

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

We are happy to announce that the new park at the previous location of UD's Rodney dorm complex is scheduled to open to the public this coming Monday, December 6th. While the paths, tunnel, fishing pier, and playground areas will be open, we are asking that the public please be careful and try to stay off the areas where we are working to establish grass. Also, the two pavilions included with the project will not be complete until the material arrives, likely in the spring. As with many other items during the pandemic, shipping issues have delayed their arrival. I was able to walk the project again this week and am proud of how the project has turned out. Many thanks to the teams from Public Works, Parks and Recreation, Kent Construction, and our engineering consultants from JMT for their work on this amazing project.

Like Rodney, the Emerson Bridge is rapidly nearing completion with the flooring planks being installed this week. We anticipate the new bridge will open to the public potentially as soon as next week (assuming the weather cooperates). Director Spadafino and Chief Communications Officer Gravelle are working with DelDOT to schedule an official ribbon cutting in the coming weeks, but we will open the bridge in the meantime as soon as it is safe to do so.

DelDOT has begun work on the Delaware Avenue project which will add a bi-directional bikeway on the north side of the road along with numerous pedestrian safety improvements, signal upgrades, and resurfacing. The project will also bring the roadway and all intersections into compliance with ADA, something that has been a long time coming. This will be the first contraflow bikeway in the state and one of the first in the country. Similarly, DelDOT is restarting work on Cleveland Avenue that will conclude the remaining items recommended by the Cleveland Avenue Task Force back in 2017. While construction over the next year or so will likely have negative traffic impacts, these two projects, combined with the Emerson Bridge, work ongoing on Elkton Road, at the old College Square Shopping Center, and recently completed on Main Street will dramatically improve the walkability and bikeability of Newark compared to where we were as recently as 2017. Many residents and staff members have dedicated a lot of time on these projects, and it is great to see them coming to a conclusion.

**Human Resources:**
**HR Administrator Marta Pacheco**

- Meet with Finance to review end-of-year deadlines for retirees 2022 monthly costs/allowances and well as ATB increases.
- Scheduled interviews for Deputy Director of Planning & Development. Interviews started on November 30 and will finish on December 8.
- Scheduled interviews for the Maintenance I vacancy in PW&WR Street Division. Interviews were conducted on December 1 and December 2.
- Scheduled interviews for Facilities Maintenance Superintendent. These will be held on Wednesday, December 8.
- Parks Supervisor and Part-Time Community Center Attendant postings will close on December 3.
- Continue to receive police officer applications; notifying applicants of incomplete applications via email and phone call and inviting those that are complete to the January 8, 2022 test date.
- Processed retiree invoices for December.
- Completed several VOE (verification of employment).
- Calculated and processed donated time for two employees out on extended medical leave.
- Continue to work on ATB status forms.

**HR Coordinator Denyce Bradshaw**

- Conducted Anti-Harassment Training at the Yard.
- Updated the spreadsheet with the employees that has completed the training video and in person.
- Filing – Anti-Harassment Certificates for video and in-person training.
- Sent emails to departments with updates on staff that hasn't signed up or completed training.
- Processed retiree reimbursements.
- Processed check request for employee ER visit.
- Composed and sent birthday cards.
- Entered policies in ESS for Police.
- Printing and called police applicants for transcript and other missing documents.
- Assisted Jeff with COVID and open enrollment.
- Filing of status reports and performance evaluations.

For the weeks of 11/22 and 11/29, Chief Purchasing & Personnel Officer Jeff Martindale completed several recruitment-related items. He coordinated with Parks & Recreation for two job postings - one for Parks Supervisor and one for Part-Time Recreation Specialist. He additionally completed interviews for Maintenance I in PW&WR's Street Division. PW&WR is hopeful to have a decision made on a chosen applicant next week with an anticipated start date of January 3, 2022. He additionally chose applicants to interview for Facilities Maintenance Superintendent; these interviews will occur next Wednesday.

Beyond recruitment, Mr. Martindale also onboarded Planning's two new Temporary Planners - Joshua Solge and John Kennel. These gentlemen started Monday, 11/29. Lastly, along with Part-Time HR Coordinator Denyce Bradshaw, Mr. Martindale finalized all open enrollment elections with third-party vendors (Colonial Life, Discovery Benefits/WEX, Legal Shield, PayFlex, and Symetra). All other work completed for Mr. Martindale is outlined below under Purchasing/Facilities Maintenance.

CHRO Devan Hardin has spent the last week and one half working on all things pension related. This includes, preparing documents, reports and

calculating pension numbers for two upcoming retirements in early 2022. Additionally, she assisted with open enrollment questions, continued working with negotiations team on finalizing the FOP contract and preparing memos and documents for upcoming Council meetings. 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. She met with payroll staff and the HR team to review year-end processing of employee benefits and accruals. CHRO Hardin participated as a panelist for the Deputy Director of Planning and Development on Tuesday, November 30 and Friday, December 3. There is one final interview next week on December 8. Additionally, she reviewed all evaluations from last year and began reviewing 2021 evaluations. She also assisted with restructuring plans in several City departments due to current vacancies through reviewing job descriptions and Ordinances to Council. The HR Team as a whole continues to stay busy with year-end processing and meeting weekly (when schedules allow) for review of the City's Personnel Manual.

