

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week's weekly report is going to include both this week and last week's reports. A number of urgent items came up last Friday that delayed completion of the report until after close of business, so we are doubling up this week.

Staff has been closely monitoring the prevalence of COVID-19 exposures and infections among staff and in the community to determine when we will reopen the building. The numbers have stabilized and begun trending down again following the holiday spike, so we are now planning to reopen to the public on February 1st as previously advertised. I appreciate everyone's patience.

We continue to spend a lot of time on COVID related items, but I am happy to say that it is more positive now with the focus being on coordinating with the state to schedule vaccinations for our employees who fall into the 1B and 1C categories. A large majority of our employees fall into these categories. We are compiling a list of employees who want the vaccine and documenting all employees' choices, for or against, for recordkeeping purposes. We have relayed our dose quantity request to the state, found and coordinated with a medical company to administer the doses once they are delivered, and are currently coordinating cold storage for the doses. Many thanks to Jeff Martindale and Jayme Gravell from staff who are spearheading this effort.

The new schedule for AFSCME 3919 employees as included in the recently approved MOU went into effect this week. I had a handful of calls and discussions throughout the week related to MOU implementation and other minor labor items. I attended the monthly DEMEC meeting on Tuesday along with Finance Director Del Grande. I held a number of meetings and phone calls with developers who had questions or items to work through. I also spent time reviewing blanket easement agreements and subdivision agreements for several projects and held phone calls with planning staff and the solicitor regarding development applications currently in review.

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

Human Resources:

This week the HR team continues to work on finalizing year-end reporting and prepare for auditors who will be starting the audit process next month. The FOP contract is officially signed and posted on the City website. We are now working on getting an application to the State Pension Office to establish the police plan for new and existing officers who choose to elect the plan. A resolution from Council is required to get the application process started and this is on the agenda for February 1. Once the resolution is completed and submitted to the State the start up takes about 90 days.

We had another retirement this week for a 30 year employee so another vacancy will be created out of this. We have a few other retirements in the pipeline for this year and are expecting others

who have not notified us. CHRO Hardin continues to work on employee pension records for all employees which are time consuming; however, our actuary will be providing us a demonstration on a software program that will calculate these sheets for employees on demand and will save a significant amount of staff time. Hopeful to have this demo set up in the coming weeks.

We had a new Administrative Professional I in Planning start on Tuesday, January 19 and our newest Customer Service Representative I in PUBs will start on Monday, January 25. We will be starting interviews for the Water Plant Operator the first week of February. We currently have three job postings on the website: Communications Officer I closes on January 22 and we have currently received over 150 applications; Administrative Professional I in Police closes on January 29 and currently has received 51 applications, and Part-Time Facilities Maintenance Custodian closes January 22 and currently has received two (2) applicants. We will be posting internally to all Communications Officer I's the position of Communications Officer II. This posting is sent only to these employees and will post on Monday, January 25 and close Friday, January 29. Interviews for the promotion will take place in early February. We will also be posting a Maintenance I in PW&WR Department/Water Division as well as a Part-Time Facilities Maintenance Carpenter which will fill a vacancy due to a promotion internally to full-time.

Purchasing/Facilities Maintenance:

The Facilities team completed projects this week including various moves of furniture to and from the Planning Department which is moving from its first-floor location to the second floor. A toilet in the holding cells needed to be unclogged and they are also working on water pressure in cell #1. It was determined parts will be needed to fix the issue. The team continues to work on painting projects and replacing light bulbs throughout City facilities. They are also working on making water resistant shelf for the police locker room. The custodial staff continues normal disinfecting and sanitizing as well as scrubbing lobbies with walk behind scrubber.

Communications:

- Coordinating a COVID-19 vaccine clinic for staff
 - o Working with DPH to secure enough vaccine doses for staff
 - o Completing registration with DelVAX
 - o Working with a private healthcare vendor to administer shots and file information with CDC, DPH following vaccination events
 - o Collecting acceptance/declination forms from staff
 - o Creating a calendar/schedule for the day-of (date TBD)
- Identifying volunteer options for staff in order to earn an extra vacation day as per the union contract. Considering the DE Medical Reserve Corps and additional local schools.

City of Newark in the News:

Newark's Restaurant Week begins Jan. 21: https://www.newarkpostonline.com/news/newark-s-restaurant-week-begins-jan-21/article_a096a658-284e-5318-be16-b69db0b148fc.html

SEPTA to resume service to Newark, Christiana later this month:

<https://delawarebusinessnow.com/2021/01/septa-to-resume-service-to-newark-christiana-later-this-month/>

Graphic Design/Web Content:

- Scheduled weekly public meeting notices via InformMe
- Updated the Development Plan Proposals webpage
- Edits made to the anti-plastic straw bookmark design
- Fixed Renee's signature on the FOP Contract Signature Page
- Created PUBS dispatcher account for La-Scheie Taylor

Communications Assistant:

- Assisting the Finance Department with incoming tax calls
- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Began March newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

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:**

Administration - City Manager

Notable Notes:

City Manager:

I attended a number of meetings this week that took up a large portion of my time between prep, attendance, and follow-up. Monday evening, we had a regular Council meeting. Tuesday evening, I attended the CAC meeting to present the 100% renewable bill and answer questions. Following this meeting I prepared a supplemental memo for Council that includes a number of small revisions to the bill that were requested by CAC that I support. Wednesday, I participated in interviews for the executive director position with TNP. We held a meeting earlier in the week as well to prepare and Thursday evening we presented our scoring and selection to the Executive Committee. I participated in two calls hosted by DLLG, one with Senator Coons and the other with Governor Carney. I also attended Senator Hanson's Climate and Energy Forum where the new Renewable Portfolio Standards bill was discussed. I had two DFIT meetings this week, one of the full Stewardship Committee on Wednesday and the Claims Committee on Thursday afternoon where we reviewed a large claim from a member community. I also held our weekly director level staff meeting on Thursday.

While not in meetings, I spent the majority of the rest of the week working on items for Council meetings like the Diversity and Inclusion Commission, the AFSCME 3919 MOU, the 100% renewable bill, and a number of other memos. I submitted a Transportation Alternatives Program grant application for improvements to South College Avenue that was prepared together with the University of Delaware. We also had two sewer related issues where I became involved due to disputes over maintenance responsibility. The remainder of the week was spent of general administrative and personnel related tasks.

Human Resources:

The HR Team continues to stay extremely busy with the processing of 2021 ATB increases for AFSCME unions and CWA. We are also in the midst of the annual evaluation period so we are working with each department to make sure they are being completed so CHRO Hardin can review them all. We are also working with Finance/Payroll to finalize employee accruals for 2020 and 2021. On Monday evening, City Council unanimously approved the MOU (II) with AFSCME 3919. The MOU will greatly reduce the accrued and future liability related to SOE related comp time. The FOP contract is finalized and signed by all parties. The next step will be to work on their pension with the State of Delaware. CHRO Hardin has set up a meeting with Finance, Solicitor and City Manager to discuss the path forward and how to go through the process of getting into the State pension. CHRO Hardin has reached out to the State Pension Office to get the information needed to get started. We must be set up and ready to go by July 1, 2021 per the contract. CHRO Hardin will be initiating staff meetings with field supervisors to work on consistencies and communications between the City and employees at the City yard. The Police Department reached out to HR this week to get the process started for promotion to Lieutenant. Due to a vacancy this position requires the promotional process internally. HR team participated in PACE training with IT Applications on Wednesday all day to look at options for Management Self Service and employee evaluations. We have several job postings that have been posted and will be posted in the coming weeks due to retirements and resignations. We also have two new employees starting next week and the following week. Both will be onboarded by CPPO Martindale.

Chief Purchasing & Personnel Officer:

COVID-related issues for staff eased up this week, which seems consistent with the post-holiday peak passing, so hopefully this trend continues moving forward. HR has received some information pertaining to planning for the rollout of Phase 1B of the State's COVID vaccination schedule, so HR and Communications will begin coordinating with staff to determine who is interested in the vaccine and who will administer the vaccine for staff (there has been some mixed signaling from the State in this regard).

There are current five (5) job postings out for position vacancies and two (2) new hires starting this month, so Mr. Martindale will be very busy with interviews and onboarding in the next several weeks.

Purchasing also has two (2) contracts out for bid currently for Parks and Recreation as well as PW&WR. Please visit www.newarkde.gov/bids for more information.

The ESCO project team also met on Tuesday to review a structural issue with the entryway to City Hall via the main atrium. While not yet a safety risk, completing needed repairs now, while the roofing work is wrapping up, will be beneficial and cost-effective for the City.

Facilities Maintenance:

The FM team primed and painted the new CED wall, installed a door frame in the CED wall, began painting the first floor public areas to have the colors match the rest of the building, rehung various acrylic shielding, moved furniture for the Planning Department, met with Anaconda (new life safety vendor) to begin the transitioning to a new first monitoring system, took care of smell issues in the PD holding cells, and completed normal disinfecting and cleaning duties.

