

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I am working with staff to make changes to the content provided in the weekly administrative report (this document) beginning with the next report. We will provide a more concise report with less of a focus on day-to-day activities and more focus on larger, policy or project-based items. I would appreciate feedback on what you do and don't like so we can continue to fine tune the report, so it best meets the needs and expectations of City Council.

On Monday we held the ribbon cutting for the new solar installations. The event was held at the new solar field to the east of the Reservoir parking lot and it was very well attended. I would like to thank all of our project partners, the state legislature, and City staff for making this project a reality.

Two of our electric line workers are currently in New Mexico assisting the Navajo Tribal Utility Authority with a project to bring electric to some of the 10,000 or so homes on the reservation that have never had electric service. This is part of the third annual "Light up Navajo" project (<https://www.ntua.com/light-up-navajo.html>). Our line workers are joined by two other line workers from Milford and Smyrna. We are posting information on their progress on our and DEMEC's social media feeds this week.

Friday was Bike to Work Day and we held an event together with BikeNewark, UD, DelDOT, and WILMAPCO in Mentor's Circle just north of the Morris Library. This was the first event since 2019 and attendance was good, all things considered. I would like to thank all of our community partners who have worked with Newark to improve cycling in and around Newark.

On Tuesday I participated in a meeting of the DEMEC Executive Board. We are working to improve DEMEC's personnel policies and employee review processes specifically.

Parks Superintendent Tom Zaleski retired officially this week after 31 years with the City. We will miss Tom and wish him the best in retirement. Herb White will be joining the City to take Tom's place on May 31st. Herb is a very accomplished arborist and comes to Newark from the City of Wilmington, and we are very excited to bring him on-board.

Human Resources:

HR Administrator Marta Pacheco:

- Processed employee on-the-job injury with PMA.
- Scheduled medical appointments for certified police officer applicant; emailed confirmation letter and medical forms to applicant.
- Scheduled and informed applicants of their pre-employment physicals.
- Prepared and distributed letters to police officer applicants that passed written exam but failed the physical assessment.
- Prepared and distributed letters to certified police officer applicants that failed background checks.
- Worked with NPD on scheduling/reserving room for police officer online exam test dates for June. Still waiting on specific details/study guide before I can inform pending applicants.
- Training Denyce on how to prepare the weekly report, process new hires in Munis, as well as other changes in anticipation of my upcoming vacation in June.
- Assisted with police officer applicant psychological testing in our office on Wednesday.

- Continue to received/review police officer applications and notifying those with missing information.
- Working on June merit step increases.
- Reviewed with Devan our new evaluation process which will be discussed in more detail at the management retreat.

Ms. Hardin spent most of the week sending and responding to emails and working on personnel and labor relations matters. The HR Division continues to stay busy with recruitment efforts for both internal and external postings. Ms. Hardin also met with several City employees to discuss their upcoming retirements scheduled for late 2022 and early 2023. Ms. Hardin also spent time finalizing the details of the management retreat which is set to take place next week on May 26. The retreat is a professional development opportunity for the management staff and includes speakers on various topics such as diversity and inclusion, team building, mental health, work-life balance as well as updates on labor law and an overview of the City's electric co-op DEMEC. There has not been an event like this for managers since 2016. The managers will also have a chance to review and provide feedback on an updated employee evaluation which will be presented by the HR team. Ms. Bradshaw assisted Ms. Hardin with completing pension sheets for CWA and Management employees which will be provided next week. The Chief, Deputy Chiefs and Captain are in the process of completing the Chief's interviews for the promotion process. Once HR receives those scores they will be added to the oral board and exam scores to finalize the promotional list for 2022-2024. Ms. Hardin will be assisting Parks with the onboarding of the new Parks Superintendent (replacing the retired Tom Zaleski) who begins with the City on May 31. Ms. Hardin completed the exit interview for Tom Zaleski who retired from the City on May 18 after 31 years of service. Ms. Hardin spent the remainder of her time assisting employees with personnel related questions and assisting managers with labor relations matters.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale's week was, again, dominated by COVID-related items. There were another 6 positive cases this week, bringing our confirmed staff total to 180. 157 current employees have tested positive at least once, which represents 44% of all City staff. Attached is this week's COVID positivity stats.

Beyond COVID, on Monday, along with several City staff members, state legislators, and Seiberlich Trane representatives, we unveiled the new Solar Park at the Newark Reservoir. The ribbon-cutting event was a success and was very well attended. Here is the Newark Post article on the event and project: https://www.newarkpostonline.com/news/newark-completes-installation-of-new-solar-panels-at-reservoir-city-hall/article_0e97d27f-ecdd-5768-9799-2d610bbaf1c4.html.

Purchasing:

Purchasing Assistant Cathy Trykowski processed 86 invoices and 15 purchase orders for the week ending 5/13. So far this week, she has processed 10 purchase orders and anticipates processing 85 invoices by the end of the week.

Facilities Maintenance:

The FM team completed the following this week:

- Met with the state inspectors for UST State Inspection.
- Repaired diesel pump.
- Hung two awards.
- Checked keypad at the yard. I was unable to repair.
- Cleaned strainer and worked on PD cooling tower.
- Worked with Train starting PD chiller backup after they made repairs.
- Taped cords down in Council Chamber.

- Helped Anaconda determine where the trouble point is coming from the Yard to 911 old red-light system.
- Continued to remodel the Rittenhouse bathroom.
- Completed normal cleaning and disinfecting duties.
- Scheduled two interviews for new custodians.