#### Purchasing/Facilities Maintenance:

##### Chief Purchasing & Personnel Officer:

On the non-HR side of his duties, CPPO Jeff Martindale continued to work with Seiberlich Trane Energy Services on the Energy Savings Performance Contracting project. The majority of the solar panel installation at the Field Operations Complex and City Hall is now completed. Work is underway at McKees Solar Park for the expansion of solar output and work is slated to begin at the Reservoir for solar installation in late December or early January. Notices were sent out to the neighborhoods surrounding the Reservoir to inform City and NCC residents of the upcoming work.

Mr. Martindale coordinated with Deputy Finance Director Jill Hollander and Purchasing Assistant Cathy Trykowski on the 2022 Blanket Vendor List, which outlines the vendors for which departments do not need to enter purchase requisitions to acquire services (under specific circumstances). This list is not large, but accounts for vendors that the City frequently does business with. Looking forward, Mr. Martindale is preparing contract documents for several facilities maintenance projects approved through the 2022 capital budget process.

##### Facilities Maintenance Superintendent:

FM Superintendent Dave Greenplate completed the following tasks:

- Inspected GWC kitchen.
- Completed carpet replacement in DC Farrall's office.
- Supported furniture installation in Planning.
- Moved furniture and file cabinets for Planning as needed.
- Replaced various light bulbs in police station.
- Set up Council Chamber for various meetings.
- Responded to a no heat call in Finance/Court addition of City Hall.
- Responded to fire alarm issues at train station (system error).
- Replaced the sanitary sump lid behind police station.
- Updated fuel records.

The rest of the FM team completed the following:

- Completed painting at GWC.
- Assisted with carpet replacement in DC Farrall's office.
- Moved furniture and file cabinets as needed.
- Replaced various light bulbs in police station.
- Checked AEDS, air Fresheners, and dispense drain maintainer.
- Assembled chairs for Planning.
- Completed normal cleaning and disinfecting duties.

##### Purchasing Assistant:

PA Cathy Trykowski processed 86 invoices, 30 purchase orders, and 1 change order for the week ending 11/19. Ms. Trykowski also processed 74 invoices, and 4 purchase orders for the week ending 11/26. So far this week, she has processed 24 purchase orders and anticipates processing 75 invoices by the end of the week.

#### Communications:

##### Chief Communications Officer:

- Spent the first half of the week catching up after two weeks out of the office.
- Worked with PW&WR to announce the Delaware Avenue construction project.
- Working with Parks to schedule ribbon cutting for the Charles Emerson bridge as well as opening the new park.
- Scheduled employee lunch and learn with MissionSquare to provide retirement savings education to interested staff.
- Finalized details for employee biometric screenings and blood drive.
- Completed two employee reviews for 2021.
- Various tasks to support mailroom staff.

##### Communications Assistant:

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

- Assisted mailroom staff with various tasks.

Creative Designer and Web Specialist:

- Pruned the Newark News section of the website and TV22 slides.
- Removed the background from a 1989 Ford Taurus Wagon.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated City of Newark's observed holidays webpage for 2022.
- Updated the call list in Everbridge for the Parks and Recreation Before and After School Care programs.
- Updated the Concrete Contractors list for PW&WR.

**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 5 court sessions from 11/18/21-12/1/21. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

The court processed 41 PBJ's for traffic violations and 11 Plea by Mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 11/18/21-12/1/21 Alderman's Court handled 80 arraignments, 61 trials, 22 capias returns, 4 video hearings and 1 code violation. The court collected a total of 924 parking payments of which 681 were paid online and 243 were paid at court. The court also collected criminal/traffic payments of which 414 were paid online and 64 were paid at court for a total of 478 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

12-01-2021

**Execution Status:**

Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on November 22. Bobby was in the office on November 18 for Court.

Renee attended the management staff meeting on November 18.

Nichol staffed the Board of Adjustment meeting on November 18. The Board approved four variances for the property at 410 Ogletown Road by a 4-1 vote.

Tara staffed the Diversity and Inclusion Commission meeting on November 23. The Commission continued to discuss the Newark housing market and ways to offer affordable housing to City residents.

Staff finalized and posted the December 6 Council agenda and packet on November 29.

Nichol finalized and posted the December 16 Board of Adjustment agenda on November 30. The Board will hear a request for two variances (front setback and building footprint) for the property at 54 East Cleveland Avenue.

Staff worked on the preparations for, execution of and follow up to the District 2 special election. Renee and Tara staffed the poll worker training on November 18. Renee completed polling place voter lists. Renee, Violet and Nichol worked on absentee ballot processing. 126 completed absentee affidavits were received and 99 absentee ballots were returned by the deadline (5 additional ballots were returned after the deadline and were not counted in the final totals). Renee staffed the November 29 Election Board meeting where Corinth Ford was certified as the winner. Councilwoman-elect Ford will be sworn in as the new District 2 Council member at the beginning of the December 6 Council meeting.

Renee spent time working on items related to Council, including drafting the December 13 Council agenda and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into January.

Renee drafted the advertisements and direct mail notices and Violet completed the direct notice mailing for the special use permit for a restaurant with alcohol service at 591 Collaboration Way (STAR Campus). This special use permit public hearing is scheduled for the December 13 Council meeting.

Renee and Nichol worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. Applicants for the Election Board and Newark Housing Authority are on the December 13 Council agenda for reappointment. All positions currently accepting applications are posted here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Tara drafted two proclamations recognizing local Eagle Scouts.

Tara completed several building permit reviews.

Danielle processed items for the Recorder of Deeds office.

Violet worked on research items for staff.

Tara spent time on several union items.

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

\* Provided a response and closed a November 11 FOIA request for 10 Panorama Drive regarding violations/lienable items/open permits from Brian Frederick Funk, P.A.

