

### City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Monday evening Director Del Grande and I presented the 2022 budget to Council which they approved. The proposed budget was modified to reduce the tax increase from 5% to 2.5% with a slight reduction to the Old Paper Mill Park project to offset the reduction in revenue. We will finalize the document and post it on the website shortly. With the budget approved so early in the season, staff will be able to start work preparing 2022 capital projects earlier than usual. This will also allow us more time to submit projects to the state for potential leveraging ARPA funding through their infrastructure solicitation program

Later in the week I spent time working on annual performance evaluations for directors and Administration Department management employees. I also attended a meeting with representatives from the Newark Housing Authority and our lobbying team to discuss and plan for our request to the State for ARPA assistance for their George Reed Village redevelopment project. I also met with representatives from Senator Carper's team and the Economic Development Agency to discuss potential federal grant opportunities for infrastructure projects serving STAR Campus. The meetings have been productive, and I am optimistic that we should be able to make at least one application for funding.

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

**Human Resources:**

On the HR side, most of CPPO Jeff Martindale's week focused on COVID items. There were two (2) additional positive cases among staff this week, which brought the staff total to 55 positive cases. One (1) of these cases was identified through the City's mandatory weekly testing for unvaccinated employees. To date, three (3) City employees were identified as being COVID-positive through the first five (5) weeks of the City's testing program for unvaccinated employees. Staff also reached the 85% vaccination rate mark this week, which is a great milestone. Please see the attached vaxstats sheet for more detail. Beyond COVID, Mr. Martindale spent a considerable amount of time overseeing Open Enrollment for full-time staff's benefits in 2022. He had three (3) separate times devoted for office hours to answer staff questions related to open enrollment and benefits generally. Staff has until Friday, November 12 to make their elections.

HR Administrator Marta Pacheco continues to receive calls from retirees regarding open enrollment letting us know if they are making changes or not to their healthcare plans. She started to update retiree summary sheets with new rates for 2022. This information will be mailed out by mid-December. Ms. Pacheco prepared documents for and participated in the police officer written exam, physical assessment and scheduled oral interviews for Saturday and Monday, November 1. Additionally, she copied score sheets from written exam and oral interviews for files and FedEx original to PSI for processing. Once the tests have been scored, she will provide ranking based on scores for eligibility roster. Ms. Pacheco contacted the 14 police officer applicants that did not show up for the exam on Saturday, October 30, to see if they are interested in participating in the next written exam which will be held on Saturday, January 8, 2022. Only a few have responded. On November 1 she processed retiree November medical insurance invoices. She helped Planning & Development department translate to Spanish a letter for a resident. We distributed to all employee the city's gift policy before the upcoming holidays. Ms. Pacheco prepared and distributed a noise waiver for continued rehab work on Cleveland Avenue. She received and prepared letters for employee random drug/alcohol testing for November. Ms. Pacheco prepared and will be distributing/posting the Code Enforcement Officer vacancy on Friday, November 5 which will close on Friday, November 19. This is due to an upcoming retirement in January 2022. Ms. Pacheco sat in at DVHT Zoom open enrollment meeting for employees on Wednesday. Ms. Pacheco completed several verifications of employment.

HR Coordinator Denyce Bradshaw assisted with proctoring the police exam on Saturday, October 30. She held the last scheduled Anti-Harassment Training with Police on Monday. She continues to update the spreadsheet with the employees that have completed the training video. Ms. Bradshaw reported more than half of the employees have completed the training, and that we are on target to have all trainings complete by the December 31, 2021 deadline. She filed completed anti-harassment certificates for video and in-person training and sent emails to supervisors with reminders of staff that haven't signed up or completed training. Additionally, she processed retiree reimbursements and check request for employee ER visits. Ms. Bradshaw also sent birthday cards, entered Administration timesheets for payroll, entered policies in ESS for Police. Ms. Bradshaw started viewing other trainings on Zywave to offer to employees in 2022.

CHRO Devan Hardin continues working on personnel matters and labor relations on behalf of the City. CHRO Hardin participated in police officer interviews in the Police Department all day Monday. A total of 12 applicants were interviewed by a panel consisting of Sgt. Conover, Detective Whitt and Police Officer Klein. The scores from these tests will be combined with the written test scores and the agility scores to create a roster. The applicants must also pass a background and polygraph before they can move further in the process. CHRO Hardin attended the Council meeting on Monday evening to be present during the budget presentation. The HR team assisted the Newark Police Department with the testing process for police officer on Saturday, October 30. The last two months of the year are extremely busy for the HR team with open enrollment, end of year processing, evaluations, sick waiver review. The HR team continues to stay busy with filling job vacancies and preparing for new hires to begin. We are also preparing for 2022 including upcoming retirements and trainings. The Zywave platform we have been using for anti-harassment training has been easy to use and can be completed by email at the employees' desk. There are hundreds of topics to choose from. Ms. Bradshaw will be putting a training program together for employees. CHRO Hardin and HR Coordinator Bradshaw participated in DELJIS security briefing training on Thursday afternoon. She also scheduled the next pension committee meeting for November 17 at 1:30 p.m. An agenda will be posted on Wednesday, November 10. The rest of CHRO Hardin's time was spent working on preparations for legal matters, staff meetings, assisting directors and supervisors with personnel matters and responding to emails and phone messages.

