

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Finance Director Del Grande and I spent time preparing a presentation for the upcoming financial workshop. We are heavy into the budget process with the Financial Workshop on 10/7 and the Planning Commission presentation on 10/15.

We continued working on the three union negotiations currently underway. All three expire on December 31st and this effort is going to continue to absorb the majority of management's available bandwidth to tackle issues outside of the 2020 budget, the Local Service Function Task Force, and the NCC lawsuit.

Electric Director Patel and I met with representatives from Verizon regarding our draft pole attachment agreement.

Director Del Grande, Deputy Chief Farrall, and I attended the Local Service Function Task Force meeting.

Director Del Grande and I met with Solicitor Bilodeau and special council to continue work on the NCC lawsuit.

I attended the National Manufacturing Day event at Bloom Energy, sponsored by The Newark Partnership on Friday morning. The event was well attended, with Representative Blunt Rochester and Senator Carper, along with several councilmembers and Senator Sokola in attendance.

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

Human Resources:

During the week, several new hires were onboarded including two seasonal employees for Parks and Public Works, two part-time custodians, one Maintenance I and one Administrative Professional I. On Monday, September 30th, the monthly Employee WOW breakfast was held in the City Manager's conference room. Twenty two employees were recognized for their outstanding endeavors. Also on Monday, a make-up class for the ALICE Active Shooter Training, instructed by NPD officers, was held at City Hall. The training, which has been very highly received was attended by numerous City employees including Mayor Clifton and Councilwoman Hughes. During the week, Human Capital Manager Devan Hardin continues to make final arrangements for the upcoming City of Newark Crock Pot Cook Off which will be held on Friday, October 25th at the George Wilson Center. All proceeds for this charity event will go to the Newark PAL. Ms. Hardin is also working to finalize the annual Biometric Screening which will also take place on Friday, October 25th. This is a free service from DVHT for covered employees and spouses with 114 participants registered to date. The deadline for signup is October 11. The

HR team continues to work on contract negotiations for CWA 1036, AFSCME 3919 and AFSCME 1670.

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

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Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held six court sessions from 9/19/19 to 10/2/19. These sessions included arraignments, trials, capias returns,, and video hearings. Parking Ambassadors were here Tuesday and Wednesday to handle any parking appeals.

The bailiffs are scheduled for their second requalifications on 10/12/19.

Activity or Project:

Court Sessions

Description:

From 9/19/19 to 10/2/19 Alderman's Court handled 104 arraignments, 86 trials, 54 capias returns, and 18 video hearings. The court collected a total of 712 parking payments of which 452 were paid online and 260 were paid at court. The court also collected criminal/traffic payments of which 341 were paid online and 94 were paid at court for a total of 435 criminal/traffic payments.

Status:

Completed

Expected Completion:

10-02-2019

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:

Geena was in the office on September 26 for Court and October 1 for Planning Commission.

Renee attended the staff meeting on September 26 where the October 7 Council agenda was discussed.

Renee met with Councilman Markham on September 26.

Staff finalized and posted the agenda and packet items for the October 7 Council meeting on September 30. Item 2B (FY2020 Financial Workshop) was posted and distributed to Council on October 2.

Renee and Nichol finalized and posted the October 8 Conservation Advisory Commission agenda on October 1.

Renee and Nichol drafted and posted the agenda for the October 17 Board of Adjustment meeting on October 1. Nichol also completed and mailed the direct mail notices for surrounding properties and the packets for Board members.

Renee received comments back from the developer, forwarded those comments to staff, received feedback and responded to the developer regarding the subdivision agreement for the development project at 321 Hillside Road (the former Dickinson dormitory site). This Comprehensive Plan amendment and major subdivision is scheduled for public hearing at the October 14 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and revised the October 14 Council agenda.

Renee spent time on several personnel related items.

Tara drafted a proclamation.

Tara spent time on several union-related matters.