Communications:

- Working on press release, additional external communication around filing deadlines for upcoming District elections
- Compiled the 2020 WOW nominations and presented to the Wellness Committee for a vote
- Working with the Environmental Coordinator on a script and video for the 2021 White Clay Creek Fest
- Working with CPPO on a staff survey to gauge interest in the COVID vaccine
- Initiated contact with DPH, local pharmacies and other locations to determine procedure to vaccinate staff during next phase
- Completed the webinar "Fostering Workforce Resiliency in 2021"
- Completed the webinar "What Local Leaders Should Know About the Federal Government Transition"

City of Newark in the News:

Newark extends strict limits on social gatherings:

https://www.newarkpostonline.com/news/newark-extends-strict-limits-on-social-gatherings/article_0e547b29-0b91-5979-ae3a-bac7e7a54a0b.html

Horning, Hamilton not planning to seek re-election to Newark council:

https://www.newarkpostonline.com/news/horning-hamilton-not-planning-to-seek-re-election-to-newark-council/article_590235d4-fa09-58e8-8f8d-e4d2f57b79a6.html

Web Content/Graphic Design:

- Created AFSCME 3919 job applicant handout
- Created first drafts for two anti-straw bookmarks
- Scheduled weekly public meeting notices via InformMe
- Scheduled MLK refuse schedule change notice via InformMe
- Scheduled Newark Transportation Improvement District Committee meeting on City website
- Scheduled PUBs outage notices on City website
- Updated social gathering thresholds on the City website

Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Began March newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

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:**

Alderman's Court

Notable Notes:

Alderman's Court remained closed to the public from 1/7/21-1/13/21. Court continues to monitor phone calls, process PBJ's and pleas in absentia. All court dates for January have been rescheduled.

Parking Ambassadors handle all parking appeals online.

Terri participated in a remote managers meeting on 1/7/21.

Activity or Project:

Parking and Criminal/Traffic Payments

Description:

From 1/7/21-1/13/21 Alderman's Court collected a total of 138 parking payments of which 133 were paid online and 5 were paid through court. The court also collected criminal/traffic payments of which 75 were paid online.

Status:	Completed
Expected Completion:	01-13-2021
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:

Alderman's Court

Notable Notes:

Alderman's Court remained closed from 1/14/21-1/20/21. The court staff continues to monitor phone calls, enter PBJ sentences, take payments for criminal/traffic and parking tickets, and process plea by mails/plea in absentias. The Parking Ambassadors continue to handle all parking appeals online.

Terri participated in a managers' meeting on 1/14/21.

The bailiffs will attend Taser training in February.

Activity or Project:

Payments

Description:

From 1/14/21- 1/20/21 Alderman's Court collected a total of 225 parking payments of which 198 were paid online and 27 were paid at court. The court also collected criminal/traffic payments of which 89 were paid online and 43 were paid at court for a total of 132 criminal/traffic payments.

Status:	Completed
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Expected Completion:	01-20-2021
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Execution Status:	Completed
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Renee participated in the management staff meeting on January 14.

Renee took part in coronavirus-related conference calls for municipal stakeholders with Senator Coons on January 14 and with Governor Carney on January 15 with Mayor Clifton and City Manager Coleman.

Staff finalized and posted the January 25 Council agenda on January 15. The packet was posted on the website on January 18 and hard copies were delivered to Council on January 19.

Renee finalized and posted the January 26 Election Board organization meeting agenda and packet on January 19 and distributed it to the Board members.

Renee worked on items for upcoming Council meetings, including drafting the agenda for the February 1 Council meeting, finalizing items for the January 25 Council packets, drafting and submitting advertising notices for upcoming meetings, and scheduling items for upcoming Council agendas.

Renee drafted the subdivision agreement for 132-136 East Main Street and circulated it to staff for review and comment. This major subdivision with site plan approval, special use permit and parking waiver review is scheduled for public hearing at the February 8 City Council meeting.

Renee and Nichol continued work regarding changes to the applications for the January 21 Board of Adjustment meeting and revising and distributing additional information for the packets. The applicant for 287 East Main Street has submitted a revised plan that negates the need for three of the four previously advertised variances for building height and setbacks from East Main Street and Tyre Avenue and has reduced the request for the remaining parapet height variance. The appeal of an interpretation of the Planning and Development Department for 287 East Main Street regarding building height is still currently part of the application. Additionally, Nichol began working with potential applicants for the February 18 Board of Adjustment meeting.

Renee reviewed the district coding for the updated voter lists and submitted it back to the Department of Elections. Two candidate petitions were provided for prospective candidates in District 1. Districts 1, 2 and 4 are up for the April 13, 2021 election and the filing deadline is February 8 at 5:00 p.m. To make arrangements to pick up or drop off Council petitions while the Municipal Building is closed, please email citysecretary@newark.de.us or call 302-366-7000 and ask to be connected to the City Secretary's Office.

Renee and Tara spent extensive time working on building permits reviews and working with developers on outstanding materials.

Renee and Tara worked on research for several staff and Solicitor requested items.

Tara spent time on several union issues.

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

- * Provided a response and closed a December 21 FOIA request for 337-349 East Main Street and Washington Street adjacent 349 East Main Street pertaining to utility plans/street right-of-way/Main Street Reconstruction from Hillcrest Associates
- * Provided a response and closed a December 31 FOIA request for lienable items/code violations pertaining to 101/103/105 Clara Lane from Brian Frederick Funk, P.A.
- * Provided a response and closed a January 7 FOIA request for active liens or permits assigned to 64 Welsh Tract Road Unit 208 from Kevin Glancy, @deretitle.com
- * Circulated to staff a January 14 FOIA request for all documents associated with the issuance of COs assigned to 1000 and 3000 Fountianview Circle from Thaddeus J. Weaver, Esq.
- * Provided a response and closed a January 15 FOIA request for site investigations/restoration/UST/solid hazardous waste/hazardous waste/hazmat emergency responses pertaining to 410 Ogletown Road Aetna Hose, Hook and Ladder from Maser Consulting Inc.
- * Circulated to staff a January 19 FOIA request for violations/lienable items/open permits regarding 723 Bent Lane

Regarding minutes, staff time was spent on the July 30 Election Board (Renee edited - complete), January 11 Council (Nichol drafted) and January 12 Conservation Advisory Commission minutes. Several sets of Council Executive Session minutes are currently in the queue.

3 discovery requests were fulfilled for upcoming Alderman's Court cases. 9 discovery requests have been filled so far for 2021. No court calendars were received due to the COVID-19 court closures. No pleas by mail were processed.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 39 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee met with IT Applications Manager Montgomery on January 19 to review issues identified and compiled by the Records team with Tyler Content Management. A meeting has been scheduled with Tyler to review issues that need further escalation.

Samantha and Ana 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 document numbers for January 14-20 are below.

Status:	In-Progress
Expected Completion:	
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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 7.

Renee participated in the management staff meeting on January 7.

Paul and Renee staffed the Council meeting on January 11. An addendum adding an emergency ordinance and items 2B (12/14 Council minutes), 2C (11/3 Planning Commission minutes) and 8D (Emergency Bill 21-01 updating the public gathering restriction sunset criteria) were sent to Council and posted on January 8. Follow up was completed by staff throughout the week.

Nichol staffed the January 12 Conservation Advisory Commission meeting. The CAC voted to support the 100% renewable energy ordinance and suggested language changes to Mr. Coleman, which will be forwarded as part of the January 25 Council packet for this item. They also agreed to begin collaborating with TNP on environmental concerns, especially carbon emissions. Ms. Chajes presented a questionnaire regarding straw consumption and Ms. O'Halloran shared proofs of anti-idling cards. Mr. Irvine intends to have the 2020 annual report completed for the February meeting.

Renee participated in an interview with a boards and commissions member from Sioux Falls, South Dakota on January 13 to discuss Newark's efforts to diversify the membership of the boards and commissions as they are looking to undertake a similar effort in their city.

Renee worked on items for upcoming Council meetings, including drafting the agenda and packet items for the January 25 Council meeting, finalizing advertising notices for upcoming meetings, and scheduling items for upcoming Council agendas.

Renee and Nichol continued work regarding changes to the applications for the January 21 Board of Adjustment meeting and revising the advertisements, agenda and packets. The applicant for 287 East Main Street has submitted a revised plan that negates the need for three of the four previously advertised variances for building height and setbacks from East Main Street and Tyre Avenue and has reduced the request for the remaining parapet height variance. The appeal of an interpretation of the Planning and Development Department for 287 East Main Street regarding building height is still currently part of the application. Additionally, Nichol began working with potential applicants for the February 18 Board of Adjustment meeting.

