

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Monday night we held the last regular council meeting for 2018.

I would like to remind everyone that City offices will be closed on Monday, December 24 and Tuesday, December 25, as well as Monday, December 31 and Tuesday, January 1. Due to the Christmas and New Year's holidays, trash normally collected on Tuesday, December 25, and Tuesday, January 1, will be collected on Wednesday, December 26, and Wednesday, January 2, accordingly. There will be no change to Monday's trash collection.

Our final "Green Wednesday" yard waste collection for the winter season was on December 5. The program will not resume until March 6, 2019. The City will have scheduled collections during this time. Leaf collection will continue through the end of December. Finally, the City will collect Christmas trees placed at curbs beginning Monday, December 31, through Friday, January 25. Our crews will sweep through the City once per week during this time. Please make sure trees are out for collection each week by Monday at 7 a.m. Trees will not be collected after January 25, 2019.

We met internally again this week to discuss policing at the Newark Regional Transportation Center. HR staff and I met with representatives from Paradigm Solutions to discuss an on the job injury. I met with Councilman Clifton on Thursday to discuss a few outstanding items. Electric Director Patel and I visited the South Chapel Street substation at South Well Field to review the site and trees that were removed to discuss potential need for replanting of trees to provide screening for the neighbors. I also attended the quarterly meeting of the White Clay Wild and Scenic Steering Committee on Thursday.

Planning and Development Director Gray and I met with Fire Chief Bowerson to discuss a few coordination items between the City and Aetna and ways that we can improve our interactions. Director Gray has already or is in the process of implementing several procedural changes coming out of that meeting that we feel will greatly improve the process.

Acting Police Chief Farrall and I met with representatives from a consultant working for Aetna on a holistic review of their operations. We were able to provide feedback on how Aetna is viewed in the community and the City's operations/future plans.

We held our December safety committee meeting on Tuesday where we were happy to host the Risk Manager for DFIT, the insurance trust that we are working with to hopefully provide our workers compensation insurance starting in 2019. We will be sending a handful of committee members to the next DFIT safety committee meeting next week as well.

We met internally to discuss the emergency services fee and our path forward to bringing an ordinance back to Council. We invited Solicitor Bilodeau and Special Counsel Walton to the meeting which was beneficial. Based on the discussion, we will be bringing several options back to Council for discussion prior to finalizing an ordinance for official consideration.

Several staff members and I met with representatives from the Newark Country Club to discuss

their stormwater utility bill and a path forward for a potential further appeal and credit application. We will continue working with them as necessary over the coming weeks to wrap up changes to their account.

On Wednesday we held the annual City holiday luncheon which was very well attended with 195 people RSVP'd to attend. I would like to again thank everyone who worked to put the event on and Council for their continued support.

Electric Director Patel and I, along with representatives from DEMEC, met with Planner Mike Fortner and our consultant working on the Newark Sustainability Plan effort to discuss our electric supply and operations.

I spent time continuing to prepare annual reviews for Directors and direct reports.

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

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

City Manager's Weekly Report

Department: Alderman's Court
Notable Notes: Alderman's Court held three court sessions from 12/6/18 to 12/12/18. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 12/6/18 to 12/12/18 Alderman's Court handled 86 arraignments, 46 trials, 15 capias returns and 6 video hearings. Court also took 6 code violation payments during this time. The court collected a total of 442 parking payments which included 271 paid online and 171 paid at court. The court also collected criminal/traffic payments which included 145 online payments and 114 court payments for a total of 259 payments.

Status:	Completed
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Expected Completion:	12-12-2018
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Execution Status:	Completed
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Activity or Project:**Description:**

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

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

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on December 6 for Board of Adjustment and December 10 for Council. Geena was in the office on December 7 for Court.

Paul and Whitney staffed the Board of Adjustment meeting on December 6. The Board denied the requested variance for two additional unrelated persons for a rental permit at 42 Woodhill Drive unanimously.

Renee attended a meeting regarding the proposed emergency services fee ordinance with staff on December 10.

Paul, Renee and Tara staffed the Council meeting on December 10. Additional items related to agenda item 10A (Caffe Gelato Special Use Permit hearing) were sent to Council on December 6 and 7 and items 3A (November 26 Council minutes) and 3B (November 6 Planning Commission minutes) were sent to Council on December 7. Follow up was completed by staff on December 11

and 12.

