

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

There will be two weeks' worth of information in this week's weekly report so please be sure to review both entries for each department.

For the week ending 9/17 I spent a lot of time working on items related to the private social gathering ordinance which I presented to Council at their regular meeting on Monday night. We have a meeting scheduled for Friday afternoon with the Department of Public Health (DPH), the Student Government Association (SGA), and the Newark Police Department to begin development of a successor ordinance. We kicked off the official negotiation sessions with FOP on Monday and hope to have a new agreement ready for Council review before the end of the year when the current contract expires. On Wednesday I attended the ribbon cutting for Thorn Flats' new community center with Mayor Clifton and Councilwoman Creecy. I also participated in an interview with members from Newark United Methodist Church as part of a strategic visioning process they are undergoing from which they were looking for input and feedback from community leaders. I also attended the swearing in of our newest police officer who graduated from the Delaware State Police academy on Thursday evening. I am happy to welcome PO Hultberg to the City of Newark team!

Human Resources:

The first meeting with the FOP took place on Monday morning to kick off the negotiation process with the approval of ground rules. The next meeting will take place on Wednesday, September 22. The first anti-harassment training session was completed in the morning of Tuesday, September 14. HR Coordinator Denyce Bradshaw ran the training for approximately 23 employees. This training video is different from the training the City used two years ago. This training is provided by our risk management provider DFIT. I received positive feedback from the employees and Ms. Bradshaw who said the training is interactive and requires employees to engage. There are several more trainings set up in the remaining months to meet the December 31 deadline. CHRO Hardin and CPPO Martindale attended the annual meeting for the City's healthcare trust DVHT on Tuesday, September 14 in Blue Bell, PA. They provided membership with the actuarial and financial health of the trust as well as wellness and legal updates. The Executive Committee will be voting on 2022 premium rates at the end of September with notification to the City by early October.

CHRO Hardin processed a death benefit for a retiree. She also continued to work on employee pension records as requested. CHRO Hardin set up a meeting of the pension committee for September 28. On Thursday, September 16 CHRO Hardin and City Manager Tom Coleman met with City Secretary Renee Bensley and Deputy City Secretary Tara Schiano for a preparation session ahead of the first Diversity and Inclusion Commission meeting on September 28. CHRO Hardin will be a staff representative on the Commission. The HR team will be preparing for open enrollment and 2021 performance reviews which begins in October. The rest of her time this week was spent on labor relations, attending meetings, and assisting directors with personnel matters.

The Code Enforcement Officer posting closed on September 10. We received 10 applications which are now being reviewed by Director Mary Ellen Gray. HR Administrator Marta Pacheco sent a letter of conditional hire to Part-Time Secretary applicant in Alderman's Court. She also scheduled interviews for the Substitute Part-Time Community Center Attendant vacancy. Interviews are scheduled for Tuesday, September 21. Panel members were sent their interview packet as well. Ms. Pacheco distributed August Personnel Roster to staff. She also prepared and distributed October status forms. She also prepared and distributed August's injury report for Safety Committee. Ms. Pacheco also completed several verification of employment (VOE). There are two pending job postings: Deputy Director of Planning and Development and Fire Protection Specialist.

Along with CHRO Hardin, CPPO Jeff Martindale went to the Delaware Valley Health Trust (DVHT) Annual Board meeting for 2021 on Tuesday. Open Enrollment for City staff will likely begin the final week of October and will run through the first week of November. Mr. Martindale additionally neared finalization of the City's required ACA reporting census of City employees. He will submit this to DVHT, who will help process on the City's behalf. Lastly for HR, as of 11:00 a.m. on Thursday, 9/16/2021, there have been zero new COVID-19 cases among staff this week. In fact, after our multiple cases in August and early September, we have not had any cases in almost two weeks. Three (3) additional City employees received their COVID vaccines this week, which pushed staff over the 77.5% vaccination rate mark. Five (5) additional vaccinations are required to hit the City's 80% goal for staff. Attached please find the updated staff vaccination and positive case statistics. Beginning October 1, City staff will be required to either be vaccinated or submit weekly testing results.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

In addition to the above noted HR items for the week ending 9/17, CPPO Jeff Martindale also continued work on the City's Purchasing Manual updates, which have not been fully updated since the 1990s. The Manual is nearing the end of the writing phase, which will lead to an internal review process before coming to Council for approval.

Mr. Martindale additionally refreshed information pertaining to the previously rejected Council Chamber Renovation CIP. Council indicated they would like to see this project resurrected as a budget amendment to the 2021 budget or as part of the 2022 budget. This will be ready for Council's review soon.

On Tuesday, he held one bid opening for Contract 21-11 (Electric Line Tree Trimming), which received two bids, and attended the CAC meeting as the City staff liaison.

Purchasing Assistant:

So far this week (as of 9/15), Purchasing Assistant Cathy Trykowski processed 15 purchase orders and anticipates processing 90 invoices by the end of the week. Additionally, Ms. Trykowski held two bid openings in Mr. Martindale's absence on Tuesday, 9/14. One for RFP 21-05 (Charrette-Planning) and Contract 21-12 (CIPP Sanitary Sewer Lining-PW&WR).

Facilities Maintenance Superintendent:

For the week ending 9/17, FM Superintendent Dave Greenplate completed the following tasks:

- Updated fuel records.
- Fabricated pressure treated sleeve for installation of the wall AC unit at yard gym.
- Further investigated leak in police station that got to basement storage closet.
- Looked into stormwater sump pump issues with outside contractor.
- Unclogged 2nd floor men's room toilet and then sanitized walls and floors.
- Work on Council Chamber renovation plans and pricing.
- Escorted roofing contractor as they made some repairs above fishbowl area of police station.

Facilities Maintenance team:

The rest of the FM team completed the following for the week ending 9/17:

- Painted Windy Hills water tower shed.
- Cut holes in cell 5 ceiling to look for leak.
- Delivered sleeve and AC unit to yard.
- Completed monthly AED/air freshener and drain maintainer inspections.
- Continued patching of holes 2nd floor police station.
- Completed normal duties.
- Cleaned windows and blinds in PUBS office.

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:**

Administration - City Manager

Notable Notes:

City Manager:

There will be two weeks' worth of information in this week's weekly report so please be sure to review both entries for each department.

For the week ending 9/10 I spent considerable time on personnel items, consulting with our legal team on a number of ongoing items, and reviewing documents like the City's investment policy and previous Management Plans. I held a call with the consultant working with the Newark Housing Authority on their George Read Village redevelopment project to get an update on their progress and discuss their upcoming presentation on the project to Council. I also spent time updating the projects and initiatives prioritization spreadsheet for future review with Council as it has not been updated and shared with Council since COVID. I attended the DEMEC annual meeting and was elected Vice Chair of the Board of Directors and Executive Committee for the upcoming year. I appreciate the support of the rest of the board in choosing me for these roles. I also attended the 9/11 ceremony at Memorial Hall on Friday. The remainder of the week was spent on general administrative tasks.

Human Resources:

CHRO Hardin spent the majority of her time on labor relations, attending meetings, and assisting directors with personnel matters. CHRO Hardin reviewed the draft job description for the Deputy Director of Planning and Development prepared by Planning Director Mary Ellen Gray. The HR team is planning to have this position posted by Friday, September 17. The first meeting with the FOP will take place on Monday morning to kick

off the negotiation process. Anti-harassment training will begin on Tuesday, September 14. CHRO Hardin and CPPO Martindale will be attending the annual meeting for the City's healthcare trust DVHT on Tuesday, September 14. HR Coordinator Denyce Bradshaw will be running the training this year. CHRO Hardin worked with retirees on retirement benefits and Medicare questions. The HR team also continues to work on updating the employee personnel manual. This week HR Administrator Marta Pacheco will post the Maintenance I in Parks & Recreation on Friday, September 10 and will close in two weeks. She will also post the Police Officer on Friday, September 10. The Part-Time Secretary interviews for Alderman Court were conducted on Wednesday, September 8.

Ms. Pacheco updated and distributed Section 5.01 - Temporary and Part-Time Compensation Rates in the personnel manual to staff. She contacted the only applicant that applied for the Part-Time Custodian position and the individual declined an interview due to the pay rate. The entire HR team participated in Zywave Training. Zywave is an interactive training and risk management resource program offered through our workers compensation/risk management trust DFIT. They provided us a personal one-hour training session to show all of the features of the portal. Ms. Pacheco added new hire in Munis for Parks; also terminated employees who finished with the summer programs. She completed several VOE (Verification of Employment) as requested and provided information to the Department of Labor on unemployment benefits. Ms. Bradshaw assisted with special projects and spent the majority of the week creating and uploading employee email addresses into the Zywave portal in order to set up training modules for City employees.

For the week ending 9/10, CPPO Martindale spent considerably less time on COVID issues this week, which is a benefit to the department and entire staff. As of 10:00 a.m. on 9/9, there are no new COVID cases among City staff. All direct exposures to staff (which were all outside the workplace) resulted in negative test results, and we have no staff on quarantine. Mr. Martindale continued to track vaccination statuses (there are now employees receiving third vaccination shots/boosters). Lastly on COVID, Mr. Martindale began working on the 10/1 policy, which will require employees to either be fully vaccinated or submit weekly test results. This will be reviewed internally by the City Manager's Office before being distributed to staff. Mr. Martindale also began this year's ACA reporting process. He will continue working with the Delaware Valley Health Trust (DVHT) to complete this year's reporting in a timely manner. Lastly for HR, CPPO Martindale is continuing to work with Symetra - the City's new Life/LTD vendor - to switch services over, which started effective 7/1.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

In addition to the HR items above for the week ending 9/10, CPPO Jeff Martindale completed two contract reviews and issued two addenda to two contracts posted on www.newarkde.gov/bids:

- Contract 21-13: Stormwater Management Retrofit Abbotsford BMP
- RFQ 21-19: 2021 Sidewalk Improvement Plan
- Contract 21-12: Addendum #2
- RFP 21-05: Addendum #2

Mr. Martindale additionally followed up with various departments regarding the purchase order process and compliance to better budget for the remainder of the year and adhere to City policy.

Along with CCO Jayme Gravell, Mr. Martindale met with the CAC and Sierra Club to overview a solar park information project and tour in October.

The rest of the week was spent on various personnel items and ESCO-related topics.

Purchasing Assistant:

Ms. Trykowski processed 69 invoices for the week ending 9/3, 9 purchase orders, and 1 change order. For the week ending 9/10, she processed 14 purchase orders, 93 invoices, and 2 change orders, and updated/entered 5 vendor accounts into MUNIS.

Facilities Maintenance Superintendent:

For the week ending 9/10, FM Superintendent Dave Greenplate completed the following items:

- Tracked down some leaks in police station (Chief's office and storage closet in basement). The leaks are unrelated and difficult to find the source. More info to come.
- Facilitated the Automatic Transfer Switch replacement by a contractor on Wednesday night.
- Cleaned up broken sandbags from storm prep.
- Began work to install AC unit through the wall at yard gym.
- Vacuumed Chief's office after disturbing the ceiling as part of leak investigation.
- Updated fuel records.
- Completed plaster repairs in atrium.
- Helped PUBS with their TV.

For the week ending 9/17, FM Superintendent Dave Greenplate completed the following tasks:

- Updated fuel records.
- Fabricated Pressure Treated Sleeve for installation of the wall AC unit at yard gym.
- Further investigated leak in police station that got to basement storage closet.
- Looked into stormwater sump pump issues with outside contractor.
- Unclogged 2nd floor men's room toilet and then sanitized walls and floors.
- Work on council chamber renovation plans and pricing.
- Escorted roofing contractor as they made some repairs above fishbowl area of police station.

Facilities Maintenance team:

The rest of the FM team completed the following for the week ending 9/10:

- Completed ceiling tile replacements in walkway between police station and court.

- Finished scrubbing floors at GWC.
- Assisted in leak investigation in police station.
- Began patching holes created to look for leaks.
- Completed normal cleaning and disinfecting duties.
- Ran floor machine at the yard.

Communications:

Chief Communications Officer:

- Assisted the Parks Department with announcing the cancelation of Community Day.
- Completed the first class of the Wilmington University Delaware Municipality Supervisory Academy course.
- Met with members of the CAC and Sierra Club to plan an event in October to highlight the City's sustainability efforts.
- Working with Parks and UD to organize the upcoming Patriot Day ceremony on 9/10, creating the program and writing remarks for Mayor Clifton.
- Completed new letters of support for restaurants participating in Main Street Alfresco.
- Continuing to work on the new councilmember manual, gathering feedback from other departments and updating content.
- Continuing to work on different wellness initiatives including an employee survey and different team building ideas.
- Drafted release announcing Unicity bus route changes
- Working with DEMEC to schedule Public Power Week video clips
- Completed the second class of the Wilmington University Delaware Municipality Supervisory Academy course
- Met with reps from Fulton Bank to plan and organize financial literacy seminars for staff, presented by the Wellness Committee
- Began writing announcement on the Fitch Ratings financial outlook for the City

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Began November newsletter and October staff birthday list.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal.
- Assisted mailroom staff with various tasks.

Creative Designer and Web Specialist:

- Created flyer for the new Unicity bus route.
- Created social media graphics for Newark Police Department recruitment.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated Budget Central with Electric, Police and Finance budget overviews and acronym listing.
- Updated the Rain Barrel Grant Program webpage.

Activity or Project:

Description:

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Expected Completion:

Execution Status:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/9/21-9/15/21. These sessions included arraignments, trials, capias returns, code violations and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual managers' meeting on 9/9/21.

Terri presented the Judicial budget to Council on 9/13/21.

The court processed 31 PBJ's for traffic violations and 4 Plea by Mails for criminal violations.

An offer was made to one of the P/T Secretary applicants which the individual has accepted. The tentative start date is 9/29/21.

Activity or Project:

Payments and Court Sessions

Description:

From 9/9/21- 9/15/21 Alderman's Court handled 37 arraignments, 39 trials, 1 code violation, 3 video hearings and 6 capias returns. The court collected a total of 256 parking payments of which 226 were paid online and 30 were paid at court. The court also collected criminal/traffic payments of which 124 were paid online and 17 were paid at court for a total of 141 criminal/traffic payments.

Status:	Completed
Expected Completion:	09-15-2021
Execution Status:	Completed

Activity or Project:
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Expected Completion:	
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Activity or Project:
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City Manager's Weekly Report
Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/2/21 - 9/8/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual managers' meeting on 9/2/21.

The bailiffs will have their second weapons requalification on 10/23/21.

Terri conducted interviews for the P/T Secretary position on 9/8/21.

The court processed 28 PBJ's for traffic violations and processed 9 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 9/2/21 - 9/8/21 Alderman's Court handled 32 arraignments, 47 trials and 14 capias returns. The court collected a total of 351 parking payments of which 288 were paid online and 63 were paid at court. The court also collected criminal/traffic payments of which 142 were paid online and 20 were paid at court for a total of 162 criminal/traffic payments.

Status:	Completed
Expected Completion:	09-08-2021
Execution Status:	Completed

Activity or Project:
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Expected Completion:	

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

City Manager's Weekly Report	
Department: City Secretary and City Solicitor's Office	
Notable Notes:	
Bobby was in the office on September 3 for Court. Renee attended the management staff meeting on September 2. Renee spent time working on items related to Council, including drafting the agenda for the September 20 Council meeting and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into mid-October and beyond. Renee worked with the Reapportionment Committee to schedule its first meeting and to review initial census data maps provided by the Department of Elections. The first meeting of the Reapportionment Committee will be held on Wednesday, September 15 at 6:00 p.m. Agendas were sent to the committee for the upcoming meeting. The annexation and rezoning for 1105 Elkton Road is scheduled for public hearing at the September 27 Council meeting. Renee and Nichol worked with several boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments. Applicants for positions on the Diversity and Inclusion Commission and Reapportionment Committee are scheduled to be considered on the September 13 Council agenda. All positions currently accepting applications can be found on the City's website here: https://newarkde.gov/113/Boards-Committees-Commissions. Tara prepared the Patriot Day proclamation. Tara completed several building permit reviews and contacted developers that had outstanding items. Tara and Violet worked on research items for Council and staff. Staff worked on FOIA-related items this week. The following actions were taken on FOIA requests: - o Circulated to staff a September 2nd FOIA request for spills/contaminations regarding the 734 Paper Mill Milford Run Subdivision from Evans Mill Environmental, LLC - o Circulated to staff a September 7th FOIA request for arrest records pertaining to Samuel Carter Hofferbert from Alexandra B. Lord - o Circulated to staff a September 7th FOIA request for the date and cause of a barn fire which occurred between 1934-1939 at the current location of 84 Lumber from Robert D. Murphy - o Circulated to staff a September 8th FOIA request for open violations/liens/building permits and 09/30/2021 unpaid utilities through current regarding 325 Paper Mill Road from Henry Cahill - o Provided a response and closed an August 31st FOIA request for spills/contamination regarding Briarcreek North Subdivision from Evans Mill Environmental, LLC - o Provided a response and closed an August 31st FOIA request for open liens/permits pertaining to 920 Aster Avenue from Kennedy Ruffin Regarding minutes, staff time was spent on the August 30 Council (Nichol drafting) minutes. The August 10 Conservation Advisory Commission, August 23 Council executive session and August 30 Council executive session minutes are currently in the queue. 379 discovery requests have been filled so far for 2021. The court calendar for September 23 is in process 23 associated case files are being compiled for the Deputy City Solicitor. The office received 13 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 433 lien certificates have been processed for 2021.	
Activity or Project: Digital Records Project	
Description: The scanned documents for September 2 - 8 are below.	
Status:	In-Progress
Expected Completion:	

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:
City Secretary and City Solicitor's Office
Notable Notes:
Paul was in the office on September 13 for Council and Bobby was in the office on September 9 for Court.
Tara attended the management staff meeting on September 9.
Staff finalized and posted the agenda and packet for the September 20 Council meeting on September 13.
Renee met with Department of Elections staff on September 13 to discuss the expectations for the Department's support of the 2021 Council reapportionment process.
Paul and Renee staffed the Council meeting on September 13. An addendum adding item 3D (District 4 Reapportionment Committee appointment) was posted and sent to Council on September 9. Items 2C (August 31 Council minutes), 2D (August 3 Planning Commission minutes) and 3D (District 4 Reapportionment Committee appointment) were posted and sent to Council on September 10. Follow up from the meeting was completed throughout the week.
Nichol staffed the Conservation Advisory Commission meeting on September 14. The CAC briefly discussed how to spend additional funding, Ag Day participation, McKees' walkthrough reschedule, and discussed the fact that the City does not have an ecologist on staff, only an arborist. They discussed tree coverage in relationship to development projects, light pollution, trail lighting and increasing participation in the opt-in green energy program.
Renee attended the Change is Good: How to Live it, Love it, and Lead it webinar on September 15 for credit towards her Master Municipal Clerk certification.
Renee staffed the Reapportionment Committee meeting on September 15. The Committee elected Stu Markham as chair, had a presentation on the process from the Department of Elections, discussed the initial 2020 Census data in relation to the 2010 district lines and scheduled their next meeting for September 29 at 6:00 p.m. which will be a working session to review potential map changes.
Renee spent time working on items related to Council, including drafting the agenda for the September 27 Council meeting, finalizing packet items for the September 13 Council meeting, preparing for the Legislative Department budget presentation on September 13, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into November and beyond.
Renee sent the annexation agreement for 1105 Elkton Road to the applicant for review. The annexation and rezoning for this application is scheduled for public hearing at the September 27 Council meeting.
Renee worked with the applicant for 1325 Old Coochs Bridge Road to submit final presentation materials for the Council packet. This special use permit for a cell phone tower is scheduled for Council consideration on September 27.
Tara and Nichol worked with several boards and commissions applicants regarding their interest in and application submissions for upcoming appointments and reappointments as well as follow up for Council approved appointees. All positions currently accepting applications can be found on the City's website here: https://newarkde.gov/113/Boards-Committees-Commissions .
Tara prepared a proclamation for Extra Mile Day.
Danielle processed items for recordation with the Recorder of Deeds office.
Tara completed several building permit reviews and contacted developers that had outstanding items.
Tara, Danielle and Violet worked on research items for Council and staff.
Renee spent time on personnel issues.

Tara spent time on several union items.

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

- * Circulated to staff a September 9 FOIA request for copies of applications/site plans for possible/proposed new cellular/communications/telecommunications/wireless towers between 07/01/2021 – 09/09/2021 from SBA Communications
- * Circulated to staff a September 9 FOIA request for a copy of the contract/agreement with a company used to process mail-in utility payments annually/periodic/per submission from Frank Tolomeo
- * Circulated to staff a September 13 FOIA request pertaining to 120 Lovett Avenue for code violations/open permits from Brian Frederick Funk, P.A.
- * Circulated to staff a September 15 FOIA request pertaining to 100 Christiana Mill Drive for historical spills/contaminations/fires from Adams Environmental Engineering Group, LLC
- * Circulated to staff a September 15 FOIA request regarding 2 East Galloway Court for violations/lienable items/open permits from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the August 10 Conservation Advisory Commission (Nichol drafted - complete), August 30 Council (Nichol drafted; Renee and Tara edited - complete) and September 13 Council (Nichol drafting) minutes. Several Council executive sessions, the September 14 Conservation Advisory Commission and September 15 Reapportionment Committee minutes are currently in the queue.

12 discovery requests for upcoming Court cases were fulfilled this week. 391 discovery requests have been filled so far for 2021. The court calendar for September 23 was completed and the 21 associated case files were compiled for the Deputy City Solicitor.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 19 lien certificates were completed and sent to the requestor. 445 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha worked to be able to bring Networks students back on-site to work with the Records Division on document preparation. This program provides work experience for students in the Christina School District at no charge to the City and allows our Records staff to be more efficient in their scanning efforts. The City had a very successful relationship with Networks pre-COVID and looks forward to resuming the hosting of the students once again.

The scanning numbers for September 9-15 are below.

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

Activity or Project:

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Expected Completion:	
Execution Status:	

Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews worked at The Grove, replaced a service in Cherry Hill, and set switchgear at Fintech.

The field supervisor and engineering met with contractors at the Newark Senior Living Project to go over the installation responsibility for the electric service. They also met with the directional drill contractor for a buss line replacement in Cornwallis Square and a back feed at Christianstead.

The electricians worked with the contractor changing the transfer switch at City Hall after hours. They also worked at the Kershaw Substation on the T4 oil containment pit, fixed receptacles on Academy Street, and installed a demo fault indicating system.

Engineering met with a UD professor that has a grant to install a device in homes that will tell the customer their usage in real time. He wants to use the radio information from the existing meters as opposed to current technology which requires installing devices inside the house panel.