**Purchasing/Facilities Maintenance:**

**Chief Purchasing & Personnel Officer:**

Beyond the HR items noted above, Mr. Martindale also attended the annual Delaware Snow Plow Road-ee hosted by DeLea Founders Insurance Trust (DFIT) - the organization that administers the City's workers' compensation program. This is an obstacle course for CDL and non-CDL drivers to test and hone their snow plowing skills ahead of the snowy season. This year, there were 34 participants among all competing municipalities. Newark sent four drivers this year and had two volunteers in attendance, including Jeff.

Mr. Martindale also met with City staff, Seiberlich Trane, and STES subcontractors at the Newark Reservoir to overview the upcoming solar panel installation on the property in the new year. Lastly, Mr. Martindale worked on miscellaneous contract items related to contract info on the City website and contacting vendors.

Purchasing Assistant processed 88 invoices for the week ending 10/29, 23 purchase orders, and 3 change orders. So far this week, she has processed 9 purchase orders and anticipates processing 55 invoices by the end of the week. Facilities Maintenance Superintendent Dave Greenplate is out right now, so all Facilities items for this week will be added to next week's weekly.

**Communications:**

**Chief Communications Officer:**

- Continuing to work with West Park Place Elementary to pair employee mentors/volunteers with students. So far, five employees have registered and will be assigned to students.
- Sent invitation to veteran employees for an appreciation lunch next Thursday, 11/11. All staff and members of Council are also invited to attend.
- Cleared out media room, sorted equipment to keep, discard, auction.
- Completed the DEMEC Webinar "The Five Pillars of a Successful Key Accounts Program."
- Participated in the Employee Engagement and Wellness Committee meeting.
- Working with TNP to organize a holiday-themed outdoor dining and retail event in conjunction with Winterfest.
- Completed the eighth session of the Delaware Municipality Supervisory Academy.
- Finalized employee wellness survey for distribution on behalf of the Wellness Committee.

**Communications Assistant:**

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Finished and distributed City newsletter and birthday/anniversary list.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.
- Organizing fundraising events for Family Promise.
- 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:**

- Routed website RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Updated the 2022 General Operation Budget on Budget Central.
- Updated the City website with a list of Concrete Contractors for sidewalk repair.
- Updated the Everbridge contact list for Parks and Recreation's after school care program.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 10/28/21- 11/3/21. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a remote managers' meeting on 10/28/21.

The bailiffs are scheduled for their final weapons requalification on 11/6/21.

The court processed 28 PBJ's for traffic violations and also processed 6 Plea by Mails for criminal violations.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 10/28/21-11/3/21 Alderman's Court handled 37 arraignments, 41 trials, 20 capias returns and 4 video hearings. The court collected a total of 543 parking payments of which 455 were paid online and 88 were paid at court. The court also collected criminal/traffic payments of which 209 were paid online and 24 were paid at court for a total of 233 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

11-03-2021

**Execution Status:**

Completed

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

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on October 28 and November 2. Bobby was in the office on October 28 for Court.

Renee attended the management staff meeting on October 28.

Renee participated in a meeting with Councilwoman Creecy, City Manager Coleman, Planning and Development Director Gray and representatives of Code Enforcement and the Police Department regarding rental property concerns on October 28.

Renee and Danielle attended the final week of the UD IPA Municipal Clerks Institute on October 29. This week's topics were Accounting and Budgeting for Municipal Government (Renee and Danielle) and Sustainable Water Management: Delaware's Water World (Danielle). Danielle has completed year two of the three year program and Renee is taking the Master Municipal Clerk level classes towards her MMC certification.

Staff finalized and posted the agenda and packet for the November 8 Council meeting on November 1.

Nichol finalized and posted the November 18 Board of Adjustment agenda on November 1. There is one application for 410 Ogletown Road for four variances (minimum lot width, minimum setback, minimum distance from property lines and number of signs) on the agenda for consideration.

Paul and Renee staffed the Council meeting on November 1. Staff completed follow up work throughout the week. Since the budget was adopted at the meeting, the November 15 Council meeting has been cancelled.

Nichol finalized and posted the November 9 Conservation Advisory Commission agenda on November 2.

Renee spent time working on items related to Council, including drafting packet items for the November 8 Council meeting, and scheduling items for upcoming Council meetings. Council agenda items are currently being scheduled into 2022.

Renee received comments back from the developer, reviewed those with staff and finalized the subdivision agreement amendment for 318 South College Avenue. This amendment requesting a deed restriction amendment to remove the facade preservation requirement is scheduled for Council consideration on November 8.

Staff worked on the preparations for the District 2 special election, which Council has set for November 23. The voter registration deadline passed on November 1 and Renee coded 94 voters on the updated voter registration list and submitted them to the Department of Elections. Tara, Danielle and Violet completed the 2,405 piece absentee affidavit mailing, which went out to every resident in District 2 on October 29 and the newly registered voters on November 3. Tara and Violet prepared absentee ballot packets in anticipation of the upcoming affidavit submissions. Tara also completed the polling place and election worker confirmation letters. Two candidates, Corinth Ford and Brenden Moore, have filed. For additional information, please visit our website here: <https://newarkde.gov/508/District-2-Special-Election-Information>.