\* Provided a response and closed a November 19 FOIA request for 213 Hullihen Drive regarding any code violations/liens/open permits from Brian Frederick Funk, P.A.

\* Circulated to staff a November 19 FOIA request for copies of applications and site plans for new cellular towers currently being processed from SBA Communications

\* Provided documents and closed a November 23 FOIA request for purchase order numbers/dates/line item/quantity/price/vendor ID number and information beginning February 18, 2020 to current from Smartprocure

\* Provided a response and closed a December 1 FOIA request for fire code violations regarding 100 Christiana Mill Road/Christina Mill Apartments from Partner Engineering and Science

Regarding minutes, staff time was spent on the August 30 Council executive session (Renee drafted - complete), September 13 Council executive session (Renee drafting), October 5 Board of Election (Tara drafted; Renee edited - complete), October 12 Conservation Advisory Commission (Nichol drafted - complete), November 1 Council (Renee editing), November 8 Council (Nichol drafted), November 9 Conservation Advisory Commission (Nichol drafting), November 18 Board of Adjustment (Nichol drafted; Tara edited - complete), November 22 Election Board (Renee drafted - complete) and November 29 Election Board (Renee drafted - complete) minutes. Several Council executive session minutes are currently in the queue.

17 discovery requests for upcoming Court cases were fulfilled this week. 616 discovery requests have been filled so far for 2021. The court calendar for December 9 was received and the 14 associated case files were processed for the Deputy City Solicitor.

The office received 20 new lien certificate requests this week, which were sent to Finance for processing. 27 lien certificates were completed and sent to the requestor. 588 lien certificates have been processed for 2021.

<b>Activity or Project:</b>	
Digital Records Project	
<b>Description:</b>	
Sandy spent time working with the IT Applications team testing a fix for a long-time technical issue with processing large files in TCM, which was successful. Thanks to IT Applications Manager Montgomery and her team for their persistence in getting this issue fixed with our vendor.	
The scanned document numbers for November 18-December 1 are below.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b>	
Electric Department	
<b>Notable Notes:</b>	
The line crews worked on finding and repairing cables that fed the Delaware Technology Park after an outage over the weekend. The crews also covered lines for tree removals on Gravenor Lane and Arbor Park and continued installing smart equipment on the streetlights.	
The electricians kept busy putting up holiday decorations, repairing tennis and basketball lights, and fixing Main Street receptacles. They also installed License Plate Reader cameras, worked with engineering testing a fault indicating system, and changed faulty recloser radios.	
Engineering worked with field technicians to put the final touches on some SCADA equipment that will be used in the future. When one substation has been completely converted, the new equipment will be able to easily replace the legacy equipment in other substations. Engineering met with DEMEC and Chemours about installing a sizeable solar system. Engineering also worked on finding replacement parts for substation equipment and worked with various developers to keep their projects moving forward.	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b>	
Finance Department	

**Notable Notes:**

The City has been advised by our paper and envelope supplier that materials will be in short supply in the near future. In addition, we are beginning to experience increases in the prices of paper. As of November, the City had 2,885 customers set up for pre-authorized payment of their utility bills. Of this total, 1,841 are still receiving a printed bill. Shortly, we will be converting these customers to ebill notifications. If customers would like to begin receiving a paper bill again, they will be able to do so by logging on to their account to opt-out. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum. Go to: <https://payments.newarkde.gov/>.

Monday, November 4, Council approved the 2022 Operating Budget and the 2022-2026 Capital Improvement Program. All documentation can be found on Budget Central. [www.newarkde.gov/budget](http://www.newarkde.gov/budget). Staff has also submitted revenue ordinances for water, sewer and stormwater, which will be discussed and voted on by Council on December 13. Link to the revenue ordinances can be found on these links:

Sewer: <https://newarkde.gov/DocumentCenter/View/15368/2H>

Water: <https://newarkde.gov/DocumentCenter/View/15370/2J>

Stormwater: <https://newarkde.gov/DocumentCenter/View/15369/2I>

Once Council votes on these pieces of legislation, the final budget document will be posted.

Staff was informed of a new assistance program for low-income households. This program, called LIWHAP, is a temporary emergency program that will help low-income households and families afford water and wastewater services during the Coronavirus pandemic. LIWHAP will offer funding to help residents pay their water bills, avoid shutoffs, and support household water system reconnections related to non-payment. The Delaware Department of Health and Social Service's (DHSS) Division of Public Health (DPH) will administer the LIHWAP in Delaware. We will be attending a meeting on December 6th to receive more details to share with our residents.

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

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 76

Open Project Tickets from Previous Week - 14

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

Tickets Opened in the Last Two Weeks - 56

Tickets Closed in the Last Two Weeks - 57

Remaining Open Support Tickets - 76

Remaining Open Project Tickets - 14

Remaining Tickets with Vendor R&amp;D - 14

1. Configured handheld for Water Division while beltclip is getting repaired.
2. Modified terms and conditions on vendor copy of purchase order per Purchasing team.
3. Resolved issue with online application by updating education fields.
3. Resolved parcel issue on a rental permit account.
4. Ordered and received all camera equipment for Preston's playground bathroom project.
5. Assisted with deposit discrepancy issue identified on 11/15.
6. Updated ebill notifications to include a link to the City's newsletter.
7. Submitted consent agenda memos for the SilverBlaze project as well as IT purchases over \$25K for consideration on 12/13.
8. Upgraded TCM production environment resolving java heap issue previously identified, eliminating multi-version workaround.
9. OMR configurations were promoted to production environment.

