

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

As outlined below in the HR section, we appear to be on the backside of the Omicron spike, with case numbers reducing to about a third of what they were around the start of the year when we decided to transition many office staff members back to work from home. Accordingly, we are now targeting February 14th as the date when we will return those employees to the office. I am thankful to staff for their dedication and ability to maintain operations at City Hall with limited in-person staff, allowing us to stay open for residents and visitors throughout the latest spike.

Our IT contractor for the Council Chamber AV upgrade project was in the building this week installing and testing the equipment. We will have an update on the project soon, but it appears to be going smoothly which means hybrid in-person and virtual meeting should soon be a possibility.

The application process for the position of Police Officer has opened and the NPD will accept applications on a continual basis. Information and access to the application can be found at: <https://cityofnewarkdeemployees.munisselfservice.com/EmploymentOpportunities/JobDetail.aspx?req=2022&sreq=19&form=POL&desc=POLICE%20OFFICER>.

Director Del Grande and I are working with DEMEC to discuss potential changes to the wholesale electric rate structure that we feel will more equitably distribute costs among DEMEC's membership and allow us to implement time of use and demand rates in Newark that will help promote EV adoption. This will be a longer-term effort, but I am hopeful we can get it done in the next 12 to 18 months.

Over the last two weeks I have continued to work with the City's lobbyists and the DLLG Legislative Action Committee to review and provide feedback on a large number of bills that have been introduced or discussed in Dover. I also provided assistance to Planning and Development on items related to the BB and RA zoning redesign effort, including charrette. I was out of the office on the 27th and 28th and spent time over the last two weeks preparing for being out and catching up from having been out. The remainder of my week was spent on general administrative tasks, assisting with ongoing initiatives, and personnel related items.

Human Resources:

HR Administrator Marta Pacheco:

- Prepared and distributed the following job posting: 22-13 Part-Time Sidewalk Sweeper Operator, 22-14 Maintenance I in Sewer Division, 22-15 Electric Groundhand, 22-18 City Secretary/Director of Legislative Services, 22-19 Police Officer, 22-20 PW&WR Summer Interns
- Scheduled interviews for Part-Time Recreation Specialist, Maintenance IV in Parks & Recreation, and Code Enforcement Officer.
- Will be scheduling interviews for Digital Records Management Coordinator.
- Updated the Pension/OPEB document as requested by Finance.
- Updated and distributed part-time salary for Engineer/Graduate Intern from \$13 to \$15 in the personnel manual.
- Received and completed five VOEs.
- Entered several employee work-related injuries in PMA for processing.
- Informed police officer applicants of their written exam score from January 8.
- Prepared and distributed February status forms for merit and longevity increases.

- Processed February retiree medical insurance invoices.
- Received and prepared February random drug/alcohol testing for CDL employees.
- Working on EEOC-4 Report with assistance from IT.

CPPO Jeff Martindale's week was thankfully less bogged down with COVID-related items this week as we reach the back-end of the Omicron variant spike. Since December 11, we had 80 total positive cases. So in 52 days, we far eclipsed the total number of confirmed cases we had for the 20 months prior (58). However, while cases have stabilized (7 per week over the last two weeks and down from 30 per week after Christmas), we are still seeing a higher per-week case rate than we experienced throughout the pandemic until December (highest previously was 6 per week during the Delta spike). So we are not yet out of the woods. See vaxstats attached for more information.

Of the December/January cases, 59 were vaccinated and 21 were unvaccinated. This means that 1 in every 5 vaccinated employees caught COVID during this period and roughly half of all unvaccinated employees caught COVID over the same timeline. Extrapolating on this data, if no one had access to vaccines we could have expected the number of cases to be at 158 or worse; if every person were vaccinated, we could have expected 67 cases. There were 10 total repeat cases and 7 cases among staff who were boosted. Everyone who had COVID on staff so far has weathered the storm and is back in action or currently on the mend.

Beyond COVID on the HR side, Mr. Martindale additionally worked on preparing materials for upcoming interviews (job descriptions, job ads, virtual meeting links, and panelist biography/job benefit sheets). He also processed terminations for the 6 employees who left employment in January.

CHRO Devan Hardin has spent the majority of last week and this week working on pension related items preparing documents and reports. Last week CHRO Hardin finalized pension benefit calculations for two police officers who resigned from the City at the end of January. Due to these two employees selecting the "new plan" in 2021, assistance was needed from the City actuary as these calculations are modeled after the State plan. CHRO Hardin also spent time assisting these two employees with offboarding and answering questions about their benefits as they separated from the City. CHRO Hardin also submitted the retirement paperwork to the pension company for another police officer who retired on January 21. She also reviewed job ads and descriptions for upcoming postings.

Additionally, she met with finance/payroll staff on approving the annual sick check payments to eligible employees. Payments are made to employees on the first Friday of February. She also approved the annual tuition payments to eligible FOP employees for Bachelor's and Master's degrees per their contracts. On Friday, January 28 CHRO Hardin sent out the promotional announcement to the police employees for the Master Corporal and Sergeant rank. The deadline to apply is Friday, February 11 at 4:00 p.m. The test has been scheduled for Saturday, April 30. There will be two separate tests for each rank. This process will create a new promotional list which will expire in 2024. She spent the rest of her time last week meeting with employees at their request and catching up on emails. CHRO Hardin also filled in for City Manager Coleman reviewing and signing memos for the February 7 Council packet.