Renee worked with Public Works GIS staff to resolve issues with the Council boundary line export for the Council district reapportionment adoption. The first reading is scheduled for November 8 and the second reading and public hearing is scheduled for December 13.

Renee worked on follow up items regarding potential department restructuring in advance of the posting of the Digital Records Coordinator vacancy.

Tara completed several building permit reviews.

Danielle processed items for the Recorder of Deeds.

Renee, Danielle and Violet worked on research items for staff.

Tara spent time on several union items.

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

- \* Provided documents and closed an October 13 FOIA request for 17-24 Marvin Drive open/active zoning/building/fire violations/COs/variances/planned unit development approvals/future construction plans to the right-of-way from Rebekah Fox
- \* Provided documents and closed an October 14 FOIA request for One Easton Court all building permits/COs/date of construction/open violations/date of last inspection/open zoning violations/current zoning variances/dates of sewer and water connection/installation removal UST AST/hazardous materials from EBI Consulting
- \* Provided documents and closed an October 14 FOIA request for 24 Marvin Drive all building permits/COs/date of construction/open violations/date of last inspection/open zoning violations/current zoning variances/dates of sewer and water connection/installation removal UST AST/hazardous materials from EBI Consulting
- \* Provided an administrative estimate for an October 18 FOIA request for the last 10 years any and all lawsuits filed against/by Mayor Clifton and the City of Newark, any and all police reports involving the requestor and The Village of Fountainview, the number of arrests/how many people and how many per each person from Christina Mongelli
- \* Provided documents and closed an October 22 FOIA request for 100 Christina Mill Drive COs/code violations/open unresolved building and fire code violations from The Planning and Zoning Resources Company
- \* Provided a response and closed an October 27 FOIA request for 500 Valley Stream Drive outside of City limits from Jovianne Roye
- \* Provided a response and closed a November 1 FOIA request for 231 Executive Drive outside of City limits from Danylo Hentisz
- \* Provided a response and closed a November 1 FOIA request for 2090 Stafford Way outside of City limits from Chelsea Gittle
- \* Provided a response and closed a November 1 FOIA request for 101 Executive Drive outside of City limits from Chelsea Gittle
- \* Circulated to staff a November 3 FOIA request for a zoning verification letter regarding 100 Christina Mill Drive from The Planning and Zoning Resources Company
- \* Circulated to staff a November 3 FOIA request for police records pertaining to an individual from Keyonte Cameron

Regarding minutes, staff time was spent on the October 25 Council (Nichol drafting) minutes. Several Council executive sessions, October 5 Board of Election, October 12 Conservation Advisory Commission, October 25 Board of Adjustment, October 26 Diversity and Inclusion Commission and November 1 Council minutes are currently in the queue.

25 discovery requests for upcoming Court cases were fulfilled this week. 545 discovery requests have been filled so far for 2021. The court calendar for November 18 was completed and the 20 associated case files were compiled for the Deputy City Solicitor.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 535 lien certificates have been processed for 2021.

**Activity or Project:**

Digital Records Project

**Description:**

Renee spent time working with staff regarding various items related to the Records Division due to the Digital Records Coordinator vacancy.

The scanning numbers for October 28-November 3 are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track

**Activity or Project:**

Council Chamber Hybrid Meeting Upgrades

**Description:**

Renee met with IT Infrastructure Manager Reazor for a progress update on the Council Chamber hybrid meeting technology upgrades. The vendor is still waiting on equipment delivery, but is looking at alternative options for missing components. Based on the use of the Council Chamber and the holiday schedule, staff tentatively is scheduling installation for the week of January 3 provided all equipment has been delivered.

<b>Status:</b>	Hold
<b>Expected Completion:</b>	01-07-2022
<b>Execution Status:</b>	Behind Schedule

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

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

Electric Department

**Notable Notes:**

A two circuit substation transformer had an internal issue during a fault caused by a squirrel on Monday. Both circuits were turned off by protective relays and the line crews switched to bring 600 customers back on in two hours. A contractor is testing the unit.

The line crews continued pulling wire at The Grove. They also worked at the senior living facility on Barksdale Road, dropped services and covered wires for tree removals, and continued installing equipment for the smart lights.

The electricians accompanied an infrared contractor around the city, fixed a Gatekeeper (brings back info from electric and water meters), and worked on the service to the new solar installation at the warehouse.

Engineering compiled the UD loads for October, attended the preconstruction meeting for DeIDOT's Delaware Avenue project, and attended an online seminar on the smart meter system.

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

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

Finance Department

**Notable Notes:**

Monday, November 4, Council approved the 2022 Operating Budget and the 2022-2026 Capital Improvement Program. All documentation can be found on Budget Central ([www.newarkde.gov/budget](http://www.newarkde.gov/budget)). Staff has also submitted revenue ordinances for water, sewer and stormwater, which will be introduced at the November 8th Council meeting.

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. We have been asking repeatedly for when the homeowner assistance program will be available. To date, we still

don't have a definite timeline. We have been told it is still a couple months out. To learn if you qualify for aid through DEHAP, follow these steps below:

- Visit [decovidhousinghelp.com](https://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.

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.

