

## DEPARTMENTAL WEEKLY REPORTS

**May 30, 2014**

### Police

On May 25<sup>th</sup>, the Newark Police Department arrested 27-year-old Earle D. Moore, of Wilmington, Delaware, following a domestic related stabbing which occurred in the unit block of O'Daniel Avenue in Newark.

At approximately 6:27 p.m., the 29-year-old female victim, and a 9-year-old child were inside their apartment on O'Daniel Avenue when Moore kicked in the locked door. Once inside, a scuffle ensued and Moore retrieved a knife from the kitchen. The victim fled into a nearby apartment and was chased by Moore who then stabbed her repeatedly. Moore then fled the area on foot but was quickly captured on nearby Julie Lane by responding officers. The victim was transported to Christiana Hospital for emergency surgery and remains hospitalized with life threatening injuries. The 9-year-old, who is the biological child of the victim and defendant, was uninjured and was turned over to family members.

Moore was arraigned via JP Court and committed to Howard R. Young Correctional in lieu of \$181,100 cash bond. The responding officers did an excellent job in treating the victim at the scene as well as quickly capturing the suspect.

The morning of May 25<sup>th</sup>, Newark Police investigated the sudden death of a 22-year-old Pennsylvania man. The victim was visiting with friends on Cleveland Avenue. Following a night of heavy consumption of alcohol, the victim was discovered in the morning lying on the kitchen floor and was confirmed to be deceased.

On May 26<sup>th</sup>, Newark Police investigated a body found in one of our parks. The death was determined to be a suicide of a 58-year-old Pennsylvania man.

On May 29<sup>th</sup>, Chief Tiernan attended the West Point Command and Leadership graduation ceremony. Lieutenant Kevin Feeney, Sergeant Dennis Aniunas, and Sergeant Michael VanCampen graduated from this demanding training course.

Final plans are in place for the University Graduation day this Saturday, May 31<sup>st</sup>.

### City Manager's Office

<b>IT Weekly Status Report</b>		
<b>Total Tickets Currently Open - 95</b>		
<b>Total Tickets Opened Last Week - 56</b>		
<b>ArcGIS</b>	<b>Started – On Track</b>	<b>Expected Completion Spring 2014</b>
Public Works and Planning Departments will be imputing paper kept data into digital form for greater control, efficiency and sharing		
Latest Update: Implementation started – Day 2 of 3 complete.		

<p>Create, share, and manage geographic data, maps, and analytical models using desktop and server applications. Deploy GIS across your organization and on the web.</p> <p>Use ArcGIS maps to compile geographic data, perform spatial analysis, and share your geographic information online.</p> <p>ArcGIS is enterprise-ready technology that scales and integrates across your organization. Manage and share massive volumes of geographic data, imagery, and Lidar with any number of users. Integrate with other enterprise technology, control security and access, and grow your system on your local network or in a hosted cloud environment.</p>		
<b>Microsoft Lync Enterprise Voice (Phone System)</b>	<b>Started</b>	<b>Expected Completion Fall 2014</b>
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Preferred Vendor Selected – Preparing proposal to Council		
City will see improved call control, conference call features, voice mail integration, collaboration and call clarity. This will also cut down or even eliminate long distance phone charges.		
<b>Wide Area Network and Internal WiFi Projects</b>	<b>Behind – Adjusted</b>	<b>Expected Completion Spring 2014</b>
This is separate from the City Mesh for the Honeywell Project		
Latest Update: City Yard Wiring Started – 40% completed		
We will be linking our buildings via a Wide Area Network (WAN) to allow all facilities to share network resources and allow for computer management. Also included is the City's new internal Wireless connectivity project to allow laptop users the ability to travel throughout the building while maintaining a network connection.		
<b>Honeywell Smart Meter Project</b>	<b>On Track</b>	<b>Expected Completion June 1, 2014</b>
Creating Citywide wireless network mesh to allow Electric Meter and Water Meter communication to Municipal Building Data Center		
Latest Update: GoLive being prepped.		
Replaces need for Meter Readers and offers the ability for some remote disconnects and reconnects.		
<b>Harris iNOVA Module Integration</b>	<b>Hold</b>	<b>Expected Completion Summer 2014</b>
Module Integration Software will link together CityView, Cashiering, MUNIS and provide cross platform search capabilities		
Latest Update: Not yet started		
Users will be able to search and pull reports from all systems as if they were one central database. This allows the users to effectively check for customers in good standing.		

