

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Newark had two snow events this week that resulted in disruptions to operations at City Hall. Fortunately, neither event resulted in as much snow as was originally forecast and the Public Works and Parks teams were able to quickly clear our roads for traffic. Storms of this size respond well to pre-treatment with brine. There is a chance for the rain forecast for Sunday to transition to snow, it doesn't appear that there will be much chance for significant accumulation in that storm. The weather for the next week or so is forecast to move above and below freezing each day so we do anticipate some refreezing of snowmelt and crews will keep an eye on this and respond as necessary. Freeze-thaw cycles like this are also very good at creating potholes so I anticipate we will have more potholes to address in the coming weeks.

The Omicron variant of COVID-19 which came to our area in late December has begun to disrupt City operations, see the chief purchasing and personnel officer section below for specifics. As a result, we have re-implemented full time masking inside vehicles and buildings for staff, regardless of vaccination status. We have also implemented a partial work from home policy to reduce the number of office staff in the building at any given time, with the goal to be able to keep City Hall open to visitors while maintaining all services. Field personnel are to report directly to their vehicles or field locations and to avoid congregating indoors.

The "Final Rule" for American Rescue Plan Act (ARPA) funding was published this week. The final rule provides more flexibility for use of the funds which is very welcome. Director Del Grande and I spent time reviewing the final rule this week and my initial feeling is that it will not negatively impact the plan for ARPA funds that was developed as part of the 2022 budget.

We continue to see a very high level of development activity in town and I spent time this week facilitating discussions between applicants and staff for a handful of projects in review. I participated in a zoom conference call with NCC, the State, the Friends of the Newark Library, state reps, and a few councilmembers where NCC presented their plans and current timeline for replacement/rehab of the Newark Library. It looks like preliminary design will start in fiscal 2023, potentially as early as the end of this year. There are still plenty of unknowns that will need to be addressed before NCC is prepared to share specifics of the design, however. DEMEC is preparing a 5-year strategy for compliance with Delaware's renewable performance standards (RPS) law. At the last board meeting it was agreed that I would assist staff with this effort and this week I met with DEMEC staff to provide feedback on the plan and board presentation for the next board meeting.

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

**Human Resources:**

HR Administrator Marta Pacheco:

- Prepared and distributed promotional letter for Parks Supervisor position.
- Received, completed and emailed back several employee verifications of employments and past employment.
- The deadline for applicants to submit police officer applications was on Friday, December 17. However, we have incomplete applications that we are still awaiting for missing documents. We have invited 42 applicants to take the written exam and physical assessment on Saturday, January 8, 2022 at Newark High School.
- Provided Payroll with all Across-the-Board increases for CWA, AFSCME 1670, AFSCME 3919, and FOP which are effective January 1, 2022.
- Continue to receive employee evaluations for 2021.
- Two new hires are set to start in early January – Facilities Maintenance Superintendent Joe Augustine and Maintenance I in PW&WR/Street Division Josh Truitt.
- Forwarded to payroll PMA payments for injured employees.
- Prepared and emailed letter of conditional hire for a new part-time custodian.
- Prepared and distributed promotional letter for Administrative Professional II in Legislative Department.
- Prepared January invoices for retirees insurance.
- Received and prepared random drug test letters for CDL personnel for January.
- Prepared and distributed promotional letter for Legislative Coordinator in Legislative Department.
- Extended closing of Part-Time Recreation Specialist to Friday, January 14, 2022.
- In preparation of the upcoming police testing, will be reaching out to all invited with parking information, reminders, etc.
- Submitted several job-related injuries to PMA.
- Distributed 22-01 Electric Line Superintendent job posting. This is an internal posting which will close on Tuesday, January 11.
- Prepared and distributed 22-02 Code Enforcement Officer job posting. Deadline to apply is 4 p.m. on Friday, January 21.
- Continue to catch up from being off on vacation and holidays.

CHRO Devan Hardin has spent the majority of the last three weeks working on personnel and labor relations matters. She also continued working on pension items preparing documents, reports. She will be meeting with one of the employees retiring mid-January to complete retirement paperwork. 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 will participate as a proctor and interview panelist for the upcoming police officer test on Saturday, January 8 as well as sit in on additional interviews on Monday and Tuesday of next week. Additionally, she reviewed all evaluations received for 2020-2021. CHRO Hardin along with the rest of the HR team will be busy preparing job postings from retirements and resignations and will also be assisting finance and payroll with year-end reporting. CHRO Hardin has also been assisting CPPO Martindale with benefits items while he tackles COVID-19 related items.

HR Coordinator Denyce Bradshaw completed anti-harassment training for all City employees by the required December 31, 2021 deadline. Members of City Council also completed the training. The next training will take place in 2023. Starting in 2022, all new hires with the City will complete training during the onboarding process. She will also begin setting up and scheduling defensive driving training for all employees as well as CPR/AED and First Aid. Ms. Bradshaw has also stepped in to help out with interviews, onboarding and has assisted CPPO Martindale with COVID vaccine and test reporting for employees.

Chief Purchasing & Personnel Officer:

The last few weeks have been tough from a COVID standpoint. As of 12:00 p.m. Thursday, there have been 48 total COVID cases among staff since the start of December, with 41 coming since Christmas. Over 25% of the entire Newark staff has now contracted COVID at some point since March 2020. While these numbers are staggering, they are in line with statewide and countrywide trends.

The City of Newark's yearly COVID case totals are as follows:

- 2020: 25 cases
- 2021: 71 cases (41 in December alone [57.75% of yearly total])
- 2022: 10 cases so far; 3 presumptive positives currently

It is important to note that there are no common threads among the City's December and January cases, despite the uptick in total positive results, meaning that the cases among City staff are tied to interactions outside of the workplace as opposed to on-the-job. The City's protocols for mask use, exposures, and distancing have seemingly kept Newark's offices safe while the total number of cases rises countrywide.