10. Teams meeting with Harris to discuss open support tickets on 11/22.
11. Continued testing and working with Harris team on Automation Platform UAT.
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.
4. Pitney Bowes scheduled to install OMR equipment and provide training on 12/6.
5. Monthly meeting with Honeywell Account Manager scheduled for 12/7.

Infrastructure Team:

Open Support Tickets from Previous Week - 124  
 Open Project Tickets from Previous Week - 38  
 Tickets Opened in the Last Two Weeks - 111  
 Tickets Closed in the Last Two Weeks - 123  
 Remaining Open Support Tickets - 115  
 Remaining Open Project Tickets - 35

**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

- 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

<b>Status:</b>	Started
<b>Expected Completion:</b>	01-31-2022
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	

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

Parks and Recreation Department

**Notable Notes:**

Director: Worked on contract 19-01 Tree Removal and Creek Clearance contract renewal; continued to work on Tree Giveaway program for 2022; reviewed job posting and description for the vacant Parks Supervisor position; completed the grant reimbursement forms for the Outdoor Recreation Parks and Trails grant for the Reservoir restroom; continued working with DeIDOT on the Charles Emerson Bridge project updates, planks are being installed through next week on the bridge; conducted weekly Parks Maintenance meeting to discuss upcoming work orders and projects; attended Turkey Trot event meeting with Sharon, Paula and Newark Police Department; met with Chrissy and Paula about the Thanksgiving Day Breakfast and volunteered as pancake flipper. Great event; met with Tom C. and Dave D. about ARPA projects; visited the Rodney project to check on the progress of the park and finalizing playground area items.

Deputy Director: Worked with Sharon and Melinda on set up and preparations for the Turkey Trot and worked the event; attended celebration honoring Carole Walsh who has been teaching fitness classes for Parks and Recreation for 50 years; combined all of the winter/spring program information from the recreation supervisors and gave to Shelby to start creating the winter/spring activity guide; met with Tyler and Hoppie from IT regarding the form needed for sign in/out for the before and after care programs to use on the new iPads for each site; worked with Andrew Steward and Dave Germack for initial delivery of new park signs to the maintenance yard; held telephone conference call with Tyler, Joe, myself and Paul Bilodeau regarding the after school care; completed change order for additional bus needed for upcoming New York City trip; ordered new safety vests; assisted with Thanksgiving Day Breakfast; worked with Sharon to complete purchase orders for the ice carver and sound system and order the ice block needed for Winterfest and sending a letter to the performers for the event; worked with Shelby to update the Community Garden flyer for 2022, t-shirt designs for the After School Care program, a flyer and poster for the Presents with Police program and an initial draft for an invitation for the bridge opening; worked with Shelby to push out announcements for the Turkey Trot and Thanksgiving Day Breakfast on social media; completed December PSA's; worked with Sharon on the Turkey Trot trophy order and pick up; contacted Bhadresh regarding having support from one electrician for Winterfest; reminded recreation staff to get any final outstanding invoices processed before the end of the year and included a list of upcoming deadlines including winter/spring activity guide and price increase information, fall statistics and the year-end report; sent reminder to staff working Winterfest for upcoming meeting; continue to work with Tyler on child care stabilization grant submissions including receiving costs for ADA accessibility to both outdoor shelter sites, the outdoor shelters and cement pads needed and picnic tables; 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 Melinda, Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues working to finalize items related to licensing renewal applications at Downes and West Park before/after care, continues working on stabilization grant application; adult volleyball leagues began on Wednesday and Thursday at Newark Charter School, delivered equipment and completed officials schedule for the season; finalizing details for Winter Spring programs and getting information submitted, submitted facility use requests for programs held at Christina School District facilities; attended virtual training to start mentoring at West Park Elementary; attended celebration for our fitness instructor recognizing 50 years instructing in our department; continues planning for youth basketball leagues finalizing coaches and dividing teams, open gyms were held this week at Newark High

Recreation Supervisor of Community Events: Prepared for and held the Turkey Trot with approximately 500 runners, donations from 20 businesses for prizes and raffles received, 8 vendors also participated at the event; picked up chestnuts in preparation for Winterfest; preparing for Winterfest, Snack with Santa, and Santa's Secret Shoppe, registrations have been coming in for Snack with Santa, vendor spaces are full for Santa's Secret Shoppe, worked with sponsor for Snack with Santa and Winterfest; tree was delivered for Academy Street; new layout and entertainment schedule for Winterfest was created and letter sent to all performers; email reminder was sent to fitness participants about registering for new sessions of classes.