## Planning & Development

### Planning

Considerable time was spent this week preparing for the June 3, 2014 Planning Commission meeting. On the agenda are the following items:

1. Review and consideration of the major resubdivision of the 1.43 acre property at 162 South Main Street (Madeline Crossing). Approval is being sought in order to convert existing office space in the mixed-use building currently on the site to apartments, and to add townhouse style apartments in the rear, for a total of 10 new apartment units on the property.
2. A Comprehensive Development Plan update discussion.

This week revised plans for Trader's Alley and Pomeroy Station subdivision plans adding apartments to existing developments were distributed to the Subdivision Advisory Committee for review and comment.

On Thursday morning, I met with a developer to review a project under construction and to talk about potential new development projects.

On Thursday afternoon, I joined City Manager Carol Houck, Mayor Sierer and GNEDP Director Michael Smith in an interview with Business in Focus magazine for an upcoming feature on Newark.

At the Council meeting Tuesday night, City Council approved:

- A real estate agreement with Exponential Development Group making way for a future parking garage project on Municipal Lot #1. Follow-up work to meet the requirements of the agreement has already begun.
- A path forward for Phase I of the Rental Housing Needs Assessment Study by permitting a technical advisory committee to work with the consultant, Urban Partners, for the rental housing market study tasks. Council will discuss committee membership at the next meeting.

Considerable time was spent revising the Planning Commission's final draft of the update to the Newark Comprehensive Development Plan. The revised draft will be released on Tuesday, June 3<sup>rd</sup>. The Planning Commission plans to hold the Public Hearing on the Comp Plan on Tuesday, June 17<sup>th</sup>.

On Monday, June 2<sup>nd</sup>, Evan Morgan will start in the Planning and Development Department as a Graduate Intern. Evan will be working on the Fiscal Impact Model and other special projects.

This week a sketch plan was submitted for departmental comments on a potential redevelopment of land on Possum Park Road just north of Millcroft Nursing Home for the potential expansion of the nursing home facility. Once comments are received the developer will determine whether or not to apply for development approval.

### Economic Development

Planner/DNP Administrator Ricky Nietubicz spent considerable time this week working through logistical arrangements for New Night Downtown, including working with Public Works & Water Resources on arrangements for the detour signage, street and sidewalk cleaning and trash removal before, during and after the event; Parks & Recreation to coordinate kids' games area, and Police on detour and event security. Downtown businesses are excited for the new concept for the event. Ricky is also working with a music promoter (Gable Music Ventures) to coordinate live music in several locations on the street during the event.

This week our summer advertising campaign kicked off on several cable networks, including Bravo, E!, ESPN, The Weather Channel, Discovery Channel, etc., to air throughout New Castle County. Several downtown businesses contributed funds to the campaign in exchange for a brief, 7-second mention at the end of the commercial, after 23 seconds of general messaging and images of downtown. This approach allowed us to purchase a much larger ad inventory than we'd otherwise have been able to do with available funds.

## Community Development

This week the Community Development Block Grant (CDBG) funding agreements for the 40<sup>th</sup> Year allocation have been forwarded to the City Manager and the Director of Legislative Services for signature. Once executed, the agreements will then be forwarded to the sub-grantees.

## Parking

Additional roll-off dumpsters were brought into all pay-to-park municipal lots to help with Memorial Day trash and student move-out which in the past caused major dumpster overflow in our lots.

Considerable time was spent this week preparing the Division's recommendation for the Smart Parking Meter Program. We hope to have the contract on the next City Council agenda.

The Parking Division is preparing lots for the upcoming UD graduation.

## Code Enforcement

Framing has started at 49 South Chapel Street townhouses, known as Continental Court.

The pool is going in at the Retreat at Suburban Plaza.

Unfortunately, two homes had to be posted as "Uninhabitable" this week: One home on Orchard Road needs mold testing and an electric survey; and, the other on Madison Drive has major interior damage due to water from a leaking roof and broken pipes in the basement.

Considerable time was spent this week responding to grass complaints.

## **Public Works & Water Resources**

### **Streets**

- UDNI collections continue to increase as graduation approaches, the Street Division is maintaining the site and helping with donations and item disposal.
- Manhole raised and black top repairs at the intersection of Winslow and Beverly.
- Catch basin repairs at the Hunt at Louviers.
- Large riprap collected at the Curtis Mill site for use at the Pomeroy Trail slope washout repair.

### **Refuse**

- Bulk pickups have increased as a result of UD students moving out.

