

# City Manager's Weekly Report

Friday, February 6, 2015

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council - Thank you for your time and effort earlier this week and leading up to the continued review of the Draft Comprehensive Plan.

I was on hand for the swearing in of our newest Police Officer Casey Rivers and will be in attendance for his graduation from the Academy this Friday afternoon. He's excited to start his career with Newark.

We are working to get updates from DelDOT on several areas of concern including the Main Street crosswalk tripping hazards and the intersection at Elkton Road and Christina Parkway.

I am happy to report that on average for the last 5 years Newark has averaged \$2.9 million in grant revenues each year. This success is the result of the dedication of our Departments to seek out and submit competitive submissions.

Our Police Academy planning process has begun with a September time frame for the Program to begin.

Net Neutrality has made the news again this week. We report that we are continuing to research other cities that have implemented a high-speed broadband system to determine feasibility.

We launched our Weight Watchers at Work Program last week and it has engaged those involved in a challenge to become more healthy and share tips. The Biggest Loser effort is also underway also allowing staff to focus on better health. Kudo's to Deputy City Manager Haines for spearheading these new offerings.

I point out that you will find our annual Volunteer report in the Parks and Recreation Department section of this weekly report. Its a great product that outlines the importance of our volunteer recruitment which leads to the success of our programs. Please check it out. On that note - and with an eye towards Spring - the Christina School District Networks Vocational Training Program has been helping with the Community Garden Preparations. Our partnership with this program continues to prove to be of great benefit to both of our organizations.

**Activity or Project:**

UD Spring Session Discovery Learning Class

**Description:**

We are working on the background for our participation with UD Professor April Veness to engage her Spring Semester Discovery Learning Class in a project that benefits the community in some fashion.

Status: Not Started

Expected Completion: 5/22/2015

Execution Status: On Track

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

- The City is actively recruiting for a Communications Officer (Dispatcher), which is also our initial job posting utilizing a web based hiring tool to streamline internal operations. The ability to limit paper applications (though we do not deny such), complete phone screenings, and administer immense amount of paperwork and correspondences should help Marta and me be more efficient with our recruitments.
- Weight Watchers @ Work has started, and after one week, the enrolled employees lost a collective 58lbs
- Running parallel to [WW@W](#), The Biggest Loser Weight Challenge has started this week, which does not require classes, but does require following some basic competition guidelines.
- On Friday, Feb 6 I will attend the State Police Academy graduation ceremony, which includes one (1) member from the City: Mr. Casey Rivers. We look forward to officially welcoming him to the Newark team.
- On Friday morning, Feb 6, I will be a part of the UD Spring International Orientation program with a scheduled block of time to engage those members.

**Activity or Project:**

RFP 14-03 Unified Parking Management

**Description:**

I have been a part of the RFP review team for this project - the group completed the Top 3 vendor interviews this week. Individual assessments are to be completed in time to try to make the final recommendation to Council on the March 9 agenda. The three vendors all provided opportunities to consider how the City managements parking operations, parking enforcement, ticket payment, residential parking permits, etc.

Status: Near Completion

Expected Completion: 3/9/2015

Execution Status: On Track

**Activity or Project:**

Police Officer Recruitment

**Description:**

Marta and I continue to coordinate with Chief Tiernan and Deputy Chief Farrall on the police officer candidate recruitment for the March 2015 State Academy. Three (3) candidates have fully cleared each assessment and start as civilians on February 9, and an additional three (3) candidates are in the process of final clearance. To reach six (6) would be outstanding, however, our recruitment targets were to try to get 6-10 into the spring academy. Once our timeline is exhausted for the March Academy, efforts will be focused towards the September 2015 Academy.

Status: Near Completion

Expected Completion: 3/9/2015

Execution Status: On Track

**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

**Department:**

Alderman's Court

**Notable Notes:**

This past week we held three court sessions and one DUI case review session. We processed a total of 40

arraignments, 58 trials, 3 pleas, 8 case reviews and 17 capias returns. We also processed to prisoners with various prisons.

**Activity or Project:**

Parking Management Solution RFP

**Description:**

reivew parking management solutions for new parking system.

Status:

In-Progress

Expected Completion:

2/15/2015

Execution Status:

On Track

**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

**Department:**

Electric Department

**Notable Notes:**

The line crews continued changing insulators in the North Western side of the City in preparation for a voltage upgrade. The also continued working at the Newark Shopping Center and the Newark

Preserve. They also worked with the meter technician on troubleshooting and repairing voltage problems on Delrem and Country Club Drives.

Two substation transformers were switched off and thoroughly tested by a contractor as part of the preventative maintenance program. Specialized testing equipment showed no problems.

The electricians have been pulling new circuits and installing receptacles at the Police Emergency Operations Room. They also worked on lighting issues at the Curtis Water Plant.

Engineering has compiled the University's loads for January for billing and DEMEC purposes and has been working with the SCADA developer to iron out a few outstanding bugs in the tap changer controller information.

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**Activity or Project:**

Newark Shopping Center

**Description:**

Distribution infrastructure consisting of underground primary cabling and pad mount transformers to Campus Circle and the shopping center.

Status: In-Progress

Expected Completion: 9/1/2015

Execution Status: On Track

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

**Department:**

Finance Department

**Notable Notes:**Customer Service

The Customer Service Team handled 754 phone calls the week of 1/26/15 with an average call length of 3:03 and an average wait time of 3:21. Despite handling significantly more calls this week, the average wait time was more than a minute lower than the January average. The group also processed 227 CityView payment transactions while the welcome booth processed 281 visitors. 160 service calls were initiated by Customer Service in response to the calls and visitors. The group processed a total of 5,391 payment transactions for the month of January. Customer Service statistics will be maintained on a weekly basis in 2015 to develop key performance indicators.

