtis Mill Master Plan consultant) to discuss moving the project forward.

Last Wednesday Joe, Tom and I attended the Citizens Academy and gave a power point presentation on the Parks and Recreation Department.

Last Thursday I attended an advisory committee meeting for the State Comprehensive Outdoor Recreation Plan.

I worked with two developers this week to advise them of the content requirements for the landscaping Letter of Credit. The Letter of Credit will serve as a surety instrument for the two year warranty period.

Tom met with an Eagle Scout candidate concerning a possible project.

## **Field Operation**

### Park and Building Maintenance

We mowed at park and horticulture sites.

The painting project in the police building is almost complete.

The Public Works survey crew assisted in laying out one small section of the trail at the north end in Redd Park in Middle Run Meadow.

Parks staff loaded, set up and removed supplies for the Halloween Parade.

### Horticulture/Landscaping

Staff continued on bed maintenance and mowing operations.

### Recreation Services

Paula conducted a make-up Skills Day for the youth basketball league. One more will be conducted followed by the draft before coaches will contact players for the start of practices.

Adult Volleyball schedules have been completed with league play beginning on November 9. There are 16 teams in two leagues.

Tyler conducted our annual Halloween Party at the George Wilson Center on Thursday, October 27. We had a great event with approximately 100 children and parents attending and over 30 volunteers helping out.

Sharon and Debbie, with the help of many others, conducted the 64<sup>th</sup> Annual Halloween Parade followed by Trick or Treat Main Street. Seventy-three groups (over 1,500 people) participated in this year's parade, including Delaware's entire congressional delegation, six marching bands, seven floats, and a variety of large and small marching groups, as well as vehicles. The weather was great and a large audience was on hand to enjoy the festivities.

## **Electric**

An underground primary cable failure in Fairfield has the line crews busy trying to find the location of the fault. The cable failure Tuesday afternoon was quickly isolated and power was restored within two hours after switching to backup feeds. The line crews have also been reconfiguring around Main and Courtney Streets preparing for a voltage upgrade and have started putting fault indicators on the new 34kV circuit feeding UD's Lovett Avenue Science Center.

The electricians have been laying out the footprint for the new substation transformer to be delivered in December. A contractor has started excavating the foundation and installing pipes.

The electricians have installed communication devices and circuitry to the relays that will control the new circuit feeding the UD Science Center. They have also installed parallel metering on the City's main transformers as a backup for DEMEC and the SCADA system.

Engineering has compiled the University's October loads for billing and compiled the monthly loads from all the distribution circuits. Engineering has tested several house meters for accuracy and programmed relays associated with the new circuit feeding the UD Science Center.

### **Water & Wastewater**

We conducted a tabletop exercise of the Emergency Action Plan for the Newark Reservoir this week. We had individuals from City, County, and State agencies in attendance as we familiarized the participants with the plan and worked through notification and communication issues. We will update the plan based on the feedback that we gathered and plan a more detailed exercise next year.

We have issued purchase orders for the repair of pavement that has been disturbed by water and sewer maintenance activities throughout the year.

We are scheduling the preconstruction conference for the Cooches Bridge lift station. When this work is finished we will have renovated all of our lift stations with state of the art pumps and electrical controls.

Purchase orders have been issued for the purchase and installation of parts to renovate the lime storage and handling system at the Newark Water Treatment Plant.

We are continuing to monitor the water discoloration situation on Kells and Wollaston Avenue. The twice daily monitoring that we are conducting indicates that the conditions are improving.

I met this week with DNREC staff to discuss Well 14. We will be receiving a letter in the near future allowing us to resume construction activities.

### **Police**

On Friday, October 28<sup>th</sup>, Officer Peter Barnes stopped a vehicle that matched the description of a vehicle used in a robbery in the area of New London Road the previous week. A subsequent investigation lead to two occupants of the vehicle being charged with 2 counts of robbery and 1 count of conspiracy. The suspects were also charged with committing a robbery in Claymont.

On Friday, October 28<sup>th</sup>, members of the Street Crime Unit and the State of Delaware Division of Alcohol and Tobacco Enforcement used cooperative underage witnesses to conduct alcohol compliance checks at liquor stores, and establishments, serving alcohol in the City of Newark. Eleven establishments were checked. Four establishments were

charged with serving alcohol to an underage person. The establishments that did comply with the law were notified by letter that they passed the check.

On Friday, October 28<sup>th</sup>, Newark Police arrested a Newark resident for a burglary and theft that occurred at the Embassy Suites Hotel on September 17, 2011. The initial incident was falsely reported as an armed robbery. The robbery will be removed from the robbery column on our weekly crime report.

## **Planning & Development**

### **Planning**

The Planning and Development Department has prepared a draft report regarding apartments in the BB zoning district. This matter is tentatively scheduled for review at the December 6, 2011 Planning Commission meeting.

At its meeting Tuesday evening, the Planning Commission reviewed the proposed 132 E. Delaware Avenue redevelopment project. The Commission recommended approval of the project.

### **Economic Development**

This week UD Homecoming banners were installed and will fly on streetlights downtown until the week of 11/20 when they will be switched out for downtown holiday banners.

Some time was spent on the downtown Newark Holiday Ad Campaign.

On Tuesday morning, Planner Mike Fortner staffed the DNP Design Committee meeting. The Committee discussed updating or revising the Design Guidelines.

On Wednesday, Mike and I hosted the DNP Merchants' Committee meeting.

### **Parking**

Parking Administrator Marvin Howard worked on parking lot banner locations for installation.

Marvin worked with Security Instruments to repair damage to cameras in Lot #3 and Lot #4.

Some time was spent on Lot #3 lease renegotiations.

On Friday afternoon – Dennis McFarland, Roy, Marvin and I met with the More Park structural and civil engineers to get rolling on what we will need to be ready for early 2012.

KRS/mp