### **Water and Wastewater**

- Maintenance yard sweeping as a result of Kelley Dinsmore's recent stormwater permit inspection.

- North College Avenue sewer lateral cleanout replacement as a result of mowing damage.
- Flow testing of hydrant at the Newark Train Station.
- Reinsulated the water line at the New London tank.
- Four of five valves have been located at the concrete tank.
- Excavation at the Curtis Park entrance to determine water line location and if line capping is required.
- System flushing on May 23 for Newark Water Treatment Plant media and a result of contractor construction.

### **Garage**

- Garage recommended maintenance completed as a result of Kelley Dinsmore's recent shop inspection.
- We are working with John Herring to assist with the Wi-Fi install in the maintenance building.

### **Management**

- Pomeroy Trail slope washout repair coordination and repair detail.
- We are now required to perform testing of material picked up by the street sweeper before that material can be disposed of at DSWA facilities. We received the sweeper bin testing report from QC Labs this week and are preparing the submittal package for DSWA. This will be an annual reporting requirement moving forward for all street sweeper operators who wish to dispose of sweeper debris at DSWA facilities and costs approximately \$1,500 per test plus staff time.
- Attended a meeting on the Upper Christina Stream Restoration project with Representative Baumbach and Senator Sokola at the Skopowski's house in West Branch. We discussed the project, possible additional state funding through the bond bill and performed a site walk on both the Skopowski and nearby Ziegler property. Stream bank erosion threat to both houses are severe.
- Completed analysis of in-house vs contracting the trash can cleaning of cans on Main Street. We have determined it will be less expensive to continue performing this in-house
- Reviewed code to ensure fines/fees issued during the student move out process are handled appropriately. We anticipate the need to issue fines for leaving trash and bulk items at the curb out of accordance with City Code. We plan to pick up the debris/trash whenever it is found regardless of whether or not it is done appropriately, the fines/fees will help recoup the cost to the City, however.
- Held the mandatory pre-bid meeting for the Corbit Area Water Main Replacement project planned for this summer/fall. Six contracting firms were in attendance.
- Held a design meeting to review the semi-final construction plans for the Arbour Park Water Booster Station. We anticipate putting this project out to bid in the next month or two.
- Received submittals for the Paper Mill Road concrete tank from the project contractor. We will begin review of the submittals over the coming weeks. This project cannot begin until all five filters are up and running at the Newark Water Treatment Plant as this tank provides the lion's share of finished water storage for the downtown pressure zone.

- Completed my review of the Windy Hills to Red Mill Road water main extension alignment alternatives report prepared by Pennoni. This will be a particularly complicated project due to multiple utility crossings and the need to cross the White Clay Creek.
- The contractor working at the Newark Water Treatment Plant allowed for the release of clarifier filter media into the finish water clearwell and effluent line from the plant, causing a plant shutdown this past Friday afternoon. Water Division personnel performed hydrant flushing to clear any media from the system in accordance with standard procedures. The contractor was made to clean all media from the clearwell and perform disinfection prior to bringing the plant back online Sunday afternoon. We have tracked all costs to the City associated with this issue and are in the process of scheduling a meeting with the project manager for the contractor to discuss appropriate recompense.
- We received comments this week from DNREC on the transfer station closure plan. DNREC is now requiring a soil sampling plan for analysis of potential soil contamination which will need to be prepared by our consultant for the project. This will add somewhere in the area of \$5,000-\$10,000 to the cost of the project if no contamination is found and significantly more if there is contamination.
- We prepared documentation requested by the EPA on Newark's Delegated Agency program as part of the DE Sediment and Stormwater Program ahead of our EPA audit tentatively scheduled for early this July. It has come somewhat as a surprise that we were chosen for the audit as the City of Wilmington and the New Castle Conservation District were originally selected several months ago.

### **Electric**

The line crews are setting a new pole and moving the facilities at 1 South Main Street and they continued working at The Cottages at the Plaza setting switches and transformers.

The electricians spent three (3) days fixing the underground lighting circuits at the parking lot behind Abbott's Shoe Repair. The wiring faulted in the underground conduits and were very difficult to replace and trace out. The electricians also repaired the backup communications to one of the substations. The electricians returned to working on one of the last two substations which needs relay upgrades before communications with SCADA can be established.

Engineering continued working on contacting other utilities and software technicians about AutoCad data conversion for engineering software utilization. Engineering also contacted the SCADA developers about a couple of issues that were discovered while using the system that need to be changed. Engineering is also checking the switched capacitor banks for proper operation before the higher summer loads hit.

