

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The City's offices were closed on Monday in observance of Martin Luther King Day. Since the offices were closed, we also didn't hold a City Council meeting that evening. On Tuesday I attended the January DEMEC Executive Committee and Board meetings. I spent time ahead of the meeting reviewing documents and the most recent financial reports. Staff is moving forward with the Energov software implementation to replace Munis for permitting and licensing. I spent time reviewing the statement of work provided by Energov and providing comments/feedback to Director Gray ahead of the team meeting on Wednesday. Once we officially begin, this project will likely take around 12 months from beginning to end. I participated in the January DHSS Cemetery Board meeting on Wednesday to speak in support of St. John's financial assistance request which was granted for the full amount of \$15,000. We have received a preliminary draft of the 2019 greenhouse gas inventory which I reviewed and provided my feedback to our consultant, AECOM. I also reviewed a document prepared by our consultant for the BB/RA zoning code rewrite and provided feedback to Director Gray.

We have a Council meeting scheduled for this coming Monday, January 24th where we will discuss departmental prioritization. The City is currently working on around 240 different initiatives, many more than can be completed concurrently, and we would like Council to provide feedback and direction on where staff should focus their efforts to meet Council's expectations. I worked with our directors this week to discern what they feel are the most important items to assist Council with their decision making process.

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

Human Resources:

CHRO Devan Hardin has spent the majority of this week working on pension related items preparing documents and reports. CHRO Hardin continues working calculating pension numbers for the upcoming retirements and working with the city actuary on the provision of the new pension plan for FOP employees. We have two officers leaving this month who are in the new plan which has required further clarification from DE Office of Pensions. 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 are working with the police department leadership on the promotional process for Master Corporal and Sergeant which will take place in April. The City's vendor that we have used in the past is no longer producing the promotional exam, so we are looking at a test from another agency. 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 preparing for the annual audit process. HR will also be providing payroll with the healthcare costs incurred by the City to be included on the W-2 forms which go out to employees by the end of January. CHRO Hardin and CPPO Martindale reviewed all sick waiver requests submitted by employees for sick usage in 2021 as well as submissions for employee volunteer hours which result in an extra day off in 2022.

HR Administrator Marta Pacheco:

- Created and distributed job posting for Part-Time Community Center Attendant vacancy. Deadline to apply is Friday, January 28.
- Created and distributed job posting for Substitute Part-Time Community Center Attendant vacancy. Deadline to apply is Friday, January 28.

- Submitted OSHA injury report for 2021.
- Participated in drawing for AFSCME 1670 and 3919 safety awards (three members were selected) along with departments/divisions eligible for a safety day. Provided information to Debi in Payroll.
- Worked on updated Pension and OPEB documents with new retirees and retirees that have passed away in 2021.
- Updated the January 2022 personnel roster with all the unions across-the-board increases.
- Received from finance auditor's request for HR information from employees and retirees files. With the assistance of Denyce, we are compiling this information for the auditor's which they will need by Monday, January 24.
- With three employees retiring this month so far, created retiree customer account in Munis in order to start billing for medical insurance in February.
- Prepared and distributed updated noise waiver for Cleveland Avenue night work.
- Due to scoring delays from PSI, contacted the 11 police officer applicants that participated in the written exam to let them know we will moving on to the next phase of the recruitment process which is to upload and complete information in Guardian in order for the police department to start the background investigations. Once the scores of the written exam and oral interviews are received, the applicants will be notified of their ranking on the eligibility roster.
- Entered several on-the-job injuries into PMA's system.
- Completed several VOEs.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale's week focused mainly on COVID-related matters and training the new Facilities Maintenance Superintendent Joe Augustine.

For COVID, there have been 68 positive cases among staff since December 1, 2021. Of these cases, 16 have been unvaccinated and 52 have been vaccinated. Only 4 employees with boosters have tested positive so far. The 16 unvaccinated cases since 12/1 represent a 36.4% positivity rate among the City's 44 unvaccinated employees. The 52 vaccinated cases since 12/1 represent an 18% positive rate among the City's 288 vaccinated employees. In other words, the positivity rate among the unvaccinated group is twice that of the vaccinated group. Overall, 32.23% of staff has tested positive at least once since the start of the pandemic. See updated vaxstats sheet attached for more information.

