

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Human Resources:

During the week, Devan Hardin began her transition into the Chief Human Resources Officer position. The HR team has posted the now vacant Human Capital Manager position which will remain active until February 21. Final preparations have also been coordinated for final pre-employment screenings for two new police recruits. On Thursday, Devan Hardin assisted with interviews for Utility Inspector II. Three internal applicants applied for the position. On February 7, the Customer Service Representative I position closed with 79 applicants applying. Interviews are being scheduled in the coming weeks.

On February 14, the Maintenance I job posting will close as will the Police Master Corporal and Sergeant Promotional application period. Interviews for the Maintenance I position will be scheduled in the coming weeks and the police promotional test will be scheduled for April 4, 2020. During the week, Devan Hardin worked to finalize the annual Affordable Care Act (ACA) reporting requirements for the City's health insurance company.

On February 12, an Advanced Defensive Driving class was held in Council Chamber. To date, 70 employees have participated in the classes. Two more advanced classes and one Basic Defensive Driving Class will be held in the coming weeks.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale held or was involved in four meetings throughout the week with Seiberlich Trane for HVAC/Energy-saving projects, The Newark Partnership for potential grant partnerships, Public Relations Society of America for possible collaborations with the PRSA Delaware Chapter, and with Finance and NPD to overview the purchasing and travel policies of the City.

Mr. Martindale also held a bid opening with Purchasing Assistant Cathy Trykowski on Tuesday for Contract 19-14 (Rodney Complex – Mass Excavation) and worked with both PW&WR and IT on purchasing-related City Council recommendation memos.

Finally, Mr. Martindale attended Incident Command System (ICS) training at the DEMA headquarters all day Thursday and Friday.

Facilities:

Facilities painted and cleaned the Municipal Center gym ahead of the installation of new fitness equipment on Friday. They also set up the Council Chamber for defensive driving classes and cleared up barbed wire fencing between the Maintenance Yard and NCCL School on Phillips Avenue. Finally, Facilities continued performing large-scale disinfecting of office space to limit disease spread and replaced a faucet in the police ladies' locker room.

Communications:

The communications team worked with Parks & Recreation to plan a ribbon cutting/park naming ceremony. The team also participated in the Christina School District Referendum Steering Committee meeting and Chief Communications Officer Jayme Gravell completed ICS 200 training at the Delaware Emergency Management Agency (DEMA) Headquarters. Also, during the week, Jayme Gravell met with a PRSA DE board member to discuss partnership and training opportunities. A press release was also drafted for the Planning/Kimley-Horn housing workshops.

Graphic Design/Web:

During the week, Graphic Designer Kyle Glazer designed posters for Fitness Center Rules and Liability Agreement, social media graphics for the March Blood Drive, and posted "City of Newark Crews Assessing Storm Damage" press release to the City website. He also scheduled upcoming weekly public meeting notices via InformMe and updated several website items including the "Current Codes Adopted by the City of Newark", Boards and Committees list, and Storm Central webpage. He also updated TV22 programming for February.

Welcome Center:

Welcome Center Jenny Darden completed the Flow Like a Ninja: PR Life-Changing Tech Tools online training via PRSA. She also assisted where needed with the Recycle Coach program and logged Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur. Ms. Darden assisted with editing copy form other departments and the Communications team as well as developed, edited and posted social media copy for Facebook and NextDoor.

City of Newark in the news:

Storm brings down trees, causes power outages in Newark

https://www.newarkpostonline.com/news/storm-brings-down-trees-causes-power-outages-in-newark/article_94491261-45df-5074-ad2d-7c84c00f57bf.html

New law in Newark imposes fines for false fire alarms

https://www.newarkpostonline.com/news/new-law-in-newark-imposes-fines-for-false-fire-alarms/article_99529f3b-a11d-5ca2-bf5a-2b1c97e85e39.html

Candidate slate set for April 14 Newark City Council election

https://www.newarkpostonline.com/news/candidate-slate-set-for-april-newark-city-council-election/article_6451f634-3838-5653-ba7c-86c4176cbcbc.html

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

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

City Manager's Weekly Report

Department: Alderman's Court	
Notable Notes: Alderman's Court held three court sessions from 2/6/20 to 2/12/20. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.	
Activity or Project: Court Sessions	
Description: From 2/6/20 to 2/12/20 Alderman's Court handled 40 arraignments, 52 trials, 23 capias returns, 2 video hearings and 1 code violation. The court collected a total of 303 parking payments of which 212 were paid online and 91 were paid at court. The court also collected criminal/traffic payments of which 150 were paid online and 45 were paid at court for a total of 195 criminal/traffic payments.	
Status:	Completed
Expected Completion:	02-12-2020
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 7, February 10 for Council and February 11. Geena was in the office on February 7 for Court.