Renee spent time scheduling the Board of Elections organization meeting, which will be held on Tuesday, January 26, as well as worked with staff to begin preparations for the Council election. Nichol completed coding the new voter lists to be submitted back to the Department of Elections after review. One candidate petition was received and certified for District 4. Districts 1, 2 and 4 are up for the April 13, 2021 election and the filing deadline is February 8 at 5:00 p.m. To make arrangements to pick up or drop off Council petitions while the Municipal Building is closed, please email citysecretary@newark.de.us or call 302-366-7000 and ask to be connected to the City Secretary's Office.

Renee drafted and sent letters to the House Administration Committee, bill sponsors and Newark legislators regarding Council's support for HB11, which updates the Local Service Function tax credit process, in advance of the beginning of the new legislative session.

Tara drafted a memorial proclamation for an Aetna Hose, Hook and Ladder member who recently passed away.

Nichol worked with prospective boards and commissions appointees on submission of their

application materials for Council consideration.

Tara reviewed several building permits.

Renee and Tara worked on research for several staff and Solicitor requested items.

Tara spent time on several union issues.

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

- * Provided a response and closed a December 8 FOIA request for cell tower site plans/applications from 08/01/2020 to 12/08/2020 from SBA Communications
- * Provided a response and closed a December 18 FOIA request for 1000/3000 Fountainview Circle COs from Dilworth Paxson, LLP
- * Provided documents and closed a December 21 FOIA request for 337-349 East Main Street and Washington Street from Hillcrest Associates, Inc.
- * Circulated to staff a follow up for documents pertaining to a December 31 FOIA request to obtain code violations/lienable items regarding 101/103/105 Clara Lane from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the December 14 Council (Renee edited - complete) and January 11 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the January 12 Conservation Advisory Commission minutes are currently in the queue.

No discovery requests were fulfilled for upcoming Alderman's Court cases. 6 discovery requests have been filled so far for 2021. No court calendars were received due to the COVID-19 court closures. No pleas by mail were processed.

The office received 17 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 29 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha spent time identifying and compiling issues Records staff is having with Tyler Content Management to be discussed with the IT Applications team.

Samantha and Ana 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 document numbers for January 7-13 are below.

Status:	In-Progress
Expected Completion:	
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:**

Electric Department

Notable Notes:

The line crews responded to a few small outages this week and spent most of the time fixing streetlights. The line crews also had to switch out South Well Field so a contractor could work safely and they had to repair a neutral cable twice when a dump truck came out of Interchange Industrial Park with its bucket up.

The electricians troubleshooted the tennis court lights at Fairfield Park and spent the rest of the time rerouting and adding circuits at City Hall.

Engineering worked with the meter technician to troubleshoot and reprogram gatekeepers that are giving IT trouble with smart meter data collection. Engineering and the GIS Technician continued compiling data for the electric system study. Engineering spent time managing open projects like the Army Reserve, Marrows Road Honda, Safstor, Newark Senior Living Facility, etc.

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:**

Electric Department

Notable Notes:

The line crews switched off and grounded another substation transformer for testing. The crews also set two poles for the 304 South Chapel Street project and set the transformer at the Park N Shop.

The electricians changed components in faulty streetlights that the line crews replaced, fixed SCADA communication problems at substations, and installed new circuits and receptacles for the Water Division.

Engineering continued gathering data for the system analysis. Engineering also met with Fintech designers about infrastructure placement and went over all the City owned solar installations with the contractor and designers before construction.

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:

The upgrade of Northstar, Customer Connect 6 and mCare applications took place this week. These systems are what we use to bill utility services, gather meter data from our meters and what our customers use to view and pay their utility bills. One significant issue repaired was the ability for customers to change their credit card information within the system on their own. Previously, there was a bug in the system that prevented this from occurring. PUB staff have been reaching out to our customers with this issue to be sure the problem has been rectified on their end.

As of January 1, 2021, new water and sewer volumetric and customer charges went into effect.

On 1/13, Director Del Grande attended the State of Delaware Clean Water and Drinking Water State Revolving Fund Workshop. This webinar with the state discussed the programs and the parameters required for each. The City currently uses the SRF program to fund water, sewer and stormwater capital projects.

On 1/15, CM Coleman, Director Filasky and Director Del Grande met with DNREC and members of Deerfield to discuss sewer billing issues.

Director Del Grande has spent a good part of the week working on the outstanding stormwater bill issues on properties owned by the State of Delaware. Good progress is being made with this particular issue, with a resolution forthcoming in the immediate future.

Director Del Grande has spent a good part of the week working on the outstanding stormwater bill issues on properties owned by the State of Delaware. Good progress is being made with this particular issue, with a resolution forthcoming in the immediate future.

We are working on the November financial report. Current utility numbers are not looking good. Staff is digging into the details to triple-check the data.

Activity or Project:

Coronavirus Assistance

Description:

The City continues to reach out to our utility customers to help those in need of a payment arrangement and advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2. Residents and businesses may be eligible for financial assistance via the CARES Act if they have been impacted by Covid-19.

All obligations due to the City can be made online by clicking on this link, and then selecting the type of payment you choose to make. Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.

- Drop your utility bill check or money order into the dropbox at City Hall.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

Status:	In-Progress
Expected Completion:	03-31-2021
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Opening of new fiscal year including budget import, update to necessary settings
- Continuing utilization of invoice workflow
- Continuing Payroll updates – insurance, salary, retiree, benefits, tax tables
- Continue work on insurance applications and exposure workbooks for insurance renewal
- November Financial Report
- December month end work
- General billing invoices
- Insurance claims
- AP processing
- Work flow approvals – RFC, invoice, PO

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:

4,000 utility bills went out this week reflecting the first batch that includes the revised customer and volumetric charges for water and sewer. These changes were effective January 1, 2021.

The upgrade of Northstar, Customer Connect 6 and mCare applications took place last week. These systems are what we use to bill utility services, gather meter data from our meters and what our customers use to view and pay their utility bills. One significant issue repaired was the ability for customers to change their credit card information within the system on their own. It's been verified that this issue has been corrected. However, a new issue arose. If you received an ebill

notification on 1/15 or 1/19, it may have contained incorrect information. Our vendor is working to get the corrected ebill notification resent to you.

Finance Director Del Grande worked with Moody's Investors Services on their 2021 Issue Comment for the City of Newark. Moody's review held our bond rating with them at Aa2, with no outlook. This denotes no change from our current rating with Moody's and shows investors that the City of Newark's financial standing meets or exceeds the key matrices developed by Moody's to gauge the financial health of all government entities. Report is attached.

Activity or Project:

Coronavirus Assistance

Description:

All obligations due to the City can be made online and then selecting the type of payment you choose to make. Contactless bill payment options:

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- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

Status:

Expected Completion:

Execution Status:

Activity or Project:

Accounting

Description:

- Opening of new fiscal year including budget import, update to necessary settings
- Working on W2's, 1099's
- Continuing utilization of invoice workflow
- Continuing Payroll updates – insurance, salary, retiree, benefits, tax tables
- Continue work on insurance applications and exposure workbooks for insurance renewal
- December month end work
- General billing invoices
- Insurance claims
- AP processing
- Work flow approvals – RFC, invoice, PO

Status:

In-Progress

Expected Completion:

12-31-2021

Execution Status:

On Track

Activity or Project:

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

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 59

Open Project Tickets from Previous Week - 16

Open Tickets with Vendor R&D from Previous Week - 66

Tickets Opened in the Last Week - 36

Tickets Closed in the Last Week - 25

Remaining Open Support Tickets - 70

Remaining Open Project Tickets - 18

Remaining Tickets with Vendor R&D - 64

1. Skype meeting with Harris to review outstanding items related to software upgrades on 1/8.
2. Webex with Harris Smartworks to discuss billing automation on 1/8.
3. Electric Department swapped GK2 and GK18 and we were successfully able to establish communication to the head end on 1/12.
4. Attended Tyler led CAFR training with Accounting team on 1/12.
5. Successfully upgraded Harris Northstar, Customer Connect and mCare on 1/12.
6. Attended Tyler led HR training with HR team, specifically related to evaluations and manager self service on 1/13.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Upgrade firmware on GK2.

Infrastructure Team:

Open Support Tickets from Previous Week - 98

Open Project Tickets from Previous Week - 36

Tickets Opened in the Last Week - 77

Tickets Closed in the Last Week - 69

Remaining Open Support Tickets - 105

Remaining Open Project Tickets - 37

1. Testing web based Remote Desktop Services.
2. Assisting with equipment moves.
3. Verifying common infrastructure across business-critical applications.