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

- * Provided a response and closed a September 9 FOIA request for open permits, code violations or liens for 113 East Main Street Unit 207 from Brian Frederick Funk, P.A.
- * Provided a response and closed a September 10 FOIA request for open permits, code violations or liens for 110 Walker Way from Brian Frederick Funk, P.A.
- * Provided a response and closed a September 10 FOIA request for open permits, code violations or liens for 13 East Mill Stations Drive from Brian Frederick Funk, P.A.
- * Provided a response and closed a September 12 FOIA request for reports of hazardous spills/fire reports pertaining to 30 South Chapel Street from Environmental Alliance
- * Provided a response and closed a September 12 FOIA request for spills/leaks/oil storage tanks ASTs and USTs pertaining to 6 Sussex Road from Environmental Affiliates, Inc.
- * Provided a response and closed a September 20 FOIA request for permits pertaining to 4 East Village Road from William Collison
- * Provided a response and closed a September 26 FOIA request for recent cell tower site plans or applications from SBA Communications Corporation
- * Provided a response and closed a September 27 FOIA request for stormwater management facility/plans/calculations/reports pertaining to 132, 134, and 136 East Main Street from The Palsa Company
- * Provided a response and closed a September 30 FOIA request for a list of crimes within City limits from 2016 to present from the News Journal

Regarding minutes, staff time was spent on the September 10 Conservation Advisory Commission (Tara edited - complete), September 16 Council (Danielle drafted; Renee edited - complete), September 19 Board of Adjustment (Renee edited - complete) and September 23 Council (Tara drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 22 discovery requests for upcoming Alderman's Court cases. 429 discovery requests have been filled so far this year. The court calendar for October 10 was received and the 12 cases were prepared for the Deputy City Solicitor. 39 court calendars with 698 associated cases have been prepared so far for 2019. One plea by mail was processed.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 16 lien certificates were completed and sent to the requestor. 1,588 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha spent time working to process records from the trailers in the parking lot to distribute to the appropriate departments for processing.

Debbie completed the backlog of files from the Payments and Utility Billing Division of the

Finance Department this week. That equals nearly four years worth of payments with over 260,000 pages processed for that Division over the 15 months she has been with Records.

Students from the Networks Program with the Christina School District worked on October 2 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

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

The scanned documents numbers for September 26-October 2 are below.

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

Activity or Project:

Staff Recruitment

Description:

The Legislative Department welcomed Nichol Scheld as our new Administrative Professional I on September 30.

The posting for the vacant part-time Secretary position is open for applications through October 11.

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| Status: | In-Progress |
| Expected Completion: | 11-01-2019 |
| Execution Status: | Behind Schedule |

Activity or Project:

Description:

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| Status: | |
| Expected Completion: | |
| Execution Status: | |

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews removed transformers at College Square Shopping Center for demolition. The crews also disconnected the service to the Green Mansion for partial demo.

A failed transformer on College Avenue affected the traffic lights at the Christina Parkway during rush hour last week. DelDOT brought out a generator until the transformer was changed.

A contractor was brought in to fix a breaker at the Phillips Avenue Substation. After the contractor repaired the breaker, the electricians were tasked to fix frayed wiring noticed during repairs.

The electricians repaired lighting at the Cooches Bridge Road pump house, replaced banners on Main Street, investigated an account/meter swap issue at the small business garages on Old Cooches Bridge Road.

Engineering compiled the UD monthly energy report and sent it to finance and DEMEC for billing purposes. Engineering also worked on the new design for the College Square Shopping Center and went over the infrastructure requirements with the developer. Engineering met onsite with the designer of the hotel to go in Lot 3 to discuss how to rearrange electric lines for the project.

Activity or Project:

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Expected Completion:

Execution Status:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 47

Tickets Opened in the Last Week - 49

Tickets Closed in the Last Week - 49

Remaining Open Tickets – 47

1. Met with UD personnel and Finance to discuss providing a new file format for their summary billing on 9/26.

2. Held training on the request for check process for admin staff on 9/30 & 10/1.
3. Went live on the request for check process on 10/1.
4. Upgraded EAMS to the new Connexo NetSense on 10/1.
5. Held status update call with Harris on 10/2 for CC6 project, they are still working with their internal R&D dept on the 1 remaining issue.
6. Working with our payment processor Paymentus to switch over Tyler Munis payment processing from Auth.net.
6. Worked on and resolved support tickets for end users.
7. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, implementation will be scheduled once CC6 is live.
3. Waiting to hear back from a few Depts/Divs regarding the Employee Directory, we anticipate launching next week.

