

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We are closely watching Hurricane Isaias as it moves toward the Carolinas and likely toward us on Monday. We will be running through our hurricane preparedness checklists, testing pumps, and topping off generators among many other tasks. Right now, the forecast path has the worst of the storm tracking East of us but if the track shifts west, the effects of the storm will ramp up quickly.

City Hall was closed to walk-ins on Monday and Tuesday of this week due to a potential COVID exposure among staff. The staff member in question tested negative and we opened back up on Wednesday after completing a precautionary concentrated cleaning effort. We spent time this week updating and redistributing our mask policy for staff. We also held a testing event for staff this week in coordination with New Castle County.

This week Director Del Grande and I had a regular DEMEC Board meeting and a second meeting on Thursday as part of our ongoing strategic planning process. I am encouraged by the discussions that have happened so far and I think Council will be pleased with the outcome. I would like to complete a strategic planning process with Council in 2021 because I think it would benefit our organization greatly. We will likely need a contractual facilitator for this effort, and I will be looking into getting prices as part of the 2021 budget process.

The NCC CARES Act Supporting Small Business Committee that I am a member of submitted our preliminary report to the County Executive on Wednesday of this week. There are several committees with a variety of focuses that will be submitting recommendations to the executive who will then balance and prioritize their recommendations into a single package of recommendations for County Council. As a reminder, funding from the CARES Act has to be spent down by 12/31 of this year or else it must be returned to the Treasury Department.

The remainder of the week was spent on general administrative items, the Main Street Alfresco event, personnel and labor items, and other tasks.

Chief Human Resources Officer:

The early part of this week was spent working with various departments to mitigate the temporary closure of the Alderman's Court and the lobby for walk-ins. In response to the closure, the Chief Human Resources Officer (CHRO) created and distributed an amended mask policy for all City employees. The amended policy emphasized the importance of wearing masks in order to reduce the spread of COVID-19 and also allows for disciplinary action if employees are non-compliant. The CHRO also worked with AFSCME 1670 to amend the current Memorandum of Understanding (MOU) to bring back part-time facilities custodians and carpenters on a weekly schedule in an effort to keep on the cleaning and sanitizing of City facilities. The MOU is currently under review and will hopefully be signed for approval for an August 10, 2020 start date. Currently the part-time facilities staff was on a staggered schedule with the rest of the AFSCME

1670 employees. Bringing them back to full staff will be beneficial. The CHRO has received an intent from FOP to enter contract negotiations and responded with a September start date. The CHRO and Acting Human Capital Manager (HCM) Jeff Martindale had a conference call with representatives from our retirement provider ICMA-RC to discuss current plan status and how they can assist during the pandemic. The CHRO spent several hours working on labor relations, attending meetings and various other projects and assignments.

Assistant to the City Manager/Acting Human Capital Manager:

With Chief Communications Officer Jayme Gravell off on vacation this week, Assistant to the City Manager/Acting Human Capital Manager Jeff Martindale filled in on communications items as needed. Mr. Martindale's week primarily focused on preparing for Wednesday's Main Street Alfresco event and setting up COVID-19 testing for City staff at City Hall. In total, 124 employees from Newark, UDPD, and Aetna Hose, Hook, & Ladder were tested by New Castle County.

Mr. Martindale also completed a number of personnel actions, including conducting a retiree exit interview, working on a memorandum of understanding with Chief HR Officer Devan Hardin regarding custodial staff hours, and addressing timesheet questions with Payroll and Administration staff.

For the workweek ending 7/24:

Assistant to the City Manager/Acting Human Capital Manager Jeff Martindale returned from vacation this week. As such, he spent most of his time catching up on emails and being brought up to speed on ongoing projects. Most important of these projects was the Welcome Back to Main Street Alfresco event series. Mr. Martindale and PW&WR Deputy Director Ethan Robinson met virtually with leadership from DelDOT Thursday afternoon to finalize the road closure and detour plans associated with these events. He submitted the Special Event Permit to DelDOT Thursday evening and is awaiting approval. The events are scheduled for 7/29, 8/5, and 8/12 from 4:00 to 9:00 p.m. Rain dates are tentatively set for 7/30, 8/6, and 8/13.

Mr. Martindale also continued to coordinate with Finance Director Dave Del Grande, Seiberlich Trane ESCO Project Manager Doug Edwards, and Bank of America to put a plan together for the closing of a loan for the Energy Savings Performance Contract project (RFP 19-01) approved by Council on Monday, 7/13. He also began coordinating with Purchasing Assistant Cathy Trykowski and Planning Director Mary Ellen Gray to finalize the contract documents associated with RFP 20-01 (Municipal Planning Services).