Communications:

Chief Communications Officer:

- Continue to support the Academy Street beer garden with DE Growler, help AHHL with fundraising efforts.
- Attended the ribbon cutting ceremony for Solar Phase 2 at the Reservoir.
- Participated in the TNP Board meeting on Tuesday evening.
- Attended the Safety Committee meeting.
- Completed the TNP professional development series focused on diversity and inclusion.
- Assisted with the preparation of Bike to Work Day.
- Organized an employee thank you breakfast with the Newark Area Welfare Committee.
- Assisted Chief Purchasing & Personnel Officer with COVID-related notifications, etc.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Completing bank runs and COVID test drop-offs when needed.
- Organizing Father's Day raffle to benefit Family Promise.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Creative Design and Web Specialist:

- Built the beer garden tables.
- Created the Bike to Work Day award.
- Created signage for the limits of the beer garden.
- Designed the invitation for the Ribbon Cutting of Solar Phase 2 at Newark Reservoir.
- Developed Aetna Fire Engine raffle signage.
- Distributed the District 2 Newsletter via InformMe and on newarkde.gov/d2news.
- Public meeting notices have been posted via InformMe.
- RequestTracker tickets were forwarded to the appropriate department.
- The Bond Bill Request webpage has been updated.
- The City's website has been updated with background information on Mayor Stu Markham.
- The Unicity logo has been updated with a brighter yellow.
- Developed a new Unicity Route flyer after several rounds of editing.

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 5/12/22-5/18/22. These sessions included arraignments, trials, capias returns, video hearings and a Violation of Probation hearing. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in a virtual manager's meeting on 5/12/22.

Interviews for the P/T Bailiff position were held on 5/10/22. An offer was made to an applicant who accepted with a tentative start date of 6/6/22.

The court processed 28 PBJ's for traffic violations and 8 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 5/12/22-5/18/22 Alderman's Court handled 37 arraignments, 80 trials, 8 capias returns, 3 video hearings and 1 Violation of Probation hearing. The court collected a total of 437 parking payments of which 354 were paid online and 83 were paid at court. The court also collected criminal/traffic payments of which 184 were paid online and 36 were paid at court for a total of 220 criminal/traffic payments.

Status:

Completed

Expected Completion:

05-18-2022

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 May 12th for City business and May 16th for City Council while Bobby was in the office on May 12th for Alderman's Court.

Danielle worked on FOIA-related items the past week. The following actions were taken on FOIA requests:

- o FOIA: (Closed 2)
- o Provided a response and closed a May 9th FOIA request for 250 Executive Drive which is outside of City limits from Robert DiMenna
- o Provided a response and closed a May 12th FOIA request for 1900 Southway Drive which is outside of City limits from Andrew Dziedzic

Danielle circulated the agreement and plans for 500-700 Creekview to staff for signatures.

Danielle attended the Safety Committee meeting on May 18th.

Sahar completed the following tasks during the previous week.

- Destruction notices for Planning.
- Sent older historical records to Administration for approval for destruction.
- Destruction notices for Finance records, cash records, business licenses.
- Prep budget files following approval from Finance.
- Destruction notices for Purchasing records following coordination from Purchasing.
- Processed Code Enforcement/Utility tickets.
- Brought some boxes of older records in from trailer for review.
- Destruction notices for Code Enforcement (16 rolls) including some with missing routing forms; some will be sent to archives while others will be destroyed.
- Worked with Andrea Coyle from Public Works on how to locate a file in TCM with Fred.
- Transferred approved destruction records to the trailer.

Regarding minutes, staff time was spent on the May 9th and May 16th Council minutes and the March BOA minutes.

Regarding administrative tasks, Nichol completed the following:

- Drafted the Board of Adjustment approval letter.
- Posted 5/16 audio minutes in archive, Teams messaged Kyle to upload to web.
- Spoke with James Reazor about posting Teams videos since they are so large. He is looking into posting on YouTube instead of our site because we have to pay storage.
- Tested Teams in Chamber.
- Helped Alicia Cash with Traffic Committee meeting troubleshooting.
- Posted Charrette to 9C for 5/23 City Council meeting.
- Posted Diversity and Inclusion agenda to foyer and site.
- Approved legal ad.

Tara compiled the weekly report for the Legislative Department and Records Division.

Tara continued drafting the upcoming agendas for the June Council meetings.

Tara processed the Council meeting follow-up for the May 16th Council meeting.

Tara compiled the agenda and packet for the May 23rd Council meeting.

Tara continued to monitor and follow-up with Code Enforcement on a property at O'Daniel Avenue.

Tara continued to spend time training Nichol Scheld in her new role of Deputy City Secretary.

Staff continued to work with the Newark Post (Chesapeake Publications) to ensure that advertising deadlines are met, and proofs are acceptable prior to publication with legal advertisements.

Tara attended the staff meeting on May 5th.

Tara spent time continuing to modify the software for her new role and change of office space with additional time coordinating with IT to change over some internal processes in her new role from Renee from an IT software perspective.

Tara approved various permit reviews and invoices in MUNIS.

Tara worked with IT to continue tweaking the software and hardware for hybrid Council Chamber meetings.

Tara met with Stu Markham via Teams to discuss several items.

Tara updated various areas on the City's website.

Danielle fulfilled 9 discovery requests for upcoming court cases. 292 discovery requests have been filled in 2022. There are 45 outstanding discovery requests still in the queue.

Violet processed 15 new lien certificate requests that were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. 220 lien certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates.

Activity or Project:

Digital Records

Description:

The Digital Records Project continues to ramp up with the recent staff addition of Sahar Naseem, Digital Records Coordinator. She is working closely with many departments to assess their requests to streamline the process so each department may move forward with any backlog of documents and effective managing of the current digital record needs.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:

Council Chamber Hybrid

Description:

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:

Description:

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

Department:

Electric Department

Notable Notes:

The line crews responded to an outage on Alexandria Drive Wednesday morning at 3:30 a.m. after a cable and transformer went bad. They changed the transformer and switched feeds to get 61 customers back on just before 5 a.m.

