

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday, we held the last, regular Council meeting of 2019. I would like to thank Council and staff for their hard work and dedication in making 2019 another successful and productive year for the City.

Finance Director Del Grande and I met with Councilman Lawhorn.

I updated and sent out the revised Major Initiatives tracking spreadsheet.

On Tuesday I attended the UD Board of Trustees meeting.

We held our annual holiday luncheon on Wednesday. Thank you to the Council members who were able to attend and the staff members who helped put it together.

Deputy Chief Farrall and I attended the Local Service Function Task Force meeting on Wednesday. We are nearing the finish line and expect to have a full bill to vote on at next week's meeting which will set us up to be able to meet the pre-file deadline for the spring legislative session.

I met with the electric rate study team to review the preliminary results and provide feedback.

Electric Director Patel, Councilwoman Wallace, and I met with representatives from Villa Belmont to discuss potential electric service upgrades.

PW&WR Director Filasky and I met with the DelDOT Safe Routes to School (SRTS) grant coordinator and their engineering consultant to get an update on the Downes SRTS project.

The remainder of the week was spent on personnel items and other general administrative tasks.

Communications:

- Advertised and participated in the city-wide holiday blood drive
- Worked with Finance on a plan to communicate to residents that the CC6 transition is complete and all accounts must be re-registered
- Continue to work with Main Street businesses to organize and promote the social media contest which launches on 12/14
- Completed the Social Media Trends 2020 webinar
- Created a communications plan for the launch of the Recycle Coach app and waste audit
- Worked with PW&WR to educate residents about the benefits of winterizing rain barrels

City of Newark in the News:

Clifton seeks nominees for youth service award:

https://www.newarkpostonline.com/news/clifton-seeks-nominees-for-youth-service-award/article_707373e5-a8e0-566a-9c81-6f385160170d.html

Mexican restaurant, bar coming to South Main Street:

https://www.newarkpostonline.com/news/mexican-restaurant-bar-coming-to-south-main-street/article_c5766451-fca0-537b-a77c-94146f6c4961.html

Welcome Center:

- Answer and direct all incoming calls and visitors to the correct departments, create ID badges for guests
- Log Miss Utility tickets for Electric and Public Works and informing the locators of emergencies when they occur
- Add and change InformMe customer information and assist customers who need meter yokes, pay bulk pick-ups or have trash fines, sell DART cards
- Started collecting articles for the February newsletter
- Develop, edit and post social media copy for Facebook and NextDoor
- Assisted callers and walk-ins with the CC6 transition

Graphic Design:

- Designed promotional graphics for the City's #MeOnMainStreet contest
- Filtered and removed/updated outdated Customer Care links on the City website
- Updated Payments & Utility Billing Service webpage with a Customer Connect 6 notice
- Updated Payments & Utility Billing Service FAQs to reflect the updated payment platform
- Updated the Residential Parking Regulation Trifold on the City's parking webpage
- Updated the Boards, Committees & Authorities document on the City website
- Updated the air monitoring results on the City's "Rodney Dorm Site" webpage
- Scheduled the City's weekly public meeting notices
- Scheduled a traffic alert for Winterfest and Reindeer Run 5K
- Scheduled a Customer Connect outage alert on the City website
- Collected City photos for the Recycle Coach app

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on December 9 for Council. Geena was in the office on December 6 for Court.

Renee had a conference call with Councilman Horning on December 6.

Paul, Renee and Tara staffed the Council meeting on December 9. Items 2B (November 25 Council minutes) and 2C (November 5 Planning Commission minutes) were forwarded to Council and posted on December 6. Staff completed follow up work throughout the week.

Nichol staffed the Conservation Advisory Commission meeting on December 10. CAC discussed progress on the issue of straw and single-plastic usage in the City with Assistant to the City Manager Jeff Martindale and asked him to return in January to discuss the possibility of going from request only to a resolution. Carol Post of 69 Kells Avenue was nominated for a Better Newark Award and the CAC discussed ways to further promote the program to get additional nominees. They looked at other avenues to promote the work of the Commission, including social media and promotional ideas for the anti-idling ordinance.