**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 - 68  
 Open Project Tickets from Previous Week - 16  
 Open Tickets with Vendor R&D from Previous Week - 13  
 Tickets Opened in the Last Two Weeks - 66  
 Tickets Closed in the Last Two Weeks - 64  
 Remaining Open Support Tickets - 70  
 Remaining Open Project Tickets - 14  
 Remaining Tickets with Vendor R&D - 15

1. Meeting with HR to review new open enrollment options on 10/22.
2. Attended automation platform kick off meeting with Harris and PUB team on 10/26.
3. Turned on workflow for direct disbursements, wire transfers and imported invoices within Munis on 10/26.
4. Attended automation platform checklist meeting with Harris and PUB team on 10/27.
5. Harris completed the OMR configuration on 10/27, working with Pitney Bowes to configure camera.
6. Meeting with HR to preview new open enrollment options and make final tweaks on 10/29.
7. Performed monthly central property update in Munis on 11/1.
8. Attended Wesco-Honeywell virtual user group meeting on 11/3.
9. Worked with GIS team to get new assets created for Parks and added new assets in Munis.
10. Worked on and resolved support tickets for end users.
11. 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 - 128  
 Open Project Tickets from Previous Week - 42  
 Tickets Opened in the Last Two Weeks - 185  
 Tickets Closed in the Last Two Weeks - 181

Remaining Open Support Tickets - 131  
 Remaining Open Project Tickets - 43

1. Built a new web based remote access solution. Testing now.
2. Troubleshooting GK2.
3. Testing MFA for ADFS.
4. Removed equipment from the media room.
5. Preparing the switch and UPS from the media room to be relocated to secondary data closet at the yard.
6. User account audit.
7. Modified password policy to disallow non-expiring passwords.
8. Attended Microsoft Ignite virtual conference.
9. Troubleshooting car 908.
10. Deployed new iPads to Electric and PUBS.
11. Conducted OneDrive training.
12. Revised the new hire orientation checklist.
13. Updated the computer imaging and deployment checklist.
14. Researching two separate potential malware incidents.
15. Working with Verizon on their fiber conversion project.
16. Workstation patching and maintenance.
17. Server patching and vulnerability remediation.
18. Worked on and resolved support tickets for end users.
19. Actively responded to and resolved Secureworks alerts.

**Activity or Project:**

Automation Platform (Applications Team)

**Description:**

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

- Northstar internal kick-off meeting: 9/27 - 10/1

- Northstar & Newark project kick-off meeting: 10/26

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

- Northstar & Newark internal/external weekly status meetings

Process Design: 10/18/21 - 11/12/21

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29 (COMPLETED)

- Northstar & Newark external meeting to complete the required AP checklist: 10/27 (COMPLETED)

- Northstar internal meeting to review AP checklist: 10/25 - 10/29 (COMPLETED)

- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21

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

Test: 11/15/21 - 12/3/21

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/24

- Northstar to provide UAT support: 11/25 - 12/3

- Newark to perform UAT final remediation: 12/6 - 12/10

Operate: 12/13/21 - 12/24/21

- Northstar to deploy AP suite: 12/13 - 12/17

- Northstar to provide post go-live support: 12/13 - 12/24

- Northstar internal meeting to discuss project closure: 12/20 - 12/24

- Transition to support: 1/31/22

**Status:**

Started

**Expected Completion:**

01-31-2022

**Execution Status:**

On Track

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

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

Parks and Recreation Department

**Notable Notes:**

Director: Completing grant reimbursement information for installation of the restroom at the Reservoir; attended the GWC School Hill history display meeting; attended the meeting on open space and street acceptance for subdivisions; attended the subdivision advisory meeting with the Planning Department; attended the weekly White Clay Creek/Emerson Bridge update teams meeting with DelDOT and the construction team; met with Tom C., Devan and Paula about the vacant Parks Supervisor position; conducted the weekly Parks Maintenance meeting to discuss upcoming projects and workorders; attended the Halloween Party at the GWC, great event; met with Tyler and Paula about the purchasing of items for the Before and After Care grant offered through the State.

Deputy Director: Met with Tyler and Tom Z. to discuss potential locations for shelters at the two elementary schools where the before and after school care programs are located, worked on email message to the school district and principals discussing the placement and short deadlines for purchase of items; met with Tyler regarding winter/spring programs; met with Joe, Devan and Tom C. regarding open parks positions; attended the Reindeer Run meeting; stopped by the Halloween Party at the George Wilson Center; completed November PSA's and worked with Shelby to send out along with updating NextDoor and the banners on the website with upcoming events and sending out a message in Constant Contact to media for upcoming November events; scheduled staff training/brainstorming session to discuss items for 2022; spoke with coordinator of the Career and Life Services Center regarding a possible internship; attended meeting on solar park area at the reservoir with Jeff, Tim Filasky, and Tom Z.; worked with instructor from Beau Biden Foundation regarding upcoming classes; worked with Jayme and Rich Burtell from Electric regarding changing banners for outskirts of town and upcoming holiday banners; worked on getting additional quotes for sports equipment to purchase for the Childcare Stabilization grant; completed status of contracted employees and their information on workers comp for an audit in Finance, working with Kathy to finalize report; worked with staff to finalize or contact instructors to get invoices prior to Nov. 30 to close out purchase orders; worked with Melinda to assist in picking up prizes for the Halloween Parade winners and distributing flyers to local pet stores/businesses regarding NewBark Pawlooza; worked with Sharon to send out reminders to the Community Gardeners regarding the end of the season clean out session scheduled for Nov. 4; worked with Tyler on updating waiver forms for diabetes management for child care programs; helped organize and put items away at the maintenance yard from recent events; 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: Met with Deputy Director regarding Winter/Spring program plans; continues working to finalize items related to licensing renewal applications at Downes and West Park before/after care, continues working on stabilization grant application, visited both sites with Parks Superintendent and Deputy Director to determine potential locations for picnic shelters, completed the staff schedule for November; working to get summer program statistics completed; held winter adult volleyball captains meeting, the leagues are scheduled to begin 11/17 at Newark Charter; working to get volunteer basketball coaches for our youth leagues, the skills night is set for 11/2; Pickleball classes are winding down with one final makeup class scheduled 11/2.