The crews continued changing the photocells for the smart streetlight system.

The electricians continued with the infrared scan of the circuits. They also had to troubleshoot issues with the Silverbrook generator and continued checking the aerial pole mounted capacitors.

Engineering met with DEMEC and continued working on the PJM registration. Engineering also met with consultants on the UD Electric Vehicle to Grid (EV2G) project. Engineering worked in the field with an electrician and a sales engineer to change a radio to a cellular modem in a recloser that often loses communications.

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:

Finance Department

Notable Notes:

I am happy to report that the City received the Certificate of Achievement for Excellence in Financial Reporting for its 2020 Annual Comprehensive Financial Report. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full

disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations to the Accounting team, led by Deputy Director Jill Hollander, for again having satisfied the high standards of this program.

Over the next month, the Payments and Utility Billing Division will be extremely busy during the “move-out” period of our UD students. During this time, call and walk-in customers will increase three-fold. If you need to reach someone in PUB, please feel free to use our call-back feature or send an email to customerservice@newark.de.us for someone to get back by the end of the next business day.

HR Items: Director Del Grande has been working with HR in reviewing the applications for the Payments and Utility Billing Manager vacancy. The first round of interviews is estimated to take place the first or second week of June depending on the availability of the interview panel. In addition, our Infrastructure Manager has decided to part ways with the City for an opportunity in the private sector. We will be looking to also fill this position as soon as we are able. In the meantime, Donald Lynch has been named in an acting role until the position is filled permanently. On Monday, our contracted desktop support contractor started, only to promptly resign on Wednesday, so we are looking to fill this position as well.

2023 Annual Budget: Staff is working on the timeline for the 2023 budget process. The timeline should mirror last year’s process, with internal hearings taking place the week of July 11th, with departmental hearings with Council taking place beginning in August. At the moment, staff is a bit behind schedule due to a shortage of manpower.

Payments and Utility Billing Group has been working with our customers helping them get their account balances up to date. If you need assistance, please reach out to PUB at 302-366-7000, option 2, to explore your options. We ask that you do not wait until your account falls into arrears, as the City has access to many programs which can provide aid to our residents.

Do you need assistance in paying the balance on your water and sewer bill? If so, please reach out to the State’s Low Income Household Assistance Program (LIHWAP). Please complete the application to this program and let our staff in Payments and Utility Billing (PUB) know that you have applied for assistance. Here is the link to the application: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

The Delaware State Housing Authority has applied to the US Treasury for authorization to spend up to \$50 million in ARPA funding to allow homeowners to get caught up on past-due mortgages, taxes, water, sewer, and stormwater bills. Also includes HOA fees. We are expecting a pilot program to begin at DSHA May 16. As more information becomes available, we will provide updates. Here is a link to the program’s website for more information: <https://decovidhousinghelp.com/covid-19-homeowner-assistance/>.

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 - 59
Open Project Tickets from Previous Week - 16
Open Tickets with Vendor R&D from Previous Week - 19
Tickets Opened in the Last Two Weeks - 34
Tickets Closed in the Last Two Weeks - 33
Remaining Open Support Tickets - 60
Remaining Open Project Tickets - 16
Remaining Tickets with Vendor R&D - 19

Application Support Analyst attended the Tyler Technologies User Conference in Indianapolis 5/15 - 5/18.

1. Updated ReadyForms Payroll Check template to read void 180 days vs 90.
2. Imported multiple meter marriage files for Water & Electric Divisions.
3. Updated letter templates for Northstar mail merge as requested.
4. Corrected the order of credit events in Northstar for credit control courtesy calls and worked with vendor to correct credit rating on affected accounts.
5. Upgrade Tyler Readyforms production environment.
6. Updated electric rates in Northstar effective 7/1/22.
7. Attended Energov meeting with Tyler Technologies on 5/9.
8. Meeting with Deputy Director Hollander to discuss retainage cleanup on 5/10.
9. Teams meeting with Northstar PM to discuss Server Migration and SilverBlaze projects on 5/11.
10. Teams meeting with Infrastructure to discuss path forward with SQL server migration project on 5/12.
11. Worked on and resolved support tickets for end users.
12. Created reports for users as requested.

Infrastructure Team:

Open Support Tickets from Previous Week - 143
Open Project Tickets from Previous Week - 46
Tickets Opened in the Last Two Weeks - 173
Tickets Closed in the Last Two Weeks - 186
Remaining Open Support Tickets - 129
Remaining Open Project Tickets - 47

1. Efforts to stabilize the mesh network appear to have been successful. It has been stable for three (3) weeks.
2. Additional cameras installed.
3. NetMotion (VPN replacement) has been installed and configured.
4. VPN testing is underway.

5. Received additional equipment for the network refresh project.
6. Building a new image for the Panasonic Toughbooks to be deployed to the Motos.
7. Workstation patching and maintenance.
8. Server patching and vulnerability remediation.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts received.

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 (COMPLETED)

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29
- Northstar & Newark external meeting to complete the required AP checklist: 10/27
- Northstar internal meeting to review AP checklist: 10/25 - 10/29
- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21 (COMPLETED)

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

Test: 11/15/21 - 12/3/21 (IN PROGRESS)

- 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 (IN PROGRESS)

- 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

Promoted 11 of 16 workflows to production, waiting on vendor for 4 of the remaining 5 workflows.

