

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week I continued work on several police related items including review of the signing bonus agreement, the civilian accreditation coordinator, and firearms training facility. I continued work on a rental permit database, coordinating with the GIS team to begin to map the identified parcels and permit holders for comparison. Throughout the week I spent time meeting with field staff as part of an effort to improve communications between City Hall and the field. I attended the February DEMEC Exec and Full Board meetings on Tuesday and the UD Board of Trustees meeting on Wednesday. Chief Communications Officer Gravell and I also spent time working on plans for this year's Alfresco dining series.

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

Human Resources:

HR Administrator Marta Pacheco:

- Completed several verifications of employment for current and past employment.
- Completed unemployment paperwork.
- Prepared letter of conditional hire for one police officer applicant. If the applicant successfully completes all medical exams, then the applicant will be sent to the Delaware State Police Academy which starts in April.
- The Police Department has selected two certified police officer applicants from our current recruitment process to take the written exam on Wednesday, February 23. If they pass the written exam, they will move to the physical assessment and background process.
- Prepared letter of conditional hire for Part-Time Recreation Specialist. Tentative start date of Monday, March 7, pending successful background check.
- Prepared, distributed, and posted several job postings: Park Maintenance (seasonal); Accreditation Coordinator; and Gardener (seasonal).
- Prepared promotional letter for Maintenance IV position in Parks & Recreation. Promotion will be effective Monday, February 21.
- Scheduling interviews for the Part-Time Parking Ambassador vacancy. Interviews will be held on Thursday, February 24.
- Spent a significant amount of time on terminated and retirement files due to high number of employee turnover.
- The next written examination for police officer will take place on Saturday, April 9.

CPPO Jeff Martindale facilitated interviews for the following positions since the last report:

- Digital Records Management Coordinator (Friday, 2/11)
- Parks & Recreation Maintenance IV (Monday, 2/14)
- Code Enforcement Officer (Thursday, 2/17)

Mr. Martindale additionally finalized data with DVHT for ACA reporting and tax documentation related to health care benefits.

Mr. Martindale also completed contact tracing for the five (5) confirmed COVID cases among staff since last week. We went 10 days with no positive results, and then had 5 since 2/10. Three cases were among vaccinated staff (1.02% of total vaxxed staff) and two were among unvaccinated staff (4.44% of total unvaxxed staff). Please see updated vaxstats for more info.

CHRO Devan Hardin has spent the majority of this week working on Pension Committee items and preparing for the upcoming Pension Committee meeting which has been rescheduled to March 9 at 1:00 p.m. in Council Chamber. Ms. Hardin attended a Zoom webinar sponsored by DE Senator Sarah McBride regarding SB1 Healthy Delaware Families Act which will provide access to paid leave and medical and family caregiving leave benefits for eligible Delaware workers. They are still in the process of working through the details and getting the logistics set up. Employees and employers will begin contributing in 2025 with workers eligible to begin participating in 2026. The eligibility requirements will match those already in place through the FMLA (Family and Medical Leave Act) guidelines. Attached is a one-page summary provided to all participants in the call. Ms. Hardin and the HR team are scheduled to attend PACE training provided by Tyler Technologies regarding Management Self Service as part of the ESS (Employee Self Service) portal on Friday, February 18.

Ms. Hardin spent the rest of the week answering emails, working on personnel and labor relations matters. She also attended meetings with department directors and employees as requested. The HR team has completed HIPAA training this week. Ms. Hardin continues to review employee evaluations as they are completed. The deadline for police to apply for the Master Corporal and Sergeant promotional exam was Friday, February 11. We received a total of 19 applications: 12 for Master Corporal, 5 for Sergeant and 2 for both Master Corporal and Sergeant. The HR team continues working with Newark Police Department on the current recruitment process and is beginning preparations for the upcoming recruitment process which will take place on Saturday, April 9. We will also continue to accept applications and test certified officers both in and out of state. The HR Division continues to stay busy with recruitment efforts for both internal and external postings.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

Along with City Manager Tom Coleman and Finance Director Dave Del Grande, Mr. Martindale started a discussion with our lobbyists to see if we can add some facility improvement projects to the FY23 bond bill. The target areas are the Municipal Center, Yard, Olan Thomas Warehouse, Train Station, South Well Field, and the possible gun range discussed at Monday night's Council meeting.

For contracts, we have four bid openings in March:

- Purchase of a Wire Tensioner Trailer (Contract 22-02)
- NPD Recruitment Services (RFP 22-01)
- Water Main Restoration – 2022 (Contract 22-04)
- Municipal Center Atrium Entrance Demolition (Contract 22-05)

Purchasing:

Purchasing Assistant Cathy Trykowski processed 96 invoices for the week ending 2/11, 29 purchase orders, and 2 change orders. So far this week, she has processed 12 purchase orders and anticipates processing 100 invoices by the end of the week.

Facilities Maintenance:

The Facilities Maintenance team completed the following:

- Replaced inoperable heat pump in the Water Division meter office with a new high efficiency heat pump.
- Installed new carpet in the Corporal's Office to address safety issues.
- Rebuilt hydrant hose bib outside Building 2.
- Worked with STES on heating issues in NPD.
- Continued working on building new office in the Planning Department.
- Met with STES in the 911 call center to show him the alarms we want to move to the BAS.
- Created a custodial supply list for each stock room.

- Completed normal cleaning and disinfecting duties.

Communications:

Chief Communications Officer:

- Continued conversations with Main Street businesses to understand preferences and priorities as we plan Main Street Alfresco events for spring and fall of 2022.
- Supporting Chief Human Resources Officer with organizing the management retreat, identifying speakers and selecting topics for discussion.
- Assisted Chief Purchasing and Personnel Officer with COVID-related items including change in masking requirements.
- Met with CGI Digital to learn about the street banner program, plan a hometown heroes tribute throughout the city.
- Working with PW&WR to push out resources to help residents better understand single stream recycling.
- Helping the Fire Protection Specialist create forms and checklists to be added to the website.
- Working with Mayor and Council on creating InformMe categories for which residents can sign up and receive district-specific information.