Renee, Tara and Sharon spent considerable time on the employee holiday luncheon which was hosted by Mayor and Council on December 11.

Renee drafted the agenda for the December 19 special Council meeting.

Renee and Danielle spent time troubleshooting and Danielle spent additional time processing several items for the Recorder of Deeds.

Renee and Tara worked on several outstanding escrow releases.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into March of 2020.

Tara drafted a proclamation for the 30th anniversary of the Sigma Zeta Omega chapter of Alpha Kappa Alpha.

Renee, Tara and Danielle spent time researching several items for staff and Council.

Staff spent time on FOIA-related items this week. The following actions were taken on FOIA requests:

- * Worked on a November 20 FOIA request for expenses for Mayor Clifton and former Mayor Sierer from Jacob Baumgart

- * Provided a response and closed a November 21 FOIA request for CO's/current zoning designation/date of last inspection/spills/fire inspections/outstanding fire code violations/septic/well/open building permits pertaining to 201 Discovery Boulevard from Partneresi
- * Received further clarification on the request from the requestor and circulated to staff a November 26 FOIA request pertaining to properties within the last 2 years with back taxes/liens/water shut off/pre-foreclosures from Shorts Property Group
- * Provided a response and closed two December 3 FOIA requests for building/demolition permits/CO's/mechanical permits/septic tank system/HAZMAT records pertaining to 201 Discovery Boulevard from Partneresi
- * Circulated to staff a December 3 FOIA request for properties with water shut off and still off from 11/1/2019 through 12/08/2019 from Alex and Sara Homes
- * Circulated to staff a December 3 FOIA request for new cell tower site plans from SBA Communications Corporation

Regarding minutes, staff time was spent on the November 25 Council (Nichol drafted; Renee edited - complete) and December 2 Council (Tara and Nichol drafting) minutes. Several sets of Council Executive Sessions, the December 9 Council and December 10 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 0 discovery requests for upcoming Alderman's Court cases. 588 discovery requests have been filled so far this year. There was no court calendar received. 46 court calendars with 827 associated cases have been prepared so far for 2019. Five pleas by mail were processed.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 1,678 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha submitted 11.35 boxes for destruction approval to State Archives. State Archives also picked up 1.5 boxes for transfer for permanent preservation.

The Records team spent extensive time working with IT regarding TCM issues.

Students from the Networks Program with the Christina School District worked on December 11 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for December 5-11 are below. Please note that numbers were down due to staff absences due to vacations and due to TCM issues.

Status:

In-Progress

Expected Completion:**Execution Status:** On Track**Activity or Project:**

Recodification

Description:

The codifier has provided a delivery date on or before February 29, 2020 for the next and hopefully final set of recodification proofs. Once final proofs are received, staff will be working to ensure the new Code references are updated in Munis and CJIS prior to Council consideration in order to ensure there is no lag time in updating those systems and being able to issue citations after Council adopts the new Code.

Status: In-Progress**Expected Completion:** 05-11-2020**Execution Status:** Behind Schedule**Activity or Project:**

Electronic Council Packets

Description:

Renee participated in a conference call with CivicClerk regarding final pricing for implementation of software for electronic packets. However, that pricing has come in higher than was previously discussed with the vendor, so there will be additional evaluation to determine if the project is still feasible at the new pricing with the current budget.

Status: Hold**Expected Completion:** 04-27-2020**Execution Status:** Behind Schedule**City Manager's Weekly Report****Department:**

Electric Department

Notable Notes:

The line crews installed a recloser at Academy Street and Kells Avenue and finished up an installation on Delaware Avenue. The line crews also fixed an underground cable in Fairfield, pulled wire and terminated the service at the train station, and installed snowflakes on Main Street.

The electricians worked on distribution panels at City Hall. They also installed the antennas on several reclosers, repaired a scoreboard for Parks, and prepared for and worked Winterfest.

