

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I continued to spend most of my time working on union negotiations and the annual budget. We held negotiation sessions with all three unions with expiring contracts this week and are making progress. It is our goal to have tentative agreements before the end of the year.

Finance Director Del Grande and I met with two residents who had questions about the budget and had a productive conversation. We also provided responses to many budget related questions throughout the week.

Deputy Chief Farrall, Director Del Grande, and I attended the Local Service Task Force meeting at the County Building

I met with several Council members throughout the week: Wallace, Hamilton, Markham, and Mayor Clifton.

I met with a local landlord to discuss the Rental Housing Committee's work to date.

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

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale finalized three purchasing-related recommendations for City Council; which pertained to the concrete deck and stair repairs along the Apple Road-side of the Municipal Center, Council Chamber renovations, and the procurement of gymnasium equipment using Delaware Valley Health Trust (DVHT) grant money.

Mr. Martindale also set up meetings with JMT Engineering for a warehouse expansion project, Pitney Bowes to review potential postage meter lease renewals, and Mailroom Systems, Inc. to outline where this company may be able to improve the City's mailroom operations.

Finally, Mr. Martindale and the City's Human Resources team onboarded Judy Cleaver, the City's new Mailroom Aide, who previously worked as a Parking Attendant for the City.

Facilities:

The Facilities Maintenance staff repaired walls at the George Wilson Center, which were damaged from slight flooding. Staff also began replacing drainage pipes at and around the GWC to reduce flooding occurrences.

Facilities additionally repaired a toilet in Building #4 at the Maintenance Yard and pressure

washed the Windy Hills shed to prepare for painting.

The custodial staff trained a new custodian, Cal Glace, and deep cleaned the Municipal Center basement floor.

Local Government Management Fellow:

Fellow John Steponick met with Parks & Recreation Director Joe Spadafino to discuss preliminary Parks on Draft plans for 2020. He also compiled a list of potential grants for Parks & Rec projects, which was also discussed with Director Spadafino.

Human Resources:

During the week of October 20th, the HR team hosted two anti-harassment training sessions, including one supervisory training and one employee training. On October 22nd, Mark Farrall, Marta Pacheco and Devan Hardin attended the annual training conference of the Delaware Public Employer Labor Relations Association (DELPELRA). The training was held in Wilmington and included many beneficial training topics. On October 23rd, Mark Farrall and Devan Hardin attended a one day National Public Employer Labor Relations Association (NPELRA) Labor Negotiations training program hosted at the Delaware River and Bay Authority. On October 25th, the City hosted the annual biometric screening offered by DVHT. A total of 136 participants attended. On the same date, the annual Cook Off competition was held during lunch hours at the Wilson Center. The event raised over \$500 for the Newark PAL.

On October 28th, open enrollment began. Devan Hardin has worked very hard preparing for open enrollment and has scheduled numerous sessions throughout the two week enrollment period to aid those employees who need assistance with the process. Also on Monday, the monthly WOW breakfast was held with numerous City employees recognized. On October 29th and 30th, Devan Hardin assisted with P/T Secretary Interviews. Marta Pacheco remains busy processing workers compensation claims, personnel actions, and compiling applications and corresponding with applicants for the police application process which closes on November 1st. On October 30th, Mark Farrall, along with Tom Coleman and Dave Del Grande attended the Local Service Function Task Force meeting. During the week, Mark Farrall and Devan Hardin engaged in contract negotiations with CWA 1036, AFSCME 1670 and AFSCME 3919.

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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City Manager's Weekly Report

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| Department: Alderman's Court | |
| Notable Notes: Alderman's Court held three court sessions from 10/24/19 to 10/30/19. 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 10/24/19 to 10/30/19 Alderman's Court handled 56 arraignments, 31 trials, 16 capias returns and 2 video hearings. The court collected a total of 322 parking payments of which 244 were paid online and 78 were paid at court. The court also collected criminal/traffic payments of which 167 were paid online and 35 were paid at court for a total of 202 criminal/traffic payments. | |
| Status: | Completed |
| Expected Completion: | 10-30-2019 |
| Execution Status: | Completed |

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| Activity or Project: | |
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| Activity or Project: | |
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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 October 28 for Council. Geena was in the office on October 24 for Court.