Renee and Whitney staffed the Conservation Advisory Commission on December 11. The CAC reviewed a presentation from Newark Charter High School's Marine Science Club on plastic straws and discussed ideas for the elimination of plastic straws, as well as discussed the progress of the CAC's annual report, the group's role in the land development process, possible ways to promote the anti-idling ordinance and other environmental topics and potential items for the January agenda. George Irvine and Ajay Prasad were also reelected as Chair and Co-Chair of the CAC for 2019.

Renee and Anita spent extensive time working on the December 12 employee holiday luncheon. Thank you to Mayor and Council for supporting the luncheon and thank you to the nearly 200 employees who attended.

Renee spent extensive time working on a subpoena response for a civil case in which the City is not a party.

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

- * Requested clarification from the requestor for a November 19 FOIA request from Acer Associates regarding 540 South College Avenue.
- * Determined there were no relevant documents, notified the requestor, completed and closed a November 26 FOIA request from SBA Communications Corporation regarding cell tower applications.
- * Continued receiving documents for a December 3 FOIA request from Katie Gifford regarding Mayor's Corner/Mayor's event communications.
- * Received information from staff, forwarded it to the requestor, completed and closed a December 4 FOIA request from Ward and Taylor regarding 258 Pennwood Street.
- * Determined there were no relevant documents, referred to the relevant agencies, completed and closed a December 5 FOIA request from Mattleman, Weinroth & Miller regarding 160 Madison Drive.
- * Received a withdrawal, completed and closed a December 5 FOIA request from Rhodunda, Williams and Kondraschow regarding Caffe Gelato underage alcohol compliance checks.
- * Received, referred to the relevant agencies, completed and closed a December 7 FOIA request from Construction Journal regarding a property outside City limits.
- * Spent time updating the FOIA log for the City.

The December 17 Newark Partnership Civic Enhancement Working Group, December 18 Traffic Committee and December 19 Downtown Newark Partnership Design Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 22 Council executive session (Renee drafting), November 26 Council (Whitney drafted; Renee edited - complete), December 4 Council (Danielle drafted; Renee edited - complete), December 6 Board of Adjustment (Whitney drafted) and December 10 Council (Whitney drafting) minutes. The October 30, November 12, November 26, December 4 and December 10 Council executive session and December 11 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 6 discovery requests for upcoming Alderman's Court cases. 372 discovery

requests have been filled so far for 2018. There will be no additional court calendars for 2018 as there are no Court sessions on December 20 or 27. 48 court calendars with 716 associated case files were compiled in 2018. One plea by mail agreement was processed this week.

The office received 46 new lien certificate requests last week, which were sent to Finance for processing. 43 lien certificates were completed and sent to the requestor. So far, 605 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Council unanimously approved the City of Newark Records Retention Schedule on December 10. The Records Division staff met on December 11 to review the newly adopted records retention schedule as well as the Records Division Strategic Plan prior to rollout to the rest of the departments.

Samantha spent time determining contacts for each department as well as trained Records Division staff on the HelpDesk program for the implementation of the strategic plan.

Samantha sent requests for transfer to Archives for 7 boxes and requests for destruction for 5.25 boxes and 13 rolls of plans that have been scanned.

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

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

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

Resignation: Community Affairs Officer Megan McGuriman formally submitted her resignation effective January 4, 2019.

Livestream of December 10 City Council Meeting: 438 total views; 230 unique views; Average watch time – 30:43.

Newark News Brief: The 35th Newark News Brief is now playing on all City social media and Channel 22. This week's video focuses on the holidays and highlights office closings, refuse changes and free parking.

Staff Holiday Greeting: During the staff holiday luncheon, we recorded a holiday greeting from Mayor Sierer, City Council and City staff. That video will be posted on social media and channel 22 on Friday, December 21.

Year in Review Video: 2018 has certainly been a productive year in Newark. The Communications Division once again creating a Year in Review video highlighting the progress staff made this year. The Department Heads will be on-camera discussing the highlights from their teams. The video is currently in production and will be released on December 28.

