

City Manager's Weekly Report

Friday, June 19, 2015

Department:

Alderman's Court

Notable Notes:

We held 3 court sessions and one case review session this past week.

Activity or Project:

Court Sessions

Description:

We processed a total of 57 arraignments, 44 trials, 12 case reviews, 7 capias returns and 5 pleas. We videoed 3 women from BWCI on capias returns.

Status: Completed

Expected Completion: 6/17/2015

Execution Status: Completed

Activity or Project:

Meeting

Description:

Barbara Wilkers attended a DELJIS user's meeting and a warrant capias meeting on Tuesday, June 16th.

Status: Completed

Expected Completion: 6/16/2015

Execution Status: Completed

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

New Night Downtown, held on Saturday, June 13, was successful despite the heat and humidity, and ran extremely smoothly with the assistance of staff from Parks & Recreation, Public Works and Water Resources, Electric and the Newark Police Department. I am extremely happy to report that there were no major incidents throughout the event. Early feedback from the public as well as participants has been overwhelmingly positive, and we look forward to continuing to build on the success of the event in the coming years.

Activity or Project:

CSX Bridge Mural Repainting

Description:

The re-touch of the CSX bridge mural was substantially complete on Friday morning (6/12), and the artist returned to make minor touch-ups on Wednesday the 17th. The paint is much more vibrant than it was when faded, and the artist was able to add some embellishments to the mural that could not be added when it was originally painted. There were some unanticipated traffic challenges on Thursday, June 11th, as the lane closure negatively interacted with new traffic patterns and signal timings at the Kirkwood Highway/Cleveland Avenue intersection, causing all eastbound traffic to be consolidated into a single lane. Working with Public Works and Water Resources staff and our safety contractor (Sussex Protection) an alternate detour/lane closure using a flagger at the intersection was devised for Friday (6/12) that alleviated the issue. The Newark Post covered the repainting, and we have heard positive public feedback - http://www.newarkpostonline.com/news/article_1c64320f-38fe-5870-bd3d-3da0cc4d4095.html

Status: Completed

Expected Completion: 6/17/2015

Execution Status: Completed

Activity or Project:

Gift Card Program Conversion

Description:

We are underway getting our gift card program up and running with a new vendor, TransCard Solutions. After a conference call on 6/17, we are confident that we can have the new program up and running, with cards on sale and merchants poised to accept them, for our Food and Brew Fest on July 25. All cards sold under the previous program will continue to function for the foreseeable future.

Status: In-Progress

Expected Completion: 7/24/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

- The line crews have been busy at Alder Creek and Chimney Ridge with cable and transformer installation, changed insulators along Cleveland Avenue, and changed transformers on East Main Street to dual voltage for a later voltage upgrade.
- Engineering has been lining up the crane and fencing contractors to be ready for the June 30th delivery of a new 75,000 lbs. transformer. Engineering also finished up a railroad crossing design and is preparing the CSX permit, finished the LED streetlight evaluations and is preparing a recommendation, and is checking a few switched capacitor banks for proper operation during the hot weather.
- An electrician worked A New Night with little problems, they have been flagging for the tree trimmers on major roads while the 34kV circuits are being trimmed, and have been checking meter issues and wiring meters where needed.

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:

Completed

Expected Completion: 6/17/2015

Execution Status:

Completed

Activity or Project:

Description:

Status:

Expected Completion: 6/17/2015

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

Payments and Utility Billing

The group handled 740 phone calls the week of 6/8/15 with an average call length of 4:37 and an average hold & queue time (average speed of answer) of 8:50. The group also processed 5,115 utility payments and CityView transactions while the Welcome Center processed 485 visitors. 366 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. These statistics make evident the challenges faced by the PUB group during the student move out peak season. While an extremely high volume of calls continued into this week, the group's average speed of answer and abandonment rate improved to normal levels. I'm proud of the hard work that is being put in by our PUB Manager Larissa Jones and her team, both the veterans and our new staff alike.

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 was concluded and the finance team is compiling operating estimates and budgets. The departments are focusing on the operating budget in the initial rounds 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:

Production of the CAFR document is nearly complete. The independent audit review was completed on 6/11/15, while page numbering, section dividers, and production of the final document is nearly complete. The auditors comments and GFOA comments provide guidance for the final edits to Management's Discussion and Analysis, while the Transmittal letter is the final item to be completed before the independent auditors conduct the peer review.