Status:	In-Progress
Expected Completion:	01-31-2022
Execution Status:	Behind Schedule

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Equipment tracking:

- 2 Racks - Received
- 4 PDUs - Received
- 3 VxRails - Received
- CyberVault R750s - Received
- S5232s – Received

Pending shipment with expected delivery dates:

DD6900s - May 02, 2022

R450s - April 18, 2022

DP4400s - June 15, 2022

N2200s – December 28, 2022

S5224s – September 12, 2022

S3048s – July 20, 2022

S4128s – July 20, 2022

Status:	Started
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Sharon and Paula about the Memorial Parade logistics; met with Tom Z. on several occasions to discuss upcoming projects and contracted work upcoming in preparation of his retirement; completed two Outdoor Recreation Parks and Trail Grant application; conducted parks maintenance meeting to discuss upcoming work orders and projects; reviewed several landscape plans as part of the CIP process; working with Kathy on Traffic Island Beautification sign order; working with JMT on the updated Old Paper Mill Park layout and design; attended the Memorial Parade meeting along with Newark Police, Public Works and Parks and Recreation staff; met with Tom Z. about upcoming tree work that is scheduled through July with our tree removal contractor; met with Andrew about the 2023 budget and park equipment and maintenance needs for 2023; preparing information for the new Parks Superintendent Herbert White who will begin on May 31; organizing additional sign order for park and trail wayfinding.

Deputy Director: Attended meeting for Memorial Day ceremony and parade with staff working the event including NPD, Public Works, recreation and park staff, updated the script for the ceremony on the UD Green, met with Memorial Day Parade Committee prior to the ceremony to run through the script and worked the ceremony and parade; worked with musician scheduled to perform for Spring Concert Series regarding dropping off of equipment; sent out dance rehearsal and recital information again to parents along with photo information; worked on and found a replacement trip leader for the trip scheduled to New York City; worked with Steve the George Wilson Center attendant on changes to the rental and staff schedule; continue to work with summer staff in processing employment paperwork; met with Camp GWC Director and Assistant Camp Director regarding upcoming camp, discussed the field trips, weekly themes, staffing requirements in preparation for the start of camp, scheduled a meeting with them and the new GWC Coordinator Bill Johnson prior to camp starting; worked with Steve, GWC attendant, and IT to fix issues with the credit card reader at the Wilson Center; worked with theater instructor to add her classes to the summer activity guide along with the camp guide and update her descriptions; spoke with a potential new art instructor about adding some summer classes to the activity guide; worked with Sharon to send out a notice to the pottery participants about make up classes; worked with Shelby to create a flyer for the dance recital and swim certificates; sent payment notification verifications to Tyler to submit for the Child Care

Stabilization grant; continued to review applicants for summer jobs and pass along to recreation staff; 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 and processing permits; continued to process financial assistance paperwork; continued to work with Cameron and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues planning for Rittenhouse summer camp, hired additional staff, still interviewing for two remaining positions, getting field trips set up, rain location confirmed at Newark Charter on Fridays; sent out and gathering background checks for summer camp staff and instructors; continues recruiting for tennis instructors; prepared materials for the bus trip to NYC which was held on Saturday, May 14; our spring session of youth skateboarding classes concluded; youth soccer and dance pictures were held at GWC on 5/12; continues working with grant coordinator to verify purchases for childcare stabilization grant funds; all items for compliance with our before/after care license renewal at Downes have been submitted.

Recreation Supervisor of Community Events: Prepared for and held the annual Newark Memorial Day Parade and ceremony with 30 entries and approximately 100 members of the community viewing the ceremony and 1,500 viewing the parade, sent emails to participants and VIPs regarding set up, formation, and timelines, met with city staff working the event to review the logistics, met with the Memorial Day Parade Committee and conducted a run-through of the script for the ceremony on the Green; prepared for and conducted the first of the Newark Spring Concert Series with the Blues group, Howard Valentine, and The Prophets of Love with approximately 80 in attendance for the concert; sent emails to adult pottery registrants regarding their final class and was in contact with instructors about UD firing the remaining items; monitoring upcoming fitness class numbers.

Recreation Specialist: Covered Stay Fit on Tuesday; worked the Spring Concert Series on Thursday with Sharon; continued to work on summer camp volunteers and adjusting their schedules based on their responses; worked Memorial Day parade; updated website with adult volleyball scores. Volunteer Hours: 2 missionaries volunteered a total of 3 hours putting down safety surfacing at Fairfield Park; 8 volunteers worked a total of 24 hrs. with the Memorial Day parade on 5/15; 1 volunteer worked 27 hours in preparation for and conducting the Saturday History Stroll held on 5/14.

Parks Superintendent: Inspected play equipment only in five (5) park areas and developed work orders as needed, assisted Electric, Code Enforcement and Water Division with several tree issues, reviewed five (5) proposed landscape plans and commented as needed, reviewed one development for release of surety and met with owner at another site to give guidance on plant replacements, picked up plant materials at two nurseries for planting at Folk Park sign bed, met trim crew/horticulture crew at Hillside to show them work needed in all bed/basin areas and mow lines throughout park, inspected plantings installed at the Reservoir solar park site, met with resident concerning tree issue, met with landscape contractor and protection contractor on site to coordinate set up for work on traffic island #2 South Main Street, met with Girl Scout to show her a third site for possible Gold Award project and requested she get back by end of week with decision; along with Parks Director and Parks Supervisor interviewed final candidate for full-time opening on parks staff and completed evaluation forms and continued compiling list of upcoming projects/PO ordering for remainder of this year and at the start of next year. I just wanted to say that it has been quite a ride the past 31 plus years, and I will miss everyone. Thanks for the memories, Tom Zaleski.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated loading of materials/supplies for Memorial Day event, continued coordinating with Recreation Division for upcoming special events, started researching electric powered watering tanks, continued following up on Kubota mowing unit and oversaw mulching operation on island #2 on South Main Street.