Joe Augustine's first day was Tuesday, 1/18. Joe brings with him over 30 years of HVAC and facilities maintenance experience from his former career with The Boeing Company. This week, Joe met with facilities staff and reviewed the facilities budget, projects, and responsibilities with CPPO Martindale. Joe will be a great addition to the City's team.

Purchasing Assistant:

PA Cathy Trykowski processed 133 invoices for the week ending 1/14, and 25 purchase orders. So far this week, she has processed 18 purchase orders and anticipates processing 75 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Assisting Chief Purchasing and Personnel Officer with COVID-related items.
- Planning upcoming virtual wellness events with the Blood Bank, Fulton Bank, DVHT and others.
- Participated in meetings with IT and PD to establish a plan/technology to install afterhours translation services on the phone.
- Continued conversations with local churches regarding a future COVID test distribution event.
- Helping the Parking Division advertise the updated availability of Lot 7.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Completing bank runs and COVID test drop-offs when needed.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Web Content and Graphic Design:

- Designing an eye catching flyer for DPH's low-income water assistance program.
- Designing department information sheets for HR.
- Edits made to COVID exposure and isolation graphic regarding 5-day isolation period.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Scheduled Restaurant Week on the City events website calendar.
- Updated the City newsletter on the website, added a link to the "Residents" tab of the website and Newark News.
- Updated Unicity Bus Route schedule to be more reader-friendly.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 1/13/22-1/19/22. 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 1/13/22.

The court processed 18 PBJ's for traffic violations and 14 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 1/13/22-1/19/22 Alderman's Court handled 33 arraignments, 40 trials, 5 video hearings, and 9 capias returns. The court collected a total of 387 parking payments of which 317 were paid online and 70 were paid at court. The court also collected criminal/traffic payments of which 129 were paid online and 17 were paid at court for a total of 146 criminal/traffic payments.

Status:	Completed
Expected Completion:	01-19-2022
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:

Renee attended the management staff meeting on January 13.

Staff finalized and posted the January 24 Council meeting agenda on January 14. The agenda and packet were posted on the website and sent to Council on January 17. An addendum removing Executive Session A was posted on January 18.

Tara finalized and posted the January 25 Diversity and Inclusion Commission agenda on January 18.

Renee finalized and posted the January 31 Election Board agenda on January 19.

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 booking polling places and working with the City's GIS Coordinator to get the Council district and polling place applications updated with the new Council District boundaries. Three 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>.

Renee drafted and submitted a letter of support to the Delaware Cemetery Board on behalf of Council for St. John AM Church's application to the Distressed Cemetery Fund for grant funds.

Tara completed several building permit reviews.

Renee 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 documents and closed a January 6 FOIA request for 80 Welsh Tract Road Unit 109 pertaining to any open liens or permits from Kevin Glancy
- * Provided documents and closed a January 6 FOIA request for 10 and 16 Benny Street pertaining to UST/AST/building permits/ownership records from EnviroSure
- * Provided documents and closed a January 7 FOIA request for permits related to construction/renovations for single family/mixed use homes between December 15, 2021 through January 6, 2022 from William Gregory
- * Provide a response and closed a January 14 FOIA request for information on a property outside of City limits from Gregory Bodnaruk
- * Circulated to staff a January 14 FOIA request for a list of CWA and AFSCME employee names/hire date/work address/work email/department/title from Samuel Chick
- * Circulated to staff a January 14 FOIA request for 91 Thorn Lane regarding open zoning violations/building violations/fire violations/COs/site plans from Kaylee McAllister

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

19 discovery requests for upcoming Court cases were fulfilled this week. 27 discovery requests have been filled in 2022. The court calendar for January 27 was received and the 15 related case files were processed for the Deputy City Solicitor.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 42 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:

Renee spent time reviewing applicant materials for the vacant Digital Records Management Coordinator position. The posting is open through Friday, January 28. The ad, job description and application submission portal can be found on the City's website here: <https://cityofnewarkdeemployees.munisselfservice.com/employmentopportunities/default.aspx>.

The scanned document numbers for January 13-19 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 and the electricians worked on two substation transformers at Phillips Avenue. One was struck by lightning and needed pole line hardware replaced while the other had a defective nitrogen regulator and a faulty safety device. The line crews installed terminations and elbows at Fintech and the new cell tower on New London Road.