Creative Design/Web Updates

- Designed awards for the winners of the annual storefront decorating contest; graphic for Rodney underpass closure; mockup of new parking lot signage; and final version of refuse diagram for Williamsburg Village.
- Posted Yard Waste Collection Notice to Newark News
- Scheduled weekly public meeting notices.
- Updated website and created signage for temporary office closure on 12/12; Budget Central 2019 with final 2019 CIP and General Operating Budget; and graphics, signage, and Newark News for PUBS 12-11 closure.

Press Releases/Media Inquiries

Public Notice: Underpass Closure for Rodney Remediation Effort: <https://bit.ly/2PAPSeI>

Public Notice: Municipal Building Closed for Holiday Luncheon: <https://bit.ly/2zX7JHP>

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. Most of the equipment ordered for the media room has now arrived. Megan will work with John Herring and Rich Burtell on the installation of the cameras in Council Chamber and cable connection from Council Chamber to the media room upstairs. The goal is to have the room completed prior to her departure.

Status:

In-Progress

Expected Completion:

01-04-2019

Execution Status:	Behind Schedule
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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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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 and electricians have been working at South Well Field installing underground conduit and poles for new cables, reclosers, and switches needed to utilize the new substation transformer that is slated to be delivered early next year.

The line crews also terminated the primary feeder for Food Lion at Fairfield Shopping Center, worked on reconfiguring the pole at RT4 and 72, and fixed hot spots at the Kershaw Substation.

The electricians also worked on the lighting at the Evergreen Pump House and basketball court lights at various parks.

Engineering has been working on the foundation design for the new transformer coming to South Chapel Substation. Engineering worked on compiling loads for the 11 Dow buildings on Bellevue Road for DEMEC. DuPont has recently contacted DEMEC about Dow's aggregated energy use. Engineering is also working on a fault study for the proposed addition to the UD football stadium.

Activity or Project:

Description:

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

Description:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

On December 1st, the City's lodging tax went into effect. All hotels within the City limits will be paying a 3% tax on all paid reservations to the City. The City's program mirrors the state program. For more information, please visit our website: <https://newarkde.gov/1086/Lodging-Tax>

The City has been utilizing the services of Paymentus since September 4th to accept utility bills payments via phone. Utilizing Paymentus' platform, credit cards and banking information is secure and PCI compliant. Callers now can bypass PUB directly when they call in to make a payment and will no longer need to sit in the phone cue to make a payment. As of now, there is no charge being passed along to the customer. Once CustomerConnect is updated in early 2019, we will move forward with utilizing Paymentus for online payments via CustomerConnect and the processing of walk-in customers.

The 2019 Operating and Capital Budgets have been posted on the City's website. Both budgets can be viewed directly on Budget Central via: <https://newarkde.gov/1007/Budget-Central>.

Delinquent tax bills were mailed out earlier this month. We now accept the payment of tax bills on our website via ACH and credit card.

<https://selfserve.cityofnewarkde.us/MSS/citizens/RealEstate/Default.aspx?mode=new>

Activity or Project:

Automatic Bill Payment/Leak Notification System – CustomerConnect

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to

pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs. a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:	Completed
Expected Completion:	12-31-2017
Execution Status:	Completed

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 5,277 utility payments and Munis transactions last week. The breakdown of the balance was as follows:

Manual payments (Check/Cash/etc.): 675

Web Payments: 1,519 via Customer Connect.

Lockbox: 880

Online Banking payments: 318

PUB import (single owner with multiple accounts): 1,380

IVR (via Phone – Paymentus): 314

Tyler Cashiering (tax bills and licensing (contractor, business, rental, etc.): 191

Status:	In-Progress
Expected Completion:	12-14-2018
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: Participated in the City Manager interview process; met with Tom Z. about the Newark Preserve subdivision and landscaping still owed by the developer; attended the DFIT risk assessment meeting; met with parks staff about completion of the fencing at Preston's Playground and other maintenance issues at the reservoir; reviewing employee evaluations and creating

evaluations on management staff; conducted parks maintenance meeting to discuss upcoming work orders and projects; reviewed landscape plans for two subdivisions.