Renee attended the staff meeting on October 25 where the November 4 Council agenda was discussed.

Staff finalized and posted the agenda and packet items for the November 4 Council meeting on October 28.

Paul, Renee and Tara staffed the Council meeting on October 28. An attachment for item 5A (Rental Housing Workgroup presentation) was posted and sent to Council on October 24 and item 2B (October 14 Council minutes) was posted and sent to Council on October 25. Staff completed follow up work throughout the week.

Renee participated in a bid opening on October 29.

Renee worked on the draft of the subdivision agreement for the development project at 287 East Main Street. This Comprehensive Plan amendment, rezoning, major subdivision and special use permit is scheduled for public hearing at the November 25 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and drafted the November 11 Council agenda. Council meetings are now being booked into January and February of 2020.

Danielle completed the direct mailings for three special use permits for indoor recreation facilities located at 120 Sandy Drive, 303 Markus Court and 1325 Old Cooches Bridge Road for the November 11 Council meeting.

Tara and Nichol completed the follow up from the October 17 Board of Adjustment meeting.

Tara worked on several union matters and union negotiations.

Renee and Tara spent time researching several items for staff and Council.

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

- * Provided a response and closed an October 10 FOIA request pertaining to a stop sign located at the Newark Park N' Shop from Napoli Law
- * Provided a response and closed an October 22 FOIA request pertaining to all properties with inactive water meters or disconnected water service from Kasai Guthrie
- * Provided a response and closed an October 24 FOIA request pertaining to properties outside of City limits from Crawford U.S. Property & Casualty
- * Circulated to staff an October 25 FOIA request pertaining to a business license from William Collison
- * Circulated to staff an October 28 FOIA request pertaining to 321 Hillside Road from Environmental Alliance

- * Circulated to staff an October 29 FOIA request pertaining to 288 East Main Street from JFS of Delaware
- * Circulated to staff and received relevant documents for an October 29 FOIA request pertaining to TriTech Software from The News Journal
- * Provided a response and closed an October 29 FOIA request pertaining to a property outside of City limits from BL Companies
- * Circulated to staff an October 30 FOIA request pertaining to applications/site plans for possible proposed new cell towers from SBA Communications Corp

Regarding minutes, staff time was spent on the October 8 Conservation Advisory Commission (Danielle drafted; Tara editing), October 14 Council (Nichol drafted; Renee edited - complete), October 21 Council (Nichol drafted) and October 28 Council (Nichol drafting) minutes. Several sets of Council Executive Sessions and the October 17 Board of Adjustment minutes are currently in the queue.

Danielle fulfilled 10 discovery requests for upcoming Alderman's Court cases. 486 discovery requests have been filled so far this year. The court calendar for November 7 was received and the 7 cases were prepared for the Deputy City Solicitor. 43 court calendars with 762 associated cases have been prepared so far for 2019.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 1,629 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha conducted TCM training for Communications and Purchasing staff.

Students from the Networks Program with the Christina School District worked on October 30 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 October 24-30 are below.

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

Activity or Project:

Staff Recruitment

Description:

Renee, Tara and Human Capital Manager Hardin interviewed five candidates for the part-time Secretary position on October 29 and 30. Renee also spent time calling references for candidates.

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| Status: | Near Completion |
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| Expected Completion: | 11-01-2019 |
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| Execution Status: | Behind Schedule |
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Activity or Project:

Recodification

Description:

Renee spent time reviewing the Code proofs for the recodification project for the submission deadline of November 15.

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| Status: | In-Progress |
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| Expected Completion: | 02-28-2020 |
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| Execution Status: | Behind Schedule |
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews worked on South College pulling new conductors across Chestnut Hill Road early Wednesday morning. The crews also installed a padmount transformer to feed the new train station building. The line crews attended a training class on the new line truck just delivered.

The electricians escorted the infrared contractor throughout the system. They changed banners and built antenna brackets for the 12kV reclosers being installed. The electricians also finished up SCADA wiring at the South Chapel Substation and compiled all the oil quantities in all the equipment at every substation for a DNREC report.

Engineering worked on the SCADA evaluations. Engineering also spent considerable time on a solar system billing complaint. Engineering also worked on getting prices for breaker maintenance at Kershaw Substation.