He additionally called two employees to conduct or set up post-retirement exit interviews and called chosen applicants for the George Wilson Center Attendant regular, part-time and substitute positions. Along with Chief HR Officer Devan Hardin and Chief Communications Officer Jayme Gravell, Mr. Martindale also finalized a list of vendors for this year's Employee Wellness Fair scheduled for September. This group also decided this week that the Fair will be held virtually in some fashion since staff is still working remotely or otherwise adhering to COVID-19 related protocols. CHRO Hardin and Mr. Martindale also coordinated on an employee travel/return from vacation procedure for staff.

Finally, Mr. Martindale completed various invoicing tasks, updated policies for the Police

Department on the City's intranet, followed up on items with Safety Committee Chair Ryan Straub, and handled various facilities issues directly in Facilities Superintendent Dave Greenplate's absence, who is on vacation 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:

City Secretary and City Solicitor's Office

Notable Notes:

Robert was in the office on July 23 for Court.

Renee participated in the management staff meeting on July 23.

Renee and Tara staffed the poll worker training with the Department of Election on July 23.

Renee staffed the Election Board meeting on July 27 where the Board reviewed and opened the absentee ballots received up to the beginning of the meeting.

Extensive time was spent working on the rescheduled 2020 Council elections for Districts 3 and 5. Renee, Tara, Danielle and Nichol spent significant time processing returned absentee ballots and absentee affidavits. Renee worked with polling places and staff for final preparations for the polling places, coded election lists from the Department of Elections, transferred absentee ballot information to the polling place voter lists to prevent duplicate voting, corresponded with candidates regarding Election Day and procedures questions and prepared the required documents for the June 30 certification meeting. Tara worked to prepare polling place materials, process election worker payroll and returned mail to be able to submit that data to the Department of

Elections to update voter registration lists. Danielle and Nichol worked on PPE equipment preparation for the polling place staff. All updated information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>. Additional information regarding absentee ballot requests, returns and comparisons to previous years' turnouts are below.

Renee worked on implementation of the approved Boards and Commissions Diversity Initiative. 36 of 45 demographic surveys have been returned by the current boards and commissions members with the requested information on age, race, ethnicity, gender identity, sexual orientation and income to be reported back to Council. All vacant and expiring boards and commissions appointments through September 2020 are posted to the website and applications have begun to be submitted. Information about opportunities to participate in the City's boards and commissions can be found on the City website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee drafted the agendas for the August 6 Council organizational meeting and August 6 special Council meeting.

Renee spent time scheduling items for upcoming Council agendas.

Renee worked on several items for the August 10 Council meeting.

Renee completed the direct mail notice and Danielle completed the direct mailing for the special use permit request for the Emerson Bridge to be constructed in the SFHA. This special use permit is scheduled for public hearing at the August 10 Council meeting.

Tara and Danielle spent time researching items for Council and staff.

Tara spent time working on union-related items.

Danielle processed several items for the Recorder of Deeds office.

Nichol spent time on boards and commissions related items.

Tara reviewed several building permits.

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

- * Continued working on a June 25 FOIA request pertaining to asbestos bulk sampling done between 11/2015 through present at 103 Hillside Road from Isaac Ishihara
- * Provided a response and closed a July 6 FOIA request for open or closed permits/COs/violations pertaining to open seating at 801 South College Avenue from MorrisJames
- * Declined response and closed a July 10 FOIA request for police records pertaining to Dominique Hoxie from Gawthrop Greenwood, PC
- * Continued working on and preparing a draft response for a July 19 FOIA request for demographics which make up the Newark Police Department by rank/race/ethnicity from Brianna
- * Provided a response and closed a July 22 FOIA request for a property outside of City limits from Armada Analytics
- * Circulated to staff a July 28 FOIA request for pension related investments and funding pertaining to Newark Pension Plans from Anna Martinen

* Circulated to staff a July 28 FOIA request for Newark Police Department's Brady List from Alexandra Poletaev

Regarding minutes, staff time was spent on the July 14 Conservation Advisory Commission (Nichol drafting) and July 16 Board of Adjustment (Nichol drafted) minutes. Several sets of Council Executive Session minutes, the July 27 Election Board minutes and July 28 Election Board minutes are currently in the queue.