This week CHRO Hardin continues working on calculating pension numbers for all employees. She spent Monday working on AFSCME 1670 employees and Tuesday working on AFSCME 3919 employees. She will work on FOP employees next and finish up with CWA and Management employees. All pension employees will be provided with their estimated pension numbers as of December 31, 2021 as well as their current beneficiary information. This will be provided to the employees with instructions to make any updates to beneficiaries by February 28. HR Coordinator Denyce Bradshaw has been assisting with this project as well as assisting with the audit process and the auto insurance renewal process. 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 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.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

For Purchasing, Chief Purchasing & Personnel Officer Jeff Martindale worked on two contract documents: Contract 22-02 (Purchase of One (1) Wire Tensioner Trailer) and Contract 22-05 (Municipal Services Building – Atrium Entrance Demolition). There is an upcoming bid opening at 2:00 p.m. on Tuesday, 2/8 for Contract 22-01 (Purchase of One (1) Wire Trailer). The expectation is that this year and the few years following will be especially busy from a contract review standpoint as more ARPA-funded projects go out to bid.

For Contract 22-05 (Municipal Services Building – Atrium Entrance Demolition), Mr. Martindale coordinated with one of the City's engineering firms (JMT) to begin vetting the logistics of the demolition work to be done. The City will be able to retain an ADA-accessible access point for the Municipal Center while demolition is underway, and we do not anticipate the work to take more than a few weeks.

Purchasing Assistant:

PA Cathy Trykowski completed the following:

- For the week of 1/24: processed 119 invoices, 48 purchase orders, and 3 change orders.
- For the week of 1/31: processed 17 purchase orders and anticipates processing 50 invoices by the end of the week. Additionally completed January's credit card statement processing and assisted Finance in completing year-end reporting and reconciliation.

Facilities Maintenance:

The Facilities Maintenance team completed the following for the week of 1/31:

- Repaired leaking toilet in NPD cell #5.
- Replaced defective 125AMP heat pump breaker in the GWC.
- Responded to three cold calls in various buildings; ordered parts to repair.
- Repaired heat pump at the water treatment plant.
- Completed a janitorial supplies inventory audit with custodial staff.
- Secured torn carpet in NPD Corporals' office; carpet to be replace week of 2/8.
- Completed routine DELJIS training.
- Completed normal cleaning and disinfecting duties.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held six court sessions from 1/20/22 -2/2/22. 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 1/20/22.

The court processed 13 PBJ's for traffic violations and processed 14 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 1/20/22-2/2/22 Alderman's Court handled 38 arraignments, 47 trials, 9 capias returns and 7 video hearings. The court collected a total of 600 parking payments of which 556 were paid online and 44 were paid at court. The court also collected criminal/traffic payments of which 183 were paid online and 41 were paid at court for a total of 224 criminal/traffic payments.

Status:	Completed
Expected Completion:	02-02-2022
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 meetings on January 20 and 26.

Nichol staffed the Board of Adjustment meeting on January 20. The Board approved the following variance applications by a vote of 3-0:

- * 54 East Cleveland Avenue for setback and structure footprint
- * 207 Madison Drive for two off-street parking spaces
- * 187 Madison Drive for one off-street parking space

Renee met with Planning and Development Director Gray on January 21 and January 27 and met with Director Gray and Chief Human Resources Officer Hardin on February 2 regarding items related to her transition into the Deputy Planning and Development Director position.

Paul and Renee staffed the January 24 Council meeting. Follow up work was completed throughout the week.

Tara staffed the January 25 Diversity and Inclusion Commission meeting. The Commission discussed potentially adding Juneteenth to the City's holiday schedule and encouraged additional events to educate and celebrate the holiday. They are also looking to potentially hold town hall meetings to connect with the public, but are deferring until after COVID levels subside more.

Renee had the pleasure of swearing in the City's new Fire Protection Specialist on January 26.

Renee testified on behalf of the City regarding HB268 to amend the City's Charter regarding special election timelines in the Senate Elections and Government Affairs Committee on January 26 and attended the full Senate hearing on January 27. HB268 has passed both houses of the State Legislature and is on to the Governor for signature.

Staff finalized and posted the agenda and packet items for the February 7 Council meeting on January 31.

Renee and Tara staffed the January 31 Election Board meeting.

Nichol finalized and posted the February 8 Conservation Advisory Commission agenda on February 1.

Nichol finalized and posted the agenda for the February 17 Board of Adjustment meeting on February 1 and completed Board packets and related direct mail notices for the application on the agenda. The application being considered by the Board for this meeting is for two side yard variances for 943 Devon Drive.

Tara attended a FOIA webinar hosted by the International Institute of Municipal Clerks for credit towards her Certified Municipal Clerk designation on February 1.

Renee spent time working on items related to Council, including drafting the February 7 and 14 Council agendas and packet items for the January 24 and February 7 Council meetings 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. Nominees for the Board of Ethics, Planning Commission and Conservation Advisory Commission are on the February 14 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, coding 147 newly registered voters, submitting required forms to the Department of Elections and updating the City's website with election information. Renee and Tara also drafted the audits for the 2021 District 1 and 2 special elections. Five nominating petitions have been requested overall and four have been returned and verified for Mayor and Councilmember for Districts 3, 5 and 6. 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 Newark Housing Authority on behalf of Mayor Clifton for their application to the U.S. Department of Housing and Urban Development.

Renee spent time working on the job description and position posting for the Director of Legislative Services/City Secretary position. The internal applicant only posting closes on February 4.

Tara completed several building permit reviews.

Danielle processed several items for the Recorder of Deeds office.

Renee and Violet worked on research items for staff.

Tara spent time on several union items.