Renee attended the management staff meeting on February 6 where the upcoming Council agenda was reviewed.

Renee finalized and posted the cancellation notice for the February 17 Council meeting on February 10.

Paul, Renee and Tara staffed the February 10 Council meeting. An addendum removing item 5C (Additional school resource officer request), and items 2A (January 27 Council minutes), 2B (December 3 Planning Commission minutes) and 2C (January 9 Planning Commission minutes) were posted and forwarded to Council on February 6. Follow up was completed by staff during the week.

The February 11 Conservation Advisory Commission meeting was cancelled due to lack of quorum.

Renee drafted the agenda for the February 24 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into July of 2020.

Renee spent time working on preparations for the April 14, 2020 Council elections for Districts 3, 5 and 6. The filing deadline was on February 10. There are two candidates in District 3, two candidates in District 5 and one candidate in District 6. Since there is only one candidate in District 6, that person will be declared the winner of that seat by the Election Board per Section 10-19 of the City Code and will be sworn in at the April 23 Council organizational meeting. Renee confirmed polling places for all of the Council districts that have races after Council approved them on February 10. Renee updated the website with 2020 election information and worked with the GIS Coordinator to ensure the polling place application was updated with 2020 information. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee, Tara and Nichol spent time working on boards and commissions items.

Danielle spent time processing items for the Recorder of Deeds.

Renee, Tara and Danielle spent time researching several items for staff and Council.

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

- * Provided a response with a document and closed a January 22 FOIA request for all

inspections/complaint/photographs/violations pertaining to 130 West Main Street from Legal Services Corporation of Delaware, Inc.

* Provided a response with documents and closed a January 22 FOIA request for all files pertaining to 394 South Chapel Street from Enviro Sure, Inc.

* Circulated to staff a February 6 FOIA request for open permits/liens pertaining to 902 Rockmoss Avenue from Brian Funk, P.A.

* Circulated to staff a February 12 FOIA request pertaining to discharges/hazardous contaminates/above and below ground tanks for 401 Bellevue Road from ATC

* Circulated to City Solicitor a February 12 FOIA request for review pertaining to Villa Belmont Condominiums from Richard Abbott

* Circulated to staff a February 12 FOIA request for the 2018 Apple Road Bike Lane Project for Alanna Fisher

Regarding minutes, staff time was spent on the January 27 Council (Renee edited - complete), January 28 Election Board (Tara drafting), February 3 Council (Nichol drafted) and February 10 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 8 discovery requests for upcoming Alderman's Court cases. 72 discovery requests have been filled so far for 2020. The court calendar for February 7 were received and the 21 cases were prepared for the Deputy City Solicitor. 7 court calendars with 120 associated cases have been processed in 2020. One plea by mail was processed.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. 42 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Students from the Networks Program with the Christina School District worked on February 12 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for February 6-12 are below.

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

Activity or Project:

Electronic Council Packets

Description:

Renee participated in a kickoff conference call with CivicClerk to begin the implementation process for the new electronic packets. The goal is to launch the paperless packets for the first Council meeting after the election in April.

Status:	In-Progress
Expected Completion:	04-27-2020
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Electric Department

Notable Notes:

The Electric Department was busy Friday when high winds tore through the city about a half hour after tornado warnings appeared suddenly on cell phones. The outages almost made a curved line from Barksdale Road near Maryland through the center of the city to Windy Hills area although no tornado was reported. Less than 100 outages, but it took several hours to get to all of them. Some incidentals were still being repaired this week.

The line crews built up a spare conduit to Worrilow Hall. Shortly, UD will pull new primary cable as they are upgrading the service to the building. The line crews will terminate and test the cable before energizing. The line crews also took down a few lights on East Main Street for the road project.

The electricians continued working on the Police Body Camera system, installed circuits in the police gym, and worked on a control issue at Well 17.

Engineering worked on gathering load data for the University Courtyard Apartments for UD, so they could make an informed decision on the costs of taking over the electric infrastructure. Engineering also worked on the Elkton Road project. Going over all the change orders with a proverbial fine tooth comb.

