

DEPARTMENTAL WEEKLY REPORTS

December 4, 2009

Planning & Development

Planning:

The Planning and Development Department has learned that the Stone Balloon Washington House Restaurant will be asking the Delaware Alcoholic Beverage Control Commission for a revision to its liquor license to enable customers under 21 to be served food within this facility. Under the current State liquor license customers must be 21 or over to enter the restaurant.

Economic Development:

Assistant Planning and Development Director Maureen Feeney Roser continued to spend time on holiday advertising; retail promotions – including the Passport to Holiday Savings; the Storefront Decorating Contest; and preparations for Winterfest.

On Monday DNP Intern Mark Lotierzo attended the first planning meeting for the University's Second Annual Reunion/Forum Weekend scheduled for June 4-6, 2010.

Maureen also distributed an E-News You Can Use Newsletter for downtown businesses.

Maureen also attended a DNP Merchants' Committee meeting this week to discuss holiday promotions, Sunday parking issues, and the upcoming Restaurant Week event.

Community Development:

Tuesday, December 1, Planner Mike Fortner staffed the Downtown Newark Partnership Design Committee meeting.

Parking:

The canopy shelter at one of the Lot #1 pay stations was seriously damaged by a truck this past Sunday. We will, of course, make the necessary repairs.

Code Enforcement:

Work also continues on the proposed amendments to the Building Code that would specify LEED type energy conservation and efficiency standards for the City.

Public Works

Engineering/Planning and Inspection:

- Contract 09-03 - 2009 Street Improvement Program:
 - 1) Produced "Quantities for Invoicing" spreadsheet of payable items completed on contract in the past month.
 - 2) Inspected 31 manholes adjusted on contract and compiled punchlist items.
 - 3) Inspected 20 catch basins adjusted on contract and compiled punchlist items.
- A public information meeting on the Cleveland Avenue Landfill will be held in our Council Chamber on December 10 from 6-8 p.m. This meeting is being held at the request of one Newark citizen to DNREC.
- Performed quarterly wet visual monitoring tasks in accordance with our industrial NPDES permit for the maintenance yard, along with the required documentation.

Field Operations/Streets:

- Street crews continued working on 7th week of fall leaf collection schedule.

Water & Wastewater

We experienced several equipment failures at the South Well Field Treatment Plant (SWFTP) after the power outage that we had on Monday of this week.

The operator interface terminal (OIT) for the treatment plant units failed. We can no longer see what the plant is doing by looking at the screen. We have determined that the computer is still working and operating the filter units correctly. We have identified other means to gather the data that normally would have come from the screen. We have ordered a new OIT that should be here by the 17th of December.

We also experienced the failure of a chlorine analyzer. We were able to exchange a power board from a spare unit we had on hand. We are sending the bad board out to see if it can be repaired or if we need to buy a new one.

We also experienced a failure of the variable frequency drive (VFD) that controls the newest of the three high service pumps at the SWF. We are using the older high service pumps until we are able to get new cooling fans installed in the VFD.

I attended the Clean Water Advisory Committee (CWAC) meeting in Dover this week. The CWAC, like many other governmental entities, is looking for viable long-term funding options to continue the work that they are doing. They are considering many options.

On Thursday I will be attending the Water Supply Coordinating Council meeting.

Electric

At 10:00 a.m. on Monday, November 30, a squirrel chewed through a primary cable at Kershaw Substation. Because of the close proximity to the station and the fortitude of said squirrel, 9000 amps started flowing. This amount of current is six times the amount that flows on one phase on the hottest day for all the circuits combined. The all time peak load for the City was 90 MVA in 2007. This fault was 180 MVA on a single conductor. This tremendous amount of energy caused a lightning arrestor on the transformer feeding the City to fail and trip the transformer. Electric personnel quickly rushed to evaluate the problem and switch the City back on.

By 10:20 a.m. all circuits but the original were switched to a different transformer and by 10:40 a.m. that circuit was switched to another feed.

New lightning arrestors and cable have been ordered and the transformer is being tested for any possible damage. Preliminary signs are good.

Parks & Recreation

Recreation – Joe Spadafino:

Recreation Supervisor Paula Martinson completed background checks on new temporary, part-time recreation employees at the prothonitary's office and processed their employment paperwork. She also completed an order for Youth Basketball League t-shirts and continued to add players to the teams.