Engineering is busy with DeIDOT Elkton Road Project. Change orders and design changes around the shopping center have started as it is a busy location with lots of underground facilities.

Engineering attended a Yukon Feeder Automation (YFA) Regional Conference which was held at a Delmarva Conference Center nearby. The City has been using YFA on it's 34kV circuits and is now getting ready to deploy it on the 12kV distribution.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Finance Department

Notable Notes:

Please see comments below regarding the City's upgrade of the utility billing portal.

Our Utility Billing Manager attended the Stakeholder meeting at the Hudson Center on 12/12. At this meeting, with Delaware Health and Social Services, and local stakeholders, the City discussed ways to provide resources to those in need. <http://dhss.delaware.gov/dhss/dssc>

Activity or Project:

Customer Connect Upgrade (Utility Billing Portal)

Description:

The City's new utility billing portal went live on Monday, December 9th. We were delayed in rolling out the updated portal since September due to some issues with our vendor. Customer Connect 6 offers the following advantages over the old portal (Customer Connect 2):

- Data security - New system meets the Payment Industry Security Standard (PCI DSS) by utilizing the third-party vendor we currently use for our 24-hour automated telephone payment system. This is why all users must register and re-enter their information into the new system (all credit card information is now being stored by Paymentus). If customer opt to pay via ACH, they only need to set their account up one time, and forget it. Those who use a credit card, will need to update the expiration date every time they are issued a new card.

- Allows customers to make a one-time payment without the need to register an account (new feature). Old system required everyone to establish an account to make a payment.
- CC6 provides a more user-friendly interface and cleaned up a lot of the bugs that we experienced with the prior billing portal (Customer Connect2) that our customers experienced. The City worked with the vendor on the web browser issue. Although our vendor prefers the use of Google Chrome, it also supports Safari, Firefox (both Windows and Mac have versions), any Chromium based browser (Opera, Brave, Epic, etc.). The New Microsoft Edge browser expected to be released January 15, 2020 will also be supported. Explorer and Edge (current versions) are not supported.
- Creates efficiencies operationally for our Customer Service Representatives and our IT groups who support the program.
- In addition, moving to this new portal now gives us options in the future, such as using Venmo to utility bill payments.

Status:	In-Progress
Expected Completion:	01-31-2020
Execution Status:	On Track
Activity or Project:	
Description:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:
 Open Tickets from Previous Week - 52
 Tickets Opened in the Last Week - 34
 Tickets Closed in the Last Week - 24
 Remaining Open Tickets – 62

1. Held multiple working sessions with Harris staff between 12/5-12/7 in preparation for CC6

go live on 12/9.

2. Performed testing on the new Connexto Netsense server built by the Infrastructure team in preparation for OS upgrade.
3. Assisted the PUB team and customers with Customer Connect registrations 12/9-12/11.
4. Worked on and resolved support tickets for end users.
5. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, implementation will be scheduled once CC6 is live.
3. Paymentus to switch over Tyler Munis payment processing from Auth.net.

Infrastructure Team:

Open Tickets from Previous Week - 99

Tickets Opened in the Last Two Weeks - 42

Tickets Closed in the Last Two Weeks - 38

Remaining Open Tickets - 103

1. Worked on and resolved support tickets for end users.
2. Actively responded to and resolved Secureworks alerts.

Pending:

1. Working with VOIP on our new telephone contract.
2. Working with SHI on the MS EA renewal.
3. Test latest iteration of the employee onboarding script.

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1 - Completed

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15 - Completed

- User Acceptance Testing & Issues Remediation

July 22 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug. 19 - Completed

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

Status:	Completed
Expected Completion:	08-23-2019
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Parks staff and Sharon about Winterfest set up and event logistics; attended Winterfest and assisted with event coordination; reviewed subdivision CIP plans for comment; met with the George Wilson Center attendants about upcoming rentals and activities; worked on updates for the Landscape Screening and Treatment ordinance; met with the Parks staff to discuss upcoming work orders and projects; conducted Parks Maintenance meeting to discuss purchases and work orders for 2020 and park projects.

