

DEPARTMENTAL WEEKLY REPORTS

November 6, 2009

Water & Wastewater

I met this week with several residents of Arbour Park to discuss an alternative route that might be used to access the sewer line that crosses the Christina Creek adjacent to the development. As soon as I have spoken with everyone I will make a recommendation as to the route that should be used.

I recently reported that we had completed repairs to some sewer manholes that are located in and along the unnamed creek that drains across Creek Road in the vicinity of Bubble Gum Rock. This week I inspected the work to see what affect the repairs had after several heavy rains since the repairs were completed. The repairs have worked as planned causing gravel to accumulate against the manholes while moving the stream towards the other bank. I will be identifying additional areas that this technique of bank stabilization can be used to protect utility assets as it is significantly less expensive than traditional methods.

I have been coordinating the repair of an exposed sewer pipe that crosses a drainage ditch within the White Clay Creek Corridor with the National Park Service. As soon as I get approval of the proposed repair I will be forwarding a permit application to the Corps of Engineers.

On Friday, November 6 I will be attending a mandatory workshop regarding the Drinking Water State Revolving Loan Fund so that we will be eligible to access the loan funds in the coming year.

Electric

The line crews changed a dangerous pole at East Main Substation found by our pole testing contractor several weeks ago and fixed hot spots found by our annual infrared survey. The crews were also busy changing hardware on Water Works Lane and Academy Street in preparation for a future 4kV to 12kV upgrade. Upgrading insulators and installing dual voltage transformers are necessary before any voltage conversion can happen.

The relays at Sandy Brae Substation are being upgraded from an older electronic type to microprocessor based relays. Programming and extensive testing is being done. A 12kV distribution breaker for this station was sent out for repair in February and was returned this week. The breaker has been tested for proper operation and will be put in service as soon as the relays are upgraded.

The University has picked an engineering firm to do a study for the circuits needed for the new chiller plant and science center on Lovett Avenue. New 34kV circuits will be

needed to support this project and all engineering analysis for circuit routes and pole loadings are being done by the University on the City's behalf.

The monthly loads from all the substations were collected for internal analysis and the University's loads from 20 primary meters were compiled for billing purposes.

Parks & Recreation

Administration – Charlie Emerson:

Along with Park Superintendent, I visited several park sites to evaluate tree concerns.

I spent some time with park maintenance personnel and John Herring reviewing the computer based maintenance tracking program we are developing.

A large percentage of my time this week was committed to writing grant proposals for park projects.

Recreation – Joe Spadafino:

The George Wilson Center Coordinator prepared for and worked the annual Halloween Party at GWC on Thursday, October 29. It was a great event with over 100 people attending.

The Community Events staff wrapped up items from the Halloween Parade, this included notifying winners, printing awards certificates and grouping donations that were to be awarded as prizes. They are also working on securing donations from local businesses and organizations for the upcoming Turkey Trot 5K and 10K Runs/Walk.

The Recreation Supervisor of Community Events has been working on compiling a list of all impervious surfaces that the Parks and Recreation Department is responsible for maintaining.

The Recreation Supervisor of Athletics sent out league evaluations, certificates and coaches plaques to the youth soccer league coaches to distribute to their players. The regular season ended this weekend and playoffs will begin this coming Saturday, November 7.

The Recreation Supervisor of Athletics continues to place registrants on youth basketball teams. Currently there are over 90 youth registered for the various leagues. Practices begin this week and games will start in mid-December. She also conducted an orientation with the youth basketball staff (scorers, timers and gym supervisors) touring the facilities where practices and games are conducted, finalizing employment paperwork and the work schedule.

The Recreation Specialist conducted a meeting with the Downes After Care staff and gathered supplies for the Preschool and Before/After Care programs.

The Recreation Staff has been working on their winter/spring program planning which includes completing instructor contracts, finalizing facilities scheduling and developing program outlines.

The Recreation Superintendent worked on an improved marketing plan for the department, some of the items included developing a Facebook page and redesigning our web page to be more user friendly when searching for program areas.

Parks & Horticulture – Tom Zaleski:

We committed considerable time completing building maintenance tasks.

We are working on preparing materials to be provided to residents who live adjacent to park areas where we plan to transform certain fine mowed areas to meadows.

The Park Superintendent committed time preparing an article for the next issue of the E-Newsletter and planning for the installation of a rain garden at Lumbrook Park.

Considerable time was spent last week preparing for the placement of LED light strings on Downtown Main Street trees.