4. NorthStar upgrade.
5. Reviewing and revising PRTG sensors.
6. Enhancing monitoring and alerting for the mesh network.
7. Troubleshooting connectivity for car 935.
8. Coordinating bandwidth upgrade from 200mb to 1gb.
9. One Drive and Teams Roll out planning and scheduling.
10. Reviewing desktop GPOs.
11. Patching Hyper-V servers.
12. Workstation patching and maintenance.
13. Server patching and vulnerability remediation.
14. Continued WFH support.
15. Worked on and resolved support tickets for end users.
16. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Harris Software Upgrades (Applications Team)

Description:

Harris Software Upgrades

Northstar version 6.4 to version 6.6

Customer Connect version 6.3 to 6.5

mCare 6 version 6.3 to 6.5

Phase 1 Software Upgrade TEST Environment

Completed

Phase 2 Kick Off (Definition & Planning)

Completed

Phase 3 End User Acceptance Testing

11/30/20- 12/15/20 - Completed

Phase 4 Vendor Issue Remediation

11/30/20 - 1/08/21 - Completed

Phase 5 End User Acceptance Re-Testing of Identified Issues

12/28/20 - 1/08/21 - Completed

Phase 6 Go Live

1/5/21 (Northstar & CC6) - Scheduled; Rescheduled for 1/12/21: COMPLETED

1/6/21 (mCare 6) - Scheduled; Rescheduled for 1/13/21: COMPLETED

Status:	Completed
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Expected Completion:	01-13-2021
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Execution Status:	On Track
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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: Working through the permit process for the Reservoir restroom installation; worked on close out of purchase orders from 2020 that were open; attended a Police Athletic League quarterly meeting; reviewed landscape plans for upcoming subdivisions; presented the Landscape Screening and Treatment Ordinance updates to Council for second reading; worked with Tom Zaleski on graffiti removal efforts in some areas along the James Hall Trail; working with a couple of families for placement of memorial benches throughout our park system; worked with Tom Z. about bamboo removal in Rittenhouse Park; conducted parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Worked with Kathy to close out any open purchase orders from 2020; set up quarterly PAL meeting and attended; attended Employee Engagement and Wellness Committee meeting; discussed with Joe the 2021 events calendar and possible changes for initial events due to current restrictions, sent tentative schedule to parks and recreation staff; worked with Kathy and Tom to update a purchase order; helped Tom finish a reforestation plan; worked with Chrissy on new write-ups for upcoming events; worked with Jeff to send out an additional addendum for the Parks signage contract; sent out requests to staff for updates on the portable toilets, t-shirts, arts and craft and sports supply lists in preparation for bid requests; worked with Shelby to create 2021 summer employment flyer, posted on social media and sent to recreation staff to distribute; continued to work with Chrissy, Tom and Rich on projects for upcoming volunteer group; worked with Chrissy to finalize details for MLK volunteer event at the Wilson Center; worked with Shelby to update information for the winter/spring activity guide online; continued to work with Melinda on information for the submission of the Delaware Division of the Arts Grant; working with Sharon on updates for the vendor and sponsor packets; worked with Shelby on weekly Eblast; continued combining annual reports from recreation, parks staff and the volunteer report into one report.

Recreation Supervisor of Athletics: Before and after school care programs started back up this week with Christina returning to hybrid learning, numbers are much lower than typical but similar to what we had in November, we may be able to have our child care staff vaccinated in phase 1B, compiled a list of the staff interested in receiving the COVID-19 vaccine; planning and working out details for summer camp programs, sent out the summer after camp care van rental bid request;

met with Deputy Director and Director regarding spring field/court use; completed program PSAs for February.

Recreation Supervisor of Community Events: Working on revisions for spring events and programs; making arrangements for summer camps; working on program analysis forms.

Coordinator of GWC and Volunteers: Researched and changed the descriptions for the Newark Community Volunteer Appreciation & Fair and Spring Clean Out Sale due to COVID-19 restrictions, the Volunteer Fair will now be titled Random Acts of Kindness Volunteer Appreciation and Information Session which will be held during National Random Acts of Kindness week February 17-23 and will showcase volunteers from 2020, provide volunteer opportunities and have a scheduled virtual information session; the Spring Clean Out Sale will now be titled Christmas in July Flea Market which will take place Saturday, July 24 from 8 a.m. - 12 p.m. for the community to get a jump start on holiday shopping and into the Christmas spirit with a community flea market; finalized and submitted the Volunteer Report to the Deputy Director – the Parks and Recreation Department documented a total of 464 volunteers that devoted 4,145 hours in 2020; went to the George Wilson Center on January 12 to flush the sinks/toilets following a water main break; worked with the Parks Superintendent and Adopt-a-Trail crew on repairing a bridge on the Mason Dixon Trail; updated a volunteer group that will be providing volunteer service beginning the end of January; went to the George Wilson Center on Thursday to gather materials, maps and forms and meet with the coordinator from the NAACP for the park clean up scheduled for January 18, MLK Day; a total of 22 volunteers devoted 44 hours on January 18 removing litter from New London Rd., Creek Rd., Church St., Corbit St., Ray St., Kennard Dr., Cleveland Ave., Wilson St., Terrace Dr., Rose St., Grays Ave., and Terry Ln. all of which are located in the “School Hill” area of Newark; volunteers removed over 40 bags of trash; the volunteer group partnered with New Castle County for this day of service and the George Wilson Center parking lot served as a drop off location from 10 a.m. - 2 p.m. for donations for Hope Center families experiencing homelessness; continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with potential renters and talking them through the online registration system for programs since we are not currently offering tours or sales in person at the George Wilson Center.

Recreation Specialist: Continued working on the Delaware Division of the Arts grant draft, need assistance filling in financial information from Sharon; posted Weekly Round-up on activities for Facebook; updated age control dates for all programs in Civic Rec to ensure the appropriate age guidelines were set up.

Parks Superintendent: Inspected six (6) park areas and developed work orders as needed, continued working with DelDOT and Amtrak on graffiti issue on Hall Trail under Library Avenue bridge, with assistance from Deputy Director completed Reforestation Plan for the park system, at Public Works request met with resident concerning stormwater management issue, updated need to clear that GIS Tree layer dealing with tree/creek work in park system, continued working on 2021 Urban Tree Grant application from state forestry, reviewed open PO's with Deputy Director to see which ones need to stay open into 2021, coordinated with fencing contractor to repair fence at Lumbrook tennis court and continued gathering quotes for upcoming purchases.

Parks Supervisor: Assigned field staff daily, brought banners back down to Parks maintenance facility from City Hall and assisted as needed and started coordinating for wood foot bridge decking replacement on Hall Trail in Phillips Park. Parks staff continued on cut backs throughout

park system, did tree pruning at East Park Place open space, checked both pools, did equipment maintenance on all walk behind mowing units, did trash removal throughout park system and did interior bed maintenance at City Hall.

Activity or Project:

Random Acts of Kindness Volunteer Appreciation & Information Session

Description:

Random Acts of Kindness week is a week dedicated to kindness and taking that extra, conscious step to brighten someone's day. The City of Newark Parks and Recreation Department will be highlighting the amazing volunteers that have done just that with their volunteer efforts in 2020. From February 17-23, check out the Newark Parks and Recreation Facebook Page @NewarkParksRec every day as we showcase our volunteers and post upcoming volunteer opportunities.

Join us on February 20 from 10-11 a.m. and chat with our Volunteer Coordinator live via Zoom to see how you can help serve the Newark Community with the Parks and Recreation Department in 2021. From young teens through older adults, volunteers assist with special events, programs, summer camps, and are vital in taking care of our parks. Do you need community service hours? Are you interested in getting outside more in 2021 and want to learn about adopting a park or trail? Interested in connecting more with your community through volunteering? All this and more will be covered in the virtual event. Event will be held via Zoom. Pre-registration is required by Friday, February 19 at 12 p.m. Zoom link information will be provided upon registering for the event.

Status:	Not Started
Expected Completion:	02-20-2021
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:

Parks and Recreation Department

Notable Notes:

Director: Met with Travis from Electric Department about the Reservoir restroom electric requirements; met with Paula and Chrissy about George Wilson Center rentals, programs and activities; developed ADA priority list for 2021 and upcoming CIP projects; worked on vehicle replacement memo for Council for the replacement of truck 1430 through the State purchasing contract; met with Paula and Chrissy about upcoming day of service activities and volunteer initiatives; held a prebid meeting at Handloff Park for the park signage replacement RFQ; prepared for Council presentation for the Landscape Screening and Treatment second reading; conducted a park maintenance meeting to discuss upcoming projects and work orders; met with Paula about upcoming programs and camps and meeting the COVID guidelines to conduct the programs.