Parks/Horticulture: Staff continued mowing and bed maintenance operations, did interior bed maintenance at City Hall, did mulching at several park sites, did equipment maintenance on Jacobsen mowing unit, dragged/scarified all ballfields and lined fields for league play, lined soccer field for league play, continued

new park sign installations, planted trees/shrubs at the Emerson Bridge and watered outdoor pots at City Hall/Wilson Center.

Activity or Project:

Newark Reservoir Bike Racks and Bicycle Repair Station

Description:

Three bike racks and a bicycle repair station have been installed at the Newark Reservoir near Preston's Playground. The repair station was donated to the City of Newark by Velo Amis, a non-profit bicycle club. The bike racks can hold a total of six bikes. Thank you to Public Works for pouring the concrete pad.

Status:	Completed
Expected Completion:	05-19-2022
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:**

Planning and Development Department

Notable Notes:

Director's Report

Projects

*Charrette and Development of revisions to the BB and RA zoning district. Composed and submitted Council cover letter, on which Deputy Director Bensley reviewed and provided feedback to go with the final draft Charrette report, and main proposed tenants of the BB and RA zoning code to Council where the Council meeting will be May 23rd. Reviewed and commented on email blast content with Deputy Director Bensley to go to stakeholders notifying them of the May 23rd Council meeting and encouraging them to attend and comment. Reviewed the PowerPoint presentation for the May 23rd Council meeting. Responded to inquiries and comments regarding the Charrette. Reviewing recordings of the Charrette meetings and related information can be found at: Newark Charrette: Planning our downtown, together | Newark, DE - Official Website (newarkde.gov).

*Nuisance Property ordinance and revision to the Property Maintenance Code. Reviewed and provided feedback on the first draft of the nuisance ordinance. An email was sent to convene a meeting with representatives from the Police, Public Works, City Manager's Office and the City Solicitor to discuss the draft and related issues. We are looking to meet next week. Internal meetings continued for the Property

Maintenance Inspectors' changes of the IPMC Chapter 17 Codes and Nuisance Ordinances.

*Downtown Parking Strategy project. Staff met on May 4th to review the Council comments. Progress was made but more work needs to be done. Our next meeting is scheduled for May 24th. I sent the Council comments on the Downtown Parking Strategy from the March 7th Council meeting to Mayor Markham for his comments. Mayor Markham sent in his comments and questions and staff responded. We will incorporate the Mayor's comments in our workplan which we will discuss at our May 24th meeting.

*Development and Implementation of Accessory Dwelling Unit and Inclusionary Zoning ordinance per the recommendations of Rental Housing Workgroup. A presentation was made to Council on May 16th on the background and history of the Accessory Dwelling Unit (ADU) Ordinance and to get their feedback and input on the "10,000 foot view". <https://newarkde.gov/DocumentCenter/View/16114/3A>. A similar presentation was made to the Planning Commission at their May 3rd meeting. <https://newarkde.gov/DocumentCenter/View/16057/ADU-Memo-Slides-Memo-and-Exhibits>. The Planning Commission supported and endorsed the concept of ADUs with the main concern being the "studentification" of ADUs and asked staff to research potential policy measures to address this concern. Council at their May 16th meeting voted 5-2 to not move forward with this ordinance.

Meetings

*Participated in the Director's meeting with Deputy Director Bensley and Parking Manager Howard.

*Meeting with Deputy Director Bensley to discuss the Land Use Division and related issues.

*Participated in the monthly Wellness Committee.

*Prepared for and attended the May 16th Council meeting with Planner Solge where Accessory Dwelling Units - one of the Council priority projects was discussed.

*Meeting with Marvin Howard, Parking Supervisor, to discuss the Parking Division and related issues.

*Participated in a meeting with City Manager Coleman, Finance Director David Del Grande, IT Manager Daina Montgomery and Code Enforcement Manager Stephanie Petersen on Energov.

*Participated in the National virtual conference of the American Planning Association on May 18th where I listened to presentations including the topics of: Diversity Equity and Inclusion in planning, pandemic recovery; planning ethics and managing spaces in the public realm. Deputy Director Bensley and Planners Fruehstorfer, Kennel and Solge also participated.

Items of interest

*Reviewed and signed off on plans for recordation for 500/700 Creekview Road – The Mill.

*Responded to an inquiry with Deputy Director's Bensley's and Robinson's assistance on possible development of a single-family home on Manuel Street.

*Respond to inquiry and petition from Main Street Towers regarding Unicity and related issues. Planner Josh Solge reached out to the petitioner to set up a meeting with him and some of the residents from the Main Towers for Wednesday (May 25th) at 11:00 a.m. at the Towers to discuss and get input and comments on Unicity.

*Worked on Energov – As described above, we had internal meeting with Tom Coleman, Dave Del Grande, Stephanie Petersen, Daina Montgomery and I to discuss and set direction for level of support needed, Statement of Work and budget. After much discussion, it was determined that the City does not currently have the adequate bandwidth to take on this rather large project without consultant assistance. The tasks we are looking to hire a consultant for includes: assisting the City with putting together the final budget and contract for Council review and approval; the preplanning work such as working with each department on their processes; the steps needed to be put together for Energov; and help clean up our data as well as the project management of the transition to Energov. We are currently working to put an RFP together for these services. I would anticipate us getting someone on board by mid to late summer depending on the RFP timing and response.

*Reviewed and commented on HB 421 and HB 420 regarding any potential impact to Newark Code.

*Additionally, Deputy Director Bensley worked on a response to a request regarding a potential legal

nonconforming use at 167 West Main Street; helped to review and finalize packet items for the May 23 Council meeting; worked to schedule agenda items for upcoming Planning Commission meetings; and worked with Legislative Department staff regarding training and transition out of her former position.

