

City Manager's Weekly Report

Friday, May 22, 2015

Department:

Alderman's Court

Notable Notes:

We processed a total of 70 arraignments, 48 trials, 5 case reviews, 12 capias returns and transported 3 prisoners for trials.

Activity or Project:

Court Sessions

Description:

This past week we held three court sessions.

Status: Completed

Expected Completion: 5/20/2015

Execution Status: Completed

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

[Redacted]

Department:

Community Relations

Notable Notes:

We were successful in leveraging Bike to Work day and the inaugural Mayor's Bike Ride to further build our image as a bike-friendly community. Friday evening's "K9 Koncert" and "Peti in the Park" events were also successful in building community engagement with the Police Department, in addition to successfully fundraising for the K9 program. Considerable time has been spent working with our current DNP gift card provider (Fiserv) and future gift card provider (TransCard) to successfully migrate our program to the new platform during the summer months.

Activity or Project:

New Night Downtown

Description:

We are working through the final logistical items to ensure a successful event; business registrations are very strong. With the conversion to Big Belly compactors along Main Street, we will be placing some of the black metal cans that were formerly along Main Street in high-traffic and seating areas, to try to avoid litter build-up during the event, and to accomodate large items (pizza boxes, etc.) that may not fit in the compactors' hoppers.

Status: In-Progress

Expected Completion: 6/13/2015

Execution Status: On Track

Activity or Project:

[Redacted]

Description:

[Redacted]

Status: [Redacted]

Expected Completion: [Redacted]

Execution Status: [Redacted]

Activity or Project:

[Redacted]

Description:

[Redacted]

Status: [Redacted]

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews are rearranging circuits and removed a switched capacitor bank around Kelway Plaza in preparation for the new transformer at West Main Substation due to arrive in June. This week the crews will perform a 2 a.m. shutdown of Kelway Plaza to upgrade the voltage from 4 to 12kV. The crews are also helping IT troubleshoot problems with several police cameras along Main Street, Cleveland, and Delaware Avenues.

The electricians fixed lights at the garage and Olan Thomas Park, trouble shot communication problems at Wyoming Road Substation, and are escorting the infrared contractor around the system for two days.

Engineering has been working on the design for installing a 34kV switched capacitor bank at Kershaw Substation in order to compensate for the power factor of the Interdisciplinary Science and Engineering Building (ISEB) and the East Campus Utility Plant (ECUP) on Academy Street and Lovett Avenue.

Activity or Project:

Newark Shopping Center

Description:

Distribution infrastructure consisting of underground primary cabling and pad mount transformers to Campus Circle and the shopping center.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

Payments and Utility Billing

The group handled 635 phone calls the week of 5/11/15 with an average call length of 3:24 and an average hold & queue time (average speed of answer) of 4:05. The group also processed a total of 3,290 utility payments and CityView transactions while the Welcome Center processed 449 visitors. 671 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. The Finance Department's customary statistics, in addition to new data available with the VOIP technology, continue to be maintained on a weekly basis in 2015 to develop key performance indicators.

Accounting

The accounting team continues to work on the year-end financial statements and related work in connection with the annual audit; see additional information reported in the Independent Financial Audit project detail.

The 2016 budget process is underway. The first round of administrative budget meetings were started this week and will continue the first week of June. The departments are focusing on the operating budget in the initial round of meetings. Items such as meeting summaries and preliminary budget drafts will be posted to 2016 Budget Central as they become available.

Activity or Project:

Independent Financial Audit - 2014

Description:

The Comprehensive Annual Financial Report ("CAFR") Fund Statements for 2014 have been completed. The draft CAFR Government Wide Statements, Fund Financial Statements, and the tables supporting the Note Disclosures are all complete, along with the draft Note Disclosures, the Statistical Reports, and the Final Schedule of Federal Awards. Work on Management's Discussion and Analysis (MD&A) was completed this week and forwarded to the auditors, and the production of the CAFR document itself will begin in the coming weeks.

Status:

In-Progress

Expected Completion: 6/30/2015

Execution Status: On Track

Activity or Project:

Billpay Efficiency Project

Description:

Two meetings were held last week with representatives from Fiserv (banking intermediary) and the City's Finance, Payments & Utility Billing and IT Departments. File sharing is underway, and testing will begin shortly for the billpay efficiency project.

Status: In-Progress

Expected Completion: 7/1/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:

- Met with Camera Support company to review contract.
- IT Manager traveled to Chicago to take part in the Microsoft Ignite Conference.
- Onboarded new IT Intern to help alleviate workload.
- Onboarded new Call Attendant to continue to improve Customer Experience when calling the City Offices.

Activity or Project:

City-Wide Camera Server Upgrades

Description:

Vendor has been slow to complete the project. Working to expedite process.

Status: Near Completion

Expected Completion: 5/29/2015

Execution Status: Behind Schedule

Activity or Project:

Munis SAAS Migration and Upgrade

Description:

Test environment built, data loaded. Scheduling validation phase for early June.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

We filled two vacancies in the department, one full-time and one part-time clerical position.

We conducted a "punch list" inspection and meeting for the Curtis Mill Park project. There are a few items that need attention.