Engineering also worked in the field with a vendor troubleshooting communication issues with legacy relays. New communication equipment will be installed at substations when all the bugs are worked out with the older relays.

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Execution Status:
City Manager's Weekly Report
Department:

Electric Department

Notable Notes:

The line crews continued working at The Grove. They also completed an emergency pole replacement on Paper Mill Road after an auto accident and temporarily ran secondary cables on the ground to energize buildings on Cornwallis Square.

The electricians prepped for a transfer switch replacement that is being done after hours. All the power in the Municipal Building (not the Police) will be off for several hours. All computer systems will be down for several more hours after the power is restored.

The electricians prepared for Community Day and replaced several inverters at McKees Solar Park.

The electricians also installed a new fault indicator system as a trial/test at the South Chapel Substation. The system indicates on a map in real time when the indicators on aerial lines are triggered by a fault, thereby shortening the time looking for fault locations.

Engineering compiled the UD loads for August. Engineering also worked on budget proposals and worked with the electricians to clear up substation and recloser communication issues.

Activity or Project:
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Execution Status:
City Manager's Weekly Report
Department:

Finance Department

Notable Notes:

Payments and Utility Billing will be closed for system upgrades on Tuesday, September 14th. During this time, the utility payment portal will also be down. The payment portal for taxes and fees is not impacted during this update.

The budget hearings for Legislative, Alderman's Court, and Public Works and Water Resources will be held on September 13. Link to all budget information can be found here: <https://newarkde.gov/1007/Budget-Central>.

The Delaware State Housing Authority (DSHA) Delaware Housing Assistance Program (DEHAP) expanded the rental assistance program to assist customers with utility services. This program has requirements set by DEHAP and includes an application process that must be completed prior to receiving assistance. To learn if you qualify for aid, follow these steps below:

- Visit decovidhousinghelp.com or call (888)363-8808.
- Provide all necessary information to complete and process your application for assistance.
- Upon learning the status of your application, contact the City of Newark to prevent disconnection. The City will validate the application and to note the account through the process to prevent service interruption for electric and/or water services.

Letters to potentially eligible tenants were mailed on pink paper. The Landlord Association was also advised of the program. Frequently asked questions regarding the program can be found at: <https://decovidhousinghelp.com/frequently-asked-questions/>. Please do not hesitate to contact our Payment and Utility Billing Division at (302)366-7000 with any questions.

Tax bills were generated and mailed to all tax parcels in mid-August. The bills are viewable on the City's website. About 60% of property tax bills are paid directly by the property owner in Newark. The tax rate has not changed from last year. Copies of the tax bills are mailed to all, regardless of whether your mortgage company pays the bill on your behalf or not. In years past, the Accounting office would receive many requests for a paper copy. Tax bills can be paid online using this link for no additional fee: www.newarkde.gov/payments.

Did you know that only 30% of our utility customers have opted to not receive a paper bill? We are encouraging all customers to log onto Customer Connect to opt-out of receiving paper bills. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum.

Activity or Project:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

On September 10, FitchRatings affirmed the City's bond rating at AA+. In addition to the City maintaining the second-highest rating (AAA is highest), FitchRatings took an additional step and revised the City's outlook from "Negative" to "Stable" that was placed upon us during the early stages of the COVID-19 pandemic. The "Negative" outlook revision was not expected to be changed until 2022, so we are happy to see that the rating agencies are comfortable with the financial management and economic outlook of the City of Newark. The full press release can be found here: <https://www.fitchratings.com/research/us-public-finance/fitch-affirms-newark-de-idr-gos-at-aa-outlook-revised-to-stable-10-09-2021>.

June and July's Financial Reports were completed and will be presented at the September 27th Council meeting.

The budget hearings for Police, Electric and Finance will be held on September 20. Link to all budget information can be found here: <https://newarkde.gov/1007/Budget-Central>.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:	Information Technology Department
Notable Notes:	
Applications Team: Open Support Tickets from Previous Week - 60 Open Project Tickets from Previous Week - 15 Open Tickets with Vendor R&D from Previous Week - 30 Tickets Opened in the Last Week - 23 Tickets Closed in the Last Week - 19 Remaining Open Support Tickets - 64 Remaining Open Project Tickets - 15 Remaining Tickets with Vendor R&D - 30 Applications Administrator and Applications Analyst were both out of the office this week. - Continued resolving any issues found from user acceptance testing of Northstar, Customer Connect and mCare. - Teams meeting with CED and Finance to discuss on going business license updates on 9/7. - Worked with Paymentus to resolve payment processing issues on 9/8 and 9/9. - Worked on and resolved support tickets for end users. - Created reports for users as requested. Pending: - POS Cashiering for Welcome Center is on hold, waiting for vendor fix. - VSS registration guide on hold, will need to script a change to vendor contact types. - Northstar CIS, Customer Connect and mCare scheduled for LIVE upgrade on 9/14. - Waiting on vendor to configure EMV devices in production environment. Infrastructure Team: Open Support Tickets from Previous Week - 114 Open Project Tickets from Previous Week - 33 Tickets Opened in the Last Week - 67 Tickets Closed in the Last Week - 73 Remaining Open Support Tickets - 108 Remaining Open Project Tickets - 33 - Coordinated and executed a full data center shutdown to facilitate the scheduled power outage. - Planning network upgrades for The Yard. - Worked with Electric to restore cameras. - Received most equipment for Council Chamber A/V upgrades. - Scheduled the Council Chamber A/V upgrade for the week of 9/27. - Workstation patching and maintenance. - Server patching and vulnerability remediation. - Worked on and resolved support tickets for end users. - Actively responded to and resolved Secureworks alerts.	
Activity or Project:	

Description:

Status:	Not Started
Expected Completion:	
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:**

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 60
 Open Project Tickets from Previous Week - 15
 Open Tickets with Vendor R&D from Previous Week - 30
 Tickets Opened in the Last Week - 41
 Tickets Closed in the Last Week - 56
 Remaining Open Support Tickets - 60
 Remaining Open Project Tickets - 15
 Remaining Tickets with Vendor R&D - 15

Applications Analyst was out of the office this week.

1. Teams meeting with Honeywell account representative to discuss existing maintenance agreement options, collaboration of meetings with electric department personnel and status of existing orders on 9/13.
2. Met with Deputy Finance Director Hollander and staff to discuss journal entry workflow process, provided instructions on process change on 9/14. Staff will test and estimated move to production is October.
3. Teams meeting with Harris to watch a demonstration of their SilverBlaze (Customer Connect replacement) offering on 9/14.
4. Successfully upgraded Harris Northstar, Customer Connect and mCare on 9/14.
5. Zoom meeting with Paymentus to discuss status of Self Service and Cashiering environments and anticipated move to production on 9/15.
6. Worked on and resolved support tickets for end users.
7. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. Waiting on vendor to configure EMV devices in production environment.

Infrastructure Team:

Open Support Tickets from Previous Week - 114
 Open Project Tickets from Previous Week - 33
 Tickets Opened in the Last Week - 94
 Tickets Closed in the Last Week - 92
 Remaining Open Support Tickets - 113
 Remaining Open Project Tickets - 36

1. Conducted post mortem after the data center shut down last week.
2. Updated data center shut down procedural documents.
3. Planning network upgrades for The Yard.
4. Restructured helpdesk workflow.
5. Equipment for Council Chamber A/V upgrades continues to be delivered.
6. Scheduled the Council Chamber A/V upgrade for the week of 9/27 – may need to reschedule for the week of October 11 due to equipment delays.

7. Received new quotes on ruggedized laptops, docks and standard laptops from Dell.
8. Installing a new wireless access point in the police station.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Worked on and resolved support tickets for end users.
12. Actively responded to and resolved Secureworks alerts.

Activity or Project:**Description:**

Status:	Not Started
Expected Completion:	
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:**

Parks and Recreation Department

Notable Notes:

Director: Prepared and delivered presentation of Newark parks to the Newark Senior Center Explorers Club; met with Paula and Tyler about potential child care grant funding for Downes and West Park before and after school care; reviewed landscape plans for new subdivisions and approved Certificate of Occupancy for completed subdivisions; met with Paula about upcoming activities and events schedule and organization of the Winter/Spring newsletter; worked on completing two Outdoor Recreation Parks and Trail grant applications; working on developing additional kiosks along the trail network with parks and trail mapping information.

Deputy Director: Worked with Jayme and Shelby on the Patriot Day Ceremony program; worked with Chrissy and Melinda on preparations for the National Day of Service being held in conjunction with the TNP's Volunteer and Health Fair; spoke with UD representatives regarding Community Day and worked with Joe, Sharon and Jayme to send out cancelation information to vendors, performers, contractors and the community; worked with Joe on submissions for the Outdoor Recreation Parks and Trails grants; submitted Community Development Block Grant application for the upcoming grant cycle; attended initial meeting on the Reindeer Run with Special Olympics; spoke with Tom and Joe about winterization of pools; worked on completing paperwork for Camp REAL reimbursement from CDBG; sent reminders to Chrissy and Melinda for the volunteer event and reminders to Sharon and Melinda for the upcoming Fall Scavenger Hunt; worked with Tom and Rich on upcoming activities for volunteer groups; worked with Shelby to update information on the website including the registration form, employment and event information; brainstormed with Sharon on other opportunities to utilize the performers scheduled for Community Day at other events; communicate with sign company on the status of the new park signage; submitted memo to Renee for Council for consent agenda on Enhanced Reimbursements for childcare; worked with Marta to set up interviews for applicants for the Wilson Center attendant position; continued to work with Tyler on a list of items to submit for the childcare stabilization grant application; worked with Chrissy and Joe regarding vandalism activities at the Wilson Center; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Melinda, Chrissy and Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Before/after school care began on 9/8 at Downes and West Park, current numbers are 30 at West Park and 50 at Downes (and growing), completed staff schedule for September, continue recruiting, interviewing and hiring new staff; our first pickleball class since COVID was held on Tuesday at the George Wilson Center, the class was full; prepared supplies, made teams, ordered shirts and finalized coaches and instructors for the soccer programs that began 9/11 including Tiny Tots (ages 3-4), Little Kickers (ages 5-6) and the Elementary League (ages 7-10); Winter volleyball league information was sent out to previous teams; preparing for new session of tennis lessons, golf, skateboarding, youth volleyball, NBA basketball and ice skating all starting week of 9/13; met with AETNA regarding October Parks on Draft.

Recreation Supervisor of Community Events: Sent cancellation notices to all vendors and performers for the Community Day event, they are all being refunded any fees paid; several fitness classes were scheduled to begin including Outdoor Yoga, with our new instructor, Sam, along with Stay Fit and Friday Morning Yoga; registrations for the Halloween parade continue to trickle in, we have four marching bands, including UD, already registered.

Recreation Specialist: Continued to receive paperwork and complete children's files for Before and After Care, picked up crates at Olan Thomas,

sent Service Letter requests for four employees (seven locations), updated school site sign in sheets and tracking forms for both locations, inventoried scarecrow making supplies and prizes for Community Day games, posted weekly update on Facebook for No School Day of Play; updated tri-fold board for the Volunteer Fair/National Day of Service, worked the event, had lots of interest in volunteer opportunities; began creating verification of hours documents for volunteers from summer camps and will send them out next week. Volunteer Hours: National Day of Service – 30 volunteers devoted 35.75 hours for litter removal.

Parks Superintendent: Reviewed installed landscape planting and determined some plant materials needed replacing before 2-year surety could begin, met with two residents concerning tree issues, met with developer to review existing plantings for release of 2-year surety, met with representative of Mason-Dixon Trail Club concerning relocating existing footbridge and realigning trail, assisted Cameron in selection of plant materials for pots at City Hall/Wilson Center and around 9/11 memorial in Olan Thomas Park, started on planting design for the four “Bump Outs” along Main Street, adjusted closing time on both security gates at Rittenhouse and Folk Parks and along with Parks Director did an information session at Newark Senior Center.

Parks Supervisor: Assigned field staff daily and assisted as needed, did PO for materials purchase to repair wood footbridge behind Christina Mills Apartments and closed out PO for new vehicle (pick up #1430) after checking vehicle over making sure it met all specifications as per quote.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, continued on weed control throughout park system, did tree work at several park areas, did trash removal throughout park system, did interior bed maintenance at City Hall, completed equipment maintenance on Jacobsen mowing unit, planted both pots at City Hall/Memorial plaque at Olan Thomas and pot at Wilson Center with seasonal color, repaired tennis court fence at Lewis Park and replaced one tot seat at George Reed Park. Volunteers assisted Cameron with installation of plant material in pots at City Hall/Wilson Center and Memorial plaque bed at Olan Thomas.

Activity or Project:

Youth Soccer Leagues

Description:

Youth soccer began on September 11 with practices for the Elementary League. We continue to take registration for the league. Scrimmage games will be held on Saturday, September 18 with the season beginning on September 25. The instructional soccer program for ages 3 – 6 began on September 11. Please visit www.newarkde.gov/play to register or for more information.

Status:	Started
Expected Completion:	11-22-2021
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:

Parks and Recreation Department

Notable Notes:

Director: Working on signage for the James Hall Trail and Preston’s Playground; updated the Pomeroy Trail and James Hall Trail information for the Rails to Trails website; working on the Outdoor Recreation Parks and Trail (ORPT) grant application; met with the Newark American Little League about updating the Leroy Hill field use agreement and extending the contract; approved temporary occupancy for additional sections of The Rail Yard subdivision; worked with Tom Z. on subdivisions that needed the two year warranty inspections; inspected areas that have had ash tree removal and visited other areas along the Christina Valley Stream trail for potential stream blockages; met with Paula and Sharon about Community Day logistics and organization; visited areas for work needing to be completed in preparation for Hurricane Ida, this included cleaning storm drains, emptying trash cans, drains, and addressing areas for potential blockages.

Deputy Director: Attended department budget hearing with Joe; attended meeting with Newark American Little League representatives and Joe to discuss continued agreement for use of Leroy Hill field; worked with Sharon on finalizing expenses and information on Camp REAL to submit paperwork; worked with Shelby on ad for Newark Life magazine; worked on submissions for the next cycle for CDBG funding; completed memo for Council for consent agenda on Enhanced Reimbursements for childcare; worked with Tyler on new pay rates and descriptions for childcare and worked with Devan, Jeff and Marta on updating personnel manual with information; reviewed summer staff evaluations and program evaluations; worked with Jill and Jim setting up project numbers for the school child care sites for upcoming grant reimbursements; worked with Sharon and Shelby to send out email blast for Halloween Parade participants; worked with Marta to contact previous individuals who applied for Wilson Center attendant to see if they would be interested in open position; worked with Melinda to start on items for the

Harvest Festival; worked with Sharon to finalize items for Community Day; worked with Shelby to update the fall event calendar; continued to work with Tyler on a list of items to submit for the childcare stabilization grant application; contacted Public Health and worked on setting up a vaccination/testing area at Community Day with a local pharmacy; worked with Public Works and Electric on needs for Community Day; worked with Chrissy and Joe regarding vandalism activities at the Wilson Center; sent information to TNP regarding Community Day, Halloween Parade and Trick or Treat Main Street to distribute; reviewed COVID updates for the childcare procedures manual; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; continued to work with Melinda, Chrissy and Tom regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Before/after school care is scheduled to begin on 9/8, held staff orientation, held conference call with Christina Child Nutrition Services regarding daily snack service, completed staff schedule for week one; continue recruiting, interviewing and hiring new staff, working on required paperwork for new staff, collecting required paperwork for children enrolled in the program; preparing for the start of soccer programs on 9/11 including recruiting volunteer coaches and instructors/refs, ordered shirts for the Little Kickers program; adult volleyball championship game was rained out again and it looks like we are unable to reschedule, sent out registration information for the winter volleyball league; looking to hire more staff for upcoming programs including tennis instructors.

Recreation Supervisor of Community Events: Posted DEMEC created flyer for Electric Vehicle meet up on Facebook Community Day event page, finalized the entertainment schedule and began assigning vendor spaces for Community Day; completed Fall fitness program contracts and sent them to instructors, several fitness classes are beginning in the next few weeks.

Coordinator of GWC and Volunteers: Worked on wrapping up summer programs, staff evaluations and summer statistics; requested bids from pool companies for winterization kits and parks crew started the process of closing the pool down for the season; hosted a staff meeting for George Wilson Center attendants on September 3; attended a TTT staff meeting; prepared for upcoming programs including Fishing with First Responders scheduled for Friday, September 10; processed timesheets for staff; provided more information on the purchase order for the Newark Senior Center and fall programs; continued recruitment for a swim Instructor and dance instructor for upcoming programs; sent follow up information including the Zoom recording and notes for the NAACP meeting that was held on August 26; continued to prepare for the National Day of Service scheduled for Saturday, September 11; continued to coordinate with volunteers in need of Community Service hours, missionary volunteers and University of Delaware volunteers; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: worked with recreation staff and Newark Police to try and resolve vandalism issues; Public Works dropped off additional trash cans until the dumpster could be fixed; the Main Hall and kitchen were rented on September 4 from 12 p.m. – 5 p.m. for a 1st Birthday with an overall attendance of 22; the Main Hall and kitchen were rented on September 5 from 1 – 7 p.m. for a Baby Shower with an overall attendance of 50.

Recreation Specialist: Talled total hours from summer camp volunteer hours and sent totals to supervisors; attended the Before and After School staff training and talked about Friday Clubs and supplies, continued to receive paperwork and complete children's files, finished the COVID Childcare Procedures, updated the Downes Before/After Care information trifold for each school, posted weekly round up on Facebook; posted new calendar and took more fall brochures to the Reservoir; contacted three vendors registered for the Harvest Festival with the new date combined with Parks on Draft at Handloff Park; completed statistics and program analysis form for the Bike Camps.

Parks Supervisor: Mowed parks and horticulture sights throughout park system; removed fallen trees and debris from parks, trails and streams as a result of Hurricane Ida; cleared storm drains before, during, and after the storm; repaired turf damage created during Electric Department repairs; worked with the City Garage to get vehicle 1430 into service; completed trash sweep of all parks; picked up lumber and cement in preparation for park signage installation.

Activity or Project:

Community Day Cancellation

Description:

Out of an abundance of caution, the Newark Parks and Recreation Department and University of Delaware have canceled Community Day scheduled for Sunday, September 19 on The Green. Effective earlier this week, the University requires guests to show proof of COVID-19 vaccination or a recent negative test to attend an event hosted on their property. With multiple entry points, it would be impossible to ensure all attendees have met the requirements to participate.

We share in your disappointment about this cancellation, but would like to let you know that we are still working hard to try to provide more community events and opportunities while keeping safety as our top priority.

Status:	Not Started
Expected Completion:	09-10-2021
Execution Status:	Completed

Activity or Project:

White Clay Creek/Emerson Bridge Setting Delayed

Description:

We have been notified by DelDOT that the bridge fabricator has additional issues in completing the prefabricated White Clay Creek/Emerson Bicycle and Pedestrian bridge and the installation will again be delayed. Once a new date has been scheduled, DelDOT will send out a press release addressing road closure information and detours. The construction company is continuing to work on the approaches to the bridge and other phases of the project until the bridge arrives.

Status:	Not Started
Expected Completion:	12-06-2021
Execution Status:	Behind Schedule

Activity or Project:

Pomeroy Trail Lighting Project and Temporary Trail Closure

Description:

The contractor for Delaware State Parks will begin the installation of 11 light poles to light a roughly 1,300' segment of the Pomeroy Trail at the Pencader/Laired Campus connector to Creek Road on September 13. They are estimating at least 3 weeks to complete. There will be trail closures and partial closures throughout this process. The contractor will be closing off this segment of trail completely during working hours (7am-5pm) while work is being done and will make the trail accessible and passible on nights, weekends, or when work is not occurring whenever possible. Signs will be posted at entry points to this segment and using fencing and other barriers to limit access as needed.

Status:	Not Started
Expected Completion:	10-04-2021
Execution Status:	On Track

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

Planning and Development Department

Notable Notes:

Code Enforcement:

- Fintech, Star Campus - Window and exterior finish installation has started. Interior drywall in core areas. Elevator installation ongoing.
- College Square Apartment Buildings - Building 1, phase A, all floors approved for drywall. Phase B inspections ongoing.
- 287 E Main Street, Fulton Bank - Elevator inspection verification received. CO approved.
- 45 E Main Street, CVS - TCC issued. Material lift installation in progress.
- Evan Hall, UD - Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved. Additional work progressing.
- Drake Lab Addition - Installation of concrete pilings for building foundation started.
- 94 E Main Street, Green Mansion - Underpinning work completed. Site work in progress.
- Thorn Flats/Lehigh Flats - Buildings 111 and 141 finals in progress, buildings 101, 121, and 131 rough inspections in progress. Lehigh Flats all building renovations completed.
- Newark Charter School - Loop road base course paved parking and site work progressing. Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress, underground plumbing in progress.
 - o Commons building completed, TCO issued, exterior sitework completion in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, structural steel erection, roof trusses, exterior insulation panels, plumbing and electrical rough in progress.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) Temporary Occupancy for all units issued. Building A anticipated for occupancy within the next week. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues. Additional safety protocols placed in effect to limit construction areas and provide safety for new residents. Townhouse finals in progress.
- UD Green utility Projects - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park Project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, final site work in progress, recreational equipment construction nearly complete.

Meetings Attended

- Subdivision advisory Committee
- Business License Team Meeting

Items of Interest/Significant permits approved this week

- 94 East Main Street (Green Mansion) – 104 Room Hotel and 48 Apartments.

Certificates of completion occupancy issued

- 287 East Main Street Certificate of Completion for the Building and Certificates of Occupancy for 30 apartments
- 321 Hillside Road, Unit 7101
- Lehigh Flats Buildings K (644 Lehigh Road) and M (638 Lehigh Road) Certificates of Completion
- Lehigh Flats Building L (640 Lehigh Road) fire restoration Certificate of Completion

Property Maintenance:

Citations: 1

Notices: 1

Complaints: 5

Inspections: 5

Parking:

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. Closed out August 2021 financials and concluded business with IPS Single-space parking meters. Parking Division will try to seal supply of single-space parking meters after going through inventory.
- Continued handling residential and municipal permitting for residents. Demand has finally tapered off for municipal and residential parking passes as students settle into the Fall 2021 UD Semester. Still have approximately 12-20 total parking permit spaces available through 9/15. Moved into warning phase for residential parking as office is caught up with residential applications.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under three business days. Increase in

online appeals as higher parking volume has resulting in an increase in parking citations.

