

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening we held the first council meeting of 2022. I spent time preparing for this meeting and preparing packet items for the meeting on January 24th. As a reminder, there is no Council meeting on Monday the 17th because we are closed in observation of Martin Luther King Day.

On Monday I participated in a call with the Governor where he discussed the current COVID situation along with announcing the mask mandate and other changes to his state of emergency declaration. We continue to see elevated levels of COVID infection among staff and, as a result, will continue to work in a hybrid work from home and report to office configuration for at least another week while we monitor the situation statewide and locally. More information on COVID cases is below and the most recent vaccine statistics sheet is attached.

Significant time was spent this week on the review of proposed legislation at the state level. There are quite a few bills in circulation that will impact Newark in a variety of ways that we will need to track and potentially take positions on. I worked with the City's lobbyists to have them create and update a bill tracking spreadsheet like what was prepared in past years to assist Council's ability to keep abreast of the bills and their progress.

I participated in the quarterly DFIT stewardship meeting this week of which I am a voting board member. We receive quarterly performance run reports along with financial data that has to be reviewed ahead of the meeting. Newark's performance for this reporting year is off to a good start. We have had very good performance each year since joining DFIT. DFIT is carrying a large enough cash balance that we have begun discussions on a potential dividend to members. I expect we will discuss and potentially approve something at the second quarter's meeting in April.

We lost three police officers this week due to retirement (1) and being hired away by federal agencies (2). Police recruitment is even more of a priority for the City now than usual because we have hit the point where vacancies are beginning to affect our ability to fully staff our special units. We will be accepting police applications on a rolling, continuous basis shortly to help speed up the application and evaluation process. An announcement on signing bonuses and increased starting salaries will go out alongside the beginning of our rolling recruitment soon. Please refer to the Police Department's section of this weekly report for more information.

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

Human Resources:

HR Administrator Marta Pacheco:

- Assisted with police officer written exam on Saturday, January 8, at Newark High School. Provide PSI score sheets from written exam and oral interviews for their scoring. Once we received the scores, applicants will be informed of their ranking on the police eligibility roster for this

recruitment process.

- Received several resignations and retirements from Police and Electric Departments. Processed status forms for these.
- Reported on-the-job injury to PMA.
- Updated and distributed December's personnel roster.
- Worked on January status forms.
- Distributed 22-03 Digital Records Management Coordinator vacancy in Legislative Department. Deadline to apply is Friday, January 28.
- Distributed internally only 22-04 Maintenance IV in our Parks & Recreation Department. Deadline to apply is Thursday, January 20.
- Provided Safety Committee with December 2021 injury reports.
- Prepared and distributed six employment ads for Parks & Recreation Department. All will be posted on Friday, January 14, with most closing on Friday, June 3.
- Created personnel roster of AFSCME employees eligible for safety day award.
- Ran injury time (026) usage report for use in reporting our 2021 injuries to OSHA. Also, followed up with departments who had not submitted timesheets with 026 usage.
- Discussed with Jeff list of pending job postings to confirm schedule.
- Verbal verification of employment.
- Hired new parks employee in Munis.

CHRO Devan Hardin has spent the majority of this week working on personnel and labor relations matters. She also continued working on pension items preparing documents, reports. She met with one of the employees retiring mid-January to discuss retirement options. The employee will be completing retirement paperwork before their last day on January 20. CHRO Hardin calculated pension numbers for the upcoming retirement next week as well as two police officers who have recently gave their resignation notices. The calculations were provided to the actuary for final review. She also provided pension calculations for potential future retirements in the police department. CHRO Hardin spent the rest of the week answering emails, working on personnel matters and labor relations. She also attended meetings with department directors and employees as requested. CHRO Hardin and the HR team participated in the police testing process on Saturday, January 8.

CHRO Hardin and HR Coordinator Denyce Bradshaw participated as a proctor and interview panelist. Additionally, she continued reviewing all evaluations received for 2020-2021. CHRO Hardin along with the rest of the HR team will be busy preparing job postings from retirements and resignations and will also be assisting finance and payroll with employee accruals for vacation, sick, comp time, and other benefit time. CHRO Hardin received notice from FOP to begin the promotional process for Sergeant and Master Corporal as the list will be expiring. We are looking to hold a test this spring. HR Coordinator Denyce Bradshaw provided the anti-harassment training for two new hires this week. She will also begin setting up and scheduling defensive driving training for all employees in February. She is also researching CPR/AED and First Aid training for employees in spring. Ms. Bradshaw has also stepped in to help out with interviews, onboarding and has assisted CPPO Martindale with COVID vaccine and test reporting for employees. She continues to assist HR Administrator Pacheco with day-to-day items such as ER copay reimbursements, retiree healthcare reimbursements, process check requests and assist with interview packets. She also completed her six-month probationary period with the City. She has been a great asset to the HR team as we continue to stay busy.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale's week again revolved primarily around COVID-19. Since December 11, there have been 58 positive cases among City staff. Of the 116 total cases now reported since March 2020, half have come in the last 33 days. Contact tracing is done for each case to determine who the COVID-positive employee came in contact with to see if quarantines are required due to exposure. Updated vaxstats sheet attached.

Mr. Martindale also was able to procure a number of rapid tests for symptomatic or exposed staff. While we are not using rapid tests as totally verifiable if negative, they have been an useful primary screening tool to help staff find out if they are positive earlier. Along with PD, Mr. Martindale also procured additional PPE for staff to better protect ourselves and the public.