Communications Assistant:

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

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 2/10/22-2/16/22. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual managers' meeting on 2/10/22.

The court processed 29 PBJ's for traffic violations and the court processed 13 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 2/10/22-2/16/22 Alderman's Court handled 23 arraignments, 35 trials, 6 capias returns and 2 video hearings. The court collected a total of 391 parking payments of which 322 were paid online and 69 were paid at court. The court also collected criminal/traffic payments of which 221 were paid online and 26 were paid in person for a total of 247 criminal/traffic payments.

Status:	Completed
Expected Completion:	02-16-2022
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on February 14 for Council. Bobby was in the office on February 10 for Court.

Renee attended the management staff meeting on February 10.

Paul, Renee and Tara staffed the February 14 Council meeting. Follow up work was completed throughout

the week.

Tara finalized and posted the February 22 Diversity and Inclusion Commission agenda on February 15.

Renee and Tara spent time working on items related to Council, including drafting the February 28 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 subdivision agreement for The Mill project located at 500 and 700 Creek View Road and 100 Dean Drive and circulated it to staff for review. The rezoning, major subdivision with site plan approval and special use permit are scheduled for public hearing and consideration by Council at the March 14 Council meeting.

Nichol worked with boards and commissions applicants to complete and submit their application paperwork for Council consideration. Nominees for the Board of Ethics, Planning Commission and Conservation Advisory Commission are on the February 14 Council agenda for consideration. All positions currently accepting applications are posted here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Tara provided a welcome letter from Mayor Clifton to the U.S. Adult Figure Skating Championship which is going to be held in Newark.

Tara completed several building permit reviews.

Danielle processed several items for the Recorder of Deeds office.

Renee worked on personnel-related items.

Tara spent time on several union items.

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

- * Provided documents and closed a January 24 FOIA request for 100/200 Interchange Boulevard regarding variances/COs/site plan/open unresolved zoning violations/special use permits between 2020 to present from The Planning and Zoning Resources Company
- * Provided documents and closed a January 25 FOIA request for 300 Interchange Boulevard regarding variances/COs/site plan/open unresolved zoning violations/special use permits between 2020 to present from The Planning and Zoning Resources Company
- * Provided a response and closed a February 1 FOIA request for 91 Thorn Lane regarding UST/AST/chemical or hazardous materials use from Andrew Dziedzic
- * Provided a response and closed a February 4 FOIA request for police records pertaining to himself from a member of the public
- * Provided a partial decline and responded to a February 7 FOIA request for 1 Easton Court/250 South Main Street #107/100 Christina Mill Drive regarding police reports between January 1, 2021, through January 1, 2022 from Shreya Subramanian
- * Circulated to staff a February 9 FOIA request for application materials regarding Jeffery Lawson/Christopher Williamson/Mikayla Rypkema from John Morgan
- * Circulated to staff a February 10 FOIA request for application materials regarding Jeffery Lawson/Christopher Williamson/Mikayla Rypkema from Josh Shannon
- * Circulated to staff a February 11 FOIA request for 1 Easton Court zoning verification letter/open unresolved zoning/building fire code violations/COs/special use permits/final approved site plan from Keven Lunsford
- * Circulated to staff a February 12 FOIA request for a list of properties which received code violations and/or water disconnection in the month of January from Josh with support@data.goforclose.com
- * Circulated to staff a February 14 FOIA request for mailroom records for 2021 tax year in relation to postage meter lease agreement/monthly/quarterly/type of equipment/date of signed agreement

- * Circulated to staff a February 14 FOIA request for a list of properties with code violations/fire damage/water disconnection during November 1st, 2021 through present from Troy Toliver
- * Circulated to staff a February 14 FOIA request for spills and regulatory compliance pertaining to 1030 – 1050 South College Avenue from Aquaterra Technologies

Regarding minutes, staff time was spent on the January 25 Diversity and Inclusion Commission (Tara drafted - complete), January 31 Election Board (Nichol drafted), February 7 Council (Nichol drafted) and February 14 Council (Nichol drafting) minutes. Several Council executive sessions and the February 8 Conservation Advisory Commission minutes are currently in the queue.

18 discovery requests for upcoming Court cases were fulfilled this week. 106 discovery requests have been filled in 2022. The court calendar for March 4 was received and the 26 related case files were processed for the Deputy City Solicitor.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 66 lien certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates.

Activity or Project:

Digital Records Project

Description:

Renee, Tara, IT Applications Manager Montgomery and Chief Purchasing and Personnel Officer Martindale interviewed five candidates for the vacant Digital Records Management Coordinator position on February 11. Three applicants are being invited back for a second round skills assessment. Tara worked with Sandy to design the skills assessment to be administered.

The scanned document numbers for February 10-16 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Council Chamber Hybrid Meeting Upgrades

Description:

Council approved the return to in-person Council meetings with hybrid access effective February 28 at their February 14 meeting. For the first meeting on February 28, there will be online hybrid access and in-person access only due to a Microsoft Teams licensing issue. This issue is expected to be fixed in time for the March 7 Council meeting, which will mean that phone access will also be available.

Status:	Near Completion
Expected Completion:	
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews continued working at McKees Lane where they installed a pad mount transformer and pulled the aerial primary to the site. The line crews also finished the temporary service to Project X where they pulled aerial wire across Delaware Avenue and installed a pole top transformer. The line crews worked at the Charter School assisting the contractor with the primary riser pull to a pad mount transformer.