Activity or Project:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Budget staff has been working with the departments, prepping for the November 4th Budget Hearing with City Council. All budget information can be found on Budget Central:
<https://newarkde.gov/1007/Budget-Central>

Capital budget link: <https://newarkde.gov/DocumentCenter/View/13043/11042019-2020-Budget-Hearing-1-CIP-Binder>

Operating Budget link: https://newarkde.gov/DocumentCenter/View/13042/11042019-_2020-Budget-Hearing-1

The majority of Director Del Grande's week other than budget-related issues has been spent working on union negotiations with our AFSCME and CWA locals.

10/30 – City Manager Coleman, Deputy Chief Farrall and Director Del Grande attended the Local Service Task Force meeting at the City County Building.

The City submitted a claim to the State's Escheat office for monies sitting with the state that belonged to the City. Our claim realized just under \$5,000, which we were happy to receive.

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

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 52

Tickets Opened in the Last Week - 20

Tickets Closed in the Last Week - 26

Remaining Open Tickets – 46

1. Skype session with vendor to review text changes within CC6 on 10/24.
2. Meeting to prep for Munis Investment Assessment on 10/24.
3. Skype session with Honeywell to discuss support call issues on 10/25.
4. Held training with Parking Division and Finance staff on General Billing training on 10/28.
5. Coordinated and attended a Paymentus lunch and learn with PUB staff on upcoming offerings on 10/29.
6. Held status update call with Harris on 10/30 for CC6 project to discuss potential go live date.
7. Continued working with our payment processor Paymentus to switch over Tyler Munis payment processing from Auth.net.
8. Worked on and resolved support tickets for end users.
8. 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.

Infrastructure Team:

Open Tickets from Previous Week - 92

Tickets Opened in the Last Week - 46

Tickets Closed in the Last Week - 52

Remaining Open Tickets - 86

1. Worked on and resolved support tickets for end users.
2. Actively responded to and resolved Secureworks alerts.

Pending:

1. Recabling the DR VRTX.
2. Preparing to move Electric's data to SharePoint.

3. Test latest iteration of the employee onboarding script.
4. Demo new onboarding request process for HR.

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 - Completed

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

Aug 19 - Tentative go live date scheduled for 12/9/19.

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

Status: Near Completion**Expected Completion:** 08-23-2019**Execution Status:** Behind Schedule**Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:**

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

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended anti-harassment management training; worked on the tree planting and reforestation plan for our parks and Open space areas with Tom Z; reviewing the final plans of the White Clay Creek Pedestrian and Bicycle Bridge; working on getting precast restroom bid prices and accessibility review board application submitted; met with Public Works on the donor bench being installed and the layout required; met with event staff about Halloween Parade logistics road closures and potential rain out communication and timeline organization; conducted parks maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: Attended anti-harassment management training; spoke with Civic Rec regarding recreation software; assisted with Cook Off Challenge set up at the George Wilson Center; met with Joe, Sharon and parks staff regarding set up for the Halloween Parade and barricades, worked with Sharon to send out Halloween Parade information to participants along with map created by Public Works Department to explain the changes in the width of the road along the parade route, worked with Sunbelt rental company on barricade rental, pick up/delivery, sent out cancelation notice to all participants for the event along with hotline and Facebook update; worked with Donald on updating phones for the After School Care programs; combined swim lessons into two classes to fill open spots; placed order for replacement chairs and kiln parts for the Wilson Center; sent out notice to yoga classes regarding cancelation and make up schedule; worked with Sharon to get out information regarding NewBark Pawlooza to last year's participants and get flyers and posters to local pet stores; continued to work with Wilson Center attendants on coverage for rentals for the end of October and November, inquiries on new rentals and booking 2020 reservations; 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: The annual after care site inspection at West Park was held on Monday, 10/21, it went very well and I am working on a few follow up items, continuing recruiting, interviewing and hiring new staff - visited Delcastle High School to interview four students; held the adult volleyball captains meeting on 10/22, it looks like we will have a full league with 12 teams on Wednesdays, Thursday league has six teams, games begin 11/6; the youth basketball skills night was held on 10/22, continue to recruit volunteer coaches, practices are scheduled to begin 11/18; completed November PSAs; working on winter/spring program information; preparing for the Thanksgiving Day Breakfast.