Mr. Martindale, who managed the contact tracking for these cases while concurrently being out with COVID himself, additionally updated the City's return-to-work and direct exposure policy to match new CDC guidelines. Thankfully, the reduced return timelines pushed forth by the CDC have aided in the quick return of City staff after these cases, resulting in a more reliable continuity of operations during this hectic period. Currently, there are only 7 employees isolating from work due to positive results and 3 quarantining with COVID symptoms. It is likely that these statistics will become less verifiable moving forward given the CDC's move to guidance with no testing requirement (plus lack of available testing), but we are treating symptomatic employees the same as if they were positive from a quarantine perspective (in line with CDC guidelines), so staff is equally protected despite the change. Mr. Martindale procured approximately 200 rapid tests for staff, which should arrive next week and will help with some employee symptom discrepancies.

For the COVID-related statistics outlined in the attached vaxstats form:

- Of the 38 employee cases reported in December, 9 were unvaccinated and 29 were vaccinated. While this may seem at first glance that vaccinated employees are testing positive at a higher rate than unvaccinated employees, this is not the case. The population sizes for these groups are far different. The 9 unvaccinated positives represent a 20% positivity rate among the 45 unvaccinated employees; the 29 vaccinated positives represent a 9.90% positivity rate among the 293 vaccinated employees. In other words, the unvaccinated group tested positive at a rate over twice that of the vaccinated group in December. The data so far for January seems to be matching or exceeding this trend - 4 of 45 unvaccinated employees (8.89% of group) and 6 of 293 vaccinated employees (2.05% of group) have tested positive.
- Additionally, of the City's 45 unvaccinated employees, 23 have tested positive at least once over the course of the pandemic (51.11% of total population), while 45 of the 293 vaccinated employees have tested positive at least once since becoming vaccinated (15.36% of total population). While this is not an apples-to-apples comparison, it does show the effectiveness of vaccines against COVID generally. Of the remaining 38 cases not captured in these figures, 14 cases are repeat cases from employees or from employees who are no longer with the City. The remaining 24 are of employees who were vaccinated after having COVID.

It is very much worth noting that even while the positivity rate among unvaccinated employees was greater than among vaccinated employees last month, there were approximately 3.5 times as many positive cases reported among vaccinated employees since December 1st than over the roughly 8 months prior when vaccines were available (35 cases in December and January; 10 cases total for 3/19/21 – 11/30/21). While the protections provided by vaccines are clear, we recognize that breakthrough cases are becoming more and more common as time passes from initial shots and Omicron sweeps across the country.

As such, the City stresses the importance of boosters. While current estimates set initial vaccine doses at around 35% effective against the Omicron variant, booster shots can potentially double the vaccine effectiveness. Even though initial doses remain helpful in preventing severe cases and hospitalization from all current variants, boosters are expected to further improve that protection. Of all the cases reported since boosters became available, only four employees reported catching COVID after being confirmed as having their booster. Booster data is still being collected from staff, however. Receiving boosters could prevent people from catching COVID, keep them from bringing COVID into the household, and dramatically reduce their length and severity of illness.

The City Manager's Office will continue to keep statistics up-to-date for as long as possible. Any COVID-related questions can be directed to Mr. Martindale.

Purchasing/Facilities Maintenance:

Facilities Maintenance:

FMS Dave Greenplate and the Facilities Maintenance team completed the following:

- Installed a handrail at the George Wilson Center.
- Replaced a janitor's closet faucet at the GWC.
- Continued painting work at the GWC.
- Replaced lightbulbs in the police station.
- Reorganized the FM shop area.

Most importantly, the FM staff continued disinfecting and cleaning as part of our ongoing COVID protocols. With Mr. Greenplate transitioning into Code Enforcement and vacations, this piece was the priority throughout the holidays.

**Purchasing Assistant:**

PA Cathy Trykowski processed 77 invoices, 4 purchase orders, and 5 change orders for the week ending 12/17.

Ms. Trykowski processed 100 invoices for the week ending 12/24, 4 purchase orders, and 5 change orders.

Ms. Trykowski processed 0 invoices for the week ending 12/31 (due to holiday scheduling and year-end close out), 3 purchase orders, and 0 change orders. So far this week, she has processed 25 purchase orders and anticipates processing 150 invoices by the end of the week.

**Communications:**

**Chief Communications Officer:**

- Largely played catchup following the holiday break.
- Assisting Chief Purchasing and Personnel Officer with COVID-related items.
- Requested and picked up 100 additional Vault tests from DEMA.
- Working with DPH to acquire rapid tests for exposed and/or symptomatic staff.
- Helping the Planning team with their upcoming charettes, developing stakeholder contact list, working with AECOM on venue selection and scheduling.
- Helping the Environmental Coordinator with messaging to public regarding road salt and watershed contamination.
- Distributed communication regarding the two snow events.
- Working with PD and IT on adding translation services to the Records phone line.
- Continuing to develop the internal employee newsletter, which will be distributed monthly beginning in January.

**Communications Assistant:**

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

**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 three court sessions from 12/16/21 - 1/5/22. These sessions included arraignments, trials, capias returns, and video hearings. Although court was not in session from 12/20/21 - 1/3/22, Parking Ambassadors were still here to handle any parking appeals in person on Tuesdays and Wednesdays.

Terri participated in a virtual manager's meeting on 12/16/21.

The court processed 37 PBJ's for traffic violations and processed 5 Plea by Mails for criminal violations.

<b>Activity or Project:</b> Payments and Court Sessions	
<b>Description:</b> From 12/16/21 - 1/5/22 Alderman's Court handled 33 arraignments, 35 trials, 16 capias returns and 2 video hearings. The court collected a total of 962 parking payments of which 834 were paid online and 128 were paid at court. The court also collected criminal/traffic payments of which 301 were paid online and 36 were paid at court for a total of 345 criminal/traffic payments.	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-05-2022
<b>Execution Status:</b>	Completed
<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>	