Recreation Supervisor of Community Events: Gathered and sent prizes to the Halloween Parade winners; working on items related to the NewBark PawLooza, ordered shirts and delivered flyers and posters to local pet businesses; working on items related to Winterfest and Snack with Santa, sent email to ice carver about his participation, emailing with UD Community Music School about their choruses participating as performers, walked Academy Street with Paula about the event layout, several dance schools have expressed interest in participating in Winterfest.

Coordinator of GWC and Volunteers: Finalized all information and items needed for the Halloween Party at the George Wilson Center held on October 28 from 4 – 5:30 p.m., the party was a great success with over 80 attendees; the Newark Arts Alliance provided Halloween crafts, the Newark Police Department had a table set up with tips and tricks for safe trick or treating; activities also included Halloween games and even a Scary Room, the Newark Post covered the event and can be found at George Wilson Center hosts Halloween party | News Gallery | newarkpostonline.com; the two final ghost tours were held on October 27 and October 28, due to inclement weather; continued recruitment of Lifeguards and Swim Instructors and finalized information for upcoming lessons beginning in November; attended one Zoom meeting on the Historical Displays for the George Wilson Center on October 28; continued working on items for the Thanksgiving Day Breakfast; continued working on winter/spring programming; 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: The Main Hall and kitchen were rented on October 29 from 4 – 11:30 p.m. for a Women's Event with an overall total of 100; on October 30 from 12 – 5 p.m. for a first birthday with an overall attendance of 25; the Main Hall was rented on October 31 from 2 – 8 p.m. for Baby Shower with an overall attendance of 80.

Recreation Specialist: Helped organize and put away stuff from Harvest Festival and Halloween Parade at the maintenance yard; sent out messages and tracking responses to shirt/fleece/hoodie sizes for Before and After Care staff, shopped for candy/items for after school care Halloween parties, updated tracking forms for Downes; tallied and entered volunteer hours for the Halloween Parade; assisted with set up Wed./Thurs., and worked the Halloween Party at the Wilson Center, put together trick or treat bags for the kids, called costume prize winners; delivered flyers to pet businesses for NewBark PawLooza. Volunteer Hours: 4 missionary volunteers devoted 11 hours on 10/27 placing mulch at the Curtis Mill Park; 17 volunteers devoted 31.25 hours assisting with the Halloween Party at the George Wilson Center.

Parks Superintendent inspected 13 park/open space areas and developed work orders as needed, met or talked with five (5) residents concerning tree related issues, met with contractor concerning shelter installations in Lumbrook Park as well as Downes and West Park schools, attended meeting concerning Solar Park installation at Reservoir, followed up on landscape planting installations at the Rail Yard, followed up with landscape awarded bid to do plant cutbacks behind houses on Madison Drive to get estimated star date for Public Works, divided Iris' and transported them up to City Hall for employee give away of left over Iris and started working proposed "Tree Give Away" for residents next year.

Acting Parks Supervisor assigned field staff daily and assisted as needed, started coordinating with Recreation Division for upcoming special events and continued on work orders.

Parks/horticulture staff continue mowing and bed maintenance operations, did interior bed maintenance at City Hall including plant replacements that were damaged when working on heater unit, equipment maintenance on both Kubota's/string line trimmers/blowers/walk behind mowers, constructed holiday tree for display at Olan Thomas, did trash removal throughout park system, delivered/picked up/stored away materials/supplies for Halloween event at Wilson Center, delivered tables to City Hall for Halloween Pizza Mash luncheon and returned tables to Wilson Center, continued on mulching park areas, lined soccer field for league play, filled in small sink hole at Rahway Park and adjusted tennis nets/replaced center straps as needed at Phillips Park tennis courts. Volunteers assisted with mulching at several park/horticulture areas and prepared lights to be placed on the holiday tree on Main Street.

**Activity or Project:**

Installation of White Clay Creek/Emerson Bridge and Paper Mill Road Detour

**Description:**

The White Clay Creek/Emerson Pedestrian and Bicycle Bridge will be delivered the evening of Friday, November 12 with the installation taking place through early Monday, November 15. The Paper Mill Road closure and detour at the vehicular bridge located across the White Clay Creek will be as follows:

Weekend Closure of Paper Mill Road for Placement of a New Pedestrian Bridge

Traffic Information: DelDOT announces to motorists that Paper Mill Road will be closed for the placement of the new pedestrian bridge.