- Held Alfresco Main Street on Wednesday, 9/15. Parking staff put out signage and pushed programming to inform patrons of the closure on Main Street for the dining event. Staff also assisted in removal of any vehicles that ignored tow notices and used cones to block off entrances and exits off of Main Street.
- Several employees participated in either online or in-person anti-harassment training as required by the State of Delaware.
- Multiple meetings regarding countdown signage and egress numbers out of Lot 1 and Lot 4. Parking Division investigating several sensors that may need to be replaced due to age.
- Supplied financial backup to Purchasing and Finance regarding Passport charges for August 2021.
- Scheduled anti-harassment training for late night and weekend employees with Human Resources.
- Ordered commercial truck signage for loading zones. Current signage is sufficient but one zone in particular needs bigger signage.
- Passport had a nationwide error on September 14th from 2 to 6 p.m. Informed Passport of the error and stayed in regular communication with support and the City's customer representative.
- Assisted with getting Councilman Suchanec in the parking lease GIS map.
- Approved purchase of three new Paring Ambassador side-mounted citation printers and received back a printer that was sent back for repair.
- Repaired a kiosk that was not charging via solar cell. Replaced solar cell and the kiosk is charging appropriately.

Land Use/Planning

- 6 - Deed Transfer Affidavits
- 20 Building Permit Reviews
- 1 Certificates of Completion/Occupancy
- The Request for Proposals (RFP) for the Charrette and revisions to the BB (Central Business District) and RA (Multi-Family-High Rise) Zoning District have been received. Two proposals were submitted. These will be distributed to the review team for evaluation.
- On September 9, the Community Development/Revenue Sharing Advisory Committee held their first meeting to discuss the process of reviewing the 48th Year CDBG Program and 2022 Revenue Sharing Program.
- Planner Mike Fortner has completed three (3) Home Improvement Program applications.

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:

Planning and Development Department

Notable Notes:

Code Enforcement:

- Thorn Flats/Lehigh Flats - Buildings 111 and 141finals in progress, buildings 101, 121, and 131 rough inspections in progress. Lehigh Flats all units approved, common area finals in progress.
- Newark Charter School - Loop Road base course paved parking and site work progressing, Junior High building - permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress underground plumbing in progress.
 - o Commons building completed TCO issued, exterior sitework completion in progress.
- Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, structural steel erection, roof trusses, exterior insulation panels, plumbing and electrical rough in progress.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving in progress, Apartment Building B (#6000/#7000 units) temporary occupancy for 22/24 units issued. Building A approved to close in. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues. Additional safety protocols placed in effect to limit construction areas and provide safety for new residents. Townhouse finals in progress.

- UD Green Utility Projects - Steam and condensate work complete, Green electric feeder work complete, final inspections in progress, as-built submittals and approvals in process - Electric feeder project for Drake Hall, Brown Lab and Future Building work in progress.
- Rodney Stormwater Park Project - Site work progressing including site lighting and sidewalks, retaining wall and fishing dock construction completed, seat walls and additional site work in progress, recreational equipment construction and installation in progress.
- Fintech, Star Campus - Window and exterior finish installation has started. Interior drywall in core areas.
- College Square Apartment Buildings - Building 1, phase A, all floors approved for drywall.
- 287 E Main Street, Fulton Bank - Fulton Bank CO issued. Apartment finals ongoing for CO issuance Friday, September 10.
- 45 E Main Street, CVS - TCC issued.
- Evan Hall, UD - Hydronic hydro testing complete. Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved.
- 401 Bellevue Road, Safstor - Final building inspections complete. OK for TCO.
- Drake Lab Addition - Installation of concrete pilings for building foundation started.
- 94 E Main Street, Green Mansion - West wall underpinning complete. East wall underpinning progressing.
- 227 W Park - Final corrections.
- 1364 Marrows Road - Honda Service - Trim out.
- 122/128 New London - framing complete, trades going in.
- 321 Hillside
 - o 400 Building 6 Units TCO issued
 - o 300 Building 10 Units TCO issued
 - o 200 Building 10 Units TCO issued
 - o 100 Building 10 Units TCO issued
 - o 800 Building 10 Units TCO issued
- 18 Country Club (Fairfield Apartments Fire) - No progress.

Meetings Attended

- Business License Meeting

Property Maintenance

- Complaints: 11
- Citations: 26
- Violations: 20
- Inspections: 75

Parking:

- Staff monitored front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing.
- Continued handling residential and municipal permitting for residents. Continued high demand for municipal and residential parking passes as students return for the Fall 2021 UD Semester. Still have approximately 15-20 total parking permit spaces available through 9/8. Starting lite residential enforcement as most residential passes requested have been distributed.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under three (3) business days.
- Held Alfresco Main Street on Wednesday, 9/8. Parking staff put out signage and pushed programming to inform patrons of the closure on Main Street for the dining event. Staff also assisted in removal of any vehicles that ignored tow notices and used cones to block off entrances and exits off of Main Street.
- Parking was complimentary for Labor Day Monday, September 6th. Signage was posted to the equipment and the Passport app noted the complimentary status. Regular parking rates resumed on Tuesday, September 7th.
- Parking Management participated in the Subdivision Advisory meeting on Wednesday, September 8th. Reviewed 30 South College application.
- Parking staff resumed handing out masks on Main Street and in the Campus District as COVID numbers continue to increase in Delaware due to the Delta variant.
- Work done on Parking fax line. Currently working with IT to institute a VOIP fax line that'll have both cost savings and an increase in customer service.
- Scheduled employees for Anti-Harassment training.
- Review of parking tow responsibilities.
- Continued work on parking lot space counters. One exit was found to be dead, and a new unit needs to be purchased due to the sensor being

outside of warranty.

- Community Day has been canceled; parking will no longer be complimentary on the day due to the event cancellation.
- Placed order for a few new Parking Ambassador citation printers.
- Provided St. John the Baptist Church with parking cones/notices for upcoming events.

Land Use/Planning:

- Deed Transfer Affidavits: 6
- The Request for Proposals (RFP) for the Charrette and revisions to the BB (Central Business District) and RA (Multi-family-High Rise) Zoning District has been advertised. The RFP deadline is September 21, 2021. The bid proposal can be found on the Bid Postings website: <https://newarkde.gov/bids.aspx>.
- The first Community Development/Revenue Sharing Advisory Committee meeting is scheduled for September 9 at 7 p.m. via Zoom.
- Applications for the 48th Year CDBG Program and 2022 Revenue Sharing Programs are due this week.

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:

Chief Tiernan received an email from the parent of an out of state university student. The parent wanted to express his gratitude for the professionalism and concern by Corporal Andrew Vari while arresting his son for underage consumption of alcohol. As a result of Corporal Vari's actions, the student was able to seek out treatment for substance abuse and is making progress in his recovery.

On September 8th, Chief Tiernan, Deputy Chief Farrall, and Sgt. D'Elia, met via Zoom with representatives of the University of Delaware Government Association, Government Affairs Senators. The discussion reviewed ways to keep a positive relationship between the student body and the police department.

Patrol Division:

- On Sunday, 09/05/21, at approximately 1613 hours, officers responded to a single vehicle collision on Paper Mill Road, south of Odessa Way. Upon arrival officers located a red Nissan Altima that had struck a City of Newark utility pole and caught fire. Through investigation, and witness statements, it was determined that the female driver was driving erratically when she struck the utility pole. Officers located heroin baggies in the vehicle and in the driver's possession. As a result of the investigation, she was arrested for Driving Under the Influence of Drugs, Driving while Revoked, Operating a Motor Vehicle Carelessly, No Insurance, Not Wearing a Seatbelt, and Failing to Maintain a Lane. Due to a fluid spill, DNREC responded on scene. City of Newark Electric also responded to the location to repair the utility pole. The roadway was closed for several hours while repairs were made.
- On Tuesday, 09/07/21, officers responded to Klondike Kate's for a trespassing complaint. Upon arrival, a male was contacted sitting on his folding chair on the sidewalk. The male initially refused to give his full information. Officers worked to obtain his identification, and after a lengthy conversation, they were able to identify him. Once his identify was determined, he was found to be wanted by the New Castle County Police Department. When officers advised him that he was wanted, he resisted arrest while being detained. Once taken into custody, he was transported to the Newark Police Department and warrants were obtained for Resisting Arrest and Trespassing. He was presented before Justice of the Peace Court #2 and released on his own recognizance for the resisting and trespassing. He was then turned over to NCCPD for the active warrants for his arrest.
- On Wednesday, 09/08/21, officers who were conducting a property check of the City of Newark Reservoir located a 30-year-old intoxicated female passed out at the top of the reservoir. While waking this female subject, a second 28-year-old female was found swimming in the reservoir. A 39-year-old male subject was then located passed out, face down, in the rocks surrounding the reservoir. The first female subject was issued a criminal summons for open container of alcohol and for trespassing in the park after hours. The female found swimming and the male found passed out were both issued criminal summons for being in the park after hours.

Special Enforcement Division:

- During the week, the Special Operations Unit will focus on proactive patrols in the college neighborhoods and downtown business district. The majority of their efforts will be spent on order maintenance issues including loud parties, disorderly conduct, and alcohol violations. On Friday, the unit will participate in a Fishing with First Responders event at Curtis Mill Park.
- During the week, the Traffic Unit will conduct selective traffic enforcement at various locations throughout the city including Delaware Avenue, Capitol Trail, New London Road, and South College Avenue. The unit will conduct speed studies on Casho Mill Road and on Old Cooches Bridge Road.

Administration Division:

- Cpl. Walker continues to prepare for NPD's CALEA reaccreditation which will take place virtually from December 6th – 8th, 2021.

Criminal Investigations Division:

- On September 2nd, a fourth subject, a juvenile, was arrested for a series of assaults and robberies that occurred on May 16, 2021. The juvenile was charged with Robbery First and Second Degree, Possession of a Firearm During the Commission of a Felony, Conspiracy Second Degree (2 counts), Reckless Endangering Second Degree (7 counts), Conspiracy Third Degree (3 counts), Assault Third Degree (7 counts), and Menacing (4 counts). The juvenile was arraigned in front of Justice of the Peace Court and given \$92,900 secured bond. He was subsequently committed to the New Castle County Detention Center.
- On September 8th and 9th, Detective Whitt and Victim Services Coordinator Melissa Pennachi attended training on Trauma-Informed Policing. The training focuses on how justice professionals can better respond to victims to avoid re-traumatizing them, employ de-escalation tools to reduce use-of-force, ensure safety for all, reduce recidivism, and promote recovery.

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:

On Thursday, September 16th, members of the police department attended the Delaware State Police Academy graduation ceremony for our newest police officer, Ryan Hultberg. Chief Tiernan presented Ryan his badge on stage during the ceremony. The Newark Police Department welcomes our newest officer and wishes Ryan the best in working with the members of the department and the citizens of Newark.

Patrol Division:

- With the beginning of the fall semester for the University of Delaware, the Newark Police Department has initiated its fall crime suppression initiative placing officers in specific geographic areas in order to reduce violent crime. Additionally, the Patrol Division, along with the Special Operations Unit, the Street Crimes Unit, the University of Delaware Police Department, and Delaware Alcohol and Tobacco, are working together to reduce the number of quality of life/order maintenance calls for service occurring throughout the City. These crimes include disorderly premise violations, loud music/parties, as well as underage possession and underage consumption of alcohol. In addition to the criminal arrests, University of Delaware students are being immediately referred to a Student Judicial Review for their conduct off campus and they will potentially face additional sanctions through the University of Delaware.
- On Tuesday, 9/07/21, at approximately 2140 hours, officers responded to Continental Court Apartments, located at 65 South Chapel Street, for a trespassing complaint. Upon arrival contact was made with a male subject found sleeping inside the building. The subject, who is homeless, was previously issued a trespass warning for the apartment complex. While contacting him, he provided a false name to responding officers. He was taken into custody and transported to the Newark Police Department where he was issued a criminal summons for Trespassing, Hindering Prosecution and Criminal Contempt Failure to Appear for an active Alderman Court #40 capias.

Special Enforcement Division:

- On Wednesday, September 8th, Chief Tiernan, Deputy Chief Farrall, and Sgt. D'Elia met with representatives from UD's Student Government Association via Zoom. Officers spoke about continued outreach and relations with the student body, working together on

community-based projects, expectations for students regarding criminal activity, and NPD response. SGA wants to meet in the future and continue open dialogue that includes inviting NPD to the University of Delaware PAC (Police Advisory Council) meetings with student groups and UDPD. Sgt. D'Elia provided SGA with his contact information for the future.

- The Special Operations Unit is coordinating with City Code Enforcement to address ongoing quality of life issues in several student rental areas. In the near future, SOU will be conducting outreach to the tenants, landlords and lease co-signers of several properties to address concerns and potential ramifications for criminal conduct. Throughout the week the Special Operations Unit will conduct high visibility patrols in the downtown business district and student rental areas.
- On Tuesday, September 14th, Deputy Chief Farrall and M/Cpl. Wayne Aston of the Traffic Unit attended a town hall meeting at Dickinson High School hosted by Representative Mike Ramone to address concerns of street racing, speeding, and loud vehicles in the area of Kirkwood Highway following issues in August with a car show at the Astro Plaza Shopping Center. The meeting was also attended by representatives of the Delaware State Police and New Castle County Police. While the meeting primarily focused on issues outside the city, Deputy Chief Farrall was able to share some of the successes that NPD has seen when addressing issues of drag racing and disruptive vehicle behavior in the City of Newark.
- During the week, the Traffic Unit will conduct enforcement at various locations including New London Road, South College Avenue, Capitol Trail, Nottingham Road, and Delaware Avenue.
- On September 9th, Animal Control Officer Donna Vickers, responded to the 100 block of McIntyre Drive for a young cat in the storm drainage system next to the Newark Charter High School. The cat was removed and checked for identification with negative results. ACO Vickers transported the animal to Faithful Friends Animal Society.

Auxiliary Services Division:

- On Tuesday, September 7th, NPD was awarded grant funds from the Funds to Combat Violent Crime program. This funding will be used to support overtime and technology upgrades.

Administration Division:

- NPD is now accepting applications for the position of police officer. Applicants must be at least 21 years of age, have a valid driver's license with no recent suspension, have no felony convictions, meet pre-employment assessment requirements, and be a U.S. citizen. Applicants must also possess an Associate's degree or its equivalent (minimum 60 credits) or 30 credits with military service (minimum military service shall be 2+ years of service to a commitment; commitment shall be 3+ years Active or 6+ years Reserve/Guard). Applications for the Winter academy class will be accepted until October 22, 2021 at 4 p.m. Applications for the Spring academy class will be accepted until December 17, 2021 at 4 p.m.
- On Thursday, September 16th, Recruit Ryan Hultberg graduated from the Delaware State Police Academy. PO Hultberg's next step is Field Training with NPD which will last approximately 12 weeks.

Criminal Investigations Division:

- On 9/11/21, officers from the Street Crimes Unit arrested Thomas Alie, a 21-year-old Middletown man, after he was observed committing a traffic violation on E. Main Street at Choate Street. Alie had previously been identified as advertising drug sales on various social media platforms to University of Delaware students and soliciting buyers. Officers developed probable cause to search Alie's vehicle and removed him from the vehicle. Alie ran from officers and was taken into custody after a short foot chase. After being handcuffed, Alie attempted to run from officers again and he was placed into a police car after a brief struggle. During the course of the arrest, three officers suffered minor injuries that did not require medical attention. Alie's vehicle was searched and more than 25 grams of cocaine and over 370 grams of marijuana were located in the vehicle. Alie was subsequently charged with Possession with Intent to Deliver a Tier 3 Quantity of Cocaine, Possession with Intent to Deliver Marijuana, Resisting Arrest with Force or Violence, and Driving the Wrong Way on a One-Way Street. He was arraigned in front of Justice of the Peace Court 11 and ordered to be held in default of \$23,650 secured bail.
- Victim Services Coordinator Melissa Pennachi is attending the Delaware Victim Assistance Academy as a faculty member from 9/13/21 through 9/17/21. The academy provides instruction to victim advocates.
- Beginning on 9/13/21, a detective will be assisting one of the Patrol platoons with shift coverage for several weeks due to staffing shortages in patrol.
- On Tuesday, 9/21/21 at 7:00 p.m., the Victim's Rights Task Force Facebook page is hosting the Day of Remembrance event online. The event is meant to pay tribute and honor murder victims and their surviving family members and friends. To follow the event page, please visit: www.facebook.com/delVRTF.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

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

Public Works and Water Resources Department

Notable Notes:

Field staff is working with Special Olympics of Delaware, NPD, Parks and Rec, and UD to plan the annual Reindeer Run.

Fleet Maintenance staff recently completed a repair job on a donated 3,000 gallon tank which will store brine to be applied to the streets ahead of a winter storm event. Having this additional capacity will allow us to produce and apply it more efficiently.

Refuse staff is reviewing the placement and usage of our Big Belly trash and recycling compactors along Main Street. Some areas see heavier usage and we are working with these businesses to address the overpacking and overflow at these locations.

Activity or Project:

Laird Tract Well Production Project

Description:

This project was approved as part of the the 2018 Referendum and is part of the State Revolving Fund loans associated with the referendum. The City currently owns four (4) water supply wells in the northern part of the City that would help supplement the water intake at our Curtis Water Treatment Plant. They were taken offline in the early 1990's when the Curtis plant was put in service. We plan to close on the financing for the project within the next month and have a proposal from our consultant ready to approve as soon as the financing and potential grants are in place. We will spend much of 2022 on engineering and investigations, with construction potentially beginning by late 2022 and extending into 2023.

Status:

Started

Expected Completion:

12-31-2022

Execution Status:

On Track

Activity or Project:

Water Main Conditions Assessment

Description:

Staff is working with our consultant to determine the best method to assess the conditions of our water mains that we believe are at or near their expected service life. This will help program our repair and replacement schedule, similar to what we did with the known Corrugated Metal Pipe (CMP) on the stormwater side. Once we have a prioritized list, we can decide how best to maximize our funding to start addressing the backlog of pipes that may not be showing outward signs of decline on the surface, such as main breaks or poor water quality.

Status:

In-Progress

Expected Completion:

12-31-2021

Execution Status:

On Track

Activity or Project:

Annual Street Paving program

Description:

Grassbusters completed curb removal and replacement at Creek Bend Drive on Wednesday, 9/15. The concrete crew will begin curb removal and replacement at Shenandoah Drive and Moss Court on Monday, 9/20. The paving crew mobilized to Blue Jay Drive and Dove Drive on Monday, 9/13 and completed the milling, base hot mix installation and utility adjustments on Blue Jay Drive. Work on Blue Jay Drive and Dove Drive is ongoing and is scheduled to be completed by Tuesday, 9/21.

Status:

In-Progress

Expected Completion:

12-31-2021

Execution Status:

On Track

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

Public Works and Water Resources Department

Notable Notes:

DelDOT Elkton Road Update:

Elkton Road Phase 2 Project Begins on September 12th

Traffic Information: As part of the on-going Elkton Road project, DelDOT announces to motorists the following changes:

DelDOT announces to motorists that Elkton Road's traffic pattern will be modified to contraflow configuration for the following improvements: reconstruction of the southbound lanes, construction of sidewalks, reconstruction of the storm drain system, installation of lights, and reconstruction of the utility infrastructure.

Times and Dates: 7 p.m. on September 12, 2021 through 3 p.m. on December 9, 2022, pending weather.

All motorists will be redirected to the new side of the roadway.

Motorists should use caution and follow the posted signs in the work zone. Variable message boards will be posted to advise motorists of the new traffic pattern.

Refuse Changes:

When there is a City holiday in any given week, refuse operations are modified to eliminate the yard waste collection during that week and collections are typically shifted one day depending when the holiday falls. This information is added to our social media feeds and put out via the InformMe Notification System. We still have numerous carts out at the wrong day or time, resulting in phone calls about missed pickups. Please encourage the use of InformMe and social media to stay up to date on these changes. The schedule for the year is also available on our website.

DelDOT New London Road Patching:

DelDOT's contractor, Mumford and Miller, will begin the milling and patching in select areas along New London Road from Cleveland Avenue to the City line on or about September 20th. Barrels have been placed along the road in advance of this work.

Activity or Project:

Street Improvement Contract - 2021

Description:

Our contractor continued curb removal and replacement on Creek Bend Drive. Curb work on Creek Bend Drive is anticipated to be completed around 9/15. The next curb replacement locations will be Shenandoah Drive and Moss Court, anticipated to be the week of 9/20. The paving superintendent indicated that they will begin milling and paving Blue Jay Drive and Dove Drive on Monday, 9/13. All of this work is weather dependent and notices are given to affected residents.

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:

Rodney - Park and Stormwater Facility Construction

Description:

The recent rains have delayed the contractor from finishing the work at the Rodney site. Our estimate of completion of the majority of the site is currently September 30. Staff will be meeting this coming Tuesday and we will have a better estimate of the timeline to completion by then. Crews have made substantial progress on the water and electric services, along with concrete preparation and installation over the past two weeks. With continued good weather, more hard surfaces will be added over the next few weeks. There are several items that will not be ready with the rest of the park due to the backlog of materials, including the park shelter. If the additional pavilion is approved by Council at the meeting next week, that would likely be delivered in December, but the pad would be prepared so it would just need to be bolted up. On a positive note, the pond did hold up and performed as expected during the remnants of Hurricane Ida last week.

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	



DELAWARE VALLEY
HEALTH
TRUST

2021 Annual Report

Annual Meeting Date: September 14, 2021

Annual Meeting Location: Blue Bell Country Club



September 7, 2021

Dear Trustee:

The Delaware Valley Health Trust is pleased to provide you with its 2021 Annual Report. It provides updates on important developments since last year, previews topics that will be covered at the September 14, 2021 Annual Meeting and contains the Trust's 2020 audited financial statements.

We are pleased to report that the Health Trust has 161 public employer participants and provides coverage for approximately 9,000 employees and 23,000 covered lives. Our growing and committed membership is a testament to the Trust's competitive strength and the value of our risk pooling model. Over the past 12 months, we welcomed the following entities into the program – Westtown-East Goshen Regional Police Department, Cameron County, Fayette County Redevelopment Authority and Oxford Borough.

The Health Trust's average renewal increase for the 2021 plan year was just over 3 percent (before application of Rate Stabilization Fund (RSF) credits) and over three-quarters of our participants received a renewal at or below the Trust's historical average of 5.5 percent. Average annual renewals for the past 4 years is a remarkable 4.1 percent (before application of RSF credits).

In addition to our highly favorable operating results that prioritize rate stability, the Health Trust Executive Committee approved the allocation of \$10 million in RSF credits for participating employers in 2021. Between 2004 and 2021, over \$82 million has been returned to Health Trust participants.

We are very proud of these results and remain confident that no other option in the market matches the long-term premium stability, low administrative cost structure and overall value that the Trust delivers to its participants through its non-profit operating model.