Deputy Director: Worked with Marta to get 2021 summer employment opportunities on the City website; worked with Chrissy, Tom and Rich on projects for upcoming volunteer group; worked with Shelby and Tom to create signs for trail detour while work is completed to repair a footbridge; worked with Shelby to create new Facebook banners for upcoming winter/spring programs; met with Joe, Rich, and Tom to discuss 2021 ADA plans for parks; attended pre-bid meeting for the Parks Signage Contract and submitted questions to Jeff to send out another addendum; met with Lt. Nelson from NPD and Tyler regarding park permits and special event permits for 2021; discussed with Chrissy and Joe upcoming MLK volunteer event at the Wilson Center; worked with Sharon to send update to UD regarding 2021 tentative schedule of events; worked with Civic Rec registration support to correct sign in issues for staff; worked with Jayme and Shelby to get updated winter/spring activity guide on ESS along with updated employee policy; worked with Shelby and Melinda to update the website with current event information and FAQ sheet for programs; worked with Shelby to create new link for volunteers on the website to link to Civic Rec registration software and update the map link in Civic Rec; worked with Kathy to find solution in Civic Rec to ensure programs and camp sessions displayed in date order; continued to work with Melinda on information for the submission of the Delaware Division of the Arts Grant; sent vendor and sponsor packets to Sharon for review and updating; completed January PSA's and sent to Shelby to send out; discussed with Tyler return of before and after school care on January 11 when the district starts hybrid learning again; worked with Shelby on weekly Eblast; continued combining annual reports from recreation and parks staff into one report.

Recreation Supervisor of Athletics: Planning for the reopening of schools and our before and after care programs at West Park and Downes Elementary Schools, completed staff schedule for January, coordinated snack service with Christina Child Nutrition Services, assisted participants with registration questions; planning and working out details for summer camp programs; met with Deputy Director and NPD contact regarding park reservation procedures.

Recreation Supervisor of Community Events: Updated tentative 2021 Calendar of Events; sent requests for facility use to UD; writing program analysis for fall programs; gardeners continue to renew and register for the 2021 gardening season.

Coordinator of GWC and Volunteers: Continued finalizing items on the 2020 Annual Volunteer Report; continued updating Civic Rec as needed; coordinated details with the NAACP on organizing a volunteer event for Martin Luther King Day on January 18; coordinated with other volunteer groups on upcoming programs, events and special park maintenance; met with the Jazzercise Instructor on picking up items from the Center and discussing dates for 2021; coordinated with the Department Director, Deputy Director and City Manager on the closure

extension of the George Wilson Center to February 1; updated attendants, long-term renters and continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with potential renters and talking them through the online registration system for programs since we are not currently offering tours or sales in person at the George Wilson Center.

Recreation Specialist: Started working on the Delaware Division of the Arts grant draft, updated FAQ document for Eblasts, sent volunteer totals from summer camps for end of year report and listing of volunteer organizations who attended the 2020 Camp/Volunteer Fair; entered winter/spring events into the online City calendar and updated Parks and Recreation Community Events pages on City website.

Parks Superintendent: Continued on Reforestation Plan, met with homeowner concerning tree issues, along with Parks Director and Deputy Director attended meeting to discuss upcoming ADA projects within park system for 2021, attended meeting along with Parks Director, Deputy Director and contractors interested in bid for new park sign contract, met with NPD to get vandalism report/pictures for vandalism on Hall Trail, completed and submitted year end report for 2020 to Deputy Director and continued gathering quotes for upcoming purchases in 2021.

Parks Supervisor: Assigned field staff daily and assisted as needed, completed research and received quote on new pick up to replace pick up #1430 in 2021 and got quote for lumber/hardware for replacing decking/side rails on wood footbridge on Hall Trail in Phillips Park.

Parks Staff: Removed graffiti on Hall Trail, started cut backs of all areas where bulbs are planted in groundcover areas, did trash removal throughout park system as needed, did tree removal at Karpinski Park, did graffiti removal along Hall Trail, removed holiday lights/decorations at City Hall and tree on Main Street and interior bed maintenance at City Hall.

Activity or Project:

2021 Traffic Island Beautification Sponsorships

Description:

2021 Traffic Island Beautification Sponsorships are available to businesses, organizations, or individuals to sponsor roadway median beautification sites throughout Newark. Sponsor signs are placed in the medians and funding is used to purchase plant material, mulch and other items necessary to maintain our traffic islands. For more information, please call 302-366-7000 or visit our web site at www.newarkde.gov/play.

Status:	Started
Expected Completion:	06-30-2021
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

Complaints: 8

Violations: 3

Inspections: 17

Citations Issued: 0

- 90/92/94/96 E. Cleveland Ave.: Working on inside finishes.
- 321 Hillside Rd. (townhomes): Framing building 300 and 400, 4 underground plumbing is complete.
- 227 W. Park: Framing/Plumbing/HVAC.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior framing is complete. Exterior finish work is in progress. Ductwork and mechanical piping inspections are in progress. Basement walls approved to close in.
- Thorn/Lehigh Flats: Buildings W, 11 and 31 finals are in progress. Buildings 21, 51, A, B and V are approved to close in. Buildings 31, F and G rough inspections in progress. Buildings 61 finishes in progress.
- Newark Charter School: Loop road base course paved parking and site work progressing, site clearing for junior high school building – permit application reviewed for footing, foundation and structural steel, appeal in progress for building height issue.
- Newark Senior Living: Site work, underground plumbing and footings are in progress.
- 321 Hillside Rd./The Rail Yard: Site work progressing, Apartment Building A (#6000/#7000 units) slabs complete, framing has started. Building B permit approved for footings which are in progress. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- UD Green Utility Projects: Steam and condensate connection to Memorial Hall complete, restoration of green and pathways partially completed – permit application for electric feeder project to Drake Hall, Brown Lab & Future Building review is complete, awaiting permit issuance.
- Rodney Storm Park Project: Weir wall constructed, additional site work progressing.
- 211 S. Main St.: Interior drywall and trim work ongoing. Exterior wall finishes being applied.
- 325 Academy St. (UD Perkins Dining): Preliminary final inspection complete. Waiting for final of grease hoods and Ansul systems.
- 625 S. College Ave. (UD Whitney): Final for press box area and stadium bowl area are

complete. .

- UD Worrilow Hall: Certificate of Completion has been approved.
- Fintech, Star Campus: Structural steel shell being installed.
- College Square: Permit applications have been submitted for two apartment buildings and three detached garage structures.
- Wyoming Rd. (UD Library Annex): Final inspections complete.
- 287 E. Main St.: Footer/Foundation being installed.
- 304 S. Chapel St.: Site work is ongoing. Footers, foundation walls being installed.
- T. Poole attended the SAC meeting – site meeting for accessible route at green utility project.
- O W. Park Pl. (corner of W. Park Pl. and Orchard Ave.): permit application received for new construction of a single-family home.

Parking

- Continued weekly meetings regarding COVID-19 with Management, Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Office currently on an alternating work-from-home/in-office schedule to reduce chances of community spread.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Placed purchase request for 2021 rents and other major purchases.
- Continued handling residential and municipal permitting for residents. Increase in municipal permit work due to changeover into new year. Customers being scheduled for permit pickup to decrease risk of community spread of COVID-19.
- Parking Ambassadors continued giving out masks to patrons on-street. 27 masks handed out since last report.
- Worked with T2 Systems to incorporate Passport parking transactions into a single report. Created a user profile for Passport and working to match kiosks, zone numbers, and zone names to each other to complete report consolidation.
- Provided Purchasing and Finance with Passport convenience fee audit report to match up against charges from Passport.
- Passed out/emailed COVID-19 vaccination acceptance/declination form to employs to get an idea of how many would take the vaccine when it becomes available to City employees.
- Parking Management participated in the Parking Study Follow-up meeting with Kimley-Horn and Planning to discuss the close of Phase 1 and feedback moving into Phase 2.

Planning/Land Use

The Comprehensive Plan V Review Steering Committee will hold a virtual public meeting on Tuesday evening, January 26, 2021 at 7:00 p.m. More information will be posted on the website.

The Planning/Land Use division is moving to the 2nd floor where the Communications Division used to be located. This move should be completed by the end of this week.

Activity or Project:

Description:

Status:

Expected Completion:	
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Execution Status:	
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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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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:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 15

Violations: 9

Inspections: 28

Citations Issued: 7

- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities are on backorder.
- 321 Hillside Rd. (townhomes): Framing has started on buildings 300 and 200, building 400 plumbing has started.
- 227 W. Park: Electric/Plumbing/HVAC.
- 1364 Marrows Rd./Honda Service: Permit issued and footings have started.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior is nearly complete. Exterior finish work is in progress, ductwork inspections are in progress, mechanical piping inspections in progress.
- Thorn/Lehigh Flats: Buildings P, 11, and 31 finals are in progress. Buildings 21, A, B and V approved to close in, buildings 31 and 51 rough inspections are in progress. Buildings 61, B, and W finishes in progress.
- Newark Charter School: Loop road base course paved parking and site work progressing, site clearing for Junior high building – permit application reviewed for footing, foundation and structural steel, appeal in process for building height issue. Exterior framing completed, interior framing completed, interior framing complete for commons building, insulation, rough plumbing, ductwork and weatherproof exterior finishes in progress.