Recreation Specialist: Returned supplies to the George Wilson Center from Community Clean Up, tallied and entered Community volunteer information, sent out 3 verification of hours documents to individuals who needed them; bought and delivered Friday club supplies for the Before and After School Care, sent email to staff asking for November availability, started creating November schedule; prepared for and conducted Halloween Party at the George Wilson Center, recruited &

coordinated volunteers, purchased snacks, created games, and held event, approximately 125 people were in attendance; recruited and coordinated volunteers for the Halloween Parade, had over 40 signed up; updated the Second Saturday Stroll information, Bird Watching, Abrakadoodle information, and Full Moon hikes for Winter/Spring; created Facebook events for Turkey Trot & NewBark Pawlooza. Volunteers: Halloween Party at GWC - 24 volunteers, 66.25 hours.

Parks Superintendent inspected seven park/open space areas and developed work orders as needed, continued preparing for upcoming session at Delaware Invasive Species Council workshop, met with Parks Director on reforestation within the park system, attended anti-harassment training, oversaw planting by horticulture crew at three park/horticulture sites, did research for Parks Director on bridge maintenance issue between West Branch and Christianstead communities and coordinated with landscape specialist for oil applications on Cherries at Folk to control Prunus Scale. Parks Supervisor assigned field staff daily and assisted as needed, coordinated parks staff for upcoming Halloween Parade event and coordinated repairs to Kiln at Wilson Center.

Parks/horticulture staff continued mowing operations as needed, continued on bed maintenance, blew off several tennis and basketball court areas, dragged/scarified ballfields at Handloff and Lumbrook Parks, raked off/leveled all horseshoe pit areas, did interior bed maintenance at City Hall, did tree work at several park sites, loading for Halloween Parade, completed crack repair at several tennis court areas, started refurbishing cover rings on selected light pole bases along Hall Trail, installed new plant material at three park/horticulture sites, did equipment maintenance on both Kubota mowing units, applied oil spray to all Cherries at Folk Park for Prunus Scale, continued on work orders as assigned and did trash removal throughout park system as needed.

Activity or Project:

Newbark Pawlooza

Description:

Grab your dog and join us for our annual Newbark Pawlooza! The event will be held Saturday, November 2 at Handloff Park from 10:00 a.m-1:00 p.m. Enjoy doggie demos, participate in canine contests and activities and visit with vendors. All dogs must be leashed, non-aggressive and up to date on their shots. Please visit the Newark Parks and Recreation Facebook page for more information.

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| Status: | Not Started |
| Expected Completion: | 11-02-2019 |
| Execution Status: | On Track |

Activity or Project:

Flags For Heroes

Description:

The Newark Morning Rotary will once again be displaying their Flags for Heroes at the Newark Municipal Building November 9 – Monday, November 11 (Veterans Day). The Flags for Heroes project is sponsored by the Newark Morning Rotary Club to honor the heroes of community members. Many area residents will honor their heroes by sponsoring a flag that will be displayed. Hundreds of flags will create a moving and memorable display and there will be a banner listing the names of all heroes. For more information or to honor your hero, please visit the Newark Morning Rotary web site at www.nmrde.org.

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| Status: | Not Started |
| Expected Completion: | 11-09-2019 |
| Execution Status: | On Track |

Activity or Project:**Description:**

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

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

Planning and Development Department

Notable Notes:

Code Enforcement:

The work at the Campus Walk II project on New London Road continues. The roof is almost complete on Building #3.

Parking:

Parking was no-charge on October 27 for the Halloween Parade and Trick-or-Treat Main Street. Two Parking Ambassadors were onsite to help with preparations and ensure all parking equipment responded correctly to programming. In preparation for the event, staff attended multiple meetings, prepped police orders with Parking Ambassadors, programmed IPS Meters/Multi-Space Kiosks/Passport App to notify customers of complimentary parking and no parking status on the parade route, printed and posted signage on all equipment, and bagged meters. Upon cancellation of event due to inclement weather, parking remained no charge and no parking items were removed from parade route to allow for patron parking.