Health Trust Competitive Advantages

The Health Trust is an excellent example of intergovernmental cooperation success as authorized under the Pennsylvania Intergovernmental Cooperation Law and provides its members with significant competitive advantages unmatched by commercial and other self-funded benefit plan models.

Rate Stability

The Health Trust has complete control over underwriting and rate setting, which allows the Trust to take a long-term view of claims experience and promote rate stability. This is a key differentiator from the commercial market and self-funding alternatives that focus on an entity's most recent annual claims experience and, as a result, expose them to greater rate volatility. The Health Trust's operating model helps members stabilize their rates *and* their operating budgets.

Low Administration Costs

The unique structure of the Health Trust allows it to leverage administrative and reinsurance expenses, which results in highly competitive administration costs. Administrative and reinsurance expenses typically amount to 15 to 22 percent of a standard commercial health insurance premium or self-funding alternative. In contrast, the Trust administrative and reinsurance expenses are 5.6 percent of budgeted contributions according to the most recent audited financial statements.

No Broker Commissions

The Health Trust has no business relationships with, and pays no commissions to, insurance brokers. This means that more of each participant's contribution dollar goes to paying claims and essential administrative and reinsurance expenses. Unlike the commercial market or self-funding alternatives, the Health Trust pays no reinsurance commissions to insurance brokers, which can be 15 to 20 percent of a reinsurance premium.

Financial Strength

Due to its strong surplus position, the Health Trust was able to further reduce its reliance on commercial reinsurance by increasing the amount of its risk retention for catastrophic claims in 2021. The Trust's deductible is now \$1.25 million, a significant increase from 1999 when our deductible was only \$100,000 and a sign of our success. The Trust reinsures prudently by pooling risks and resources. This keeps our reinsurance premiums extremely low, minimizes our downside risk and allows us to capture upside rewards; specifically, helping to lower member premium contributions.

The Health Trust periodically conducts an RFP for pharmacy benefit management services. As a result of our current PBM arrangement, the Trust received over \$7 million in prescription drug rebates in 2020, every dollar of which is used to benefit the membership in the form of lower contributions. As we grow and cover more lives, we expect these savings and rebates to increase and continue to benefit the membership directly. As a result of this initiative, participants saw a moderation in pharmacy benefit costs in their 2021 renewals.

To promote the power of pooling, the Health Trust continues to offer an attractive multi-trust discount to those who participate in our sister trusts – the Delaware Valley Property & Liability Trust and Delaware Valley Workers' Compensation Trust. Over \$3.1 million in multi-trust discounts were provided to Health Trust participants in 2021.

2020 was a challenging year in many ways, including the financial markets. Despite the market volatility, our prudent investment allocation with oversight by the Investment Committee allowed the Health Trust to weather the storm and generate investment income. Investment gains flow through to the membership in the form of lower contributions and RSF credits.

Dedicated In-house Claims and Plan Support

The Health Trust Operations Team provides concierge level support and expertise to our member entity staff to assist with a myriad of issues including claims, benefit plan changes, enrollments, contract negotiation support, COBRA administration and much more.

Ancillary Lines of Coverage

The Health Trust offers an ancillary lines program so member entities can get life, short-term disability, long-term disability, and other insurance coverage on a cost-effective basis. Insurance Buyers' Council, the underwriter for the Health Trust, serves as "the broker of record" for these offerings but collects no commissions. Brokerage commissions for normal ancillary lines of coverage are at least 10 percent of premium but can be as high as 15 percent. As a result, Trust participants that utilize this benefit collectively saved between \$200,000 and \$300,000 in 2020 alone.

Compliance Services

The Trust offers a full array of compliance-related services at no additional charge to member entities. They include employer reporting obligations under the Affordable Care Act, compilation and submission of Retiree Drug Subsidy (RDS) applications to the Centers for Medicare and Medicaid Services, COBRA administration and general benefits consulting.

Last year, the Health Trust successfully obtained a total RDS subsidy amount of nearly \$1,000,000, which was returned to those Health Trust participants federally eligible to receive subsidies.

Effective Management of Health Care Costs

Wellness Program

The Health Trust employs a proactive and targeted strategy to better manage the cost of health care. Perhaps nothing symbolizes the difference between the Trust and its competitors better than our Wellness Program. Rather than simply "selling" an insurance financing mechanism, the Trust makes a significant financial investment to partner with its member entities and enrollees to achieve long-term cost containment and improved health and well-being. Our dedicated team of in-house wellness professionals work with you to help enrollees achieve a healthier lifestyle and build a culture of health in the workplace to improve performance and reduce absenteeism. Our suite of wellness offerings include:

- ❖ **Over \$1,200 in cash reimbursements and incentives** available to employees and spouses participating in certain voluntary activities, including going to the gym, running

a race, enrolling in Weight Watchers, getting a biometric screening, colonoscopy, mammogram or cervical screening.

- ❖ **Multiple options for biometric screenings** (employer on-site, Health Trust Center, Quest Diagnostics lab, physician's office).
- ❖ **On-site** catered wellness presentations, health fair support, and flu clinics.

With COVID-19, 2020 brought new challenges for preventive healthcare and on-site programming, resulting in reduced participation from March through August. The wellness team responded by deploying new options, providing new ways to access incentives, reimbursements, and new virtual events. While program participation recovered in September 2020, the program experienced a 19% reduction in overall wellness submissions.

In 2020, the Trust invested over \$940,000 to improve our member's health through wellness incentives and reimbursements. The wellness team also introduced initiatives to engage membership in 2021, such as monthly virtual wellness presentations, program information sessions, and a Healthy Workplace Checklist tool. The Health Trust will further develop its Wellness Program in 2022 with a renewed focus on engagement strategies, alternatives to access programs, and continued program improvement initiatives.

The DVHT Health Center and Anuva Health

Another component of the Health Trust's proactive strategy to better manage the cost of health care is the operation of its primary care health centers. Effective August 1, 2020, the Health Trust entered into an agreement with Cerner to manage the DVHT Health Center in Horsham, PA and to expand the Health Trust's popular off-site health center model to two new locations in Chester County through Cerner's Anuva Health.

The DVHT Health Center ("Health Center") located in Horsham, PA continues to offer long appointment blocks with top-notch primary care providers to ensure individualized care, convenient appointment times, no copays, and free generic medications. Most importantly, Cerner retained key medical staff while implementing many operational improvements to take patient care to the next level. Cerner's Anuva Health locations offer a patient care model similar to the DVHT Health Center and are conveniently located to those enrollees living or working near Malvern or West Chester.

Healthcare Bluebook

2020 concluded the Health Trust's fourth full year of participation in Healthcare Bluebook, a web-based tool which provides enrollees with the tools to compare cost and quality for a vast array of medical services. With as much as an 800 percent variance in cost for the same procedure in the same market, using Healthcare Bluebook can reduce claim costs for the Health Trust and stabilize premiums for Trust participants while simultaneously reducing the out-of-pocket costs of enrollees as they become better-informed healthcare consumers.

Healthcare Bluebook also highlights over a dozen "Shop Smart" procedures which are enrollee discretionary, high volume and have a wide cost variance. Beginning in 2021, the Health Trust switched to an "active engagement" strategy (Engagement Rewards) which means users of Healthcare Bluebook can earn even higher rewards for Shop Smart procedures. Enrollees using

Shop Smart providers will receive incentive payments ranging from \$25-\$1,500 per procedure. During the past year plan enrollees received over 2,023 incentive payments totaling over \$105,000 by using the Healthcare Bluebook.

Trust Governance

The Trust is a self-governing non-profit multiple employer welfare association that has consistently provided long-term stability in health benefit costs for its participating employers.

The heart of the Trust governance structure is the seven-member Executive Committee whose members are elected directly by all the Trustees and delegated authority to act on their behalf. Committee members deliberate, debate and decide a myriad of issues of importance to the Trust and its participating employers. In discharging their duties, the Executive Committee members act as fiduciaries who must consider the best interests of the Trust and all its Participants.

Meeting monthly, the Executive Committee members review and assess the performance of the Trust and generally oversee its operation. Each month they receive detailed staff reports from the Executive Director and the operations, finance, underwriting, legal and marketing departments. Recommendations are made to the committee on a variety of matters ranging from the approval of accounts payable to the establishment of annual contributions and the allocation of RSF credits. Through the Executive Committee's leadership, the Health Trust has been able to enhance its suite of services while maintaining low expense ratios and modest annual contribution increases.

Please note that this year's meeting agenda includes an update from the Governance Committee, comprised of Executive Committee members of the Health, Workers' Compensation, and Property and Liability trusts, on their work over the past 9 months.

* * *

We encourage you to review the Annual Report prior to our Annual Meeting and have it available during the meeting. Considering the full agenda, large number of attendees and hybrid (live/virtual) meeting format, we will utilize Robert's Rules of Order to ensure good process and time efficiency. We look forward to our meeting on September 14th and sharing more information.

Sincerely,



Robert G. Solarz
Executive Director



DELAWARE VALLEY
HEALTH
TRUST

2021 Annual Report

Table of Contents

1. 2021 Annual Meeting Agenda
2. 2020 Annual Meeting Minutes
3. Trust Performance Update
 - COVID-19 Impact
 - DVHT 2020 Financial Results
 - 2020 Plan Performance
 - DVHT 2021 YTD Update
 - DVHT Value Proposition
4. Wellness Program Report
5. 2020 Audited Financial Statements



DELAWARE VALLEY TRUSTS

Managed Risk. Collective Rewards.



**Annual Membership Meeting
Tuesday, September 14, 2020
11:00 AM**

Normandy Farm
Blue Bell Country Club
1401 Morris Rd.
Blue Bell, PA 194222

Agenda

1. Welcome: Eileen Bradley, DVHT Executive Committee Chair
2. Roll Call (verified via electronic registration/sign in)
3. Consider: Approval of Minutes from October 27, 2020 Annual Meeting
4. Actuarial and Consulting Report
5. Wellness Report
6. Governance Committee Report
7. Executive Director's Report
8. Old and New Business
9. Adjournment



Annual Membership Meeting Minutes: October 27, 2020

Welcome and Call to Order

Chair, Eileen Bradley, called the Delaware Valley Health Trust Annual Meeting to order at 10:30am.

Ms. Bradley welcomed all attendees, introduced herself and each member of the Executive Committee (each of whom was in attendance as a panelist on the Zoom call). She acknowledged the efforts and dedication of the DVHT staff members, advisors and professional partners. In addition to all members of the Executive Committee, the following panelists were present from the Trust: Bob Solarz, Jonathan Calpas, Tanya Pokhodenko, Lauren Detweiler, Carol Bigham and Nicole Pizzo. The following professional partners attended: Steve Fallon and Ric Schultz from Insurance Buyer's Council. She turned the meeting over to Executive Director, Bob Solarz.

Mr. Solarz introduced himself and welcomed all attendees to the virtual Annual Meeting. He mentioned that the 2020 Annual Report was distributed last week in electronic form only this year due to COVID-19. Mr. Solarz discussed how to use the Zoom meeting functionality, mentioned that several votes would be conducted and stated the ground rules for voting (*i.e.*, only Trustees are permitted to vote, the "chat" function should be used to make a motion and the voting buttons should be used to cast a vote on each motion). Mr. Solarz turned the meeting back over to Ms. Bradley.

Roll Call

Ms. Bradley announced that there would be no voice roll call taken at the meeting and that attendance would be recorded and verified by Zoom. The following **NINETY-TWO (92) Participants** had representatives at the annual meeting:

Abington Township	Horsham Township	Potter County
Ambler Borough	Interboro School District	School District Insurance Consortium
Bensalem Township	Kent County Levy Court	Schwenksville Borough
Bridgeport Borough	Lansdale Borough	Sellersville Borough
Bristol Borough School District	Lansdowne Borough	Solebury Township
Bristol Township	Limerick Township	Springfield Township
Bucks County Technical High School	Lower Frederick Township	Swarthmore Borough
Caln Township	Lower Gwynedd Township	Telford Borough & Authority
Carbon Monroe MH/DS	Lower Moreland Township	Thornbury Township
Centennial School District	Lower Mount Bethel	Towamencin Township

Central Bucks Regional Police Department	Lower Pottsgrove Township	Tredyffrin Township
Chadds Ford Township	Lower Providence Township	Upper Bucks Technical HS
Chalfont Borough	Lower Salford Township Authority	Upper Dublin Township
Cheltenham Township	Maidencreek Township	Upper Gwynedd Township
City of Coatesville	Middle Bucks Institute of Technology	Upper Hanover Township
Clinton County	Middletown Township (Bucks)	Upper Merion Township
Conshohocken Borough	Millvale Borough	Upper Salford Township
County Commissioners Association of Pennsylvania	Minquas Fire EMS	Upper Southampton Township
Cranberry Township	Montgomery Township	Upper Uwchlan Township
Cranberry Township EMS	Nether Providence Township	Warminster Municipal Authority
Doylestown Borough	City of Newark	Warminster Township
Doylestown Township	New Britain Township	Warrington Township
Dublin Borough	New Hope Borough	Warwick Township
DVMMA	Municipality of Norristown	West Goshen Township
East Coventry Township	Northampton Township	West Pikeland Township
East Goshen Township	North Penn Water Authority	West Vincent Township
E. Norriton-Plymouth-Whitpain Joint Sewer Auth.	North Wales Borough	West Whiteland Township
East Whiteland Township	Perkasie Authority	Whitemarsh Township
Franconia Township	Phoenixville Borough	Whitpain Township
Hatfield Township	Plumstead Township	Worcester Township
Heidelberg Township	Plymouth Township	

WITH NINETY-TWO (92) PARTICIPANTS IN ATTENDANCE AT THE ANNUAL MEETING, THE PRESENCE OF A QUORUM WAS CONFIRMED.

The following **SIXTY-NINE (69) Participants** did not attend the annual meeting:

Adamstown	Hatfield Borough	Radnor Township
Bath Borough	Hilltown Township	Reading Housing Authority
Beaver County Housing Authority	Horsham Water & Sewer	Rockledge Borough
Bedminster Township	Jenkintown Borough	Sadsbury Township
Bethlehem Authority	Lower Bucks County Joint Municipal Authority	Schwenksville Borough Authority
Brady's Run Sanitary Authority	Lower Salford Township	Southern Alleghenies Planning & Development Commission
Chadds Ford Sewer Authority	Marlborough Township	Tioga County
Chal-Brit EMS	Malvern Borough	Towamencin Municipal Authority

Chester County Sewer & Water Authority	Middletown DE	Upper Bucks Regional EMS
Clarion County	Montgomery County Norristown Public Library	Upper Leacock Township
Clarion County Housing Authority	Myerstown Water Authority	Upper Makefield Township
City of DuBois	Nazareth Borough Municipal Authority	Upper Montgomery Joint Authority
Concord Township	New Britain Borough	Upper Providence Township
East Brandywine Township	New Garden Township	Uwchlan Ambulance Corps
East Norriton Township	New Hanover Township	Valley Forge Sewer Authority
East Nottingham Township	Newtown Township	Warwick Township Water & Sewer
East Rockhill Township	Nockamixon Township	West Conshohocken Borough
East Vincent Township	North Coventry Township	Westmoreland IDC
Elk County	Palmer Township	Western Montgomery Career & Technical Center
Ephrata Borough	Pennridge Regional Police Department	Whitemarsh Authority
Falls Township	Pennridge Wastewater Authority	Wrightstown Township
Forest County	Perkasie Borough	
Franklin County Housing Authority	Pennsylvania Municipal Authorities Association	
Hatboro Borough	Quakertown Borough	

Approval of Meeting Minutes from June 4, 2019 Annual Membership Meeting

Chair Bradley asked if there were any comments on the minutes from the previous Annual Meeting. Hearing none, she asked for a motion approving the meeting minutes from the June 4, 2019 Annual Meeting as presented in the 2020 Annual Report. Donald Delamater (Lower Providence Township) moved and Bob Pellegrino (Northampton Township) seconded the motion to approve the minutes of the June 4, 2019 Annual Meeting as presented. **The motion carried unanimously.**

Re-Election of Craig A. McAnally to the Delaware Valley Health Trust Executive Committee

Chair Bradley asked for a motion to re-elect Craig A. McAnally to a new 5-year team on the Executive Committee effective January 1, 2021 through December 31, 2025. Angela Benner (Plumstead Township) moved and Roman Pronczak (Whitpain Township) seconded the motion to re-elect Craig A. McAnally to a new 5-year team on the Executive Committee effective January 1, 2021 through December 31, 2025. **The motion carried unanimously.**

Actuarial and Consulting Report – Stephen J. Fallon & Fredric W. Schultz (Insurance Buyers' Council)

Mr. Fallon mentioned that a detailed performance update was provided in the Annual Report and that he would summarize the highlights for the membership today. He discussed the impact of COVID-19 on the Trust, including claims, shifts in how people accessed care and DVHT's mobilization to meet those needs, and what medical care may look like in the short to intermediate term as the pandemic hopefully draws to a close. Mr. Fallon provided an overview of the 2021 premium renewals, noting there was \$20 million returned to the membership in 2020 alone between RSF allocations and rate relief and that the Trust's 6-year average increase was 4.38%, which is far below medical trend. He also discussed medical and prescription drug utilization metrics and informed the membership of the significant costs associated with specialty drugs and how such costs are driving pharmacy spend.

Mr. Schultz discussed the Trust's 2019 financial results, including building financial independence through a favorable surplus position, uses of surplus and loss and expense ratios.

Mr. Fallon mentioned that Segal, the Trust's actuaries, provided the Trust with a letter validating its financial soundness.

Wellness Report – Lauren Detweiler (Manager of Wellness and Health Promotion, DVHT)

Ms. Detweiler discussed some highlights of the wellness program and provided summary metrics of 2018, 2019 and 2020 YTD. She noted that while 2019 was a year of significant growth in overall submissions, 2020 was trending lower across the board due to COVID-19. She provided the results of the Trust's 2019 biometric screening effort and compared those results against the 2018 effort. Ms. Detweiler also discussed the wellness team's efforts for on-site wellness events in 2019, noting 139 events were completed.

Legal Report – Jonathan Calpas, Esq. (General Counsel, DVHT)

Mr. Calpas mentioned that the Trust entered into a new arrangement with Cerner to manage the DVHT Health Trust Center and expand access to the health center medical home model through Cerner's Anuva locations in Chester County. He mentioned that the Trust recently renewed its arrangement with Healthcare Bluebook and were able to expand the offering to include a new "doctor search" feature and that the Trust will be pivoting to an active engagement strategy which will allow the Trust to increase the rewards available to enrollees who seek and obtain care from a "green" provider. Mr. Calpas mentioned that the Affordable Care Act was again in the SCOTUS crosshairs and that the Executive Committee authorized coverage enhancements at no additional cost to the remaining plans that availed themselves of grandfathered plan status, noting the misconception by many individuals that grandfathered meant better and highlighting the benefits that will come as a result of this change.

Executive Director's Report – Bob Solarz (Executive Director/Trust Administrator, DVHT)

Mr. Solarz thanked Trust staff members and professional partners for their contributions and the Trustees for their commitment to the Trust. He mentioned the Annual Report was distributed only in electronic format this year due to COVID-19 and reminded Trustees of their fiduciary duty and asked them to treat the report as business confidential and refrain from distributing to competitors. Mr. Solarz welcomed the Trust's newest members – Middletown Township and Westtown-East Goshen Regional Police Department. He discussed the transition

of the Health Center management from CareHere to Cerner and the ability to expand this offering into the western Philadelphia suburbs. Mr. Solarz closed by reaffirming the value and benefits of intergovernmental cooperation and being in a risk pool by going through the financial returns to the membership – including rate relief and RSF allocations – during a very uncertain time.

Old Business

There was no old business.

New Business

There was no new business. However, there were 2 questions in the Zoom Q&A posed by Annual Meeting attendees. Aaron Bibro (Hatfield Township) inquired whether Teladoc and telemedicine will continue once COVID-19 is under control. Paul Leonard (Upper Dublin Township) inquired about the total amount remaining in RSF and the rationale for a \$10 million allocation given medical claims have a short tail and are incurred and paid relatively quickly. Both questions were answered.

Adjournment

Chair Bradley entertained a motion for adjournment. A motion for adjournment was made by Stephanie Mason (Doylestown Township) and seconded by Craig McAnally (Lower Gwynedd Township). The **motion carried 68-2** and the meeting adjourned at 11:35 am.

DELAWARE VALLEY HEALTH TRUST

Trust Performance Update

Delaware Valley Health Trust Annual Meeting

September 14, 2021

Presented by:
Insurance Buyers' Council, Inc.

1



DELAWARE VALLEY
HEALTH
TRUST

Table of Contents

- COVID-19 Impact
- DVHT 2020 Financial Results
- 2020 Plan Performance
- DVHT 2021 YTD Update
- DVHT Value Proposition

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2

COVID-19 Impact

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3

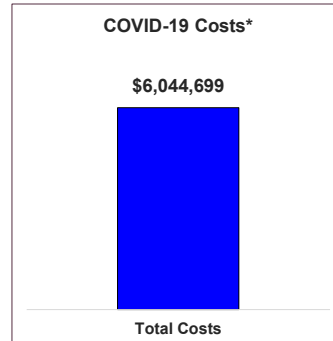
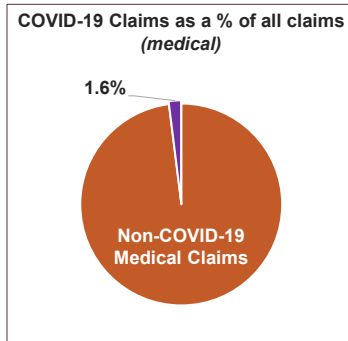
2020 and the Impact of COVID-19

- **Overall medical/pharmacy claims decreased .4% on a PEPM basis**
 - Medical claims decreased 6.4%
 - Prescription Drug claims spiked 12.5%
 - Temporary reduction in claims April-July due to postponement/avoidance of care
 - Reduction was partially offset by claims related to the care of members with Covid-19 related illness, testing and vaccine administration.
 - Very few large cases (one case did exceed \$1 million)
 - Cost of waived copays and expansion of services in response to the pandemic
 - Utilization decreased in almost all categories with the exception of Mental Health, Lab and Home Health Care
- **Indirect Costs**
 - Denied/Postponed care- A recent national survey estimated 41% of adults delayed or postponed medical care during the pandemic
 - What is the impact on member health long term?
 - Increased cost due to untreated chronic disease

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4

COVID-19 Data (3/1/20 – 7/11/21)

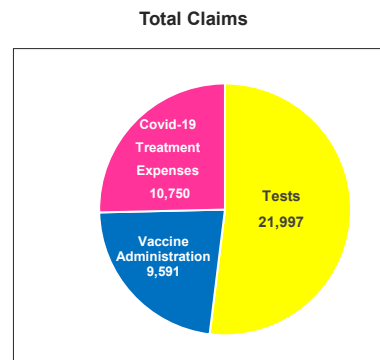
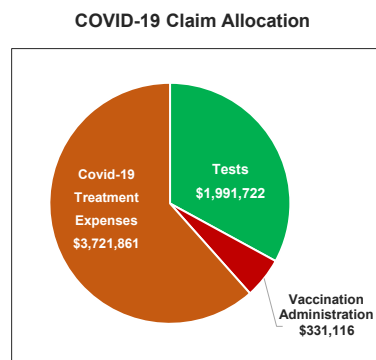


*Due to the nature of claim coding and anchors with comorbidities, the reporting of Covid-19 claims is imprecise. Claims reflect Aetna COVID-19 weekly reporting.