The line crews also had an emergency repair for the traffic signal service at Library and Delaware Avenues after a contractor working at The Grove dug it up.

Engineering attended a kickoff meeting with DEMEC and ACES, an energy management company, about registering with NERC as a distribution provider. A new rule about load sizes for distribution providers is the impetus.

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 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 (copy and paste the link below) and work with your water/sewer companies to coordinate the payment. The state pays the utility company on the applicants' behalf once approved.
<https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

Our auditors from CliftonLarsenAllen will be onsite (virtually) for the next two weeks to begin their field work for our 2021 financial audit.

The November Financial Update was completed and is on our website for review:
<https://newarkde.gov/DocumentCenter/View/15547/2C>.

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:**

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Activity or Project:**Description:**

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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 - 65

Open Project Tickets from Previous Week - 16
Open Tickets with Vendor R&D from Previous Week - 16
Tickets Opened in the Last Week - 43
Tickets Closed in the Last Week - 41
Remaining Open Support Tickets - 67
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. Created Deferred Comp Report for state of emergency time.
4. Provided list of all businesses in the City including occupancy limits for CED.
5. Assisted CED with printing of Contractor Licenses and Renewals.
6. Tweaked end of year accrual reports for Finance.
7. Worked with vendor to correct and promote write off journal automation to production environment.
8. Continued testing and working with Harris team on remaining Automation Platform workflows.
9. Attended EnerGov kick off meeting on 1/19.
10. Attended IT Cyber Security zoom call with DEMEC on 1/19.
11. Teams meeting with PUB to discuss credit control process on 1/19.
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 - 143
Open Project Tickets from Previous Week - 43
Tickets Opened in the Last Week - 109
Tickets Closed in the Last Week - 98
Remaining Open Support Tickets - 154
Remaining Open Project Tickets - 43

1. Installed NetMotion (VPN).
2. Designing our first anti-phishing training campaign.
3. Configuring NetMotion to work with multi-factor authentication.
4. Configuring a laptop for car #919.
5. Troubleshooting #916.
6. Scheduling badge reader migration with Advantec.
7. Fiber planning and design.
8. Imaging laptops for deployment.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Worked on and resolved support tickets for end users.
12. 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 8 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: working with the Marvin and Courtney to get the two hour parking signs installed along Forest Lane adjacent to Hillside Park; working with Tom Z. in organizing the reforestation initiative as part of our Delmarva Sustainability grant; met with Tom Z. on getting our tree and plant giveaway order together with local nursery's; worked on the vacant Maintenance IV position posting and job description; attended punch list meeting for Hillside Park with PWWR, JMT, Paula and Kent Construction representatives; met Delaware Wildlands Representative about reforestation initiatives we have in Newark and support that their organization can give the project; reviewed landscape plans for potential subdivisions; conducted Parks Maintenance meeting to discuss upcoming projects and work orders; met with Parks Supervisor about the weekend snow storm, staffing and priority areas; working with Shelby on display signage for Preston's Playground and along the James Hall Trail.

Deputy Director: continue to work with Curative representative on setting up testing site at Dickey Park; worked with Joe to update the Maintenance IV ad; worked with Joe, Jim and Trevor to update CIP sheet information; worked with Marta & Shelby to update job descriptions on the website for summer job postings; sent marketing email to local schools through Peachjar for winter/spring activity guide, employment & volunteer fair and camp fair; worked with new Fire Marshall on updating information in the vendor packets prior to sending out and filling him in on the fireworks; worked with Shelby on creating a new sign for the empty frame at McDonalds regarding employment opportunities while the Al Fresco sign is down; attended punch list meeting for Hillside Park with PWWR, JMT, Joe and Kent Construction representatives; working with Shelby on updates for the vendor and sponsor packets; sent sports equipment and arts and crafts needs and apparel needs to recreation staff to review and make updates prior to sending out for bid; created GoToMeeting and attended PAL quarterly meeting; worked with Shelby on ad for Living Here Guide in New Castle County; worked with Stew to update the snow removal priority list and equipment; worked with Shelby on employment flyer; sent out reminder to recreation staff for upcoming deadlines including end of year reports; continued to work with Sharon on program analysis forms; finalized calendar of events with recreation staff and working with Shelby on creating a calendar; worked with recreation staff to continue to reach out to all current employees to find out updated status for boosters; continue working with Sharon on an updated email to send to UD regarding 2022 events and sign bid and sound and lighting bid for 2022; 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: rescheduled adult volleyball matches and updated staff schedule; completed before and after care statistics for fall 2021; completed annual report for 2021; working on 2022 summer camps; worked to update before and after care staff schedules due to positive COVID cases and quarantines; held virtual interview for before and after staff; working on digital sign in sheets for before and after care to use with new iPads; proofed and edited part-time job postings.