Deputy Director: Continued work on end of year staff evaluations; continued to update information for the winter/spring activity guide and started completing data entry forms for input into the recreation software program; assisted with preparations for the upcoming dance recital while Chrissy is out of the office; held post-Winterfest meeting with the Communications Division to work on the schedule for the tree lighting and Santa's arrival for the event; held a meeting with Rich Gregg and representatives from the University of Delaware regarding a volunteer project called the Big Event scheduled for April 27, 2019 with University students; attended the Newark Futures Workshop; attended the Sustainability Committee meeting; continued to process special event applications and issue permits once approved; worked with part-time staff regarding an upcoming birthday party rental for the Wilson Center on December 15.

Recreation Supervisor of Athletics: Continues working on program planning for winter/spring programs, met with archery instructor; met with trip leader regarding the bus trip to NYC which was held with a full bus on Saturday, 12/8; held interviews for youth basketball refs, received and distributed team shirts, scheduled picture night, games started in the Jump Shot league; purchased and picked up new canoe for Rittenhouse Camp; working on Fall program statistics; sent out aftercare parent's newsletter, prepared staff evaluations.

Recreation Supervisor of Community Events: Working on winter/spring programs and fall statistics.

Recreation Specialist: Reviewed weekly Foodbank Aftercare forms and delivered supplies for the after school care December clubs; entered volunteer hours and sent verifications for Snack with Santa; organized PSA events by month for Shelby for winter/spring weekly E-blasts; started putting January - June Community events on radio/news event calendars; assisted in covering George Wilson Center for fitness programs; finished updating the End of Year Volunteer Report.

Parks Superintendent: Along with several staff members from Public Works met on site at Newark Preserve to establish a course of action to complete necessary punch list items for final acceptance of development, assisted Public Works with creek blockage issue with resident, inspected the entire trail system within Redd Park for trail maintenance issues, met with representative of Delaware Audubon concerning relocating sign at Reservoir as well as discussing upcoming plantings at Curtis Mill Park, met with lead researcher from USDA and representative from State Forestry concerning capture of an Emerald Ash Bore within the Christina Valley Stream area, and started researching prices on upcoming possible purchases.

Parks Supervisor: Assigned field staff daily and assisted as needed, completed employee evaluations for review by Parks Director, coordinating for completion of post and rail fence installation at Preston's Playground and continued working with garage on upcoming purchase of mowing units.

Parks/horticulture: Staff stored away all materials/supplies from Winterfest event, did trash removal throughout park system, along with Deputy Parks Director attended meeting concerning upcoming University city wide volunteer event next April, installed base for statue placement in Atrium at City Hall, continued on cutting back plant material in bed areas throughout park system, did interior bed maintenance at City Hall, completed installing cabs on mowing units for

upcoming snow removal operations, did PM on all saws, cleaned up pole barn area at Parks Maintenance facility, and continued on work lists as assigned. Teamworks continued on wood carpet application at Fairfield Crest Park.

Activity or Project:

Winter/Spring Activity Guide

Description:

The Winter/Spring activity guide will be delivered to our email list of over 10,000 on December 28. Registration begins January 2 for residents and January 4 for non-residents. The Activity guide will highlight hundreds of programs that will keep you and your family busy through the long winter months.

Status:	Not Started
Expected Completion:	12-28-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Code Enforcement Officer Brian Daring met with UD staff, contractors, and engineers regarding various projects, including the Drake Lab addition and renovations, the Worrilow Hall building renovation, the Vivarium addition at 77 East Delaware Avenue, and the new Whitley Athletic Center on UD's athletic campus. Brian also participated in a pre-construction meeting for the 36 Benny Street townhouse project, approved partial occupancy for the building at 1325 Old Coochs Bridge Road that is being renovated for the Sobieski Company main site, and met with the contractor, electrician, and plumber regarding the fire damage at the Super 8 Motel on East Main Street, where partial occupancy of the undamaged building areas was allowed.

The base coat of the paving has been installed for the new complex at 107 Sandy Drive and the

main roof work has been completed at the Park Place apartments section of Studio Green. All that remains is flashing and fascia work which is anticipated to be completed within the next week.