Activity or Project:**Description:**

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Director Del Grande has spent the majority of his time this week reviewing the 79 applications for the vacant Customer Service Representative I position. This group has been narrowed down to 14 which we will be calling to schedule interviews the end of next week.

2/11 – Held our bi-monthly finance manager’s meeting.

2/11 – Director Del Grande met with DEMEC’s Audit Committee, which he will begin to serve as their chair in September.

There will be a signing ceremony for House Bill 264, which is the first legislation to be recommended by the NCC Local Services Functions Task Force. The Governor is confirmed to sign House Bill 264 on Thursday, February 20th, 2:00 p.m. in the Governor’s Office in the Carvel State Office Building (820 N. French St., Floor 12, Wilmington 19801). House Bill 264 originates from the New Castle County Local Service Functions Task Force, chaired by Rep. Baumbach and Sen. Sokola. It revises the process by which the New Castle County tax rate for owners of real property in municipalities is calculated to reflect fire company contributions made by the municipality.

The Customer Connect6 project is progressing. Through January 30th, nearly 5,600 customers are signed up, with about 2,038 of them selecting their utility bills to be paid automatically via credit card or directly from their bank account. Of these 2,038 PAP users, half have elected to pay via echeck in order to help us reduce our merchant fees. Previously, we had about 3,300 customers on PAP prior to moving to the new system. In addition, about 1,200 utility payments are made each month through our phone system. Last day of CC6 registration to be eligible for one of ten \$50 Visa gift cards is 2/28/20. The drawing will be 3/6/2020.

Activity or Project:

Vacancies

Description:

Vacant positions:

Applications Support Analyst – Interviews were conducted the week of 1/20. An offer has been made, and our new team member will start on 2/18/2020.

Customer Service Representative I – Interviews are being scheduled for the end of next week (2/20 & 2/21).

Billing Technician (PT) – In order to meet the needs of the department, our vacant meter reader position will be posted in the next couple months as a billing technician.

Status:	In-Progress
Expected Completion:	06-30-2020
Execution Status:	On Track

Activity or Project:

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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 Tickets from Previous Week - 74

Tickets Opened in the Last Week - 37

Tickets Closed in the Last Week - 41

Remaining Open Tickets – 70

1. Met with Auditor to perform IT Walkthrough on 2/6.
2. Provided Finance a demo of online payments for Business Licenses, Rental Permits, Building Permits, Violations and General Billing on 2/6.
3. Assisted Finance with performing backups for year-end closing on 2/7.
4. Configured Munis Citizen Self Service to accept online payments for Business Licenses, Rental Permits, Building Permits, Violations and General

Billing in our LIVE environment on 2/10.

5. Held a call with our meter data management vendor regarding application performance on 2/10.
6. Had onsite meeting with Harris Computer representatives to discuss current applications and any future projects on 2/12.
7. Held a demo for PW&WR to review entry, tracking and billing of Annual Stormwater inspections in Munis on 2/12.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Tickets from Previous Week - 122

Tickets Opened in the Last Week - 49

Tickets Closed in the Last Week - 58

Remaining Open Tickets - 113

1. Worked on and resolved support tickets for end users.
2. Actively responded to and resolved Secureworks alerts.

Pending:

1. Evaluating SSL/TLS vulnerabilities for remediation.
2. Building the Always on VPN server.
3. Issuing new certs for AeroHive.

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Scheduled

Phase 2 Software Installation

3/9/20 - 3/13/20 - Scheduled

Phase 3 Onsite End User Training and Configuration

4/6/20-4/24/20 - Scheduled

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Scheduled

Phase 5 Go Live

6/1/20-6/5/20 - Scheduled

Status:

Not Started

Expected Completion:	06-01-2020
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Execution Status:	On Track
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Activity or Project:

Stormwater Distribution Modification (Applications Team)

Description:

This project will modify the existing stormwater import process, identifying one to many accounts (one parcel to many utility accounts) thus eliminating an existing manual process.

Phase 1 Import Modification

3/16/20-3/27/20 - Scheduled

Phase 2 Client Led End User Acceptance Testing

3/25/20-3/30/20 - Scheduled

Phase 3 Go Live

3/31/20 - Scheduled

Status:	Not Started
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Expected Completion:	04-01-2020
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Execution Status:	On Track
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Activity or Project:**Description:**

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

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Ethan about obtaining temporary access agreements for surveying work to be completed along White Clay Creek for the bridge project; meeting with Tyler about potential 2020 Parks on Draft schedule; met with AECOM in reference to the Landscape Screening and Treatment Ordinance potential updates; attended a PCI compliance meeting with IT and Finance Department; met with Paula about new registration computer software system information and cost analysis; conducted a park maintenance meeting to discuss upcoming work orders and projects; reviewed subdivision projects for comment on the landscaping plan and value tree count.