Beyond COVID, Mr. Martindale onboarded two new employees, Josh Truitt (Streets Maintenance I) and Todd Reese (Fire Protection Specialist), on Monday. He also coordinated with Part-Time Carpenter Andy DiMedio to help reorganize the Facilities Maintenance Division's workspace to make better use of the area. He met with PW&WR to review various upcoming contract recommendations and met with the DeLea Founders Insurance Trust (DFIT) to review Newark's workers compensation claims for 2021 and discuss general risk control.

There will be no update for Facilities Maintenance this week as Dave Greenplate is 95% transitioned to Code Enforcement and Joe Augustine (Dave's replacement) is slated to begin on Tuesday.

Purchasing Assistant:

PA Cathy Trykowski processed 113 invoices for the week ending 1/7 and 25 purchase orders. So far this week, she has processed 41 purchase orders and anticipates processing 125 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Assisting Chief Purchasing and Personnel Officer with COVID-related items.
- Working with DPH to acquire rapid tests for exposed and/or symptomatic staff.
- Partnering with local churches and the county to plan potential rapid test distribution events.
- Attended the CAC meeting to learn more about Spin e-bikes and legislative hurdles at the state level.
- Helping the Planning team with their upcoming charettes, developing stakeholder contact list, working with AECOM on venue selection and scheduling.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Completed newsletter and employee milestone memo.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Web Content and Graphic Design:

- Created COVID-19 exposure and isolation requirements graphic.

- Created signage for mask usage in the gym.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled Martin Luther King Holiday refuse change via InformMe and City website.
- Scheduled public meeting notices via InformMe.
- Updated the FOP contracts on City website.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 1/6/22 - 1/12/22. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual manager's meeting on 1/6/22.

The court processed 31 PBJ's for traffic violations and 9 Plea by mails for criminal charges.

Activity or Project:

Payments and Court Sessions

Description:

From 1/6/22-1/12/22 Alderman's Court handled 61 arraignments, 39 trials, 11 capias returns and 3 video hearings. The court collected a total of 305 parking payments of which 265 were paid online and 40 were paid at court. The court also collected criminal/traffic payments of which 118 were paid online and 21 were paid at court for a total of 139 criminal/traffic payments.

Status:

Completed

Expected Completion:

01-12-2022

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:**

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 7 and January 10 for Council.

Renee attended the management staff meeting on January 6.

Paul and Renee staffed the January 10 Council meeting. Follow up was completed by staff throughout the week.

Renee testified before the House Administration Committee on January 11 in favor of HB 268, which would update the City's charter in regards to special elections. The bill was released from committee with 3 favorable and 2 on its merits.

Nichol staffed the January 11 Conservation Advisory Commission meeting. The CAC adopted a recommendation that Council choose the High-Performance option of the Energy Smart program by a 5-0 vote and continued discussion regarding the annual report.

Renee spent time working on items related to Council, including drafting the January 24 Council agenda and related packet items and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into March.

Nichol worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. A nominee for the Conservation Advisory Commission is on the January 24 Council agenda for consideration. All positions currently accepting applications are posted here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee continued preparations for the 2022 City elections including updating the website with all updated elections information for the April 12 election date. Two nominating petitions have been requested overall and one has been returned and verified for Mayor. Election information and updates can be found here: <https://newarkde.gov/508/2022-City-Election-Information>.

Tara completed several building permit reviews.

Danielle processed items for the Recorder of Deeds office.

Renee, Danielle and Violet worked on research items for staff.

Tara spent time on several union items.

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

- * Provided a response and closed a January 4 FOIA request for Board of Adjustment nominee application materials from John Morgan
- * Circulated to staff a January 6 FOIA request for 10 and 16 Benny Street regarding all files associated with the property to include UST/Environmental concerns/building permits/ownership records from EnviroSure, Inc.
- * Circulated to staff a January 6 FOIA request for open liens/permits pertaining to 80 Welsh Tract Road Unit 109 from Delaware Title
- * Circulated to staff a January 7 FOIA request for permits between December 15, 2021 through January 6, 2022 from William Gregory

Regarding minutes, staff time was spent on the December 14 Conservation Advisory Commission (Nichol drafted; Tara edited - complete) and January 10 Council (Nichol drafting) minutes. Several Council executive sessions, the December 28 Diversity and Inclusion Commission minutes and the January 11 Conservation Advisory Commission minutes are currently in the queue.

8 discovery requests for upcoming Court cases were fulfilled this week. 8 discovery requests have been filled in 2022. The court calendar for January 20 was received and the 17 related case files were processed for the Deputy City Solicitor.

The office received 13 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 34 lien certificates have been processed for 2022. Danielle and Violet spent time reconciling and scanning lien certificates from 2020 and 2021.

Activity or Project:

Digital Records Project

Description:

The scanned document numbers for January 6-12 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 worked at Fintech installing a switch and transformer. They also switched off West Main 45 and grounded it so a contractor could work on the tap changer and replace a leaky gauge. And the line crews continued working on the smart streetlight project. The electricians worked with the contractor on West Main 45. They also changed a relay in West Main 76, replaced a nitrogen bottle in a substation transformer, and fixed flashing lights on Amstel Avenue. Engineering attended preconstruction meeting for Briar Creek North and an Elkton Road progress meeting. Engineering also worked on keeping the new cell tower on New London Road, Fintech, and College Square projects on track.	
Activity or Project:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
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Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report	
Department:	

Finance Department

Notable Notes:

The State now has a new program structured to assist customers who are behind on their water and sewer bills. This one is called LIWHAP, or the Low Income Household Water Assistance Program. This program allows low-income households to apply for funding to avoid water and/or sewer disconnection, or to pay balances to catch up on water/sewer bills. The state has a total of \$2.5 million for this program statewide, and the City of Newark has been allocated \$290,000. Applicants complete the application (attached below) and work with your water/sewer companies to coordinate the payment. The state pays the utility company on the applicants' behalf once approved. Here is a link to the application also: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

Accounting staff completed the month-end closing for November. The November Financial Update will be on the Council consent agenda on January 24.