Fire Marshal Dave Tynan met with administrators and maintenance staff of Downes Elementary School regarding storage of desks and chairs in the hallways and stairwells; the desks and chairs were being used to conduct one-on-one and group teaching sessions within the hallways, which is not allowed. Dave continued work on plan reviews and inspections for open fire protection permits, clean-up of business and fire license data errors within Munis, and updates to the Emergency Operations Plan.

Parking:

Parking will be provided at no-charge December 23 - December 26, December 31, and January 1. Staff measured street lengths and provided streets for consideration on future parking meters in preparation for the Main Street Rehab. Staff also had discussions on how to handle businesses that are required to validate under the new validation program as per an agreement of their parking waiver. Parking codes have been compiled for review and update in 2019. Management has started performance reviews for Parking personnel.

Planning/Land Use:

The Planning and Development Department received an application for a Special Use Permit request to open a used car dealership at 804 South College Avenue, with accessory parking and storage at 810 South College Avenue.

The Green Building Code Work Group, established to review LEED certification standards to identify and recommend revisions to the LEED ordinance, held its first meeting on November 27. The Work Group, which reports to the Planning Commission, will meet for six months and consists of representatives from the Planning Commission, the Conservation Advisory Commission, the Downtown Newark Partnership Design Committee, City of Newark Planning and Development and Code Enforcement staff, and citizens with an interest or expertise in Green Building and/or LEED. The group's next meeting is scheduled for December 18 at 3:30 p.m. in the George Wilson Center, 303 New London Road.

Planner Mike Fortner staffed the Steering Committee meeting for the Newark Community Sustainability Plan on December 6. Also on December 6, Mike represented the Planning and Development Department at the Board of Adjustment meeting, where the Board heard the appeal of the property owner of 42 Woodhill Drive for a variance from Sec 32-9(a)(17)e - Student Home for the homeowner to have a five-person student rental permit, which is a variance of two persons. The Board of Adjustments voted unanimously to deny the variance request.

The following was also completed this week:

- 5 Deed Transfer Affidavits
- 33 Building Permit Reviews
- 1 Certificates of Occupancy/Completion

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning

and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.

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

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1)

regarding the conversation of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

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

419 and 421 Paper Mill Road, Parcel IDs 0805200010, 0805200011 (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

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

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018. Revised plans were received by the Planning and Development Department on October 31, 2018 and distributed to the SAC for review on November 1, 2018.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The

plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018. At their meeting on November 6, 2018, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (4-3), and major subdivision with site plan approval (4-3). The project will be placed on an upcoming City Council agenda.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018. Revised plans were received by the Planning and Development Department on November 8, 2018. SAC comments were sent to the applicant on November 27, 2018. At their meeting on December 4, 2018, the Planning Commission recommended approval of the rezoning (5-2) and major subdivision with site plan approval (4-3). The project will be

placed on an upcoming City Council agenda.

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting was held on November 5, 2018. SAC comments will be forwarded to the applicant in the near future.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments will be sent to the applicant in the near future.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Sketch plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting has been scheduled for January 4, 2019.

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

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs 1801300106, 1801300107, 1801300108, 1801300109, 1801300196, 1801300110, 1801300111, 1801300112, 1801300113, 1801900157, 1801900156, 1801300161, 1801300086, 1801300085, 1801300198, 1801900143 (PR#18-08-01): On August 9, 2018, the Planning and Development Department received plans for the property located at 105-83 New London Road and 36-42 & 41

Wilson Street. The plan, to be known as Campus Walk II, proposes a Comprehensive Development Plan amendment and major subdivision with site plan approval to demolish the existing structures located at 83-105 New London Road and 41 Wilson Street, relocate the existing structure at 87 New London Road to 41 Wilson Street and repurpose it as a 4-person student rental, and construct 28 garden apartments on the parcels fronting on New London Road, with vehicular access via the original Campus Walk accessway. The parcels located at 36-42 Wilson Street are incorporated into the land use proposal for the purpose of relocating lot lines and are not being redeveloped as part of the plan. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on August 9, 2018, and a SAC meeting was held on September 5, 2018. SAC comments were forwarded to the applicant on September 21, 2018. Revised plans were received by the Planning and Development Department on October 9, 2018. SAC comments were forwarded to the applicant on October 30, 2018. The project was reviewed and considered by the Planning Commission at their November 6, 2018 meeting, at which time they recommended approval of the Comprehensive Development Plan amendment (6-1) and major subdivision with site plan approval (4-3). The project will be placed on an upcoming City Council agenda.