We began working on our 2016 Operating Budget.

A few finishing touches were made to the Community Garden site this week. Nearly all of the garden plots have been planted. The new handicap parking spaces will be paved this summer. I'm very please with this new venture!

Park Superintendent Zaleski attended internal computer training classes this week.

Mowing operations are consuming considerable time.

The landscape crew committed a large amount of time attending to planting areas.

The crew assisted with tasks associated with the Mayor's Bike Ride and Memorial Parade.

Recreation Supervisor Bruen completed plans for the 80th Annual Memorial Day Ceremony and Parade. The weather cooperated and the event went well. Thanks to Police and Public Works personnel for their assistance.

We conducted the second Spring Concert last Thursday. About 100 people attended.

The new Parks GIS Map is now available on the City website.

Everyone is very busy planning for what promises to be an exciting summer of activities, camps and events! We have filled our camp counselor and recreation leader positions and we're finalizing plans for staff orientations and training.

Recreation staff are working on their winter and spring activity statistics.

Activity or Project:

Pool Opening Preparation

Description:

The parks crew is busy completing the tasks required to open the pools at Dickey and Wilson Parks.

Status: In-Progress

Expected Completion: 6/9/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- Maintenance Superintendent Dave Greenplate met with representatives from Summit at the water treatment plant regarding the air conditioning unit in the electric room. A new blower motor has been ordered.
- Light bulbs were changed in the Police Station and in the City Manager's Office.
- Finish coating was completed on the repaired walls in the Police Station.
- This week the malfunctioning panic bars in the Police Station were lubricated and repaired.

Code Enforcement

- Considerable time was spent this week putting final touches on the Division's 2016 Operating Budget submittal.
- This week a Certificate of Occupancy was issued for 90 Munroe Drive.
- All repairs were completed this week for the 9 units damaged due to broken sprinkler pipes at 2000 Fountainview Circle.
- Some time was spent this week making arrangements for International Fire Code and Delaware Fire Prevention Regulations plan reviews with the State Fire Marshal's Office to cover the interim period until the Fire Protection Specialist position is filled.
- On Thursday, Development Manager Mike Fortner and Planning and Development Director Maureen Feeney Roser joined Deputy City Manager Andrew Haines and the Fire Marshal of Hatfield, Pennsylvania in interviews for the Fire Protection Specialist position. Seven candidates were interviewed, and a successful candidate was identified.
- On Wednesday morning, Maureen participated in the Code Enforcement Division staff meeting. Personnel changes, property maintenance and vacations were among the items discussed.

Economic Development

- Considerable time was spent this week putting final touches on the Division's 2016 Operating Budget submittal.
- Some time was spent on Taste of Newark planning.
- Some time was spent scheduling banner switch outs.

Parking

- Considerable time was spent this week putting final touches on the Division's 2016 Operating Budget submittal.
- Epoxy was installed this week on all loops/vehicle sensors in the entrance/exits of Lot 1 to protect against weather.
- This week lists were compiled and calls made for Monthly Parking Permits in June-July.

Planning

- Considerable time was spent this week putting final touches on the Division's 2016 Operating Budget submittal.
- Some time was spent reviewing projects and preparing development packages for City Council review.
- Considerable time was spent reviewing Code to ensure that we have covered every aspect of the Floodplain issue for the soon-to-be-issued memo regarding proposed changes and Council's direction.
- On Friday, May 15, Development Manager Mike Fortner helped organized the "Bike to Work Day" celebration at Mentors' Circle on the UD campus. Approximately 50 people attended the event. The City of Newark was recognized for its award designation as a "Bicycle Friendly Employer" at the bronze level. Also, local resident and principal planner for WILMAPCO, Heather Dunigan, received the "Bicycle Friendly Community Leader Award" for her service to the Newark Bicycle Committee and leadership in writing the Newark Bicycle Plan.
- On Tuesday morning, Planning and Development Director Maureen Feeney Roser presented the operating budgets for Planning and Codes to the Budget Review Committee.
- Some time was spent reviewing plans and documents with City Solicitor Bruce Herron and Special Counsel Max Walton as they relate to a potential development project.
- The Planning and Development Department completed:
 - 11 Deed Transfer Affidavits
 - 1 Plan Review
 - 10 Building Permit Reviews
 - 4 Certificate of Occupancies

Activity or Project:

1. Comprehensive Development Plan City Council Workshop

Description:

On Monday, May 18th, Development Manager Mike Fortner presented at the Council Workshop on the Comprehensive Development Plan V. The workshop reviewed Chapter 11 on Annexation and Chapter 12 on Implementation. Council members also received updated revisions for the Preface and Chapters 1-6. The remaining chapters will be updated and given to Council in word documents on a USB drive by June 8th. The next Council workshop will be held on June 29th.

Status: In-Progress

Expected Completion: 8/31/2015

Execution Status: On Track

Activity or Project:

2. Upcoming Planning Commission Meeting

Description:

Considerable time was spent preparing for the upcoming Planning Commission meeting scheduled for Tuesday, June 2, 2015. On the agenda are: o Consideration of amendments to the Zoning Code regarding Accessory Uses and the definition of Neighborhood. o Election of two (2) Planning Commissioners to serve on the Rental Housing Needs Assessment Study Phase 2 Steering Committee.