Coordinator of GWC and Volunteers: Continued finalizing items for winter/spring 2021 programming; spoke with the White Clay fly fishers about potentially renting the GWC and coordinating some future programs; coordinated with the Newark Senior Center on some changes with programs as well as set up for Stewards of Children program held on Nov. 18; continued to work through staffing shortages with swim instructors for our Saturday morning swim lessons; continued to finalize some items for the upcoming dance dress rehearsal and dance recital and end of dance program scheduled for Dec. 11; coordinated with the Newark Police Department and Shelby to finalize Items for the Presents for Police event scheduled for Dec. 17; processed timesheets for staff and instructors for the pay period running Nov. 15 - Nov. 28; created and sent the schedule to GWC Attendants for the month of December; provided a reference for one of GWC Attendants that provided her resignation letter and will be leaving GWC mid-December; worked with Sharon on gathering supplies/decorations/card and providing a 50th Anniversary Reception for Carole Walsh who has been instructing with the City of Newark for 50 years, the event was well attended with a total of 25 attendees including recreation staff; completed a letter of recommendation for one of our long-term volunteers and provided requested verification of hour documents for other volunteers; attended a Steering Committee meeting and general meeting for the Historic Displays at the GWC on Nov. 18; finalized recruitment and sent information to Turkey Trot volunteers prior to the event on Nov. 20; continued outreach for Thanksgiving Day Breakfast sponsorship and other Thanksgiving Day Breakfast preparations; communicated with the volunteers scheduled to assist with the breakfast; the Thanksgiving Day Breakfast was held on Thursday, Nov. 25 and served a total of 80 attendees and 45 volunteers, the Newark Post did a great article on the breakfast which can be found at [https://www.newarkpostonline.com/news/it-s-great-to-be-back-newark-s-thanksgiving-community-breakfast-returns-after-pandemic-hiatus/article\\_4c4ffa06-b652-5155-af42-59dd4cd3e1ca.html](https://www.newarkpostonline.com/news/it-s-great-to-be-back-newark-s-thanksgiving-community-breakfast-returns-after-pandemic-hiatus/article_4c4ffa06-b652-5155-af42-59dd4cd3e1ca.html), sponsors of the Thanksgiving Breakfast included Acme, Bagel Mania, Beans Coffee House, Bings Bakery, Costco, Dunkin' Donuts, GIANT Foods, I.O.O.F. Hand of Friendship Food Closet, Little Goat Coffee, Newark Deli & Bagel, Newark Natural Foods, Newark Nutrition, Newark Senior Center, Panera Bread, Santa Fe, Shop Rite, Starbucks, The Flower Place of Newark, The Ski Bum, The Lions Club and Timothy's of Newark; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events including a new long-term rental group renting several dates in winter/spring of 2022. Volunteer Hours: 4 missionaries devoted a total of 10 hours on Nov. 17 spreading wood carpet in the playground feature of the GWC and putting up/decorating holiday trees at the GWC in preparation for holiday events; Thanksgiving Day Breakfast - volunteers devoted a total of 185 hours setting up the day prior, cooking, serving,

cleaning, breaking down and spending time with event attendees. GWC Rentals: The Main Hall was rented on Nov. 19 from 6-10:30 p.m. for a child's Birthday Party with an overall attendance of 60; the Main Hall and kitchen were rented on Nov. 20 from 11 a.m.-4:30 p.m. for a Baby Shower with an overall attendance of 65; the Main Hall was rented on Saturday from 7-10 p.m. for an Arts Show with an overall attendance of 20; the Main Hall was rented on Nov. 21 from 2 7 p.m. for a Baby Shower with an overall attendance of 55; the Main Hall was rented on Nov. 27 from 11 a.m.- 4 p.m. for a Baby Shower with an overall attendance of 18; the Main Hall and kitchen were rented on Nov. 27 from 5-9 p.m. for a Thanksgiving Dinner with an overall attendance of 50; the Main Hall and kitchen were rented on Sunday, Nov. 28 from 2-8 p.m. for a Wedding Dinner Party with an overall attendance of 55; the coordinator communicated with the Facilities Maintenance Supervisor on some maintenance items needed at GWC in preparation for the Thanksgiving Day Breakfast.

Recreation Specialist: Followed up with and picked up businesses donating items for the Turkey Trot, picked up cups, bananas and oranges, worked the event; created two new files for students at West Park and Downes, updated sign in/out sheets for both locations and updated CSV file for the Before and After Care programs; updated the volleyball binder for the winter leagues at Newark Charter; planned out events and games for the two No School Day of Play programs scheduled during the week of Thanksgiving; shopped at Goodwill and picked up some fall artificial flowers for centerpieces for the Thanksgiving Day Breakfast, stopped into Bings and confirmed a cookie tray donation, prepped for the Thanksgiving Day Breakfast all week, picked up donations from businesses, assisted with set up/tear down for the event, worked the event, delivered leftover donations to the Police Department. Volunteer Hours: Turkey Trot T-Shirt/Package Pick Up – 5 volunteers, 22 hours; Turkey Trot – 29 volunteers, 123 Hours.

Parks Superintendent: Inspected three park/open space areas and developed work orders as needed, met with landscape contractor to coordinate planting replacement trees along Main Street, met with arborist contractor to start coordinating tree work as part of the 2022 Christina River Clean Up initiative, oversaw placement of new plant materials on Elkton Road island by the horticulture crew, assisted Landscape Specialist with locations to make cuttings for holiday decorations and oversaw arrangements of the seasonal pots, met with resident concerning several tree issues, met with landscape architect overseeing landscape design for proposed development to finalize tree/shrub requirements as per City Code and completed paperwork for termination of our three seasonal employees; all are eligible for rehire in 2022.

Acting Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated/oversaw placement of holiday tree at Academy Street site as well as fall clean-up of City Hall and Wilson Center, coordinated with Electric Department for assistance with holiday tree and organized shelving units in garage area at Parks Maintenance Facility.

Parks/Horticulture Staff: Spot mowed as needed in several park areas, mulched up leaves within several sites including City Hall, did interior bed maintenance at City Hall, continued on work orders as assigned, placed holiday tree at Academy Street and started hanging lights, placed holiday decorative figures at City Hall in Police sign bed, did trash removal throughout park system, planted new plant materials on Elkton Road, washed several park trucks/vehicle, made cuttings of plant materials and completed arrangements for holiday displays and placed at City Hall and Wilson Center, removed both Halloween/Thanksgiving displays at City Hall/Wilson Center and prepared site for new holiday displays, removed Sculpture Garden sign, did fence repair at White Chapel Park, did graffiti removal on both Hall and Pomeroy Trails and placed one Jacobsen mowing unit in storage.