Accounting

The accounting group continues to work through another busy "Year-end" and "Beginning of Year" season. In addition to the payroll and 1099 processes that were executed at year end, the preliminary, unaudited 2015 financial statements were drafted and should be ready for presentation at the second Council meeting in February. The preliminary audit kicked off on schedule on Monday, February 2<sup>nd</sup>.

**Activity or Project:**

Independent Financial Audit - 2014

**Description:**

The preliminary audit kicked off on time on 2/2/15. Representatives of the City's independent audit firm are on site reviewing various documentation, including the Preliminary Trial Balance, Schedule of Federal Awards, fixed asset additions, Pension & OPEB statements, Council minutes, and other routine audit lists / schedules. Staff provided check vouchers, accounts payable detail, claims detail, property tax and utility bills for routine audit testing. Staff also prepared audit confirmations for financial institutions and intergovernmental revenue. The auditors will be on site into the week of February 9, 2015 to conduct the preliminary audit; fieldwork will commence in March.

Status: In-Progress

Expected Completion: 6/30/2015

Execution Status: On Track

**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Information Technology Department

**Notable Notes:**

- Week spent on VOIP launch.
- GIS projects being developed. Once determined, will be placed into Project status below in future reports
- New LPR server built. Data migrated. Camera online. Scheduled install of 2 additional LPRs

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**Activity or Project:**

Voice over IP

Description:

Go-live scheduled for 2/5/2015.

Status:

Near Completion

Expected Completion:

2/6/2015

Execution Status:

Behind Schedule

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**Activity or Project:**

DMZ Network Creation

Description:

As part of our PCI-DSS Compliance Audit action items, a new DMZ is being created to house front-end systems to further secure our environment. Work is progressing very well.

Status:

In-Progress

Expected Completion:

3/31/2015

Execution Status:

On Track

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**Activity or Project:**

Police Activity Tracking System (PATS)

**Description:**

90% completion. Entering testing phase.

Status: Near Completion

Expected Completion: 3/31/2015

Execution Status: On Track

**Department:**

Parks and Recreation Department

**Notable Notes:**

- \* We met with Pennoni to finalize a few items relating to the Curtis Mill Park project.
- \* We met with the PWWR Department to review and discuss bio-swale maintenance along the Pomeroy Trail.
- \* Park Superintendent attend the 2015 Delaware Nurseryman's Pesticide Conference last week.
- \* Maintenance personnel committed time with snow and ice control and continued installing stub posts at Old Paper Mill Road Park.
- \* Wilson Center Coordinator and Recreation Superintendent attended a Newark Morning Rotary Club breakfast meeting. They presented and overview of and thanked the club for their continuing involvement with the Creative Approach to Children's Health program we conduct at our Downes School After School program. The club provides funding for the program and volunteers to help.
- \* The winter recreation program season just started but the recreation staff are busy planning camps and programs for an exciting summer.
- \* We attended a meeting for the mayor's Bike Ride event planned for this spring. We will assist with the event.
- \* Recreation staff continue to plan for our Volunteer Appreciation event planned for February 24.
- \* The students in the Christina School Districts Networks Vocational Training program committed more than 100 volunteer hours in January to help build new park picnic tables and raised planting beds for the Community Garden program. Networks has been worked with us for several years doing park projects. More recently the students have assisted the Alderman's Court and Legislative Services Department with work they needed done. Because of their efforts we have nominated Networks for the 2015 Governor's Youth Volunteer Services Award.
- \* Attached is our 2014 Volunteer Report.

**Activity or Project:**

CIP Project K1301: Tennis Court Renovations

**Description:**

Renovation to 10 tennis courts. A draft contract document has been completed. Following a review and making any necessary edits the contract will be advertised.

Status: Not Started

Expected Completion: 8/28/2015

Execution Status: On Track

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

**Department:**

Planning and Development Department

**Notable Notes:**

Building Maintenance

- Painted the trim on the New Court 40 door.
- Installed new blinds in the Traffic Office.
- Adjusted exit door hardware at the Wilson Center.
- Hung new TV in the City Manager's Conference Room and re-hung the old TV in the Library Conference room.
- Installed speaker phones in Customer Service windows.
- Repaired the heating system in the north end of the building and Police Station lunch room

### Code Enforcement

- C/O issued for 6 / 17 Fountainview Circle.
- Met with the developers, engineers and construction managers to discuss issues with three separate ongoing construction projects as follows: Newark Shopping Center; 58 East Main Street; and 201 East Delaware Avenue.

### Economic Development

- DNP Administrator Ricky Nietubicz staffed the Design Committee meeting. The committee is working on mural maintenance strategies and a Comprehensive Streetscape Plan.
- Considerable time was spent this week preparing for the Wine & Dine Festival as well as other summer events downtown.
- Considerable time was spent on website updates, including a new layout for the DNP site.

### Parking

- Some time was spent on reviewing parking lot leases.
- Some time was spent facilitating access to Delaware Avenue houses adjacent to Lot 1 to assess condition.
- Interviews were held this week with three separate companies that replied to the RFP for a Unified Parking Solution for the City Of Newark.

### Planning

- On Monday, Development Supervisor Mike Fortner and I participated in the Council Workshop on the update to the Comprehensive Plan. Council reviewed Chapter 7: Environmental Quality and Natural Resources, Chapter 8: Parks, Recreation, and Open Space, and Chapter 9: Economic Development. Prep work and follow-up work was also performed
- On Monday evening, I also attended one of the Council executive sessions.
- On Thursday evening, I attend the Delaware Transit Corporation's New Castle County Advisor's quarterly meeting in Wilmington.
- This week we reviewed the applications received for the Planner position and selected six to interview.
- Some time was spent on Unicity issues.
- Some time was spent on recodification reviews.
- This week the Planning and Development Department completed the following:
  - 6 building permit reviews
  - 6 Buyers Deed Transfer Affidavits

### **Activity or Project:**

Planning Commission Meeting

### **Description:**

On Tuesday evening February 3, 2015, the Planning Commission took the following actions: o Approved the rezoning, major subdivision and special use permit for 52 N. Chapel Street with revised Subdivision Advisory Committee comments. o Approved the 1119 S. College Avenue (Candlewood Suites) Administrative Subdivision. Work continues for the March 3rd Planning

Commission meeting which may include the rezoning, major subdivision and special use permit for 60 North College Avenue; and a discussion of Zoning Code definitions.