12 discovery requests were fulfilled for upcoming Alderman's Court cases. 236 discovery requests have been filled so far for 2020. The August 7 court calendar was received and 12 case files were compiled for the Deputy City Solicitor. 16 court calendars with 236 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. 206 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha worked with IT to deal with several TCM issues regarding indexing of documents and TCM not opening for staff.

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

The scanned document numbers for July 23-29 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:

Electric Department

Notable Notes:

A large outage occurred in the middle of a 90-degree day, made worse by circuit switching. Monday morning a 34kV circuit was switched over to another because of a hydraulic pressure issue in the breaker. The automatic switching program was turned off for safety. Exacerbated by the higher ambient temperature, added load from switching, and the normal load increase from a hot day, a connector failed. The line had been infrared scanned the week before, but no problems were found. It took about an hour for the line crews to find and fix the problem. As several substations were out, picking up load had to be done in several steps to avoid tripping off from inrush current and lack of demand diversity. About 4,000 customers were on the two affected substations.

The electricians fixed the Kershaw breaker that had low hydraulic pressure. They also performed spill prevention inspections, worked on the police generator, and changed batteries in a recloser.

Engineering attended operator training for SCADA. Engineering also managed projects needing attention, e.g. the Newark Charter School Commons Building, Fulton Bank project, and service to a new business on Sandy Drive.

Activity or Project:
Description:

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

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

Department:

Finance Department

Notable Notes:

City annual tax bills were processed and are available online to view and pay. Tax bills were also mailed to every address this year, regardless of whether the property owners' tax bill is paid by their mortgage company or not. Every bill had a letter on the reverse side of the bill to explain the reason some taxpayers were seeing a bill for the first time. Tax payments can be paid online directly via: www.newarkde.gov/payments.

The City is working hard to reach out to our utility customers to help those in need of a payment arrangement to advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2. Interest and penalties have been added back to the utility accounts effective July 1, 2020.

All payments can be made online by clicking on this link, and then selecting the type of payment you choose to make. Payments can be made 24/7. <https://newarkde.gov/payments>.

Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.

Meetings attended this week by Director Del Grande:

7/27 – DEMEC Monthly Board meeting with CM Coleman.

7/27 – CM Coleman, Director Patel and Director Del Grande met with engineers from UD to discuss electric projections for the upcoming year. UD is working on updating their model.

7/30 – CM Coleman and Director Del Grande attended the second Strategic Planning Workshop for DEMEC in Smyrna. It was an all-day event.

7/31 – Met with representatives from Bank of America, Trane/Sieberlich regarding the closing of the City's ESCO.

Activity or Project:

2021 Budget

Description:

- Staff is working with departments on their 2021 budget requests.
- CIP was due 6/12.
- OPEX was due 6/19.
- CM Coleman, Director Del Grande and the Budget Team held internal budget workshops over the weeks of 7/5 and 7/12 with all departments.
- Budget overview is scheduled for the August 17 Council meeting.
- Individual departments will present their requested budgets to Council between 8/31 and 9/21. Budget workshop is scheduled for October 5th where meaningful budget discussions will occur to bridge any estimated revenue shortfall.
- Week of 7/27, staff has been working on budget consolidation of the department requests, both operating and capital.

Status:	In-Progress
Expected Completion:	11-30-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Single Audit work for auditors is ongoing.
- Staff is cross training on accounting responsibilities.
- June month end close.

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 7/26: Call volume was down 13.7% (372 vs. 431).

- Customer Calls/answered: 362/372. There are two Customer Service Representatives working full-time in the office. Remaining staff are working from home.
- Average call time: 3:57
- Longest hold: 2:31
- Payments processed: 3,724
- Pay by phone payments: 191
- Active Customer Connect Accounts: 7,322
- Customers signed up, not on pre-authorized payments: 4,809
- Budget Billing: 272
- Echeck/PAP Customers: 1,280 (includes budget billing)
- Credit Card PAP Customers: 1,233 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Infrastructure Team:

Open Support Tickets from Previous Week - 48

Open Project Tickets from Previous Week - 22

Tickets Opened in the Last Week - 65

Tickets Closed in the Last Week - 64

Remaining Open Support Tickets - 54

Remaining Open Project Tickets - 24

1. OneDrive migration testing.
2. Moved old IT gear out of the parking office.
3. Disconnected ParkingSoft gear and prepared it for removal.
4. Prepared remaining network gear to be moved to the new parking office.
5. Installed and configured new WAP at GWC.
6. Met with SecureWorks to discuss proactive services.
7. Supported after hours Zoom call for the PD.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved SecureWorks alerts.