Infrastructure Team:

Open Tickets from Previous Week - 95

Tickets Opened in the Last Week - 73

Tickets Closed in the Last Week - 69

Remaining Open Tickets - 99

1. Still down by 2 desktop support technicians.
2. 2 additional members out sick for part of the week.
3. Attended Infracore cloud based DR product demo WebEx.
4. Participated in the BWC RFP Recommendation meeting.
5. Manager attended DELJIS training.
6. Enabled the mobile app for camera access.
7. Worked with the audio integrator that built the FTR system to identify components and get management software.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Configuring the Ocularis Web Viewer to be securely available from the internet.
2. Working with Dell on budget overage on the AeroHive upgrade.
3. Continuing to work on certificate issue in the Munis environment.

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Completed.
- Migrate data from previous release to Connexo - Scheduled for 10/1/19.
- Training - Completed.

- Site Acceptance - Completed.
- Promote to production - Completed
- Decommission old production, build new test - Pending*

*The infrastructure team will work on decommissioning the old production server and building a test server.

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| Status: | Completed |
| Expected Completion: | 05-31-2019 |
| Execution Status: | Completed |

Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1 - Completed

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15 - Completed

- User Acceptance Testing & Issues Remediation

July 22 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Waiting on vendor on issue remediation

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug 19 - No scheduled date for go live.

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

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| Status: | Near Completion |
| Expected Completion: | 08-23-2019 |
| Execution Status: | Behind Schedule |

Activity or Project:

Media Room

Description:

Resolve Desktop display issues - Complete
 Register system - Complete
 Configure Tricaster with a single camera- Complete
 Add second camera - Complete
 Configure Network Switch - Complete
 Work with Electric to cable for audio and video over ethernet - Complete
 Mount cameras - Complete
 Connect to Channel 22 - Pending
 Test - In progress
 Train - Pending

*We have a hiss in the audio that we can't get rid of. We are planning to replace redundant gear in the audio signal chain with another mixer that will allow for a dedicated channel for each microphone. We were able to connect with the integrator who has agreed to assist.

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| Status: | Near Completion |
| Expected Completion: | 09-13-2019 |
| Execution Status: | Behind Schedule |

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended National Recreation and Park Association's annual conference in Baltimore with recreation staff; completed accident reports for two incidents; conducted parks maintenance meeting to discuss upcoming projects and work orders; working on grant reports for the now completed Pomeroy Trail Connector and grant reimbursement.

Deputy Director: Attended National Recreation and Park Association's annual conference in Baltimore with recreation staff; worked with Devan on set up for the health fair at the George Wilson Center and ensured attendants covered event; participated in the City blood drive; boosted Outdoor Family movie night and Harvest Festival through social media; continued to finalize details for Outdoor Movie night with UD; worked with Melinda and Shelby on final details for the Harvest Festival; worked with Wilson Center attendants on coverage for the remainder of September and started to finalize October schedule, 2020 reservations for the Wilson Center begin on Oct. 1; worked with dance instructors on adding participants to classes; continued to work on scheduling staff for required anti-harassment training; conducted weekly staff meeting with recreation staff; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Reviewing and updating before and after care staff files in preparation for upcoming site inspection at West Park; scheduled staff for the School's Out Day program on 9/30; our CPR/First Aid training class for staff and one member of the public was held on Sunday, 9/29 at the Newark Senior Center; Archery Clinic was held on 9/23, new classes are scheduled to begin 10/7; attended the National Recreation and Park Association's annual conference in Baltimore Tuesday-Thursday; participated in the City blood drive on Friday.

Recreation Supervisor of Community Events: Attended the National Recreation and Parks Association's annual conference in Baltimore along with the rest of the recreation staff and department directors; sent updated rosters to instructors of fitness and special interest programs; composed a letter for downtown businesses about the upcoming Halloween Parade and Trick or Treat Main Street; met the theater instructor so she could remove props from the George Wilson Center.

Recreation Specialist: Purchased and delivered supplies for cooking clubs for After School Care program and delivered paperwork and other supplies to both sites; purchased and delivered snacks for School's Out/Kids Day Off scheduled for Monday, Sept. 30 at the Wilson Center; attended National Recreation and Parks Association's conference in Baltimore; entered all new online volunteer applications in the applicable spreadsheets and started preparing assignments for Harvest Festival.

Parks Superintendent inspected 18 park/open space areas and developed work orders as needed, met with developer of Enterprise Rent A Car site to review landscape installation, organized for either pick up or delivery of plant materials for installation at Reservoir/Preston's Playground next week, sprayed in meadow area at Folk Park to control Chinese Lespedeza, met with homeowner concerning tree issue, met with Facilities Manager at Porter Chevy concerning tree pruning issues, continued monitoring tree removal/pruning contract along Elkton Road for DelDOT and coordinated with the Parks and Recreation Office Administrator on completing the "Tree City USA" and "Growth Award" applications.