Status: Completed

Expected Completion: 2/3/2015

Execution Status: Completed

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**Activity or Project:**

Board of Adjustment Meeting

**Description:**

This week the Planning and Development Department has denied two (2) Building Permits and one (1) Special Use Permit application that will go to the Board of Adjustments on February 19th as follows:

- o 271 Dallam Road for a reduction in the minimum side yard requirement by 7 feet, and the aggregate side yard reduction of 9.4 feet.
- o 47-49 Prospect for multiple variances on minimum lot area, maximum lot coverage, minimum lot width, and number of occupancy per unit.
- o Wood Fired Pizza LLC on 140 East Cleveland Avenue for a reduction of 5 parking spaces from the number of parking spaces required from 15 parking spaces to 10 parking spaces.

Status: In-Progress

Expected Completion: 2/19/2015

Execution Status: On Track

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**Activity or Project:**

Administrative Subdivision Twin Lakes

**Description:**

Iron Hill Properties withdrew their request for an administrative subdivision to build 12 units in townhouse format as opposed to the approved twin format. Letters were sent to adjacent property owners and to those residents who sent letters of objection.

Status: Completed

Expected Completion: 1/29/2015

Execution Status: Completed

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**Department:**

Police Department

**Notable Notes:**

The newest member of the Newark Police Department, Casey Rivers, was sworn in on Monday, February 2<sup>nd</sup> at city hall. Casey will graduate the Delaware State Police Academy on Friday, February 6<sup>th</sup>. Mayor Polly Sierer, City Manager Carol Houck, Chief Paul Tiernan, and many members of the police department will be in attendance.

Chief Tiernan and Deputy Chiefs Farrall and Feeney have been working with New Castle County on the "All Hazards Mitigation Plan Update" and attended the most recent work session on February 3<sup>rd</sup>. The majority of issues identified for the City of Newark deal with flooding from area creeks and the upgrades needed for the storm sewer system. Newark does very well in areas such as: having backup power at critical substations, available storage area for debris composting, keeping the Christina Creek clear from obstructions, keeping catch basins and grates clear, having a clear storm drain spill response, having tree maintenance program, and having an up-to-date and complete municipal emergency operation plan. Much of this is due to the great work of Department Directors, Tom Coleman, Rick Vitelli, and Charlie Emerson. Without these hazard mitigation efforts, the City of Newark would have severe negative impacts to safety and property during severe weather events.

Corporal Patrick Craig, Detective Daniel Bystricky, and Officer First Class William Smith have been invited to attend a "Sudden Cardiac Arrest Reunion", sponsored by the New Castle County Department of Public Safety. The event, held on February 25<sup>th</sup>, will provide an opportunity to reunite the responders and patients that had successful outcomes to sudden cardiac arrest events.

The Newark Police Department promotion ceremony will be held on Thursday, February 12<sup>th</sup> at 2:00 p.m. Due to the large number of promotions and expected number of guests attending the ceremony it will be held at the Bob Carpenter Center.

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**Activity or Project:**

Not Applicable

**Description:**

Not Applicable

Status: Not Started

Expected Completion: 2/5/2015

Execution Status: Completed

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Department:**

Public Works and Water Resources Department

**Notable Notes:**

We held a re-delegation meeting with DNREC this week for the sediment and stormwater program. The meeting went well.

Performed site visits to each street that is a candidate for the 2015 street contract.

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**Activity or Project:**

Wastewater Planning Grant Application

**Description:**

Submitted for a wastewater planning grant to create a GIS database of the sewer system, develop solutions to ongoing operation and maintenance issues, prepare emergency contingency plans for the City's three pump stations, and perform sewer flow monitoring in 9 sewer basins for capacity analysis. We have received feedback that our application stands a good chance of being awarded the grant.

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Water Tank Mixing

**Description:**

Submitted contract documents to Purchasing for final review. Once we receive and address their comments we will be ready to put this out to bid.

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Windy Hills Water Tank Painting

Description:

Reviewed existing cellular antenna agreement to determine liability for temporary relocation of antennas during painting.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

2/1/2015

to 2/7/2015



*Committed to Service Excellence*

## CITY MANAGER'S OFFICE

CITY OF NEWARK

220 South Main Street • Newark, Delaware 19711

(302) 366-7020 • Fax (302) 366-7035 • [www.cityofnewarkde.us](http://www.cityofnewarkde.us)

February 5, 2015

Mr. Dave Roser  
Dave Roser Construction  
P.O. Box 104  
Hockessin, DE 19707

**HAND DELIVERED**

Dear Mr. Roser:

Re: Night Work on East Cleveland Avenue

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is 54 East Cleveland Avenue.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is for a sanitary sewer dig up.
2. The dates for this work are Tuesday, **February 10, 2015** through Thursday, **Thursday, February 12, 2015**, weather permitting. Work will begin at 7:00 p.m. and end at 6:00 a.m. Work will continue daily for the same hours.
3. You are responsible to ensure notification of this work is made to the residents in the vicinity at least 48 hours in advance and to communicate your method to do so to the City of Newark Public Works & Water Resources Department at (302) 366-7040.
4. Traffic will be maintained in at least one lane.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Dave Roser  
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February 5, 2015

6. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,



Carol S. Houck  
City Manager

CSH/mp

c: Mayor & City Council  
Paul M. Tiernan, Chief of Police  
Thomas Coleman, Director of Public Works & Water Resources  
Phillip M. Bishop, Water & Sewer Inspector  
AHHL Fire Company

## **Parks & Recreation Volunteer Program 2014 End of Year Report**



The Parks and Recreation Department welcomed Chrissy Palmer, Recreation Specialist to the team on October 20, 2014. Chrissy will work part-time and will focus her efforts on coordinating and administering the volunteer program, assisting with special events and other recreation programs. Chrissy is currently making efforts to updating volunteer documents, creating a volunteer database, and developing a volunteer manual for the City of Newark Parks and Recreation Department.