Pending:

1. Working with Applications to troubleshoot Java issue for Records.
2. Updating Tablets for Codes.
3. Continuing to monitor all GateKeepers.
4. Configuring new firewall for GWC.

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:

Parks and Recreation Department

Notable Notes:

Director: Inspected two park areas for maintenance issues; reviewed subdivision landscape plans for two locations; met with the recreation staff about upcoming programs and events as well as the fall activity guide; met with Grain Craft Kitchen at Handloff Park to discuss the Parks On Draft

logistics and layout; conducted the parks maintenance meeting to discuss upcoming projects and work orders throughout the park system.

Deputy Director: Completed basic letter to use for dependent care refund documentation due to numerous cancelations of camps and programs for individuals needing to provide proof of registration in programs; worked with Sharon to get staff and schedule finalized in preparation for the upcoming Safe Kids Camp; worked with Sharon and Zumba instructor to test GoToMeeting to offer class virtually for the fall and make determination for upcoming summer classes; worked with Rich and Chrissy to determine work for volunteer group coming in over the weekend; continued to work with Civic Rec training coordinator on questions setting up the programs and events; continued to update the fall program information for Shelby and updated the spreadsheet with changes; submitted the applications for the Community Development Block grant for 2021; worked with Shelby on creating a We are Parks and Recreation video montage for July Parks and Recreation month for Facebook; met with Tyler to discuss coverage of programs while he is on vacation; worked on putting in program information into the new recreation registration software system with Melinda; worked with Shelby on website updates, creation of next Parks on Draft event on the Facebook page and information for the weekly Eblast; continued to work with Melinda on vendor and sponsor information in the Civic Rec registration software; continued to work with Shelby and Kathy on updates to the summer activity guide for Max Galaxy and on the website; continued to work with state criminal history office regarding background checks for summer camp staff; continued to submit Child Protection registry forms as received from staff; conducted weekly staff meeting.

Recreation Supervisor of Athletics: Rittenhouse Camp completed week five, camp continues through 8/14; met with Director and Grain representative regarding upcoming Parks on Draft in August; working to finalize fall program information; awaiting school guidance to finalize plans for if/when we can offer before and after care for the upcoming school year.

Recreation Supervisor of Community Events: Camp REAL is going well, but numbers remain low; working on Safe Kids Camp's schedule and staffing, met with Safe Kids Camp staff, met with Julia about teaching some modules in Safe Kids Camp; working on setting up a trial class for virtual Zumba to Mat, so we can run it virtually in the fall.

Coordinator of GWC and Volunteers: Continued with another fun week of Camp GWC with a theme of a Week at the Beach complete with a walking field trip to White Clay Creek State Park, pin the coconut on the palm tree and coconut bowling; total campers registered 21 full day campers; continued to finalize information for fall programs; sent a tentative schedule to GWC attendants subject to change with the new attendants coming on board; sent a staff schedule to lifeguards and pool staff for the final month of the pool season; attended staff meeting on July 23; updated participants of the Discover Newark Wildlife Habitat Workshop that was held virtually on social media on July 25; updated participants of the Star Gazing program originally scheduled for July 25 which will be postponed per the Delaware Astronomical Society; completed reference checks on applicants for Wilson Center attendant positions; coordinated volunteers to complete trash pick-up and special park maintenance (playground equipment cleaning) on July 25 at Kells Park, Lewis Park, Preston's Playground, Ridgewood Glen, Dorothy Miller Park, and Lumbrook Park; continued working with the IT Division on technical issues at the George Wilson Center including issues with the projector; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued to communicate and schedule appointments with potential renters as well; coordinated with a new

long-term rental that will be renting multiple dates starting August 31; the Main Hall was rented on Saturday, July 25 for a baby shower with an overall attendance of 40 people; Dickey Park pool was open Tuesday - Saturday, the pool closed at 4:30 p.m. on July 24 due to thunderstorms, the overall attendance at Dickey Park pool was 177 patrons. Volunteer Hours: a total of 22 volunteers devoted 110 volunteer hours.

Recreation Specialist: Entered fall program information into the new recreation registration software, Civic Rec; tallied and updated Rittenhouse Session 2 volunteer hours, sent out information for Rittenhouse session 4 and Camp GWC to camp directors for next two weeks, sent reminders for Safe Kids Camp volunteers to be checking/recording temps.

Parks Supervisor and Horticulture Staff: Completed tree work at Rittenhouse, Coleman and Redd Parks; continued the mowing cycle throughout park system; assisted with organizing supplies for volunteers working throughout parks this past weekend; repaired boardwalk area in Rittenhouse Park; watered horticulture areas due to excessive heat conditions; worked on dragging the softball fields and weed control in the infield areas.