Parks Supervisor assigned field staff daily and assisted as needed, picked up supplies for popcorn machine for special events, continued working on Munis work order system, lead tour of parks maintenance facility/demonstrated some of the equipment used daily in park maintenance operations and discussed park maintenance as a career path to the students from Team Works and assisted in coordinating set up for health fair at Wilson Center.

Parks/horticulture staff did spot mowing as needed, repaired around both catch basins outside outfield fence line at Hill Park (added stone/soil/seed), did interior bed maintenance at City Hall, did trash removal throughout park system, continued mulching bed areas, dragged/scarified ballfields at Handloff/Dickey/Lumbrook, raked off/leveled all horseshoe pit areas, finished bush hogging all Electric Department ROW's, did equipment maintenance on Ventrac, started woodcarpet applications to several park areas, continued on work orders as assigned, set up/take down/storage for health fair and blood drive events and continued on watering on new plant materials throughout park system as needed. Team Works continued woodcarpet application at Handloff, an Eagle Scout installed a GA-GA pit at Fairfield Park.

Activity or Project:

Tree Work at Dickey Park

Description:

Miller Tree Service removed five declining Oaks with Bacterial Leaf Scorch and one Austrian Pine with Diplodia. This was completed using Community Development Block Grant funding. We plan to plant six trees next spring in Dickey Park as replacements.

Status:

Started

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| Expected Completion: | 05-01-2020 |
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| Execution Status: | On Track |
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City Manager's Weekly Report

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| Department: |
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Planning and Development Department

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| Notable Notes: |
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Code Enforcement:

Fire Marshal Dave Tynan conducted daily plan reviews and site reviews on new and existing projects, including Chemours, BPI, Whitney Center, South Main Street and various other projects; conducted special event inspections for home football games; responded to a structure fire on Country Club Drive, assisted State Fire Marshal with the investigation, and assisted Aetna and residents, along with the help of City Manager Tom Coleman and Councilman Jason Lawhorn; assisted with 2019 Fraternity and Sorority Fire Safety Programs in which over 100 students were trained in fire extinguisher use and home fire safety tips; conducted extensive early morning and regular day inspections to assist in the completion of South Main Street Plaza; reviewed the Danneman hotel sketch plan; conducted Fire Prevention Education at Downes Elementary School and at Village of Fountainview; completed Fire Code Revisions in preparation for the December 9 Council meeting; and, continued working on Business License meeting and updates. Dave also continued work on EOP updates with a rough draft due November 15; assisted department directors with completion of COOP Plan questionnaires and surveys; completed the ICS training matrix, with updates to be sent out to those in need of ICS training; continued work on EOC operations with UD for home games; and, met with Parks and Recreation for EOP for an upcoming event.

The trial for 212 West Main Street, the vacant property with numerous maintenance violations, has been rescheduled for October 23. Work at Campus Walk II is progressing.

Property Maintenance Inspectors also completed the following this week:

- 39 Inspections
- 24 Responses to Complaints

- 6 Citations Issued
- 17 Violations Issued

Parking (for September 19, 2019 to October 2, 2019):

Parking staff continued weekly meetings with T2 Systems, ComSonics, Genetec and Passport in regard to the implementation of License Plate Recognition, multi-space metering, and mobile app payments and their functionality working with each other. Overall, feedback on the system has been positive and the Division continues working on improvements and response to customer feedback. Staff worked with T2 directly on ‘Check Payment’ mobile software that allows on-foot Parking Ambassadors to handle enforcement in areas that have mobile and multi-space payments, separate from the License Plate Recognition vehicles. Staff also worked with Russ Davis of T2 and David Bigelow of Passport to develop and implement the system validations program for area businesses. Carol Massa attended Munis Check Processing training at City Hall. Staff worked on financial recordkeeping forms to ensure they worked properly with the new multi-space and Passport mobile app payment systems. Full-time Parking Ambassadors worked with office staff and the respective third parties on training and understanding vehicle License Plate Recognition enforcement. New loading zone signs were installed on Center Street to ensure that patrons are aware of the loading zone now that meters have been replaced. Old single-space poles were removed in Lot 6. Speed humps were placed in Lot 1 to control traffic speed through the lot now that it is gateless. DelDOT and A-Del will be switching phases from the ‘Washington Street to Chapel Street’ phase to the ‘Chapel Street to College Avenue’ phase. This will begin the ‘major’ disruption of Main Street, removing the most meters out of the central business district. New parking revenue accounts were created, with the assistance of Finance, in preparation for credit card revenues on the app and at the new multi-space kiosks. Staff is working with ParkingSoft on some charging discrepancies that are being seen with their equipment in off-street lots. An error was fixed on the Lot 3 countdown sign. Staff responded to FOIA request on the Passport contract.