### **Parks Volunteers**

#### **2014 Spring Cleanup, March 22**

169 Volunteers participated in the Spring Community Cleanup and Kickoff to #HealthyNewarkDE. The cleanup was sponsored by Pennoni, DuPont, the Newark Lion's Club, and the University of Delaware. Volunteers devoted 366.25 hours of their time to help make Newark beautiful. The volunteer organizations that assisted in this event included the 4H Jr. Council, Alpha Kappa Psi of UD, Alpha Sigma Alpha of UD, Bloom Energy, Boy Scout Troop 255, DE Collegiate 4-H, Delaware Diamonds 4-H Club, Girl Scout Troop 383, Humanitarian Hospitality Club of UD, Lambda Chi Alpha of UD, Newark High School, Newark Lions Club, Pennoni, UD Honors program, UD Softball, and many individuals.



#### **2014 Christina River Watershed Cleanup**

43 Volunteers from Dow Chemical Company and URS Corporation devoted 150.5 hours in planting 49 trees/shrubs at the forested buffer area along the White Clay Creek, about 1,200 crocus bulbs along the trail on top of the Reservoir. Volunteers also removed 500 - 600 pounds of trash in the area along the Christina River from the I-95 South on ramp up to and behind Dunkin Donuts on South College Avenue.

#### **2014 Fall Community Cleanup, October 4**

89 Volunteers participated in the Fall Community Cleanup totaling 189.5 volunteer hours. The volunteer organizations that assisted in the event included Alpha Kappa Psi of UD, Alpha Omega Epsilon of UD, Alpha Psi Omega of UD, Alpha Sigma Alpha of UD, Bloom Energy, Boy Scout Troop 255, Engineers without Borders of UD, Girl Scout Troop 383, Newark High School, Phi Delta Epsilon of UD, Sigma Nu Fraternity of UD, Sigma Phi Epsilon of UD, and many individuals.

### **Eagle Scouts**

Stephen Lu, member of Troop 601 of Salem United Methodist Church, completed his Eagle Scout project in Rittenhouse Park. Stephen's completed an extension of a wooden boardwalk along the trail. He gathered 25 other volunteers for the implementation of his project and totaled 226 volunteer hours.





Alan Buckmaster, member of Troop 255 of Newark United Methodist Church completed his Eagle Scout project in Fairfield Park. To prepare for the opening of a new Community Garden, Alan's project was to renovate the existing block building for use as a storage area and potting shed. He gathered other volunteers for the implementation of his project and totaled 325.25 volunteer hours.



### Trail Maintenance



17 Fox & Roach Realtors assisted with maintenance on trails in Rittenhouse Park North of Barksdale Road on October 16. The volunteers devoted a total of 51 hours! The team completed general trail maintenance, planted cutbacks, and mulched tree rings in Folk Park. The volunteer crew covered about four and a half miles of trail, and used twelve cubic yards of mulch! They did a great job to keep our trail systems beautiful for our residents and park visitors.

### Park Maintenance

Networks Vocational Training Program volunteers devoted 76 hours of their time during the month of October rebuilding picnic tables and raking leaves. These dedicated volunteers picked up materials, bought supplies, disassembled, rebuilt and delivered picnic tables to our parks!

Volunteer Doug Smith devoted 150 hours cleaning bricks for Curtis Mill Park and picking up litter from the parkway.

Adopt-A-Park volunteers devoted an overall total of 304.5 volunteer hours this year! Tom Burke and his volunteers devoted 18.5 hours maintaining the Pomeroy and Newark Rail Trail. Sigma Alpha of the University of Delaware devoted 24 hours in maintaining Kells Park. Girl Scout and Kindness Matter Youth Group devoted 55 hours in maintaining Folk Park. GSCB Troop 775 devoted 168 hours in Christina Creek though Rittenhouse Park. The Conkey Family devoted 30 hours in Fairfield Crest Park.



### Community Service

Department of corrections volunteers devoted 113.5 hours of community service by removing litter from Christina Parkway and parks throughout the city.

### Overall Parks Volunteer Values

| Community Cleanups                                                    | Community Service | Eagle Scouts | Trail Maintenance | Park Maintenance/<br>Adopt A Park |
|-----------------------------------------------------------------------|-------------------|--------------|-------------------|-----------------------------------|
| 706.25 Hours                                                          | 113.5 Hours       | 551.25 Hours | 51 Hours          | 332.5 Hours                       |
| <b>Total Number of Hours</b> 1,952.50                                 |                   |              |                   |                                   |
| <b>Monetary Value of Volunteer Hours (20.29 per hour)</b> \$39,616.23 |                   |              |                   |                                   |

## **Recreation Volunteers**

### **Community Events**

#### **Nefosky Run**

29 volunteers assisted event staff in the Nefosky Run on April 11 for a total of 56.5 volunteer hours. Volunteer organizations included Alpha Kappa Psi of UD, Delta Tau Delta of UD, and many individuals. Volunteers assisted with registration, set up water stations, and directed vehicles and race participants.