Status: In-Progress

Expected Completion: 6/2/2015

Execution Status: On Track

Activity or Project:

3. Parking Lot #3 Exit to Center Street

Description:

Based on current usage and last year's numbers, the Parking Division has decided to close overflow booth 3-B (exiting onto Center Street) in the mornings during the slower summer season. The Center Street entrance will remain open; and appropriate signage has been ordered to alert customers to the timing changes.

Status: Not Started

Expected Completion: 8/15/2015

Execution Status: On Track

Department:

Police Department

Notable Notes:

On May 16, 2015, a 12-year-old boy found a set of car keys on the ground on Veterans Drive. The boy gave the keys to his 14- year old brother who used the keys to locate the vehicle by hitting the lock/unlock button. The boys then drove the car home to Madison Avenue and told their mother they found a car. The mother looked through the car and found a phone number for the owner of the car and called her to advise her where the car was. The victim contacted Newark Police who responded and recovered the car. The victim did not wish to pursue criminal charges due to the boys' ages. The incident is being reviewed by the Attorney General's Office for final determination.

On Thursday, May 21st, Lieutenant Scott Rieger and Sergeant Scott Simpson graduated from the West Point Command and Leadership Academy sponsored by the New Jersey State Association of Chiefs of Police. This intensive extended program is offered in the State of Delaware in partnership with the New Castle County Police Department. The following quote from the course material sums up the course. "For a program of this caliber, law enforcement professionals who are selected make more than a casual commitment; it is an intensive, demanding course that will pay dividends for the participant and his or her agency for a lifetime."

We congratulate both officers for dedicating their time and hard work enabling them to graduate from such a prestigious program.

This week, Deputy Police Chiefs Mark Farrall and Kevin Feeney attended the Delaware Police Chief's Council seminar and training conference. Topics such as: leadership, body camera policy, drug laws, and other issues, were explored and discussed during the seminar.

Planning continues for traffic control during the university graduation weekend and upcoming Newark Night.

Activity or Project:

Not Applicable

Description:

Not Applicable

Status: Completed

Expected Completion: 5/20/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

5/17/2015

to 5/23/2015

NEWARK POLICE DEPARTMENT

WEEK 05/10/15-05/16/15

INVESTIGATIONS

CRIMINAL CHARGES

	2014 TO <u>DATE</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2014 TO <u>DATE</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2015</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	4	0	1	1	0
Rape	1	3	0	3	1	0
Unlaw. Sexual Contact	4	2	0	2	1	0
Robbery	10	18	1	9	18	1
- Commercial Robberies	1	8	1	2	7	0
- Robberies with Known Suspects	0	1	0	1	1	1
- Attempted Robberies	2	2	0	0	5	0
- Other Robberies	7	7	0	6	5	0
Assault/Aggravated	4	2	0	5	12	0
Burglary	26	21	1	12	13	1
- Commercial Burglaries	4	3	0	4	1	0
- Residential Burglaries	22	16	1	8	11	1
- Other Burglaries	0	2	0	0	1	0
Theft	193	171	8	69	81	1
Theft/Auto	18	16	1	5	5	0
Arson	1	1	0	0	0	0
All Other	28	26	1	85	34	6
TOTAL PART I	286	264	12	191	166	9
<u>PART II OFFENSES</u>						
Other Assaults	104	120	3	96	65	0
Rec. Stolen Property	0	2	0	13	11	0
Criminal Michief	111	76	3	21	34	1
Weapons	10	5	0	24	41	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	162	113	5	290	186	19
Drugs	62	30	7	155	99	12
Noise/Disorderly Premise	274	188	21	142	93	7
Disorderly Conduct	69	71	5	92	44	3
Trespass	79	62	2	48	31	1
All Other	209	168	9	178	127	13
TOTAL PART II	1080	835	55	1059	731	56
<u>MISCELLANEOUS:</u>						
Alarm	380	375	18	0	0	0
Animal Control	152	172	10	1	0	0
Recovered Property	91	93	4	0	0	0
Service	9438	11449	583	0	0	0
Suspicious Per/Veh	184	200	16	0	0	0
TOTAL MISC.	10245	12289	631	1	0	0

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	716	14,314	860	16,245



Newark Police Department
Weekly Traffic Report
05/10/15-05/16/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	3,309	3,772	138	214
DUI	70	82	3	5
TOTAL	3,379	3,854	141	219

PARKING SUMMONSES				
Meter Tickets	6,599	5,676	491	366
Parking Summons/IPR	2,111	2,536	108	109
Scofflaw Amount Collected	60 = \$12,289	23 = \$4,976.50	7 = \$1,394.50	2 = \$445
TOTAL	8,770	8,235	606	477

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	69	70	7	3
Property Damage (Reportable)	145	179	10	15
Property Damage (Non-Reportable)	229	150	12	4
Hit and Run	105	111	7	6
TOTAL	550	512	36	28