#### City Manager's Weekly Report

<b>Department:</b> City Secretary and City Solicitor's Office
<b>Notable Notes:</b> Paul was in the office on December 21. Bobby was in the office on December 16 for Court.  Renee and Tara attended the quarterly Delaware Municipal Clerks Association meeting on December 16.  Tara finalized and posted the agenda for the Diversity and Inclusion Commission meeting on December 21, Nichol staffed the Commission meeting on December 28. The Commission continued discussion on affordable housing with Planning and Development staff and voted to change the public comment portion of the meeting to a Town Hall for the January 25 Commission meeting. Members of the public will have three minutes to voice Newark-centric concerns beginning at 7:45 p.m.  Staff finalized and posted the January 10 Council meeting agenda and packet on January 3. Items 2B (December 13 Council minutes) and 2C (December 7 Alderman's Report) and an addendum removing Executive Session A were sent to Council and posted on January 4.  Nichol finalized and posted the January 11 Conservation Advisory Commission agenda on January 4.  Nichol finalized and posted the agenda for the January 20 Board of Adjustment meeting on January 4 and completed Board packets and related direct mail notices for the three applications on the agenda. The applications being considered by the Board for this meeting are as follows: * 54 East Cleveland Avenue for setback and structure footprint (postponed from December meeting) * 207 Madison Drive for two off-street parking spaces * 187 Madison Drive for one off-street parking space  Renee spent time working on items related to Council, including drafting the January 10 Council agenda and related packet items and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into March.  Renee drafted the advertisement and direct mail notice and Violet completed the direct mailing for a minor subdivision agreement amendment at 318 South College Avenue. Renee also drafted the amendment, circulated it to staff and the developer for review and finalized the amendment for the Council packet. The amendment is scheduled for public hearing at the January 10 Council meeting.  Renee drafted the advertisement and direct mail notice and Violet completed the direct mailing for a special use permit for a two-family dwelling at 179 Haines Street. This special use permit application is scheduled for public hearing at the January 24 Council meeting.  Renee and Nichol worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. Nominees for the Board of Adjustment, Newark Housing Authority, Community Development/Revenue Sharing Advisory Committee and Election Board are on the January 10 Council agenda for consideration. All positions currently accepting applications are posted here: <a href="https://newarkde.gov/113/Boards-Committees-Commissions">https://newarkde.gov/113/Boards-Committees-Commissions</a> .  Renee spent extensive time working on items related to the 2021 reapportioned Council districts by reviewing and coding 27,162 voter records with the new districts for City voters and drafting the direct mail notices and mailing lists for the 2,015 registered voters who were moved to new Council district in the reapportionment process. Violet completed and sent direct mail notices to the 1,058 affected households. The new districts went into effect January 1, 2022 and will be used for the April City elections.

Renee began preparations for the 2022 City elections by drafting and submitting the solicitation of candidates notice to the Department of Elections and for newspaper publication.

Renee worked on 2020-2021 personnel performance evaluations and personnel items related to the move to reduced office staffing due to the recent COVID spike.

Renee and Tara completed several building permit reviews.

Danielle processed items for the Recorder of Deeds office.

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

Tara spent time on several union items.

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

- \* Circulated to staff reminders for items due for a December 12 FOIA request pertaining to 330 East Main Street inquiring about building and fire code violations from Jason Arnold
- \* Circulated to staff reminders for items due for a December 14 FOIA request for a list of properties which received a code violation in the month of November 2021 from Josh Miller
- \* Provided a response and closed a December 14 FOIA request for a list of properties which had water service disconnected in the month of November 2021 from Josh Miller
- \* Provided a response and closed a December 15 FOIA request for open permits/violations/lienable items pertaining to 48 Fremont Road from Brian Frederick Funk, P.A.
- \* Provided a response and closed a December 20 FOIA request for a property outside of City limits from Rachel Mignona
- \* Provided a response and closed a December 21 FOIA request for police reports pertaining to an individual from Rachel Martin
- \* Circulated to staff a January 5 FOIA request for application materials for a Board of Adjustment nominee from John Morgan
- \* Provided a response and closed a January 5 FOIA request for a property outside City limits from Sarah Burdhimo

Regarding minutes, staff time was spent on the November 18 Board of Adjustment (Tara edited - complete), November 23 Diversity and Inclusion Commission (Tara drafted - complete), December 6 Council (Nichol drafted; Renee edited - complete), December 13 Council (Nichol drafted; Renee edited - complete), and December 14 Conservation Advisory Commission (Nichol drafting) minutes. Several Council executive sessions, and the December 28 Diversity and Inclusion Commission minutes are currently in the queue.

13 discovery requests for upcoming Court cases were fulfilled this week. 654 discovery requests were filled in 2021. No additional completed court dockets were processed this week.

The office received 33 new lien certificate requests over this three week period, which were sent to Finance for processing. 24 lien certificates were completed and sent to the requestor. 621 lien certificates were processed for 2021. 21 lien certificates have been processed for 2022. Danielle and Violet spent time reconciling and scanning lien certificates from 2020 and 2021.

**Activity or Project:**

Digital Records Project

**Description:**

The scanned document numbers for December 16-January 5, December monthly numbers and 2021 numbers are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<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:**

Electric Department

**Notable Notes:**

The line crews kept working on changing the photocells for the smart streetlight project. They also pulled primary across Rt. 896 for the new cell tower on UD property that replaces the antennas on top of The Towers. The line crews also replaced and energized new LED parking lot lighting at Lot 1 behind The Galleria.

The electricians and the line crews removed all the holiday lights and snowflakes from City Hall and Main Street. The electricians also changed all the batteries in the reclosers. The electricians replaced an inverter in a water truck, repaired emergency lights and exit signs, and modified the lighting in the Welcome Center at City Hall.

Engineering consultants visited the Kershaw Substation to go over the older mechanical relays that will be replaced with microprocessor relays. They have been hired to design the changes needed.

Engineering performed a fault current study for the 1501 Casho Mill Road project (corner of Elkton & Casho). Engineering also compiled the UD energy usage for December for billing and DEMEC. Engineering and an electrician troubleshot a West Main tap changer issue and ordered a new time delay relay to repair it. Engineering also worked on Fintech, Bloom Energy expansion at 200 Interchange Blvd., and bid documents and specifications for a new wire trailer.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

The 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/>.

Audit for 2021 is in the planning stages. Auditors are scheduled to be in the office the weeks of January 24 and 31. At this moment, we are planning for their work to be completed remotely. This may change as we get closer to the field work dates.