#### **Egg Hunt**

43 volunteers helped prepare for and assist at the Egg Hunt on April 12. Volunteers devoted 57 hours of their time stuffing eggs, setting up for the event, and assisting children at the event. Volunteer organizations that assisted with the event include Boy Scout Troop 225, Newark Lions Club, UD Softball, UD Volleyball, and individuals.

#### **Memorial Day Parade**

23 Volunteers devoted 72 hours of their time helping with the Memorial Day Parade on May 18. Volunteers came from Alpha Sigma Alpha of UD, Christiana High School, Newark Charter High School, Newark High School, Newark Morning Rotary Club, and individuals.

#### **Liberty Day**

2 volunteers devoted 7 hours assisting staff with Liberty Day events on July 4.

#### **Community Day**



A grand total of 61 volunteers devoted 252 hours of their time preparing and assisting at a beautiful community day on September 21. Volunteers helped to set up, break down, run game booths, assist as booths as needed, and direct parking and traffic. Volunteer organizations included Alpha Kappa Psi of UD, Alpha Omega Epsilon of UD, Alpha Phi Omega of UD, Bloom Energy, Newark Lions Club, William Penn High School and other individuals.

#### **Halloween Parade & Trick or Treat Main Street**

15 volunteers came out to help with the Halloween Parade and Trick or Treat Main Street totaling 62 volunteer Hours for October 26. Volunteers helped judge the parade, take pictures of the parade participants and observers, and prepare for the event, assisted in crowd control, parking and registration for the event. Volunteer organizations included Alpha Phi Omega of UD, William Penn High School, and other individuals.



### Halloween Party at the George Wilson Center



A total of 30 volunteers came to the George Wilson Center for a total of 66.5 volunteer Hours on Thursday, October 30. Volunteers helped put up decorations, create crafts and prepare for the party of about 100 students and parents. Volunteers had a lot of fun running the games and crafts for all participants. Volunteers also judged the costume contest, announcing the winners to a zombie doctor, a Rubik's cube, a marine, and a cookie jar that delivered real cookies.

### Mayor's Masquerade Fun Run/Walk

A total of 9 Volunteers came out for the Mayor's Masquerade Run/Walk for a total of 23.5 Volunteer Hours on Saturday, November 1. Volunteers braved the weather but had a great time helping assist the run/walk and after party games. Volunteers also helped to create bags for the runners, decorate and help with set up and cleanup.



### Turkey Trot 5K & 10K



6 volunteers from Gamma Sigma Sigma, a University of Delaware Sorority, came to the Municipal Building on Thursday, November 20 to prepare for the Turkey Trot 10K and 5K on Saturday. Volunteers devoted 15.5 hours of their time folding t-shirt, creating packets for the runners and sorting race numbers for the anticipated 1,000 turkey trot runners. 1 volunteer devoted 4 hours of his time on Friday, November 21 to help finish preparing for the Turkey Trot preparations. This volunteer folded shirts, created packets for the day of registration and greeted runners as they came to the Municipal Building to collect their materials.



Saturday, November 22, a total of 42 volunteers from all different organizations came out to Handloff Park for the Turkey Trot races. Volunteers devoted a total of 178 volunteer hours. Volunteers assisted with registration, traffic control, cheering on runners, directing runners, water stations, prizes, trophy ceremony, setting up and breaking down the event, litter pickup and more. Some of the volunteer organizations that helped with this event were Alpha Phi Omega of UD, Humanitarian Hospitality Club of UD, Alpha Sigma Phi of UD, Newark High School Law Enforcement Explorer Post, and other individuals. In total, 49 volunteers devoted 193.5 volunteer hours in assisting with the Turkey Trot.



## Thanksgiving Day Breakfast at the George Wilson Center



On Thanksgiving Day, a total of 31 volunteers from Bloom Energy, City of Newark, St. Daniels Uame Church and many individuals devoted 128.5 volunteer hours for the Thanksgiving Day Breakfast. Many returning volunteers assisted with cooking, cleaning, greeting breakfast guests, serving, hosting, presenting prizes, and much more. The volunteers were delighted to return to this year's breakfast and look forward to the event every year. The Thanksgiving Day Breakfast could not be possible without the help of all of the dedicated and enthusiastic volunteers.

## Winterfest

9 volunteers devoted 21.5 volunteer hours in assisting with Winterfest. 4 members of the Historic Society dressed in costume to assist Santa at Winterfest by giving out candy canes and fliers to Santa's visitors for a total of 8 volunteer hours. 4 members of the Lions Club volunteered a total of 8 hours roasting chestnuts for Winterfest attendees. 2 individuals assisted event staff with preparation and breakdown of the event.



## Snack with Santa & Santa's Secret Shoppe



Saturday, December 6, a total of 37 volunteers from all different organizations came out to the George Wilson Center to assist with Santa's Secret Shoppe and Snack with Santa. Volunteers devoted a total of 128.5 volunteer hours. Volunteers assisted with welcoming visitors, games and crafts, serving snacks, assisting young shoppers in buying gifts for family and friends, wrapping presents, giving out candy canes to Santa visitors, setting up and breaking down the event. Some of the volunteer organizations that helped with this event included Alpha Omega Epsilon of UD, Alpha Sigma Phi of UD, the Humanitarian Hospitality Club of UD,

Bloom Energy, Cab Calloway High School, Hodgson Vo-Tech, Newark Charter High School Global Leadership, Newark High School, Newark High School Aspira Club, St. Marks High School, Mount Pleasant High School, and William Penn High School.