With leaves now falling at a rapid pace we are spending a lot of time with mulching and clean up efforts at various sites.

Police

A month long identity theft investigation has resulted in the arrest of Arthur James IV, age 34, of the first block of Battle Drive, Newark, DE 19702. The investigation revealed that Arthur James IV used his grandfather's identity to fraudulently obtain two credit cards. Arthur James IV then used the credit cards at stores throughout New Castle County and Maryland, racking up an \$8,262.28 bill. A search warrant was executed at the residence of Arthur James IV on Battle Drive. During the search, all of the items purchased with the credit cards, including a flat screen TV and a computer, were recovered.

On Sunday, October 25th, at approximately 0645 hours, the Newark Police Department responded to a report of a commercial burglary at the Tobacco Zone located at 1023 South College Avenue. The incident occurred sometime between the hours of midnight and 0645 on that date. When officers arrived on the scene they noticed the front doors to the business were damaged. Once in the store, it was discovered that \$6,000 worth of Newport cigarettes and Newport 100's were stolen. Surveillance video provided a description of the suspect as wearing a dark (possibly blue) hooded sweatshirt, dark jeans, white sneakers, 20-30 years of age, and 5'10"-6'00".

On Friday, October 30th, at approximately 0531 hours the Newark Police Department responded to a burglary alarm at Fairfield News located in the Fairfield Shopping Center on New London Road. Responding officers found that the front door to the business had been damaged; however, no entry was made into the store. Surveillance video provided a suspect description similar to the previous suspect: a dark, hooded sweatshirt, white t-shirt underneath, dark jeans, brown boots, and age and height approximately the same. In addition, the suspect was operating a dark colored, 4-door (possibly Dodge) vehicle bearing a Delaware license plate.

On Saturday, October 31st, the University of Delaware held its annual homecoming celebration. A significant number of Newark Police Department officers were on duty to minimize and address drunk and disorderly behavior normally associated with the event. In addition to policing the city, NPD officers, in conjunction with the University of Delaware Police Department, Delaware State Police, and New Castle County Police, worked to clear the University of Delaware's Athletic Complex of several thousand subjects after the football game started. No major incidents occurred during the event.

Due to the recent street robberies, the Newark Police Department is extending the crime suppression deployment through November. As a part of the effort to impact the issue, University of Delaware Police Department officers and the Newark Police Department Street Crimes unit worked together conducting plain clothes surveillance this past weekend.

Due to the recent promotions, personnel transfers were completed on Monday, October 26th. The Street Crimes and Drug units were re-organized, and Lt. Hargrove assumed command of the Patrol Division. The Traffic Enforcement unit was temporarily reduced to one officer as the other officers were transferred to patrol shifts to keep them at full strength.

As the first week of recruit training drew to a close, one of our recruits withdrew from the academy and resigned. The remaining five recruits are adjusting to academy life and according to academy staff, had a good first week.

Planning & Development

Planning:

Work continued this week reviewing and preparing materials for our proposed "New Center Village" redevelopment plan. We may be proposing an "overlay" district for the Center/Linden/New and Choate Street neighborhood as a way to encourage owner occupancy downtown.

At its meeting Tuesday evening the Planning Commission recommended Council approval of the following:

- A. The redevelopment of the 109-111 Elkton Road (old Daffy Deli) site for a mixed use commercial/residential project.

- B. A substantial increase in the fees for the residential component of parking waivers.

Community Development:

Mike provided staff assistance for the DNP's Design Committee meeting held this Tuesday.

Economic Development:

Maureen spent time preparing for the transformation of the Downtown Gift Certificate to a Gift Card Program. To accommodate a budget amendment, the launch for this program, originally scheduled for "Black Friday," will be postponed until later this year.

Code Enforcement:

The final Certificate of Occupancy was issued for the Studio Green apartment complex club house on Thorn Lane.

Public Works

Engineering/Planning and Inspection:

- Contract 09-03 - 2009 Street Improvement Program:
 - 1) Mumford & Miller Concrete Inc. worked on Timberline Drive and Francis Circle completing the following:
 - a) 618.9 s.f. of 4" p.c.c. sidewalk installation for handicapped ramps.
 - b) 48.0 s.f. of red detectable warning block installation at handicapped ramps.
 - c) (1) double catch basin adjustment and bonnet pour.
 - d) 30.2 l.f. of p.c.c. rolled curb replacement.
 - e) 52.0 l.f. of p.c.c. sawcut for sidewalk removal.