Planning/Land Use:

At their meeting on October 1, the Planning Commission took the following actions:

- Elected Planning Commission officers for the upcoming year – Chair Will Hurd, Vice Chair Alan Silverman, and Secretary Tom Wampler
- Recommended approval of a Comprehensive Development Plan amendment, rezoning, major subdivision, and special use permit for 287 East Main Street (Fulton Bank)
- Adopted the Planning Commission 2019 Annual Report and 2020 Work Plan
- Received an update on the Newark Community Sustainability Plan

The latest Draft (October 2019) of the Newark Community Sustainability Plan will be available starting Friday, October 4 on the City’s website at the following link: <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>. The Draft plan will also be distributed to Steering Committee members and to members of the Conservation Advisory Commission (CAC). There will be a presentation on the Plan to the CAC at their meeting on October 8 for their recommendation to Council. There will also be a Drop-In Public Workshop on the Plan at the Newark Council Chamber on Thursday, October 17 from 4:00 p.m. to 6:00 p.m. Council members are encouraged to attend. The Final Draft of “Sustainable Newark” will be presented to Council at their November 11 meeting.

On October 17, the Board of Adjustment will hear the appeal of Dental Associates of Delaware of

301 South Chapel Street for the following variances.

- Maximum number of ground signs is one per parcel. The applicant's plan indicates two ground signs. This requires a variance of one ground sign.
- Ground signs must be a minimum of 100 feet from residential zoning areas. Since the parcel is only 100 feet wide and is bordered by residentially-zoned properties, this requires a variance to be able to place a ground sign on the property.

Planner Mike Fortner gave a presentation on the Newark Community Sustainability Plan to the Planning Commission at their October 1 meeting.

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. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

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

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 has been placed on City Council agendas for September 23, 2019 (first reading) and October 28, 2019 (second reading).

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 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019.

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

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. 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 was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting. On June 14, 2019, the Planning and Development Department received revised plans proposing one 3-story/9-unit apartment building, three 3-story/12-unit apartment buildings, and 46 3-story townhome-style apartments. The revised plans were distributed to the SAC for review on June 20, 2019. Staff comments were forwarded to the applicant on July 11, 2019. Revised plans were received by the Planning and Development Department on July 18, 2019, with staff comments forwarded to the applicant on July 23, 2019. Revised plans were received on July 25, 2019. This project is scheduled for consideration by the Planning Commission at their meeting on August 6, 2019. At their meeting on August 6, the Commission recommended approval of the Comprehensive Development Plan amendment and recommended not to approve the proposed major subdivision. The project has been placed on City Council agendas for September 23, 2019 (first reading) and October 14, 2019 (second reading).

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

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story

mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. As of the August 12, 2019 revised submission, this project no longer requires site plan approval. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019. SAC comments were forwarded to the applicant on June 10, 2019. Revised plans, received on August 12, 2019, no longer require site plan approval. The plans were distributed to the SAC on August 13, 2019. Staff comments were forwarded to the applicant on September 26, 2019. The Planning Commission recommended approval of the Comprehensive Development Plan amendment (4-0), rezoning (4-0), major subdivision (4-0), and special use permit (4-0) at their meeting on October 1, 2019.

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

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings.

436 Christina Mill Drive, Parcel ID 1803000130 (PR#19-07-02): The Planning and Development Department received an application for a special use permit for 436 Christina Mill Drive on July 10, 2019. The applicant is requesting approval for a part-time massage therapy business.

65 and 77 East Delaware Avenue, Parcel IDs 1802600053, 1802000077, 1802000076, 1802000257, 1802000075, 1802000074 (PR#19-07-03): The Planning and Development Department received plans for an administrative subdivision for 65 and 77 East Delaware Avenue on July 18, 2019. The applicant is requesting approval to combine six parcels into one parcel, with no proposed change in use at the site. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 2, 2019.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On

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

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019.