**Activity or Project:**

Winterfest

**Description:**

Winterfest promises to be a wonderful addition to the holiday season. Roasting chestnuts, caroling, tree lighting, ice carving and more will fill this wonderful evening of fun for the whole family. Winterfest event will be held at the Academy Building Lawn on Main Street from 6:00-8:00 p.m. with the tree lighting scheduled at 6:30 p.m.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-03-2021
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement

- Newark Charter School - Loop Road base course paved parking and site work progressing. Junior High building – rough inspections are in progress.
- Thorn Flats/Lehigh Flats - Buildings 91, 101, 111, 121, 131, and 141 finals are in progress. All buildings approved to be closed in. All building renovations have been completed for Lehigh Flats.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving completed, temporary occupancy for all dwelling units issued, occupancy not issued for amenity space and leasing office not approved. Safety protocols eased due to limited construction activities.
- UD Green (Utility Projects) - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park Project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, final site work in progress, recreational equipment construction nearly complete.
- Fintech, Star Campus - Window and exterior finish installation has started. Interior work progressing. Site work is progressing.
- College Square Apartment Buildings - Building 1, interior work progressing. Exterior wall covering installation underway. Framing started on Building 2.
- UD Evans Hall - All hydro testing has been completed. Above ceiling inspections in corridors are complete.
- Drake Lab Addition – Structural steel being erected.
- 1308 Independence – Passed inspection and closed permit.
- 4 Renee Court – Passed inspection and closed permit.

#### Codes Items of Interest

##### Brian Daring:

- Site visits with Dave Greenplate (Brian Daring and Brian Sargeni)
- 137 E Main Street – Five Guys is open!

##### Certificate of Occupancy/Completion Issued:

##### Certificate of Completion:

- UBREAKIFIX – 144 E. Main Street – Tenant Fit Out
- Glasgow Spine & Wellness – 179 W. Chestnut Hill Road, Suite 1 & 2 – Tenant Fit Out
- CVS – 45 E. Main Street – Tenant Fit Out – (Final)

##### Property Maintenance

- Complaints: 17
- Violation Notices: 9
- Citation Notices: 5
- Inspections: 37

#### Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. As of 12/1, requests for purchase must be approved by Finance.
- Continued handling residential and municipal permitting for residents. Started municipal permit invoicing for 2022, both annual and bi-annual permits.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under five business days unless further action needs to be taken.
- Collected COVID results from unvaccinated employees and moved along to City Manager’s Office.
- Parking was complimentary on 11/25 through 11/27 for Thanksgiving Thursday, Black Friday, and Small Business Saturday. Signage was affixed to equipment notifying customers of the status and Passport had a digital message that did not allow payment on the app.
- Meeting with Brittany Famighetti, Customer Service Liaison for Passport Parking. Introduction and conversation regarding Newark’s current parking locations, situation during the pandemic and future parking considerations.
- Parking Supervisor Courtney Mulvanity attended the American Planning Association’s digital conference “COVID-Informed Planning Across Multiple Sectors”
- Management met with Parks and Rec Supervisor Tom Zaleski to prepare for tree work on Main Street and to cone spaces off for the upcoming works.
- Parking Team met with Adam Jones of Zeer to discuss the app that allows Parking Ambassador to make direct emergency calls from the field with their handheld citation device.
- Worked with Goodchild and Ewing Towing on vehicles that have not been picked up from their respective tow yards after the owner has been notified by the City of the tow.
- Blocked parking spaces for camera work on Main Street.
- Gave complimentary parking to Newark United Methodist Church for a philanthropy event prior to Thanksgiving.

- Completed and distributed December 2021 Parking Ambassador schedule.
- Timesheets and clarification on booster shot payroll process.
- Parking Ambassadors distributed packets to City Council members.
- Increased signage for loading zone and Passport payment application on Main Street.
- Preparation for Winterfest with Parking Ambassadors and Managers.

#### Planning/Land Use

- The Planning Commission will be meeting virtually on Tuesday, December 7, 2021. Review and consideration of the rezoning, special use permit, and major subdivision by site plan approval of the property located at 500-7000 Creek View Road to convert an existing 5-story office structure into a 111-unit residential structure, in addition to a new 1-story restaurant, 1-story theater, and a new 3-story office building is on the agenda. Here's a link to the virtual meeting: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7135>.
- Deed Transfer Affidavit: 3
- Building Permit Reviews: 9
- Certificates of Completion/Occupancy: 0

#### Activity or Project:

##### Description:

Status:

Expected Completion:

Execution Status:

#### Activity or Project:

##### Description:

Status:

Expected Completion:

Execution Status:

#### Activity or Project:

##### Description:

Status:

Expected Completion:

Execution Status:

### City Manager's Weekly Report

#### Department:

Police Department

#### Notable Notes:

##### Administration Division:

- On Monday, November 29th, members of Newark Police Department and City of Newark employees presented Marcus Evaristo, Jr. with an adaptive bicycle that was purchased using funds raised during the Beards for Bikes campaign. Officers and city employees raised \$5,200 which paid for Marcus' bicycle as well as partial funding towards bicycles for other kids. The bicycle was purchased via a collaboration with Preston's March for Energy.
- Cpl. Walker is finalizing arrangements for NPD's Commission on Accreditation for Law Enforcement Agencies (CALEA) reaccreditation which begins next week. Community members are encouraged to contact CALEA assessors during the public call-in scheduled for Monday, December 6th beginning at 1:00 p.m. until 5:00 p.m. at 302-366-7164. Community members can also contact CALEA assessors for comment via the GotoMeeting platform on Tuesday, January 7th beginning at 7:00 p.m. For additional information and the GotoMeeting link, please email [CALEA@newark.de.us](mailto:CALEA@newark.de.us). Additional information will be available Wednesday afternoon at <https://newarkdepolicepress.com/>.