The U.S. Department of the Treasury issued the Final Rule for the State and Local Fiscal Recovery Funds (SLFRF) program, enacted as a part of the American Rescue Plan, which delivers \$350 billion to state, local, and Tribal governments to support their response to and recovery from the COVID-19 pandemic. The final rule – which takes effect on April 1, 2022 – provides state and local governments with increased flexibility to pursue a wider range of uses, as well as greater simplicity so governments can focus on responding to the crisis in their communities and maximizing the impact of their funds. Click here to view a user-friendly overview of the major provisions of the final rule. [SLFRF-Final-Rule-Overview.pdf \(treasury.gov\)](#).

Accounting staff is currently working on the month-end closing for November.

The processing of W2's and 1099's will be completed by the end of January.

Insurance renewal applications were submitted to our broker this week. We're expecting premiums to be more than what we initially estimated in the 2022 budget based on the current state of the insurance market. The City's current policies end on March 31, 2022.

**Activity or Project:**

**Description:**

<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>	

### City Manager's Weekly Report

<b>Department:</b>	Information Technology Department
<b>Notable Notes:</b>	<p>Applications Team:</p> <p>Open Support Tickets from Previous Week - 63  Open Project Tickets from Previous Week - 16  Open Tickets with Vendor R&amp;D from Previous Week - 15  Tickets Opened in the Last Three Weeks - 69  Tickets Closed in the Last Three Weeks - 65  Remaining Open Support Tickets - 67  Remaining Open Project Tickets - 16  Remaining Tickets with Vendor R&amp;D - 15</p> <ol style="list-style-type: none"> <li>1. Fixed issue with internal employee employment application.</li> <li>2. Imported marriage files in NetSense for Water.</li> <li>3. Assisted Code Enforcement with fixing billing effective date on rental bills.</li> <li>4. Updated Stormwater billing rate and water/sewer customer charges in Northstar.</li> <li>5. Created and ran new rental housing report for Code Enforcement.</li> <li>6. Updated bill refund processing guide.</li> <li>7. Assisted Finance with out of balance issue from 12/29.</li> <li>8. Imported marriage files in NetSense for Electric.</li> <li>9. Updated Northstar auto archiving folder information for 2022.</li> <li>10. Ran report to provide updated street listing to City Secretary's office for Water/Sewer accounts.</li> <li>11. Assisted billing technician with adjustment journal posting error.</li> <li>12. Completed FOIA request for City Secretary's office.</li> <li>13. Assisted Finance with benefit enrollment posting error.</li> <li>14. Assisted users with transition back to work from home.</li> <li>15. Promoted 7/17 workflows for the Automation Platform to LIVE environment.</li> <li>16. Continued testing and working with Harris team on remaining Automation Platform workflows.</li> <li>17. Worked on and resolved support tickets for end users.</li> <li>18. Created reports for users as requested.</li> </ol> <p>Pending:</p> <ol style="list-style-type: none"> <li>1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.</li> <li>2. VSS registration guide on hold, will need to script a change to vendor contact types.</li> <li>3. Waiting on vendor to configure EMV devices in production environment.</li> </ol> <p>Infrastructure Team:</p> <p>Open Support Tickets from Previous Week - 114  Open Project Tickets from Previous Week - 39  Tickets Opened in the Last Three Weeks - 206  Tickets Closed in the Last Three Weeks - 182  Remaining Open Support Tickets - 136  Remaining Open Project Tickets - 41</p>
<b>Activity or Project:</b>	

## Automation Platform (Applications Team)

**Description:**

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

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

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

- Northstar & Newark internal/external weekly status meetings

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

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

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

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

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

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

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

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

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

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	01-31-2022
<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>	

**City Manager's Weekly Report**

<b>Department:</b>	Parks and Recreation Department
<b>Notable Notes:</b>	<p>Director: Conducted interviews for the vacant Parks Supervisor position, we promoted from within the division and are happy to announce Andrew Steward as our new Parks Supervisor; met with Tom Z. and Andrew about sign placements at Hillside Park and the Charles Emerson Bridge; completed evaluation forms and conducted evaluations with employees; worked on the punch list items still outstanding for Hillside Park and met with Andrew at the park to discuss some weekly/monthly maintenance for the area; reviewed subdivision landscape plans for upcoming projects; met with Paula about office coverage and coordinating staff work from home schedules; attended School Hill History George Wilson Center display virtual meetings; met with Tom Z about reforestation efforts and purchasing of plant material for the projects.</p> <p>Deputy Director: met with recreation staff for annual performance reviews; conducted a brain storming session with the recreation staff in preparation for events and programs for 2022; held interviews for the Parks Supervisor position with Devan, Joe and Tom Z.; held interviews with Chrissy and Jeff for the Wilson Center Attendant position; put program information into the online registration system in preparation for the upcoming start of registration for the winter/spring activity guide; compiled corrections for the winter/spring activity guide and worked with Shelby to update and send back out to recreation staff to review one final time for corrections/changes; worked with Shelby to publish on website and send out via Eblast winter/spring activity guide; received more batches of new park signs; worked to process final payment for Turkey Trot timing company with purchasing and Finance; sent out reminders to staff regarding upcoming deadlines; continue to work with Tyler on child care stabilization grant; spoke with all staff and Joe regarding reducing office coverage during the first week back in January due to changes from</p>



City Manager; worked with Devan on corrections for evaluations; worked with Tim and Joe on invoices from sign company for Hillside Park and Emerson Bridge; worked with staff to get information in Civic Rec live and viewable after they reviewed their programs for start of registration; sent budget summary for 2022 to recreation staff; sent calendar of events for 2022 to staff to review prior to marketing dates; spoke with Sharon about hometown hero flags for Memorial Day, will discuss more at the first Memorial Day Parade committee meeting; completed January PSA's; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Chrissy and Bob regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: attended recreation brain storming meeting; youth basketball games began on 12/13, delivered shirts, continue working to finalize officials and other basketball staff for 2022; proofed and edited winter spring activities brochure, sent out instructor contracts, booked buses for spring trips; completed Fall 2021 program statistics; working on PSAs for January programs; met with Deputy Director for annual performance review; held virtual staff training for new before/after care staff, completed staff schedule for January, finalized stabilization grant applications and received approval; completed youth basketball staff schedule for January; proofed and edited winter spring brochure, proofed and edited program and registration information in Civic Rec.