Additional Meetings (Attended by Planning, Code Enforcement, and Parking)

- *Land Use team meetings on May 16th.

- *Parking Supervisor Courtney Mulvanity attended the 'Increasing Parking Flexibility on University Campuses' webinar on May 18th.

Land Use

- *Building Permits Processed: 12

- *Deed Transfer Affidavits: 6

- *Unicity – Planner Solge has spearheaded the effort to distribute new paper maps and schedules for the Unicity bus that advertise the new paratransit style buses to be deployed this summer. Deputy Director Bensley reviewed and commented on the draft contract for Unicity GPS units.

- *532 Old Barksdale Road – Planner Fruehstorfer finished the Subdivision Advisory Committee letter for the proposed five-story 54-unit apartment building. Deputy Director Bensley and Director Gray reviewed the comment letter and it was sent to the applicant.

- *25 North Chapel Street – Planner Fruehstorfer finished the plan review for revised submission of the major subdivision which includes a four-story apartment building with 21 two-bedroom units and parking on the ground floor.

- *30 South Chapel Street – Planner Fruehstorfer worked on the Planning and Development Report for the proposed seven-story 65-unit apartment building.

- *Staff reviewed and updated the department's Alcohol Special Use Permit list.

Code Enforcement

Projects

- *Newark Charter School – (Jr. High building) final inspections are in progress, parking lot paving base is complete, grading and seeding in process. Final inspections beginning in some areas.

- *Newark Senior Living – Site work progressing throughout site, landscape material installation in process, dumpster and generator nearly complete.

- *The Grove – Ceiling close in and insulation completed in building 1 in the main amenity spaces.

- *115 The Grove (WSFS) – Close in and rough electric in ceiling.

- *321 Hillside Road/The Rail Yard – Project closed. Issued Certificate of Occupancies.

- *UD Drake – Exterior work in progress interior framing in progress.

Property Maintenance

- *Complaints: 19

- *Violations: 15

- *Citations: 6

- *Inspections: 63

Parking

Statistics

- *Residential Permits Distributed: 6

- *Municipal Lot Permits Distributed: 11

*Citations Issued: 792

*Online Appeals Answered: 63

Projects

*Continued digitization of old RPP records and this will be a long-term project as there are years' worth of inherited residential records to be put in City SharePoint.

*Continued collection of Parking Division rate and occupancy data for review when discussing Newark Downtown Parking Study comments.

*Started to send out notices/invoices by mail regarding the end of the permit season and if the permitholder wants to continue renting the space. Some patrons have already purchased the next semester of parking, leading to increased lot permits distributed this week. Preparation for review of parking permit areas to see what we have available for sale in coming weeks.

Items of Interest

*Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing.

*Currently under two business days response time on parking appeals unless waiting on customer response.

*Parking Ambassador assistance for the Newark Memorial Day Parade – Parking Ambassadors put out towing notices on the parade route on both orange traffic cones and on the T2 kiosks. The Passport application advised people to park in the municipal parking lots and to be aware of the parade route. No issues during the event. Parking was complimentary on Sunday, May 15th during and after the Newark Memorial Day Parade. Digital notices notifying patrons of the complimentary parking status followed the no parking status in some areas, while other areas have the complimentary status all day. Parking Ambassadors removed cones and signage notifying patrons of the no parking status and put up complimentary parking signage after the parade.

*Computer that went down two weeks ago has been replaced with a new system from I.T. and have the new signage software installed. Still need to reinstall the T2 BOSS system and reprogram parking rates.

*Parking Ambassador assistance for the Academy Street Beer Garden on May 12th – Parking Ambassadors used cones, kiosk notices, and the Passport app to assist clearing the road of parking and traffic for the event, allowing pedestrians to access Academy Street for the event.

*Blocked space for HIV/AIDS Quick Testing van on Academy Street.

*Scheduled T2 Flex upgrade for June 15th.

*Shipped out some broken Apex printers used by the Parking Ambassadors. Printers are under warranty and have been sent back to the manufacturer for testing.

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:

Preparation and planning continue for the UD Commencement ceremony during Memorial Day weekend. President Biden will address the attendees. Travel throughout the area is expected to be very difficult due to road closures prior, during, and immediately after the event. The Police Master Corporal and Sergeant promotional process continues. Candidates have completed the written exam and the oral board consisting of ranking officers from outside police agencies. Candidates are in the process of the final department oral board consisting of the police Chief, Deputy Chiefs, and Captain.

Patrol Division:

- On Friday, May 13, 2022, at approximately 0142 hours, officers responded to 151 West Main Street in reference to a subject pointing a shotgun at his roommates. Upon arrival, the male was detained and taken into custody. A shotgun was later recovered when officers executed a search warrant of the residence. The male was charged with Aggravated Menacing and Possession of a Firearm during the Commission of a Felony. He was subsequently turned over to the custody of the Howard R. Young Correctional Facility in default of \$42,000 cash bond.
- On Sunday, May 15, 2022, NPD received multiple calls of two children hanging out of the 4th floor windows of Homewood Suites. Upon entry into the room, the kids were found in the room safe. The mother was in the other room sleeping and had told them to play in the other bedroom when they climbed out the window and stood on the outside of the window on a small ledge. Upon investigation there was no evidence of neglect or endangerment.
- The Newark Police Department is investigating a report of an indecent exposure along the James F. Hall Trail. On May 15, 2022, at approximately 0845 hours, a reporting person was on the James F. Hall Trail in the area of Wyoming Road and the University of Delaware Early Childhood Learning Center. The reporting person reported seeing a white male, unknown age, wearing a hat, a shirt, and white socks in a set of trees adjacent to the trail. The reporting person reported that the unknown white male was exposing himself while standing adjacent to the trail. The reporting person left the scene and then contacted the police. Newark Police and University of Delaware Police searched the area for the subject but were unable to locate him.