Lot 1 was expanded to include the southwest area of the lot. This new portion is currently graveled but parking is allowed. In the spring, the lot will be redesigned, milled, and paved to create a more efficient parking layout, further increasing space count in the parking lot. Due to the high volume of patron traffic on UD Homecoming Weekend, parking maintenance was brought in for parking lot clean-up and equipment checks. With parking lots going through infrastructure changes, lot countdown signs are off, allowing parking staff the opportunity to move equipment around and make necessary adjustments to increase connectivity and redundancy to the system for better uptime. Lot 3 Booth A is now closed due to preparation for partial demolition of the Green Mansion for the Hyatt Hotel and parking garage. A fence has been brought in to block pedestrian access to the property and the entrance/exit on East Main Street near Academy Street is no longer accessible. City equipment is currently being removed and reused in other areas of the parking system. With Booth 3A closing, the parking attendant schedule needed to be redone to ensure 24/7 access to Booth 3B. Staff responded to concerns in the Christianstead neighborhood concerning parking rules.

Parking office staff participated in the Munis General Billing and Cashiering training with IT and Finance on October 28. Multiple employees attended the anti-harassment training required by the State of Delaware. Staff held a conference call with Lily Williams of Passport App Parking on October 29 to discuss customer satisfaction and future parking zones in Newark that could use the app. Staff also worked with Finance to ensure that Multi-Space Kiosk coinage dropped off at the bank was correctly verified and reported. The Parking Ambassador schedule for November 2019 was completed this week.

Planning/Land Use:

The Planning Commission is scheduled to meet on November 5 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Zoning Code amendments to allow agricultural and farm related uses in RH, RS, and RT zoning districts for parcels of ten acres or more
- Update on the Transportation Improvement District Committee
- Update on proposed organizational changes to Chapter 32 Zoning

The latest Draft (October 2019) of the Newark Community Sustainability Plan is available on the City's website at the following link: <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>. The Final Draft of "Sustainable Newark" will be presented to Council at their November 11 meeting.

Planner Mike Fortner completed a report to the Planning Commission on a proposed change to the City of Newark Zoning Code to allow agricultural and farm related uses in properties zoned RH, RT, and RS that are on parcels of ten acres or greater. The Planning Commission will review the report at their November 5 meeting.

Planner Tom Fruehstorfer represented Newark at the WILMAPCO PAC meeting on October 21. The meeting presentations included DelDOT's Proposed Project Prioritization Process. This process is part of the determination of which projects will be completed and which could be postponed. A link to the presentation slides is www.wilmapco.org/DelDOTDraftPrioritizationProcessOct2019.pdf. The public is invited to comment at the following link <https://deldot.gov/Publications/reports/CTP/index.shtml>.

The following was also completed:

- 6 Deed Transfer Affidavits
- 22 Building Permit Reviews

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. At their meeting on October 28, 2019, City Council denied the applicant's request for the annexation of 0 Paper Mill Road.

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.

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

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019.

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. The project has been placed on City Council agendas for October 28, 2019 (first reading) and November 25, 2019 (second reading).

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.

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. No comments or letters of objection were received by the Planning and Development Department in response to letters mailed on October 2. The administrative subdivision was approved by the Planning and Development Director and City Manager on October 24, 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, 0804700039 (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.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019.

0 Nathan Hale Court, Parcel ID 1802400395 (PR#19-10-02): On October 9, 2019, the Planning and Development Department received plans for an administrative subdivision at 0 Nathan Hale Court. The applicant, Cherry Hill Manor Maintenance Association, is requesting approval to subdivide a portion of the alleyway at 0 Nathan Hale Court to a new parcel to be owned by the City of Newark to use for utility access. The alleyway will remain open for pedestrians and bicycles. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. A letter of objection was received from an adjacent property owner, therefore the project will be placed on an upcoming Planning Commission agenda.

136 South Main Street, Suite 106, Parcel ID 1802500124 (PR#19-10-03): Plans for a special use permit for the property located at 136 South Main Street, Suite 106, were received by the Planning and Development Department on October 10, 2019. The special use permit is requested for a restaurant with alcoholic beverages. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 15, 2019.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 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:

Auxiliary Services Division:

- On October 29, 2019, Captain Van Campen presented a recommendation to award RFP 19-05 to Axon Enterprises for the upcoming in-car camera and body worn camera project at the City Council meeting.