Renee worked on several personnel related items.

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

- * Provided a response and closed a January 11 FOIA request for copies of applications and site plans for proposed new cellular towers that may be currently in process from SBA Communications Corp.
- * Provided documents and closed a January 14 FOIA request for 91 Thorn Lane regarding open violations pertaining to zoning/building/fire, CO's and site plans from Kaylee McAllister
- * Provided documents and closed a January 14 FOIA request for CWA and AFSCME employees/title/hire date/work address/work email/department from Samuel Chick
- * Circulated to staff a January 24 FOIA request for 100 and 200 Interchange Boulevard for variances/COs/Site plans between 2020 to present from Kelli Ratcliff
- * Provided a response and closed a January 24 FOIA request for 6F Sussex Road which is outside of city limit from EBI Consulting
- * Circulated to staff a January 25 FOIA request for 300 Interchange Boulevard from variances/COs/site plans between 2020 to present from Kelli Ratcliff
- * Provided a decline and closed a January 27 FOIA request for vehicle accident reports between January 1, 2022 through January 23, 2022 from Miguel Florendo
- * Provided a decline in part, provided links and closed a January 28 FOIA request for detailed information regarding officer personnel/arrests between 2007 to 2020/use of force between 2007 through 2020/data on officer initiated field contacts/clearance rate/data on reported crimes from Katherine Euu
- * Circulated to staff a January 31 FOIA request for a list of properties with open/closed violations for nuisance/property maintenance/yard/trash and a current list of properties from Shawn Kirkland
- * Provided a responded and closed a February 1 FOIA request by re-sending the response provided to their November request for all responses to RFP 21-04 Administration of Off-Duty Police Details from the Newark Police Department from Rich Milliman
- * Provided a response and closed a February 2 FOIA request for 70 Hobart Drive which is outside of city limit from Liv Miller
- * Provided a response and closed a February 2 FOIA request for 6F Sussex Road which is outside of city limit from Liv Miller

Regarding minutes, staff time was spent on the December 28 Diversity and Inclusion Commission (Tara drafted - complete), January 10 Council (Renee edited - complete), January 11 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), January 20 Board of Adjustment (Nichol drafting), January 24 Council (Nichol drafted) and January 25 Diversity and Inclusion Commission (Tara drafting) minutes. Several Council executive sessions and the January 31 Election Board minutes are currently in the queue.

35 discovery requests for upcoming Court cases were fulfilled this week. 62 discovery requests have been filled in 2022. The court calendars for February 4, 10 and 17 were received and the 58 related case files were processed for the Deputy City Solicitor.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 11

lien certificates were completed and sent to the requestor. 56 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. Six applicants are being invited for interviews which will take place February 11 and 18.

The scanned document numbers for January 20-February 2 and the month of January are below.

Status:

In-Progress

Expected Completion:**Execution Status:**

On Track

Activity or Project:

Council Chamber Hybrid Meeting Upgrades

Description:

All equipment was received and installation is in progress for the Council Chamber hybrid meeting upgrades. Installation is expected to be completed on February 4 with training for staff to take place on February 4. There will be an item on the February 14 Council agenda for consideration of moving Council meetings back to in-person hybrid based on the current COVID situation as specified in the August direction from Council.

Status:

Near Completion

Expected Completion:

02-04-2022

Execution Status:

Behind Schedule

Activity or Project:

Recodification

Description:

Due to the length of time since the most recent proofs were completed (February 29, 2020) and ongoing update projects within other departments that would conflict with this project, staff has elected to cancel this project with the vendor in order to complete the remainder of the project in-house. Updates for each chapter of the code will be presented to Council to implement updates identified during the proof process.

Status:

Hold

Expected Completion:**Execution Status:**

Behind Schedule

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews responded to a power outage at the Sandy Brae Substation last week. Fifty eight (58) customers were out for two hours. The crews found that a new cable recently installed for DelDOT's Elkton Road Project failed. The electricians tested the cable after repairs were made and worked with engineering on breakers and relays that had issues during restoration switching.

The line crews worked terminating primary cables at The Grove and finished the service to the Newark Senior Living facility on Barksdale Road (only metering left to do). They also continued with the smart streetlight project.

Engineering met with a contractor at the McKees Solar Farm to devise a plan for the electric service needed for the additional solar panels recently installed. Engineering also virtually attended a seminar on Electrical Partial Discharges and Corona Detection and how to supplement the infrared scanning program for better reliability. Engineering also compiled the January UD loads, also met with DEMEC again on the NERC registration, and had a meeting with consultants about the new substation proposed in the five-year plan.

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:

We will be undergoing server maintenance on Tuesday, February 8th from 8 a.m. to 10 a.m. Customers will not have access to utility usage information during this time.

The City's 2021 financial audit began last week. Our auditors from CliftonLarsenAllen will be finishing up their field work this week, early next week. The audit process takes up a considerable amount of time for

most of the accounting staff.

Accounting staff has also completed the W2's and 1099's by last week's due date as Federally required.

Staff has been working with our insurance broker, WillisTowersWatson, as we continue to go through our annual insurance renewal process.

We are actively testing new credit card swipers for the payment of utility bills. These new units have the "tap to pay" feature and will not require a person to physically touch the credit card machine.

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 (see 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. Here is a link to the application also: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

Finance Director Del Grande attended a seminar hosted by the State Treasurer on Green Bonds. This program is another debt vessel which allows "green-type" projects to be bundled into a debt package at a slightly better interest rate than a traditional bond offering.

Finance Director has been working with departments on their specific issues regarding supply chain issues and their impact on the City's budget.