Accounting staff continues to work on the processing of W2's and 1099's. They will be completed by the end of January.

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:

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 67

Open Project Tickets from Previous Week - 16

Open Tickets with Vendor R&D from Previous Week - 15

Tickets Opened in the Last Week - 41

Tickets Closed in the Last Week - 42

Remaining Open Support Tickets - 65

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 16

1. Continued assisting users with work from home.
2. Imported marriage files in NetSense for Water.
3. Performed monthly central property update in Munis.
4. Added new AR codes for CED and PW&WR in Munis per Finance's request.
5. Assisted PUB team with two deposit issues.
6. Assisted PUB team with an account balance transfer.
7. Configured settings on Citizen Self Service to show all customers bills vs just current.
8. Worked with vendor to correct late payment journal automation.
9. Continued testing and working with Harris team on remaining Automation Platform workflows.
10. Monthly Teams status meeting with Honeywell account manager to discuss open issues on 1/6.
11. Teams meeting with Harris Northstar to conduct initial interview for CSR7 pilot program on 1/12.
12. Worked on and resolved support tickets for end users.
13. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. Waiting on vendor to configure EMV devices in production environment.

Infrastructure Team:

Open Support Tickets from Previous Week - 136

Open Project Tickets from Previous Week - 41

Tickets Opened in the Last Week - 145

Tickets Closed in the Last Week - 136

Remaining Open Support Tickets - 143

Remaining Open Project Tickets - 43

1. Updated Barracuda Service.
2. Designing our first anti-phishing training campaign.
3. Installing NetMotion (VPN Replacement).
4. Identified cameras for replacement.
5. Working with Dell to finalize equipment and services for 3 CIPs.
6. Set up email for two Council members.
7. Configured and delivered computer for car #916.
8. Fiber planning meeting.
9. Building images for new laptops.
10. Worked with Verizon to transition copper in City Hall to fiber.
11. Workstation patching and maintenance.
12. Server patching and vulnerability remediation.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

Planning & Scoping: 9/13/21 - 10/29/21 (COMPLETED)

- Northstar internal kick-off meeting: 9/27 - 10/1
- Northstar & Newark project kick-off meeting: 10/26

Project Oversight: 10/1/21 - 1/31/22

- Northstar & Newark internal/external weekly status meetings

Process Design: 10/18/21 - 11/12/21 (COMPLETED)

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29
- Northstar & Newark external meeting to complete the required AP checklist: 10/27
- Northstar internal meeting to review AP checklist: 10/25 - 10/29
- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21 (COMPLETED)

- Northstar to configure/validate AP suite: 11/8 - 11/19

Test: 11/15/21 - 12/3/21 (IN PROGRESS)

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/24
- Northstar to provide UAT support: 11/25 - 12/3
- Newark to perform UAT final remediation: 12/6 - 12/10

Operate: 12/13/21 - 12/24/21 (IN PROGRESS)

- Northstar to deploy AP suite: 12/13 - 12/17
- Northstar to provide post go-live support: 12/13 - 12/24
- Northstar internal meeting to discuss project closure: 12/20 - 12/24
- Transition to support: 1/31/22

Promoted 7 of 17 workflows to production, working with vendor on remaining workflows

Status:	In-Progress
Expected Completion:	01-31-2022
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: Updated the major initiatives, prioritization and new projects listing sheet; met with Paula and Chrissy about updating the George Wilson Center mask policy, mask are now required at the GWC regardless of vaccination status; worked with Paula and personnel on updating the Maintenance IV job posting and getting vacancy posted; we have received two Outdoor Recreation Parks and Trails grants for upcoming projects, the resurfacing and striping of the Dickey Park basketball court and the Old Paper Mill Park design. The grant requires a 50% matching from the City; conducted Parks Maintenance meeting to discuss upcoming projects and work orders; met with Andrew and Tom Z. about snow removal and ice treatment areas and staff scheduling for the storm; met with Tom Z. about reforestation efforts and ordering of plant material.

Deputy Director: Sent vendor and sponsor packet to Sharon and Chrissy to start reviewing and make updates for the 2022 packets; spoke with Curative representative regarding the use of Dickey Park for a COVID testing trailer on a monthly basis taking over from the National Guard who was previously managing; spoke with Chrissy and Joe regarding updating the mask policy at the Wilson Center to require masks regardless of vaccination status; completed Travelers insurance application for Finance; worked with Joe to complete the update for the major initiatives, prioritization and new projects listing for the City Manager; worked with the sign contractor on the final shipment of park signs, they have all been received; worked with Chrissy and Stew regarding a project for a volunteer group for MLK Service Day; worked with Tyler and Joe on implementing new mask mandate for indoor volleyball; worked with Marta to again advertise Wilson Center attendant position; sent out listing of 2021 statistic information still needed from recreation staff; sent out special event calendar notices for upcoming races; worked with Shelby to create listing of upcoming weekly programs for marketing; reminded staff to make programs live in Civic Rec and sent listing of programs that still needed to be updated; sent recreation staff employment opportunity listing to review and make updates/changes; sent reminder to recreation staff to review calendar of events for updates and changes so Shelby could start creating it; requested recreation staff to reach out to all current employees to find out updated status for boosters; sent a copy of their individual 2022 goals to each recreation staff member; working with Sharon on an updated email to send to UD regarding 2022 events; worked with Shelby to update the COVID mask requirements for the website for the Wilson Center and fitness classes; sent notice to Sharon to work in the sign bid and sound and lighting bid for 2022; worked with Shelby to start assisting Tyler on child care items including children's files, sign in sheets, tracking forms, updating CSV file, and updating sports standings on website; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Wintry weather led to school closings and program cancellations including before/after care, youth basketball and learn to ice skate, rescheduled programs as needed; held virtual interview for before and after staff; working to reschedule adult volleyball matches due to facility conflicts at Newark Charter due to COVID issues; working on fall 2021 before and after care statistics; continues working with contractor on basketball referee schedules.