Recreation Supervisor of Athletics: Continues working on winter/spring program information; returned borrowed items from the Thanksgiving Day Breakfast; continues preparing for the start of youth basketball games, held interview, met with scorekeepers, working to schedule referees, distributed team shirts, delivered scoreboard and other items to Newark High; prepared items and met with the trip leader for the bus to New York City on Saturday, December 7.

Recreation Supervisor of Community Events: Prepared for and held Winterfest, Snack with Santa, and Santa's Secret Shoppe, bought and gathered supplies needed for the events, confirmed

scheduled activities and performers, ordered signs created for the events, created a timeline for Winterfest with a script for the emcee from WXCY and distributed as needed, got change fund for change for Snack with Santa; met with fitness instructor to help her with the invoice sheets for her classes.

Recreation Specialist: Entered volunteer hours/information for Turkey Trot and sent verification of hours to those who needed it; along with Tyler, put everything away/inventoried items from Thanksgiving Day Breakfast, returned items to Timothy's, Kirk's and Starbucks, counted money in cash box, compiled and distributed survey results, tallied and entered volunteer hours/information; organized crafts, supplies, & volunteers for Santa's Secret Shoppe & Snack with Santa and worked both events; updated rosters/sign-in sheets with add-ons and drops for Before/Aftercare, updated CSV file, made a new file for a new Downes before care student, purchased and delivered supplies for cooking clubs; worked on end of the year volunteer report; picked up volleyball scoresheets from Newark Charter School and updated website. Volunteer Hours: Thanksgiving Day Breakfast Wednesday Setup – 2 volunteers, 7.5 hours, Thursday – 52 volunteers, 202.5 hours

Parks Superintendent started on gathering quotes and preparing PR's for upcoming 2020 purchases, met with contractor to get quote on Bamboo removal in Rittenhouse Park behind houses on Park Drive, did holiday decorations at City Hall and Wilson Center, started on planting design for lower berm at Olan Thomas Park for planting in 2020, met with Public Works employee concerning sign replacements along Hall Trail, followed up on grant payments through State Forestry and Delaware Invasive Species Council, picked up 50 gallons of apple cider donated by Milburns Orchard, and picked up new pool cover for Dickey Park pool from dealer.

Parks Supervisor coordinated tree decorating with Electric Department and Parks staff, made 30 pounds popcorn and mixed up 5 gallons of hot chocolate for use at Winterfest event including volunteering his time at the event to serve as well as make the popcorn and assigned field staff daily and assisted as needed.

Parks/ horticulture staff continued leaf mulching at several park sites, decorated holiday tree at Academy and Main Street with help from Electric Department, did trash removal throughout park system as needed, put cabs on both Kubota's for snow/ice control operations and snow blade on Ventrac unit as well, loaded for Winterfest event, cleaned gas grill for use at Winterfest event, continued on cut backs throughout park system, completed painting wooden sleighs for seasonal display at City Hall and Wilson Center, did tree work along Gravenor's Lane and drained the three planters (two at City Hall and one at Reservoir) that will remain outside during the winter months.

Activity or Project:

George Read Park Play Equipment

Description:

We have received a \$9,000 grant from Game Time Equipment for the purchase of a new playground at George Read Park. The new play feature will replace the equipment that currently resides in the park and is over 20 years old and in need of replacement.

Status:	Not Started
Expected Completion:	05-22-2020
Execution Status:	On Track

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Planning and Development Department

Notable Notes:

Code Enforcement:

Property Maintenance was alerted to a situation at a property on Madison Drive. Public Works reported that there has been an ongoing issue with accumulation of a large amount of cardboard in the rear of one of the properties and thought that in addition to being in violation of the Property Maintenance Code it might also pose a fire hazard. Property Maintenance team member Ryan Straub and Fire Marshal David Tynan responded to the report and it was determined that in addition to the cardboard issue, the residence was packed with rooms full of what was described as retail store inventory creating a possible fire load issue and indicating that the occupants were operating a business in a district where that activity is prohibited without a special use permit. Several Violation Notices and Citations were issued for Property Maintenance, Fire and Zoning Code violations. This is an example of a successful collaborative effort made by Public Works, Property Maintenance and the Fire Marshal to identify and quickly address and rectify a potentially hazardous situation.