Special Enforcement Division:

- During the week, members of the Special Operations Unit conducted background investigations on police applicants. On Tuesday, May 17, 2022, M/Cpl. Fountain participated in the Girls on the Run program at Downes Elementary School. Also, on Tuesday, Sgt. Saunders attended a meeting at the Newark Free Library to work on strategies involving mental health, substance abuse issues, and challenges with the homeless population. Representatives from the Bridge Clinic and the Hope Center were also in attendance. On Wednesday and Thursday, M/Cpl. Fountain and Cpl. Jon Lee from the Traffic Unit attended the final two days of Car Safety Seat training. On Friday, members of the unit will attend an awards ceremony at the US Attorney's Office where numerous Newark police officers will be recognized for their exemplary work. Throughout the weekend, the unit will conduct proactive patrols in the business district and student rental areas.
- On Tuesday, May 17th, the Traffic Unit officers conducted a funeral escort for a retired firefighter who recently passed away. On Wednesday, May 18th, a member of the unit conducted a car seat installation. During the week, the unit conducted speed surveys on Kells Avenue and Edjil Drive. The unit will focus

enforcement activities on Capitol Trail, Paper Mill Road, New London Road, South College Avenue, and West Chestnut Hill Road.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Public Works and Water Resources Department

Notable Notes:

DelDOT Updates:

Delaware Avenue:

As part of the ongoing Phase 2 construction work, the south leg of Tyre Avenue will be closed at Delaware Avenue to reconstruct the asphalt pavement. The South leg of Tyre Avenue at Delaware Avenue intersection will be closed Friday, May 20, 2022 at 6 p.m., until Monday, May 23, 2022 at 5:30 a.m. (weather depending). Delaware Avenue and the north leg to Tyre Avenue will remain open during this period.

As a member of the Newark Traffic Committee, responded to a resident complaint regarding the restriction on right turns from EB Amstel Avenue to SB Orchard Road by recommending to City Council that the restriction be removed in Code. First and Second Readings will be placed on a future agenda.

UDon't Need It? Student Moveout program begins on Tuesday, May 24 and continues until Friday, June 10. Sale days are May 27 and June 2 and all items are \$10 or \$20. This program provides students and others with the opportunity to dispose of and purchase needed items that would otherwise end up in the landfill or on the curb. Crews will also monitor the City for refuse violations and address them as necessary to keep the City clean during this annual moveout process.

PW&WR will have four (4) college students working with us this summer as part of our successful summer intern program. During this time, they will be exposed to all divisions that make up PW&WR and gain practical experience in data collection, report preparation, project management, and much more.

Activity or Project:

Water Main Replacement Project

Description:

Brandywine Construction continues to make progress on the water main replacement along Chrysler and the Elkton Road service road. The main lines are installed and undergoing pressure and bacteria testing now. Service lines will begin within the next week. Some service disruptions, followed by a boil water advisory for affected houses will be necessary. All affected residents will be notified directly.

Status:	In-Progress
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF CONFIRMED COVID-19 CASES STATISTICS (updated as of 10:00 a.m. on May 19, 2022)

POSITIVE CASES	UNVAXXED - PD	UNVAXXED - Muni.	UNVAXXED - Temp./Seas./Non-Union	VAXXED - PD	VAXXED - Muni.	VAXXED - Temp./Seas./Non-Union	% UNVAXXED	# OF PRESUMPTIVE POS. CASES W/ NO TEST RESULT
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 - 11/30/21	6	8	1	3	3	4	60.00%	--
12/1/21 - 3/31/22	12	12	0	22	35	10	26.37%	0
4/1/22 - Present	0	0	0	6	19	5	0.00%	0
TOTAL	32	38	2	31	57	19	40.22%	0

3/1/20 - 12/10/20: Vaccines not available to anyone
 12/11/20 - 3/19/21: Vaccines for first responders only
 3/19/21 - 11/30/21: Vaccines available to all City staff
 12/1/21 - 3/31/22: Omicron variant in circulation
 4/1/22 - Present: Second Omicron wave

% OF <u>CURRENT</u> UNVAXXED STAFF W/ COVID CASE	68.09%
% OF VAXXED (BOOSTED & UNBOOSTED) STAFF W/ COVID CASE AFTER VAX	31.15%
% OF BOOSTED STAFF W/ COVID CASE AFTER BOOSTER	18.11%

December 2021 & January 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	21	47	44.68%
Vaxxed	54	305	17.70%
	Unvaxxed	Vaxxed	Total Cases
First Case	15	50	65
Second Case	6	3	9
Third Case	0	1	1

February & March 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	3	47	6.38%
Vaxxed	8	305	2.62%
	Unvaxxed	Vaxxed	Total Cases
First Case	2	7	9
Second Case	1	1	2
Third Case	0	0	0