Recreation Supervisor of Community Events: finalizing end of year financials; posted on Facebook; spoke with a potential new fitness instructor about summer classerage.es and the possibility of subbing for other instructors; registration for fitness classes beginning next week continues; sent an email to last year's vendors regarding the Summer Camp Fair with several registering for this year's fair already; contacted fitness staff for the booster shot updates for vaccination records; sent a reminder to the Memorial Day Parade Committee about upcoming meetings, the previous reviewing officer Lt Col Slater will be unable to help this year; gathering information about the Hometown Heroes banner program for possible implementation in 2022 or 2023, will discuss at first MDP Committee meeting on 1/21.

Coordinator of GWC and Volunteers: attended a virtual staff meeting on January 13 with Recreation Staff; hosted a Friends of School Hill Historic Displays meeting on January 13 from 6 – 8 p.m.; continued working with Administrative Staff to process refunds for security deposits for past and canceled upcoming rentals due to the increase in COVID-19 cases; updated the GWC Staff Calendar based on canceled rentals and began working on February and March schedules; continued working on End of Year and Volunteer Reports; finalized all program analysis forms and statistics; met virtually with a member of Red Cross to discuss plans

for lifeguards/swim instructors for the 2022 pool seasons; updated employment descriptions for positions available for 2022; assisted Sharon with spreading the word to Yoga staff about covering upcoming Friday Morning Yoga classes; worked on confirming staff members that have received COVID-19 booster shots and reported to the Deputy Director; created a volunteer calendar for the Deputy Director and Parks Supervisor to help organize the missionary volunteers and volunteer groups moving forward; continued working on preparation for Summer Camp Programs and Camp GWC. Volunteer Hours: missionaries devoted a total of 6 hours on January 12 assisting with organization in the basement storage room. GWC Rentals: The Main Hall was scheduled to be rented on Friday, January 14 and Saturday, January 15 but renters canceled due to COVID and/or inclement weather; the Main Hall was rented on Sunday, January 17 from 2 – 8 p.m. for a 1st Birthday Party with an overall attendance of 30; we have multiple renters calling/emailing to cancel their upcoming rentals due to the spike in COVID; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events.

Parks Superintendent: inspected 4 park/open space areas and developed work orders as needed, along with Electric Superintendent looked at a tree issue at Arbor Park Swim Club, updated 2021 Year End Report (added additional projects for Parks/Horticulture Divisions), met with representative from Delaware Wildlands to gather advice on upcoming spring reforestation event, inspected one site for release of 2 year surety bond, attended webinar thru University of Massachusetts on “Tree Safety Training”, met with Public Works Director concerning one area for reforestation effort this spring and along with Parks Director located spot for sign installation at Preston’s Playground.

Parks Supervisor: assigned field staff daily and assisted as needed, coordinated pick up of new tow behind trailer from dealership and Ventrac from repair facility, continued researching for possible truck purchase this year and coordinated with dealer to demo new Ventrac unit for possible purchase.

Parks/Horticulture: continued on cutbacks throughout park system, did interior bed maintenance at City Hall, did trash removal throughout park system, installed new park sign at Hillside Park, hung “Leash your Dog” signs at all trailheads throughout Redd Park trail system, installed two “Little Library” stations at Dickey and Olan Thomas Parks, did equipment maintenance on Ventrac and salt box on truck #1430, did spot ice control throughout park system and downtown parking lots, started meadow area mowing and removed snow equipment /delivered one Kubota unit to dealership for repair.