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:

- October 7th through 9th, Chief Tiernan will be speaking to criminal justice classes at colleges in New Jersey. Chief Tiernan will be recruiting candidates for the Newark Police Officer exam that will be held in November.

Patrol:

- On September 29, 2019, at approximately 12:45 p.m., a female victim was seated at a restaurant located on East Main Street. While seated at the table, the victim felt her purse moving and turned to find that her credit cards were missing. As the victim stated out loud that her cards were missing, a female seated at a table behind the victim stood-up and left the business. The victim and members of the group she was with went to confront the suspect. When they began to speak with the suspect, she ran eastbound on East Main Street. One of the members of the group, a 19-year-old female, caught up with the suspect in the area of East Main Street and Center Street. The suspect then punched the female victim in the face and ran north on Center Street to eastbound New Street. The victim did not sustain any physical injury and did not require medical treatment.
- On September 29, 2019, at approximately 11:00 p.m., Newark Police responded to the 300 block of Terrace Drive for a report of shots fired. Upon arrival, officers contacted subjects in the area. The investigation revealed that a group of subjects, who were all known to each other, standing outside of a residence. Two of the subjects began to have a disagreement. One of the subjects, went into his residence and came back outside a short time later. The suspect then proceeded to point a handgun towards the ground in the area of the victim and fired one round. The victim, a 31-year-old male, was not injured. The suspect fled the area. On September 30, 2019, the suspect turned himself in at Newark Police Headquarters. He was charged with Reckless Endangering in the First Degree and Possession of a Firearm During the Commission of a Felony.

Special Enforcement Division:

- Special Operations officers will be attending the Harvest Festival on Saturday.
- Special Operations officers will be engaging in proactive patrols over the weekend.
- Special Operations officers have been working with a local cinema to ensure security at a movie that will be opening this weekend.

Auxiliary Services Division:

- NPD continues to host weekly Emergency Police Dispatch (EPD) training for emergency communications personnel statewide in preparation for the implementation of the EPD Priority software.

Administration Division:

- The Administration Unit continues to aggressively recruit for the upcoming applicant test scheduled for November 16, 2019.

Criminal Investigations Division:

- On September 26, 2019, detectives placed an arrest warrant on 40-year-old Derrick J. Sudler for Burglary 2nd Degree, Theft \$1,500 or Greater, and Theft of a Motor Vehicle. During the incident, which was determined to have occurred on September 24, 2019 at 5:10 a.m., the victim's keys were stolen from within an unlocked residence in the unit block of N. Chapel Street. The suspect then took the victim's vehicle from the driveway and left the area. Detectives were able to identify Sudler through the use of video surveillance and other investigative means. On September 28, 2019, the suspect was arrested in Maryland by the Elkton Police Department. He was extradited to Delaware on October 1, 2019.
- On September 30, 2019, Newark Police detectives arrested 27-year old George McCullough for Reckless Endangering 1st Degree and Possession of a Firearm During the Commission of a Felony regarding an incident that occurred the night prior. During the incident, the victim and an

acquaintance engaged in an altercation that led to the suspect firing a single round in the direction of the victim; no injuries occurred as a result. Physical evidence was located at the scene, and the involved firearm was later located in a female acquaintance's home. The suspect turned himself in to Newark PD. He received \$13,000 unsecured bail and was released.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

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:

South Well Field Water Treatment Plant Upgrades plans and specifications have been completed and advertised for bid. We expect to have bids back in early November and bring a recommendation to Council to award the contract in late November.

West Park Place from approximately Beverly Road to Indian Road is scheduled to close from October 7th through October 11th for utility work. Road closure notices and detours will be in place between the hours of 9:00 a.m. and 3:00 p.m. each day. Local access for residents and emergency services will be permitted. Follow posted detours around the work area.

Leaf Collection will begin on Monday, October 14 and run through the end of December. More information on this program are available on our website:
<https://newarkde.gov/229/Fall-Leaf-Collection>

Activity or Project:

Main Street Improvements

Description:

Haines Street at East Main is scheduled to close on Wednesday, October 9th and will remain closed for 3-4 weeks, depending on weather and construction pace. Also, starting Tuesday, October 8th the contractor will begin milling and overlay operation at Rt. 273 and Library Avenue. This will be night work and will extend up to the Marrows Road intersection. Once paved and restriped we can expect traffic on the east end of Main Street and the Rt. 273/Library Road intersection to flow better.