Deputy Director: Worked with Shelby to make signs for the camp fair scheduled for February 15, sent out PSA for Camp Fair; continued to finalize information for the camp guide and make updates and changes with Shelby, finalized remaining data entry forms needed for the recreation registration software; conducted weekly staff meeting with recreation staff: completed first draft of

on the End of the Year report; met with Jayme and Joe to discuss park naming contest for the Rodney project using Survey Monkey and the timeline for it; met with Daina, Jill and Dave regarding credit card processing and the possibility of card readers for the department with the current registration software, the new software will have them; completed and sent request for quotes for the arts and crafts and sports equipment needs for 2020 to vendors; met with current apparel contractor about renewing contract; worked on portable toilet request for quote; updated Before and After School care files with Kyle for Everbridge auto call system; worked with Chrissy to compile a schedule for the next four months of rentals and programs at the George Wilson Center and sent to Jeff and Tom Coleman for the possibility of installation of air conditioning; worked with staff regarding the possibility of setting up additional ways to take payments online for sports leagues, before and after school care and Wilson Center rentals; continued to process special event applications.

Recreation Supervisor of Athletics: Proofed summer camp guide and finalized information for summer camp offerings; met with multiple after care staff this week, held new staff orientation, sent out monthly parent's newsletter, working with staff to obtain qualifications certificates and complete online training; sent out captains information for adult summer volleyball and softball leagues; finalized playoff schedules for the adult winter volleyball leagues which will be ending in the next few weeks.

Recreation Supervisor of Community Events: Updating the Newark Community Garden assignments, contacted gardeners from 2019 that have not registered for 2020 and requested that they return their keys, many of those gardeners have not registered to keep their plots for the 2020 season, compiling list of gardens to be cleaned by parks prior to new gardeners taking possession; updated instructor rosters as needed; scheduled meetings for the Community Garden Committee and Newark Memorial Day Parade Committees; sent out and received two sign bids; received the insurance certificate for the 4th of July Fireworks and forwarded it to the appropriate entities; preparing for the 2020 Summer Camp and Volunteer Fair, sent emails to vendor participants, currently 24 groups are registered for the Summer Camp Fair; provided updated information for Summer Camp Guide; attended weekly staff meeting.

Coordinator of GWC and Volunteers: Followed up on items needed for the upcoming summer camp and volunteer fair; made final corrections to summer camp programs for the summer camp guide; attended the defensive driving course; attended weekly staff meeting; processed timesheets for staff; worked with the administrative staff to discuss how payments can possibly be collected moving forward, worked on creating a detailed plan before implementing new strategies; continued to communicate and meet with several potential renters of the George Wilson Center; sent a schedule of rentals/programs to the Deputy Director to assist with scheduling of the installation of air conditioning units; sent out tentative schedules for the upcoming School's Out Days scheduled for February 14 and February 17; a new session of Traditional GOJU Karate began on February 4; Little Feet and Jazz and Hip Hop Dance classes began on February 5, made arrangements to add an additional Jazz and Hip Hop class to accommodate a full roster and multiple ages of participants; Adult Pottery classes began on February 6 with a full class and waitlist; the swim lessons scheduled for February 8 were canceled due to improper chemical balances at the pool at the Newark Senior Center; lessons will be made up on Saturday, March 7. Volunteer Hours: Two volunteers completed court ordered community service during the week with George Wilson Center maintenance/cleaning and park litter pick up in Olan Thomas Park, Pomeroy Trail, James Hall Trail, Cleveland Avenue, and Wyoming Road. Volunteers got a total of six trash bags and devoted a total of 40.25 hours. The coordinator also met with a representative of

Goodwill who will be partnering with the City of Newark to offer an internship to a volunteer beginning in February. Volunteer will be assisting with the Theater Program offered on Wednesdays. The coordinator continued to recruit volunteers for upcoming events

Recreation Specialist: Continuing to receive volunteer camp applications, 17 total received, 10 interviews completed this week, sent out vendor letter to volunteer organizations participating in the fair; created a February Before/After Care newsletter, printed new sign in/tracking sheets with updates to staff/students, purchased cooking club supplies, updated csv file; created tentative Emergency Planning plans for fireworks, with additional questions to be answered; collected volleyball score/time sheets from Newark Charter School and updated website; reviewed and made suggested edits to Camp Guide.