511 Valley Road, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018.

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments will be forwarded to the applicant in the near future.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments will be forwarded to the applicant in the near future.

20-22 Benny Street, Maras Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 2018, the Planning and Development Department received plans for a

Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018.

804-810 South College Avenue, Parcel IDs 1804400122, 1804400121 (PR#18-12-01): On December 4, 2018, the Planning and Development Department received plans for a special use permit for the property at 804-810 South College Avenue. The plan proposes utilization of 810 South College Avenue as an extended/overflow area for the storage, parking, rental and sale of vehicles and equipment in scope of the currently operating 896 Shell Fuel and Service facility at 804-808 South College Avenue.

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:

Criminal Division:

- Sgt. Maiura is co-instructing a 40-hour advanced Crime Scene Investigation course with M/Cpl. Potocki. Attendees consist of both Newark Officers as well as officers from other police agencies.
- Victim Services Coordinator Melissa Pennachi attended a Delaware Criminal Justice Council strategic planning meeting for Victim/Survivor services in Delaware on 12/11/18 in Dover, DE.

Patrol Division:

- On Saturday, 12/8/2018, a night time burglary occurred at the 400 block of Christina Mill Drive between 0200-0725 hours. After reviewing surveillance videos, the suspect was identified, and arrest warrants were sworn to for receiving and selling stolen property. On Sunday, 12/9/18, the suspect was stopped by the Wilmington Police Department and he was arrested on the outstanding warrants. Officer MacDowell obtained and executed a search warrant on the suspects' vehicle and residence in Wilmington, DE. The suspect was charged with receiving stolen property and sale of stolen property. The burglary investigation is continuing.

Special Enforcement Division:

- Members of the Traffic Unit continue follow up investigation for the fatal collision which occurred last week on South College Avenue at West Chestnut Hill Road.
- As time permits, traffic officers will conduct traffic enforcement activities at various locations throughout the city.
- The unit has deployed an electronic speed sign on Elm Avenue due to complaints from residents.
- The Special Operations Unit continues their retail theft operation and so far the unit has arrested multiple individuals on over 80 charges. Additional suspects have been identified and additional charges are pending.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

12-13-2018

Execution Status:

Completed

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

Public Works and Water Resources Department

Notable Notes:

PWWR would like to thank Council for continuing the tradition of the Holiday luncheon. We also did our part of the tradition to have an emergency come up and cause several employees in the department to miss it!

On Tuesday, December 11, we were alerted to an exposed sanitary sewer near White Clay Creek on Creek Road. A plan was formulated and crews were mobilized to the site in order to begin the access and repair of the area. DelDOT was also onsite to remove a blockage in the storm drain that was allowing water to top the road and contribute to the erosion. The area has been backfilled and stabilized and a contractor has been brought in to continue clearing the upstream blockage. Our in-house crew did a great job of working together to avoid a catastrophic failure of the sewer main.

Crews repaired three (3) water main breaks over the past week, bringing our total to 13 breaks since October 1.

Staff will meet next week with the surveyor for Lot 1 in order to expedite the Administrative Subdivision Plan required for the City to take possession of the homes and begin parking lot construction. Demolition is still slated for this winter.

Main Street sewer cleaning and CCTV began Monday, December 17th at 9 p.m. Lane closures will be necessary, but there will be no disruption of service at this time. This work is necessary ahead of the anticipated lining of the sewers that was approved at Council on November 12.

Acting Director Filasky met with AECOM representatives regarding the Newark Sustainability grant. We discussed current initiatives and future goals for the department as they relate to sustainability. These discussions will be used to formulate the final Sustainability Plan for the City.

Staff met with JMT to discuss a Master Plan for our water system which will help to guide the CIP recommendations for both short- and long-term based on data from our system. The plan will include necessary upgrades to treatment, transmission, as well as capacity needs for the future growth of the city. A similar plan has been created for the sewer utility and is eligible for grant funding through the State Revolving Loan Fund.