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5

COVID-19 Claims Breakdown (3/1/20 – 7/11/21)



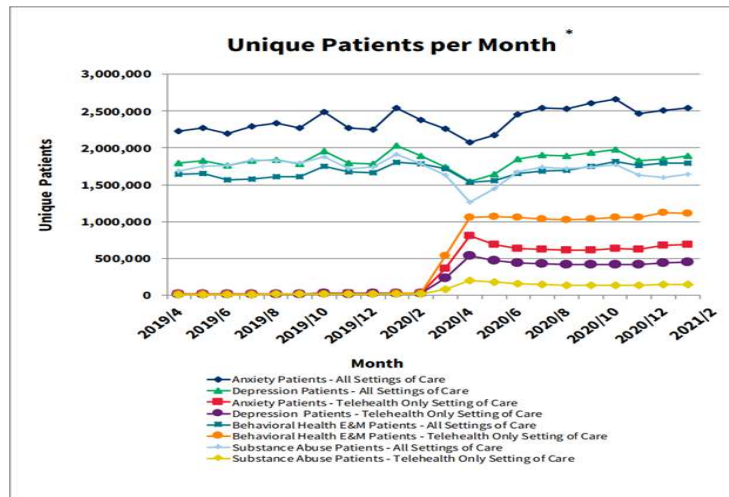
Vaccine numbers reflect only those members whose vaccines were processed by Aetna. Results do not include members vaccinated at county sponsored events or other circumstances where an Aetna ID card was not presented.

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6



COVID Impact on Mental Health: A National Trend



Source: LexisNexis MarketView

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7



DVHT Increased Mental Health Demand

- Increase in Mental Health Utilization across all DVHT plans
 - Claims per member increased 49.3%
 - Utilization per 1,000 members increased 13.5%
- National Demand is taxing the existing provider capacity
 - Longer wait times for appointments
- DVHT response to the problem
 - Expanded Teladoc™ to include behavioral health module to increase member access to care (18 unique users / 41 total visits YTD)
 - Working with Aetna to increase provider network (a long-term strategy)
- CVS HealthHub® – some locations expanding services to add behavioral health specialists
- Developed member communication to provide a comprehensive list of DVHT mental health services and resources including EAP, and other information.
- Continuing to explore strategies to improve access to mental health treatment

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8



DVHT Monthly Claims 1/1/2018 – 12/31/2020

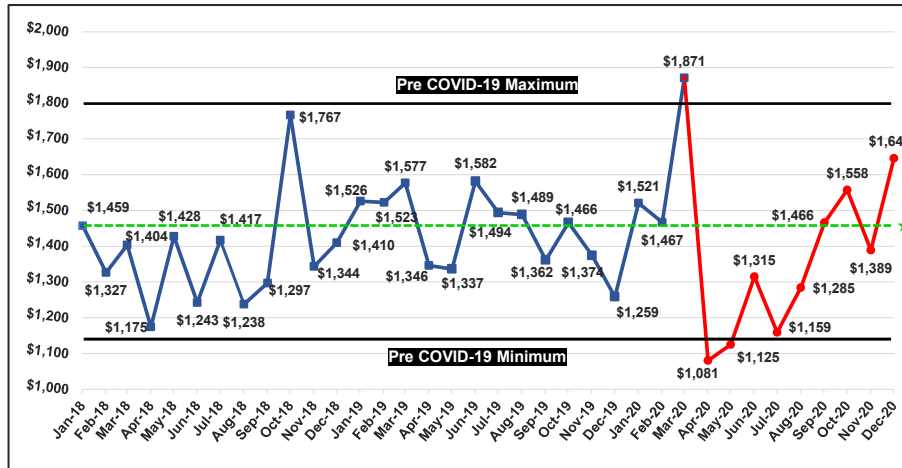


Chart reflects Medical & Rx claims Per employee Per Month.
★ Line reflects pre Covid-19 monthly claims average from 1/1/2018 – 12/31/2020.

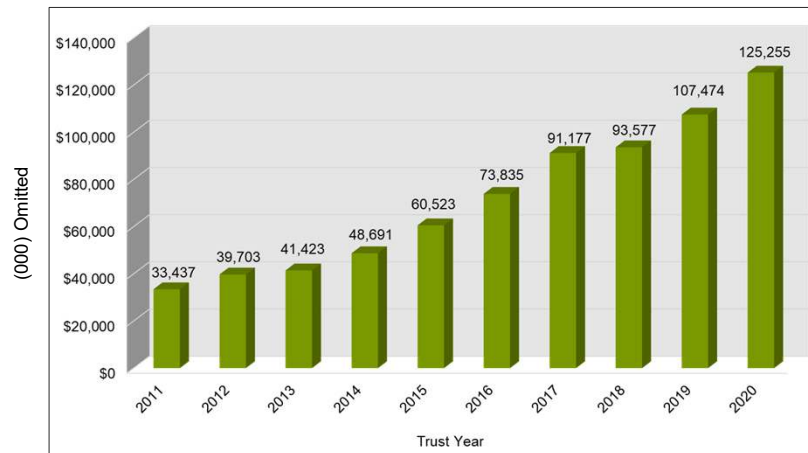
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DVHT 2020 Financial Results

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♥ Surplus History



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11

♥ Uses of Surplus

- Build Financial Independence
 - Reduce reliance on and expense of commercial reinsurance – eliminated cost of aggregate excess reinsurance
 - Amount of risk retained by the Trust (deductible) has increased over time from \$100,000 to 2021's retention of \$1,250,000 for Health Benefits and RX
 - Dental – No reinsurance/ 100% self-insured

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12

Uses of Surplus

- Absorb Variability of Losses
 - Surplus cushions impact of a year with poor loss experience (contingency)
 - Example of variability – 2000 loss ratio of 107%, 2005 loss ratio of 81%, 2018 loss ratio of 87.9%
 - Growth of Trust results in a changing risk profile year to year

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13

Loss Ratio										
Expected Pool Range: 80% to 90%										
Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Premiums	\$78,185,932	\$93,588,746	\$105,074,968	\$119,575,698	\$143,083,387	\$151,167,721	\$160,597,289	\$173,940,944	\$189,288,511	\$197,965,627
Paid Claims	\$65,362,184	\$78,809,630	\$94,310,774	\$102,539,248	\$117,770,496	\$129,360,784	\$133,868,670	\$152,926,728	\$170,844,037	\$173,781,449
Loss Ratio	83.6%	84.2%	89.8%	85.8%	82.3%	85.6%	83.4%	87.9%	90.3%	87.8%
Expense Ratio										
Expected Pool Range: 7% to 15%										
Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Premiums	\$78,185,932	\$93,588,746	\$105,074,968	\$119,575,698	\$143,083,387	\$151,167,721	\$160,597,289	\$173,940,944	\$189,288,511	\$197,965,627
Expenses including claims administration, administrative expenses and reinsurance costs	\$5,880,754	\$7,166,388	\$7,449,365	\$8,144,445	\$9,408,553	\$10,779,184	\$11,462,515	\$11,747,248	\$11,861,491	\$12,874,932
Expense Ratio	7.5%	7.7%	7.1%	6.8%	6.6%	7.1%	7.1%	6.8%	6.3%	6.5%
Combined Loss & Expense Ratio										
Expected Pool Range: 85% to 95%										
Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Combined Ratio	91.1%	91.9%	96.9%	92.6%	88.9%	92.7%	90.5%	94.7%	96.5%	94.3%

Prepared By: Insurance Buyers' Council, Inc.

14

14

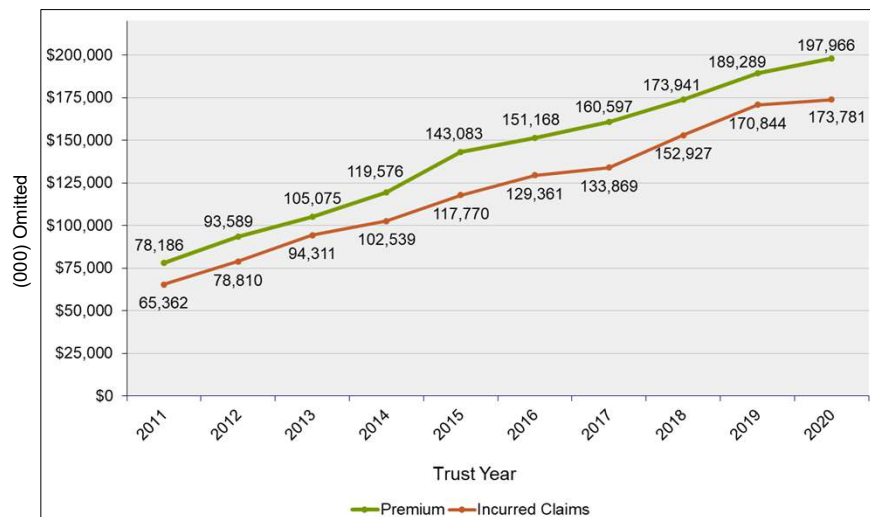
Uses of Surplus

- Support Current and Future Levels of Growth
 - Growth in surplus necessary as trust adds members, expected losses increase and retentions increase (dynamic risk profile)
 - Funds the Multi-Trust Discount (\$3,117,000 in 2020)

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15

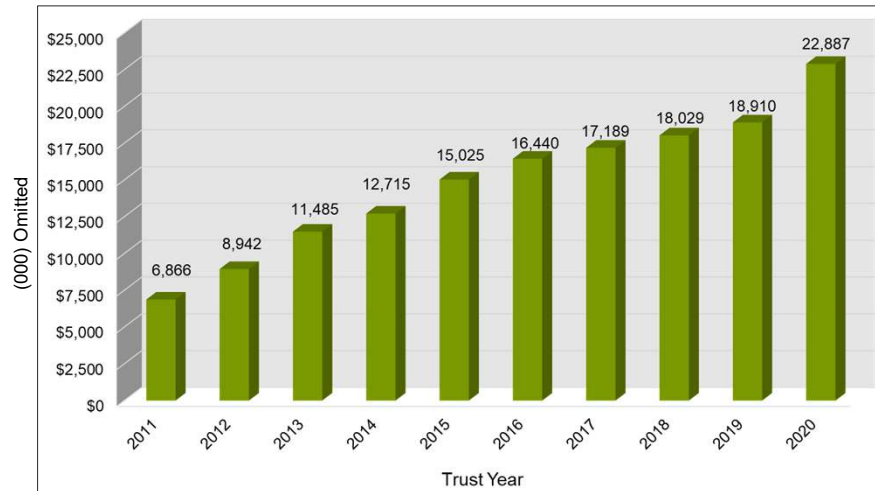
Premium vs. Incurred Losses



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16

Claim Liabilities



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17

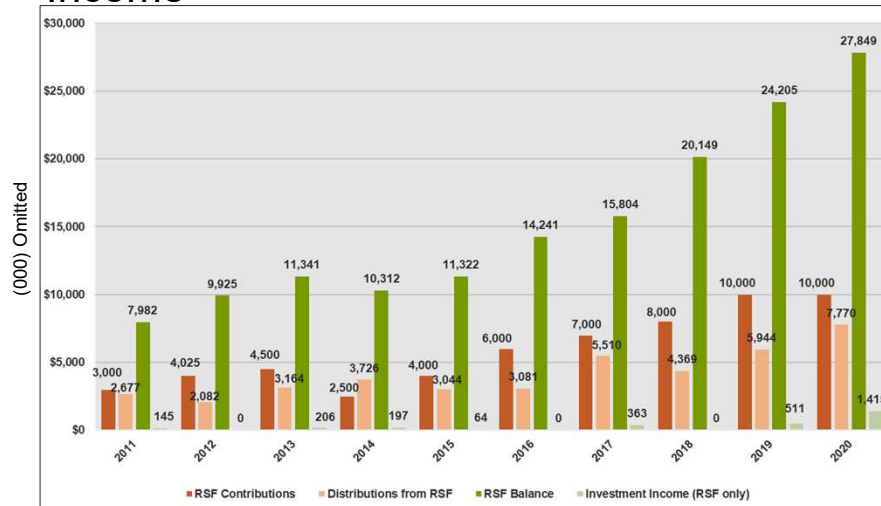
Uses of Surplus

- Fund Rate Relief for Members
 - Executive Committee devoted \$5,000,000 to reduce rates in 2019, 2020 and 2021.
 - The Trust has set up a Rate Stabilization Fund which the member can use to lower subsequent years' contributions. \$82,500,000 set aside for members since 2004 which includes \$10,000,000 declared by the Executive Committee in 2019 and 2020. Another \$10,000,000 declared in 2021.
 - \$19,000,000 was available for use by Members in 2021.

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18

Rate Stabilization Fund (RSF) Contributions, Distributions, Balances and Investment Income



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19

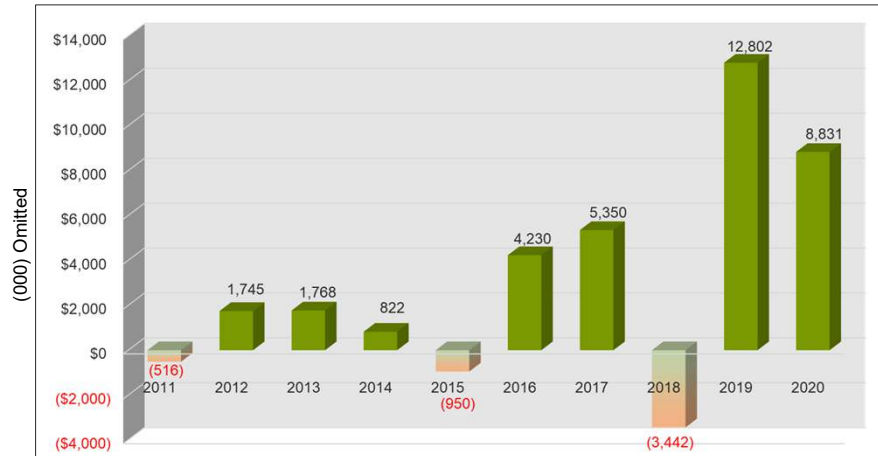
Uses of Surplus

- Generate Investment Income
 - Trust budget does not rely on Investment Income
 - Investment Income partially funds the Rate Stabilization Fund Contributions (\$35,317,000 in investment income since inception)

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20

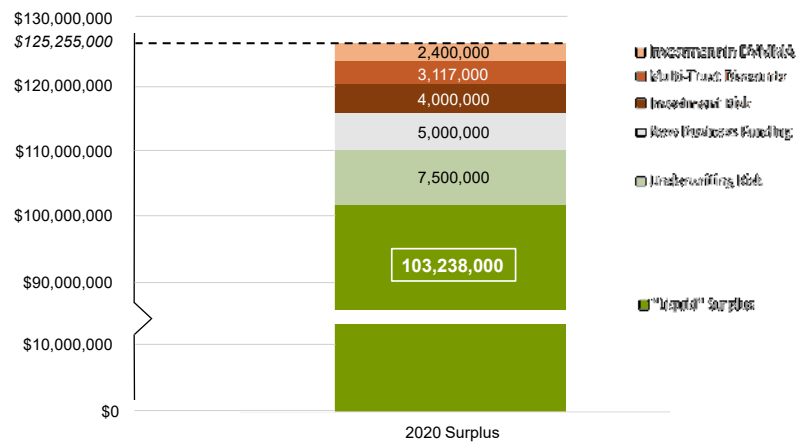
Investment Income



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21

“Liquid” Surplus



Prepared By: Insurance Buyers' Council, Inc.

22

22

Surplus Target

- Executive Committee set target surplus range of 4-6 months of claim payments(range of \$63MM to \$95MM for 2021)
- Trust Actuary, Segal Company suggests target of 6-9 months of claim payments(range of \$95MM to \$142.5MM)
- Surplus is within recommended range to support actual and anticipated growth in membership and contributions

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23

2020 Plan Performance

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24

Demographics

	PPO*	HMO**
Number of Employees	6,261	2,671
Male/Female Members	52.1% / 47.9%	50.2% / 49.8%
Average Age (Membership)	35.6	34.8

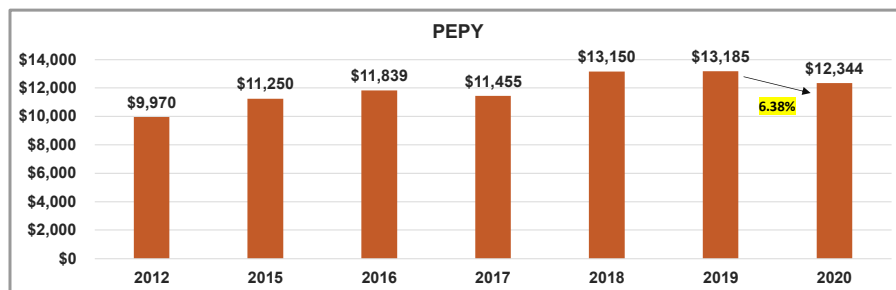
* PPO enrollment includes Choice POS II

**HMO enrollment includes QPOS

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25

Health Plan Performance: Medical Overview



Notes:

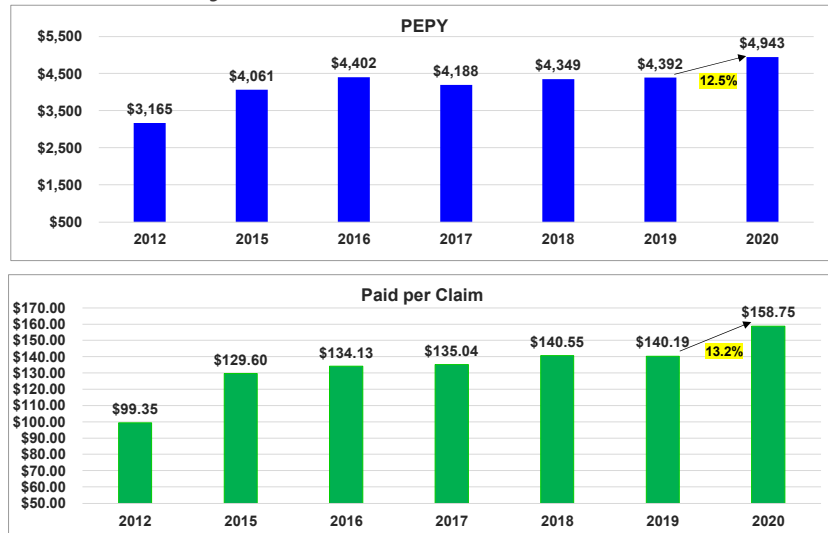
2020 data reflects claims incurred 1/1/20 – 12/31/20 and paid through 2/28/21.

Source: Aetna Level B Plan Sponsor Reports.

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26

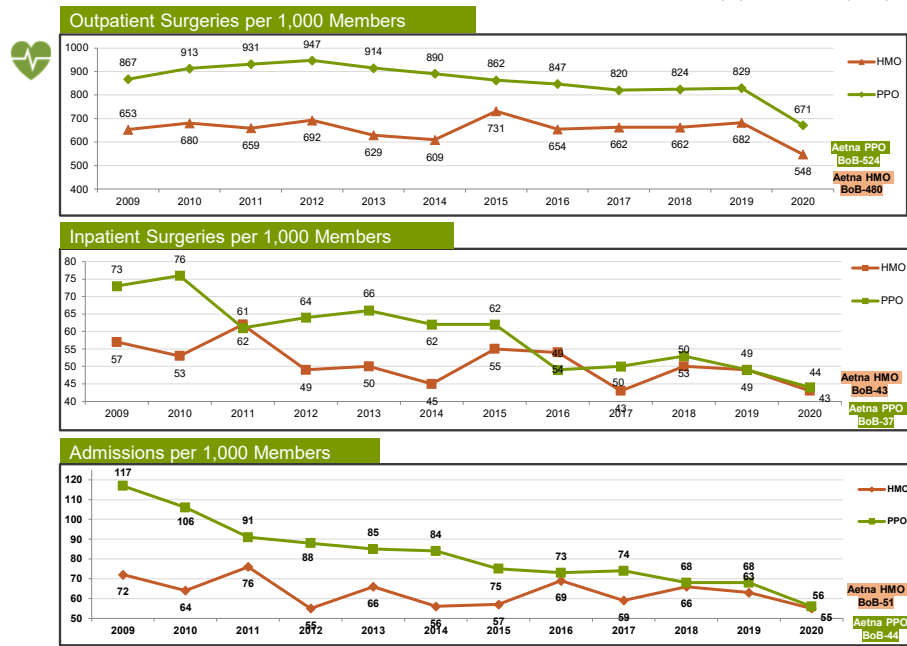
Plan Performance: Pharmacy Overview (2020)



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27

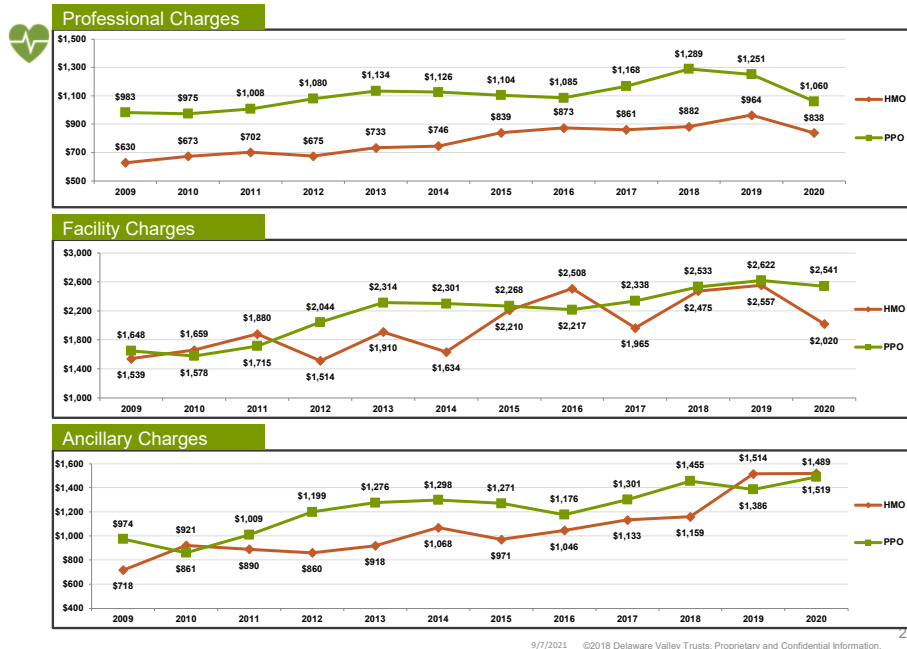
Historical Utilization Per Member Per Year (by service type)



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28

Historical Paid Amount Per Member Per Year (by service type)



29

Impact of Large Claims

	2019	2020*	% Change
Number of Claimants	216	225	4.2%
Claimants / 1,000	9.7	9.9	2.1%
Average Paid / Large Claim	\$174,514	\$179,624	2.9%
% of Total Paid	32.5%	36.7%	4.2%
Total Paid for Large Claim	\$37,695,099	\$40,415,373	7.2%

*2020 Large Claims through 2/28/21.