Activity or Project:

Volunteer Opportunities

Description:

Volunteer opportunities are still available for groups and individuals this summer! Groups and families will be given volunteer initiatives where social distancing can still be observed and we can work around your groups schedule. For more information visit www.newarkde.gov/play.

Status:	Started
Expected Completion:	09-07-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance also completed the following this week:

- Inspections - 27
- Response to complaints - 21
- Citations issued - 3
- Violations issued - 14

Administrative activity this week:

Administrative staff reports that activity was relatively light over the past week. 75 calls were received for the Code Enforcement Division and 24 calls were received for other divisions. There were 28 walk in customers, 50 permits issued and 29 permits applications received. The department continues to receive calls regarding the inability to make online permit payments. IT has reported that they are still working on this issue.

Current Projects:

Plumbing installation ongoing and floor slabs to be poured next week at 211 S. Main Street. On 22 Benny Street, final plumbing for all units complete and unit finals scheduled for Friday. On 325 Academy Street, Perkins Dining, underslab plumbing complete and drywall being installed. On 625 S. College Avenue, Whitney, ticket booth structures being installed and interior painting and trim work ongoing in main building, and exterior grading and curbing in progress. At WorriLOW Hall, interior finishes being installed and exterior grading at new stair tower ongoing. At Fintech, Star Campus, pile cap and grade beam concrete has been started. At train station as-built site plan submitted and waiting for final inspection to be scheduled. At College Square, site work and storm tech installation is ongoing, pad site permits have been reviewed and apartment permits not yet submitted. At 45 E. Main Street, interior framing inspections complete for drywall installation.

At Campus Walk II, received corrected as-builts. At 90-96 E. Cleveland Avenue, framing completed on 2nd floor.

At Warner Hall - 280 The Green - No significant milestones met this week. At Thorn Flats/Lehigh Flats - Paving completed. At Newark Charter School - Loop road base in construction, demolition of foundations in process and underground piping work in progress for preparation of commons building site. At Chase Bank, 700 Newark Shopping Center - above ceiling work in progress, site work in progress CO target date 8/3-8/10. Newark Senior living - on hold due to COVID-19 - tentative restart scheduled for 10/1. 321 Hillside Road - above grade demolition completed digging out foundations now concrete crushing in process. UD Green utility projects - No significant milestones met this week.

Meetings Attended:

Student health services temporary trailer - meeting to discuss requirements and schedule.

MUNIS question and answer session - specifications and changes associated with the recent upgrade.

Certificate of Occupancy issued for: 83 New London Road, 95 New London Road, and 80 Wilson Street.

Fire Marshal:

Working with Manager's Office team on the Welcome Back to Main Street events. Processed 15 layouts and requests by businesses. Working with CEO Poole on outdoor seating renewals. Conducting Occupancy Load requirements with local pools and businesses to meet Governor's order. Plan reviews and site reviews are being conducted daily on new and existing projects. Chemours, BPI, Whitney Center, Haines Street, Hyatt Hotel, Fulton Bank and various other projects. Site meetings at Charter School and Green Mansion to go over fire requirements. SAC Committee meetings and reviews for new projects. Fire code revisions are being updated in Munis. Business license meeting and updates progress is slow going. Fire safety registration inspections have been suspended until further notice due to COVID. Multiple fire incident responses over the past two weeks (7). Updating Manager Petersen and Director Gray of activities. Preplanning process starting back up with Aetna Hose, Hook and Ladder. Awaiting approval on Blue Beam system for simplification of plan reviews

Emergency Management:

Actively working with City Manager's Office during this Emergency Operation incidents. Actively meeting with UD and NCC and DEMA on COVID-19 updates and planning. Actively reviewing the EOP Plan and adding a Pandemic Annex with current concepts and plans being updated. Actively working with staff for supplies for COVID-19. Parks and Recreation plans to bring camps back with provisions and rain day occupancies. EOP Update emails sent to department heads rough draft submissions. Training Matrix has been made and updates will be sent out to those in need of ICS Training. EOC operations with UD for home games is on going. Meetings with Parks and Recreation for upcoming event (EOP).