Times and Dates: 8 p.m. on Friday, November 12 until 5 a.m. on Monday, November 15, pending weather.

Location: Paper Mill Road (Bridge over White Clay Creek) between East Cleveland Avenue and Possum Park Road, Newark.

Local traffic will have access.

Detour Routes:

Northbound: Cleveland Avenue onto Capital Trail to Possum Park Road and return to Paper Mill Road.

Southbound: Possum Park Road to Capital Trail onto Cleveland Avenue and detour ends at the intersection of Paper Mill Road.

Detour signage will be posted for motorists.

<b>Status:</b>	Started
<b>Expected Completion:</b>	11-15-2021
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement

- Thorn Flats/Lehigh Flats - Buildings 91, 101, 111, 121, 131, and 141 finals in progress, all buildings approved to be closed in. 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, framing, exterior insulation panels, plumbing, roofing and electrical rough in progress. Marketing and sales trailer permit approved.
- 321 Hillside Road/The Rail Yard - Site work progressing, paving completed, temporary occupancy for all dwelling units issued, occupancy not issued for amenity space and leasing office not approved. Safety protocols placed in effect to limit construction areas and provide safety for new residents.

- 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.
- Fintech, Star Campus - Window and exterior finish installation has started. Interior work progressing. Site work is progressing.
- College Square Apartment Buildings - Building 1, interior work progressing. Exterior wall covering installation underway. Framing started on Building 2.
- 45 E Main Street, CVS - Final inspection complete. Final CO can be issued.
- Evan Hall, UD - Approval for occupancy of rooms 127, 129 and adjacent corridor and vestibules approved. Additional work progressing.
- Drake Lab Addition - Foundation walls and underground plumbing installation ongoing.
- Green Turtle - CE plan review complete.

#### Meetings Attended

- Subdivision Advisory Committee

#### Items of Interest Code Enforcement

- Site visits with Dave for orientation regarding new position.

#### Property Maintenance

- Complaints: 24
- Violations: 4
- Citations: 3
- Inspections: 41
- Notices: 7

#### Property Maintenance Items of Interest

- Meeting about nuisance properties with Councilwoman, NPD, City Manager's Office, and City Secretary personnel.
- Attended court for 414 & 41 S. College in reference to two trash citations issued in September of this year. Requested the judge remove one citation in lieu of payment of the other and expectation of compliance going forward as related to the maintenance of property. Judge accepted agreement between myself and the resident and case was closed out after payment was made.

#### 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. Parking Division audited by Finance Department.
- Continued handling residential and municipal permitting for residents. Permitting has returned to normal levels after an increase from returning students.
- Continued handling online and in-person parking appeals. Current wait time for a parking appeal under three (3) business days unless further action needs to be taken.
- Collected COVID results from unvaccinated employees and moved along to City Manager's Office.
- Parking Maintenance has their annual fall cleanup of the garage. Moved old meter housings to better areas and prepared single space meter mechs for sale.
- Several meetings regarding Main Street Alfresco, Winterfest, and the (post) Halloween Parade and Trick-or-Treat. Review of how we are shutting the street down and how we can better handle Main Street traffic during those shutdowns.
- Review of Forest Lane special residential parking request for Council consideration.
- Provided City Manager's Office and Finance with possible revenue stream changes if parking citation base amounts were to increase.
- Received two new parking controllers for kiosks and installed them. Sent back old controllers to ITS. This fixed the broken kiosk on Lovett and allowed the printer to work on a Kent Way kiosk.
- Review of A/R aging reports and supplied what needed to be removed from the list.
- Worked with PW&WR and Electric regarding the EV stations and Lot 1 transformer getting bollard/bumper blocks installed to protect units.
- Provided language to City Manager's advising for complementary parking on Small Business Saturday.
- Contacted parking vendors and informed them they need to complete the new EFT forms for Finance/Purchasing.
- Notified staff of open enrollment.

#### Planning/Land Use

- Deed Transfer Affidavit: 13
- Building Permit Reviews: 33
- Certificates of Completion/Occupancy: 0

- On Thursday, October 28, Planner Mike Fortner staffed the Community Development/Revenue Sharing Advisory Committee meeting. The Committee completed its recommendation process to Council. The final report will be presented to Council at their December 6 meeting.
- Planner Mike Fortner has completed all monitoring reports of Subgrantees for the 46th Year CDBG Program and submitted them to New Castle County.