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:

Information Technology 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 - 16

Tickets Opened in the Last Two Weeks - 60

Tickets Closed in the Last Two Weeks - 59

Remaining Open Support Tickets - 68

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 16

Application Support Administrator covered for Billing Technician 1/24 - 1/28.

1. Continued assisting users with work from home.
2. Imported multiple marriage files in NetSense for Water.
3. Updated Munis and configurations for processing of W2's and 1099's.
4. Assisted Planning with Rental Listing Report for uploading to the website.
5. Assisted Finance with Worker Compensation Report discrepancy.
6. Entered new electric utility rates in billing system.
7. Assisted PUB with deposit reversal due to chargeback.
8. Created archived records for 12/31/21 payroll.
9. Updated Deferred Comp Report as requested by Finance.
10. Created welcome to ACFR guide and setup users on new hosted platform.
11. Worked with vendor to correct and promote Web Payment and Credit Control automation to production environment.
12. Continued testing and working with Harris team on remaining Automation Platform workflows.
13. Teams meeting with Harris to review feedback for CSR7 Pilot Program on 1/21.
14. Teams meeting with Fulton bank to discuss credit card processing on 1/24.
15. OS Server patching and Distro update of Meter Data Management TEST server on 2/1.
16. Worked on and resolved support tickets for end users.
17. 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.
4. OS Server patching and Distro update of Meter Data Management PROD server scheduled on 2/8.

Infrastructure Team:

Open Support Tickets from Previous Week - 154

Open Project Tickets from Previous Week - 43

Tickets Opened in the Last Two Weeks - 219

Tickets Closed in the Last Two Weeks - 238

Remaining Open Support Tickets - 133

Remaining Open Project Tickets - 45

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 10 of 17 workflows to production, working with vendor on remaining workflows.

Status:	In-Progress
Expected Completion:	01-31-2022
Execution Status:	Behind Schedule

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:

Deputy Director: Completed February PSA's to send out; worked with Shelby and Jayme on a jobs sign to hang up at McDonalds traffic island on frame and ordered it; reached out to the Newark Bike Project

regarding summer bike camps and if they wanted to partner again on them; submitted GWC attendant job postings again to get advertised; worked with representative from DHSS on confirming schedule for COVID testing site at Dickey Park; submitted Honorary Life Membership application for Tom Zaleski for DRPS Awards; working with HR to set up interviews for the Part-Time Recreation Specialist and Maintenance IV positions; met with Mary Ellen, Tom F., Josh S. and Chrissy regarding the Ucity buses and the possibility of getting a price to rent them for the Friends of School Hill event on March 6; started working on the Delaware Division of the Arts grant for FY 2023; worked with Jayme to update Constant Contact information for access by our department and others; met with Tom Z. and Stew in preparation for the snow event; worked with Tara on a question regarding a surety; worked with Shelby to update the vendor and sponsorship packets for 2022, completed inputting sponsorship information into Civic Rec registration program and worked with Shelby to send out the sponsorship packet; met with Stew and Joe at Olan Thomas storage building to discuss the cleanup; attended Energov meeting; attended Memorial Day Parade Committee meeting; attended Council meeting in case there were questions regarding project priority listing; met with Sharon for bi-weekly meetings; attended weekly managers' staff meeting; met with Chrissy to discuss maternity leave; worked with Cenise to update the contact information for Parks on the Emergency Procedures listing; received the funding for the child care stabilization grant submission and working with Tyler and Tom Z. to create purchase requisitions for items identified on approved grant submission; continued to work on quotes for additional signage for City building and others from sign company; worked with Tom Z. to finalize purchase requisition for CAC tree giveaway; completed Parks and Recreation information and submitted to Finance for ACFR report; worked with Rich Burtell from the Electric Department to determine available number of brackets for possible banners for Memorial Day; created spreadsheet for summer employment applications received for recreation staff to access; started working end of year reports from recreation staff and parks superintendent into one combined report; worked with Shelby to send out a Save the Date eblast for the Memorial Day Parade to previous participants; continued to find out updated status on boosters for current employees; reviewed email to send to UD regarding 2022 events and Community Garden email from Sharon; 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 process financial assistance paperwork, continued to work with Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues interviewing and hiring new before and after school care staff, completed the February schedule, Stabilization grant fund money has been received and working to get purchase orders completed and items ordered, working on staff retention bonus, working to get new iPads and Ring video doorbells set up at aftercare sites, completed monthly parents newsletter; continue working to secure officials for youth basketball leagues, interviews ongoing; completed permit for COVID testing to take place at Dickey Park throughout 2022; Soccerroos for ages 4-6 began, the program meets indoors at McVey Elementary; working on contracted instructor contracts; working to get summer camps planned and scheduled.

Recreation Supervisor of Community Events: Promoting current and upcoming programs including Fitness, Newark Community Garden and Summer Camp & Program Fair; working on Egg Hunt logistics including confirming that WXCY will be a partner and provide an Easter Bunny for the Hunt, received paperwork from White Clay Creek State Park for use of their property for the hunt; reviewing Memorial Day Parade needs and possible alternative locations for a modified ceremony, if we are not able to use UD's Green, looking into Hometown Heroes banner program, held our first Memorial Day Parade Committee meeting virtually, the Chair of the committee stepped down due to family obligations, there is a new representative from the American Legion/VFW and the two from those organizations are looking into a possible new chair for the committee (a retired officer); sent request for proposals for sound and sign needs for 2022, responses are due on Friday; received a proposal from our fireworks company for 2022 4th of July fireworks, awaiting the sound bids to see if any additional money may be available for the show.