Criminal Investigations Division:

- On October 25, 2019, Dahmir Lewis and Stephan Lloyd were arrested for their involvement in numerous burglaries and thefts that occurred in September in Newark. Detectives were able to link the pair to the incidents through the use of surveillance video and other investigative means. Lewis and Lloyd were both arraigned through Justice of the Peace Court, with Lewis receiving \$34,000 cash bond and Lloyd receiving \$45,000 secured bond. Both subjects were committed to the Howard Young Correctional Institution.
- Officers from the Street Crimes Unit participated in a multi-agency crime blitz on October 23, 2019, targeting the northern New Castle County area. During the initiative, police arrested 43 individuals for either a criminal charge or outstanding court capias resulting in the clearance of 46 active warrants. There were a total of 120 traffic and 51 criminal arrests made, as well as one DUI during the crime initiative.
- The Newark Police Department participated in the U.S. Drug Enforcement Administration National Drug Take Back Initiative on October 26, 2019. The Philadelphia Field Division had 211 participants covering 313 collection sites. NPD alone collected approximately 700 pounds of unwanted and/or expired prescription drugs.

Patrol Division:

- On October 26, 2019, officers from the Patrol Division, Special Operations Unit, Street Crimes Unit and Criminal Investigations Unit were assigned to work the order maintenance detail

during the University of Delaware Homecoming. During the detail, officers issued 12 daytime noise warnings to residences throughout the city and arrested 10 suspects for disorderly premise and 1 for an unruly social gathering.

Special Enforcement Division:

- As part of PAL's Safe Halloween initiative, SOU officers will be out on Halloween night from 6:00-9:00 p.m. interacting with children in neighborhoods and handing out candy.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

11-01-2019

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:

Public Works and Water Resources Department

Notable Notes:

On Tuesday, October 29, staff attended a one day seminar called 'The Salt Conundrum', put on by the Delaware Water Resources Center and DelDOT. The conference dealt with the rising levels of chlorides in wells, streams, and rivers which provide our drinking water. The increase is directly related to application of salts to combat ice and snow. A balance between water quality and the safety of our roads is worthy of a broad discussion. The advances in road salt applications are promising and city staff remains committed to innovation on both sides of this debate.

The final restoration of the water repair on Academy Street will be completed on Friday, November 1. The closure will be lifted before 5 p.m.

Curb and paving work will begin within the next two weeks on Adelene Avenue, Scotch Pine Road, and Red Pine Circle. More detail on the Annual Street Improvement Program is below.

Activity or Project:

Annual Street Improvement Program

Description:

The City contractor, Grassbusters Landscaping Co., Inc. continued the 2019 Street Improvement Program by milling and paving at Art Lane and Plymouth Drive. Final curb restoration work on Stamford Drive was also completed. Curb work was also started on Devon Drive. Curb replacement on Devon Drive is ongoing with the anticipated completion date being around Thursday, 11/14/19. Milling and paving on Anita Drive is also ongoing, with the anticipated completion date being Monday, 11/4/19. The paving schedule for the coming week consists of the completion of Anita Drive and mobilizations to Adelene Avenue, Scotch Pine Road and Red Pine Circle. Notices have been sent to all areas where work is beginning or scheduled for the near future.

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

Activity or Project:

Sanitary Sewer Study and Repair

Description:

Staff met with our consultant, JMT, in order to finalize the locations for our next point repair contract on our sanitary sewer system. These repairs are typically due to collapsed sections of pipe or offsets between joints. They are at various locations around the city and typically require only a few days to excavate and make the repair before final restoration. The defects are found through backup investigation, regular maintenance, and the CCTV program through this same capital project. The defects can be the source of significant inflow of groundwater and debris which causes capacity issues within the system. We expect the plans to be out to bid within the next month and the contract to be in front of Council early in 2020, with the work completed in Spring 2020.

| | |
|-----------------------------|-------------|
| 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 – October 24-30

| Name | # of Documents | # of Pages | Types |
|----------|----------------|------------|---|
| Samantha | 454 | 2,937 | NPD Files |
| Sandy | 755 | 1,851 | Daily Cash Reports/AP Batches/Daily Cash Receipts/Employee Timesheets |
| Fred | 0 | 0 | Off |
| Ana (PT) | 348 | 945 | Court Documents/Finance Postal Records/Miss Utility Tickets |
| Total | 1,557 | 5,733 | |