<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b> Police Department	
<b>Notable Notes:</b> The police officer entrance exam was held on Saturday, October 30th, 2021. Sixteen (16) applicants took the written exam and two of those failed the physical exam. The remaining fourteen (14) applicants were interviewed this week and will continue in the hiring examination process. This week, the Fall firearms training and qualification continues for officers. Our Fall Citizen Police Academy continues with graduation to be held on Thursday, November 11th, 2021.  Patrol Division: <ul style="list-style-type: none"> <li>On Tuesday, November 2nd, at approximately 2055 hours, officers responded to the second floor of the Galleria, located at 45 E. Main Street, in reference to a disorderly conduct complaint. Upon arrival, contact was made with the reporting person who advised that a male suspect attempted to enter their locked office. When the male was unsuccessful in entering the office, he placed a pink umbrella across the door handles which prevented the doors from opening in an emergency. The male was located on scene and was subsequently arrested for disorderly conduct. At the time of his arrest, it was discovered that he was currently wanted for Violation of Probation issued by Superior Court. The defendant was presented before Justice of the Peace Court #11 and released on unsecured bond.</li> <li>On Sunday, October 31st, at approximately 2126 hours officers responded to Library Avenue, north of Wyoming Road, in reference to a head-on vehicle collision. Upon arrival, it was learned that a gray Mazda was traveling southbound on Library Avenue, crossed the center median into the northbound lanes, and struck a silver Ford pickup truck. Both operators were transported to CER with injuries. Through investigation, it was determined that the driver of the Mazda was operating the vehicle under the influence of alcohol. She was subsequently charged with DUI and Driving While Suspended as well as additional traffic violations.</li> </ul> Special Enforcement Division: <ul style="list-style-type: none"> <li>The Traffic Unit has placed a speed box on Chrysler and Schull Drive and another speed box on Hillside Road and Forrest Lane in response to citizen surveys. The Unit will increase speed enforcement on Otts Chapel Road and enforce the NO LEFT coming out of Sandy Drive at Otts Chapel. Speed enforcement will continue in high traffic areas of Delaware Avenue, Capitol Trail, and South College Avenue.</li> <li>The Special Operation Unit will host the Newark HUB meeting with partner agencies this week. SOU has been working evenings and nights on pro-active enforcement in high call areas.</li> </ul>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b> Public Works and Water Resources Department	
<b>Notable Notes:</b> DelDOT Project Updates: 1. Delaware Avenue reconstruction pre-construction meeting was held on November 4. The contractor expects to begin construction on the intersections and signals by the end of November, tentatively scheduled for November 29th. More detailed information will be provided next week. 2. Cleveland Avenue roadwork will restart the week of November 8. Signals, intersections, and storm sewer installation are all planned for the next two (2) months, weather dependent.  PW&WR crews took part in the annual Snow Plow Rodeo put on by our insurance provider, DFIT. This competition showcases the drivers' skill and ability to navigate an obstacle course quickly and safely. Results are pending.	
<b>Activity or Project:</b> Annual Street Paving Contract	
<b>Description:</b> Curb work at Country Hills Drive is anticipated to be completed around 11/9. The paving crew continued milling and paving at Shenandoah Drive, Moss Court and Creek Bend Drive and is anticipated to be completed by 11/9. The final area of paving on this contract including Sypherd, Forest Lane, and Hillside Road will likely be completed in the Spring when the asphalt plants open back up.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2021
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b> Sanitary Sewer Study and Repairs	
<b>Description:</b> A pre-construction meeting was held with our sewer lining contractor to begin the cleaning and inspection ahead of the lining work to be completed this winter. Our consultants, JMT and TFE, will also be performing additional inspections of the sewer lines and manholes running along Bogy Run, which runs from New London Road near Ray Street to the White Clay Creek. Temporary closures of the Fremont connector trail may be necessary and will be noticed in advance.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2021
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b> Fremont Road Culvert Replacement	
<b>Description:</b> PW&WR staff held a kickoff meeting for the replacement of the storm culvert under Fremont Road near the Fairfield Crest Swim Club. This culvert is deteriorated corrugated metal pipe and will require full replacement of the culvert and road section. The road will need to be closed for the anticipated four (4) week construction window. Traffic would be detoured to the north entrance to Fairfield Crest. Notices and detours will be posted well in advance of this work, which is expected to begin in the spring.	
<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2022
<b>Execution Status:</b>	On Track

**CITY OF NEWARK STAFF VACCINATION & COVID-19 CASES STATISTICS (last updated October 30, 2021)**

DEPT	VAXXED	TOTAL	%
ADMIN	20	20	100.00%
ELECTRIC	19	22	86.36%
FINANCE & IT	19	23	82.61%
JUDIC & LEGIS	18	19	94.74%
PARKS	68	72	94.44%
PLAN, CODE, & PARKING	29	35	82.86%
POLICE	71	91	78.02%
PWWR	45	58	77.59%
<b>TOTAL</b>	<b>289</b>	<b>340</b>	<b>85.00%</b>

LABOR GROUP	VAXXED	TOTAL	%
AFSCME 1670	39	46	84.78%
AFSCME 3919	19	26	73.08%
CWA	90	105	85.71%
FOP	49	67	73.13%
MGMT	32	33	96.97%
TEMP/SEAS/NON-UNION	60	63	95.24%
<b>TOTAL</b>	<b>289</b>	<b>340</b>	<b>85.00%</b>

WORK TYPE	VAXXED	TOTAL	%
OFFICE STAFF	162	176	92.05%
FIELD STAFF	127	164	77.44%
<b>TOTAL</b>	<b>289</b>	<b>340</b>	<b>85.00%</b>

EMP. STATUS	VAXXED	TOTAL	%
FULL-TIME	199	242	82.23%
PART-TIME	30	35	85.71%
TEMP/SEAS/NON-UNION	60	63	95.24%
<b>TOTAL</b>	<b>289</b>	<b>340</b>	<b>85.00%</b>