DVHT Liability Capped at \$1,250,000 per claim

Claims over \$350,000		Claims over \$500,000		Reflects Claims over \$350,000	
2015	9	2015	4	Total: \$6.74M	Avg: \$749,889
2016	9	2016	5	Total: \$5.78M	Avg: \$642,222
2017	7	2017	1	Total: \$2.94M	Avg: \$420,000
2018	18	2018	7	Total: \$13.4M*	Avg: \$744,459
2019	21	2019	8	Total: \$12.2M**	Avg: \$582,976
2020	23	2020	10	Total: \$15.6M***	Avg: \$678,568

*Total includes one large claim totaling \$4.86 million

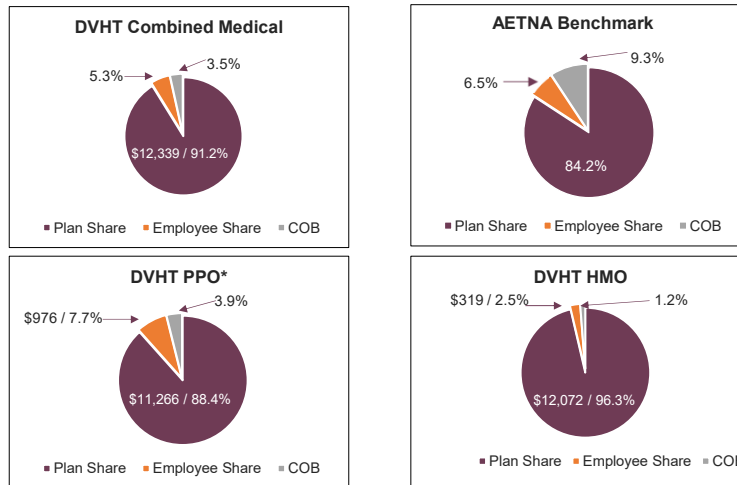
**Largest claim \$2.10 million

***Largest Claim \$4.18 million

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30

2020 Plan vs. Member Cost Sharing



*Employee Share includes High Deductible Health Plan amounts which are employer funded.

2019 Combined Medical 89.2% / 7.4% / 3.5%

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31

2020 Preventative Screenings

Preventive Measure	2019	2020	BoB	On Track
CANCER SCREENING*				
Mammogram	58%	50%	35%	✓
Cervical Cancer	33%	27%	26%	✓
Colorectal Cancer	14%	11%	12%	!
PREVENTATIVE CARE SCREENING*				
Well Child (0-2)	61%	60%	58%	✓
Adolescent Well Care Visits	51%	49%	27%	✓
Immunizations	77%	73%	62%	✓
Adult Preventative Care Visits	19%	16%	8%	✓

*Does not include cholesterol screening through Health Trust Center

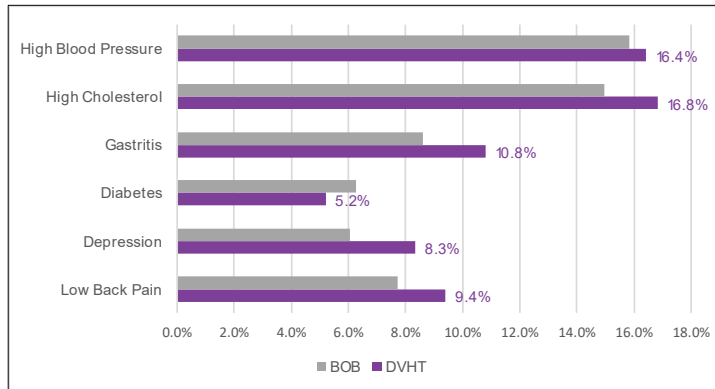
(New Aetna Reporting Format)

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32



2020 DVHT Disease Prevalence



Most chronic disease prevalence rates are higher than age-adjusted BoB, with the exception of diabetes.

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33



2020 Top 25 Diseases: Actionable Data for Targeting Wellness Activities

Top 25 Diseases - 2020	Number of Unique Claimants with Disease	DVHT Prevalence	Aetna BOB Prevalence	Total Paid Amount Per Claimant with Disease
Hypertension	3,325	16.6%	13.1%	\$34,859,460
Hyperlipidemia	3,364	16.8%	12.2%	\$32,102,635
Nonspecific Gastritis/Dyspepsia	1,852	9.3%	5.8%	\$22,766,973
Obesity	1,830	9.2%	5.6%	\$19,086,029
Low Back Pain	1,552	7.8%	4.8%	\$17,252,034
Depression	1,567	7.8%	5.0%	\$15,330,836
Diabetes Mellitus	1,026	5.1%	5.3%	\$14,867,763
Anxiety	1,677	8.4%	4.7%	\$13,827,154
Ischemic Heart Disease	583	2.9%	2.1%	\$11,555,604
Chronic Thyroid Disorders	1,289	6.4%	4.6%	\$10,765,315
Osteoarthritis	746	3.7%	2.6%	\$10,418,839
Metabolic Syndrome	890	4.5%	1.7%	\$7,636,080
Migraine and Other Headaches	856	4.3%	2.5%	\$7,088,473
Allergy	998	5.0%	3.4%	\$6,975,436
Heart Failure	237	1.2%	1.0%	\$6,968,698
Asthma	1,061	5.3%	3.0%	\$6,488,391
Benign Prostatic Hypertrophy	464	2.3%	1.9%	\$6,471,118
Atrial Fibrillation	301	1.5%	1.2%	\$6,428,714
Cataract	481	2.4%	2.1%	\$5,964,093
Other Cancer	127	0.6%	0.4%	\$4,516,039
Skin Cancer	376	1.9%	1.0%	\$3,931,969
Glaucoma	439	2.2%	1.9%	\$3,868,714
Cerebrovascular Disease	198	1.0%	0.9%	\$3,628,143
Iron Deficiency Anemia	145	0.7%	0.7%	\$3,465,558
Chronic Obstructive Pulmonary Disease	238	1.2%	1.0%	\$3,400,760

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34



DVHT Pharmacy Overview

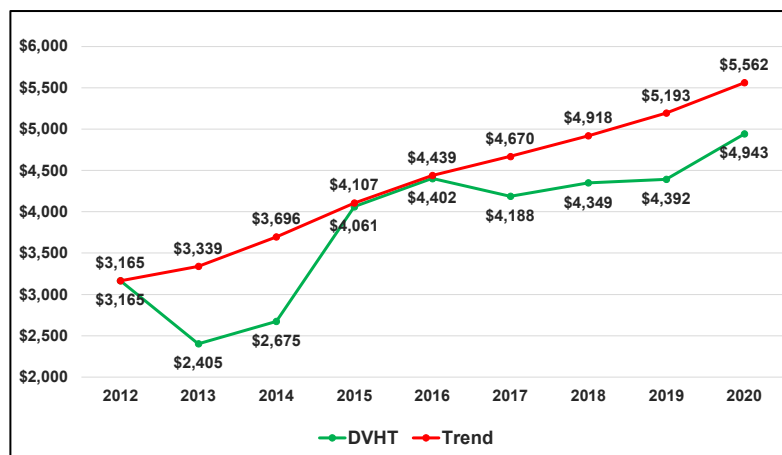
- \$39.6 million in pharmacy spend for 2020 (gross spend before rebates and net of employee cost share)
 - Pharmacy spend now represents more than 25% of claims
- 425 unique plans
- Standard plan performance benchmarks below market (these benchmarks are driven by member cost share).
 - Copay per claim
 - Generic drug utilization
 - Mail order utilization
- Increasing impact of specialty drugs
- Over \$7 million in pharmacy rebates – 100% of rebate dollars applied directly to reducing premiums. In 2020 the applied rebates resulted in a 2.5% reduction in renewal rates.

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35



DVHT vs. National Pharmacy Trend per Employee per Year



Trend reflects Segal published Trend 2013 - 2020

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36



DVHT Top 10 Therapeutic Class Review

BOB Rank	Prior Rank	Current Rank	Therapeutic Class	Net Cost
1	1	1	Antidiabetics	\$5,910,652
3	3	2	Dermatologics	\$5,906,173
2	2	3	Analgesics / Anti-Inflammatory	\$5,765,834
5	4	4	Psychotherapeutic and Neurological Agents – Misc.	\$2,546,869
4	6	5	Antineoplastics	\$2,364,269
7	5	6	Antiasthmatic and Bronchodilator Agents	\$2,298,380
14	9	7	Respiratory Agents – Misc.	\$1,198,175
15	7	8	Antihyperlipidemic	\$1,167,857
10	8	9	Anticoagulants	\$1,130,554
9	10	10	Adhd/Anti-Narcolepsy/Anti-Obesity/Anorexiants	\$1,010,975

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37



2020 Top 30 Drugs by Total Paid Amount

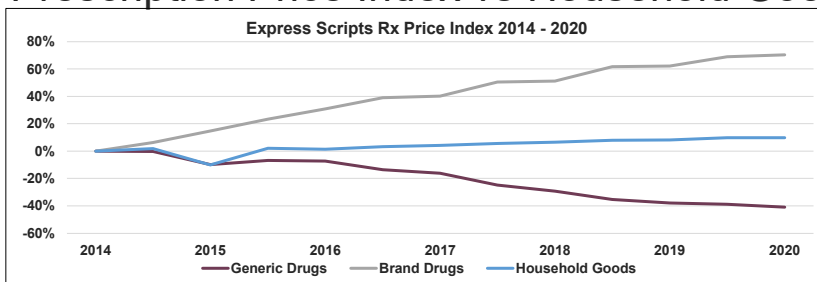
Top 30 Diseases – 2020	Primary Condition	# of Utilizing Members	# of Claims	Average paid Amount per Claim	Pharmacy Paid Amount per Utilizing Member
HUMIRA PEN	Rh. Arthritis	41	333	\$7,228.94	\$58,713
STELARA	Psoriasis	24	106	\$20,085.59	\$88,711
TREMFYA	Psoriasis	19	72	\$11,548.85	\$43,764
TRULICITY	Diabetes	112	685	\$1,091.82	\$6,678
ENBREL SRCLK	Rh. Arthritis	14	106	\$6,591.73	\$49,909
TRIKAFTA	Cystic Fibrosis	4	28	\$23,469.69	\$164,288
JARDIANCE	Diabetes	151	991	\$658.46	\$4,321
REVLIMID	Anemia	4	41	\$15,759.33	\$161,533
IMBRUVICA	Leukemia	4	47	\$13,152.79	\$154,545
COSENTYX PEN	Psoriasis	11	88	\$6,720.36	\$53,763
ELIQUIS	Deep Vein Thrombosis	151	842	\$660.67	\$3,684
OTEZLA	Psoriasis	20	150	\$3,522.20	\$26,416
DUPIXENT	Asthma	23	156	\$3,115.41	\$21,131
AUVI-Q	Allergic Reaction	67	78	\$6,096.25	\$7,097
XYREM	Narcolepsy	4	34	\$13,610.47	\$115,689
XARELTO	Blood Thinner/AFIB	127	759	\$606.78	\$3,626
NOVOLOG	Diabetes	89	389	\$1,123.44	\$4,910
OZEMPIC	Diabetes	73	457	\$945.12	\$5,917
TALTZ	Psoriasis	6	61	\$6,413.55	\$65,204
JANUVIA	Diabetes	108	637	\$610.63	\$3,602
COPAXONE	Multiple Sclerosis	8	64	\$6,016.88	\$48,135
VICTOZA	Diabetes	51	279	\$1,370.37	\$7,497
VENCLEXTA	Leukemia	5	35	\$10,142.43	\$70,997
HUMIRA	Rh. Arthritis	8	49	\$6,818.11	\$41,761
AUBAGIO	Multiple Sclerosis	5	43	\$7,737.56	\$66,543
KALYDECO	Cystic Fibrosis	1	14	\$23,752.67	\$332,537
XELJANZ XR	Rh. Arthritis	8	58	\$4,791.96	\$34,742
WIXELA INHUB	COPD	148	578	\$461.16	\$1,801
ROSUVASTATIN	High Cholesterol	704	3,908	\$65.76	\$365
IBRANCE	Cancer	2	20	\$12,644.01	\$126,440

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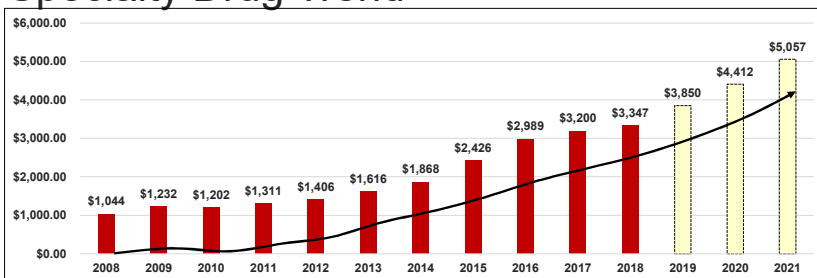
38



Prescription Price Index vs Household Goods



Specialty Drug Trend



39



What is a Specialty Drug

Specialty drugs are high-cost medications designed to treat complex chronic conditions and other critical illness such as cancer.

They generally share some or all of the following characteristics:

- High cost – the more common specialty drugs range from \$3,000-\$15,000 per Rx with some of the rare treatments exceeding \$100,000 per.
- High complexity-biotech products
- Special handling/administration requirements
- Requires high-touch patient care
- Examples – DVHT 2020 Top Specialty Drugs:

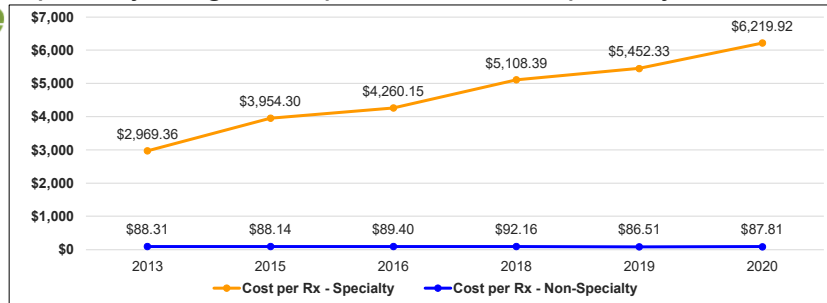
Top Specialty Drugs – 2020	Primary Condition	Indications	Average paid Amount per Claim
HUMIRA PEN	Rh. Arthritis	Arthritis, plaque psoriasis, ankylosing spondylitis, Crohn's disease, and ulcerative colitis.	\$7,228.94
STELARA	Psoriasis	Plaque psoriasis, psoriatic arthritis, Crohn's disease and ulcerative colitis.	\$20,085.59
TREMFYA	Psoriasis	Active psoriatic arthritis (PsA), Moderate to severe plaque psoriasis (PsO).	\$5,921.57

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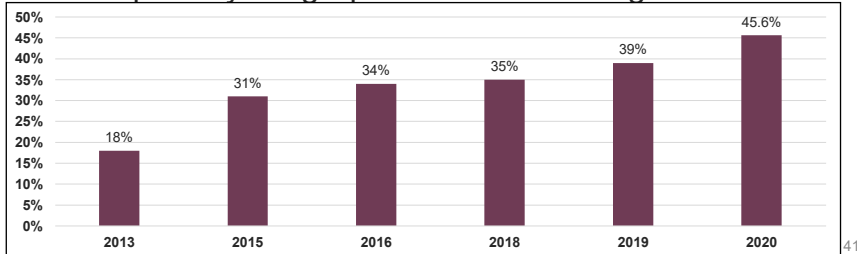
40



Specialty Drug Costs per Rx vs. Non-Specialty



DVHT Specialty Drug Spend as a Percentage of Total Rx



41

41



DVHT Top 10 Specialty Class Review

BOB Rank	Prior Rank	Current Rank	Specialty Class	Net Cost	% of Specialty Net Cost	# Utilizers	Net Cost per Utilizer
1	1	1	Oncology	\$2,934,204	15.2%	45	\$65,205
3	3	2	Psoriasis	\$2,742,932	14.2%	59	\$46,490
2	4	3	Rheumatoid Arthritis	\$2,257,668	11.7%	45	\$50,170
5	2	4	Multiple Sclerosis	\$1,895,467	9.8%	29	\$65,361
6	6	5	Crohn's Disease	\$1,887,598	9.8%	17	\$111,035
7	5	6	Psoriatic Arthritis	\$1,866,914	9.7%	36	\$51,859
8	7	7	Cystic Fibrosis	\$1,031,302	5.3%	7	\$147,329
16	9	8	Sleep Disorder	\$637,536	3.3%	5	\$127,507
10	14	9	Ulcerative Colitis	\$538,375	2.8%	8	\$67,297
14	10	10	Asthma	\$498,429	2.6%	22	\$22,656

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42

Prescription Drug High-Cost Claimants *(Members with \$12,000 or more in Rx Costs)*

Increased Exposure due to ACA Mandated Maximum Out-of-Pocket

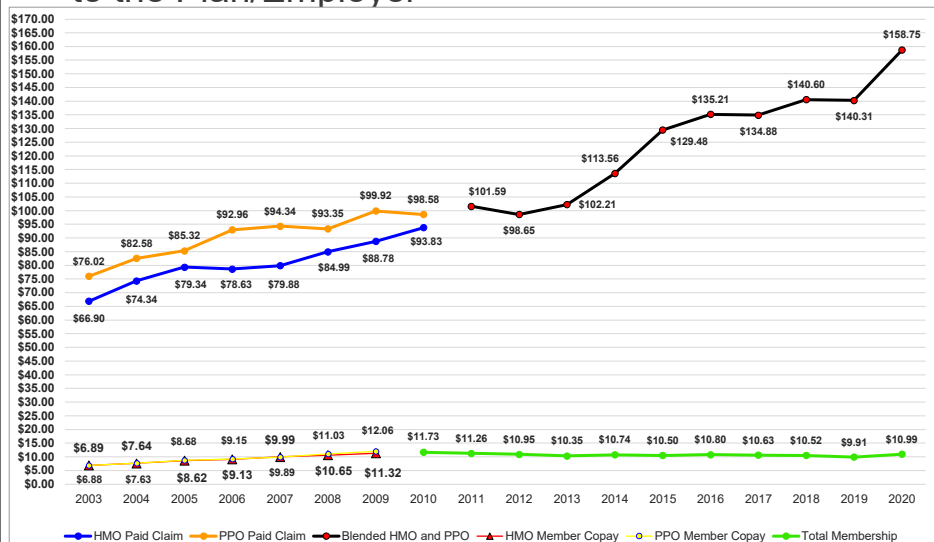
	2013	2014	2015	2016	2017	2018	2019	2020	% Increase (from prior yr.)
# of High-Cost Claimants	183	232	298	349	457	519	560	832	48.6%
Cost per HCC	\$25,056	\$27,672	\$33,585	\$36,022	\$34,609	\$35,637	\$37,811		
HCC Cost	\$4,585,206	\$6,419,840	\$10,008,218	\$12,871,682	\$15,816,295	\$18,495,712	\$21,174,403	\$28,545,008	34.8%
HCC as a % of Members			1.6%	2.2%	2.5%	2.6%	2.7%	5.0%	85.2%
HCC cost as a % of Total Rx Costs			43.7%	49.7%	51.7%	54.8%	58.5%	68.6%	17.3%

Common Uses for HCC Members by Rank (2019 data)		Top 5 HCC Members by Script Cost (2019 data)	
Auto-Immune	\$4,438,110	Cystic Fibrosis	\$420,857
Diabetes	\$2,765,102	Cystic Fibrosis	\$366,707
Psoriasis	\$2,325,445	Acromegaly	\$259,481
Cancer	\$2,170,622	Auto-Immune	\$215,132
Multiple Sclerosis	\$1,900,401	Cancer	\$209,904

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43

Cost Pre-Rx: Employer Paid vs. Member Copayment: The Impact of Drug Inflation is Shifted to the Plan/Employer



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44



2021 Year to Date

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45



DVHT 2021 YTD UPDATE

(Data reflects claims through 7/31/21 and is likely to change over the course of the second half of the year)

- Medical claims have rebounded to pre-Covid level with a 10.9% increase over 2020 (1% increase over 2019)
- RX claims have increased 1.5% even after the COVID-related spike in 2020 (10.5% increase over 2019)
- Mental health utilization in 2021 continues the 2020 trend line
- Claims remain volatile as pent-up demand from 2020 is released back into the healthcare system
 - How much of the postponed care has already been accounted for vs. remains to be incurred is one of the big variables for the second half of 2021 and early 2022
 - Impact of COVID variants?

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46



DVHT Monthly Claims 1/1/2018 – 6/30/2021

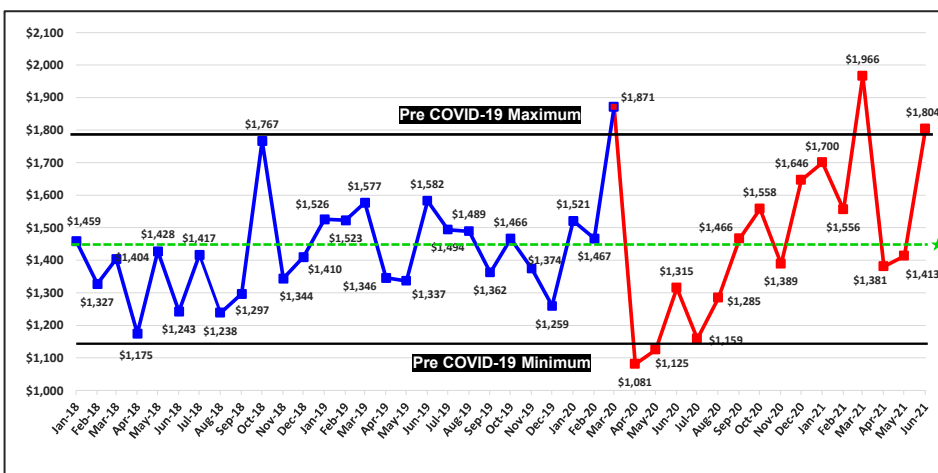


Chart reflects Medical & Rx claims Per employee Per Month.