Coordinator of GWC and Volunteers: Reviewed and finalized information on Civic Rec for Winter/Spring programs; worked with the Recreation Supervisor to find a substitute for yoga classes; pottery classes began

on January 20 with a full class and waitlist; finalized all items for the No School, Day of Play program that took place on January 25; continued to update program instructors on upcoming programs; the GWC Attendant schedule for February was completed and sent to staff; finalized all information on COVID boosters/vaccinations for staff; updated the Newark Senior Center on the class cancelations; completed DRPS nominations for volunteer Jim Jones and fitness instructor Carole Walsh; reached out to previous summer camp staff members and began completing volunteer interviews for summer camp volunteers; attended weekly staff meetings; attended a Zoom meeting for the Friends of School Hill Collections Committee; inquired about some information on the Unicity busses for the March 6 Friends of School Hill event; attended a Christina River Watershed Clean Up Committee meeting on January 26; continued working on the end of year and volunteer reports for 2021; met with the Deputy Director on my upcoming maternity leave; continued working on preparation for summer camp programs and Camp GWC. GWC Rentals: The Main Hall was rented on January 22 from 4-10 p.m. for a child's Birthday Party with an overall attendance of 70; the Main Hall and kitchen were rented on January 23 from 1-8 p.m. for a Baby Shower with an overall attendance of 50; the Main Hall was rented on January 29 from 12-8 p.m. for a child's Birthday Party with an overall attendance of 60; the Main Hall was rented on January 30 from 3-7 p.m. for a Baby Shower with an overall attendance of 30. The central AC/heating system was having some issues but fixed by Trane and the Facilities Maintenance crew.

Parks Superintendent: Inspected two park/open space areas and developed work orders as needed; continued working on upcoming reforestation event and tree giveaway events; started working on 2022 Urban Tree Grant through Delaware State Forestry Division; met with fencing contractor to get quote on fence line repair at Devon Park; assisted Code Enforcement with tree issue; followed up with ATC on renovation of Dickey Park basketball court; met with Parks Director concerning the future development of Briar Creek North; completed proposed 2022 seasonal budget for review by Parks Director; continued working with Deputy Director on gathering update quotes for shelter installations at West Park and Downes Schools; inspected one park area and developed work order as needed; reviewed two proposed landscape plans and commented as needed including contacting landscape architect who designed one of the plans concerning code issues; continued working on reforestation event and on Urban Tree Grant application through State Forestry; met with Landscape Specialist concerning upcoming plant cut back project along trail at Basin #1 in the Hunt at Louviers with volunteers; continued gathering quotes for shelter and concrete pad installation at Lumbrook Park/Downes School/West Park School; along with Parks Supervisor met with resident concerning invasive removal and replanting of three areas along B Street/Phillips Park; along with Volunteer Coordinator met with individual doing area clean up project in the area along 896 at the I-95 south on ramp; with assistance from Parks Supervisor marked out approximate area for installation of two new shelters at Downes and West Park Schools; assisted in developing questions for upcoming Maintenance IV interview; worked snow event.

Parks Supervisor: Assigned field staff daily and assisted as needed; continued researching equipment options for replacements in 2022; updated mowing list and snow removal priority list as needed; coordinated installation of new park signage and continued working with Public Works on banning signs at selected park locations; continued coordinating new park sign installations throughout park system, assisted developing questions for upcoming Maintenance IV interview; assisted Parks Superintendent with approximate mark out of new shelters at Downes and West Park Schools.

Parks/Horticulture Staff: Continue plant cutbacks; installed new park sign at Curtis Mill Park; completed trash sweeps on all traffic island areas; did trash removal throughout park system; did interior bed maintenance at City Hall; did spot applications of salt/calcium chloride for icy areas; replaced one worn tot swing seat at Rahway Park; did equipment maintenance on Ventrac; installed new chain net climber on play unit in Elan Park; continued on work orders as assigned; continued on plant cut backs throughout park system; did tree pruning at several park and horticulture sites; installed new park signs at Reservoir and Preston's Playground; did equipment maintenance on chain saws and power pruner; put on cab/snow tires/plow on old Kubota unit for incoming storm; put snow plows on our three plow trucks for incoming storm; did snow/ice control throughout park system and downtown parking lots; cleaned up shop thoroughly at Parks Maintenance Facility.

Activity or Project:

2022 Sponsorship & Vendor Packets

Description:

Sponsorship and vendor packets for 2022 events are near completion and will be sent out to all previous sponsors and vendors. These packets provide information to potential businesses who may wish to sponsor an event with a monetary sponsorship or in-kind donations such as a filled basket for the Egg Hunt or candy for the Halloween Party. The vendor packet provides an opportunity for non-profit food, commercial food, non-profit information, commercial information, fine art and homemade craft, resale and activity groups to apply for a vendor space at upcoming events including the Egg Hunt, Liberty Day, Community Day and Santa's Secret Shoppe. Both packets will be available to view on the Parks and Recreation webpage and registration for both will occur at www.newarkde.gov/play.

Status:

Near Completion

Expected Completion:

02-14-2022

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:

January 20th, 2022 – February 3rd, 2022

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, some areas approved to close in - permit submitted for concession building.
 - 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 finishes, plumbing, HVAC, and electrical rough in progress. Marketing and sales trailer inspected and approved for use.
- 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. Inspections of incomplete site work items and corrections in progress.