Recreation Supervisor of Community Events: Working on reports and end of year financials; a new session of Virtual Authentic Yoga began with 8 registrants; sent updates for calendar of events; posted fitness promotion on Facebook; worked through fitness instructor Covid quarantine by cancelling remaining classes and working with Shelby to credit participant accounts; new fitness sessions begin the week of January 17.

Coordinator of GWC and Volunteers: Finalized remaining GWC Attendant evaluations; finalized employment paperwork for the new dance instructor beginning in February; finalized reviewing winter/spring programs in Civic Rec and making them viewable to the public for registration; attended a Zoom meeting on January 5 with the Christina River Watershed Clean Up Committee, presented information on using neon green T-shirts to serve as safety vests for the event; attended a virtual staff meeting with recreation staff; attended two Zoom meetings on January 6 for the Friends of School Hill Historic Displays at the George Wilson Center, the Steering Committee meeting at 5 p.m. and the Events and Programming Committee meeting at 7 p.m.; worked with the Deputy Director and Director on updating COVID regulations and contacted all upcoming renters pertaining to the new guidelines; worked with Administrative staff to process refunds for security deposits for past and canceled rentals; updated the GWC staff calendar based on canceled rentals; created signs and displayed them at the George Wilson Center reflecting the new mask mandate indoors; updated GWC Attendants on new COVID policies; finalized 2021 program analysis forms; worked with the Deputy Director and HR to get updates on the newest GWC Attendant; updated all instructors on new program registration opening; worked with IT to complete updates on the Credit Card Reader at GWC; worked with the Deputy Director and Parks Supervisor on upcoming missionary volunteers and a scheduled MLK Day of Service group; sent follow up information to Progressive Pool Management, American Red Cross and Pool & Hot

Tub Alliance Pool Operation Management on finding Lifeguard/Swim Instructor staff for 2022; processed timesheets for staff. Volunteer Hours: the coordinator worked with the Missionaries to finalize upcoming schedules to avoid miscommunication and last minute planning; the GWC coordinator is working on finalizing the volunteer report for 2022. GWC Rentals: The Main Hall was rented on January 7 from 2-7 p.m. for a Baby Shower with an overall attendance of 10; the Main Hall was rented on January 8 from 11 a.m.–5 p.m. for a Birthday Party with an overall attendance of 11; church rentals canceled on Sunday, January 9 due to the inclement weather and COVID; the Main Hall was scheduled to be rented on January 9 but canceled due to COVID; we have multiple renters calling/emailing to cancel their upcoming rentals due to the spike in COVID cases; continue to speak with scheduled renters about confirming/rescheduling and/or canceling their events.

Parks Superintendent: Inspected eight (8) park/open space areas and developed work orders as needed, continued gathering quotes for upcoming 2022 purchases, started organizing necessary paperwork for approval process on Bamboo removal project in Rittenhouse Park off Arbour Drive, started gathering updated quotes for shelter installation at Lumbrook Park, attended webinar on Controlling Invasive Plants in Winter, met with our mowing contractor to review solar park installation project on east side of Reservoir and to get revised cost for mowing the area for current mowing contract, started year-end report for Park Maintenance/Horticulture Divisions, met with Parks Director to finalize tree whip/sapling/seedling purchases for upcoming reforestation project and tree give away event and continued updating playground equipment inventory list.

Parks Supervisor: Assigned field staff daily and assisted as needed, started researching alternatives for possible upcoming mowing unit purchase and prepared all equipment for snow storm as well as directing brine solution on Hall and Pomeroy Trails.

Parks/Horticulture Staff: Put on plows on all trucks, went over both Kubota units including putting on snow plows, put brine tank on trailer including greasing spring hinge joints on trailer and applied brine solution to Hall and Pomeroy Trails as well as the Fairfield Crest Trail Connector, did interior bed maintenance at City Hall, did trash removal throughout park system, replaced entire belt seat swing assemblies on swing units at Phillips and Lewis Parks due to wear, continued on cutbacks of perennials/ornamental grasses throughout park system, did snow/ice control throughout park system and downtown parking lots, removed holiday tree at Main Street as well as the three (3) holiday trees at Olan Thomas Park and continued on work orders as assigned.

Activity or Project:

Newark Parks and Recreation Lifeguard and Camp Counselor Employment Opportunities

Description:

Newark Parks and Recreation is now taking applications for Lifeguard and Camp Counselor employment opportunities! We have updated all the employment advertisements available on the City website and are actively recruiting staff for spring and summer employment opportunities including swim instructors, lifeguards, summer camp counselors, and before and after school care counselors. Interested individuals can apply at www.newarkde.gov/play.