Code Enforcement Manager:

On Monday evening, 12/9 the Code Enforcement Manager and staff presented to Mayor and Council the Adoption of the 2018 International Building Code which passed and will go into effect immediately and will affect all new project submissions.

Worked on setting up software demonstrations for replacement of code enforcement software.

Continuing work on business license billing issues and resolving past due accounts from aging report.

Parking: Parking Division Weekly Report (12/5 – 12/11/19):

- Conference call with Dianne Harris of Prince George's County Residential Parking Program

to compare/contrast RPP Systems.

- Conference call with PayLock Inc. to discuss feasibility and cost of outsourcing increasing scofflaw phone calls from usage of the License Plate Recognition system.
- City employees continued Anti-Harassment training. Including a special night class done in the Parking Office for those employees who could not get away from their day jobs.
- Presented to City Council in Executive Session in regard to entering into a contract for another property.
- Provided Kimley-Horn consultants with Newark parking ordinance, GIS info, and financials.
- Continued working on Sunday parking kiosk/app options to provide customers with best parking experience.
- Multiple employees worked during the Winterfest event with race safety assistance, meter bagging, signage, and directing customers to open parking spaces.

Planning/Land Use:

On Wednesday, December 11, Planner Mike Fortner participated in a conference call on the development of the Transportation Improvement District.

On Monday, December 9, Planner Mike Fortner presented the Special Use Permit application for Atexiquita Mexican Restaurant to Council to permit alcohol sales at a restaurant for consumption on site. Council approved the special use permit unanimously.

Planning and Development Director:

The afternoon of December 5, followed up with Kimley-Horn on to do list and stakeholder and focus group meetings and follow up tasks related to the call.

Followed up on Unicity issues related to last week's meeting regarding ways to make Unicity more efficient and to improve ridership.

Worked on parking related issues with the Parking team.

Prepared for and attended the December 9, 2019 Council meeting. Planning related issues included: 5A the Unicity Bus Service Agreement <https://newarkde.gov/DocumentCenter/View/13144/5A> where Council approved the agreement and we discussed steps that the Planning and Development Department is working with the UD transportation services and the Transit Improved Partnership (TRiP) to help make Unicity more efficient and increase ridership; 7B the ordinance to amend Chapter 7 Building Code to adopt the 2018 International Building Code with amendments where Council approved this ordinance <https://newarkde.gov/DocumentCenter/View/13147/7B> : and 8A Special Use Permit to allow the sale of alcoholic beverages on premises at the soon to be opened Atexiquita Mexican Restaurant located at 136 South Main Street, Suite 106 where Council approved this Special Use Permit <https://newarkde.gov/DocumentCenter/View/13151/8A>. The owners of Atexiquita Mexican Restaurant are looking to open sometime in January 2020.

Attended the Delaware Economic Development Partners meeting on December 10, 2019. Issues discussed included activities of the Delaware Prosperity Partnership <https://www.choosedelaware.com/> as well as an update on activities in various municipalities throughout the State and the completion of a Statewide Study called "Ready in Six." It's my

understanding that this study largely focused on the permitting processes at State agencies but that local governmental entities were also looked at. This study includes recommendations for streamlining and coordinating the permitting process for businesses and development. This study hasn't yet been distributed but we will review it at our first feasible opportunity upon distribution.

Worked with the City Manager's office intern John Steponick, the Chair of the Newark Design Committee, Joe Charma and the president of the non-profit public art organization Idle Hands, on a public art application for installing art on the Newark Downtown traffic boxes. Due to time and resource limitations we are not moving forward at this time on this Bloomberg public art grant application. However, we will keep the information gathered for this effort and look to future grant opportunities for installing art on the downtown traffic boxes and other public art contemplated by the Design Committee including the sculpture garden and public murals.