- The Grove - Bldg. 2 Phase E Firestopping, HVAC, hydro on drain lines in Phase G.
- 40 Shull Dr - Roof deck and Final.
- 5 Innovation Way - Framing, rough plumbing, and rough wire.
- 17 Christiana - Equipment pads and conduit trenching.
- 944 Alexandria - Sewer lateral.
- 34 Country Hill - Gas line for pool heater.
- 8 Beagle Club Way - Framing repairs.

Code Enforcement Meetings Attended

- McKinly Hall Demolition Planning meeting
- Certificate of occupancy process meeting for Newark Senior Living
- Subdivision Advisory Committee

Certificates of Occupancy Issued

- 227 West Park Place - Final Certificate of occupancy.
- 333 Delaware Circle - Renovations - certificate of completion.
- 214 Wilshire Lane - Egress window - certificate of completion.
- 302 Bent Lane - Solar array - certificate of completion.
- 91 Thorn Lane - Certificate of completion - convert former office space into two apartments.

Property Maintenance

- Notices: 4
- Complaints: 24
- Inspections: 58
- Violations: 5
- Citations: 0

Property Maintenance Special Mention

- 280 E Main St Market East follow up
- Over crowd enforcement break down for Council
- Citation/violation list for District 2 to Council
- Multiple area clean-up (trash) Shoppes 896, Shell, Red Roof and along Old Cooch's
- Received new laptop, set up no problems (Donald IT), works great-Thank you

Fire Protection

- Martin Service Center - Complete acceptance test fire alarm and sprinkler
- Business License Inspection - 3 locations
- 419 New London Rd - Reinspection
- FKC Kidney Center - Fire inspection and certification letter

Fire Protection Meetings Attended

- Weekly U of D meeting - Meet with UD Fire Marshal and alarm division as well

Fire Protection Items of Interest

- Vehicle 827 - in for repairs 1.5 days
- Finished cleaning out files

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.
- Continued handling residential and municipal permitting for residents. Preparing for incoming students returning for the spring semester and how to handle students individually and to protect from COVID transmission.
- Continued handling online and in-person parking appeals. Currently under five (5) 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.
- Completed Parking Ambassador schedule for February 2021. Scheduled for increased patrols in municipal parking lots with increased volume from students return.
- Supplied parking permit maximums to Kimley-Horn and Passport to discuss better ways of handling residential and municipal parking permits.
- Completed the T2 Kiosk 2G/3G cellular phase out. T2 Kiosks have LTE/5G capable modems that needed to have a firmware upgrade to tell the modem not to look for 2G/3G bands in preparation for the nation-wide phase out of the older cellular technologies. The firmware upgrade included a sweep of all coinage in machines and a check on the machine as a whole.
- Deliberation and purchase of a vinyl plotter/cutter. The new plotter will allow the Parking Division to repurpose old signs at a lesser cost than outright purchase of new signs.

Planning/Land Use

- Planning Reviews Completed: 3
 - Building Permits Completed in Munis: 9
 - Deed Transfer Affidavits: 9
- Planners Mike Fortner and Josh Solge have been working on a proposed amendment to the Zoning Code to permit microbreweries and craft distilleries in Newark's "BB" central business district. On February 1st, Planner Josh Solge presented the ordinance to the Planning Commission and the Commission recommended permitting microbreweries, but not craft distilleries, to Council. Planning and Development will present the amendment to Council at the next opportunity.

Activity or Project:

Description:

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

Description:

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

Description:

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

Department:

Police Department

Notable Notes:

City Manager Coleman, Police Chief Tiernan, and the deputy chiefs have been exploring and discussing options to increase the available pool of applicants for the vacant police officer positions.

Patrol Division:

- On Wednesday, January 26th, 2022, at approximately 0629 hours, officers responded to a residence on Madison Drive in reference to an assault with a knife. Upon arrival, contact was made with the victim who reported a roommate had stuck a knife against her neck causing a small laceration while she was asleep. As she woke up, and realized what was occurring, she pushed the male away and fled up the steps. The suspect gave chase and struck her with a baseball bat as she fled up the stairs. Another roommate separated the victim and suspect and was able to remove the bat from suspect. The victim sustained a superficial laceration to her neck and no injury was caused by being struck by the baseball bat. The suspect was taken into custody by arriving officers and was charged with Assault 2nd, Aggravated Menacing (x2), Reckless Engendering 2nd, and Possession of a Deadly Weapon During the Commission of a Felony (x2). The male was presented before Justice of the Peace Court #2 and was later turned over to the Howard R. Young Correctional Facility in lieu of \$50,500 secured bond.
- On January 30th, 2022, at approximately 1849 hours, Newark Police responded to the McDonald's parking lot in the 800-block of South College Avenue for a report of an attempted robbery. The responding officers contacted a male victim in the parking lot. The victim reported that he was in the parking lot and was approached by a male suspect. The suspect displayed a knife and demanded the victim's property. The victim fled from the suspect without providing any property. The victim was not injured. The suspect is described as a white male, 5'8" - 5'9", 200-230 pounds, beard and wearing a gray hoodie or jacket and blue jeans. He was armed with a folding knife. The suspect was last seen fleeing on foot across South College Avenue. Video from the area shows the suspect in the area of the restaurant prior to the attempted robbery.

Special Enforcement Division:

- On January 24th and 25th, the Special Operations Unit provided road coverage so that the Patrol Division could attend annual in-service training. Throughout the week, members of the Special Operations Unit conducted police applicant background investigations and the unit also continued community/business outreach activities.
- On January 24th and 25th, members of the Traffic Unit provided road coverage so that the Patrol Division could attend annual in-service training. The unit will conduct speed surveys on Old Cooches Bridge Road and Bent Lane due to complaints of speeding vehicles and will also assess speeding issues on Elkton Road in the construction zone. A speed survey will be conducted within the construction zone. The unit will focus enforcement activities at several locations throughout the city.