Recreation Supervisor of Community Events: working on end of year reports, program analysis, and ran rosters for statistics; finishing holiday items; took down the Holiday Scavenger Hunt Items; attended brain storming session with recreation staff; sorted and stored holiday items in basement storage; reviewed upcoming programs and made them visible in CivicRec; starting researching hometown hero flags for Memorial Day and set up meeting dates for the Memorial Day Parade committee.

Coordinator of GWC and Volunteers: updated administrative staff on timesheet corrections from the weekend; swim lessons wrapped up on December 18 with all participants receiving certificates of completion; followed up on an invoice to Revolution Dancewear to complete a Purchase Order for Dance costumes; continued to work with Newark Police Department on the Presents from Police Event held on December 17 at the corner of Academy Street and Main Street; a total of 43/57 participants collected donated items- the Newark Post covered the event and can be found at Newark cops, Santa hand out presents to local kids | News | newarkpostonline.com; worked with Newark PD the week of December 20 to distribute remaining donations to people on the waitlist for Presents for Police- almost everyone on the waitlist was able to pick up items and some with transportation issues had gifts delivered to them; attended a brainstorming session with the Recreation team on December 16; met with the Deputy Director on to go over my end of year evaluation; continued working on end of year evaluations for GWC Attendants; continued reviewing Winter/Spring Programs; continued working on Fall statistics and program analysis forms; attended a Steering Committee Meeting with the Friends of School Hill group on December 14 from 5 – 6:30 p.m.; attended an Exhibits Committee Meeting and Events & Programming committee meeting with the Friends of School Hill group; met with the newest dance instructor to complete new employment paperwork and orientation for dance lessons beginning in the Spring; met with the GWC Attendant Sydney who resigned and completed her final day of working on December 19; finalized and sent the GWC Attendant schedule to staff for the month of January; sent additional security deposit refund requests to the administrative team; conducted GWC Attendant interviews for 2 applicants on Monday, December 20; worked with the Creative Designer to create and send a Thank you & Volunteer Opportunities email to 2021 volunteers; worked on reviewing Winter/Spring Programs in Civic Rec; attended a meeting with Recreation Staff pertaining to updated COVID information on December 30. Volunteer Hours: A total of 2 missionaries devoted 6 hours performing special park maintenance and assisting Parks Crew Members at a landscape area near Mad Macs; the intern that has been assisting in the office assisted at the George Wilson Center on Friday from 1 – 3 p.m., setting up tables and chairs for an upcoming rental, mopping Rec Room 2, and office assistance; 3 volunteers devoted a total of 9 hours assisting with the Presents From Police Event held on Friday, December 17; provided a litter removal orientation to a Community Service volunteer in need of hours – this volunteer devoted 2 hours on Saturday, December 18 removing litter from 896 near the 95 on ramp, removing 3 full trash bags of litter; 4 missionaries devoted a total of 12 hours on Wednesday, December 29 assisting Parks Crew members at the City of Newark Municipal building; the coordinator followed up with the Eagle Scout that will be installing a patio area and flag pole at the George Wilson Center. GWC Rentals: The Main Hall was rented on December 17 from 3 – 10 p.m. for a Baby Shower with an overall attendance of 40; the Main Hall was rented on December 18 from 10:30 a.m. – 4 p.m. for a Birthday Party with an overall attendance of 80; the Dance Room was rented on December 18 from 1 – 3 p.m. for a Donation Drop Off Event with an overall attendance of 10; the Main Hall was rented on December 18 from 5 – 7 p.m. for a church group to set up for their scheduled time to rent the main hall on December 19, the church ended up renting the Main Hall, Kitchen and Dance Room for a Church Service and event with an overall attendance of 40; the Main Hall was rented on December 19 from 2 – 7 p.m. for a 5th Birthday Party with an overall attendance of 60; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future; the Main Hall was rented on December 31 from 10:30 a.m. – 1:30 p.m. for a child's birthday party with an overall attendance of 10; the Main Hall was rented on January 2 from 2 – 7 p.m. for a Baby Shower with an overall attendance of 30; we have multiple renters calling/emailing to cancel their upcoming rentals due to the spike in COVID; COVID guidelines are being evaluated and mask policy will likely change.

Parks Superintendent: met with developers at Briarcreek North to review existing evergreen screen plantings on neighboring properties, continued gathering quotes for upcoming purchases, continued updating both "Horticulture Bed Lists" in park and horticulture sites as needed, updated Playground Equipment Inventory list as needed, met with Eagle Scout concerning possible project at Wilson Center, met with resident concerning play equipment issue at Hillside Park, met with arborist contractor concerning doing some tree work as part of the Christina River Clean Up in Newark and developed estimate for review by both the Parks Director and Deputy Director for shelter installation in Lumbrook Park, met with landscape contractor at "The Rail Yard" to inspect the few items that needed to be corrected prior to start of 2 year warranty, attended a meeting with Parks Director and Urban Forestry professor from UD concerning upcoming reforestation efforts, attended webinar on "Rebuilding Forests" thru DNREC and State Forestry, monitored plantings being installed at the development site on Barksdale Road, assisted with interviews for current Parks Supervisor opening in Parks Department, followed up with Assistant to the City Manager on Solar Park specifications at the Reservoir, met with landscape contractor who installed plantings at the Honda repair facility concerning several issues with installation, continued gathering quotes for upcoming purchases, coordinated with Teamwork's for work assignments this week, met with Head Mechanic/Acting Parks Supervisor concerning issues with one of our Kubota mowing units, met with Construction Supervisor overseeing road work on Delaware Avenue concerning plant removals that are needed, and updated on the GIS layer final tree/creek work completed by our arborist contractor for this year.

Parks Supervisor: assigned field staff daily and assisted as needed, oversaw/assisted with installation of signs at new bridge over the White Clay Creek and checked on Xmas tree on Main Street daily, assigned field staff daily and assisted as needed, attended meeting with Head

Mechanic/Parks Superintendent concerning issue with one of our Kubota mowing units, met with Parks Superintendent concerning necessary tree work along yellow and green trails in Redd Park as well as selection of tree planting site at Reservoir on SW corner of Reservoir.