Parks Superintendent: Inspected six park/open space areas and developed work lists as needed, reviewed revised proposed landscape plan for College Square and commented as needed, attended advanced driver training class, along with Parks Director met with representative from PKF Construction to develop "punch list" of items needing to be completed along the Hall Trail, wrote up PR requests for purchase of new metal shelter/installation of shelter along with a concrete pad under shelter/new picnic tables for Lumbrook Park, responded to call from a resident concerning small blockage at Church Road bridge and tree down in creek north of bridge on 273, completed 2020 seasonal budget and submitted to Parks Director for review and followed up on payment and made hotel reservation for upcoming National Playground Safety Inspector school (must re-take the course and test every 3 years).

Parks Supervisor: Assigned parks staff daily and assisted as needed, attended advance driver training class, attended Munis training and met with Eagle Scout to review his final submittal and sign off on his completed Eagle project and continued working with another Eagle Scout on project at the Wilson Center.

Parks and Horticulture staff: Continued on work orders as assigned, did tree work in Valley Stream area/Parks Maintenance Facility and Ridgewood Glenn, did interior bed maintenance at City Hall, continue on perennial cut backs throughout park system, applied winter weed control to bed areas throughout park system, continued on stump grinding throughout park system, did equipment maintenance to stump grinding attachment on Ventrac unit, started hauling soil to upper triangle at McDonald's Circle for upcoming planting, continued mulching bed areas at City Hall and Parks Maintenance Facility and did trash removal throughout park system as needed. Electric Department repaired several lights on the Hall and Pomeroy Trails.

Activity or Project:

New Lumbrook Park Pavilion

Description:

We will be installing a new 20x20 pavilion at Lumbrook Park this spring that will include a concrete floor and new picnic tables. The pavilion will replace the existing pavilion that was installed over 45 years ago.

Status:	Not Started
Expected Completion:	05-18-2020
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:

The buildings at 1364 Marrows Road (Martin Honda) are down and clean-up continues. Work continues at Campus Walk II. The framing and roof are complete on Building 1; all units in Building 2 are drywalled; and, two more units are approved to drywall in Building 3. Construction at the train station is mostly complete, awaiting the Certificate of Occupancy (CO) application and as-built. One area remains for final CO at the Chemours Building; the applicant is looking for end-of-February completion. Work on the wall framing and sheathing at the Whitney Sports Complex is ongoing; interior plumbing and mechanical systems installation is in progress. The framing of all units is mostly complete at 22 Benny Street, plumbing and HVAC systems are being installed, and exterior wall covering finishes are ongoing. Exterior finish installation is in progress at 211 Haines Street, plumbing, HVAC, framing, and insulation inspections are completed, and the elevator permit has been issued. Site work has started at 211 South Main Street, with underground utilities being installed at this time, and the permit has been approved for issuance. The mechanical penthouse structure has been put in place for the UD Life Sciences building addition at 77 East Delaware Avenue; interior piping, framing, and insulation inspections are ongoing and drywall installation is in progress. Interior structural steel improvements are complete at Worrlow Hall, 531 South College Avenue, with interior framing and systems installation ongoing; exterior steel is being set for the new stair tower and interior drywall installation is ongoing. Plans have been submitted and reviewed for four new retail structures, two four-story apartment buildings and a detached garage at College Square. A permit has been issued and installation of footers has begun at the UD Library Annex Addition. A progress meeting was hosted for the Fintech building at STAR Campus, which will be behind the BPI building; the permit for the building will be phased.

Code Enforcement Officer Tim Poole visited the apartment building at 15 O'Daniel Avenue in Victoria Mews which had a kitchen fire last night in unit 15-C. There was minimal fire damage as the sprinkler system activated and extinguished the fire. Present at the time of the visit were the apartment maintenance tech, Wilfredo Martinez, and some representatives of ATI, a restoration

contractor hired by the insurance company. A moisture meter was used to test the walls and ceilings to determine the level of infiltration. There was a significant amount of water infiltration into the building cavities in three of the four units (A, C and D). Unit B is the other second floor unit which did not show any evidence of water infiltration of the common wall between this unit and unit C. Unit D (the first-floor unit below unit C) had moisture saturation of the walls and ceilings in the kitchen area as well as evidence that some water may have entered the HVAC ducts and migrated back through the HVAC unit. Unit A (the other first-floor unit) showed high levels of moisture in the walls and ceilings as well. Tim contacted Electric Department Meter Tech Jim Hill and had him shut the power off to the three affected units until an electrical inspection agency has approved the electrical systems to be re-energized. Tim authorized the contractor to perform selective demolition to begin drying out the building materials and determine the full scope of damage.