The electricians repaired pole mounted cameras, fixed a gatekeeper that had blown a surge arrestor, and replaced parts at the Silverbrook Pumping Station. The electricians also ran circuits in City Hall for receptacles in the Planning Department.

Engineering worked with DEMEC and IT on the NERC registration project. Engineering also met with DEMEC and finance about getting the Newark Senior Living project a renewable energy portfolio. Engineering also worked with the line crews to get four more reclosers in service. Engineering worked on a fault study for McKees Solar Park and helped troubleshoot and reprogram a Gateway with the meter technician.

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:

2021 Financial Audit: No update from last week. CliftonLarsenAllen will be back to conduct their field work on March 21.

Staff continues working with our insurance broker, WillisTowersWatson, as we continue to go through our annual insurance renewal process. We are expecting to have proposals for internal review by the end of

February. Renewal date is April 1, 2022, and we are scheduled for the March 14 Council meeting to seek approval to bind.

Staff is working on a draft of the December Financial Report. Date for the Council agenda is to be determined.

Finance Director continues to work with departments on their specific issues regarding supply chain issues and their impact on the City's budget.

Finance Director Del Grande attended DEMEC's monthly director's meeting on Tuesday, February 15.

Finance Director Del Grande attended the City of Wilmington's Utility Citizen's Advisory Board meeting, as he serves as a County-appointed position to this board.

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

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 - 71

Open Project Tickets from Previous Week - 16
Open Tickets with Vendor R&D from Previous Week - 20
Tickets Opened in the Last Week - 23
Tickets Closed in the Last Week - 25
Remaining Open Support Tickets - 70
Remaining Open Project Tickets - 16
Remaining Tickets with Vendor R&D - 19

1. Teams meeting with Harris and Survalent to discuss integration between utility applications and OMS software on 2/7.
2. Partial PACE training with Tyler covering Employee Evaluations on 2/7.
3. OS Server patching and Distro update of Meter Data Management PROD server on 2/8..
4. Teams meeting with Energov group to discuss SOW and provide feedback on 2/9.
5. Teams meeting with Acting Payment & Utility Billing Manager to discuss budget billing on 2/9.
6. Teams PACE training with Tyler covering Pension Tracking on 2/10.
7. Assisted Deputy Director of Finance with processing backups and refresh for year end close on 2/10.
8. Participated in interviews for Digital Records Coordinator position on 2/11.
9. Teams PACE training with Tyler covering TCM Administration on 2/15.
10. Teams PACE training with Tyler covering AP Payment on 2/16.

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. Will test EMV devices to determine if new configurations fixed prior issue on 2/23.
4. PACE training covering TCM web portal scheduled on 2/17.
5. PACE training covering Manager Self Service scheduled on 2/18.
6. Northstar CIS and Customer Connect portal TEST to be updated on 2/18.
7. TCM end user training scheduled on 2/23 & 2/24.
8. Waiting on implementation dates from the vendor for the SilverBlaze Project.

Infrastructure Team:

Open Support Tickets from Previous Week - 135
Open Project Tickets from Previous Week - 47
Tickets Opened in the Last Week - 78
Tickets Closed in the Last Week - 77
Remaining Open Support Tickets - 135
Remaining Open Project Tickets - 48

1. Completed NetMotion testing(VPN).
2. Building virtual servers to support the production NetMotion environment.
3. Working with the vendor on outstanding items for the Council Chamber A/V upgrade.
4. We have started receiving equipment for the data center projects.
5. Configuring new laptops for deployment.
6. Troubleshooting several police cars.
7. Working with Advantech on the conversion to the new badge reader system.
8. Troubleshooting cameras.
9. Provided a quote for four new Panasonic Toughbooks.
10. Workstation patching and maintenance.
11. Server patching and vulnerability remediation.
12. Worked on and resolved support tickets for end users.
13. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

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

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

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

- Northstar & Newark internal/external weekly status meetings

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

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

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

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

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

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

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

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

Promoted 10 of 17 workflows to production, working with vendor on 4 of the remaining 7 workflows.

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

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Equipment is starting to come in. We received two new racks and four power distribution units on February 17.

I am waiting for shipping estimates from Dell on the remainder of the gear. Once we have that we will be able to project completion dates.

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

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Conducted interviewed for the Parks Maintenance IV position; attended the Subdivision Advisory Committee meeting with the Planning Department; working on vehicle specifications for replacement of truck 1401; met with Paula and Sharon about upcoming events and logistics for the Memorial Day Parade route due to Delaware Avenue construction; working on updating the Newark American Little League Leroy Hill Park baseball field contract; conducted Parks maintenance meeting to discuss upcoming work orders and projects; working on updating the Parks Superintendent job description; met with Tom Z. and Andrew about the repairs needed at the Rittenhouse Park canoe ramp.