Participated in a conference call with the Transportation Improvement District (TID) team to discuss tasks related to the next TID workgroup meeting scheduled for January 8, 2020, debriefing on the December 3, 2019 Planning Commission meeting where they reviewed and made recommendations on the TID agreement and preparing for the January 6, 2020 upcoming Council meeting where they will be reviewing the TID agreement.

Reviewed the proposed changes to the Fire Code, Chapter 14 based on the 2018 International Building Code update.

Worked on the agenda items and related tasks scheduled for the January 8, 2020 Planning Commission.

The balance of the week was spent on managerial and administrative tasks.

Activity or Project:	
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Description:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:	
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Expected Completion:	
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Activity or Project:	
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Description:	
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Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- Detective Dan Bystricky was awarded the Delaware Crime Stoppers Law Enforcement Officer of the Year (mid-size agency) award on December 10, 2019 at the annual Delaware Police Chief's Council Holiday luncheon. Det. Bystricky was nominated for his investigative work regarding a sexual assault that was reported in May 2019. Det. Bystricky was able to identify the suspect, who was a stranger to the victim, by interviewing multiple witnesses and combing through City of Newark surveillance footage. Det. Bystricky was also able to gain corroborating statements through his interview of the suspect, culminating in the arrest of the suspect for rape and related offenses. This is just one example of great investigative work by Det. Bystricky.

Patrol:

- On November 27, 2019 at 4:00 p.m., Newark Police were dispatched to the Fulton Bank located at 281 East Main Street for a report of a subject attempting to cash a fraudulent check. Arriving officers spoke with bank management who advised that a male subject was at a teller counter attempting to cash a check using identification belonging to someone else. As officers approached the suspect, he attempted to flee the bank. However, the bank door was locked, and he ran into the door, injuring himself. He was taken into custody without further incident. Further investigation revealed that the suspect used a driver's license, that did not belong to him, to attempt in cashing a check in the name of the person on the license. The suspect was identified as Kevin Dougherty, 34, of Baltimore, MD. During a search of Dougherty, heroin was found in his possession. Dougherty was transported to Newark Police headquarters where he was charged with Identity Theft, Attempted Theft, Forgery Second Degree, Criminal Impersonation, Resisting Arrest and Possession of Heroin. Dougherty appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$6,500 secured bail. Dougherty was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.
- On December 4, 2019 at 2:10 p.m., two Newark Police Officers were working in a plainclothes capacity when they observed a vehicle driving around the area of Library Avenue and Wyoming Road in Newark. They observed a vehicle drive into a nearby parking lot and one of the occupants approached several vehicles in the parking lot. The vehicle was then observed driving through another nearby parking lot. A marked Newark Police vehicle then attempted to stop this suspicious vehicle in the area of Marrows and Ogletown Roads. The vehicle fled from the marked Newark Police car. The suspect vehicle crashed a short distance away at the intersection of Library Avenue and Ogletown Road when it ran into a sign at the Newark Free Library. The suspects fled on foot and were caught by Newark Police Officers a short distance away after a brief foot chase. The suspects were identified as Amanda Grove, 30, of Newark and Jesse Dungan, 31, of Charlestown, MD. Grove as the driver of the vehicle. Further investigation at the scene revealed that the suspects had attempted to steal a catalytic converter from a parked vehicle. A search of the suspect vehicle yielded narcotic pills and hypodermic needles.
- On December 5, 2019 at 5:05 a.m., Newark Police responded to a burglary alarm at a cellular phone store at 408 Suburban Drive in Newark. Arriving officers found that the front door had been shattered. Investigation at the scene revealed that a significant amount of merchandise had been stolen from within the store. Officers spoke with a witness who advised that at least two suspects arrived in a vehicle and entered the store after breaking the glass of the front door. The suspect vehicle was later found abandoned in a nearby parking lot. Further investigation revealed

the vehicle had been reported stolen in Moon Township, PA.