George Wilson Center Coordinator Tyler DeBruin prepared for and worked the 23rd Annual Thanksgiving Day Breakfast. We had a successful morning and everyone enjoyed a good time, great food and fellowship was had by all. Total participants were down a bit, but we served approximately 120 guests and 30 volunteers. Approximately 47 items were collected for the Food Bank of Delaware. Many guests received door prizes from our generous sponsors.

Tyler was notified that he received a scholarship from the United States Tennis Association to attend the 2010 Community Tennis Development Workshop scheduled for January 21-24 in San Diego, CA. Tyler is our department tennis program coordinator.

The Community Events staff spent time wrapping up items associated with the Turkey Trot. Trophies that were not claimed after the race are being picked up at the office and event results have been posted. They have also been busy planning and preparing for this Friday nights Winterfest scheduled for 6–8 p.m. on the Academy Building Lawn and Saturday mornings Snack With Santa and Santa's Secret Shoppe at the Wilson Center.

Recreation Superintendent Joe Spadafino has been organizing the Winter/Spring Newsletter and registration procedures for January. He also committed time doing

research on the Pomeroy and Newark Railroad and working on the design of the kiosks for the Pomeroy and Newark Railtrail.

Parks & Horticulture – Tom Zaleski:

Park Superintendent Tom Zaleski met with the White Clay Vista developer to work through landscape issues.

We continue to be busy with late season mowing and leaf clean up.

Park personnel assisted with the set up for the Thanksgiving Day Breakfast at the Wilson Center. They also committed time on Monday unloading and storing materials and equipment used for the Turkey Trot.

We spent time at the Transfer Station doing necessary maintenance to the scale pit and a decaying truss at the Station building itself.

Police

On November 21st, Newark Police in conjunction with the New Castle County DUI Task Force conducted a DUI checkpoint on Delaware Avenue. The checkpoint concluded with 13 DUI arrests and a total of 14 drug violations from several defendants. In addition to the arrests, during the detail two separate vehicles were observed attempting to avoid the checkpoint. In both instances, the vehicles were stopped and drugs were found.

On November 21st, at 12:22 a.m., a resident on Tanglewood Lane awoke to find a white female burglar in his house. The resident chased the suspect outside to the driveway and struggled with her. The suspect was able to break free and run off in an unknown direction.

On November 30th, at 1:20 a.m., six university students were bounded and gagged by four armed robbers, who broke into the student's University Courtyard apartment looking for drugs and/or money. The Newark Police Department would like to remind people that it is never safe to keep illegal drugs in their homes.

On November 30th, at 11:23 a.m., Cpl. Chris Jones responded to the intersection of Ogetown Road and Library Avenue on a report of a single vehicle collision. A witness stated that the driver fled along East Main Street and provided a description. Upon hearing the description broadcasted, Cpl. Saunders responded and observed the suspect on Main Street. He ordered the suspect to stop. The suspect refused and said the "voices" were telling him to run. Cpl. Saunders chased the suspect and arrested him. The suspect stated that he had just stolen the car from State Police jurisdiction. Criminal charges have been filed, pending the suspects release from a mental health facility.

Robbery, aggravated assault, and burglary crimes are down substantially compared to this time last year.

City Manager's Office

Personnel/Labor Relations – Charlie Zusag:

The staff is preparing for the transition to a 100% bi-weekly payroll system beginning January 1, 2010. Approximately 33% of City employees have been on a weekly payroll system. Moving to a bi-weekly system for all employees is expected to allow the Finance Department to use existing personnel more efficiently.

Purchasing/Special Projects - Carol Houck:

GIS/Parcel Based Mapping: I held a meeting with all staff currently using or trained on GIS/Parcel based mapping programs. The meeting was productive and we have a good understanding of the skills and programs currently in use. We had previously compiled data of current uses and desired uses for an organization wide program and are now obtaining updated price quotes and system offerings from various vendors.

Pomeroy Trail Update: We have received the final plan submission for the Pomeroy Trail design and it is being reviewed by department directors. Construction documents will follow shortly for final review. We have reached out to DelDOT about our desire to pre-qualify contractors for this contract. Proceeding in such a fashion can ensure we receive bids from firms that have already satisfactorily completed similar work. We are required to have state approval in relationship with the funding for this project.

Pre-Sort Mail Service: We have completed a full evaluation of a State contract for pre-sort mail service that will provide reduced cost mailing for all envelope mail leaving our building. The State, Wilmington and Dover are currently using this service which we plan to begin in January. This change will also improve efficiencies within our meter reading operations with a reduction of trips to the Post Office.

KRS/mp