### Day Camps & School Programs

Volunteers devoted a grand total of 3,643.25 hours this summer assisting with our Rittenhouse & Hobbit Camp, Camp GWC, Footworks Dance Camp, Theater Camps, Eco Kids Camp, and Safety Town. Volunteers assist counselors with day to day activities, lead programs during camp hours, connect with campers and help to give a great experience in our summer camp program. Volunteers come from Conrad School of Science, Newark High School, Padua Academy and many other places to be a part of the volunteer counselor experience.



### CATCH program

The Newark Morning Rotary Club assists students in the CATCH program during the school year. A total of 10 club members volunteered 40.5 hours this fall.



### Fall Family Hikes

Volunteer, Debbie Keese led hiking programs this fall. Debbie also volunteered her time telling Halloween stories to the After Care students at Downes Elementary School and West Park Elementary School.

### Sports Coaches

Volunteer coaches devoted 246 hours in Youth Soccer including Elementary Soccer, and Junior Soccer. Volunteer coaches devoted 480 hours to Youth Basketball including Elementary Basketball, Jump Shot Basketball and Junior Basketball. Pickleball instructors also devoted 4 hours teaching the exciting game!

### Overall Recreation Volunteer Values

| Community Events                                                       | Day Camps & School Programs | Sports Coaches |
|------------------------------------------------------------------------|-----------------------------|----------------|
| 1068.5 Hours                                                           | 3689.75 Hours               | 730 Hours      |
| <b>Total Number of Hours</b> 5,488.25                                  |                             |                |
| <b>Monetary Value of Volunteer Hours (20.29 per hour)</b> \$111,356.59 |                             |                |

## City of Newark Parks and Recreation End of Year Volunteer Report 2014

| 2014          | Events                                        | Hours   | Volunteers                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|-----------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spring        | Egg Hunt                                      | 57      | Boy Scout Troop 225 (21) Newark Lions Club (3) UD Softball (3) UD Volleyball (12) Individuals (4) <b>Total 43</b>                                                                                                                                                                                                                                                            |
|               | Nefosky Run                                   | 56.5    | Alpha Kappa Psi (17) Delta Tau Delta (2) Individuals (10) <b>Total 29</b>                                                                                                                                                                                                                                                                                                    |
|               | Christina River Cleanup                       | 150.5   | Dow Chemical Company, URS Corporation<br><b>Total 43</b>                                                                                                                                                                                                                                                                                                                     |
|               | Spring Community Cleanup                      | 366.25  | 4H Jr. Council (6) Alpha Kappa Psi (19) Alpha Sigma Alpha (6) Bloom Energy (14) Boy Scout Troop 255 (5) DE Collegiate 4-H (4) Delaware Diamonds 4-H Club (9) Girl Scout Troop 383 (18) Humanitarian Hospitality Club (3) Lambda Chi Alpha (8) Newark High School (7) Newark Lions Club (4) Pennoni (20) UD Honors (10) UD Softball (10) Individuals (26)<br><b>Total 169</b> |
| Summer        | Memorial Day Parade                           | 72      | Alpha Sigma Alpha (2) Christiana High School (2) Newark Charter High School (4) Newark High School (2) Newark Morning Rotary (8) Individuals (5) <b>Total 23</b>                                                                                                                                                                                                             |
|               | Rittenhouse & Hobbit Camp                     | 1818    | <b>Taken from Statistics</b>                                                                                                                                                                                                                                                                                                                                                 |
|               | Camp GWC                                      | 725.5   | Individuals (9) <b>Total 9</b>                                                                                                                                                                                                                                                                                                                                               |
|               | Footworks Dance Camp                          | 30      | <b>Taken from Statistics</b>                                                                                                                                                                                                                                                                                                                                                 |
|               | Theater Camps                                 | 8       | <b>Taken from Statistics</b>                                                                                                                                                                                                                                                                                                                                                 |
|               | Eco Kids Camp                                 | 20      | Jessica Bruen (1) <b>Total 1</b>                                                                                                                                                                                                                                                                                                                                             |
|               | Safety Town                                   | 1041.75 | Conrad School of Science (3) Newark High School (16) Padua Academy (3) Individuals (7) <b>Total 29</b>                                                                                                                                                                                                                                                                       |
|               | Pickleball                                    | 4       | <b>Taken from Statistics</b>                                                                                                                                                                                                                                                                                                                                                 |
|               | Liberty Day                                   | 7       | Individuals (2) <b>Total 2</b>                                                                                                                                                                                                                                                                                                                                               |
| Fall & Winter | Community Day                                 | 252     | Alpha Kappa Psi (4) Alpha Omega Epsilon (9) Alpha Phi Omega (35) Bloom Energy (3) Newark Lions Club (4) William Penn High School (2) Individuals (4) <b>Total 61</b>                                                                                                                                                                                                         |
|               | Hikes                                         | 3       | Debbie Keese(1) <b>Total 1</b>                                                                                                                                                                                                                                                                                                                                               |
|               | Fall Community Cleanup                        | 189.5   | Alpha Kappa Psi (10) Alpha Omega Epsilon (3) Alpha Psi Omega (10) Alpha Sigma Alpha (4) Bloom Energy (4) Boy Scout Troop 255 (5) Engineers without Borders (3) Girl Scout Troop 383 (12) Newark High School (2) Phi Delta Epsilon (10) Sigma Nu Fraternity (18) Sigma Phi Epsilon (2) Individuals (6) <b>Total 89</b>                                                        |
|               | Halloween Parade & Trick or Treat Main Street | 62      | Alpha Phi Omega (10) William Penn High School (3) Individuals (2) <b>Total 15</b>                                                                                                                                                                                                                                                                                            |