Auxiliary Services Division:

- Captain Van Campen submitted State of Delaware grant applications supporting equipment, overtime and funds to facilitate drug investigations.

Administration Division:

- This is the last week that NPD will be accepting Toys for Tots donations. All toys will be wrapped by volunteers at the Holy Angels School early next week.

Criminal Investigations Division

- On December 4, 2019, officers from the Street Crimes Unit arrested Amanda Grove and Jesse Dungan for Attempted Theft, Criminal Mischief, Possession of a Narcotic Schedule III Controlled Substance, Resisting Arrest, Conspiracy 3rd Degree, Possession of Drug Paraphernalia, and Trespass 3rd Degree following an investigation. Plain clothes officers noticed the pair acting suspiciously and had a marked vehicle attempt to conduct a traffic stop on their vehicle. The suspects fled but were caught a short time later after crashing their vehicle at the intersection of Library Avenue and Ogletown Road. Further investigation revealed the suspects had attempted to steal a catalytic converter from a parked vehicle and that their vehicle contained narcotic pills and hypodermic needles.
- Detectives have begun an investigation into an early morning burglary that occurred on December 5, 2019 at a cellular phone store located at 408 Suburban Drive. Patrol officers responded to a burglary alarm at that location and found the front door had been shattered. Investigation at the scene revealed a significant amount of merchandise had been stolen from the store. The investigation has been turned over to Det. Gerasimov for follow up.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	12-12-2019
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	

Execution Status:**City Manager's Weekly Report****Department:**

Public Works and Water Resources Department

Notable Notes:

PW&WR would like to thank Council and the City Secretary's office for the luncheon held on Wednesday. It is always great to see all the departments represented and able to come together around the holidays. The recognition for years of service is always a highlight, with our own Andrea Coyle-Sistek celebrating 25 years and John Bello celebrating 30 years with the City!

The contractor has completed all of the paving and restoration associated with Delmarva Power gas installation on West Park Place. The crosswalks remain to be completed as weather allows, but likely within the next week.

Staff, along with the Assistant to the City Manager, met with Delaware Emergency Management (DEMA) staff to review possible grant opportunities and deadlines associated with the grants.

Staff met, along with the City Manager, with the design team for the Delaware Avenue Two-Way Separated Bicycle Path. The plans are nearing bid stage and the schedule is tentative at this point. The tentative schedule is to begin east of Chapel Street near Newark High School in 2021 and complete the sections west of South Chapel in 2022. More detail will be available after the bidding process and contractor selection.

Activity or Project:

Rodney Brick Availability

Description:

The following email was sent out to those who have requested a brick from the Rodney project. We have over 500 requests and have done our best to accommodate all reasonable requests.

'You are receiving this email as you have signed up for more information on how to obtain a souvenir brick from the Rodney Residential Dorm Complex at the University of Delaware. The Rodney Complex was purchased by the City of Newark and is currently being demolished. A park and stormwater management pond will be constructed on the property in 2020.

During the demolition process, the onsite inspector has collected bricks that have fallen off the façade of various buildings. These bricks vary in size, weigh approximately five pounds each, and some do have dust and mortar on them.

Beginning the week of December 16, bricks will be available for pick up at City of Newark's Municipal Building (City Hall) which is located at 220 South Main Street, Newark, DE 19711. The bricks will be located near the main entrance to City Hall and will be available by pick up only between the hours of 9 a.m. and 2 p.m. December 16th through December 20th. Due to the high volume of requests for bricks we ask that each person only pick up the number of bricks they requested, however no one person shall take more than 5 bricks total. We thank you for your consideration in this request.

Should you have any questions, please reply to this email or call the City of Newark's delegated Project Manager for the Redevelopment of the Rodney Complex, Christopher Brendza at 302-533-3972. Thank you.'