*Contractor used 15.0 c.y. of DeDOT Class B concrete in above pours.
 - 2) Prepared quantities spreadsheet for work performed during the month of October for billing purposes by contractor.
- Rich Lapointe and Mike Sisteck received their recertifications for Certified Construction Reviewer.
- Erosion & Sediment Control & Stormwater Management Inspections: Performed site inspections at Ivy Hall Apartments Addition, Laura's Glenn, Sutton Place, Phillips Mill, and White Clay Vista during rain. Also performed inspections at Emily Bell Place, University of Delaware softball field, and Gilbert Hall dormitories demolition.
- U of D Tubby Raymond Field: Conducted preconstruction meeting with University of Delaware representatives and site contractor representatives to discuss erosion and sediment control and stormwater management on site. Prepared minutes of

the meeting and sent to all attendees. Work is scheduled to begin soon after the football season ends.

- Coordinated with Leslie York-Hubbard at the University of Delaware about details for the upcoming Rain Barrel Workshop.
- Started researching construction and maintenance inspection fees for sediment and stormwater.
- DNREC Re-Delegation Review: Representatives from DNREC's Sediment and Stormwater Division met with the Public Works Director, Engineering Assistant, and Stormwater Program Coordinator to discuss the City's Sediment and Stormwater Program and recommendations regarding their re-delegation review. The City of Newark was approved as a Stormwater Delegated Agency by DNREC for another three year period. DNREC's audit comments were very favorable for our program.
- Contract 09-06 – Handicap Ramps: E. Park Place and Manuel Street
 - 1) Paoli Services replaced 93.4 s.f. of 4" p.c.c. sidewalks for ramps.
 - 2) Replaced 11 s.f. of red truncated domes.
 - 3) Replaced 13.5 sy of hot mix patching.
- Stormwater management maintenance: Contacted owners of stormwater facilities who have not yet finished or started their maintenance per letters sent out this year.

Field Operations/Streets:

- Street crews continued working on 3rd week of fall leaf collection schedule.
- Catch basin crews rebuilt catch basin on Academy Street in front of the Student Center.

City Manager's Office

Personnel/Labor Relations – Charlie Zusag:

The FOP has informed me that they have no objection to the proposed amendments to the pension plan. The ordinance may be reintroduced at the next regular City Council meeting.

One (1) of the six (6) police officer recruits in the current State Police Academy training class has resigned. Applications are currently being accepted from certified police officers through November 30th to fill the remaining two (2) vacancies.

The City received 137 applications to fill two (2) temporary, part-time Parking Enforcement Officer positions. Twenty-seven (27) of them were referred to the Police Department for further consideration. These two (2) positions will be used to increase enforcement.

Purchasing/Special Projects - Carol Houck:

- Energy Efficiency Conservation Block Grant Funding - As you are aware we have received approval of our Energy Efficiency Conservation Block Grant funding totaling \$147,800. A free feasibility review of our facilities was conducted by Honeywell Building Solutions. We intend to utilize the award funds to install lighting retrofits and sensors in both the Municipal Building and Police Department facilities, to implement building envelope improvements (sealing of openings and insulation improvements) and to install double pane energy efficient windows in the Municipal Building. The benefits expected from these improvements as identified by both our Electric Department and the feasibility review are as follows:
 - 40% reduction of lighting load from the lighting retrofits which can save 120,000 kWh per year and produce an annual savings of \$13,200 with a two year payback.
 - An additional 25% reduction in energy usage is expected with the addition of occupancy sensors which can save an additional 45,000 kWh per year and produce an annual savings of \$4,950 and add only a half year to the above payback.
 - The window retrofits and the building envelop improvements will reduce heating and cooling losses and improve the comfort of the Municipal Building.

Additionally, I am continuing to research information related to additional Energy Efficiency and Conservation funds that Newark may be able to apply for.

- In an effort to keep Mayor and Council apprised of emergency or service related issues, we will be sending out a test CityWatch message early next week to both your home phone number and your e-mail addresses.
- Pomeroy Trail Update - The design for the Pomeroy Trail is approximately 95% complete. We will be working on the construction contract documents in the near future. As you know, this project is being funded by the Federal Highway Administration (FHWA). To date we have been reimbursed a total of \$538,483.24 in association with the design phase of the project.
- Curtis and Old Paper Mill Park Master Plan - A kickoff meeting is planned for early next week to begin the master plan effort for these two sites.

KRS/mp