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 10/20/19-10/26/19

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 | 14 | 6 | 0 | 4 | 11 | 0 |
| Unlaw. Sexual Contact | 5 | 5 | 2 | 6 | 0 | 0 |
| Robbery | 16 | 15 | 1 | 24 | 11 | 1 |
| - 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 | 7 | 1 | 13 | 2 | 1 |
| Assault/Aggravated | 17 | 22 | 0 | 25 | 21 | 2 |
| Burglary | 34 | 61 | 1 | 13 | 103 | 2 |
| - Commercial Burglaries | 11 | 8 | 1 | 2 | 8 | 0 |
| - Residential Burglaries | 21 | 41 | 0 | 9 | 59 | 2 |
| - Other Burglaries | 2 | 12 | 0 | 2 | 36 | 0 |
| Theft | 470 | 467 | 13 | 166 | 308 | 0 |
| Theft/Auto | 45 | 40 | 3 | 6 | 10 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| All Other | 83 | 92 | 0 | 88 | 95 | 0 |
| TOTAL PART I | 684 | 710 | 20 | 332 | 559 | 5 |
| <u>PART II OFFENSES</u> | | | | | | |
| Other Assaults | 214 | 230 | 2 | 148 | 143 | 8 |
| Rec. Stolen Property | 1 | 1 | 0 | 17 | 15 | 0 |
| Criminal Mischief | 134 | 123 | 3 | 110 | 89 | 1 |
| Weapons | 11 | 21 | 1 | 35 | 61 | 3 |
| Other Sex Offenses | 0 | 0 | 0 | 0 | 7 | 0 |
| Alcohol | 199 | 172 | 4 | 382 | 314 | 9 |
| Drugs | 121 | 174 | 2 | 162 | 269 | 2 |
| Noise/Disorderly Premise | 678 | 571 | 29 | 313 | 225 | 13 |
| Disorderly Conduct | 129 | 139 | 1 | 91 | 117 | 9 |
| Trespass | 191 | 197 | 2 | 57 | 79 | 0 |
| All Other | 330 | 294 | 6 | 277 | 372 | 23 |
| TOTAL PART II | 2008 | 1922 | 50 | 1592 | 1691 | 68 |
| <u>MISCELLANEOUS:</u> | | | | | | |
| Alarm | 148 | 138 | 1 | 0 | 0 | 0 |
| Animal Control | 407 | 519 | 14 | 2 | 5 | 0 |
| Recovered Property | 233 | 191 | 5 | 0 | 0 | 0 |
| Service | 32934 | 28215 | 593 | 0 | 0 | 0 |
| Suspicious Per/Veh | 408 | 375 | 7 | 0 | 0 | 0 |
| TOTAL MISC. | 34130 | 29438 | 620 | 2 | 5 | 0 |

| | | | | |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
| | THIS WEEK <u>2018</u> | 2018 TO <u>DATE</u> | THIS WEEK <u>2019</u> | 2019 TO <u>DATE</u> |
| TOTAL CALLS | 947 | 42,590 | 856 | 37,465 |



**Newark Police Department
Weekly Traffic Report
10/20/19-10/26/19**



| TRAFFIC SUMMONSES | 2018 YTD | 2019 YTD | THIS WEEK 2018 | THIS WEEK 2019 |
|-------------------|-------------|--------------|----------------|----------------|
| Moving/Non-Moving | 8871 | 9943 | 129 | 229 |
| DUI | 151 | 177 | 1 | 8 |
| TOTAL | 9022 | 10120 | 130 | 237 |

*Included in the total collision numbers

| TRAFFIC COLLISIONS | | | | |
|--|-------------|-------------|-----------|-----------|
| Fatal | 0 | 2 | 0 | 0 |
| Personal Injury | 185 | 193 | 3 | 9 |
| Property Damage (Reportable) | 992 | 926 | 23 | 27 |
| *Hit & Run | 219 | 171 | 7 | 4 |
| *Private Property | 267 | 222 | 7 | 7 |
| TOTAL | 1177 | 1121 | 26 | 36 |

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.