Parking

- Continued handling phone calls, emails, chats, CivicPlus requests, and holding COVID-19 meetings.
- Continued to give out both Monthly Residential and Municipal Lot Parking permits.
- Held meeting with Kimley-Horn in regard to Phase 1 of Comprehensive Parking Review. Reviewed Newark Downtown Parking Plan.
- Parking Ambassadors and maintenance assisted in the Main Street Alfresco by clearing street and posting signage in appropriate areas. Gave out masks.
- Coordinated notification of dining Alfresco three Wednesdays and rain date Thursdays for L2 and L3 permit holders.
- Produced financial documents for Finance.
- Galls one page summary created and shared with Courtney. Finalization of payment plan with Galls.
- Prepared and emailed invoices for reserved spaces for several customers.
- Created PR for T2 Digital Transformation.
- Created invoice for dumpster and designated area for L4 for Bank of America renovations.
- Provided GIS maps to GIS Coordinator Jay Hodny for updated to Parking Maps.
- Working with T2 on kiosks warranty extensions.

Planning/Land Use

Planning and Development Director:

Continued regular COVID-19 update meetings with Management, Planning Department, and internally with Parking, Land Use and Code Enforcement Divisions to keep staff updated and to troubleshoot and resolve issues related to working from the field and remotely as well as being responsive to the COVID-19 pandemic and related issues including the updates to the Governor's

Emergency Declarations and now transitioning back into the office. Participated in Zoom conference on Housing Assistance Amidst the COVID-19 Pandemic: Anticipating the Need in Delaware. Prepared for and participated in July 6, 2020 Council meeting. Worked on documents, plans, and related issues and participated in the August 4, 2020 Planning Commission meeting. Worked on documents and related issues regarding the August 10, 2020 City Council meeting. Participated in Skype call with Kimley Horn and Associates and the Parking team to review the draft Phase I report and discuss next steps. Worked on reviewing land use plans, working with staff and applicants on land use plans and related issues. Worked on Code Enforcement, permitting, parking, and related issues. Worked on administrative and managerial related issues.

Planner Mike Fortner:

Completed a report on the Plan of Planning for the review of the Comprehensive Development Plan V to be reviewed by the Planning Commission at their August meeting. Completed a report for the rezoning and comp plan amendment for the property at 136 West Main Street. The property is proposed to be rezoned to allow the service organization Sean's House, which helps high school and college students cope with anxiety and depression.

The following was also completed this week:

- Deed Transfer Affidavits - 11
- Building Permit Reviews - 10
- Certificates of Completion/Occupancy - 0

The Planning Commission is scheduled to meet remotely on Tuesday, August 4, 2020 at 7:00 p.m. The meeting will be available for viewing via GoToMeeting using the link <https://global.gotomeeting.com/join/382454573>. Members of the public can also dial in by phone using phone number +1 (571) 317-3112 and access code 382-454-573. Items on the agenda include:

- Discussion of the 2021 Planning Commission Work Plan.
- Review and consideration of a rezoning and a Comprehensive Development Plan amendment for 136 West Main Street.
- Review and consideration of an ordinance granting the City Manager authority to allow or deny applications of food and drink establishments to expand outdoor seating by extending Emergency Ordinance 20-03.
- Review and consideration of revisions to Chapter 14A and Chapter 32 Article XXVI of the Municipal Code to review the name of the Special Flood Hazard Area and other FEMA related revisions.
- Review and consideration of a revision to Chapter 32 Article IX to add a zoning definition table.

Land Use Projects Currently Under Review (updates in bold italics)

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

requirements on June 21, 2018.

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

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

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019. Staff comments were forwarded to the applicant on May 15, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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

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

review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020. Staff comments were forwarded to the applicant on April 15, 2020. The Planning and Development Department received revised plans on May 1, 2020. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting. The project was withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting. The Planning and Development Department received revised plans on June 12, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019. Revised plans were received on April 14, 2020 and distributed to SAC for review. The revised plans call for a major subdivision with site plan approval, special use permit, Comprehensive Development Plan amendment, and rezoning for a mixed-use building with commercial space that includes a restaurant and parking on the first floor and four floors of apartments targeted to student housing consisting of 56 two-bedroom units. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020. Staff comments were forwarded to the applicant on July 15, 2020.

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

will be reviewed and considered by the Planning Commission at a future Commission meeting. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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

124 East Main Street, Parcel ID 1802000125 (PR#20-04-02): The Planning and Development Department received a sketch plan on April 30, 2020 for the redevelopment of 124 East Main Street, known as Center Square and the current location of Walgreens, Homegrown, 14 residential dwelling units, and 33 parking spaces. The plan proposes two floors of commercial space, conversion of the 14 existing units into 58 new residential units on the upper four floors of the building, and an increase of 200 additional parking spaces.