- Newark Senior Living: Site work in progress. Site activated on November 16, 2020.
- 321 Hillside Rd./The Rail Yard: Site work progressing, paving base in progress, Apartment Building A (#6000/#7000 units) slab complete, framing started. Building B permit approved footings in progress. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- UD Green Utility Projects: Steam and condensate connection to Memorial Hall complete, restoration of green and pathways partially completed – permit application for electric feeder project for Drake Hall, Brown Lab and Future Building review is complete, awaiting permit issuance.
- 0 W. Park Place: Permit application received for new single-family dwelling at the NE corner of W. Park Place and Orchard Avenue.
- Rodney Storm Park Project: Weir wall constructed, additional site work progressing.
- 211 S. Main St.: Interior drywall and trim work ongoing. Exterior wall finishes being applied.
- 325 Academy St. (UD Perkins Dining): Preliminary final inspection complete. Waiting for final of grease hoods and Ansul systems.
- 625 S. College Ave. (UD Whitney): Final for press box area and stadium bowl area complete.
- UD Worrilow Hall: Certificate of Completion approved.
- Fintech, Star Campus: Structural steel shell being erected. Second and third floor slabs complete.
- College Square: Permit applications have been submitted for two apartment buildings and three detached garage structures.
- Wyoming Rd. (UD Library Annex): Final inspections complete.
- 287 E. Main St.: Footer/Foundation being installed.
- 304 S. Chapel St.: Site work is ongoing. Footers, foundation walls and UG plumbing are being installed.
- Tim Poole attended a meeting on the Rodney Progress. Site meeting for accessible route at green utility project.

Property Maintenance

- Working with other departments to fix underlying questions about citation payments.
- Working with U of D to help create a “Good Neighbor” program to educate students about the most violated City Property Maintenance Codes and how to be a good neighbor by not violating these codes.

Parking

- Continued weekly meetings regarding COVID-19 with Management, Planning, Parking and Enforcement teams. Prepared PPE for handout to patrons and visitors.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Office currently on an alternating work-from-home/in-office schedule to reduce chances of community spread.
- Produce financial documentation for Finance Department and producing invoices for Purchasing. Closed 2020 purchasing requests. Completion of lot and building rents for 2021 and put through several purchase requests for 2021.
- Continued handling residential and municipal permitting for residents. Increase in municipal permit work due to changeover into new year. Municipal permitting is now completely digital, no

sticker required for permitholders due to being able to be handled through License Plate Reader device.

- Parking Ambassadors continued giving out masks to patrons on-street. 35 masks handed out since last report.
- Completion of Employee Harassment Forms and employee evaluations. Sent to City Hall for recordkeeping.
- Provided Finance with CAFR Statistics regarding citations issued, summonses associated with citations, lots managed, and on-street spaces. Due to high number of space changes, recounted all spaces through the City of Newark to ensure an accurate count.
- Parking Management participated in SAC Committee to discuss Green Mansion project and proposed farm zoning ordinance.
- Fixed issue with Willard Hall Kiosk, controller went bad and was replaced.
- Closed out T2 project regarding digitization of permits. Staff continues to work on digital permitting and feels it will be introduced in a couple weeks.
- Continued working on parking in parks project.
- Continued working on GIS map for lot leasing.

Planning/Land Use

Planning and Land Use Division is working with all parties involved on moving to the second floor where the communications office was located. In addition, the new Administrative Professional for the Land Use Division, Ann Luciano, will be starting next Tuesday, January 19, 2021. Ann comes to us with a wealth of experience and knowledge in administrative and customer service support. Ann has over 20 years' experience both in the private and public sector working in this field. We look forward to welcoming Ann to our team.

Staff had our now bi-monthly Subdivision Advisory meeting on Wednesday, whereby given the volume of land use plans, starting this month, the SAC team is now meeting the second and fourth Wednesday whereas previously the SAC was meeting once a month. The second Wednesday SAC meeting will focus on the agenda items targeted for the Planning Commission agenda the following month and the fourth Wednesday will focus on all of the other land use plans that we have in-house that need to be reviewed and discussed.

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:**

Police Department

Notable Notes:

- Next week members of the department who received the first COVID-19 vaccine will begin the process of receiving the second dose.
- Our Traffic Division is back up and running and has been very active in various locations throughout the city to reduce traffic violations and improve safety.
- Chief Tiernan, Deputy Chief Farrall, and Sergeant Jones met to discuss and update procedures for firearms qualification for retired police officers.

Patrol Division:

- On January 16, 2021, at 1145 hours, Newark Police responded to the Super 8 Motel at 268 East Main Street for a report of a robbery. Responding officers contacted a male victim at the scene. The victim, a patron of the motel, reported that he was walking through the parking lot when he heard a female calling for help from one of the motel rooms. The victim went to the room to investigate and was grabbed by a male suspect and pushed into the room. Once inside the room, the male suspect held a knife to the victim's throat and the victim was ordered to provide his personal property. A female suspect in the room took personal property from the victim and then both the male and female suspects left the room. The victim suffered a minor injury from the knife which did not require medical attention. Newark Police CIU responded to the scene and took over the investigation.
- On January 17, 2021, at 1157 hours, Newark Police responded to Main Towers to assist AETNA with a kitchen fire in a 7th floor apartment. Upon arrival, the fire was already extinguished. Due to smoke being present in the hallways, officers assisted in getting residents to the lobby. AETNA took over the scene and dispersed the smoke that had accumulated inside the building. No residents were injured during this incident and the small kitchen fire was extinguished quickly.

Special Enforcement Division:

- During the week, the Special Operations Unit will continue their work on police applicant background investigations.
- Members of the unit will attend a Bike Newark Zoom meeting on January 21, 2020.
- During the week, the Traffic Unit will focus enforcement efforts on Cullen Way after recent traffic speed analysis reflected numerous violations. The unit will also focus enforcement efforts on Otts Chapel Road and Capitol Trail.
- On January 11, 2021, Animal Control Officer Donna Vickers responded to the Newark Manor Nursing Home for a report of a loose aggressive dog in the parking lot. The dog barked at an employee that fell and broke her wrist. With the assistance of officers, the animal's owner was

located, and charges are pending.

- On January 12, 2021, ACO Vickers responded to the 500 block of Stamford Drive for a sick or injured cat on a resident's patio. It was reported that the cat was aggressive when approached. She successfully trapped the animal and transported it to the Brandywine Valley SPCA to receive treatment.

Auxiliary Services Division:

- PSAP Manager Cannon participated in a virtual State of Delaware 9-1-1 board meeting.

Administration Division:

- M/Cpl. Smith attended a virtual meeting this week with the Board of Fountainview to discuss crime prevention and other matters of interest to the residents.

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:

Police Department

Notable Notes:

- Police Officers and Communications Officers (Dispatch) continue to receive the first doses of the COVID-19 vaccination. We anticipate that personnel will begin receiving the second vaccination beginning the last week of January.

Auxiliary Services Division:

- On January 12, 2021, NPD was awarded State grant funding to support proactive overtime details, technology upgrades, and criminal investigations.

Criminal Investigations Division:

- Detectives are investigating a shooting that occurred on January 7, 2021, at approximately 2303 hours at 402 Ogletown Road. Arriving officers found a male victim suffering from a gunshot wound to the leg. A short time later, a female victim, who was present with the male victim, discovered that she had also suffered a gunshot wound to the leg. Both victims were transported to an area hospital by ambulance with injuries not believed to be life threatening. Newark Police Detectives and the Evidence Detection Unit were called to the scene to assume the investigation. The preliminary investigation has found that the two victims and a third male were walking through the parking lot of the hotel when they were shot by unknown suspects in a vehicle. The vehicle is described as a blue sedan, possibly with New Jersey license plates. The vehicle was last seen leaving the scene towards Capitol Trail. Detectives located shell casings at the scene and are interviewing witnesses and reviewing area surveillance cameras. Anyone with information about this incident is asked to contact Det. W. Anderson at (302) 366-7100 ext. 3469 or wanderson@newark.de.us.
- On January 6, 2021, Street Crimes Unit Officers located Stephen Evans, who had several outstanding arrest warrants, at a business on Kirkwood Highway in Newark. When confronted, Evans fled from officers on foot. He was taken into custody after a brief foot chase. Evans was transported to Newark Police headquarters where he was charged with offenses for which warrants had previously been issued for Burglary Second Degree, Burglary Third Degree, Theft Under \$1,500 (7 counts), Resisting Arrest and Criminal Mischief. Evans was also charged with Offensive Touching of a Law Enforcement Officer and Resisting Arrest as a result of his attempt to avoid arrest on January 6, 2021. No one was injured during the arrest. Evans appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$16,000 cash bail plus \$1,600 secured bail. Evans was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

Patrol Division:

- On January 7, 2021, at approximately 11:03 p.m., Newark Police were dispatched to the Springhill Suites at 402 Ogletown Road for a report of a shooting. Arriving officers found a male victim suffering from a gunshot wound to the leg. A short time later, a female victim, who was present with the male victim, discovered that she had also suffered a gunshot wound to the leg. Both victims were transported to an area hospital by ambulance with injuries not believed to be life threatening. The investigation is ongoing and was turned over to the Criminal Division.
- On January 12, 2021, at approximately 2:30 p.m., Newark Police were dispatched to a collision on Elkton Road. Upon arrival, it was discovered that a construction dump truck struck the overhead power lines with its bed causing the power lines to fall onto the roadway during rush hour traffic. The roadway was closed briefly while the Electric Department performed repairs.