Deputy Director: Worked with Trevor in Finance to update an insurance claim from an accident that caused damage to fencing in a park; completed interviews with Joe and Jeff for the recreation specialist position; worked with Marta to set up the schedule for interviews for the open George Wilson Center attendant and sub positions; met with Sharon for bi-weekly meetings; worked with Tom Z. to order additional mutt mitt boxes and dog signs for Hillside Park; reserved Council Chamber for an initial fireworks meeting for all the groups involved with the event; contacted Leann Moore at TNP to discuss an update for the Main Street business listing, the 2022 event calendar and answer questions from her regarding community dialogue session with Newark PD and the NAACP to be held at the George Wilson Center; sent confirmation for bid award to the sign and sound contractors for upcoming events and programs; completed the renewal of the food license permit for the George Wilson Center; working with Shelby to create a new summer camp ad for the camp section in local newspapers; checked on progress of pavilions at Hillside Park and several new park signs that have been installed; worked with Shelby to update the Channel 22 slides for events and hiring information; set up meeting with Lt. Jones, Sharon and Joe to discuss change in location for the Memorial Day ceremony; set up meeting with Sharon and Joe to discuss the fireworks; worked with Shelby and Chrissy to change information on the website and Civic Rec for updated mask requirements for programs and for the George Wilson Center and created new signage to hang; sent out apparel bids request to local companies; worked with Marta to update hourly pay rates for lifeguards; completed reference check on candidate for recreation specialist position; worked with Devan on new paperwork needed for new hires regarding affirmative action, Shelby created form, sent to all recreation staff to use moving forward for all new hires; sent Memorial Day Parade script to the emcee to review for updates, sent Sharon marketing information used in previous year for the parade and ceremony to update for 2022 event; completed and submitted the Delaware Division of the Arts grant for FY23; continued to work with Tyler regarding the childcare stabilization grant purchases; worked with Shelby to send out the 2022 event calendar; continued working on combining end of year reports from recreation staff, parks superintendent and the volunteer report; 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 and processing permits; continued to process financial assistance paperwork continued to work with Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: The latest session of basic archery began on Monday at New Castle 100 Archers Club, gathered equipment and met with instructor; conducted field inspections with Parks Superintendent in preparation for spring activities and permits, also conducted Rittenhouse Park inspection in preparation for camp; sent out information to previous year teams for adult volleyball and softball leagues; continues submitting purchase orders for stabilization grant funds; held meeting via Zoom with some aftercare parents and site supervisor; CPR/First Aid class was held on Sunday at the Newark Senior Center, we had six from the public and five after care staff attend; continues making plans and working with

instructors on summer camp plans; working to edit and finalize bids for apparel, arts n crafts supplies and sports equipment

Recreation Supervisor of Community Events: Working on revisions of the Newark Community Garden 2022 regulations, updating garden plot holders and entering information for new gardeners; reformatted the layout for the Memorial Day Ceremony on Academy Street; worked with yoga instructor to set her summer class hours; working on order from Fun Express for Egg Hunt and Hunt@Home kits; finalized winning bids for Signs and Sound for the year's events; working on lining up contracted summer camps.

Coordinator of GWC and Volunteers: Worked with Recreation Supervisors and the Camp GWC Director to submit the apparel, Arts & Crafts and Sports Bids for 2022; coordinated with a Girl Scout Troop who are hoping to complete a Service Unit Project in 2022; continued working with volunteer organizations to finalize plans for a Newark Community Employment and Volunteer Fair on Saturday, March 5; worked with administrative staff to finalize vendor contracts and purchase orders for 2022; continued recruitment for lifeguards and swim instructors for spring swim lessons and the summer season; worked with staff to finalize schedules for upcoming No School, Day of Play days, programs will likely be canceled due to low registration; attended weekly staff meeting; attended a Steering Committee meeting for the Friends of School Hill Historic displays on February 9; worked with recreation staff and GWC Attendants to update COVID guidelines due to the changes in mask mandates; did additional outreach and social media updates for upcoming programs including dance classes, star gazing and more; continued communication with potential summer camp volunteers; continued working on preparation for Summer Camp Programs and Camp GWC. GWC Rentals: The Dance Room was rented on February 11 from 7 - 9 p.m. to a new Wing Chung long-term rental with an overall attendance of 8; the Main Hall was rented on February 12 from 11:30 a.m. – 2 p.m. for a Model Casting event with an overall total of 60 and from 3 – 8 p.m. for a Celebration of Life with an overall total of 70; the Main Hall and pavilion were rented on February 13 for a Child's Birthday Party with an overall attendance of 35; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; updated the Facilities Maintenance Supervisor on facility concerns at GWC. Volunteer Hours: The coordinator provided an orientation to a community service volunteer that devoted a total of 5.5 hours removing litter from Folk Park and Welsh Tract Road; 1 community service volunteer completed 20 hours removing litter from 896 and Welsh Tract Road removing over 10 bags of trash from the area. A total of 6 missionaries devoted 18 hours assisting Parks Crew at Cullen Way and the City of Newark Municipal Building.

Parks Superintendent: Inspected seven park/open space areas and developed work orders as needed, with assistance from our Administrative Assistant continued on Urban Tree Grant application thru State Forestry, continued coordinating for upcoming reforestation event, continued gathering quotes for installation of concrete sidewalks to new shelters being installed at both Downes and West Park Schools, held meeting with the two contractors doing the Bamboo removal project in Rittenhouse Park behind houses on Arbour Drive for coordination of work efforts (one contractor doing removal of Bamboo/other contractor doing herbicide treatment to Bamboo), along with Sports Coordinator developed punch list of work needed at all ballfields for upcoming league play and for opening of Rittenhouse Day Camp.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated with field staff to cut in opening from behind residence on Arbour Drive to Bamboo scheduled to be removed/treated contractually, continued researching prices/options for upcoming truck purchase, coordinated with Public Works on clean out of Olan Thomas storage building items from that department, oversaw parks staff on start of clean out of Olan Thomas Park storage building and continued directing new park sign installation throughout park system.

Parks/Horticulture Staff: Continue on cutbacks throughout park system, did trail maintenance within Redd Park, did trash removal throughout park system, did interior bed maintenance at City Hall, continued on work orders as assigned, started on clean out of items from Olan Thomas Park storage building and established opening thru brush for upcoming Bamboo removal project in Rittenhouse Park behind residence

on Arbour Drive. Volunteers assisted parks staff on trail maintenance within Redd Park. Contractors continued on shelter installations at Hillside Park.

Activity or Project:

Newark Employment and Volunteer Fair

Description:

The City of Newark Parks and Recreation and Newark Free Library will host a FREE Employment and Volunteer Fair at the Newark Free Library on Saturday, March 5 from 10:00a.m – 1:00p.m. This is a great opportunity to learn about part-time employees and volunteer opportunities offered in Newark. Speak directly to volunteer organizations and fill out employment applications on site.