Status: In-Progress

Expected Completion: 6/30/2015

Execution Status: On Track

Activity or Project:

Billpay Efficiency Project

Description:

The Finance team and the IT team were provided with access to a secure portal for testing file exchanges this week. The Finance team tested a null file and shared a test file with the IT division. Several conferences were held with representatives from Fiserv (banking intermediary) and the City's Finance, Payments & Utility Billing and IT Departments. Testing is underway, the IT team is writing a script to convert the test file to a format able to be imported to the City's utility billing system, and we anticipate that the billpay efficiency project will be live ahead of schedule.

Status: In-Progress

Expected Completion: 7/1/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

- Recreation staff conducted training and orientation sessions for our summer camp counselors and recreation leaders last Wednesday, Thursday and Friday. In addition, 26 volunteers went through training last week. They'll be working side by side with our

counselors and leaders at various program sites. My compliments to the staff for doing a great job. We're ready for a good summer!

- We had a bid opening last week for Contract No. 15-10, Tree Inventory. We're going through the evaluation process and a recommendation to award will be submitted to the City Manager soon.
- We have committed considerable time reviewing development plans and working with developers on landscaping matters for ongoing projects.
- We continue to work on items for the 2016 Draft Operating Budget preparation.
- I'm very happy to report that the Community Garden got off to a great start. More than 40 gardeners have all forms of plantings growing. Note that the formal opening will occur on June 30.
- The parks crew worked on maintenance tasks, including: core aerated athletic fields and over seeded as needed, tree trimming at several locations, mowing operations, assisted with New Night Newark, maintenance at several landscaped site, applied herbicides in our continuing efforts to eradicate bamboo at two park site.
- Several of our summer camps and programs got underway this week.
- The Dickey Park and Wilson Park pools opened last Tuesday.
- Two of our tennis instructors attended a USTA 10 and Under Training Workshop last Saturday.
- Our newest summer camp, Camp Real, at Dickey Park got off to a great start this week. Thirty five children are registered to attend.
- I'm happy to indicate that during the winter and spring season volunteers devoted 1,460 hours working with us at events, recreation programs and in park operations.

Activity or Project:

Tree Inventory Contract: CIP Project No. K1503

Description:

Project will entail completing a Street and Park Tree Inventory. A bid opening occurred last week.

Status:

Expected Completion:

Execution Status:

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

- Facilities Superintendent Dave Greenplate and Planning and Development Director Maureen Feeny Roser attended the IT Disaster Readiness Planning meeting on Friday afternoon.
- A new hose bib and faucet at yard building #2 were installed this week.
- A sink was repaired and a new wax toilet ring at the George Wilson Center was installed this week.
- This week the exit door in the Police Station was repaired

Code Enforcement

- This week the phasing plan for the Washington House façade renovations was approved. Staff originally required that the Main Street frontage be done first to limit the impact of the project on commerce pedestrians and aesthetics, but after meeting with the contractor and discussing the repairs with inspectors and condo owners, we agree beginning with the east façade and then moving to the Main Street frontage makes more sense. Specifically, the east elevation is in the worst shape and presents the greatest safety concern; the easement agreement with the owners of the property to the east is a temporary one and the impact on that property's tenants and businesses is greater than the Main Street inconvenience concern; more extensive scaffolding on the Main Street elevation will allow the full use of patio areas during the summer months; and beginning with the east elevation will give the contractor time to figure out the most efficient way to install the veneer so that when they move to Main Street, they will be able to maximize efficiency and minimize time. The permit for these repairs was issued.
- This week Adam Fahringer, a temporary, full-time employee, joined the Code Enforcement Division's Property Maintenance Team. Adam is currently assisting with filing and Code updates, and training with property maintenance inspectors in order to become a constable and help with the ever growing number of property maintenance and rental concerns managed by the Division.
- Time was spent this week assisting a property owner in College Park with information about meeting the Code requirements to obtain a rental permit, after a previous permit for the

property lapsed and lost its nonconforming status.

- Time was also spent on revising wording of City of Newark Code Enforcement Citation Notice to make contents clearer to recipients.
- On Tuesday, Director Maureen Feeney-Roser accompanied Code Enforcement Officer Tim Poole on a tour of improvements to the Newark Shopping Center and the UD Academy Street residence and dining hall.
- This week a Certificate of Occupancy was issued for 5 Fountainview Drive.
- The first floor slab was completed for the Bainbridge residential building at the Newark Shopping Center.
- Footings have started for the Candlewood Suites Hotel – 1119 S. College Avenue..