##### Criminal Investigations Division:

- On November 20, 2021, at approximately 0109 hours, Newark Police responded to the area of West Main Street and New London Road for a report of shots fired. Arriving officers located a vehicle in a nearby parking lot and detained the occupants of the vehicle. An initial investigation found that a confrontation occurred between two groups on West Main Street. During the course of that confrontation, a vehicle, which was occupied by subjects involved in the confrontation, was damaged. Gunshots were reported to have been fired during the confrontation, however no victims have been located. Detectives were notified and have started an investigation. Anyone with information about this incident is asked to contact Det. A. Whitt at (302) 366-7100 x. 3483 or [awhitt@newark.de.us](mailto:awhitt@newark.de.us).
- On November 20, 2021, at approximately 2322 hours, Newark Police responded to a report of an altercation at a residence in the 400 block of Hamlet Way. Arriving officers contacted a female victim who reported that two males attempted to remove her from her apartment. Further investigation determined that the victim recently met one of the two males, later identified as Rene Villate Umpierre, 20, of Philadelphia, and she allowed him to come over to her residence. A second male, later identified as Keniel Rivera Peraza, 24, of Elkton, remained in a vehicle outside. While inside, Villate Umpierre became aggressive and physical with the victim, began to choke the victim and attempted to remove her from her bedroom. The victim fought back and was able to secure herself in a room and call 911. The victim heard Villate Umpierre talking on the phone to Rivera Peraza as if they were planning to remove her from the residence. A Newark Police Officer, who was already in the area, located the

two suspects leaving the apartment complex and took them into custody without incident. Rivera Peraza was found to have crack cocaine in his possession. A knife was found to have been placed near the apartment door by one of the suspects. Detectives assumed the investigation and charged the two defendants with multiple offenses. Both suspects appeared before Justice of the Peace Court #11 by video. Villate Umpierre was ordered to be held in default of \$60,000 cash bail and was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Rivera Peraza was released on \$25,000 unsecured bail.

**Special Enforcement Division:**

- During the week, Special Operations Unit Officers will be conducting background investigations for police applicants. The unit will also target area businesses working on a retail theft prevention detail. This detail targets shoplifting and theft at area businesses who typically see a spike in thefts during the holiday season. On Friday, the unit will partner with Delaware Alcohol and Tobacco Enforcement conducting compliance checks at area restaurants and liquor stores.
- During the week, the Traffic Unit will be conducting a speed study on Grantham Lane due to citizen complaints of excessive speed on that roadway for cars attempting to avoid the traffic light on Apple Road at West Park Place. The unit will conduct traffic enforcement at several locations throughout the city including New London Road, South College Avenue, Capitol Trail, and Delaware Avenue. The unit will also place emphasis on traffic enforcement on Nottingham Road and Barksdale Road due to recent citizen complaints.
- On November 28, 2021 Animal Control Officer Donna Vickers responded to the unit block of Fall Brooke Road for a report of a sick adult fox. The fox had a serious skin disease that appeared to be mange. ACO Vickers captured the animal and removed it from the area. Due to the serious condition of the animal, it was humanely euthanized.

**Patrol Division:**

- On November 17, 2021, at approximately 1234 hours, officers responded to the parking lot of 896 Liquors, located at 1017 South College Avenue, in reference to a theft from a motor vehicle. Upon arrival, contact was made with the victim who reported an unknown subject entered his delivery truck after he exited the vehicle and removed two cellular telephones from the cab of the truck. Through the on-scene investigation, and obtaining witness statements, officers identified the suspect who was subsequently arrested for the theft.
- On November 20, 2021, at approximately 0109 hours, Newark Police responded to the area of West Main Street and New London Road for a report of shots fired. Arriving officers located a vehicle in a nearby parking lot and detained the occupants of the vehicle. An initial investigation found that a confrontation occurred between two groups on West Main Street. During that confrontation, a vehicle, which was occupied by subjects involved in the confrontation, was damaged. Gunshots were reported to have been fired during the confrontation, however no victims have been located.

**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:**

**DelDOT:**

Cleveland Avenue - Delmarva has been relocating their gas main along Cleveland Avenue ahead of the drainage work by DelDOT's contractor. We expect this Delmarva work to be complete by 12/3. DelDOT's contractor will move in after this work is complete.  
Delaware Avenue - See project info below.

Director Filasky participated in a panel at the Chesapeake Water Environment Association (CWEA) - Collection Systems Seminar focusing on ARPA funding and how we plan to use the funding as it relates to water and sewer infrastructure. Other participants were DC Water and Washington Suburban Sanitary Commission, two of the largest utilities on the East Coast.

Staff spent considerable time preparing estimates and completing purchase requisitions ahead of the year-end purchase order deadline.

Snow and Ice Control: Field Operations staff has installed snow plows and salt spreaders on several vehicles that are not needed for leaf

collection. Salt storage is full, brine tanks are ready for service. Crews have been briefed on safety training as it relates to winter operations. Residents have been directed to our Snow Central webpage in the December Newsletter that should be out with utility bills to all residents.