Status:	Started
Expected Completion:	06-17-2022
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

- Thorn Flats/Lehigh Flats - All building renovations completed; minor corrections needed to close façade permits.
- Newark Charter School-Loop Road base course paved parking and site work progressing, Junior High building - rough inspections in progress.
 - o Commons building completed TCO issued, final exterior sitework completion and as-built in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior insulation panels, plumbing, roofing and electrical rough in progress. Marketing and sales trailer permit approved.
- 321 Hillside Road/The Rail Yard - Site work corrections in progress, temporary occupancy for all dwelling units and amenity space. Safety protocols eased due to limited construction activities.
- The Grove - Bldg. 2 4th floor partial HVAC inspection.
- 250 Grive Lane - Gas test and plumbing rough in.
- 11 MacDuff Ct - Final heater and AC. Needs locking caps.
- 13 Cornwall - Sewer Lateral.

- 222 Dallam - Failed footings. Will redo.

Code Enforcement Meetings

- UD/USDA Sterns Lab renovation permit requirements and submission meeting
- Subdivision Advisory Committee
- Fairfield Apartments Status

Property Maintenance

- Notices: 11
- Citations: 4
- Complaints: 15
- Inspections: 25
- Violations: 9

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Parking staff have moved to an “Alternating A/B” schedule, where only half the team is in-office and the other half is work-from-home, reducing the risk of COVID spread and ensuring coverage for the Parking Office.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Provided justification for Passport and T2 charges to Finance and Purchasing.
- Continued handling residential and municipal permitting for residents. Currently receiving payments for municipal permits after sending out invoices in mid-December.
- Continued handling online and in-person parking appeals. Currently under two business days response time on appeals as the Parking Division is caught up due to less parking volume.
- Continued receiving and relaying information regarding COVID-19 policy changes. Schedule changes due to some positive cases within the Parking Office.
- Subdivision Advisory meeting on Wednesday, January 12th to discuss Danneman project and how it would affect Municipal Lot #4.
- Preparation and coding for the upcoming Martin Luther King, Jr. holiday.
- Online calendar review and fixes. Calendars assist work-from-home employee on daily scheduling and activities.
- Creation and prepared order for Forest Lane parking and limit signage.
- Numerous I.T. tickets arising from work-from-home issues and preparation of 3G shutdown of mobile devices.
- Processed tax credit from T2 and placed order for bi-directional sensors in Lot #4 from Parking Logix.
- Increase in residential parking complaints as students return for winter session, both via phone and CivicPlus. Reported water main break to police on Tuesday night, January 11th. Review of Kimley-Horn report and suggested some updates regarding physical space numbers in parking lots on report.

Fire Prevention

- 129 E Main Plan Review – Approved fire alarm system additions.
- ANP Technology, 824 Interchange Blvd – Approved fire alarm system.

- Sepax Tech, 5 Innovations Way – approved sprinkler head relocation 30 heads
- Martin Honda – Followed up on major deficiency for dry sprinkler system via email and phone.
- 132, 134, 136, 138 E Main – Review plans and make notes for meeting Thursday with developer.
- The Grove – 4th floor rough in walk through.
- Newark Senior Living – Walk through.

Fire Prevention Meetings Attended

- Employee Orientation.
- Meeting with owner of Fairfield Apts – Discuss moving project forward.
- Meeting with 132 Main Street.

Fire Prevention Special Notes

- P/U vehicle at shop.
- Clean out and rearranged office.
- Filed back flow reports, all Rite Aid Stores.

Planning/Land Use

- Deed Transfer Affidavits: 8
- Building Permits Reviewed: 2
- Draft Building Plan Reviews: 6

- On Thursday, January 13, Planner Mike Fortner met with the Steering Committee for the 5-Year Comp Plan Review. The Committee will go over Chapters 7-12, covering environmental substantiality, economic development, land use, and annexation.
- Planner Mike Fortner completed his report for the Special Use Permit for 179 Haines Street to convert a single-family house to a two-family dwelling in an RM zoning district. The special use permit will be on the Council's January 24 agenda.
- Mike Fortner will be working on an amendment to the Comprehensive Development Plan V that will include an endorsement and identification of need for affordable housing for the redevelopment of the George Reed Village site.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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

Department:

Police Department

Notable Notes:

After many years of service to the citizens of Newark, Sergeant Michael Szep announced his retirement effective January 20th. Sergeant Szep has been a steady influence on the officers under his command and will be greatly missed.

Two of our Newark police officers have announced they will be leaving the Newark Police Department this month in order to accept positions at two different federal law enforcement agencies. While they both will be missed, they are a credit to the caliber of police officers working in Newark and certainly a gain to the federal agencies they are going to.

With three officers leaving this month, the police department currently has five (5) vacant positions. Additionally, we have several positions currently vacant due to officers being out long term. These vacancies will have a severe impact on our operation. In order not to eliminate any squads such as traffic, street crimes, or special operations, the Chief and Deputy Chiefs have instituted the following reassignments. We are removing our officer assigned to the DEA federal task force and reassigning him back to NPD. We are temporally going to work with one vacant position in each of the following assignments. One officer each will be reassigned from Administration, Criminal Investigation Division, Street Crime Unit, Special Operations, and K-9. This will allow us to almost fully staff the operational uniform police officer positions for the time being. Our police officer exam held last weekend, only had 11 people participate in the written portion. It continues to be a challenge to recruit and hire police officers. As a result, we expect to be understaffed for several years.

Patrol Division:

- On January 8th, 2022, at approximately 0412 hours, a Newark Police Officer was patrolling South College Avenue near West Chestnut Hill Road. The officer observed a vehicle traveling on South College Avenue without a registration plate and conducted a traffic stop on the vehicle. The officer contacted the female driver and male passenger. While speaking with them, the officer observed packaged methamphetamine on the floor of the vehicle. Both occupants were taken into custody without incident. During a further search of the vehicle, officers located more than 30 grams of marijuana and 11 grams of methamphetamine. In addition, officers seized an AR-15 rifle, along with two loaded magazines. Both suspects were transported to Newark Police headquarters where they were charged with: Possession of a Firearm During the Commission of a Felony, Possession of a Deadly Weapon by a Person Prohibited, Carrying a Concealed Deadly Weapon, Possession of a Controlled Substance in a

Tier 2 Quantity (Methamphetamine), Possession of Marijuana, and Possession of Drug Paraphernalia.