Activity or Project:

Newark Community Garden

Description:

Registration is being taken for the Newark Community Garden at Fairfield Park. The 10’ x 4’ garden plots offer a great opportunity for individuals or families to enjoy gardening and produce their own vegetables to enjoy and meet other gardeners. There is a limited number of plots available. to register or for more information, please visit our web site at WWW.NEWARKDE.GOV/PLAY

Status:	Not Started
Expected Completion:	09-30-2022
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

- The Grove - Bldg. 2 1, 2, and 3 floor in phase E, HVAC inspection.
- 31 Minquil - Insulation inspection.
- 944 Alexandria - Sewer Lateral.
- 40 Shull Dr. - Roof deck. 3 sheets.
- 222 Dallam - Footings/Foundation walls.
- 5 Innovation Way - Rough plumbing, wiring and framing.
- 511/513 Valley - Foundation waterproofing.
- 108 W Mill Station - New water service.

Property Maintenance

- Notices: 2
- Complaints: 17
- Inspections: 48
- Violations: 7
- Citations: 8

Property Maintenance Special Mention

- Multiple drop shipping locations found in residential districts.
- Notified police that 112 N College Ave home had front door kicked in.
- Found abandoned dog in 34 Corbit St, notified owner and animal control. Entry made, removed animal and condemned property.

Fire Protection Specialist

- Conducted walk thru Martin Service Center for fire extinguisher placement.
- Reviewed and replied on food truck licensing.
- Handled dry sprinkler system OOS 1st Presbyterian Church 292 W. Main St.
- Picked up plans from State FMO.
- Thorn Flats opened Knox Boxes.
- Plans review 1105 S. College Ave.
- Met with U of D Fire Marshal.
- Met with Mayor Clifton, meeting ref 368 E. Main St.
- Plan review 314 E. Main St and walk thru same location.
- Worked on organizing file system.
- For 01/20/2022: 2 inspections and plan to do reviews of drawings.

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Parking staff on 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 in event

of an outbreak.

- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Shared parking credit card versus coin information with Finance for discussion at Council.
- 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 three business days response time on appeals as the Parking Division is caught up due to less parking/citation volume.
- Continued receiving and relaying information regarding COVID-19 policy changes.
- Designed and submitted signage for Forest Lane and nearby park explaining that the street and spaces within the park are 2-hour parking.
- Extensive work on T2 BOSS in preparation for the 3G to 5G changeover.
- Parking Division has started selling permits in Lot #7. Permits will run \$690 for the upcoming semester with a limit of 15 permits sold.
- Work with Communications regarding available, open permits and how to get this information to customers and residents. Creation of flier notifying customers of availability
- Work with police regarding a pole being struck within Lot #1, knocking down multiple signs and a parking sensor information repeater.
- Work with police regarding a vehicle who tried to drive away with immobilization boots on the vehicle. Boots had to be cut off the car.
- No charge for parking on Martin Luther King Day. Signage was affixed to kiosks and Galleria to notify customers of the status.
- Parking staff participated in Planning Department meeting on Tuesday, 1/18/22.
- Management staff participated in Energov meeting on Wednesday, 1/19/22.

Land Use/Planning

- Planning Reviews Completed: 7
- Building Permits Reviewed: 4
- Deed Transfer Affidavits: 9

Land Use/Planning Special Mention

- Planner Fortner and Planner Solge continued work on an ordinance to add microbreweries to the BB district.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

On January 13th, Chief Tiernan held an on-line meeting with members of the police department to discuss the large number of personnel vacancies in the department and the transfers that were taking place in order to ensure the department can meet its basic function of uniform patrol.

Special Enforcement Division:

- During the week, the Special Operations Unit will be visiting local business owners in their ongoing community engagement activities. The purpose of the visit is to increase dialogue, enhance relationships, and ensure proper emergency contact information is on hand should we need to reach them after hours. The Unit will also conduct proactive patrols in the business district and 896 hotel corridor.
- The Traffic Unit will focus enforcement activities in high traffic areas to include New London Road, South College Avenue, Capitol Trail, and Delaware Avenue. They will also conduct traffic enforcement in the Elkton Road construction zone and along West Chestnut Hill Road as they continue to see traffic violations in those areas. During the week, one of the unit's car seat technicians provided assistance installing a child car seat.