Parks/Horticulture: staff did trash removal throughout park system as needed, did interior bed maintenance at City Hall, hung wood boards at Parks Building to hang required information posters on, checked for /removed any trash/debris along Hall Trail for upcoming race on New Year's Day, continued on cutbacks of perennials/ornamental grasses throughout park system, installed both signs for new bridge over White Clay Creek and worked on work orders as assigned. Volunteers assisted horticulture crew with cutbacks, Parks/ horticulture staff continue cutbacks of perennials/ornamental grasses throughout park system, did tree work as assigned, did trash removal throughout park system, continued on work orders as assigned, replaced several basketball nets throughout park system, did interior bed maintenance at City Hall, delivered Ventrac unit to dealership for repair as directed by garage and put on cab/doors on old Kubota mowing unit, Volunteers blew off tennis/basketball courts at Lumbrook and Kershaw Parks (Teamwork's) and volunteer group from a local church group assisted with cutbacks with horticulture crew.

**Activity or Project:**

Park Signage Replacement

**Description:**

Park Signage Replacement throughout all of our Parks has begun. This would include tearing out the existing signage and installation of the new signage, post, PVC sleeves and brackets. We hope to have all 38 park and open space areas and other signage areas completed by late spring/early summer.

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-17-2022
<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>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement

- The Grove - Partial on pool. Rebar, plumbing and partial grounding. Okay to do concrete.
- 292 W. Main - Approved ADA bathroom plans.
- 31 Minquil Dr. - Assumed from Brian Daring. Okayed close in of exterior. Need rough wire and insulation for interior.
- 27 Lynn Dr. - Final on new furnace install.
- 333 Delaware Circle - Final inspection of various permits, renovation, plumbing, electric, and HVAC.

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Parking staff have moved to an "Alternating A/B" schedule, where only half the team is in-office and the other half is work-from-home, reducing the risk of COVID spread and ensuring coverage for the Parking Office.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Provided justification for Passport and T2 charges to Finance and Purchasing. Completed 2021 annual financials and preparing for audit.
- Continued handling residential and municipal permitting for residents. Currently receiving payments for municipal permits after sending out invoices in mid-December.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under eight (8) business days unless further action needs to be taken. Increase due to staffing shortage due to COVID. Anticipate getting back to under five (5) business days within one (1) week.
- Collected COVID results from unvaccinated employees and moved along to City Manager's Office. Suspension of weekly testing requirement at beginning of 2022 due to testing availability.
- Completed January 2022 Parking Ambassador schedule, distributed to staff, and ensured proper staffing during increase in COVID transmission.
- Parking staff participated in the monthly Planning Department staff meeting on December 21st.
- Parking Management participated in the Subdivision Advisory meeting on December 22nd, 2021.
- Parking staff held meeting with Passport parking regarding mobile parking permit options.
- Parking was no charge on December 23rd-25th and December 31st-January 1st for the holidays and New Year's. Passport parking application stated that parking was no charge to customers and would not allow payment. T2 Kiosks and the Parking Office were affixed with

signage stating parking was no charge on these dates.

- Meeting with Parking Logix regarding new bi-directional sensors and their installation. Maintenance installed new sensors in Lot #1, and they are working properly. Sign will be adjusted from 'OPEN' signal to actual available spaces upon students in-person return to UD Winter session in Lot #1. Bi-directional sensors are being ordered for Lot #4.
- Continued personnel evaluations, anti-harassment training, and meetings.
- Correspondence regarding Lot #1 parking leases and extensions.
- Received new line painting machine for parking lots.
- Delivery of Council and Board of Adjuster packets.
- Confirmation of recurring I.T./Parking subscriptions with management and vendors.
- Lot #1 was closed to all traffic on December 27th–28th due to electric pole installations, signage review, and general lot cleaning and improvements. Lot was scheduled to be closed on the 29th but work was completed early with the complete shutdown.

**Parking Additional:**

- Parking Maintenance came in for snow removal and salting on Monday, January 3rd, 2022.

**Planning/Land Use**

- Building Permit Reviews: 26
- Building Permit Completed/Processed: 1
- Deed Transfer Affidavits: 5

• On Wednesday, January 5, the Planning and Development Department’s staff met with the consulting team from AECOM to further discuss the planning and logistics of the Charrette to be held late this winter. Meeting discussion included possible venue locations, BB Zoning research, as well as stakeholder and public outreach.

• The next Steering Committee meeting for the Comp Plan Review will be on Thursday, January 13 at 7 p.m. on GoToMeetings. The Committee will re-review Chapters 7-12 and is to be the final meeting before submitting the Draft to the Office of State Planning’s PLUS process for review and feedback in February.

**Planning Department Meetings:**

- For the week of January 3, 2022, a meeting was scheduled on January 11 to discuss the proposed cell phone tower at the New London Road water tank.

**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:**

**Patrol Division:**

- On December 29th, 2021 at approximately 2000 hours, officers responded to 405 Stamford Drive in reference to shots being fired at the building. As officers were responding, additional callers were reporting that the apartment building was on fire. Upon arrival, officers entered the building finding heavy smoke and began clearing residents. Aetna Hose, Hook and Ladder arrived on scene and took over clearing the areas of the building with heavy smoke. It was later determined that unknown suspects had set off fireworks inside the building which caught the building on fire. The Delaware State Fire Marshal's Office responded and assumed the investigation.
- On January 1st, 2022 at approximately 1531 hours, officers responded to the Casho Mill Road overpass for the report of a collision involving a U-Haul truck and the bridge. After striking the bridge, the vehicle was able to back away from the underpass. The roadway was closed for approximately one hour until CSX and DelDOT arrived on scene and inspected the bridge for damage. At the time of the collision, height restrictions signs were in place and functioning properly.
- On January 5th, 2022, Sgt. Skinner will begin a 14-week, intensive leadership program with the West Point Command and Leadership

Academy. The academy is sponsored by the New Jersey State Association of Chiefs of Police and is offered in the State of Delaware in partnership with the New Castle County Police Department. The class focuses on developing leadership skills that Sgt. Skinner will use throughout his career.