## Parks & Recreation

### Administration & Planning

I committed time working on the 2015-2019 Capital Budget.

Last Wednesday evening we conducted a public meeting to discuss the Community Garden concept. Twenty-three (23) people attended. We asked for volunteers to work with us to create rules and guidelines. We've identified Fairfield Park as the host site for the garden. Tom will begin working with the group of volunteers soon to move the concept forward.

I prepared an article about the Curtis Mill Park project for the Delaware Recreation and Park Society's quarterly newsletter.

Last Thursday Rick Vitelli and I met with U of D Public Policy staff who are doing research of current practices on pedestrian lighting for sidewalks and trails.

On Thursday I gave new Councilman Gifford a tour of our park system.

I met with the PW&WR Department Special Project Coordinator at Fairfield Park to discuss options for improving accessibility from the parking lot.

Tom reviewed several landscape plans for proposed developments and made suggestions as needed. He also inspected landscape installation at the Northwest Booster station for the Public Works & Water Resources Department.

Tom conducted park inspections and wrote up maintenance work orders as needed from three park areas.

Sharon, Joe and Tom put together the power point presentation for the Newark Community Garden meeting that was held at the Wilson Center on Wednesday night.

Tom attended a meeting with DeIDOT concerning the plant replacements in the traffic medians along South Main Street/Elkton Road. DeIDOT agreed to replace plantings that did not survive the initial project. Parks staff will assume the maintenance of the areas.

Tom continued to coordinate with Ruppert (mowing contractor) on area mowing operations which include storm water basins, the slopes of the Reservoir and other City owned sites. Ruppert began mowing last week.

We completed planting more than 1,200 annuals at selected sites on South Main Street/Elkton Road and at City Hall.

Our arborist contractor removed seven creek blockages along the Christina Creek.

Rich, Tom and Steve Wilson met with an Eagle Scout candidate about possibly doing his Eagle Scout project at Fairfield Park. The project would entail installation of a garage door, installation of a pre-hung entry door, installation of a glass block window, and all necessary framing to the existing block building. This work is part of what is needed to ready the block building for the Community Garden which will be going in at this site.

Tom inspected the light poles along the Pomeroy Trail to see if water had gotten into the glass coverings. Some lights are still having this issue. The contractor had been notified.

Rich continued assigning work orders to field staff and assisting as needed.

Tom contacted the contractor about tree replacements in tree pits along Main Street. There are eight (8) Okame Cherries that need to be replaced as well as one (1) Linden that was vandalized.

### Parks Maintenance

We continued mowing operations as well as doing first line maintenance on all mowing equipment.

We began working on and preparing pools (Wilson and Dickey Parks) for the coming season.

The crew committed time working at Rittenhouse Park getting the site ready for our Rittenhouse Day Camp and Hobbit Camp programs.

The crew completed several building maintenance tasks.

We set up and removed stages for Thursday's Spring Concert.

We committed time storing away equipment and supplies used for the Memorial Day Parade and ceremony.

The crew dragged and prepared ball fields for league play.

### Recreation Services

Paula picked up supplies for ice cream days (donated by Friendly's) held at after care programs.

Paula continued to prepare for staff orientations for Rittenhouse Camp staff.

Paula updated the standings and schedules for the adult sports leagues and posted them on the City website.

Paula met with Joe and Ricky on A New Night Downtown children's area.

Paula hired final summer camp counselor. She has completed employment paperwork for all returning and new employees.

Sharon and Debbie wrapped up items associated with the Newark Memorial Day Parade and Ceremony. Thank you emails were sent to volunteers and parade participants. Participants also were sent information on picking up their commemorative dog tags. They met with Joe to review the events from the parade and Sharon attended the Memorial Day Parade Committee wrap up meeting.

The Spring Concert this week featured Runaway Train. The inclement weather forced the concert indoors with about 50 in attendance. Thank you to Aetna for providing us with the rain location.

Sharon prepared and sent letters to local high schools with a list of student volunteers and the number of hours that each student volunteered in 2013 and to date in 2014. This helps them not only track their students' hours, but also shows the impact that their students are making in the community. The letter informed the schools about our policy of allowing non-profit groups with 50 or more volunteer hours in the 12 month period preceding an event into that event (Liberty Day or Community Day) as an information vendor free of charge. Sharon also made corrections to the volunteer spreadsheets to streamline the information for these letters.