Administration Division:

- The application process for the position of Police Officer has opened and the NPD will accept applications on a continual basis. Information and access to the application can be found at: <https://cityofnewarkdeemployees.munisselfservice.com/EmploymentOpportunities/JobDetail.aspx?req=2022&sreq=19&form=POL&desc=POLICE%20OFFICER>.
- Officers from various units are conducting background investigations on prospective police officer candidates. Once completed, those who pass this step will continue to the polygraph phase.

Criminal Investigations Division:

- Detectives are investigating an attempted robbery reported on January 30th, 2022, at approximately 1849 hours. At that time, Newark Police responded to the McDonald's parking lot in the 800-block of South College Avenue. The responding officers contacted a male victim in the parking lot. The victim reported that

he was in the parking lot and was approached by a male suspect. The suspect displayed a knife and demanded the victim's property. The victim fled from the suspect without providing any property. The victim was not injured. The suspect is described as a white male, 5'8" - 5'9", 200-230 pounds, beard and wearing a gray hoodie or jacket and blue jeans. He was armed with a folding knife. The suspect was last seen fleeing on foot across South College Avenue. Video from the area shows the suspect in the area of the restaurant prior to the attempted robbery. Anyone with information about this incident is asked to contact Det. P. Keld at (302) 366-7100 x. 3106 or pkeld@newark.de.us.

- February is nationally recognized as Teen Dating Violence Awareness Month. The 2022 theme is "Talk About It." The goal of Talk About It is to encourage young people to engage in meaningful conversations about healthy relationships and learn how to navigate behaviors that may be unhealthy or abusive. With support from peers, family, friends, or others in their community, the hope is that teens are heard when they are experiencing concerning behaviors in their personal lives. One in three teenagers in the United States will experience emotional, physical, and/or sexual abuse by a dating partner before they reach adulthood. Some unhealthy or even abusive behaviors in a dating relationship include using demeaning language, extensive or unwanted contact, isolating someone from their friends or family (controlling who they can hang out with, for instance), angry outbursts, physical harm, and demanding or forcing sex in a relationship. To learn more about Teen Dating Violence Awareness Month, including information about healthy relationships and getting help in an unhealthy/abusive relationship, please visit <https://safeandrespectful.org/>.

Local resources:

- o 24/7 Relationship Violence Hotline: 302-762-6110

- o 24/7 Sexual Violence Hotline: 800-773-8570

National resources:

- o 24/7 Relationship Violence Hotline: 866-331-9474

- o 24/7 Relationship Violence Text Line: Text: LOVEIS to 22522

- o 24/7 Relationship Violence Online Chat: www.loveisrespect.org

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:

PW&WR and Parks staff are seeing an extraordinary amount of dog poop at the newly opened Hillside Park. The bulk of the waste is noticed in the northwest corner along the walking path. We are working with Parks and Recreation on additional dog poop bag stations, but we remind residents that dogs must remain on a leash and you are responsible to clean up after your pets. Dog waste contains the same harmful bacteria as human waste and can pollute our waterways. There are waste receptacles throughout the park where you can dispose of the waste after picking it up.

Please refer to the revised social media posts, the City website, and Newark Post article regarding Recycling Collection and the audits that our field staff will be conducting. As a result of a changing market for recycling products, a new policy from the Delaware Solid Waste Authority (DSWA) could penalize the City for contaminated recycling. In order for the City to avoid these penalties, we are making a push to educate the residents on proper recycling methods. Our intention is to recycle as much as possible while doing it correctly. Keep in mind that the City does not currently pay for any recycling disposal; therefore, recycling properly not only helps the environment, it also saves the City money. The most common mistake in our recycling program is bagged recyclables. All items are to be placed in the carts loose. More educational material is being made available to us by DSWA to help with our efforts.

The pavilion near the playground at Hillside Park is under construction, with the roof and electric work left to be completed. The weather has delayed the completion, but we expect it to be finished by February 11.

Chemours has applied for a wastewater pre-treatment construction permit in order to treat waste from their research processes. They currently hold an Industrial Wastewater Discharge Permit through the City and New Castle County and this process would be captured through that permit as part of their pre-treatment before entering our system.

Activity or Project:

Salt Brine Partnership with DelDOT

Description:

City field operations staff have worked with DelDOT to secure a used brine maker to help with our brine operation when a hole developed in our current tank. While the repair was underway we reached out to DelDOT and they were able to give us one of their used tanks free of charge. We will now have a backup for any issues that may arise while making brine. This is a great example of our relationship with DelDOT on the operations side. Because our responsibilities overlap within the City of Newark, this relationship has been mutually beneficial. Kudos to our field management and fleet maintenance staff for their creative thinking and relationship building.

Status:	Completed
Expected Completion:	02-28-2022
Execution Status:	Completed

Activity or Project:

Water Main Conditions Assessment

Description:

Staff has begun discussions with a water main conditions assessment company, Echologics, to obtain cost information to complete an assessment of the conditions of all of the water mains in our service territory. Over the years we have relied on water main break history and water quality concerns to program the replacement of our water mains. As we repair or replace some of the worst areas, it is better to have good conditions data in order to make these decisions to make sure that we replace the bad pipe and avoid replacing pipe that still has service life left. We will be working with our consultant to narrow down our scope and have it ready for discussion in our 2023 budget presentation.