★ Line reflects pre Covid-19 monthly claims average from 1/1/2018 – 12/31/2020.

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47



Other Updates

- Transition to Healthcare Bluebook “engagement rewards” model has been very successful
 - Increased reward amounts for members engaging with HCBB
 - Utilization of HCBB has increased over pre-COVID levels
 - Next step in evolution of the HCBB model will be “Shared savings” and bundled payments for select services to increase steerage to high-quality, cost-effective providers
- DVHT Health Center visits have rebounded under Cerner management to close to pre-pandemic levels
- Utilization for Cerner’s Anuva locations (Malvern and West Chester) has been below expectations. Current marketing initiative underway to improve member awareness.
- Pharmacy RFP in process. Objectives:
 - Maximize savings through improved pharmacy contract terms
 - Minimize member disruption

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48



DVHT Value Proposition

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49



DVHT Competitive Advantages

1. Non-Profit, Member Owned

- Trust controlled management and administration (not outsourced)
- Partnering with member entities to reduce claim costs
- Improved member service platform
- Premium stability 5.6% average annual increase over past decade (less than 2% average increase net of RSF)

2. Reduced Administrative Expenses by Leveraging Economies of Scale

- 6.5% includes administration, reinsurance, wellness and other value-added benefits

3. Return of Surplus Premium (up-front premium discount)

- Over \$71 million returned since 2004
- Over \$3 million in Multi-Trust discounts in 2020 (over \$25 million since 2009)

4. Health Trust Center

- Reducing costs and improving identification and management of chronic disease while reducing member's out of pocket costs

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50



DVHT Competitive Advantages

5. Robust Wellness Program-Screening Incentives and Healthy Lifestyle Reimbursements

- Investing in membership and improving health

6. Leveraging growing membership to maximize Pharmacy Rebates and other contract terms

- Rebates are used to temper premium increases
- Helped offset over \$16 million in Rx premium for the last three years

7. Comprehensive Disease/Care Management Program (Aetna In Touch Care)

- Dedicated team of nurses/clinicians identifying and engaging “at risk” members
- Real-time support for pre/post admission, drug contraindications, other clinical/financial criteria

8. Healthcare Bluebook

- Member education tool for comparing cost and quality of care

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51



DVHT Competitive Advantages

9. Internal pooling of large claims under \$1.25 million

- Gradual adjustment in large claim deductible has saved DVHT members over \$15 million dollars over past 10 years
- No commissions paid on reinsurance

10. Integrated Medical/Pharmacy Model

- Helps reduce rate of growth in medical claims
- Improves member identification, engagement and adherence
- Better member experience (clinical support)

11. Enhanced member service and value-added benefits

- COBRA administration
- ACA reporting
- Contract negotiation/arbitration support
- Retiree Drug Subsidy filing (Medicare prescription drug benefit)

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52



Action Plan for Managing Costs

- **Improve member engagement (adherence/compliance)**
 - Healthcare literacy
- **Increase member cost sharing (payroll deductions and/or deductibles and copayments)**
 - Negotiate greater cost containment flexibility/"administrative prerogative" (example: drug formulary)
- **Educate members on the DVHT resources which can help manage the cost of care**
 - Health Center
 - Healthcare Bluebook
 - Wellness programs/incentives
- **Target improving member health:**
 - Weight Management
 - Smoking cessation
 - Elevated cholesterol
 - High blood pressure
 - Diabetes

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53



Plan Design and Cost Containment Strategies

- High Deductible Health Plans (with HSA, HRA funding vehicles)
 - Significant savings opportunity and ability to reset benefit program expectations
 - Greater member cost sharing and responsibility
 - 100% funding of deductible is allowed and can net savings
- Medical plan design recommendations:
 - Differential between PCP and Specialist copayment
 - Hospital copayment (per day with 5 day maximum)
 - Increase emergency room copayments
- Pharmacy plan design optimization
 - Increase member cost share through increased copayments
 - Optimize differential between generic and brand tiers
 - Three or four tier pharmacy copayment structure (generic/preferred, brand/non-preferred, brand/specialty)
- Medicare Advantage plans for Medicare-primary retirees
- DVHT Ancillary Lines Program
 - Savings of 5-20% on group life and disability plans

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54



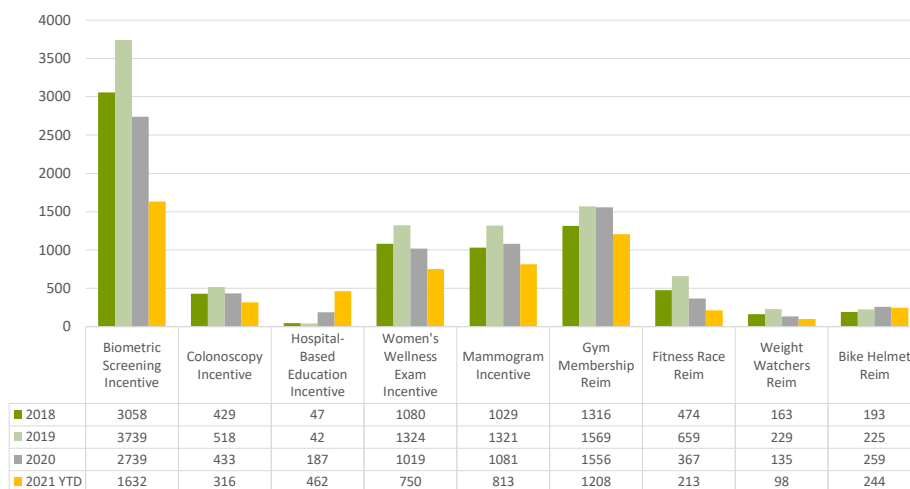
Wellness Program Report

Delaware Valley Health Trust Membership

Lauren Detweiler
Manager of Wellness & Health Promotion
Delaware Valley Trusts

1

Incentive & Reimbursement Participation (Delaware Valley Health Trust 2018 vs. 2019 vs. 2020 vs. 2021 YTD)



2



Biometric Screening Results Summary

(Delaware Valley Health Trust 2020)

Participation



↓ Total Participation:
22% (3,153 of 14,363)

- 49% (1,531) Physician Results Form
- 19% (592) On-Site Screening Event
- 18% (568) Patient Service Center
- 18% (568) At-Home Test

Top 3 Risk Areas (Moderate to High Risk)



1. Body Mass Index: **78%**
2. ↑ Blood Pressure: **69%**
3. ↓ LDL Cholesterol: **53%**

Metabolic Syndrome Report



↓ **25%** of the participants are at risk for Metabolic Syndrome.

An individual at risk for Metabolic Syndrome has three or more of the following 5 conditions which increase the risk of heart disease, type 2 diabetes, and strokes.

- High blood pressure
- Increased blood sugar
- Abnormal cholesterol
- Elevated triglyceride levels
- Excess body fat around the waist

<https://www.heart.org/en/health-topics/metabolic-syndrome/about-metabolic-syndrome>

3



On-Site Wellness Program

• Wellness Events

- 67 events in 2020
- 3,421 member touchpoints

• Introduced virtual wellness presentations

2020 Wellness Program Events

Biometric Screening	13
Wellness Presentation	17
Health Fair	1
Flu Clinic	36

4

Recommendations

- ✓ **Promotion:** Communicate Wellness Program reminders and event announcements to Health Trust enrollees.
- ✓ **Empower Your Employees:** Encourage employee participation in Health Trust virtual wellness presentations.
- ✓ **Encourage Healthy Behaviors at Work:** Organize on-site wellness events, available by request at www.dvtrusts.com.
- ✓ **Develop a Strategy:** Complete the Healthy Workplace Checklist and collaborate with the Health Trust Wellness Team to create a plan to develop and enhance a culture of wellness.

DELAWARE VALLEY HEALTH TRUST

FINANCIAL STATEMENTS

DECEMBER 31, 2020

(See Independent Auditors' Report)

TABLE OF CONTENTS

Independent Auditors' Report	3-4
Management's Discussion and Analysis	5-8
Financial Statements:	
Statements of Net Position	9
Statements of Revenues, Expenses and Changes in Net Position	10
Statements of Cash Flows	11
Notes to Financial Statements	12-22



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INDEPENDENT AUDITORS' REPORT

To the Executive Committee of
Delaware Valley Health Trust:

Report on the Financial Statements

We have audited the accompanying financial statements of Delaware Valley Health Trust which comprise the statements of net position as of December 31, 2020 and 2019, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Delaware Valley Health Trust as of December 31, 2020 and 2019, and the results of its operations and cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 to 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Bee, Bergvall and Company, P.C.
Certified Public Accountants

Warrington, PA
May 7, 2021

DELAWARE VALLEY HEALTH TRUST
MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2020

Overview of the Financial Statements

The Delaware Valley Health Trust's (The Trust) basic financial statements are prepared on the basis of accounting principles generally accepted in the United States of America for governmental entities and insurance enterprises where applicable. The primary purpose of the Trust is to provide health insurance for public entity employees and their dependents. Financial statements are presented on the accrual basis of accounting. The three basic financial statements presented within the financial statements are as follows:

Statement of Net Position - This statement presents information reflecting the Trust's assets, liabilities, and net position of members' surplus. Net position represents the amount of total assets less total liabilities.

Statement of Revenues, Expenses, and Changes in Net Position - This statement reflects the Trust's operating revenues and expenses, as well as non-operating revenues/expenses during the year. The major source of operating revenue is premium income and the major operating expense is the provision for losses. The change in net position for a public entity risk pool is similar to net profit or loss for any other insurance company.

Statement of Cash Flows - The statement of cash flows is presented on the direct method of reporting which reflects cash flows from operating, capital, and investing activities. Cash collections and payments are reflected in this statement to arrive at the net increase or decrease in cash for the year.

Financial Highlights

As management of the Delaware Valley Health Trust (The Trust) we offer readers of the Trust's financial statements this narrative overview and analysis of the financial activities of the Trust for the years ended December 31, 2020 and 2019.

DELAWARE VALLEY HEALTH TRUST
MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2020

	Year ended December 31, <u>2020</u>	Year ended December 31, <u>2019</u>
Cash and Investments	\$ 179,194,748	\$ 153,364,100
Receivables and Other	<u>4,904,982</u>	<u>3,453,363</u>
Total Assets	<u>\$ 184,099,730</u>	<u>\$ 156,817,463</u>
Claims Liabilities	\$ 22,886,600	\$ 18,910,300
Other Payables	5,012,137	1,909,156
Unearned Premiums	2,565,602	3,389,660
Grant Payable	530,817	928,912
Rate Stabilization Fund	27,849,525	24,205,114
Net Position of Members' Surplus	<u>125,255,049</u>	<u>107,474,321</u>
Total Liabilities and Net Position	<u>\$ 184,099,730</u>	<u>\$ 156,817,463</u>
	December 31, <u>2020</u>	December 31, <u>2019</u>
Member Contributions	\$ 197,965,627	\$ 189,288,511
Other	<u>7,632,257</u>	<u>5,614,065</u>
Total Revenues	<u>205,597,884</u>	<u>194,902,576</u>
Medical Benefits	173,781,449	170,844,037
DV Health Center Operating Expenses	1,805,581	1,299,848
Reinsurance Premiums	1,576,373	1,291,279
Administrative Expenses	<u>9,492,978</u>	<u>9,270,364</u>
Total Expenses	<u>186,656,381</u>	<u>182,705,528</u>
Net Operating Income	18,941,503	12,197,048
Net Investment Income	<u>8,830,946</u>	<u>12,802,441</u>
Increase (Decrease) in Net Position	27,772,449	24,999,489
Net Position of Members' Surplus, Beginning of Year	107,474,321	93,577,298
Grant Funds	(6,124)	(1,102,466)
Rate Stabilization Funds, Net	<u>(9,985,597)</u>	<u>(10,000,000)</u>
Net Position of Members' Surplus, End of Year	<u>\$ 125,255,049</u>	<u>\$ 107,474,321</u>

See independent auditors' report and
accompanying notes to financial statements

DELAWARE VALLEY HEALTH TRUST

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2020

The Delaware Valley Health Trust's (the Trust) total assets for the year ended December 31, 2020 increased by 17.4% and total liabilities increased 19.3%. Member surplus increased 16.5% by the end of 2020.

The increase in earned premiums of 5.5% was derived primarily from member growth. During 2020 the Trust's net investment income decreased \$3.9 million from 2019. Administration and reinsurance expenses as a percent of premium have continued to decrease over the past five years (5.4% in 2020, 5.4% in 2019, 6% in 2018, 6.2% in 2017, and 6.5% in 2016). Payment of medical benefits increased 1.7% to \$173.7 million.

The 2020 DVHT average premium increase was a market competitive 4.6%. Actual claims were impacted by widespread postponement of care due to the Coronavirus pandemic. Postponement and avoidance primarily impacted routine, preventive, and elective services throughout the spring and early summer but even categories such as Emergency Room utilization saw a slight decrease in utilization. As a result, overall medical claims decreased 7% compared to 2019. Prescription drug claims increased 14% driven by increased specialty drug spend and some short-term stockpiling of medications in reaction to the pandemic and subsequent quarantine period.

By action of the Executive Committee, the Trust allocated an additional \$10 million to the Rate Stabilization Fund (RSF) in 2020; the RSF was originally established in 2004 as a method to help reduce or stabilize member premium contributions. The members used \$7.7 million in RSF credits in 2020.

Economic Conditions

Although commercial health rate increases in the aggregate have moderated slightly, the market continues to be characterized by considerable uncertainty and significant volatility which has been exacerbated by the Coronavirus pandemic. We expect there will be a delayed impact on commercial market carriers due to the Coronavirus outbreak as commercial carriers pass on larger rate increases due to claim exposure and the additional volume from the pent-up demand for medical services in addition to the normal claim volume. Another factor fueling volatility in the marketplace is the continued growth of High Deductible Health Plans (HDHPs) and in many cases the practice of fully funding the deductible against the advice of the commercial carriers underwriting the plans. The market has also seen the increased use of short-term health benefits financing gimmicks promising large up-front savings at the expense of greater future rate volatility. The Trust's actuary, Segal and Company, is projecting trend increases of 6.7%-7.3% for medical and 7.5% pharmacy for 2021, driven by a range of factors including pent-up demand, expanding technology, provider consolidation, aging population and for pharmacy, costs driven by the continued growth of the specialty drug channels and expanding therapies for existing high-cost specialty drugs.

DELAWARE VALLEY HEALTH TRUST

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2020

The Trust is designed to insulate its 163 public entities and 23,300 covered lives from these market pressures, to the extent possible. Over the past decade, the Trust's average rate increase has been approximately 5.57% per year without rate credits for plan design changes, and prior to applying Rate Stabilization Fund (RSF) rate credits. The RSF provides members with the latitude to either apply rate credits to reduce current-year premium contributions or to roll all or part of the available balance over for use in future years.

In the past few years DVHT has begun focusing on ways to drive value for members through attacking the cost of care and the drivers of health insurance trend (inflation). This emphasis continued in 2020 and will accelerate in 2021 including; improved management and increasing utilization of the Health Trust Center (near-site primary care and generic drug dispensary), Healthcare Bluebook, a web-based tool for comparing cost and quality of a full range of medical services; and expanding the DVHT Member Wellness Initiative. These programs exemplify the unique mission of DVHT in providing a platform for leveraging public entity cooperation in ways which address the problem of rising health care costs rather than simply selling insurance.

Another example of how DVHT translates the advantages of public sector risk pooling is by leveraging the collective membership for improved pharmacy rebates. DVHT applies 100% of the rebate dollars to rate mitigation. For the 2021 renewal year, the improved rebate terms negotiated as part of a 2018 RFP, resulted in an overall rate reduction for members of more than 2.15%.

As a result of the 2019 Novel Coronavirus outbreak, the Trust's 2020 financial results benefited from modest, short-term savings due the aforementioned postponement of some medical care. This short-term reduction increases the uncertainty around future plan performance as the pent-up demand for care is released and compounds the normal claim volume. In addition, postponed medical services creates the potential for "gaps in care" especially for those members with chronic disease or complex comorbidities.

DELAWARE VALLEY HEALTH TRUST

Statements of Net Position

December 31, 2020 and 2019

ASSETS

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 21,460,091	\$ 47,714,320
Accounts receivable	4,866,401	3,415,094
Prepaid expenses and other	38,581	38,269
Marketable investments	155,336,055	103,251,178
Investment in DVMMA	<u>2,398,602</u>	<u>2,398,602</u>
 Total Assets	 <u>\$ 184,099,730</u>	 <u>\$ 156,817,463</u>

LIABILITIES AND NET POSITION

Claims liabilities	\$ 22,886,600	\$ 18,910,300
Accounts payable and accrued expenses	5,012,137	1,909,156
Unearned premiums	2,565,602	3,389,660
Rate stabilization fund	27,849,525	24,205,114
Grants payable	<u>530,817</u>	<u>928,912</u>
Total Liabilities	<u>58,844,681</u>	<u>49,343,142</u>
 Net Position		
Unrestricted-Members' Surplus	<u>125,255,049</u>	<u>107,474,321</u>
 Total Liabilities and Net Position	 <u>\$ 184,099,730</u>	 <u>\$ 156,817,463</u>

See independent auditors' report and
accompanying notes to financial statements

DELAWARE VALLEY HEALTH TRUST

Statements of Revenues, Expenses and Changes in Net Position

For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Revenues		
Operating		
Member contributions	\$ 197,965,627	\$ 189,288,511
Other revenue	<u>7,632,257</u>	<u>5,614,065</u>
Total Revenues	<u>205,597,884</u>	<u>194,902,576</u>
Expenses		
Operating		
Medical benefits	173,781,449	170,844,037
DV Health Center operating expenses	1,805,581	1,299,848
Reinsurance	1,576,373	1,291,279
Claims administration	5,418,202	5,421,128
General and administrative expenses	<u>4,074,776</u>	<u>3,849,236</u>
Total Expenses	<u>186,656,381</u>	<u>182,705,528</u>
Net Operating Income	<u>18,941,503</u>	<u>12,197,048</u>
Nonoperating Revenue		
Interest and dividend income, net	3,827,048	3,922,276
Net increase in fair value of investments	<u>5,003,898</u>	<u>8,880,165</u>
Net Investment Income	<u>8,830,946</u>	<u>12,802,441</u>
Increase in Net Position	27,772,449	24,999,489
Net Position of Members' Surplus, beginning of year	107,474,321	93,577,298
Rate stabilization funds	(10,000,005)	(10,000,000)
Grant funds	(6,124)	(1,102,466)
Return of funds to surplus	<u>14,408</u>	<u>-</u>
Net Position - End of Year	<u>\$ 125,255,049</u>	<u>\$ 107,474,321</u>

See independent auditors' report and
accompanying notes to financial statements

DELAWARE VALLEY HEALTH TRUST

Statements of Cash Flows

For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities:		
Cash received from members	\$ 184,803,208	\$ 181,575,943
Cash paid for claims	(167,365,363)	(168,199,514)
Cash payments to suppliers for goods and services	(9,493,290)	(9,280,220)
Other operating revenues	<u>7,632,257</u>	<u>4,154,217</u>
Net cash provided by (used in) operating activities	<u>15,576,812</u>	<u>8,250,426</u>
Cash flows from investing activities:		
Interest and dividends, net of expenses	3,827,048	3,922,276
Sale of investments	25,031,344	2,697,826
Purchase of investments	<u>(70,689,433)</u>	<u>(6,547,543)</u>
Net cash provided by (used in) investing activities	<u>(41,831,041)</u>	<u>72,559</u>
Increase (decrease) in cash and cash equivalents	(26,254,229)	8,322,985
Cash and cash equivalents, beginning of year	<u>47,714,320</u>	<u>39,391,335</u>
Cash and cash equivalents, end of year	<u>\$ 21,460,091</u>	<u>\$ 47,714,320</u>

Reconciliation of Net Operating Income
to Net Cash Provided (Used) by Operations

Cash flows from operating activities:		
Net operating income	\$ 18,941,503	\$ 12,197,048
Adjustments to reconcile net operating income to net cash provided by (used in) operating activities:		
Decrease (increase) in accounts receivable	(1,451,307)	(1,911,822)
Decrease (increase) in prepaid expense	(312)	(9,856)
Increase (decrease) in claims liability	3,976,300	881,300
Increase (decrease) in accounts payable and accrued expenses	3,102,980	561,364
Increase (decrease) in unearned premiums	(824,058)	1,676,225
Increase (decrease) in rate stabilization funds	(7,770,199)	(5,943,773)
Increase (decrease) in grants liability	<u>(398,095)</u>	<u>799,940</u>
Net cash provided by (used in) operating activities	<u>\$ 15,576,812</u>	<u>\$ 8,250,426</u>

See independent auditors' report and
accompanying notes to financial statements

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 1. Description of Business

The Delaware Valley Health Trust (DVHT or the Trust), is an intergovernmental risk-sharing pool of 163 public entities in Pennsylvania and Delaware formed in 1999 under the authority granted by the Pennsylvania Intergovernmental Cooperation Act. The Trust is governed by a Board of Trustees comprised of a representative from each public entity member. The Board of Trustees elects seven Trustees to serve on an Executive Committee.

The Trust provides health, dental and prescription drug coverage to the employees and dependents for each participating member. The Trust contracts with Aetna, Delta Dental of Pa. and Guardian Life Insurance Companies of America for network access, claims administration services and reinsurance. The Trust also offers medical and wellness services to covered individuals at no additional charge through The Delaware Valley Health Center, under an arrangement with DVMMA and a third-party service provider.

The purpose and intent of the Trust is to provide a more efficient and more effective alternative to commercial health, prescription drug and dental insurance. The Trust offers its own comprehensive Member Wellness Initiative (MWI) and provides incentives for expanding covered party participation.

The Trust is funded by its members through premium contributions. Rate-setting policies are established by the Executive Committee in consultation with independent insurance and employee benefit consultants. The Executive Committee may distribute returns of surplus to members in the form of Rate Stabilization Fund (RSF) credits.

Each participating public entity agrees to participate in the Trust for a minimum of two years. Any member may withdraw from the Trust to be effective the first day of the member's next fiscal year by giving 120 days prior written notice to the Board of Trustees. The Trust requires actuarial certification that a member's departure will not significantly impact the financial stability of the Trust prior to the member's departure. New members may be admitted by a 2/3 vote of the Trustees. Members are subject to a supplemental assessment in the event of financial deficiencies.