Sharon prepared fliers as a supplement to the Spring Concert Series flyer that announces the addition of a performance by the US Air Force Langley Winds at 6 p.m. on Thursday, June 12. The scheduled concert by Venom Blues will take place following the Langley Winds at 7:30. Both concerts will take place on the lawn of the Academy Building unless weather prevents it. A larger rain location is awaiting approval from the Christina School District.

Debbie has been working on volunteer recruitment and setting up interviews for potential Safety Town volunteers. She is also working on a list of potential places to send information about Safety Town to try to increase enrollment.

Tyler reviewed the photos we received for the Kids to Parks Photo Scavenger Hunt and awarded prizes. Four families received gift certificates for Parks & Recreation programs.

Tyler reviewed and updated summer staff manuals for Camp GWC counselors and lifeguards.

Tyler completed the GWC attendants' schedule for June.

Joe worked on the 2015 budget and 2014 expenditure estimates.

Tyler contacted tennis instructors and is working to finalize staff for the tennis camp scheduled June 23-27.

Our introductory Pickleball class was cancelled due to rain and rescheduled for Wednesday, May 28.

Tyler scheduled lifeguard orientation for June 5. The outdoor pools are scheduled to open June 10. Parks Maintenance has begun the opening process. Tyler will be working to adjust the chemical levels and schedule lifeguards to get the pools clean and ready to open over the next two weeks.

Joe helped organize and attended the Newark Community Garden meeting that was held at the George Wilson Center on Wednesday, May 21.

Joe reviewed the Camp and Pool Manuals in preparation for the 2014 season.

Joe and the recreation staff are organizing the summer staff orientation and training days that are scheduled for June 11-13.

## Finance

Deputy City Manager Andrew Haines and I received a demonstration of Russell Investments pension administration portal, which is hosted by State Street Investments and competes with Principal, the City's existing pension administration platform. We will be evaluating the pension administration in connection with the ongoing, broader review of the City's pension and OPEB asset management.

I will be attending the American Public Power Association (APPA) National Conference from June 16 to June 18 at no cost to the City. The APPA National Conference helps utility leaders learn about the complex issues facing public power utilities. The program features leading political, economic, business and public policy thinkers that address the critical issues shaping the future of public power.

## Customer Service

The Customer Service group also continues to work on other implementation items related to the smart meter project. The smart meter working group continues to hold progress meetings, the most recent of which was held on May 29, 2014. The next meeting is scheduled for June 11, 2014, at which point we expect Honeywell to request a formal "cutover" and transition the project management to the City of Newark team.

## Accounting

Deputy Finance Director Wilma Garriz attended the 108<sup>th</sup> Annual Government Finance Officers Association (GFOA) Conference in Minneapolis from Sunday, May 18<sup>th</sup> to Wednesday, May 21<sup>st</sup>. We typically budget for Wilma and one Finance Department employee to attend every year on a rotating basis (although we have sent only one employee each of the last two years). Next year, the annual conference will be in Philadelphia, so we anticipate sending additional Finance Department employees.

Wilma's report on this year's event follows:

In addition to earning twenty (20) CPE credits at the conference, this year's experience was instrumental in gathering information and learning about the latest GASB (Government Accounting Standards Board) pronouncements for state and local governments. This year, the main focus was the implementation of GASB 67, Financial Reporting for Pension Plans, & GASB 68, Accounting and Financial Reporting for Pensions. I attended a total of three sessions for this topic – The Audit Implications of the GASB's New Pension Standard, Pensions for Pros: A Detailed Look at the GASB's New Pension Standards, and Working Through GASB Worksheets. Some of the sessions that were also beneficial to my work at the City were: The GASB's Fair Value Initiatives, From This Day Forward, GASB's Plan for the Future, The Accounting & Auditing Year in Review, Reality Based Leadership, and Recognizing It When You See It: What Fraud Looks Like in the Public Sector. As with all GFOA conferences, I have retained all notes and

materials provided from each session for guidance as I produce the annual financial reports pursuant to GASB regulations and GFOA guidelines.

The auditors returned the draft 2013 Comprehensive Annual Financial Report (CAFR) to the City. The accounting staff continues to work on finalizing the statements so that the tables, charts, graphs, narratives, discussion and analysis can be drafted.

### **Alderman's Court**

This past week we held three court sessions and one case review session. We processed a total of 62 arraignments, 61 trials, 18 case reviews, 5 capias returns, 4 pleas, and 3 prisoners were videoed from prison.

CSH/mp