|               |                                          |        |                                                                                                                                                                                                                                                                             |
|---------------|------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | Halloween Party                          | 66.5   | Gamma Sigma Sigma (19) Newark High School (2) UD Softball (4) Individuals (5) <b>Total 30</b>                                                                                                                                                                               |
| Fall & Winter | Masquerade Run                           | 23.5   | Alpha Phi Omega (2) Humanitarian Hospitality Society (2) Padua Academy (1) UD Softball (4) <b>Total 9</b>                                                                                                                                                                   |
|               | Catch Homework Club                      | 40.5   | Newark Morning Rotary (10) <b>Total 10</b>                                                                                                                                                                                                                                  |
|               | Youth Soccer                             | 246    | <b>Taken from Statistics</b>                                                                                                                                                                                                                                                |
|               | Turkey Trot Prep                         | 15.5   | Gamma Sigma Sigma (6) Individuals (1) <b>Total 7</b>                                                                                                                                                                                                                        |
|               | Turkey Trot 5k & 10K                     | 178    | Alpha Phi Omega (18) Alpha Sigma Phi (6) Humanitarian Hospitality Society (8) Newark High School Law Enforcement Explorer Post (6) Individuals (4) <b>Total 42</b>                                                                                                          |
|               | Thanksgiving Day Breakfast               | 128.5  | Bloom Energy (3) City of Newark (5) St. Daniels UAME Church (3) Individuals (20) <b>Total 31</b>                                                                                                                                                                            |
|               | Winterfest                               | 21.5   | Historic Society (4) Newark Lions Club (4) Individual (2) <b>Total 10</b>                                                                                                                                                                                                   |
|               | Snack with Santa & Santa's Secret Shoppe | 128.5  | Alpha Omega Epsilon (4) Bloom Energy (2) Cab Calloway School (2) Hodgson Vo-Tech (2) Humanitarian Hospitality Society (2) Newark Charter School (2) Newark High School (11) Newark High School Aspira Club (4) William Penn High School (2) Individuals (6) <b>Total 37</b> |
|               | Youth Basketball                         | 480    | <b>Taken from Statistics</b>                                                                                                                                                                                                                                                |
| Year Round    | Before & After Care                      | 3      | Debbie Keese(1) <b>Total 1</b>                                                                                                                                                                                                                                              |
|               | Community Service                        | 113.5  | Baylor Women's Correctional Institution (18) Individuals (2) <b>Total 20</b>                                                                                                                                                                                                |
|               | Eagle Scout Project                      | 551.25 | Individual Scout (2) + Recruited Eagle Scout Teams (30) <b>Total 32</b>                                                                                                                                                                                                     |
|               | Special Park Help                        | 226    | Networks Vocational Training Program (15) Doug Smith (1) <b>Total 16</b>                                                                                                                                                                                                    |
|               | Adopt-A-Park                             | 304.5  | Girl Scout & Kindness Matters (21) Mom's Club of Newark (21), Sigma Alpha (18), Tom Burke (2), Conkey Family (3), GSCB Troop 775 <b>Total 70+</b>                                                                                                                           |
|               | Trail Maintenance                        | 51     | Fox & Roach Realtors (17) <b>Total 17</b>                                                                                                                                                                                                                                   |

**Total 7,440.75**

**Monetary Value of**

**Volunteer Hours\* \$ 150,972.82**

\* The Independent Sector's Value of Volunteer time is an estimate that helps acknowledge the millions of individuals who dedicate their time, talents and energy to making a difference. The most recent (2013) value of a volunteer hour in Delaware is \$20.29.  
[https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)

**City Of Newark Parks and Recreation End of Year Volunteer Report 2013 (Comparison)**

| 2013          | Events                                        | Hours  | Volunteers |
|---------------|-----------------------------------------------|--------|------------|
| Spring        | Egg Hunt                                      | 91.25  |            |
|               | Nefosky Run                                   | 20     |            |
|               | Spring Community Cleanup                      | 228.25 |            |
| Summer        | Memorial Day Parade                           | 83.5   |            |
|               | Newark Day                                    | 104.25 |            |
|               | Rittenhouse & Hobbit Camp                     | 1292.5 |            |
|               | Camp GWC                                      | 272    |            |
|               | Camp Kids Caboodle                            | 28     |            |
|               | Safety Town                                   | 923    |            |
|               | Liberty Day                                   | 0      |            |
| Fall & Winter | Community Day                                 | 456.25 |            |
|               | Fall Community Cleanup                        | 172.5  |            |
|               | Halloween Parade & Trick or Treat Main Street | 80.75  |            |
|               | Halloween Party                               | 62.5   |            |
|               | Masquerade Run                                |        |            |
|               | Catch Homework Club                           |        |            |
|               | Youth Soccer                                  | 328    |            |
|               | Turkey Trot 5k & 10K                          | 159.75 |            |
|               | Thanksgiving Day Breakfast                    | 33.5   |            |
|               | Winterfest                                    | 5.5    |            |
|               | Snack with Santa & Santa's Secret Shoppe      | 48.5   |            |
|               | Youth Basketball                              | 520    |            |
| Year Round    | Before & After Care                           | 52.5   |            |
|               | Community Service                             |        |            |
|               | Eagle Scout Project                           | 104    |            |
|               | Curtis Mill Clean Up                          | 20.5   |            |
|               | Office Assistance                             | 35.5   |            |
|               | Adopt-A-Park                                  | 2      |            |