- On January 9th, 2022 at approximately 0145 hours, officers were dispatched to the area of South College Avenue and the train station for the report of a yellow Jeep pulled to the side of the road and the operator hanging out the window vomiting. Upon arrival officers located the Jeep and found the vehicle was stopped with the right side of his vehicle on the curb. Subsequent investigation confirmed that the operator was driving under the influence of alcohol and he was arrested for DUI.

Special Enforcement Division:

- On Sunday, January 9th, 2022, one member of the Special Operations Unit and departmental instructor assisted the Dover Police Department with “Day 1” of the police academy. On Monday and Tuesday of this week, several members of the unit attended mandatory annual in-service training while other members of the unit provided road coverage for the Patrol Division who also attended the training. The unit will spend the remainder of the week conducting proactive patrols throughout the city.
- On Monday and Tuesday, the Traffic Unit also attended mandatory annual in-service training. M/Cpl. Aston will provide instruction on LIDAR/RADAR as part of the training. On Thursday, January 13th, a speed measuring device was placed on Ritter Lane to assess vehicle speeds and a second device was placed on South College Avenue in the area of the train bridge. Throughout the week, the unit will focus traffic enforcement activities on several areas including West Chestnut Hill Road, Nottingham Road, New London Road, and South College Avenue.

Administration Division:

- Administration Unit officers conducted the department wide yearly in-service training on Monday, 01/10 and Tuesday, 01/11. Half of the sworn officers virtually attended a variety of training sessions including Inclusive/Anti-Biased Based Policing, Officer Resiliency, and legal updates.

Criminal Investigations Division:

- January is Human Trafficking Awareness Month. Human Trafficking, by U.S. law, is the use of force, fraud, or coercion to compel a person into commercial sex acts or labor against their will. Human trafficking occurs when a perpetrator (trafficker) uses force, fraud or coercion for the purpose of compelling the victim to provide commercial sex acts or labor or services. The National Human Trafficking Hotline is a U.S. wide resource. In their most recent statistics from 2019, they handled over 11,000 contacts (calls, texts, web chats, emails) about trafficking situations and handled over 22,000 trafficking survivors. When the hotline is contacted, they will make referrals to appropriate local services and law enforcement. For more information about human trafficking, including identifying trafficking and trafficking myths, please visit The Polaris Project: <https://polarisproject.org/>. For assistance or to report a tip, please contact the National Human Trafficking hotline: 1-888-373-7888 or text: 233733. Web chat is available via their website: <https://humantraffickinghotline.org/>. For local information, resources, and response, please visit the State of Delaware Human Trafficking Interagency Coordinating Council: <https://dhss.delaware.gov/dhss/admin/humantrafinteragcouncil.html>.

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 pavilion nearest the playground at Hillside Park is at the contractor's shop and is scheduled to be installed within the next two weeks. There will be a period of time that the playground area will need to close while the installation is taking place. The work will be scheduled based on weather forecasts and notice will be posted at the playground and through our social media. The second pavilion is scheduled for delivery in late February. Water crews have responded and repaired four water main breaks over the past week. All four were repaired quickly without extended disruption to service. Our contractor, Reybold Construction, has completed the tie in of the sewer line of the White Clay Creek crossing emergency repair. They will continue to work to remove the temporary stream diversion and stabilize the areas as they move back to Creek Road. We expect to be complete within two weeks. An emergency purchase order approval will be in front of Council on February 7. Staff attended a virtual meeting with Delaware State Revolving Loan Fund staff regarding funding that will be available through the program based on ARPA and Infrastructure Act funding for water, stormwater, and sewer projects. We expect to submit notices of intent to apply for the funding and will then be prioritized by the state program and offered to municipalities based on that ranking.
Activity or Project: Fremont Road Culvert Replacement
Description:

Our consultant has begun survey and preliminary design work on the replacement of the culvert under Fremont Road near the Fairfield Crest Swim Club. This project will replace a severely degraded corrugated metal pipe (CMP). Design, permitting, and bidding is expected to take three months, with construction expected this summer or fall. The road will need to be closed for several weeks during construction and notice will be provided well in advance.

Status:	Started
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:

White Clay Creek Dam Removal at Paper Mill Road

Description:

Staff met with the project designer and USGS representatives to determine the best location to relocate the USGS gauge station necessary after the dam is removed. Based on the design progress, permitting requirements, and restrictions on streamwork during certain times of year, we expect the removal no sooner than early 2023. We will update the timeline as the plans move forward.

Status:	Started
Expected Completion:	03-31-2023
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (updated as of 11:00 a.m. on January 13, 2022)

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	19	21	90.48%
FINANCE & IT	19	23	82.61%
JUDIC & LEGIS	18	19	94.74%
PARKS	66	68	97.06%
PLAN, CODE, & PARKING	32	37	86.49%
POLICE	73	91	80.22%
PWWR	44	57	77.19%
TOTAL	291	336	86.61%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	40	47	85.11%
AFSCME 3919	20	26	76.92%
CWA	91	105	86.67%
FOP	51	67	76.12%
MGMT	31	32	96.88%
TEMP/SEAS/NON-UNION	58	59	98.31%
TOTAL	291	336	86.61%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	164	176	93.18%
FIELD STAFF	127	160	79.38%
TOTAL	291	336	86.61%

EMP. STATUS	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
FULL-TIME	203	70	243	83.54%	28.81%
PART-TIME	30	8	34	88.24%	23.53%
TEMP/SEAS/NON-UNION	58	4	59	98.31%	6.78%
TOTAL	291	82	336	86.61%	24.40%

*As reported so far; actual figures may be higher.