Code Enforcement responded to the property at 19 Indian Road where a tree had fallen onto the dwelling. Two pine trees from between 19 Indian Road and the property at 17 Indian Road had fallen and struck the house. One brushed the front of the dwelling and damaged the front gutter and the other struck the side of the dwelling at the gable end of the roof and the top of the tree snapped off and struck the top of the screen porch on the rear of the dwelling. The inspector reported that there was minimal structural damage to the home evident from the attic area of the second floor. The end rafter was broken, and some drywall cracking was evident on the sloped ceiling of the room which was adjacent to the attic space. There was additional cracked drywall in the main attic as well. It was determined that the structure was damaged but still habitable. The insurance company was on-scene and arrangements were made to have the tree removed. The tree had been removed by end-of-day.

Code Enforcement responded to the scene of a vehicle accident that caused damage to the Dickinson dorms. The inspector evaluated the condition of a building that had been struck. The owner of the building was contacted, and he agreed to secure the building and repair the damaged section of fence. By the end of day, the building had been secured.

Final office spaces and plumbing inspections are proceeding at BPI and the project is on track to have Temporary Certificates of Occupancy for the 6th, 5th and 3rd floors by February 20. A stair pressure test was conducted on February 10 and two doors failed the test. Adjustments will be made to correct the problem and a retest was scheduled.

Code Enforcement is waiting for a request for inspection of footing and foundations at the Green Mansion on East Main Street. It is assumed that the wet weather has held up the progress.

Code Enforcement Manager Stephanie Petersen continued working with administrative staff to streamline the permitting process; updated the dispatch list for emergency call-out to include back-up inspectors' and managers' contact information; continued evaluations of Code Enforcement Software; participated in the process for Rental Work Group Recommendations next steps; continued working on revision and development of department policies and procedures; continued working on completing employee evaluations; worked on Business License and Rental License aging report; and, reviewed all code-related delinquent accounts for accuracy.

Property Maintenance Inspectors conducted the reinspection of the White Chapel Sweep this week. There was very good compliance with only a few properties still in violation. Final notices/tow stickers were posted. The reinspection of the East Cleveland Avenue Sweep also

occurred this week. There was very good compliance with only two properties in violation. Final notices/citations were issued.

Also completed by Property Maintenance this week:

- 53 Inspections
- 21 Response to Complaints
- 6 Citations Issued
- 14 Violations Issued

Planning/Land Use:

Planning and Development Director Mary Ellen Gray participated in a conference call with the consultants regarding next steps for the Rental Housing Workgroup. The Rental Housing Workgroup will convene on March 12 from 4:00 to 6:00 p.m. to review the comments and discussion by Council and the public at the February 3 Council meeting and discuss the policy recommendations and priorities. Council meeting date for presentation of the final recommendations is May 18, 2020.

In conjunction with Assistant to the City Manager Jeff Martindale and Purchasing Assistant Cathy Trykowski, Director Gray finalized an RFP for planning professional services and it is now out for bid. Proposals for the RFP are due March 17 by 2:00 p.m. Requests for information or submittal process should be directed to Jeff Martindale at jmartindale@newark.de.us. Questions that are technical or services-related should be directed to Director Gray at mgray@newark.de.us.

Director Gray prepared for and participated in the February 10 Council agenda where the planning related agenda items including the proposed ordinance amending Chapter 32 regarding sidewalk cafes, patios, decks, balconies and parklets and the Special Use Permit for Oh-So Cycle located at 165 South Main Street were discussed – <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6423>. Both of these agenda items were approved by Council.

Director Gray participated in a conference call with the Downtown Parking Plan consultants Kimley-Horn along with Planner Mike Fortner and Parking Manager Marvin Howard. They debriefed on the Parking Stakeholder meetings held on January 28-30 and preparations for the upcoming Drop-In Downtown Newark Parking Management Plan public workshop which is being held on Tuesday, February 25, 2020. We will be having two public workshop sessions on the 25th – one from 8:00 to 10:00 a.m. and the other from 4:00 to 6:00 p.m. Both meetings will be held in the Council Chamber.