Patrol Division:

- On January 12th, 2022, at approximately 1947 hours, Newark Police responded to the parking lot of the Red Roof Inn at 1119 South College Avenue for a report of a subject using an object or tool to enter a vehicle. The owner of the vehicle confronted the suspect and the suspect walked away. Arriving officers were directed to the vehicle the suspect arrived in and contacted the suspect. He was taken into custody without incident. The suspect was wearing an empty holster when he was removed from the vehicle. Inside his vehicle, officers located two loaded handguns. Officers also located the described tools that were used to enter the victim's vehicle. The defendant was charged with Possession of a Firearm During the Commission of a Felony (2 counts), Carrying a Concealed Deadly Weapon (Firearm) (2 counts), Attempted Burglary Third Degree, Possession of Burglar Tools, and Possession of a Deadly Weapon by a Person Prohibited.
- On January 13th, 2022, at approximately 1833 hours, officers responded to the report of a domestic related assault inside of building 121 Thorn Lane. Upon arrival, contact was made with the victim who stated that her boyfriend had physically assaulted and strangled her. When officers attempted to contact the suspect, he barricaded himself within the apartment. Newark Police Department Crisis Negotiations Team (CNT) and SWAT were notified and responded. After several hours, the suspect was arrested without incident after SWAT had to force entry into the residence.
- On January 18th, 2022, Sgt. Michael Szep retired after nearly 24 years of service with the Newark Police Department. Prior to NPD, Sgt. Szep spent over 5 years with the Cecil County Sheriff's Department. During his career, he served in both the Criminal Division as a Detective and Patrol Division as both a Patrol Officer and Patrol Supervisor.

Criminal Investigations Division:

- On January 13th, 2022, NPD detectives assisted in the investigation of a domestic-related incident that resulted in a barricade situation in the 100 block of Thorn Lane. The incident was successfully resolved with the suspect being arrested without incident.

Activity or Project:

Description:

Status:

Expected Completion:

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:

Public Works and Water Resources Department

Notable Notes:

DelDOT Projects:

Delaware Avenue Separated Bikeway is on schedule. Staff has been working with the contractor on several utility conflicts in the project area and with UD on project coordination. Reminder of the project specific website for more details. <https://www.delawareaveseparatedbikeway.com/>.

Downes Elementary Safe Routes To School (SRTS) project is scheduled to start in early February. Motorists can expect flaggers and temporary lane closures for the duration of the project, which is expected to last 4-6 weeks.

Newark Police have worked with DelDOT and their contractor to address some speeding and traffic issues within the Elkton Road workzone. Beginning Monday, January 24, temporary rumble strips will be deployed along the roadway from Christina Parkway to Interchange Boulevard. This will be coupled with signage to limit illegal U-Turns and usage of the turn lanes as cutoffs.

End of DelDOT Projects

Crews removed a large root system that had been growing into the culvert crossing Timberline Drive. The root was limiting the capacity of the culvert to pass storm events. While not a solution for all of the overtopping, it should reduce the overtopping in over intensity storms.

Bids were received for a stormwater basin upgrade in the Abbotsford neighborhood. The upgrade will include adding a submerged gravel wetland to enhance water quality, stabilizing the outfall to the Christina River, as well as landscaping throughout. This will help satisfy requirements of our MS4 Permit for stormwater quality.

Staff continues to work with DelDOT and NPD on solutions for the yield signage at West Main Street and South Main Street near the Deer Park.

Activity or Project:

Julie Lane Drainage Study

Description:

Staff met with our consultant, Pennoni Associates, to review progress on a drainage study and recommendations for upgrades and solutions to the flooding issues on Julie Lane. We expect to finalize these recommendations and possibly implement some upgrades by this fall.