Status:	Not Started
Expected Completion:	03-05-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Planning and Development Department

Notable Notes:**Code Enforcement**

- 1364 Marrows Road - TCO issued.
- 122 New London - Final Trim.
- 128 New London - Final Trim.
- 321 Hillside
 - o 400 Building 6 Units - Corrections complete.
 - o 300 Building 10 Units - Corrections complete.
 - o 200 Building 10 Units - Corrections complete.
 - o 100 Building 10 Units - Corrections complete.
 - o 800 Building 10 Units - Corrections complete.
- 18 Country Club (Fairfield Apartments Fire) - Plans received.
- Green Mansion - Foundation walls completed. Setting steel should take about 6 weeks.
- The Grove - Various inspections in Phase E and F.
- 4 Nightingale - Deck framing.
- 124 Old Oak - Heat pump final.
- 5 Heather Ct - Polybutylene to CPVC conversion inspection.
- 340 Delaware Cir - Final. Still need smoke alarms.

- Thorn Flats/Lehigh Flats - All building renovations completed; minor corrections needed to close façade permits.
- Newark Charter School -Loop Road base course paved parking and site work progressing, Junior High building - rough inspections in progress, some areas approved to close in - permit submitted for concession building.
 - o Commons building completed TCO issued, Final exterior sitework completion and as built-in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior finishes, plumbing, HVAC, and electrical rough in progress. Marketing and sales trailer inspected and approved for use.
- 321 Hillside Road/The Rail Yard - Site work corrections in progress, temporary occupancy for all dwelling units and amenity space. Safety protocols eased due to limited construction activities. Inspections of incomplete site work items and corrections in progress.

Code Enforcement Meetings Attended:

- Rental permits meeting
- Subdivision Advisory Committee meeting

Code Enforcement Items of Interest

- Martin Honda/Kia/Mazda – Will be submitting plans to demo and rebuild all the “metal shops” behind Honda Sales on Cleveland Avenue. Plans to be submitted in 2-3 months.
- Hamilton’s on Main Street cosmetic renovations completed, business license approved and scheduled to open this week.

Code Enforcement Significant Permits

- Reservoir solar panel permit

Certificates of Occupancy Issued

- 1364 Marrows Road – Temporary Certificate of Occupancy – Martin Honda Service Center.

Property Maintenance

- Citations: 7
- Notices: 2
- Inspections: 36
- Complaints: 7
- Violations: 5

Parking

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Parking staff have returned to a full in-office schedule in anticipation of heavier customer service requirements with the return of University of Delaware students. In-person learning began on February 14th.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Several Purchase requests/order numbers for parking enforcement and signage creation.
- Continued handling residential and municipal permitting for residents. Increase in all permitting with return of students.
- Continued handling online and in-person parking appeals. Currently under five (5) business days response time on appeals.
- Continued receiving and relaying information regarding COVID-19 policy changes. Distributed KN95 masks to employees and have take-home tests available for employees who start feeling ill.
- T2 Webinar focused on generating reports in Finder function.
- EnerGov Management meeting to discuss project management of new platform.
- Preparation for complimentary parking holiday for Presidents' Day.
- Police report and removal of T2 kiosk that was knocked over on Academy. Kiosk is functional but a new concrete pad needs to be installed.

Fire Protection Specialist

- The Grove Building 2 - Hydro test floors 103 sprinkler system.
- Daycare Inspections - Willa Road and KinderCare.
- Kungfu Hot Spot - Walk thru check on progress from fire now reopened.
- WSFS - Plan review.
- Hydro Test - Newark Senior Living B wing floors 1-3.

Fire Protection Specialist Meetings Attended

- Weekly UD Meeting
- Planning Department Meeting
- Address Meeting

Fire Protection Specialist Items of Interest

- Impairment Dry System – Newark Day Care Center.
- 1 Complaint – Village of Fairview DOR closures.

Planning Director's Report

• The Planning and Development Department welcomed Deputy Planning and Development Director Renee Bensley in her role this week. This is a new position in the department and is primarily responsible for organizing, directing, and supervising employees and programs of the Land Use Division as well as assisting the Planning and Development Director with the Code Enforcement and Parking Divisions as needed, and will serve as the Acting Planning and Development Director when the Director is absent. Over the next two months Deputy Planning and Development Director Bensley will split her time in her new position with her now former position of City Secretary to facilitate a smooth transition in the City Secretary's Office.

• The City of Newark Charette team is continuing to work with the consultant AECOM on planning for the upcoming charette, Planning our downtown, together. A charette is a multi-day meeting where stakeholders and citizens collaborate to draft planning or design solutions. The desired outcome of this charette is to develop a framework for revisions to the BB and RA zoning districts through this design-based collaborative event. More information and details on this effort will be available and advertised next week.

• We continue to do the preliminary planning work on the upcoming transition to Energov, a new database management system for land use applications, permitting and inspections. The funding for this database is from the American Rescue Plan Act. This is a city-wide effort and is expected to take a year from implementation.

• I, the Deputy Director Bensley, Code Enforcement Manager Stephanie Petersen, our solicitor Paul Bilodeau, our consultant who is working with us on the revision to our Property Maintenance Code, Maureen Feeney Roser and our Property Maintenance Inspectors Adam Fahringer, Ryan Straub, and Justin Murray virtually met with members of the Newark Landlords Association to discuss the proposed revisions to Chapter 17, Housing and Property Maintenance Code to update enforcement and remediation provisions for vacant or abandoned and unsightly structures and properties. It was a good discussion, and we developed a couple of mutually agreed upon changes to this amendment that we will share with Council when this Code revision is presented at their February 28, 2022 meeting.