The contractor began Phase 5B on October 3. This is one of the largest sections of the project. This is the south side of East Main from roughly Chapel Street to the Galleria.

| | |
|-----------------------------|-------------|
| Status: | In-Progress |
| Expected Completion: | 12-31-2019 |
| Execution Status: | On Track |

Activity or Project:

Annual Street Contract

Description:

Grassbusters Landscaping Co., Inc. continued the 2019 Street Improvement Program at Red Pine Circle on Monday, 9/30/19 and all curb and restoration work on Red Pine Circle was completed on 10/1/19. On 10/2/19 they mobilized to Hartford Place to begin curb removal and replacement. Curb replacement on Hartford Place is still ongoing and work will resume on Monday, 10/7/19 with the intent for all curb and restoration work to be completed on Tuesday, 10/8/19. Following the completion of Hartford Place they will mobilize to Stamford Drive to begin curb removal and replacement. The contractor has also furnished a schedule for the milling and paving of the previously completed curb locations. Milling and paving is scheduled to begin at Plymouth Drive on Monday, 10/21/19.

| | |
|-----------------------------|-------------|
| Status: | In-Progress |
| Expected Completion: | 12-31-2019 |
| Execution Status: | On Track |

Activity or Project:**Description:**

| | |
|-----------------------------|--|
| Status: | |
| Expected Completion: | |
| Execution Status: | |

Digital Records Project New Documents Created – September 26-October 2

| Name | # of Documents | # of Pages | Types |
|------------|----------------|------------|---|
| Samantha | 507 | 4,309 | NPD Files |
| Sandy | 823 | 1,141 | Personnel Documents/Timesheets |
| Fred | 0 | 0 | Off |
| Debbie | 383 | 5,416 | PUBS Daily Cash Receipts/PUBS Returned Mail |
| Ana (PT) | 325 | 1,916 | Court Documents/NPD Files |
| Anita (PT) | 14 | 26 | Miscellaneous Current Files |
| Total | 2,052 | 12,808 | |

Monthly Year-Over-Year New Document Page Totals

| Month | 2018 | 2019 | Change +/- |
|-----------|---------|--------|------------|
| January | 45,288 | 51,476 | +6,188 |
| February | 20,852 | 23,706 | +2,854 |
| March | 25,727 | 32,064 | +6,337 |
| April | 32,595 | 36,965 | +4,370 |
| May | 40,272 | 62,286 | +22,014 |
| June | 17,662 | 69,471 | +51,809 |
| July | 23,131 | 45,789 | +22,658 |
| August | 30,880 | 64,117 | +33,237 |
| September | 38,612 | 60,329 | +21,717 |
| October | 48,801 | | |
| November | 43,574 | | |
| December | 37,262 | | |
| Totals | 404,696 | | |

Monthly Year-Over-Year Modified Document Page Totals*

| Month | 2018 | 2019 | Change +/- |
|-----------|---------|---------|------------|
| January | 49,088 | 64,516 | +15,428 |
| February | 72,213 | 13,926 | -58,287 |
| March | 52,137 | 42,064 | -10,073 |
| April | 53,599 | 55,965 | +2,366 |
| May | 49,087 | 286,052 | +236,965 |
| June | 30,590 | 79,209 | +48,619 |
| July | 30,099 | 48,442 | +18,343 |
| August | 41,820 | 75,080 | +33,260 |
| September | 43,957 | 68,636 | +24,679 |
| October | 62,239 | | |
| November | 46,455 | | |
| December | 39,846 | | |
| Totals | 571,130 | | |