Director Gray worked with the University of Delaware Transportation Services Department and our legal counsel on ridership issues related to Unicity; continued work on impact fees; worked on the March 3 Planning Commission agenda and related items; conducted plan review and participated in various meetings regarding land use plans; performed various administrative and managerial tasks; worked on issues related to the Transportation Improvement District (TID) development; and, discussed the effort to revise the Property Maintenance Code, Chapter 17, per the 2018 International Building Code amendments and convened an internal working group.

On February 11, Planning and Development staff held a meeting with the City Solicitor and applicant to discuss ideas on creating an “agricultural zoning.” Planner Mike Fortner prepared a presentation on the implementation plan for the Sustainable Newark Plan to the Conservation

Advisory Commission. However, the CAC meeting was cancelled due to a lack of a quorum and did not meet on February 11. Mike created promotional material for the Public Workshops on the Downtown Newark Parking Management Plan to be held on February 25. The day will include two workshops – a morning workshop between 8:00 a.m. and 10:00 a.m., and an afternoon workshop between 4:00 p.m. and 6:00 p.m. The workshops will be “Drop In” workshops, meaning the public can drop in any time during one of the workshops to discuss their ideas. On February 6, Planning and Development Director Mary Ellen Gray and Planner Mike Fortner attended the 2020 Census Kick-Off meeting in Wilmington held by the Delaware Complete Count Committee. The Planning and Development Department is coordinating with U.S. Census staff in Delaware to assist in any way feasible to ensure Newark has a complete count.

The following was also completed this week:

- 1 Deed Transfer Affidavits
- 18 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff

comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019. Staff comments were forwarded to the applicant on January 2, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 2019. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0). The project will be placed on an upcoming City Council agenda.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project will be placed on an

upcoming City Council agenda.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. No objections have been received from adjacent property owners.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020.

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:

- On February 9, 2020 at about 1730 hours, Newark Police received a report of a threat on

social media related to a hockey game scheduled for that day at the Patriot Ice Center at 101 John F. Campbell Drive in Newark. The threat involved a picture of a male holding and displaying a handgun in his waistband with words meant to cause alarm to members of the Newark/Tatnall hockey team. The game was canceled as a result of the threat. P/O Almonte began to investigate the threat and determined that the subject in the photo with the handgun was a member of the Hodgson High School hockey team. A search warrant was obtained for his Newark residence where numerous firearms were located, along with marijuana. The 16-year-old male who posted the threat was taken into custody at his residence without incident and was charged with Possession of a Firearm by a Juvenile and Terroristic Threatening. He appeared before Justice of the Peace Court #11 by video and was released on \$4,000 unsecured bail for a future appearance in New Castle County Family Court. [REDACTED]

- On February 9, 2020 at about 2352 hours, Newark Police were dispatched to a report of a motorcycle crash on Paper Mill Road south of Wharton Drive. Responding officers found that a Harley-Davidson motorcycle was northbound on Paper Mill Road when the operator lost control of the motorcycle, crossed the southbound lane, struck an embankment off the west side of the roadway and then struck a tree. The motorcycle operator, a 32-year-old Newark man, was ejected from the motorcycle. The operator suffered serious injuries. He was treated at the scene by New Castle County Paramedics and was transported to an area hospital by an ambulance from Aetna Hose, Hook and Ladder Company of Newark.

Administration Division:

- On Friday, February 7, 2020, NPD Administration Unit staff participated in the University of Delaware spring new student orientation.
- NPD firearms qualifications begin this week with two members of the Administration Unit providing instruction and two others providing patrol coverage during range times.

Criminal Investigations Division:

- As part of an ongoing investigation into a robbery that occurred on October 25, 2019 at the Red Roof Inn, 1119 S. College Avenue, a 15-year-old female was arrested on February 7, 2020 by detectives. The female was identified through citizen tips after several photos from this incident were released to the public. The female was charged with Robbery 1st Degree, Assault 2nd Degree, Conspiracy 2nd Degree, Offensive Touching, and Criminal Mischief.

Traffic Unit:

- The speed survey has been completed on Barksdale Road. The speed boxed will be placed on Ray Street for a speed survey on that street.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	02-13-2020
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:**

Public Works and Water Resources Department

Notable Notes:

Staff is working with Communications on Flood Prevention and Storm Tips infographics to be circulated through the City's social media channels and the website.