Status:	In-Progress
Expected Completion:	12-20-2019
Execution Status:	On Track

Activity or Project:

CMP Storm Pipe Rehabilitation

Description:

The lining contractor, IPR, will be completing the work along Chrysler, Shull, and Bradford by 12/16/19. The final segments of this year's project off of Capitol Trail will begin on Monday, 12/16 and will be completed at night, per the DelDOT permit. A noise waiver has been granted for this work which should take a week to complete, weather permitting.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Activity or Project:

Main Street Improvements (DelDOT)

Description:

DelDOT's contractor, A-Del, paved the final segment of Phase 5 on Main Street on Thursday, Dec 12th and is scheduled to switch to Phase 6 (final major phase) by Monday, Dec 16th.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Digital Records Project New Documents Created – December 5-11

Name	# of Documents	# of Pages	Types
Samantha	120	733	Court Documents
Sandy	106	416	AP Batch Invoices/Court Documents/Personnel Files
Fred	0	0	Vacation
Ana (PT)	275	731	Finance Returned Mail
Sharon (PT)	7	547	Miscellaneous Current Files
Total	508	2,427	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595	36,965	+4,370
May	40,272	62,286	+22,014
June	17,662	69,471	+51,809
July	23,131	45,789	+22,658
August	30,880	64,117	+33,237
September	38,612	60,329	+21,717
October	48,801	52,886	+4,085
November	43,574	19,198	-24,376
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
June	30,590	79,209	+48,619
July	30,099	48,442	+18,343
August	41,820	75,080	+33,260
September	43,957	68,636	+24,679
October	62,239	67,741	+5,502
November	46,455	55,390	+8,935
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

NEWARK POLICE DEPARTMENT

WEEK 12/01/19-12/07/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	1	0	0	1	0
Rape	14	6	0	4	11	0
Unlaw. Sexual Contact	6	5	0	6	0	0
Robbery	18	17	0	25	15	0
- Commercial Robberies	8	8	0	9	9	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	1	0
- Other Robberies	9	8	0	13	4	0
Assault/Aggravated	19	24	1	28	23	1
Burglary	43	64	1	17	104	0
- Commercial Burglaries	12	9	1	2	8	0
- Residential Burglaries	27	42	0	13	60	0
- Other Burglaries	4	13	0	2	36	0
Theft	557	546	11	221	324	1
Theft/Auto	49	45	1	6	10	0
Arson	0	0	0	0	0	0
All Other	100	103	1	98	104	0
TOTAL PART I	807	812	15	405	592	2
<u>PART II OFFENSES</u>						
Other Assaults	241	265	5	170	155	0
Rec. Stolen Property	1	1	0	18	18	0
Criminal Mischief	143	140	3	113	120	0
Weapons	12	21	0	37	72	1
Other Sex Offenses	0	0	0	0	7	0
Alcohol	213	183	1	410	333	0
Drugs	143	200	5	188	308	2
Noise/Disorderly Premise	759	639	6	355	250	2
Disorderly Conduct	154	163	4	98	132	1
Trespass	218	225	7	67	82	0
All Other	363	327	7	340	431	4
TOTAL PART II	2247	2164	38	1796	1908	10
<u>MISCELLANEOUS:</u>						
Alarm	158	158	2	0	0	0
Animal Control	460	577	9	2	9	0
Recovered Property	264	223	4	0	0	0
Service	37121	31906	615	0	0	0
Suspicious Per/Veh	465	437	7	0	0	0
TOTAL MISC.	38468	33301	637	2	9	0

	THIS WEEK	2018 TO <u>DATE</u>	THIS WEEK	2019 TO <u>DATE</u>
TOTAL CALLS	986	48,117	802	42,374



**Newark Police Department
Weekly Traffic Report
12/01/19-12/07/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	9714	11000	147	151
DUI	175	201	5	2
TOTAL	9889	11201	152	153

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	2	1	0
Personal Injury	226	217	4	5
Property Damage (Reportable)	1163	1073	43	22
*Hit & Run	251	194	5	4
*Private Property	297	246	5	4
TOTAL	1390	1292	48	27

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.