Economic Development

- On Wednesday evening, Director Maureen Feeney-Roser attended the Downtown Newark Partnership Board meeting.
- On Saturday, Maureen volunteered to assist with the New Night Downtown. Feedback received indicates that it was a successful, fun, family friendly event that was well attended.

Parking

- Parking Enforcement Officers (PEO) officially started in the Parking Division on Monday, June 15, including a new uniform look: blue polo shirts and khaki pants. Additional comments below, under Projects/Activities.
- This week Parking Manager Marvin Howard and Maureen joined other staff members in interviews of the three top ranked vendors for the parking hardware equipment RFP.
- The Parking Division spent time this week repainting fire lanes and handicap parking spots in the parking lots.

Planning

- This week approval was granted for the developer of 201 East Delaware Avenue to install a 6-foot landscape buffer along the southern boundary of the property rather than a screen wall/fence shown on the plan. The Parks and Recreation Department prefers a vegetated buffer rather than a solid fence or wall at this location because of the aesthetic value; and Code Section 32-87(b)(1) permits a landscape screen and/or fence providing flexibility in screening options between the existing commercial and residential uses. Also, the approved elevations for the project did not show the wall/fence screen in question so substituting the preferred landscape screen does not violate any prior approvals.
- The Council packet for the request from St. Thomas Church on South College Avenue to amend the approved subdivision agreement and resolution as they relate to the rental permit on 15 Indian Road was prepared and distributed. The matter is scheduled for Council review on June 22, 2015.
- A Minor Subdivision and Special Use Permit application was received to convert a single family home located at 6 and 12 Annabelle Street into four apartments. Plans were distributed to the Subdivision Advisory Committee (SAC) for review and comment.
- An application for Major Subdivision and Special Use Permit for a new Memory Care Unit at Millcroft Nursing Home on property just north of the existing facility and on the site of the previously approved but sunsetted subdivision of Stonevale. Plans were also distributed to

SAC for review and comment.

- Work continued on the proposal to add residential units to the Astra Plaza mixed use on East Main Street and Chapel Street.
- On Friday afternoon, Development Manager Mike Fortner, Planner Tom Fruehstorfer and Director Maureen Feeney-Roser attended a staff pro bono presentation by Max Walton on the latest reviews of takings court cases. The information is particularly timely as we put the finishing touches on Comprehensive Development Plan V for Council consideration.
- On Friday afternoon, Tom and Maureen met with City Solicitor Bruce Herron to discuss zoning issues for recently submitted building permit/tenant fit out applications.
- Some time was spent this week reviewing files and agreements/deed restrictions as they relate to the Embassy Suites and Homewood Suites projects in anticipation of a proposed administrative subdivision. Should the applicant wish to pursue the anticipated subdivision, Council will need to consider and approve amendments to both.
- Maureen participated in a conference call with David Ross, President of Atlantic Realty Company to discuss the Newark Shopping Center project, its progress and plans for a September Grand Re-opening Celebration.
- On Wednesday, June 17th, Mike attended the GIS Planning Committee meeting.
- Time was spent finalizing a memo addressing City Council questions about floodplain Code revisions (Chapters 27/32 and new Chapter 14A) which was subsequently distributed to Council this week. An August Planning Commission review of the recommendations is anticipated.
- Research began this week on various types and definitions of restaurants in the Code to evaluate current parking requirements.
- This week the Planning and Development Department completed:
 - 14 Deed Transfer Affidavits
 - 38 Building Permit Reviews

Activity or Project:

Parking Enforcement Officers

Description:

Time was also spent preparing for the transfer of the responsibilities for parking enforcement from the Police Department to the Planning and Development Department's Parking Division. Parking Enforcement Officers were transitioned over to the Division on Monday, June 15, 2015. The Division's vision for the enforcement program is that in addition to enforcing parking regulations, the new parking "Ambassadors" will greet and provide information to visitors to our community. Their new work space was set up at the warehouse in anticipation of the move. The staff welcomes the Parking Ambassadors to the Division.

Status: Completed

Expected Completion: 6/15/2015

Execution Status: Completed

Activity or Project:

Planning Commission Meeting

Description:

Considerable time was spent this week preparing for the upcoming July Planning Commission meeting. Tentatively on the agenda are: o Recommendation to amend the Zoning Code regarding Accessory Uses and the definition of Neighborhood; o The minor subdivision, special use permit and parking waiver for 70 East Main Street; and, o The rezoning and major subdivision for Pike Park.