Special Enforcement Division:

- During the week, the Special Operations Unit (SOU) will continue work on police applicant background investigations.
- On January 14, 2021, Sgt. D'Elia and M/Cpl. Fountain will attend the quarterly Police Athletic League Board of Directors meeting.
- On Friday, SOU will work a joint operation with the Traffic Unit focusing on street racing activities.
- During the week, the Traffic Unit will focus traffic enforcement activities on Delaware Avenue, South College Avenue and Capitol Trail.
- The unit has also removed speed analysis equipment on Cullen Way and Old Cooches Bridge Road and will analyze the data to determine the need for traffic enforcement.

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:**

Public Works and Water Resources Department

Notable Notes:

The final Christmas tree collection will be the week of January 25th. Please make sure any trees to be collected are out at the curb by Monday, January 25th. Trees will not be collected after next week.

PW&WR took delivery of two front line vehicles over the past week. The primary water service vehicle and water dump truck are utilized on a daily basis to maintain the water distribution system. Our maintenance crews, mechanics, and supervisors all collaborate to specify the vehicles to best suit the needs of the division.

Activity or Project:

Cleveland Avenue Paving and Rehabilitation

Description:

The DelDOT pavement and rehabilitation on Cleveland Avenue from New London Road to Chapel Street, including several intersection reconstructions, is scheduled to begin in early spring. DelDOT has included needed drainage improvements along the length of the project, which will increase the construction time. More information about detours and closures will be forthcoming once the contractor is selected.

Status:

Not Started

Expected Completion:

08-31-2021

Execution Status:	On Track
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Activity or Project:

Storm Sewer CMP Lining

Description:

Our contractor, IPR, will begin on the corrugated metal pipe (CMP) lining to restore capacity and add significant life to the pipes under streets and pond embankments throughout the City. Notices will be sent to affected residents and businesses to alert them of the work and hand delivered to anyone in the direct area of the work. Favorable prices have enabled us to request pricing for additional work as we work on this contract.

Status:	Started
----------------	---------

Expected Completion:	03-31-2021
-----------------------------	------------

Execution Status:	On Track
--------------------------	----------

Activity or Project:**Description:**

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Water crews repaired several valves over the past week, which were either broken or inoperable, potentially causing problems with necessary water main repairs. A contract is planned for 2021 to address broken and inoperable valves in our entire system. We look to award this contract in March 2021.

Christmas tree collection will continue until January 29. Residents that wish to have their tree collected, should have their tree to the curb by 7 a.m. on Monday each week. Due to the Martin Luther King, Jr. holiday, trees should be placed out by 7 a.m. on Tuesday for collection the week of the 18th.

Leaf collection has ended for the season. Residents who wish to have additional leaves picked up may use their yard waste cart and call PW&WR to schedule a yard waste pickup.

PW&WR will be placing a variable message sign next week to alert drivers that bicycles may use the full lane when riding on Main Street.

A city contractor, TFE Resources, will be performing sanitary sewer CCTV inspections around the Bellevue Road and Yorkshire areas starting next week. Notices will be distributed and contact will be made with any residents whose properties may need to be accessed. There is no service disruptions associated with these inspections.

Activity or Project:

Rodney - Park and Pond Construction

Description:

Kent Construction continues to stabilize the site, remove portions of the old tennis and basketball courts, and prepare the site for playground installation. Staff will be meeting on site next week with the playground manufacturer and landscape designer to review layouts and elevations before the foundations can start. Stormwater pipes and outlets will begin to arrive on site in the coming weeks. Weather will be a major factor as to when they will be installed. The contractor intends to work on the MLK holiday and has submitted a noise waiver.

Status:	In-Progress
Expected Completion:	04-30-2021
Execution Status:	On Track

Activity or Project:

South Well Field Treatment Plant Upgrades

Description:

PW&WR Director Filasky and Water Operations Superintendent Neimeister gave a tour of the new treatment facility, still under construction, to Planning Director Gray and City Manager Coleman. The exterior work on the buildings and site are nearly complete, with only the paving work to be completed in the spring when the asphalt plants open back up. Interior work to install electrical and process piping, as well as pumps, will be finishing up over the next month, with start up and testing scheduled for late February.

Status:	In-Progress
Expected Completion:	03-31-2021
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – January 7-13

Name	# of Documents	# of Pages	Types
Samantha	73	1,092	PWWR property attachments; Working remotely on modifications
Sandy	257	4,759	City Manager correspondence; PUBS daily cash receipts; PUBS postal records
Fred	11	2,603	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	10	10	Current Legislative Department files
Total	351	8,464	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856		
February	27,202		
March	43,335		
April	50,618		
May	36,670		
June	38,184		
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

Digital Records Project New Documents Created – January 14-20

Name	# of Documents	# of Pages	Types
Samantha	113	859	PWWR property attachments; Working remotely on modifications
Sandy	477	2,259	PUBS postal records; Timesheets; City Manager correspondence
Fred	6	3,067	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	5	55	Current Legislative Department files
Total	601	6,240	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856		
February	27,202		
March	43,335		
April	50,618		
May	36,670		
June	38,184		
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

ISSUER COMMENT

20 January 2021

RATING

General Obligation (or GO Related) ¹

Aa2 No Outlook

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Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

City of Newark, DE

Annual Comment on Newark

Issuer Profile

The City of Newark is located in New Castle County in northwestern Delaware, adjacent to the Maryland state line, approximately 12 miles southwest of Wilmington. The county has a population of 556,165 and a high population density of 1,305 people per square mile. The county's median family income is \$91,568 (1st quartile) and the November 2020 unemployment rate was 4.8% (2nd quartile) ². The largest industry sectors that drive the local economy are finance/insurance, health services, and retail trade. We regard the coronavirus outbreak as a social risk under our environmental, social and governance framework, given the substantial implications for public health and safety and the economy. We do not see any material immediate credit risks for Newark. However, the situation surrounding coronavirus is rapidly evolving and the longer term impact will depend on both the severity and duration of the crisis. If our view of the credit quality of Newark changes, we will update our opinion at that time.

Credit Overview

The credit position for Newark is very good and its Aa2 rating is slightly stronger than the median rating of Aa3 for US cities. Key credit factors include a robust financial position, small debt burden and somewhat inflated pension liability. The rating also reflects a strong wealth and income profile and sizable tax base.

Finances: Newark has a very healthy financial position, which is relatively favorable with respect to the assigned rating of Aa2. The city's cash balance as a percent of operating revenues (34.5%) is consistent with the US median and increased from 2015 to 2019. Fund balance as a percent of operating revenues (30.5%) is on par with the US median.

Debt and Pensions: The debt burden of the city is negligible which is a credit strength in relation to its Aa2 rating. Net direct debt to full value (0%) is materially lower than the US median and stayed the same between 2015 and 2019. Newark's pension liability is somewhat inflated which is a weakness in comparison to the assigned rating of Aa2. The Moody's-adjusted net pension liability to operating revenues (2.1x) unfavorably slightly exceeds the US median.

Economy and Tax Base: The city has a quite healthy economy and tax base which are reflected in the Aa2 rating position. Total full value (\$1.6 billion) is consistent with the US median and may improve in the medium term from new development. Median family income equates to a healthy 129.7% of the US level and full value per capita (\$46,600) is significantly below other Moody's-rated cities nationwide. The city has a high proportion of student residents from the University of Delaware which is a modest draw on resident wealth indicators.

The coronavirus caused an unprecedented economic slowdown. We currently forecast US GDP to gradually recover in 2021. Local governments with the highest exposure to tourism, hospitality, healthcare, retail, and oil and gas could have a much slower recovery.

Management and Governance: Delaware cities have an institutional framework score [3](#) of "Aa," or strong. Cities are largely reliant on property taxes to fund operations, which have proven to be stable and highly predictable. Property taxes are not subject to any state-imposed caps, providing cities with a high ability to increase tax revenues without limitation. Expenditures primarily consist of public safety costs, which are moderately predictable. Delaware cities have moderate expenditure-cutting flexibility due to the presence of collective bargaining units.

Sector Trends - Delaware Cities

Delaware cities will continue to benefit from a recovering financial sector and growth in the healthcare sector. Doing business in Delaware remains favorable due to the absence of sales taxes. Property and transfer tax revenues will stabilize as domestic in-migration increases, and will help to offset limited new construction in residential and commercial real estate.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on www.moody.com for the most updated credit rating action information and rating history.