**Special Enforcement Division:**

- Throughout the holiday season, members of the Special Operations Unit continue to work on police applicant background investigations. Additionally, the unit continues to work on retail theft investigations at several area businesses.
- Throughout the week of January 3rd, the K9 unit will conduct proactive patrols in the area of the business district, 896 hotel corridor, and College Park community. On January 4th, K9 officers will attend scent training.
- During the week of December 27th, the Traffic Unit conducted vehicle calibrations on all police vehicles. Several members of the unit continue to work on police applicant background investigations. Traffic officers will conduct enforcement at several areas throughout the city including Paper Mill Road, New London Road, Capitol Trail, and South College Avenue.

**Administration Division:**

- NPD is hosting a police officer candidate test on Saturday, January 8th. Candidates will take the written exam, physical fitness test, and those traveling more than 100 miles will participate in the structured oral interview phase. A new continuous application process will be instituted in the coming weeks allowing interested individuals to apply anytime via the City's website at: <https://cityofnewarkdeemployees.munisselfservice.com/employmentopportunities/default.aspx>.
- Administration Unit officers are preparing for the department wide yearly in-service training that begins next week. Half of the sworn officers will virtually attend a variety of training sessions including Inclusive/Anti-Biased Based Policing, Officer Resiliency, and legal updates.

**Criminal Investigations Division:**

- January is National Stalking Awareness Month. Stalking is a continuing course of conduct that can cause a reasonable person to be fearful. Over 6 million people in the U.S. are stalked each year. Most victims of stalking are stalked by a current or former intimate partner, or an acquaintance. Stalking includes actions such as: 1. Ongoing unwanted text, calls, messages 2. Following/spying on someone 3. Showing up to the victim's location, home, workplace, school, etc. unannounced and uninvited 4. Tracking/monitoring a victim by use of technology such as GPS tracking devices, camera, or listening devices. People ages 18-24 have the highest rate of stalking victimization. Stalking is a serious course of behavior and is a felony level crime in the State of Delaware. 76% of intimate partner femicide (homicides where the victim is a female) victims were stalked the year prior. For more information about Stalking, please visit: [www.stalkingawareness.org](http://www.stalkingawareness.org). Below is a list of helpful resources:
  - o 24/7 National Domestic Violence hotline: [www.thehotline.org](http://www.thehotline.org) / 1.800.799.SAFE (7233) / text "SAFE" to 88788
  - o 24/7 Local domestic violence hotline: 302-762-6110
  - o Newark Police Victim Services: 302-366-7100 x3137

**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:**

Crews spent considerable time this week preparing for and addressing snow events on Monday and Friday. Both events ended up a bit less intense than forecast, but the application of brine was effective for the smaller accumulations that we experienced.

Staff attended a Traffic Impact Study (TIS) scoping meeting for the proposed Chick-Fil-A on Ogletown Road. This preliminary meeting sets the parameters by which the owner's consultant will perform the TIS and involves City staff, DelDOT staff, and consultants for the owner. The first step in the process will be collecting traffic counts while UD and local schools are in session, followed by an analysis of the site in the existing conditions and projected out to the buildout year. We expect the preliminary report to be completed in Fall 2022.

Leaf collection for 2021 is now complete. If residents still have leaves remaining, they can put them in their yard waste cart and call Public

Works to schedule a winter pickup, which are scheduled on Wednesdays in weeks without a city holiday.

Christmas tree collection is now underway until January 28. Put your tree at the curb by Monday at 7 a.m. and crews will circle the City once each week to collect trees placed for collection. No collection will occur after January 28.

**Activity or Project:**

DeIDOT Project Updates

**Description:**

**Safe Routes to School (Casho Mill Road) Improvements:**

DeIDOT's contractor is on track to begin the improvements along Casho Mill Road by mid-February 2022. This project includes the addition of curb ramps, bike lanes, pedestrian refuge islands and new signage that will improve safety for students who walk or bike to school along Casho Mill Road.

**Cleveland Avenue:**

The contractor has returned to Cleveland Avenue to continue installation of curb ramps and storm sewer within the project limits. Public Works is actively working with the DeIDOT project team to resolve utility conflicts and keep the project moving forward. The project is slated to be completed by July of 2022. After a lengthy delay, this project is back on track.

**Delaware Avenue:**

Phase 1 of the Delaware Avenue project is progressing well with only minor delays due to utility conflicts. PW&WR continues to work with the contractor and DeIDOT team to address any water, sanitary, stormwater issues as they arise. We have been successful in coordinating with owners/developers along the project limits to incorporate improvements related to future developments and avoid the need to disturb Delaware Avenue once the DeIDOT project is complete. Additional info on the project schedule can be found here: <https://www.delawareaveseparatedbikeway.com/construction-information/>.

<b>Status:</b>	On Track
<b>Expected Completion:</b>	
<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 OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (updated as of 11:00 a.m. on January 6, 2022)

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	20	22	90.91%
FINANCE & IT	19	23	82.61%
JUDIC & LEGIS	18	19	94.74%
PARKS	67	69	97.10%
PLAN, CODE, & PARKING	32	37	86.49%
POLICE	73	91	80.22%
PWWR	44	57	77.19%
<b>TOTAL</b>	<b>293</b>	<b>338</b>	<b>86.69%</b>

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	40	47	85.11%
AFSCME 3919	20	26	76.92%
CWA	92	106	86.79%
FOP	51	67	76.12%
MGMT	32	33	96.97%
TEMP/SEAS/NON-UNION	58	59	98.31%
<b>TOTAL</b>	<b>293</b>	<b>338</b>	<b>86.69%</b>

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	165	177	93.22%
FIELD STAFF	128	161	79.50%
<b>TOTAL</b>	<b>293</b>	<b>338</b>	<b>86.69%</b>

EMP. STATUS	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
FULL-TIME	204	51	244	83.61%	20.90%
PART-TIME	31	5	35	88.57%	14.29%
TEMP/SEAS/NON-UNION	58	3	59	98.31%	5.08%
<b>TOTAL</b>	<b>293</b>	<b>59</b>	<b>338</b>	<b>86.69%</b>	<b>17.46%</b>