Status:	Near Completion
Expected Completion:	02-28-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (updated as of 8:00 a.m. on January 21, 2022)

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	19	20	95.00%
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	70	88	79.55%
PWWR	44	57	77.19%
TOTAL	288	332	86.75%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	40	47	85.11%
AFSCME 3919	19	24	79.17%
CWA	91	105	86.67%
FOP	48	64	75.00%
MGMT	32	33	96.97%
TEMP/SEAS/NON-UNION	58	59	98.31%
TOTAL	288	332	86.75%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	164	176	93.18%
FIELD STAFF	124	156	79.49%
TOTAL	288	332	86.75%

EMP. STATUS	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
FULL-TIME	200	74	239	83.68%	30.96%
PART-TIME	30	9	34	88.24%	26.47%
TEMP/SEAS/NON-UNION	58	4	59	98.31%	6.78%
TOTAL	288	87	332	86.75%	26.20%

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

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	166	22	65.28%
PFIZER	52	34	29.86%
JOHNSON & JOHNSON	12	2	4.86%
TOTAL	230	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****	9	7	0	19	29	4	23.53%	0
TOTAL	29	33	2	22	32	8	50.79%	0

*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 CURRENT EMPLOYEES W/ COVID CASE:	4 employees
24 of 44 employees	54.55%		
% OF VAXXED STAFF W/ COVID CASE AFTER VACCINATION			
55 of 288 employees	19.10%		

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT
ADMIN	50.00%	1670	36.17%
ELECTRIC	40.00%	3919	37.50%
FINANCE & IT	26.09%	CWA	30.48%
JUDIC & LEGIS	21.11%	FOP	50.00%
PARKS	13.24%	MGMT	24.24%
PLAN, CODE, & PARKING	40.54%	OTHER	15.25%
POLICE	46.59%	TOTAL	32.23%
PWWR	28.07%		
TOTAL	32.23%		

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	7	44	15.91%
Vaxxed	23	288	7.99%
	Unvaxxed	Vaxxed	Total Cases
First Case	4	22	26
Second Case	3	1	4
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 13-19

Name	# of Documents	# of Pages	Types
Sandy	325	373	Timesheets (Out of the office)
Fred	138	138	Utility markouts (Technical issues)
Ana (PT)	4	1,105	Parks and Recreation activity registrations; Working on document modifications
Violet (PT)	32	65	Current Legislative Department documents
Total	499	1,681	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925		
February	26,037		
March	28,447		
April	29,039		
May	27,920		
June	40,008		
July	55,073		
August	34,755		
September	20,018		
October	14,521		
November	12,738		
December	14,998		
Totals	334,479		

NEWARK POLICE DEPARTMENT

WEEK 01/09/22-01/15/22

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	1	1	0	0	0
Rape	1	0	0	1	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	2	1	0	2	1
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	0	2	1	0	1	1
Assault/Aggravated	0	0	0	0	0	0
Burglary	1	2	0	0	2	2
- Commercial Burglaries	0	1	0	0	0	0
- Residential Burglaries	1	1	0	0	2	2
- Other Burglaries	0	0	0	0	0	0
Theft	24	18	11	3	1	0
Theft/Auto	5	4	4	1	0	0
Arson	0	0	0	0	0	0
All Other	0	1	0	2	2	1
TOTAL PART I	32	28	17	7	7	4
<u>PART II OFFENSES</u>						
Other Assaults	9	6	4	1	3	2
Rec. Stolen Property	0	0	0	0	0	0
Criminal Mischief	6	6	2	0	5	4
Weapons	0	0	0	0	13	7
Other Sex Offenses	0	0	0	0	0	0
Alcohol	0	0	0	1	0	0
Drugs	3	5	2	8	6	0
Noise/Disorderly Premise	12	3	2	3	0	0
Ordinance Violation	3	0	0	0	0	0
Disorderly Conduct	2	12	7	4	1	0
Trespass	15	8	5	8	0	0
All Other	11	23	11	9	4	2
TOTAL PART II	61	63	33	34	32	15
<u>MISCELLANEOUS:</u>						
Alarm	15	22	11	0	0	0
Animal Control	25	13	7	0	0	0
Recovered Property	2	5	2	0	0	0
Service	1376	1222	455	0	0	0
Suspicious Per/Veh	29	10	6	0	0	0
TOTAL MISC.	1447	1272	481	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	752	1,645	566	1,463



**Newark Police Department
Weekly Traffic Report**



01/09/22-01/15/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	478	349	226	188
DUI	3	5	1	3
TOTAL	481	354	227	191

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	6	6	1	2
Property Damage (Reportable)	30	22	16	11
*Hit & Run	7	8	4	3
*Private Property	6	7	3	3
TOTAL	36	28	17	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.