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	169	22	65.64%
PFIZER	52	34	29.55%
JOHNSON & JOHNSON	12	2	4.81%
TOTAL	233	58	100.00%

POSITIVE CASES	UNVAXXED - PD	UNVAXXED - Muni.	UNVAXXED - Temp./Seas./Non-Union	VAXXED - PD	VAXXED - Muni.	VAXXED - Temp./Seas./Non-Union	% UNVAXXED	# OF PRESUMPTIVE POS. CASES W/ NO TEST RESULT
3/1/20 - 12/10/20*	6	11	0	--	--	--	100.00%	--
12/11/20 - 3/19/21**	8	7	1	--	--	--	100.00%	--
3/19/21 - 11/30/21***	6	8	1	3	3	4	60.00%	--
12/1/21 - Present****	8	6	0	15	26	3	24.14%	3
TOTAL	28	32	2	18	29	7	53.45%	3

*Vaccines not available to anyone

**Vaccines available to first responders only

***Vaccines available to all City staff

****Omicron variant in circulation

% OF CURRENT UNVAXXED STAFF W/ COVID CASE		# OF CONFIRMED BOOSTED EMPLOYEES W/ COVID CASE:	4 employees
23 of 45 employees	51.11%		
% OF VAXXED STAFF W/ COVID CASE AFTER VACCINATION			
54 of 293 employees	18.43%		

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT
ADMIN	45.00%	1670	34.04%
ELECTRIC	28.57%	3919	26.92%
FINANCE & IT	26.09%	CWA	29.52%
JUDIC & LEGIS	21.11%	FOP	47.76%
PARKS	11.76%	MGMT	21.88%
PLAN, CODE, & PARKING	40.54%	OTHER	13.56%
POLICE	43.96%	TOTAL	30.06%
PWWR	26.32%		
TOTAL	30.06%		

December 2021 Data			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	9	45	20.00%
Vaxxed	29	293	9.90%
	Unvaxxed	Vaxxed	Total Cases
First Case	6	26	32
Second Case	3	2	5
Third Case	0	1	1

January 2022 Data			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	5	45	11.11%
Vaxxed	15	293	5.12%
	Unvaxxed	Vaxxed	Total Cases
First Case	2	15	17
Second Case	3	0	3
Third Case	0	0	0

Lists include all regular, temporary, and seasonal employees (City Council not included).

DEFINITIONS:

Vaccinated with boosted immunity: Any person who (1) received both shots of the Moderna or Pfizer vaccine within the last 6 months, (2) received the single shot of the Johnson & Johnson vaccine within the last 2 months, or (3) received their booster shot following initial vaccination and completed the two-week waiting period following the booster.

Vaccinated with limited immunity: Any person who received both shots of the Moderna or Pfizer vaccine over 6 months ago or received the single shot of the Johnson & Johnson vaccine over 2 months ago, and has not yet received their booster shot.

Digital Records Project New Documents Created – January 6-12

Name	# of Documents	# of Pages	Types
Sandy	188	195	Timesheets (Out of the office)
Fred	30	30	Utility markouts (Technical issues)
Ana (PT)	2	394	Parks and Recreation activity registrations; Working on document modifications
Violet (PT)	3	55	Current Legislative Department documents
Total	223	674	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202	26,037	-1,165
March	43,335	28,447	-14,888
April	50,618	29,039	-21,579
May	36,670	27,920	-8,750
June	38,184	40,008	+1,824
July	28,329	55,073	+26,744
August	27,620	34,755	+7,135
September	11,916	20,018	+8,102
October	19,708	14,521	-5,187
November	7,954	12,738	+4,784
December	11,750	14,998	+3,248
Totals	320,142	334,479	+14,337



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

What is this new program?

The Delaware Division of Public Health (DPH) Low-Income Household Water Assistance Program (LIHWAP), is a part of a new federally funded American Rescue Plan program that provides assistance to eligible households to pay water and wastewater bills. Depending on your income and specific needs, you may be qualified for available funding to assistance with:

Reconnection of Household Water Services

If your household water services have been disconnected because of past due water bills, funds may be available to pay the balance including fees to reconnect water services.

Prevent Disconnection of Household Water Services

If you received a notice that water services will be disconnected due to a past due balance and you cannot afford to pay, funds may be available to pay all or part of your water bill.

Help Reduce Current Household Water Bills

If you are unable to afford your current water bills and meet other household needs, you may qualify for temporary assistance to pay some or all of your current bill.

Who is this program for?

Anyone who meets income qualifications as described herein and who is: in danger of immediate disconnection, attempting to prevent disconnection, and, if funds allow, behind on current water bills may apply.

For more information or for help to complete this application, call or email:

Delaware Division of Public
Health Health Systems Protection
302-744-4546
LIHWAP@delaware.gov



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Application

Your Information

Your Name (Last, First)	
Best method of contact (Phone or Email)	
Date of birth	
Social Security Number or Employer ID	
Disability Status (indicate disabled or not disabled)	
Water Provider Name	
Water Provider Phone Number	
Dollar amount of assistance needed (water and/or wastewater service only, should not include other utilities)	
Are you currently enrolled in any of the following assistance programs? (indicate all that apply)	
Low Income Household Energy Assistance Program or LIHEAP	
Supplemental Nutrition Assistance or SNAP or WIC	
Supplemental Security Income or SSI	
Temporary Assistance for Needy Families or TANF	
Other (list here)	

Address where you receive water service:

Street Address _____
Apartment/Unit _____ City/Town _____
Delaware _____ ZIP Code _____



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Water and Wastewater Service Information

Water Account Number: _____

Wastewater Account Number (if different): _____

My household water has been disconnected due to a past due bill.	
My household water is on but schedule to be shut off in the near future.	
My household water is on but I need help paying future bills.	
My household wastewater has been disconnected due to a past due bill.	
My household wastewater is on but schedule to be shut off in the near future.	
My household wastewater is on but I need hep paying future bills.	