Land Use/Planning

- Deed Transfer Affidavits:
- Building Permits Processed: 9
- Planner Mike Fortner is completing the Steering Committee's Preliminary Draft of the Comprehensive Development Plan V 2.0 (Plan V 2.0) for the 5-year Review. The Office of State Planning will review the Plan V 2.0 through the Planning Land Use Services (PLUS) process where it will be reviewed by partnering State agencies. City staff will present the DRAFT at the Planning Commission meeting on Tuesday, March 1 for review and comments. The Steering Committee will meet again in March for their Final DRAFT and the

Planning Commission will review the Final Draft at their April meeting for a Recommendation to Council.

- Planner Mike Fortner attended the WILMAPCO Technical Advisory meeting on Thursday, February 17.
- On Friday, February 11, Planner Mike Fortner attended a FEMA training on the National Flood Insurance Program.
- Deputy Director Bensley began her transition into the Planning and Development Department on February 14.
- Additionally, Deputy Director Bensley began meeting individually with all members of the Land Use team to assess current workloads and to discuss potential reallocation of tasks and process improvements. After individual meetings are completed on February 18, Deputy Director Bensley will be preparing a preliminary assessment for Director Gray's review regarding potential changes for the Land Use Division to improve allocation of resources and incorporate the prioritization list from Council into the ongoing workload of the department.
- Planning and Development is working with Finance on a budget amendment for the procurement of GPS locators and security cameras for the new fleet of Unicity buses. These technology upgrades will provide for enhanced safety as well as real-time tracking for the Unicity bus service.
- Planner Josh Solge has begun the process of registering Unicity on Google Maps through the Google Transit Partners service. When complete this will make the Unicity bus route visible and list it as a transit option to users of the Google Maps app and Google Maps website.
- Planning and Development has prepared a Code amendment for City Council to permit microbreweries and craft distilleries to operate in the BB (Central Business) district as a conditional use, with a special use permit.

Land Use/Planning Meetings:

- Land Use team meeting on February 14.
- Rental permits meeting on February 14.
- Internal continuing education session on Incremental Code Reform on February 14.
- Planning and Development Department-wide staff meeting on February 15.
- Discussion of proposed revisions to the Property Maintenance Code regarding Bill 22-02 with the Newark Landlords Association on February 16.
- BB/RA Zoning Charette progress meeting with AECOM on February 16.

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 Thursday, February 10th, 2022, a homeless subject was observed trespassing in the vestibule/employee only entrance of the Police Department. The male was issued a trespass warning and sent on his way. At approximately 0208 hours, as an officer exited the building, he observed the same male back in the vestibule defecating on a piece of cardboard on the floor. The male was taken into custody and charged with Criminal Trespass 3rd Degree and Disorderly Conduct. He was arraigned before Judge Moyer at Justice of the Peace Court #11 and committed to HRYCI on \$650.00 secured bond.
- On Friday, February 11th, at approximately 0925 hours, Cpl. Stevens contacted the occupant of a vehicle parked at the Red Roof Inn. While speaking with the subject, it was discovered that the individual was in possession of crack cocaine and drug paraphernalia. The defendant was issued a criminal summons and released pending a later court date.
- On Saturday, February 12th, at approximately 0324 hours, Cpl. McKennon conducted a traffic stop on a Honda Accord. During the vehicle stop, the driver was found to be DUI. Incident to the arrest, the vehicle was searched, and officers located marijuana and a loaded handgun in the vehicle. The driver was charged with DUI, Carrying a Concealed Deadly Weapon, and Possession of a Firearm while Under the Influence of Alcohol.

Special Enforcement Division:

- On Thursday, February 20th, 2022, the Special Enforcement Division, including officers from the Traffic Unit and the Special Operations Unit, conducted a distracted driving and seat belt enforcement initiative. The operation resulted in 107 total violations including 35 seat belt, 35 cell phone, 17 speeding, 3 traffic control device violations, and 17 other violations.
- On Friday, February 18th, the Traffic Unit will install traffic speed monitoring devices on Elkton Road in the construction zone. The devices will collect data to determine vehicle speeds through the zone. During the week, the unit will conduct traffic enforcement at various locations throughout the city including New London Road, South College Avenue, Capitol Trail, and Delaware Avenue.
- During the week, the Special Operations Unit will conduct proactive patrols throughout the community focusing on the student rental areas, business district, and South College Avenue hotel corridor. On Thursday, February 17th, the unit met with Bike Newark and weather permitting PAL Pop Up events will be held on Thursday (Dickey Park) and Friday (White Chapel).

Administration Division:

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

Criminal Investigations Division:

- The proclamation signing for Teen Dating Violence Awareness Month with Governor Carney is February 16th at 2:00 p.m. The proclamation can be viewed on the Governor's website: <https://governor.delaware.gov/live/>.
- Newark PD's Victim Services Coordinator is working with Delaware Community Legal Aid Society to have a virtual training for criminal justice based Victim Service providers (located in police departments and Department of Justice) to learn more about provisions within landlord/tenant code that relate to Domestic Violence, Stalking, and/or Sexual Assault victims. The goal is to better support and advocate for these victims as they safely plan and navigate around having to leave their residences for safety reasons, following domestic violence crimes or sexual assault.

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 Projects:**

Elkton water main tie-in was completed February 16. New main is successfully tied in, and water restored to all affected customers. Several have been notified that they are under boil water advisory until we receive results from the sample lab.

Downes Elementary Safe Routes to School: Work on ADA ramps is progressing well on Casho Mill Road. Minor lanes shifts and temporary closures can be expected. The work is expected to be complete within four (4) weeks.

Delaware Avenue – A scheduled water outage followed by a boil water advisory is planned for Sunday, February 27th to facilitate the vertical adjustment of our 12” water main at Tyre and Delaware. Notices will be sent out prior to the outage.

Kent Construction has returned to Hillside Park this week and continues to work on pavilion #1 and #2.