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

NEWARK POLICE DEPARTMENT

WEEK 09/22/19-09/28/19

INVESTIGATIONS

CRIMINAL CHARGES

| | 2018 TO <u>DATE</u> | 2019 TO <u>DATE</u> | THIS WEEK 2019 | 2018 TO <u>DATE</u> | 2019 TO <u>DATE</u> | THIS WEEK 2019 |
|---------------------------------|---------------------------|---------------------------|----------------------|---------------------------|---------------------------|----------------------|
| <u>PART I OFFENSES</u> | | | | | | |
| a)Murder/Manslaughter | 0 | 1 | 0 | 0 | 0 | 0 |
| b)Attempt | 0 | 0 | 0 | 0 | 0 | 0 |
| Kidnap | 0 | 1 | 0 | 0 | 0 | 0 |
| Rape | 11 | 6 | 0 | 4 | 11 | 0 |
| Unlaw. Sexual Contact | 4 | 3 | 0 | 6 | 0 | 0 |
| Robbery | 16 | 13 | 1 | 24 | 10 | 0 |
| - Commercial Robberies | 7 | 7 | 0 | 8 | 8 | 0 |
| - Robberies with Known Suspects | 1 | 1 | 0 | 2 | 1 | 0 |
| - Attempted Robberies | 0 | 0 | 0 | 1 | 0 | 0 |
| - Other Robberies | 8 | 5 | 1 | 13 | 1 | 0 |
| Assault/Aggravated | 16 | 20 | 1 | 24 | 17 | 0 |
| Burglary | 30 | 54 | 3 | 9 | 99 | 3 |
| - Commercial Burglaries | 9 | 5 | 0 | 2 | 8 | 0 |
| - Residential Burglaries | 19 | 38 | 3 | 5 | 55 | 1 |
| - Other Burglaries | 2 | 11 | 0 | 2 | 36 | 2 |
| Theft | 410 | 414 | 12 | 150 | 304 | 4 |
| Theft/Auto | 42 | 37 | 6 | 6 | 8 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| All Other | 74 | 84 | 1 | 63 | 95 | 4 |
| TOTAL PART I | 603 | 633 | 24 | 286 | 544 | 11 |
| <u>PART II OFFENSES</u> | | | | | | |
| Other Assaults | 199 | 208 | 8 | 139 | 122 | 0 |
| Rec. Stolen Property | 0 | 1 | 0 | 16 | 11 | 0 |
| Criminal Mischief | 124 | 109 | 3 | 104 | 83 | 1 |
| Weapons | 9 | 18 | 0 | 27 | 52 | 0 |
| Other Sex Offenses | 0 | 0 | 0 | 0 | 7 | 0 |
| Alcohol | 175 | 163 | 8 | 277 | 295 | 14 |
| Drugs | 106 | 161 | 4 | 152 | 254 | 18 |
| Noise/Disorderly Premise | 583 | 500 | 9 | 239 | 194 | 6 |
| Disorderly Conduct | 110 | 125 | 4 | 82 | 101 | 3 |
| Trespass | 164 | 190 | 4 | 51 | 77 | 0 |
| All Other | 309 | 266 | 8 | 247 | 336 | 6 |
| TOTAL PART II | 1779 | 1741 | 48 | 1334 | 1532 | 48 |
| <u>MISCELLANEOUS:</u> | | | | | | |
| Alarm | 138 | 125 | 7 | 0 | 0 | 0 |
| Animal Control | 375 | 462 | 7 | 2 | 5 | 3 |
| Recovered Property | 218 | 179 | 10 | 0 | 0 | 0 |
| Service | 30201 | 25833 | 637 | 0 | 0 | 0 |
| Suspicious Per/Veh | 364 | 346 | 7 | 0 | 0 | 0 |
| TOTAL MISC. | 31296 | 26945 | 668 | 2 | 5 | 3 |

| | | | | |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
| | THIS WEEK <u>2018</u> | 2018 TO <u>DATE</u> | THIS WEEK <u>2019</u> | 2019 TO <u>DATE</u> |
| TOTAL CALLS | 1,010 | 38,920 | 860 | 34,133 |



**Newark Police Department
Weekly Traffic Report
09/22/19-09/28/19**



| TRAFFIC SUMMONSES | 2018 YTD | 2019 YTD | THIS WEEK 2018 | THIS WEEK 2019 |
|-------------------|-------------|-------------|----------------|----------------|
| Moving/Non-Moving | 8315 | 9053 | 157 | 245 |
| DUI | 135 | 160 | 0 | 4 |
| TOTAL | 8450 | 9213 | 157 | 249 |

*Included in the total collision numbers

| TRAFFIC COLLISIONS | | | | |
|--|-------------|------------|-----------|-----------|
| Fatal | 0 | 2 | 0 | 0 |
| Personal Injury | 165 | 164 | 6 | 3 |
| Property Damage (Reportable) | 882 | 826 | 35 | 30 |
| *Hit & Run | 199 | 148 | 8 | 6 |
| *Private Property | 237 | 199 | 4 | 6 |
| TOTAL | 1047 | 992 | 41 | 33 |

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.