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

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	171	22	65.87%
PFIZER	52	34	29.35%
JOHNSON & JOHNSON	12	2	4.78%
<b>TOTAL</b>	<b>235</b>	<b>58</b>	<b>100.00%</b>

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****	7	6	0	13	20	2	27.08%	3
<b>TOTAL</b>	<b>27</b>	<b>32</b>	<b>2</b>	<b>16</b>	<b>23</b>	<b>6</b>	<b>57.55%</b>	<b>3</b>

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

% OF CURRENT UNVAXXED STAFF W/ COVID CASE		# OF CONFIRMED BOOSTED EMPLOYEES W/ COVID CASE:	4 employees
23 of 45 employees	51.11%		
% OF VAXXED STAFF W/ COVID CASE AFTER VACCINATION			
45 of 293 employees	15.36%		

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT
ADMIN	30.00%	1670	27.66%
ELECTRIC	27.27%	3919	26.92%
FINANCE & IT	26.09%	CWA	28.30%
JUDIC & LEGIS	21.11%	FOP	44.78%
PARKS	7.25%	MGMT	18.18%
PLAN, CODE, & PARKING	40.54%	OTHER	10.17%
POLICE	41.76%	<b>TOTAL</b>	<b>27.22%</b>
PWWR	24.56%		
<b>TOTAL</b>	<b>27.22%</b>		

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	4	45	8.89%
Vaxxed	6	293	2.05%
	Unvaxxed	Vaxxed	Total Cases
First Case	2	6	8
Second Case	2	0	2
Third Case	0	0	0

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

DEFINITIONS:

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

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

Digital Records Project New Documents Created – December 16-January 5

Name	# of Documents	# of Pages	Types
Sandy	167	2,618	Munis Daily Cash Reports; City Manager Administrative Files; Timesheets (Out of the office)
Fred	6	433	Subdivision plans; PWWR historical files (Out of the office)
Ana (PT)	53	408	Court documents; Code Enforcement plans; Working on document modifications (Out of the office)
Violet (PT)	59	112	Current Legislative Department documents
Total	285	3,571	

Monthly Year-Over-Year New Document Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 12/19/21-12/31/21

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	4	5	0	3	2	0
Unlaw. Sexual Contact	6	8	0	5	2	0
Robbery	23	22	0	24	34	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	17	9	0	23	14	0
Assault/Aggravated	19	29	1	14	73	0
Burglary	40	36	2	87	15	0
- Commercial Burglaries	12	6	0	45	4	0
- Residential Burglaries	22	25	1	21	6	0
- Other Burglaries	8	4	1	22	3	0
Theft	550	703	14	151	135	0
Theft/Auto	70	62	2	17	17	0
Arson	0	0	0	0	0	0
All Other	162	14	0	93	74	0
TOTAL PART I	881	881	19	398	356	0
<u>PART II OFFENSES</u>						
Other Assaults	277	244	5	190	206	3
Rec. Stolen Property	2	0	0	10	12	0
Criminal Mischief	132	190	3	56	60	0
Weapons	12	10	0	42	68	0
Other Sex Offenses	0	10	0	0	4	0
Alcohol	41	161	1	43	169	0
Drugs	61	135	2	99	90	0
Noise/Disorderly Premise	594	799	4	205	263	0
Ordinance Violation	82	125	0	94	24	0
Disorderly Conduct	166	424	10	68	110	1
Trespass	341	365	10	61	105	3
All Other	270	471	23	250	270	6
TOTAL PART II	1978	2934	58	1118	1381	13
<u>MISCELLANEOUS:</u>						
Alarm	173	564	19	0	0	0
Animal Control	469	555	2	20	9	0
Recovered Property	187	184	8	0	0	0
Service	27764	33458	998	0	0	0
Suspicious Per/Veh	447	428	16	0	0	0
TOTAL MISC.	29040	35189	1043	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	1,014	34,724	1,251	43,222





## Newark Police Department Weekly Traffic Report



**12/19/21-12/31/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	4146	12278	111	159
DUI	91	176	4	6
<b>TOTAL</b>	<b>4237</b>	<b>12454</b>	<b>115</b>	<b>165</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	180	181	5	3
Property Damage (Reportable)	771	942	17	30
*Hit & Run	201	186	7	3
*Private Property	181	213	4	4
<b>TOTAL</b>	<b>951</b>	<b>1124</b>	<b>22</b>	<b>33</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.

NEWARK POLICE DEPARTMENT

WEEK 01/01/22-01/01/22

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>	0	0	0	0	0	0
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	0	0	0	0	1	1
- Commercial Robberies	0	0	0	0	1	1
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	0	0	0	0	0	0
Assault/Aggravated	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
- Commercial Burglaries	0	0	0	0	0	0
- Residential Burglaries	0	0	0	0	0	0
- Other Burglaries	0	0	0	0	0	0
Theft	1	0	0	1	1	1
Theft/Auto	0	0	0	0	0	0
Arson	0	0	0	0	0	0
All Other	0	0	0	0	1	1
<b>TOTAL PART I</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	2	1	1	0	0	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Mischief	4	3	3	0	1	1
Weapons	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
Drugs	1	0	0	5	0	0
Noise/Disorderly Premise	1	0	0	2	0	0
Ordinance Violation	2	0	0	0	0	0
Disorderly Conduct	1	1	1	0	0	0
Trespass	3	1	1	5	0	0
All Other	0	2	2	4	2	2
<b>TOTAL PART II</b>	<b>14</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>3</b>	<b>3</b>
<u>MISCELLANEOUS:</u>						
Alarm	1	0	0	0	0	0
Animal Control	1	0	0	0	0	0
Recovered Property	0	0	0	0	0	0
Service	182	91	91	0	0	0
Suspicious Per/Veh	2	1	1	0	0	0
<b>TOTAL MISC.</b>	<b>186</b>	<b>92</b>	<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	212	212	107	107



**Newark Police Department  
Weekly Traffic Report**



**01/01/22-01/01/22**

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	7	5	7	5
DUI	0	0	0	0
TOTAL	7	5	7	5

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	1	1	1	1
Property Damage (Reportable)	5	3	5	3
*Hit & Run	1	2	1	2
*Private Property	2	0	2	0
TOTAL	6	4	6	4

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