The Trust may impose assessments at any time on current or former participants to recover deficits without affecting current rates, subject to the terms and conditions of Trust Agreement and Bylaws.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 2. Summary of Significant Accounting Policies

The financial statements of the Trust have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. The more significant accounting policies are as follows:

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Claims Liabilities

Claims liabilities are based on losses reported, estimates of losses incurred but not yet reported, and claims service fees. Claims liabilities also include reserves for unallocated loss adjustment expenses. Management has provided for estimated losses it believes are reasonable and reflective of anticipated ultimate experience. Liabilities for unpaid claims are estimated using actuarial valuations and statistical analysis. Those estimates are subject to the effects of trends in claim severity and frequency. Although considerable variability is inherent in such estimates, management believes that the liabilities for unpaid claims are adequate. The estimates are continually reviewed and adjusted as necessary as experience develops or new information becomes known; such adjustments are included in current operations.

Accounts Receivable

Premiums are billed by the 1st of each month for the following month's coverage. Accounts receivable represent amounts billed for monthly premiums that remain unpaid and amounts due to the Trust for volume discounts on prescriptions. All amounts were collected subsequent to year-end.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 2. Summary of Significant Accounting Policies (Continued)

Member Contributions

Member contributions are determined annually and billed monthly and are recognized as revenue in the year for which group self-insurance coverage is provided.

Additional payments may be required, as necessary, as determined by the Board of Trustees to preserve the fiscal and actuarial soundness of the Trust and its ability to pay claims and otherwise satisfy other indebtedness. After the withdrawal or expulsion of a Participant, they remain liable for additional payments including any assessments for any period during which the Participant was provided health coverage.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Trust considers all liquid instruments purchased with an original maturity of three months or less to be cash equivalents.

NOTE 3. Deposits and Investments

The components of marketable investments as December 31, 2020 are as follows:

	<u>Market Value</u>
Money Market Fund	\$ 3,041,176
Equities	23,188,137
Mutual Funds	24,707,499
Fixed Income	104,399,243
	<u>\$ 155,336,055</u>

The fair values of securities are based on quoted market prices for those or similar securities.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 3. Deposits and Investments (Continued)

Interest Rate Risk. As a means of limiting its exposure to fair value losses arising from rising interest rates, the Trust's investment policy limits its investment portfolio to a liability-weighted benchmark made up of U.S. Treasuries. The schedule of maturities for fixed income securities at December 31, 2020 is as follows:

	Less than 1 year	1-5 years	5-10 years	More than 10 years	Not Applicable	Total
Fixed Income	\$ 1,988,844	\$ 32,268,707	\$ 7,525,374	\$ 34,605,053	\$ 28,011,265	\$ 104,399,243

Credit Risk. The Trust's investment policy limits investments in corporate fixed income securities to the first four quality grades established by any two of the nationally recognized statistical rating organizations (NRSRO's). Investment in commercial paper is limited to paper rated at least Aa by Moody's or A-1 by S&P. As of December 31, 2020, the Trust's investments in fixed income securities were rated as follows:

AAA	\$ 35,199,489
AA+/AA/AA-	1,286,385
A+/A/A-	8,134,464
BBB+/BBB/BBB-	31,767,640
	76,387,978
Rating not applicable:	
Fixed Income - Mutual Funds	28,011,265
	<u>\$ 104,399,243</u>

Concentration of Credit Risk. The Trust's policy is to diversify its investment portfolio, in order to eliminate the risk of loss resulting from excessive concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Fixed income securities of any one issuer shall not exceed 5 percent of the total bond portfolio at the time of purchase.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 3. Deposits and Investments (Continued)

Custodial Credit Risk - Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the Trust's deposits may not be returned to it. The Trust's policy for custodial credit risk for deposits is to obtain a letter from the bank noting that deposits in excess of \$250,000 are collateralized by securities held by the bank. At December 31, 2020, \$19,961,314 of the Trust's deposits were exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department but not in the Trust's name. Other deposits totaling \$1,431 are in the state investment pool. These deposits are backed by the underlying securities.

Custodial Credit Risk - Investments. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Trust will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Trust's policy for custodial credit risk for investments is that all investments are backed by underlying securities. All investments are backed by underlying securities.

Net investment income (loss) is comprised of the following;

	Year Ended December 31	
	<u>2020</u>	<u>2019</u>
Interest income, net	\$ 1,567,790	\$ 2,404,740
Dividends	844,373	1,517,536
Realized gain (loss) on sale of investments, net	2,751,885	(238,334)
Change in unrealized gains (losses) on investments	2,252,013	9,118,499
Earned on rate stabilization funds	<u>1,414,885</u>	<u>-</u>
Investment Income (Loss), Net	<u>\$ 8,830,946</u>	<u>\$ 12,802,441</u>

Additionally, the Trust has a 43% interest in Delaware Valley Municipal Management Association, LLC (DVMMA) (Note 9) that is accounted for under the equity method.

Summary financial information for DVMMA is as follows as of December 31:

	<u>2020</u>	<u>2019</u>
Total Assets	\$ 6,945,330	\$ 6,945,330
Total Liabilities	<u>(1,355,423)</u>	<u>(1,355,423)</u>
Members' Equity	<u>\$ 5,589,907</u>	<u>\$ 5,589,907</u>

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 4. Fair Value Measurements

The Trust categorizes its fair value measurements within the hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available.

Fair value measurements define levels within the hierarchy based on the reliability of inputs as follows:

Level 1 - Valuations based on unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 - Valuations based on quoted prices for similar assets or liabilities or identical assets or liabilities in less active markets, such as dealer or broker markets.

Level 3 - Valuations derived from valuation techniques in which one or more significant inputs or significant value drivers are unobservable, such as pricing models, discounted cash flow models and similar techniques not based on market, exchange, dealer or broker-traded transactions.

Corporate bonds listed on a national market or exchange are valued at the last sales price, or if there is no sale and the market is still considered active, at the last transaction price before year-end. Such securities are classified within Level 2 of the valuation hierarchy. Government bonds consisting of government agency debt obligations are generally valued at the most recent price of the equivalent quoted yield for such securities, or those of comparable maturity, quality and type. Debt securities are generally classified within Level 2 of the valuation hierarchy.

The Trust's investments at December 31, 2020 and 2019, respectively, categorized within the fair value hierarchy detailed above were as follows:

<u>Investments by Fair Value Level</u>	<u>December 31, 2020</u>			
	<u>Amount</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Money market fund	\$ 3,041,176	\$ 3,041,176	\$ -	\$ -
Equities	23,188,137	23,188,137	-	-
Mutual funds	24,707,499	24,707,499	-	-
Fixed Income:				
Corporate bonds	55,904,862	-	55,904,862	-
Asset backed securities	25,184,600	-	25,184,600	-
Government bonds	23,309,781	-	23,309,781	-
Total Investments by Fair Value Level	<u>\$ 155,336,055</u>	<u>\$ 50,936,812</u>	<u>\$ 104,399,243</u>	<u>\$ -</u>

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 4. Fair Value Measurements (Continued)

<u>Investments by Fair Value Level</u>	December 31, 2019			
	<u>Amount</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Money market fund	\$ 933,062	\$ 933,062	\$ -	\$ -
Equities	23,914,122	23,914,122	-	-
Mutual funds	18,741,791	18,741,791	-	-
Fixed Income:				
Corporate bonds	52,705,034	-	52,705,034	-
Asset backed securities	4,988,061	-	4,988,061	-
Government bonds	1,969,108	-	1,969,108	-
Total Investments by Fair Value Level	<u>\$ 103,251,178</u>	<u>\$ 43,588,975</u>	<u>\$ 59,662,203</u>	<u>\$ -</u>

NOTE 5. Capitation Expenses

Medical benefits include \$5,402,741 and \$5,055,974 for the years ended December 31, 2020 and 2019, respectively, related to capitation expenses for the managed care health insurance programs paid to Aetna. Pursuant to the Trust's contract with Aetna, all base capitation payments and any periodic incentive payments to providers are made by Aetna in accordance with the applicable compensation model or the current rates applicable to the providers receiving payments. Aetna will make appropriate adjustments to the capitation payments made to providers based upon eligibility of members, overpayments, underpayments, quality care enhancements, and other components of the applicable compensation model. Adjustments to capitation charges are recorded in the period paid. In management's opinion, such adjustments are not material.

NOTE 6. Insurance Coverage

The Trust has executed two contracts with Aetna. One contract is for the capitated programs (Health Maintenance Organization (HMO) and the Quality Point of Service (QPOS), and the other contract is for the non-capitated programs (Preferred Provider Option (PPO) and indemnity plans). Insured members are also eligible to participate in various other plans including Employee Assistance Plans (EAP), dental plans, and wellness and fitness reimbursement plans.

The Trust has entered into a specific stop loss insurance contract that limits losses on individual claims. The Trust retains responsibility for the payment of all health care benefits for participating employees of the members within the self-insured loss retention (SIR) of \$1,000,000 per claim per year for the years ended December 31, 2020 and 2019. Excess insurance contracts provided by commercial insurers offer coverage above the SIR to the maximum lifetime benefit of the plan. The self-insured retentions apply to claims paid during the coverage period.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 7. Members' Contributions

	Year Ended December 31,	
	<u>2020</u>	<u>2019</u>
Total Premiums	\$ 197,965,627	\$ 189,288,511
Adjustments:		
Multi-trust discount	(3,116,855)	(2,933,046)
Rate stabilization funds used	<u>(7,770,199)</u>	<u>(5,943,773)</u>
Adjusted Premiums	187,078,573	180,411,692
Less: Reinsurance Premiums	<u>(1,576,373)</u>	<u>(1,291,279)</u>
Total Premiums, net	<u>\$ 185,502,200</u>	<u>\$ 179,120,413</u>

NOTE 8. Federal Income Taxes

The Trust is exempt from Federal income taxes under Section 115 of the Internal Revenue Code.

NOTE 9. Related Party Transactions

The Delaware Valley Municipal Management Association, LLC (DVMMA) was formed pursuant to an Operating Agreement (the agreement) dated August 28, 1998 between DVMMA, Delaware Valley Workers' Compensation Trust (DVWCT) and Delaware Valley Property & Liability Trust (DVPLT) (formerly known as Delaware Valley Insurance Trust). The primary purpose of DVMMA is to provide management and administrative services to DVWCT, DVPLT and Delaware Valley Health Trust (DVHT). DVMMA is governed by managers who serve in a similar capacity for all three trusts.

The Trusts have provided capital contributions to DVMMA primarily to finance the purchase and renovation of properties for DVMMA and the Trusts' operations. Pursuant to terms of the Agreement, additional contributions may be required to meet the operating requirements of DVMMA. DVMMA has also paid dividends to the Trusts as a return of capital, reducing their investment in DVMMA. Additional capital contributions or dividends require approval by the Executive Committees of DVPLT, DVWCT, and DVHT.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 9. Related Party Transactions (Continued)

DVMMA provides management and administrative services for the Trust. As compensation for these services, DVMMA charges DVHT, DVWCT, and DVPLT a monthly rental fee based upon each entity's usage of the property owned by DVMMA. There was no management fee charged for the years ended December 31, 2020 and 2019. Rent charged to the Trust was \$348,000 and \$330,000 per year for the years ended December 31, 2020 and 2019, respectively. Payroll charged to the Trust was \$2,144,362 and \$2,124,724 for the years ended December 31, 2020 and 2019, respectively.

Premiums earned by the Trust from DVMMA were \$995,858 and \$986,194 for the years ended December 31, 2020 and 2019, respectively.

All employees participate in the DVMMA defined benefit employee benefit plan. This is a contributory plan in which employees have 4.5 percent of their gross pay withheld each pay period. DVMMA also paid \$135,244 and \$128,617 on behalf of the Trust to the defined benefit pension plan administrator for the minimum municipal obligation in 2020 and 2019, respectively. Total pension expense for 2020 and 2019 was \$243,461 and \$237,812, respectively.

NOTE 10. Commitments and Contingencies

DVHT provides third-party medical and wellness services through The Delaware Valley Health Center to covered individuals of DVHT at no additional charge. DVMMA retains ownership of the facilities and all fixtures and equipment. The contract with the original service provider expired July 31, 2020, and DVHT contracted with a new service provider effective August 1, 2020 for a term of five years, subject to certain renewal and termination clauses.

DVHT is responsible for monthly fees to be paid to the third-party provider, and payment or reimbursement of certain operating expenses of the health center. For the years ended December 31, 2020 and 2019, DVHT paid \$1,805,581 and \$1,299,848, respectively, for facility operating costs.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 10. Commitments and Contingencies (Continued)

The Trust is party to various claims and other matters arising in the normal course of business. In the opinion of management, the outcome of these matters will not have a material adverse effect on the Trust's financial position or results of operations.

NOTE 11. Rate Stabilization Program

The Executive Committee annually evaluates at the time of its consideration of potential dividends to the members, a potential contribution of the Trust's surplus of the preceding fiscal year to the Rate Stabilization Fund (the RSF). Whether such contributions are made and the amount of such contributions, if any, to the RSF is determined by the Executive Committee after consideration of the Trust's overall surplus as of the preceding fiscal year and change in reported losses in the current fiscal year.

Any contributions are allocated to the current membership of the Trust based on each member's historical loss experience and total premium contributions to the Trust. Investment income is allocated to each member's portion of the RSF. At January 1 of each fiscal year, each member may use its available RSF balance as a credit towards its premium contribution due for that year. The RSF is owned and controlled by the Trust. Former or departing Trust members are excluded from participating in the RSF and may not withdraw any of their allocated portions of the RSF.

During 2020 and 2019, the Executive Committee allocated \$10,000,005 and \$10,000,000, respectively, per year to the Trust's RSF. During 2020, members of the Trust used a total of \$7,770,199 of the RSF as a credit towards their 2020 premium contributions due, forfeited RSF of which \$14,408 was returned to surplus. During 2019, members of the Trust used a total of \$5,943,773 of the RSF as a credit towards their 2019 premium contributions due. The Trust's RSF earned investment income of \$1,414,885 during 2020 and \$-0- during 2019. At December 31, 2020 and 2019, the balance of the Trust's RSF was \$27,849,525 and \$24,205,114, respectively.

DELAWARE VALLEY HEALTH TRUST

Notes to Financial Statements

December 31, 2020

NOTE 12. Claims Liabilities

Claims liabilities net of subrogation receivable total \$22,886,600 and \$18,910,300 at December 31, 2020 and December 31, 2019, respectively.

The components of the Trust's reserve for claims and claims expense as of December 31, are as follows:

	<u>2020</u>	<u>2019</u>
Reserve for Incurred but Not Paid (IBNP) Claims	\$ 20,136,600	\$ 16,710,300
Unallocated Loss Adjustment Expense	<u>2,750,000</u>	<u>2,200,000</u>
	<u>\$ 22,886,600</u>	<u>\$ 18,910,300</u>

NOTE 13. Risks and Uncertainties

The extent and duration of the impact of the COVID-19 pandemic in the long-term is uncertain as it is dependent on future developments which cannot be reasonably estimated. A significant adverse change in the economic climate could continue to negatively affect the Trust, including a decline in the value of the Trust's investments and operating income.

NOTE 14. Subsequent Events

The Trust has evaluated events and transactions for potential recognition or disclosure in the financial statements through the date of this report which is the date the financial statements were available to be issued. No subsequent events have been recognized.

CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated September 17, 2021)

DEPT	VAXXED	TOTAL	%
ADMIN	19	20	95.00%
ELECTRIC	19	23	82.61%
FINANCE & IT	18	22	81.82%
JUDIC & LEGIS	17	19	89.47%
PARKS	18	20	90.00%
PLAN, CODE, & PARKING	28	36	77.78%
POLICE	65	91	71.43%
PWWR	42	57	73.68%
TOTAL	226	288	78.47%

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	37	46	80.43%
AFSCME 3919	19	27	70.37%
CWA	88	106	83.02%
FOP	43	67	64.18%
MGMT	32	34	94.12%
TOTAL	219	280	78.21%

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	111	125	88.80%
FIELD STAFF	115	163	70.55%
TOTAL	226	288	78.47%

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	191	246	77.64%
PART-TIME	35	42	83.33%
TOTAL	226	288	78.47%

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 198)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 198)	% UNVAXXED
3/1/20 - 12/10/20*	5	11	--	--	100.00%
12/11/20 - 3/19/21**	8	7	--	--	100.00%
3/19/21 - Present***	3	6	0	4	69.23%
TOTAL	16	24	0	4	90.91%

*Vaccines not available to anyone

**Vaccines available to first responders only

***Vaccines available to all City staff

DEPT	% OF STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF STAFF W/ POS. TEST RESULT
ADMIN	10.00%	1670	17.39%
ELECTRIC	17.39%	3919	18.52%
FINANCE & IT	9.09%	CWA	10.38%
JUDIC & LEGIS	9.09%	FOP	22.39%
PARKS	10.00%	MGMT	8.82%
PLAN, CODE, & PARKING	25.00%	TOTAL	15.00%
POLICE	17.58%		
PWWR	12.28%		
TOTAL	14.93%		

% VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
1.77%	14.52%

Lists include all regular FT & PT staff (does not include seasonal/temp positions or City Council).

Digital Records Project New Documents Created – September 2-September 8

Name	# of Documents	# of Pages	Types
Samantha	7	92	PWWR/Complaints; prep for transfer, create annexation records
Sandy	304	4,015	Alderman's Court Bank Reconciliations
Fred	171	2,295	PWWR contracts; Work Order attachments
Ana (PT)	164	1,042	Court documents
Violet (PT)	11	311	Current Legislative Department documents
Total	376	7,755	

Monthly Year-Over-Year New Document Page Totals

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

Digital Records Project New Documents Created – September 9-15

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of office
Sandy	46	5,704	City Manager Administrative files, Daily Cash Reports, Timesheets
Fred	134	489	PWWR contracts; Work Order attachments
Ana (PT)	128	867	Court documents
Violet (PT)	9	224	Current Legislative Department documents
Total	317	7,284	

Monthly Year-Over-Year New Document Page Totals

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

NEWARK POLICE DEPARTMENT

WEEK 08/29/21-09/04/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	1	0	3	2	0
Rape	2	5	1	3	2	0
Unlaw. Sexual Contact	3	5	0	3	0	0
Robbery	14	16	0	24	24	1
- Commercial Robberies	1	1	0	0	2	0
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	0
- Other Robberies	11	7	0	23	3	1
Assault/Aggravated	14	17	0	12	46	1
Burglary	26	22	1	73	10	0
- Commercial Burglaries	7	6	1	42	4	0
- Residential Burglaries	16	14	0	15	3	0
- Other Burglaries	3	1	0	16	2	0
Theft	311	497	10	119	90	6
Theft/Auto	44	48	3	15	11	0
Arson	0	0	0	0	0	0
All Other	115	3	1	77	40	0
TOTAL PART I	534	614	16	329	218	8
<u>PART II OFFENSES</u>						
Other Assaults	193	157	4	143	126	3
Rec. Stolen Property	1	0	0	6	7	1
Criminal Mischief	79	116	3	41	29	0
Weapons	9	5	0	34	21	0
Other Sex Offenses	0	7	0	0	3	0
Alcohol	25	93	11	30	90	14
Drugs	38	94	4	65	66	4
Noise/Disorderly Premise	359	545	27	133	159	14
Ordinance Violation	0	125	0	3	23	0
Disorderly Conduct	97	272	15	55	69	3
Trespass	199	251	7	31	57	1
All Other	191	285	13	190	177	9
TOTAL PART II	1191	1950	84	731	827	49
<u>MISCELLANEOUS:</u>						
Alarm	107	349	13	0	0	0
Animal Control	326	315	3	20	7	0
Recovered Property	130	119	4	0	0	0
Service	20307	23189	631	0	0	0
Suspicious Per/Veh	284	284	5	0	0	0
TOTAL MISC.	21154	24256	656	20	7	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	669	24,849	857	29,528



**Newark Police Department
Weekly Traffic Report**



08/29/21-09/04/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3086	8253	42	280
DUI	62	100	3	2
TOTAL	3148	8353	45	282

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	113	111	5	1
Property Damage (Reportable)	499	586	13	20
*Hit & Run	133	113	7	4
*Private Property	116	143	4	7
TOTAL	612	698	18	21

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.

NEWARK POLICE DEPARTMENT

WEEK 09/05/21-09/11/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	1	0	3	2	0
Rape	2	5	0	3	2	0
Unlaw. Sexual Contact	4	5	0	3	0	0
Robbery	14	16	0	24	27	3
- Commercial Robberies	1	1	0	0	3	1
- Robberies with Known Suspects	2	4	0	1	2	0
- Attempted Robberies	0	4	0	0	11	0
- Other Robberies	11	7	0	23	11	2
Assault/Aggravated	14	18	1	13	55	9
Burglary	29	22	0	73	10	0
- Commercial Burglaries	8	6	0	42	4	0
- Residential Burglaries	17	14	0	15	3	0
- Other Burglaries	4	1	0	16	2	0
Theft	326	512	15	122	90	0
Theft/Auto	47	49	1	15	11	0
Arson	0	0	0	0	0	0
All Other	122	4	1	78	42	2
TOTAL PART I	563	632	18	334	238	14
<u>PART II OFFENSES</u>						
Other Assaults	201	159	2	149	140	14
Rec. Stolen Property	1	0	0	7	8	1
Criminal Mischief	82	123	7	42	29	0
Weapons	10	5	0	34	23	2
Other Sex Offenses	0	7	0	0	3	0
Alcohol	28	111	18	30	112	22
Drugs	39	101	7	70	67	1
Noise/Disorderly Premise	387	576	31	142	164	5
Ordinance Violation	0	125	0	6	23	0
Disorderly Conduct	103	280	8	56	70	1
Trespass	209	258	7	32	64	7
All Other	194	294	9	197	188	11
TOTAL PART II	1254	2039	89	765	891	64
<u>MISCELLANEOUS:</u>						
Alarm	113	361	12	0	0	0
Animal Control	341	325	10	20	9	2
Recovered Property	132	123	4	0	0	0
Service	20790	23837	648	0	0	0
Suspicious Per/Veh	298	294	10	0	0	0
TOTAL MISC.	21674	24940	684	20	9	2

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	645	25,494	897	30,425



**Newark Police Department
Weekly Traffic Report**



09/05/21-09/11/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3120	8499	34	246
DUI	65	107	3	7
TOTAL	3185	8606	37	253

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	119	117	6	6
Property Damage (Reportable)	517	607	18	21
*Hit & Run	141	114	8	1
*Private Property	122	149	6	6
TOTAL	636	725	24	27

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.