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Optional Information

Are any household members	Yes/No	If so, how many household members?
Hispanic, Latin, or Spanish origins		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian and Other Pacific Islander		
White		
Multi-race		
Other		
Male		
Female		
Non-binary		
Disabled		



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Important Information

Permission needed

DPH will need to verify the amount of financial assistance and address information you indicated with your water provider. Sign below to indicate that we may perform verification with your water provider.

and

DPH will need to verify that you are enrolled in another assistance program like LIHEAP, SNAP, SSI, TANF, or other as you indicated above. Sign below to indicate that we may perform verification with those agencies.

Printed Name: _____

Signature: _____

Date: _____



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application
Example for illustrative purposes only

Your Information

Your Name	Charlotte	Johnson
Best method of contact	Email cjohnson@email.com	Phone 302-123-4567
Date of birth	July 19, 1954	
Social Security Number or Employer ID	012-34-5678	
Disability Status	Disabled	
Water Provider Name	City of Harrington	
Water Provider Phone Number	302-123-4567	
Dollar amount of assistance needed (water service only, should not include other utilities)	\$420	
Low Income Household Energy Assistance Program or LIHEAP		yes
Supplemental Nutrition Assistance or SNAP or WIC		yes
Supplemental Security Income or SSI		yes
Temporary Assistance for Needy Families or TANF		no
Other (list here)		
Medicaid/Medicare		

Address where you receive water service

Street Address 101 Maple Lane Apartment/Unit D

City/Town Harrington Delaware ZIP Code 19952



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Water Service Information

Water Account Number 882277

Wastewater Account Number (if different) 331166

My household water has been disconnected due to a past due bill.	no
My household water is on but schedule to be shut off in the near future.	yes
My household water is on but I need help paying future bills.	no
My household wastewater has been disconnected due to a past due bill.	no
My household wastewater is on but schedule to be shut off in the near future.	yes
My household wastewater is on but schedule to be shut off in the near future.	no



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Optional Information

Are any household members	Yes/No	If so, how many household members?
Hispanic, Latin, or Spanish origins		
American Indian or Alaska Native		
Asian		
Black or African American	yes	1
Native Hawaiian and Other Pacific Islander		
White		
Multi-race	yes	2
Other		
Male	yes	1
Female	yes	2
Non-binary		
Disabled?	yes	1



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Low-Income Water Assistance Program (LIHWAP) Application

Important Information

Permission needed

DPH will need to verify the amount of financial assistance and address information you indicated with your water provider. Sign below to indicate that we may perform verification with your water provider.

and

DPH will need to verify that you are enrolled in another assistance program like LIHEAP, SNAP, SSI, TANF, or other as you indicated above. Sign below to indicate that we may perform verification with those agencies.

Printed Name: Charlotte Johnson

Signature: *Charlotte Johnson*

Date: *December 1, 2021*

NEWARK POLICE DEPARTMENT

WEEK 01/02/22-01/08/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</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	0	1	1	0	1	0
- <i>Commercial Robberies</i>	0	0	0	0	1	0
- <i>Robberies with Known Suspects</i>	0	0	0	0	0	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	0	1	1	0	0	0
Assault/Aggravated	0	0	0	0	0	0
Burglary	1	2	2	0	0	0
- <i>Commercial Burglaries</i>	0	1	1	0	0	0
- <i>Residential Burglaries</i>	1	1	1	0	0	0
- <i>Other Burglaries</i>	0	0	0	0	0	0
Theft	9	7	7	2	1	0
Theft/Auto	1	0	0	1	0	0
Arson	0	0	0	0	0	0
All Other	0	1	1	2	1	0
TOTAL PART I	11	11	11	5	3	0
<u>PART II OFFENSES</u>						
Other Assaults	5	2	1	1	1	1
Rec. Stolen Property	0	0	0	0	0	0
Criminal Mischief	6	4	1	0	1	0
Weapons	0	0	0	0	6	6
Other Sex Offenses	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
Drugs	3	3	3	8	6	6
Noise/Disorderly Premise	6	1	1	2	0	0
Ordinance Violation	2	0	0	0	0	0
Disorderly Conduct	2	5	4	1	1	1
Trespass	10	3	2	6	0	0
All Other	5	12	10	7	2	0
TOTAL PART II	39	30	22	25	17	14
<u>MISCELLANEOUS:</u>						
Alarm	9	11	11	0	0	0
Animal Control	12	6	6	0	0	0
Recovered Property	0	3	3	0	0	0
Service	760	767	676	0	0	0
Suspicious Per/Veh	16	4	3	0	0	0
TOTAL MISC.	797	791	699	0	0	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	681	893	790	897



**Newark Police Department
Weekly Traffic Report**



01/02/22-01/08/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	252	161	245	156
DUI	2	2	2	2
TOTAL	254	163	247	158

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	5	4	4	3
Property Damage (Reportable)	14	11	9	8
*Hit & Run	3	5	2	3
*Private Property	3	4	1	4
TOTAL	19	15	13	11

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.