**Activity or Project:**

Annual Street Paving Project

**Description:**

Our contractor completed curb removal and replacement on Sypherd Drive on 11/30. The paving crew plans to mobilize to Sypherd Drive on Monday, 12/6 to begin milling and paving. Resident notice began on 12/1.

**Status:**

In-Progress

**Expected Completion:**

12-31-2021

**Execution Status:**

On Track

**Activity or Project:**

Rodney Park and Pond Construction

**Description:**

PW&WR and Parks staff will be completing a walkthrough on December 3 to verify the completion of the major items that will allow us to open the park on December 6. This would include removing the fence and allowing access to the underpass to South Main Street. While we are excited to have this park opened, we do ask that care is exercised around the newly planted and seeded areas outside of the walking paths and play features. Signs will be posted throughout to help allow the planted areas to remain undisturbed until they are able to grow in the spring. Some work does remain and the contractor will still be on the site to wrap these items up over the next few weeks.

**Status:**

Near Completion

**Expected Completion:**

12-31-2021

**Execution Status:**

Behind Schedule

**Activity or Project:**

Delaware Avenue Separated Bikeway and Reconstruction

**Description:**

DelDOT's pavement and rehabilitation project on Delaware Avenue began Monday, November 29, with the contractor performing storm sewer upgrades and exploratory work ahead of the planned improvements. The majority of the work is scheduled during the day, but will require some night work to minimize traffic impacts. The overall project duration is 390 calendar days with a planned completion date of December 2022. As with all construction projects, the completion date is subject to change and is weather dependent.

The project extends from Orchard Road to Library Avenue and consists of bicycle and pedestrian improvements, drainage improvements, signalization upgrades, milling, hot mix paving, striping and signage upgrades. The project eliminates the existing bike lane on the south side of the road to allow for the addition of a two-way separated bicycle facility along the north side of Delaware Avenue. The existing curb ramps will be upgraded to comply with the latest Americans with Disabilities Act (ADA) design standards and the intersections will receive new pedestrian pushbutton pedestal signal poles and striping improvements.

Similar to the Main Street improvements, the Newark Police and Public Works and Water Resources Departments will work closely with the DelDOT project team and their contractor to help facilitate these improvements, protect existing infrastructure and minimize impacts to City residents and special events planned throughout the downtown area. After completion, and in conjunction with the Main Street improvements and ongoing upgrades to Cleveland Avenue, downtown Newark will be safer for all drivers, pedestrians and bikers.

For more information and to follow construction progress, visit the DelDOT project site:  
<https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T201801501#project-details1>.

**Status:**

**Expected Completion:**

**Execution Status:**

Digital Records Project New Documents Created – November 18-December 1

Name	# of Documents	# of Pages	Types
Sandy	449	1,879	A/P Batch Invoices and Cash Disbursement Journals; PUBS Daily Cash Receipts and Postal Records; Timesheets; Payroll Reports; City Manager Administrative Files
Fred	7	773	PWWR contracts; Electric Department tickets
Ana (PT)	79	503	Court documents; Code Enforcement plans; Working on document modifications
Violet (PT)	45	237	Current Legislative Department documents
Total	580	3,392	

Monthly Year-Over-Year New Document Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 11/21/21-11/27/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	2	0	3	6	0
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	6	8	0	5	2	0
Robbery	22	22	0	24	33	0
- Commercial Robberies	3	3	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	4	0
- Attempted Robberies	1	5	0	0	13	0
- Other Robberies	16	9	0	23	13	0
Assault/Aggravated	19	25	2	13	71	0
Burglary	37	31	0	85	13	0
- Commercial Burglaries	10	6	0	45	4	0
- Residential Burglaries	19	22	0	20	6	0
- Other Burglaries	8	2	0	20	2	0
Theft	486	650	14	146	116	2
Theft/Auto	66	58	0	17	14	0
Arson	0	0	0	0	0	0
All Other	162	14	1	86	62	3
TOTAL PART I	806	815	17	382	318	5
<u>PART II OFFENSES</u>						
Other Assaults	255	228	7	178	195	1
Rec. Stolen Property	2	0	0	8	10	0
Criminal Mischief	123	177	4	50	56	2
Weapons	12	8	1	42	57	0
Other Sex Offenses	0	10	0	0	4	0
Alcohol	38	159	0	42	159	0
Drugs	55	125	1	87	87	3
Noise/Disorderly Premise	562	780	2	193	259	0
Ordinance Violation	75	125	0	94	24	0
Disorderly Conduct	149	396	0	64	104	5
Trespass	298	342	9	47	93	3
All Other	250	409	10	235	239	4
TOTAL PART II	1819	2759	34	1040	1287	18
<u>MISCELLANEOUS:</u>						
Alarm	155	501	20	0	0	0
Animal Control	446	425	0	20	9	0
Recovered Property	176	168	3	0	0	0
Service	25501	30614	564	0	0	0
Suspicious Per/Veh	406	392	10	0	0	0
TOTAL MISC.	26684	32100	597	20	9	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	490	31,954	766	39,587



## Newark Police Department Weekly Traffic Report



**11/21/21-11/27/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3768	11603	36	153
DUI	82	154	2	2
<b>TOTAL</b>	<b>3850</b>	<b>11757</b>	<b>38</b>	<b>155</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	166	161	2	1
Property Damage (Reportable)	714	867	10	17
*Hit & Run	185	174	2	5
*Private Property	169	198	5	2
<b>TOTAL</b>	<b>880</b>	<b>1029</b>	<b>12</b>	<b>18</b>

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.