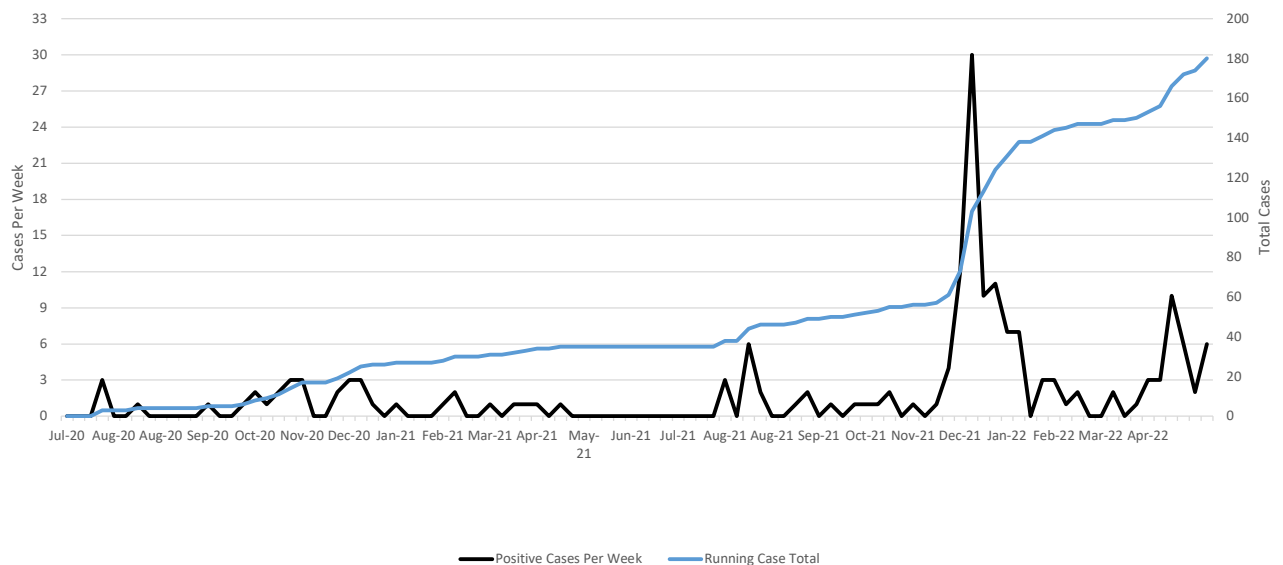
April & May 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	0	47	0.00%
Vaxxed	30	305	9.84%
	Unvaxxed	Vaxxed	Total Cases
First Case	0	28	28
Second Case	0	2	2
Third Case	0	0	0

DEPARTMENT	% OF <u>CURRENT</u> STAFF W/ POS. TEST RESULT
ADMINISTRATION	50.00%
ELECTRIC	40.91%
FINANCE & IT	42.86%
JUDIC & LEGIS	77.78%
PARKS	23.60%
PLAN, CODE, & PARKING	46.15%
POLICE	56.18%
PWWR	57.89%
TOTAL	43.98%

LABOR GROUPS	% OF <u>CURRENT</u> STAFF W/ POS. TEST RESULT
1670	60.87%
3919	38.46%
CWA	40.74%
FOP	58.46%
MGMT	56.25%
OTHER	23.75%
TOTAL	43.98%

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

City of Newark Staff Positive Test Results (7/2020 - 5/2022)



Digital Records Project New Documents Created – May 11 – May 18

Name	# of Documents	# of Pages	Types
Sandy	1322	3152	Current Personnel Administrative Files Finance Pension Administrative Files PUBS Postal Records PUBS Daily Cash Receipts Finance March Cash Report Files, ticket 69253 (closed) Finance April Cash Report Files (in process)
Fred	61	61	Tickets, Assist Sahar with Training, Trained Andrea and Tim, Starting to work on UD plans
Ana (PT)	17	1,234	Prepped and scanned Home Improvement Program files and added 19 additional pages to documents scanned last week
Violet (PT)	16	30	Current Legislative Department documents
Total	1,426	4,447	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925	4,463	-26,462
February	26,037	5,144	-20,893
March	28,447	14,250	-14,197
April	29,039	17,846	-11,193
May	27,920		
June	40,008		
July	55,073		
August	34,755		
September	20,018		
October	14,521		
November	12,738		
December	14,998		
Totals	334,479		

NEWARK POLICE DEPARTMENT

WEEK 05/08/22-05/14/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	2	0	0	3	0
Rape	1	9	0	1	0	0
Unlaw. Sexual Contact	1	3	0	0	2	0
Robbery	5	6	0	4	9	3
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	2	0	0	2	0	0
- Attempted Robberies	1	1	0	1	1	0
- Other Robberies	2	5	0	1	7	3
Assault/Aggravated	4	6	0	5	19	4
Burglary	12	17	0	5	6	1
- Commercial Burglaries	2	3	0	0	1	1
- Residential Burglaries	9	7	0	3	3	0
- Other Burglaries	1	7	0	2	2	0
Theft	267	312	17	43	68	0
Theft/Auto	30	22	0	3	3	0
Arson	0	0	0	0	0	0
All Other	2	8	1	17	24	3
TOTAL PART I	322	385	18	78	134	11
<u>PART II OFFENSES</u>						
Other Assaults	72	133	10	30	75	7
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	74	72	2	16	30	0
Weapons	2	7	2	4	46	6
Other Sex Offenses	0	5	0	0	0	0
Alcohol	42	93	7	21	152	12
Drugs	54	56	4	33	52	3
Noise/Disorderly Premise	292	206	14	110	57	9
Ordinance Violation	120	0	0	15	0	0
Disorderly Conduct	158	140	8	46	42	0
Trespass	127	119	3	32	32	3
All Other	121	237	11	83	82	3
TOTAL PART II	1062	1068	61	394	568	43
<u>MISCELLANEOUS:</u>						
Alarm	180	249	15	0	0	0
Animal Control	157	137	10	5	4	0
Recovered Property	62	50	1	0	0	0
Service	12893	11460	568	0	0	0
Suspicious Per/Veh	169	138	11	0	0	0
TOTAL MISC.	13461	12034	605	5	4	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	851	16,081	775	15,192



**Newark Police Department
Weekly Traffic Report**



05/08/22-05/14/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	5043	4652	240	334
DUI	58	55	4	3
TOTAL	5101	4707	244	337

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	47	65	2	2
Property Damage (Reportable)	361	340	18	27
*Hit & Run	79	65	6	5
*Private Property	76	65	2	8
TOTAL	408	406	20	29

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.