Status:	Started
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Expected Completion:	12-31-2022
Execution Status:	On Track
Activity or Project:	
New London Tank Chlorine Booster	
Description:	
Staff met with our approved contractor to review some cost savings and material changes that will reduce both time and cost associated with the project. We expect the construction to begin within the next month and be completed by late summer and is confined to the area immediately surrounding the New London Tank on New London Road at the City line.	
Status:	Started
Expected Completion:	08-31-2022
Execution Status:	On Track

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (updated as of 9:00 p.m. on January 31, 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	77	239	83.68%	32.22%
PART-TIME	30	9	34	88.24%	26.47%
TEMP/SEAS/NON-UNION	58	4	59	98.31%	6.78%
TOTAL	288	90	332	86.75%	27.11%
*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%

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.

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	12	0	19	34	6	26.25%	0
TOTAL	29	38	2	22	37	10	50.00%	0

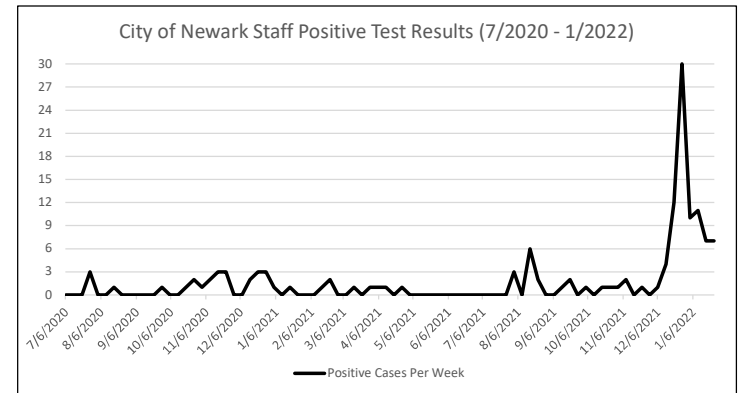
*Vaccines not available to anyone
 **Vaccines available to first responders only
 ***Vaccines available to all City staff
 ****Omicron variant in circulation

% OF CURRENT UNVAXXED STAFF W/ COVID CASE		# OF CONFIRMED BOOSTED CURRENT EMPLOYEES W/ COVID CASE:	6 employees
29 of 44 employees	65.91%		
% OF VAXXED STAFF W/ COVID CASE AFTER VACCINATION			
62 of 288 employees	21.53%		

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT
ADMIN	50.00%	1670	44.68%
ELECTRIC	40.00%	3919	37.50%
FINANCE & IT	39.13%	CWA	33.33%
JUDIC & LEGIS	31.11%	FOP	50.00%
PARKS	14.71%	MGMT	33.33%
PLAN, CODE, & PARKING	43.24%	OTHER	18.64%
POLICE	46.59%	TOTAL	35.84%
PWWR	38.60%		
TOTAL	35.84%		

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	12	44	27.27%
Vaxxed	30	288	10.42%
	Unvaxxed	Vaxxed	Total Cases
First Case	9	29	38
Second Case	3	1	4
Third Case	0	0	0



Digital Records Project New Documents Created – January 20-February 2

Name	# of Documents	# of Pages	Types
Sandy	646	743	Timesheets (Out of the office)
Fred	104	336	Utility markouts
Ana (PT)	76	463	Parks and Recreation activity registrations; Working on document modifications
Violet (PT)	29	505	Current Legislative Department documents
Total	855	2,047	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925	4,463	-26,462
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 01/23/22-01/29/22

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	0	0	0	0
Rape	1	0	0	1	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	2	0	0	4	2
- 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	0	0	3	2
Assault/Aggravated	0	1	1	0	4	4
Burglary	2	6	1	1	3	0
- Commercial Burglaries	0	1	0	0	0	0
- Residential Burglaries	2	4	1	1	3	0
- Other Burglaries	0	1	0	0	0	0
Theft	55	32	11	12	5	2
Theft/Auto	6	4	0	1	0	0
Arson	0	0	0	0	0	0
All Other	0	1	0	2	5	2
TOTAL PART I	65	47	13	17	21	10
<u>PART II OFFENSES</u>						
Other Assaults	20	11	5	1	4	1
Rec. Stolen Property	0	0	0	2	0	0
Criminal Mischief	12	12	3	1	8	0
Weapons	0	1	1	0	19	6
Other Sex Offenses	0	0	0	0	0	0
Alcohol	2	0	0	3	0	0
Drugs	6	8	0	8	8	0
Noise/Disorderly Premise	15	10	3	6	1	0
Ordinance Violation	4	0	0	1	0	0
Disorderly Conduct	10	22	8	9	2	0
Trespass	24	21	10	10	3	1
All Other	28	47	10	15	6	1
TOTAL PART II	121	132	40	56	51	9
<u>MISCELLANEOUS:</u>						
Alarm	29	57	17	0	0	0
Animal Control	37	21	5	0	0	0
Recovered Property	12	12	1	0	0	0
Service	2745	2255	436	0	0	0
Suspicious Per/Veh	43	30	8	0	0	0
TOTAL MISC.	2866	2375	467	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	822	3,327	576	2,760



Newark Police Department Weekly Traffic Report



01/23/22-01/29/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	902	660	210	140
DUI	10	7	4	2
TOTAL	912	667	214	142

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	10	12	2	5
Property Damage (Reportable)	51	59	16	14
*Hit & Run	14	18	6	6
*Private Property	15	14	7	5
TOTAL	61	71	18	19

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.