The majority of PW&WR staff has completed the defensive driving provided by the City Manager's office. This is a great resource and refresher for staff to practice safe driving while at work and in our personal vehicles.

Activity or Project:

Drainage Clearing - Various Locations

Description:

PW&WR crews have begun clearing of drainage ditches and small streams in order to facilitate adequate flow and minimize the issues caused by floating debris and overgrowth. Crews have been focused on the area around Julie Lane and the Yorkshire ditch near Anita Drive. This work is well suited for the winter season when the leaves and growth are at a minimum. In house staff typically remove light brush and small trees, while a contractor is brought in to clear larger trees and stumps. The work will continue until the new growth prevents efficient removal and will pick up again next winter. Please forward any additional drainage concerns to PW&WR for investigation and prioritization.

Status:

In-Progress

Expected Completion:

04-30-2020

Execution Status:

On Track

Activity or Project:

Rodney - Demolition and Mass Grading

Description:

The demolition contractor has requested a final walkthrough and punchlist in advance of the project completion by February 21. The site will be stabilized until the mass excavation contractor mobilizes to begin hauling the soil from the site. The excavation contract is scheduled to be heard by Council at the February 24 Council meeting and we anticipate the contractor beginning work within two weeks after the contract is awarded.

Status:	In-Progress
Expected Completion:	02-28-2020
Execution Status:	On Track

Activity or Project:

South Well Field Upgrades

Description:

PW&WR staff held a pre-construction with the contractor, inspectors, and subcontractors. The final paperwork is being processed and the work is anticipated to start within the next few weeks. Notices to the surrounding area will be delivered in advance of the work.

Status:	In-Progress
Expected Completion:	02-21-2020
Execution Status:	On Track

Digital Records Project New Documents Created – February 6-12

Name	# of Documents	# of Pages	Types
Samantha	109	541	Court Documents/Miscellaneous Files
Sandy	421	2,223	Personnel Files/A/P Batch Invoices/Administrative Correspondence and Weekly Reports/PUBS Daily Cash Receipts
Fred	601	815	Work Order Attachments/Permits
Ana (PT)	55	550	Parks & Rec Reports and Before/After Care Documents/Court Documents
Sharon (PT)	40	624	Miscellaneous Current Files
Total	1,226	4,753	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706		
March	32,064		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 02/02/20-02/08/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO DATE	2020 TO DATE	THIS WEEK 2020	2019 TO DATE	2020 TO DATE	THIS WEEK 2020
<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	1	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	2	1	0	3	0	0
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	1	0	0	0	0
Assault/Aggravated	3	2	0	5	1	0
Burglary	17	5	1	4	8	0
- Commercial Burglaries	1	1	1	0	6	0
- Residential Burglaries	15	4	0	3	2	0
- Other Burglaries	1	0	0	1	0	0
Theft	56	51	9	44	27	0
Theft/Auto	4	9	2	2	0	0
Arson	0	0	0	0	0	0
All Other	13	28	4	9	7	0
TOTAL PART I	96	98	17	67	43	0
<u>PART II OFFENSES</u>						
Other Assaults	31	34	7	10	19	3
Rec. Stolen Property	0	0	0	3	0	0
Criminal Michief	10	10	0	9	15	0
Weapons	2	2	1	9	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	5	5	0	13	2	1
Drugs	26	10	3	31	13	2
Noise/Disorderly Premise	45	28	7	16	6	1
Disorderly Conduct	15	13	3	12	10	0
Trespass	27	30	7	16	13	0
All Other	32	25	3	42	40	0
TOTAL PART II	193	157	31	161	120	7
<u>MISCELLANEOUS:</u>						
Alarm	13	8	0	0	0	0
Animal Control	48	60	13	0	15	0
Recovered Property	17	25	2	0	0	0
Service	4054	3980	621	0	0	0
Suspicious Per/Veh	34	47	11	0	0	0
TOTAL MISC.	4166	4120	647	0	15	0

	THIS WEEK 2019	2019 TO DATE	THIS WEEK 2020	2020 TO DATE
TOTAL CALLS	886	5,161	817	5,025



Newark Police Department
Weekly Traffic Report
02/02/20-02/08/20



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	1103	1202	230	184
DUI	26	10	2	4
TOTAL	1129	1212	232	188

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	1	0
Personal Injury	28	20	9	6
Property Damage (Reportable)	112	82	18	14
*Hit & Run	32	15	10	4
*Private Property	20	14	5	3
TOTAL	141	102	28	20

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.