Activity or Project:

Rodney Stromwater Project - Environmental Work

Description:

Crews from Plymouth Environmental and Brightfields, Inc. mobilized to the site on December 10. Remediation activities took place on December 11-14th and on site air monitoring was conducted with no levels exceeding action levels. Results will be posted to the Rodney webpage on the city website. The crews will be working on Saturday, December 13th, but no remediation work will take place, it will be preparation of containment for next week's work.

Status:	In-Progress
Expected Completion:	03-31-2019
Execution Status:	On Track

Activity or Project:

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

Digital Records Project New Documents Created – December 6-12

Name	# of Documents	# of Pages	Types
Samantha	0	0	
Sandy	312	1,487	AP Batch Records/Personnel Documents/Court Documents
Fred	22	297	Building Plans/PWWR Development Files
Debbie	44	4,196	PUBS Daily Cash Receipts
Ana (PT)	203	875	Court Documents/Parks and Recreation Documents
Anita (PT)	5	7	Miscellaneous Current Files
Total	586	6,862	

Digital Records Project Documents Modified* – December 6-12

Name	# of Documents	# of Pages	Types
Samantha	349	1,007	Building Permits
Sandy	525	2,066	AP Batch Records/Personnel Documents/Court Documents
Fred	21	203	Building Plans/PWWR Development Files
Debbie	44	4,196	PUBS Daily Cash Receipts
Ana (PT)	270	1,298	Agendas/Minutes/Agreements
Anita (PT)	6	11	Miscellaneous Current Files
Total	1,215	8,781	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779	38,612	+8,833
October	31,314	48,801	+17,487
November	36,662	43,574	+6,912
December	32,295		
Totals	352,488		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716	43,957	+24,241
October	23,730	62,239	+38,509
November	27,776	46,455	+18,679
December	29,452		
Totals	353,240		

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

**Entire database was modified in April 2017.

NEWARK POLICE DEPARTMENT

WEEK 12/02/18-12/08/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	1	0	2	0	0
Rape	7	14	0	0	4	0
Unlaw. Sexual Contact	11	6	1	2	6	0
Robbery	29	18	0	15	25	0
- Commercial Robberies	10	8	0	2	9	0
- Robberies with Known Suspects	1	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	16	9	0	8	13	0
Assault/Aggravated	25	19	0	21	28	0
Burglary	49	43	3	15	17	0
- Commercial Burglaries	10	12	1	3	2	0
- Residential Burglaries	30	27	2	11	13	0
- Other Burglaries	9	4	0	1	2	0
Theft	534	557	14	203	221	7
Theft/Auto	45	49	0	5	6	0
Arson	1	0	0	0	0	0
All Other	96	100	3	73	98	3
TOTAL PART I	799	807	21	336	405	10
<u>PART II OFFENSES</u>						
Other Assaults	286	241	3	131	170	3
Rec. Stolen Property	2	1	0	18	18	0
Criminal Michief	192	143	0	54	113	0
Weapons	20	12	0	33	37	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	144	213	2	260	410	3
Drugs	141	143	4	161	188	3
Noise/Disorderly Premise	796	759	14	297	355	8
Disorderly Conduct	150	154	2	147	98	0
Trespass	205	218	1	110	67	0
All Other	409	363	5	357	340	8
TOTAL PART II	2345	2247	31	1568	1796	25
<u>MISCELLANEOUS:</u>						
Alarm	273	158	2	0	0	0
Animal Control	458	460	8	5	2	0
Recovered Property	305	264	5	0	0	0
Service	35095	37121	704	0	0	0
Suspicious Per/Veh	587	465	10	0	0	0
TOTAL MISC.	36718	38468	729	5	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	951	45,387	986	48,117



**Newark Police Department
Weekly Traffic Report
12/02/18-12/08/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	8600	9722	250	147
DUI	163	183	1	5
TOTAL	8763	9905	251	152

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	1	0	1
Personal Injury	243	226	6	5
Property Damage (Reportable)	1090	1088	30	39
*Hit & Run	233	230	3	4
*Private Property	235	270	10	5
TOTAL	1334	1315	36	45

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.