Status: In-Progress

Expected Completion: 7/7/2015

Execution Status: On Track

Activity or Project:

Intern Staff Member

Description:

On Monday, June 15th, Graduate Intern Kirsten Jones began working for the Planning and Development Department. She began working on a report on researching residential design and compatibility ordinances for infill development. Kirsten will also begin researching form-based Zoning Codes, a Planning and Zoning GIS mapping application for the City's website, and the 2015 Newark Resident Survey.

Status: Completed

Expected Completion: 6/11/2015

Execution Status: Completed

Department:

Police Department

Notable Notes:

- On Saturday, June 13, 2015, New Night Downtown went smoothly with no traffic or quality of life issues to report. Officers working the event did a great job working through the very hot and humid temperatures.
- On June 16th at approximately 8:57 p.m., Corporal Wolfrom was conducting a property check in the area of Rittenhouse Park when he observed a vehicle back into a parking space in a dark corner of the lot. Upon approaching the car, the officer saw a male and female in the vehicle. While conducting an investigation, the officer recovered from the female passenger marijuana, three bags of heroin, and twenty five prescription pills belonging to another person. A handgun was also recovered from the vehicle. The male admitted to possessing the gun. The female was charged with the drug offenses and the male was charged as being a person prohibited from possessing a firearm. Both were released on unsecured bail.
- Planning is underway for the July 4th activities. As always, large crowds are expected to attend the fireworks display.

Activity or Project:

N/A

Description:

N/A

Status: In-Progress

Expected Completion: 6/19/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

6/14/2015

to 6/20/2015

NEWARK POLICE DEPARTMENT

WEEK 06/07/15-06/13/15

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	1	0	0	0	0	0
Kidnap	1	4	0	1	1	0
Rape	1	4	1	5	1	0
Unlaw. Sexual Contact	5	4	0	2	1	0
Robbery	13	17	0	13	20	0
- Commercial Robberies	2	8	0	2	7	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	3	2	0	0	5	0
- Other Robberies	7	6	0	9	7	0
Assault/Aggravated	4	2	0	6	15	0
Burglary	33	26	1	25	13	0
- Commercial Burglaries	6	4	0	4	1	0
- Residential Burglaries	27	20	1	15	11	0
- Other Burglaries	0	2	0	6	1	0
Theft	238	209	7	99	92	1
Theft/Auto	22	18	0	5	7	0
Arson	1	1	0	0	1	0
All Other	29	36	0	95	34	0
TOTAL PART I	348	321	9	251	185	1
<u>PART II OFFENSES</u>						
Other Assaults	130	151	6	111	100	7
Rec. Stolen Property	0	2	0	20	14	0
Criminal Michief	132	88	3	32	86	46
Weapons	10	6	0	26	42	0
Other Sex Offenses	0	1	0	0	2	0
Alcohol	176	119	0	310	198	0
Drugs	73	40	0	188	113	0
Noise/Disorderly Premise	324	221	7	157	98	0
Disorderly Conduct	82	86	3	108	51	1
Trespass	92	86	6	61	38	1
All Other	248	207	6	204	153	2
TOTAL PART II	1267	1007	31	1217	895	57
<u>MISCELLANEOUS:</u>						
Alarm	459	438	7	0	0	0
Animal Control	223	226	14	1	0	0
Recovered Property	116	117	4	0	0	0
Service	11415	14209	621	0	0	0
Suspicious Per/Veh	222	233	7	0	0	0
TOTAL MISC.	12435	15223	653	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	730	17,272	785	19,991



Newark Police Department
Weekly Traffic Report
06/07/15-06/13/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	4,227	4,460	153	96
DUI	78	93	4	0
TOTAL	4,305	4,553	157	96

PARKING SUMMONSES				
Meter Tickets	7,849	6,759	255	219
Parking Summons/IPR	2,455	2,966	60	96
Scofflaw Amount Collected	68 = \$13,784	32 = \$7,049.50	0 = \$0	1 = \$166.50
TOTAL	10,372	9,757	315	316

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	86	85	5	2
Property Damage (Reportable)	167	237	2	11
Property Damage (Non-Reportable)	262	177	8	7
Hit and Run	128	141	4	7
TOTAL	645	642	19	27