Briarcreek North – Mason Drive is closed and barricaded off to avoid construction vehicles from using Mason for access and deliveries. Perimeter controls and other erosion and sediment practices are being installed per the approved plans.

White Clay Creek Sewer Repair – Bypass pump and hoses were removed from the state park and the project is complete. A follow up meeting with state park personnel is scheduled for next week.

Activity or Project:

Corrugated Metal Storm Sewer Pipe Lining

Description:

Our contractor, IPR Northeast, will be mobilizing to several locations in the City to repair and line sections of deteriorated storm sewer. They expect to mobilize within four (4) weeks and expect the work to take about four (4) weeks to complete. Any affected residents will be notified in advance of the work, and we expect the work to be completed during normal working hours. The locations are: pond outfalls at Fallbrooke Road, Karpinski Park, and Winterthur Lane, along with storm sewers in the Evergreen neighborhood.

Status:	Started
Expected Completion:	04-30-2022
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (updated as of 12:00 p.m. on February 17, 2022)

DEPT	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
ADMIN	20	12	20	100.00%	60.00%
ELECTRIC	19	5	20	95.00%	25.00%
FINANCE & IT	19	11	23	82.61%	47.83%
JUDIC & LEGIS	18	11	19	94.74%	57.89%
PARKS	73	33	76	96.05%	43.42%
PLAN, CODE, & PARKING	32	10	37	86.49%	27.03%
POLICE	70	19	88	79.55%	21.59%
PWWR	44	12	57	77.19%	21.05%
TOTAL	295	113	340	86.76%	33.24%

LABOR GROUP	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
AFSCME 1670	39	11	46	84.78%	23.91%
AFSCME 3919	19	6	24	79.17%	25.00%
CWA	91	44	105	86.67%	41.90%
FOP	48	11	64	75.00%	17.19%
MGMT	33	21	34	97.06%	61.76%
TEMP/SEAS/NON-UNION	65	20	67	97.01%	29.85%
TOTAL	295	113	340	86.76%	33.24%

WORK TYPE	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
OFFICE STAFF	168	80	181	92.82%	44.20%
FIELD STAFF	127	33	159	79.87%	20.75%
TOTAL	295	113	340	86.76%	33.24%

EMP. STATUS	VAXXED	BOOSTED*	TOTAL	% VAXXED	% BOOSTED*
FULL-TIME	200	82	239	83.68%	34.31%
PART-TIME	30	11	34	88.24%	32.35%
TEMP/SEAS/NON-UNION	65	20	67	97.01%	29.85%
TOTAL	295	113	340	86.76%	33.24%

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

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	165	28	65.42%
PFIZER	53	35	29.83%
JOHNSON & JOHNSON	12	2	4.75%
TOTAL	230	65	100.00%

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

DEFINITIONS:

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

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

POSITIVE CASES	UNVAXXED - PD	UNVAXXED - Muni.	UNVAXXED - Temp./Seas./Non-Union	VAXXED - PD	VAXXED - Muni.	VAXXED - Temp./Seas./Non-Union	% UNVAXXED	# OF PRESUMPTIVE POS. CASES W/ NO TEST RESULT
3/1/20 - 12/10/2	6	11	0	--	--	--	100.00%	--
12/11/20 - 3/19/	8	7	1	--	--	--	100.00%	--
3/19/21 - 11/30/	6	8	1	3	3	4	60.00%	--
12/1/21 - Presen	11	12	0	20	34	8	27.06%	0
TOTAL	31	38	2	23	37	12	49.65%	0

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

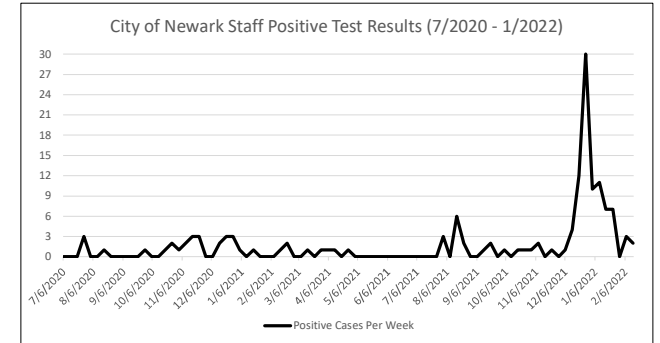
% OF CURRENT UNVAXXED STAFF W/ COVID CASE		# OF CONFIRMED BOOSTED CURRENT	7 employees
30 of 45 employees	66.67%		
% OF VAXXED STAFF W/ COVID CASE AFTER VACCINATION			
65 of 295 employees	22.03%		

DEPARTMENT	% OF CURRENT STAFF W/ POS. TEST RESULT
ADMINISTRATION	50.00%
ELECTRIC	40.00%
FINANCE & IT	39.13%
JUDIC & LEGIS	31.11%
PARKS	15.79%
PLAN, CODE, & PARKING	43.24%
POLICE	48.86%
PWWR	38.60%
TOTAL	36.18%

LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT
1670	45.65%
3919	37.50%
CWA	33.33%
FOP	53.13%
MGMT	32.35%
OTHER	19.40%
TOTAL	36.18%

December 2021 & January 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	21	45	46.67%
Vaxxed	57	295	19.32%
	Unvaxxed	Vaxxed	Total Cases
First Case	15	53	68
Second Case	6	3	9
Third Case	0	1	1

February 2022 Data			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	2	45	4.44%
Vaxxed	3	295	1.02%
	Unvaxxed	Vaxxed	Total Cases
First Case	1	3	4
Second Case	1	0	1
Third Case	0	0	0



Healthy Delaware Families Act

— SENATE SUBSTITUTE 1 FOR SENATE BILL 1 —

What does this bill do?