**Total**  
**Monetary Value of Volunteer**  
**Hours\***

**5,124.50**

**\$103,976.11**

NEWARK POLICE DEPARTMENT

WEEK 01/25/15-01/31/15

INVESTIGATIONS

CRIMINAL CHARGES

|                                 | 2014<br>TO<br>DATE | 2015<br>TO<br>DATE | THIS<br>WEEK<br>2015 | 2014<br>TO<br>DATE | 2015<br>TO<br>DATE | THIS<br>WEEK<br>2015 |
|---------------------------------|--------------------|--------------------|----------------------|--------------------|--------------------|----------------------|
| <u>PART I OFFENSES</u>          |                    |                    |                      |                    |                    |                      |
| a)Murder/Manslaughter           | 0                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| b)Attempt                       | 0                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| Kidnap                          | 0                  | 2                  | 0                    | 0                  | 1                  | 0                    |
| Rape                            | 0                  | 0                  | 0                    | 1                  | 0                  | 0                    |
| Unlaw. Sexual Contact           | 1                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| Robbery                         | 3                  | 2                  | 0                    | 0                  | 6                  | 0                    |
| - Commercial Robberies          | 0                  | 2                  | 0                    | 0                  | 0                  | 0                    |
| - Robberies with Known Suspects | 0                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| - Attempted Robberies           | 0                  | 0                  | 0                    | 0                  | 3                  | 0                    |
| - Other Robberies               | 3                  | 0                  | 0                    | 0                  | 3                  | 0                    |
| Assault/Aggravated              | 3                  | 0                  | 0                    | 0                  | 5                  | 0                    |
| Burglary                        | 6                  | 7                  | 1                    | 7                  | 3                  | 0                    |
| - Commercial Burglaries         | 2                  | 1                  | 0                    | 1                  | 0                  | 0                    |
| - Residential Burglaries        | 4                  | 6                  | 1                    | 6                  | 3                  | 0                    |
| - Other Burglaries              | 0                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| Theft                           | 34                 | 38                 | 7                    | 12                 | 39                 | 4                    |
| Theft/Auto                      | 5                  | 4                  | 1                    | 1                  | 5                  | 0                    |
| Arson                           | 1                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| All Other                       | 13                 | 2                  | 0                    | 51                 | 6                  | 1                    |
| TOTAL PART I                    | 66                 | 55                 | 9                    | 72                 | 65                 | 5                    |
| <u>PART II OFFENSES</u>         |                    |                    |                      |                    |                    |                      |
| Other Assaults                  | 28                 | 16                 | 2                    | 25                 | 7                  | 2                    |
| Rec. Stolen Property            | 0                  | 0                  | 0                    | 3                  | 6                  | 0                    |
| Criminal Michief                | 21                 | 24                 | 3                    | 2                  | 6                  | 0                    |
| Weapons                         | 2                  | 2                  | 0                    | 4                  | 17                 | 2                    |
| Other Sex Offenses              | 0                  | 0                  | 0                    | 0                  | 0                  | 0                    |
| Alcohol                         | 16                 | 7                  | 1                    | 35                 | 16                 | 2                    |
| Drugs                           | 11                 | 4                  | 0                    | 23                 | 36                 | 0                    |
| Noise/Disorderly Premise        | 33                 | 19                 | 3                    | 21                 | 13                 | 4                    |
| Disorderly Conduct              | 11                 | 8                  | 0                    | 26                 | 2                  | 0                    |
| Trespass                        | 9                  | 14                 | 5                    | 8                  | 10                 | 4                    |
| All Other                       | 40                 | 40                 | 7                    | 49                 | 24                 | 2                    |
| TOTAL PART II                   | 171                | 134                | 21                   | 196                | 137                | 16                   |
| <u>MISCELLANEOUS:</u>           |                    |                    |                      |                    |                    |                      |
| Alarm                           | 102                | 90                 | 24                   | 0                  | 0                  | 0                    |
| Animal Control                  | 24                 | 33                 | 9                    | 0                  | 0                  | 0                    |
| Recovered Property              | 18                 | 13                 | 3                    | 0                  | 0                  | 0                    |
| Service                         | 2096               | 2358               | 556                  | 0                  | 0                  | 0                    |
| Suspicious Per/Veh              | 25                 | 47                 | 13                   | 0                  | 0                  | 0                    |
| TOTAL MISC.                     | 2265               | 2541               | 605                  | 0                  | 0                  | 0                    |

|             |                      |                    |                      |                    |
|-------------|----------------------|--------------------|----------------------|--------------------|
|             | THIS<br>WEEK<br>2014 | 2014<br>TO<br>DATE | THIS<br>WEEK<br>2015 | 2015<br>TO<br>DATE |
| TOTAL CALLS | 745                  | 3,177              | 777                  | 3,294              |



Newark Police Department  
Weekly Traffic Report  
1/25/15-1/31/15



| TRAFFIC SUMMONSES | 2014<br>YTD | 2015<br>YTD | THIS<br>WEEK<br>2014 | THIS<br>WEEK<br>2015 |
|-------------------|-------------|-------------|----------------------|----------------------|
| Moving/Non-Moving | 822         | 817         | 215                  | 141                  |
| DUI               | 19          | 19          | 8                    | 1                    |
| TOTAL             | 841         | 836         | 223                  | 142                  |

| PARKING SUMMONSES            |                 |                   |                |            |
|------------------------------|-----------------|-------------------|----------------|------------|
| Meter Tickets                | 1,105           | 1,209             | 214            | 242        |
| Parking Summons/IPR          | 382             | 491               | 71             | 85         |
| Scofflaw<br>Amount Collected | 21 =<br>\$4,116 | 8 =<br>\$1,472.50 | 8 =<br>\$1,433 | 0 =<br>\$0 |
| TOTAL                        | 1,508           | 1,708             | 293            | 327        |

| TRAFFIC ACCIDENTS                          |     |    |    |    |
|--------------------------------------------|-----|----|----|----|
| <b>Fatal</b>                               | 0   | 0  | 0  | 0  |
| Personal Injury                            | 14  | 11 | 4  | 0  |
| Property Damage<br><b>(Reportable)</b>     | 31  | 24 | 14 | 4  |
| Property Damage<br><b>(Non-Reportable)</b> | 52  | 28 | 13 | 7  |
| Hit and Run                                | 16  | 22 | 3  | 7  |
| TOTAL                                      | 113 | 85 | 34 | 18 |