POSITIVE CASES	UNVAXXED - PD (N = 91)	UNVAXXED - Muni. (N = 187)	UNVAXXED - Temp./Seas./N on-Union (N=63)	VAXXED - PD (N = 91)	VAXXED - Muni. (N = 196)	VAXXED - Temp./Seas./Non-Union (N=63)	% UNVAXXED
3/1/20 - 12/10/20*	6	11	0	--	--	--	100.00%
12/11/20 - 3/19/21**	8	7	1	--	--	--	100.00%
3/19/21 - Present***	6	7	1	1	3	4	63.64%
<b>TOTAL</b>	<b>20</b>	<b>25</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>85.45%</b>

\*Vaccines not available to anyone  
 \*\*Vaccines available to first responders only  
 \*\*\*Vaccines available to all City staff

% OF CURRENT UNVAXXED STAFF W/ COVID CASE (SINCE START)	
16 of 51 employees	31.37%

DEPT	% OF CURRENT STAFF W/ POS. TEST RESULT	LABOR GROUPS	% OF CURRENT STAFF W/ POS. TEST RESULT	% CURRENT VAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)	% CURRENT UNVAXXED STAFF W/ POS. TEST RESULT (SINCE 3/19)
ADMIN	5.00%	1670	17.39%	2.77%	27.45%
ELECTRIC	18.18%	3919	19.23%		
FINANCE & IT	13.04%	CWA	11.43%		
JUDIC & LEGIS	0.00%	FOP	23.88%		
PARKS	6.94%	MGMT	9.09%		
PLAN, CODE, & PARKING	25.71%	OTHER	7.94%		
POLICE	20.88%	<b>TOTAL</b>	<b>14.41%</b>		
PWWR	13.79%				
<b>TOTAL</b>	<b>14.41%</b>				

VACCINE TYPE	TOTAL (Regular)	TOTAL (Temp & seasonal)	%
MODERNA	167	33	69.20%
PFIZER	50	24	25.61%
JOHNSON & JOHNSON	12	3	5.19%
<b>TOTAL</b>	<b>229</b>	<b>60</b>	<b>100.00%</b>

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

Digital Records Project New Documents Created – October 28-November 3

Name	# of Documents	# of Pages	Types
Sandy	327	3,831	PUBS Daily Cash Reports and Returned Postal Records; City Manager Administrative files
Fred	8	1,198	PWWR contracts; Code Enforcement plans; Electric Department tickets
Ana (PT)	80	384	Court documents
Violet (PT)	13	32	Current Legislative Department documents
Total	428	5,445	

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	20,018	+8,102
October	19,708	14,521	-5,187
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 10/24/21-10/30/21

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	4	0
Rape	3	5	0	3	2	0
Unlaw. Sexual Contact	5	8	1	5	2	0
Robbery	19	21	0	24	33	0
- Commercial Robberies	2	2	0	0	3	0
- Robberies with Known Suspects	2	5	0	1	4	0
- Attempted Robberies	0	5	0	0	13	0
- Other Robberies	15	9	0	23	13	0
Assault/Aggravated	16	23	1	13	66	4
Burglary	34	28	1	79	13	0
- Commercial Burglaries	9	6	0	42	4	0
- Residential Burglaries	19	19	1	17	6	0
- Other Burglaries	6	2	0	20	2	0
Theft	441	600	10	130	108	3
Theft/Auto	59	56	0	16	13	0
Arson	0	0	0	0	0	0
All Other	154	4	0	80	47	2
<b>TOTAL PART I</b>	<b>736</b>	<b>746</b>	<b>13</b>	<b>353</b>	<b>287</b>	<b>9</b>
<u>PART II OFFENSES</u>						
Other Assaults	232	205	6	164	178	4
Rec. Stolen Property	2	0	0	8	9	0
Criminal Mischief	103	167	4	48	48	1
Weapons	11	5	0	37	49	4
Other Sex Offenses	0	8	0	0	4	0
Alcohol	35	149	5	36	151	2
Drugs	51	122	1	82	81	0
Noise/Disorderly Premise	527	740	18	176	252	7
Ordinance Violation	56	125	0	89	24	0
Disorderly Conduct	135	372	13	59	92	0
Trespass	267	315	7	45	85	4
All Other	228	379	15	215	224	9
<b>TOTAL PART II</b>	<b>1647</b>	<b>2587</b>	<b>69</b>	<b>959</b>	<b>1197</b>	<b>31</b>
<u>MISCELLANEOUS:</u>						
Alarm	141	449	22	0	0	0
Animal Control	415	395	8	20	9	0
Recovered Property	156	151	6	0	0	0
Service	23815	28224	594	0	0	0
Suspicious Per/Veh	375	356	10	0	0	0
<b>TOTAL MISC.</b>	<b>24902</b>	<b>29575</b>	<b>640</b>	<b>20</b>	<b>9</b>	<b>0</b>

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	602	29,704	809	36,384



## Newark Police Department Weekly Traffic Report



**10/24/21-10/30/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	3513	10430	54	238
DUI	74	133	1	6
TOTAL	3587	10563	55	244

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	149	147	5	5
Property Damage (Reportable)	641	759	10	22
*Hit & Run	167	149	1	0
*Private Property	148	175	0	4
TOTAL	790	907	15	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.