The Healthy Delaware Families Act will provide access to paid parental leave and medical and family caregiving leave benefits for eligible Delaware workers.

This legislation will support Delaware families when they need that support most.

PARENTAL LEAVE:

Workers at employers with 10 or more employees will be eligible for up to 12 weeks of paid leave in the first year after the birth, adoption, or placement through foster care of a child.

MEDICAL AND FAMILY CAREGIVING LEAVE:

Workers at employers with 25 or more employees will be eligible for up to 6 weeks of paid leave to care for a documented serious health condition of the worker, a parent, spouse, or child or for certain qualifying exigencies related to military service of a family member (all as defined by the federal Family and Medical Leave Act [FMLA]).

Workers can access a maximum of 12 weeks of paid leave total per year, with workers being able to take no more than 12 weeks of paid Parental Leave a year and no more than 6 weeks of paid Medical and Family Caregiving Leave every two years.

Employees accessing paid leave will be eligible for 80% of their wages, up to a \$900/week maximum benefit indexed to inflation beginning in 2027.

Employers meeting training and other eligibility requirements set by the Delaware Department of Labor with under 25 employees will have the ability to opt-into the Medical and Family Caregiving Leave Program. Those with under 10 employees will have the ability to opt-into the Parental Leave Program. The opt-in periods will be for no less than 3 years.

Who is eligible?

EMPLOYEE ELIGIBILITY- Consistent with the federal FMLA, workers must qualify for paid leave by working for 1 year and at least 1,250 hours with their employer.

How is this funded?

TAX / CONTRIBUTION RATE: Benefits will be paid for through a payroll contribution of 0.8% of wages (up to the federal FICA cap) to be divided evenly between employers and eligible workers. Employers and employees will only pay the contribution amount for the parts of the state program under which they are covered. The contribution rate will be adjusted upward or downward annually based on actual claims experience and administrative costs. This Substitute caps the aggregate payroll tax at 1.0% and requires the Department of Labor to reduce benefit levels if contributions and fund balances will be insufficient to cover claims.

TIMELINE

2025 – Employers and workers begin contributing to the program.

2026 - Workers become eligible to claim benefits

What are other important details about this program?

OPT-OUT PROVISIONS: Both public and private employers may opt-out of the State maintained plan by offering a comparable plan as a benefit to eligible Delaware employees. For Employees, the Substitute provides that part-time and certain seasonal workers will have the option to file for a waiver of benefits and contributions where their work schedules make them unlikely to reach the eligibility threshold with their current employer. The waiver will be revoked automatically if their work schedule changes.

LEAVE DETERMINATION AND APPEALS: The Substitute maintains the current role and right of employers in determining whether an employee is entitled to take leave, now within the parameters of the new program. Employees may request review of any such determination from the Delaware Department of Labor. Any determination by the Department may be appealed to a newly created Family and Medical Leave Insurance Appeal Board.

Digital Records Project New Documents Created – February 10-16

Name	# of Documents	# of Pages	Types
Sandy	384	1,705	Timesheets; PUBS Daily Cash Receipts; Working on document modifications
Fred	116	116	Utility markouts; PWWR contracts
Ana (PT)	36	624	Parks and Recreation activity registrations; Working on document modifications
Violet (PT)	15	68	Current Legislative Department documents
Total	551	2,513	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925	4,463	-26,462
February	26,037		
March	28,447		
April	29,039		
May	27,920		
June	40,008		
July	55,073		
August	34,755		
September	20,018		
October	14,521		
November	12,738		
December	14,998		
Totals	334,479		

NEWARK POLICE DEPARTMENT

WEEK 02/06/22-02/12/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>
<u>PART I OFFENSES</u>						
a) Murder/Manslaughter	0	0	0	0	0	0
b) Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	1	0
Rape	1	1	0	1	0	0
Unlaw. Sexual Contact	0	1	0	0	0	0
Robbery	3	3	0	0	5	0
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	0	1	0	0	1	0
- Other Robberies	1	2	0	0	3	0
Assault/Aggravated	1	1	0	0	8	1
Burglary	4	7	1	1	3	0
- Commercial Burglaries	0	1	0	0	0	0
- Residential Burglaries	3	5	1	1	3	0
- Other Burglaries	1	1	0	0	0	0
Theft	71	55	13	18	13	6
Theft/Auto	12	7	3	1	0	0
Arson	0	0	0	0	0	0
All Other	1	2	0	5	7	2
TOTAL PART I	93	78	17	26	37	9
<u>PART II OFFENSES</u>						
Other Assaults	27	18	3	4	8	3
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	19	18	3	1	10	2
Weapons	0	2	0	0	24	3
Other Sex Offenses	0	1	1	0	0	0
Alcohol	5	6	4	4	9	8
Drugs	11	14	6	14	12	4
Noise/Disorderly Premise	35	30	12	14	8	2
Ordinance Violation	6	0	0	2	0	0
Disorderly Conduct	28	42	9	14	5	1
Trespass	40	33	6	14	3	0
All Other	40	74	16	31	16	6
TOTAL PART II	211	238	60	102	95	29
<u>MISCELLANEOUS:</u>						
Alarm	41	75	7	0	0	0
Animal Control	48	36	8	2	0	0
Recovered Property	12	16	1	0	0	0
Service	3923	3489	579	0	0	0
Suspicious Per/Veh	55	44	10	0	0	0
TOTAL MISC.	4079	3660	605	2	0	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	836	4,805	787	4,358



**Newark Police Department
Weekly Traffic Report**



02/06/22-02/12/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	1228	1399	184	473
DUI	15	15	1	6
TOTAL	1243	1414	185	479

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	12	16	0	3
Property Damage (Reportable)	93	94	21	21
*Hit & Run	22	22	2	4
*Private Property	24	23	3	3
TOTAL	105	110	21	24

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.