EXHIBIT 1

Key Indicators [4.5](#) Newark

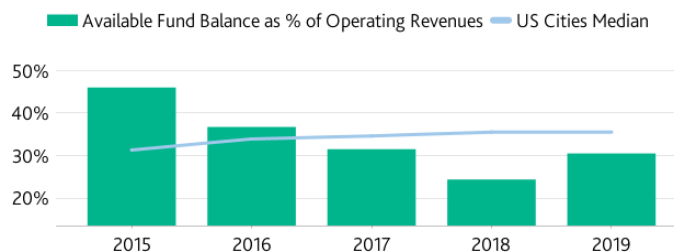
	2015	2016	2017	2018	2019	US Median	Credit Trend
Economy / Tax Base							
Total Full Value	\$1,517M	\$1,541M	\$1,551M	\$1,561M	\$1,554M	\$2,024M	Stable
Full Value Per Capita	\$46,359	\$46,809	\$46,685	\$46,828	\$46,600	\$97,657	Stable
Median Family Income (% of US Median)	137%	134%	131%	130%	130%	114%	Weakened
Finances							
Available Fund Balance as % of Operating Revenues	46.0%	36.7%	31.5%	24.4%	30.5%	35.5%	Weakened
Net Cash Balance as % of Operating Revenues	23.2%	28.7%	28.8%	34.2%	34.5%	40.0%	Improved
Debt / Pensions							
Net Direct Debt / Full Value	0.1%	0.1%	0.1%	0.1%	0.0%	1.1%	Stable
Net Direct Debt / Operating Revenues	0.04x	0.03x	0.04x	0.03x	0.02x	0.82x	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	3.4%	3.4%	3.6%	3.8%	4.1%	1.9%	Weakened
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	2.12x	1.96x	1.95x	1.87x	2.07x	1.57x	Stable

	2015	2016	2017	2018	2019	US Median
Debt and Financial Data						
Population	32,740	32,941	33,243	33,352	33,352	N/A
Available Fund Balance (\$000s)	\$11,219	\$9,871	\$8,897	\$7,715	\$9,504	\$8,489
Net Cash Balance (\$000s)	\$5,666	\$7,726	\$8,133	\$10,832	\$10,759	\$9,759
Operating Revenues (\$000s)	\$24,383	\$26,880	\$28,255	\$31,684	\$31,172	\$36,135
Net Direct Debt (\$000s)	\$1,084	\$887	\$1,099	\$857	\$609	\$19,137
Moody's Adjusted Net Pension Liability (3-yr average) (\$000s)	\$51,581	\$52,808	\$55,205	\$59,140	\$64,425	\$38,399

Source: Moody's Investors Service

EXHIBIT 2

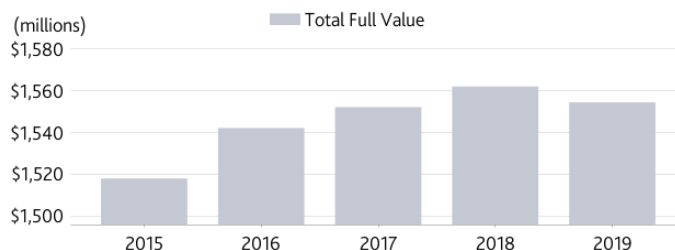
Available fund balance as a percent of operating revenues decreased from 2015 to 2019



Source: Issuer financial statements; Moody's Investors Service

EXHIBIT 3

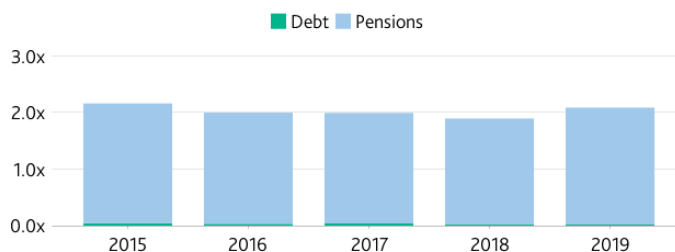
Full value of the property tax base increased from 2015 to 2019



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

EXHIBIT 4

Moody's-adjusted net pension liability to operating revenues decreased from 2015 to 2019



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

Endnotes

- 1 The rating referenced in this report is the issuer's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally backed by the full faith and credit pledge and total taxing power of the issuer. GO-related securities include general obligation limited tax, annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantees, enhancement programs or bond insurance.
- 2 The demographic data presented, including population, population density, per capita personal income and unemployment rate are derived from the most recently available US government databases. Population, population density and per capita personal income come from the American Community Survey while the unemployment rate comes from the Bureau of Labor Statistics.

The largest industry sectors are derived from the Bureau of Economic Analysis. Moody's allocated the per capita personal income data and unemployment data for all counties in the US census into quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile.

- 3 The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(July 2020\)](#) methodology report for more details.
- 4 For definitions of the metrics in the Key Indicators Table, [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). Metrics represented as N/A indicate the data were not available at the time of publication.
- 5 The medians come from our most recently published local government medians report, [Medians - Tax base expansion bolsters revenue, but pensions remain a hurdle \(May 2020\)](#), which is available on Moodys.com. The medians presented here are based on the key metrics outlined in Moody's GO methodology and the associated scorecard.

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Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

NEWARK POLICE DEPARTMENT

WEEK 01/03/21-01/09/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	0	0	0	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	0	0	0	0	0
Assault/Aggravated	1	0	0	1	0	0
Burglary	1	1	1	8	0	0
- Commercial Burglaries	0	0	0	6	0	0
- Residential Burglaries	1	1	1	2	0	0
- Other Burglaries	0	0	0	0	0	0
Theft	7	9	8	15	2	1
Theft/Auto	2	1	1	0	1	1
Arson	0	0	0	0	0	0
All Other	16	0	0	3	2	2
TOTAL PART I	28	11	10	27	5	4
<u>PART II OFFENSES</u>						
Other Assaults	10	5	3	10	1	1
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	5	6	2	10	0	0
Weapons	1	0	0	2	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	1	0	0	0	0	0
Drugs	3	3	2	0	8	3
Noise/Disorderly Premise	11	6	5	1	2	0
Ordinance Violation	0	2	0	0	0	0
Disorderly Conduct	5	2	1	3	1	1
Trespass	9	10	7	7	6	1
All Other	9	5	5	19	7	3
TOTAL PART II	54	39	25	52	25	9
<u>MISCELLANEOUS:</u>						
Alarm	2	9	8	0	0	0
Animal Control	12	12	11	0	0	0
Recovered Property	10	0	1	0	0	0
Service	1119	760	578	0	0	0
Suspicious Per/Veh	8	16	14	0	0	0
TOTAL MISC.	1151	797	612	0	0	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	939	1,404	681	893



**Newark Police Department
Weekly Traffic Report**



01/03/21-01/09/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	265	251	166	246
DUI	1	2	0	2
TOTAL	266	253	166	248

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	5	5	1	4
Property Damage (Reportable)	21	13	14	9
*Hit & Run	4	3	2	2
*Private Property	2	3	1	1
TOTAL	26	18	15	13

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.

NEWARK POLICE DEPARTMENT

WEEK 01/10/21-01/16/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	1	1	0	1	1
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	1	1	0	0	0
- <i>Commercial Robberies</i>	0	0	0	0	0	0
- <i>Robberies with Known Suspects</i>	0	1	1	0	0	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	1	0	0	0	0	0
Assault/Aggravated	1	0	0	1	0	0
Burglary	3	1	0	8	0	0
- <i>Commercial Burglaries</i>	0	0	0	6	0	0
- <i>Residential Burglaries</i>	3	1	0	2	0	0
- <i>Other Burglaries</i>	0	0	0	0	0	0
Theft	22	24	15	18	3	1
Theft/Auto	3	5	4	0	1	0
Arson	0	0	0	0	0	0
All Other	16	0	0	3	2	0
TOTAL PART I	46	32	21	30	7	2
<u>PART II OFFENSES</u>						
Other Assaults	14	9	4	10	1	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	7	6	0	12	0	0
Weapons	1	0	0	2	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	3	0	0	0	1	1
Drugs	3	3	0	6	8	0
Noise/Disorderly Premise	17	12	6	2	3	1
Ordinance Violation	0	3	1	0	0	0
Disorderly Conduct	7	2	0	5	4	3
Trespass	14	15	5	7	8	2
All Other	12	11	6	22	9	2
TOTAL PART II	78	61	22	66	34	9
<u>MISCELLANEOUS:</u>						
Alarm	6	15	6	0	0	0
Animal Control	26	25	13	2	0	0
Recovered Property	13	2	2	0	0	0
Service	1869	1376	616	0	0	0
Suspicious Per/Veh	17	29	13	0	0	0
TOTAL MISC.	1931	1447	650	2	0	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	890	2,294	752	1,645



Newark Police Department Weekly Traffic Report



01/10/21-01/16/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	455	477	190	226
DUI	2	3	1	1
TOTAL	457	480	191	227

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	14	6	9	1
Property Damage (Reportable)	37	29	16	16
*Hit & Run	8	6	4	3
*Private Property	7	6	5	3
TOTAL	51	35	25	17

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.