614 South Twin Lakes Boulevard, Parcel ID 1805400076 (PR#20-06-01): On June 5, 2020, an application for a special use permit was received by the Planning and Development Department for an in-home daycare at 614 South Twin Lakes Boulevard. City zoning code requires Council approval of a special use permit for an in-home daycare in the RR zoning district. As the lot size is less than one acre, Planning Commission review is not required. The application was placed on the July 13, 2020 City Council agenda but was withdrawn as it was determined that the applicant needs a variance to proceed.

109 Paper Mill Road, Emerson Bridge, Parcel ID 1801400136 (PR#20-06-03): On June 29, 2020, an application for a special use permit was received by the Planning and Development Department to construct a pedestrian/bicycle bridge over White Clay Creek on the property at 109 Paper Mill

Road, which is in a Special Flood Hazard Area (SFHA). City zoning code requires Council approval to construct a bridge in the SFHA. As the lot size is greater than one acre, Planning Commission review is also required. The project is scheduled for Planning Commission review on July 7, 2020. At their meeting on July 7, 2020, the Planning Commission recommended approval of the special use permit (5-0). The project will be placed on an upcoming City Council agenda.

19 Amstel Avenue, Parcel ID 1802600006 (PR#20-07-01): On July 1, 2020, the Planning and Development Department received an application for a special use permit for a fraternity chapter house for the UD chapter of Alpha Sigma Phi at 19 Amstel Avenue, which was recently rezoned from RS to RM. City zoning code requires Council approval of a special use permit for a fraternity/sorority house in the RM and RA zoning districts. As the lot size is less than one acre, Planning Commission review is not required. The application is tentatively set to be reviewed by City Council at their August 24, 2020 meeting.

136 West Main Street, Unlocke the Light, Parcel ID 1801900275 (PR#20-07-02): On July 12, 2020, the Planning and Development Department received an application for a special use permit for a non-profit foundation at 136 West Main Street. The proposed use did not conform to Zoning Code for a special use permit and the applicant resubmitted the request as a rezoning from RS (single-family detached residential) to BLR (business limited residential), which would allow the use as a matter of right. The proposal also requires a Comprehensive Development Plan amendment to change the land-use designation from Residential, Low Density to Mixed Urban.

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 July 29, 2020, City Manager Coleman, Chief Tiernan, the Deputy Police Chiefs and the Chief Human Resources Officer, met with representatives of the FOP regarding a COVID-19 discussion.
- Also on July 29, 2020, Chief Tiernan along with Mayor Clifton and NAACP President Freeman Williams participated in a discussion on police community relations, held via a Zoom webinar sponsored by the Newark Partnership.

Administration Division:

- Two members of the Administration Unit have been reassigned to the Patrol Division to cover short-term staffing shortages.

Criminal Investigations Division:

- On July 29, 2020, Victim Services Coordinator Melissa Pennachi attended a planning meeting on annual Day of Remembrance for Murder Victims. In solidarity with the National Day of Remembrance, the Delaware Victims' Rights Task Force holds a memorial event in September to honor the memory of Delaware murder victims.

Special Operations Unit:

- SOU personnel have been temporarily reassigned to the Patrol Division.

Traffic Unit:

- Main Street was closed on Wednesday evening for Main Street Alfresco. Several officers worked the event.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	07-30-2020
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

We have been in contact with the project team for the Newark Senior Living project. The project is still moving forward, but they are working on some internal design changes that will delay the project for another two months, likely starting in October. These changes are the result of issues on a similar project in New Hampshire being constructed that is slightly ahead of this facility and will require additional building plan review. They did reiterate that the project is still moving forward.

Staff met with our consultant, JMT, at the Curtis Lane culverts. These culverts have failed and are in need of replacement with a preliminary cost of \$200,000. Several permits and approvals will be needed before the culvert is replaced. We anticipate the work being completed late this fall.

Staff and crews are monitoring the developments of TS Isaias as it moves up the coast. We are prepared for heavy rain and winds and will be tailoring our response as more information comes out this weekend. We are currently clearing drains and making sure all of our emergency equipment is ready to be put in service.

Activity or Project:

DelDOT - Lighting Upgrades on 896 at W. Chestnut Hill Road

Description:

Preliminary release from DelDOT:

TRAFFIC ALERT – SR 896 @ Old/West Chestnut Hill Road Roadway Lighting Improvements

WHEN: [TBD --- likely Summer/Fall 2020]

WHERE: SR 896 @ Old/West Chestnut Hill Road, Newark, New Castle County, DE

WHO: [TBD]

WHAT: The Delaware Department of Transportation (DelDOT) will be constructing a new roadway lighting system at the intersection of SR 896 (South College Avenue) and Old/West Chestnut Hill Road in Newark, New Castle County. Motorists should expect delays during this timeframe due to nighttime lane closures and the presence of flaggers at the intersection for the installation of new lighting infrastructure. Additionally, flaggers will be on-site to help pedestrians detour safely around the work areas.

Status:	Not Started
Expected Completion:	10-31-2020
Execution Status:	On Track

Activity or Project:

Annual Street Program - 2019

Description:

Grassbusters will return to the City next week to begin the final paving for the 2019 Annual Street Contract. They intend to begin on Hidden Valley Drive and then move to Havard, Country Hills,

and Winslow. They anticipate the work to take approximately three weeks to complete, depending on the weather.

Status:	Near Completion
Expected Completion:	08-31-2020
Execution Status:	On Track

Activity or Project:

Rodney - Final Park and Pond Construction

Description:

Our contractor, Kent Construction, is planning to begin the construction within the next two weeks. Staff held an Erosion and Sediment Control pre-construction meeting in order to distribute the approved plans and review the items that will be necessary to install prior to earthmoving and construction begin.

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Absentee Ballot Update – As of July 29, 2020

District	Affidavits Returned	Ballots Mailed	Ballots Returned*	% Ballots Returned	Voted in person instead of turning in absentee	Did not return ballot	Ballot received after deadline – not counted
3	596	596	376	63.09%	20	191	9
5	578	576	409	71.01%	16	146	7

District	Total votes cast	% of 2018 Council turnout	% of 2019 Mayor turnout	% of 2013 Mayor turnout
3	475	98.14%	77.87%	57.37%
5	499	106.4%	88.32%	71.18%

Number of votes in previous races

District	2018 Council	2019 Mayor	2013 Mayor
3	484	610	828
5	469	565	701

* 11 ballots were received without a completed carrier envelope and no identifying information, so they were rejected by the Election Board as they could not be credited to a voter.

Digital Records Project New Documents Created – July 23-29

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	177	5,041	PUBS Postal Records/Administration Correspondence Files
Fred	0	0	Working remotely on modifications
Ana (PT)	21	41	Working remotely on modifications
Total	198	5,082	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471	38,161	-31,310
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

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

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

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

NEWARK POLICE DEPARTMENT

WEEK 07/19/20-07/25/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	5	0	0	3	0
Rape	5	1	0	2	3	1
Unlaw. Sexual Contact	2	2	0	0	3	1
Robbery	10	11	0	10	24	0
- Commercial Robberies	7	1	0	8	0	0
- Robberies with Known Suspects	0	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	3	8	0	1	23	0
Assault/Aggravated	17	12	0	16	11	2
Burglary	40	21	2	83	70	7
- Commercial Burglaries	5	5	0	7	42	0
- Residential Burglaries	27	14	0	49	14	0
- Other Burglaries	8	2	0	27	14	7
Theft	315	245	9	254	108	4
Theft/Auto	27	33	0	5	11	6
Arson	0	0	0	0	0	0
All Other	68	100	2	81	74	14
TOTAL PART I	485	430	11	451	307	35
<u>PART II OFFENSES</u>						
Other Assaults	162	157	6	100	126	4
Rec. Stolen Property	0	1	0	9	6	1
Criminal Michief	88	67	3	72	37	0
Weapons	14	7	0	44	21	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	73	24	0	120	28	0
Drugs	110	33	1	179	46	0
Noise/Disorderly Premise	368	315	4	122	104	0
Disorderly Conduct	91	83	7	73	48	0
Trespass	144	159	5	66	26	0
All Other	197	162	7	249	140	2
TOTAL PART II	1247	1008	33	1034	582	10
<u>MISCELLANEOUS:</u>						
Alarm	94	84	5	0	0	0
Animal Control	352	274	11	2	20	0
Recovered Property	132	107	3	0	0	0
Service	19931	17671	427	0	0	0
Suspicious Per/Veh	270	246	5	0	0	0
TOTAL MISC.	20779	18382	451	2	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	867	25,996	536	21,506



**Newark Police Department
Weekly Traffic Report
07/19/20-07/25/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	7099	2774	163	39
DUI	123	45	7	4
TOTAL	7222	2819	170	43

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	144	77	4	4
Property Damage (Reportable)	652	380	22	15
*Hit & Run	140	81	3	1
*Private Property	169	85	6	3
TOTAL	798	457	26	19

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.