

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

June 25th we will be hosting an event to celebrate the completion of Main Street construction. We are calling the event "Welcome Back to Main Street" and it will start at 4:00 and run through 9:00. We are planning a ribbon cutting at 4:30 and are anticipating the Governor and Secretary of Transportation will attend, in addition to Mayor Clifton, City Councilmembers, and local state legislators. During the event, Main Street will be closed to traffic between Chapel and South College and we are inviting businesses to expand out into the sidewalk and street. Ideally, this will provide additional outdoor seating to allow those who may not yet be ready to eat indoors at a restaurant to enjoy eating at their favorite places again.

On the topic of extended outdoor seating, we have now approved outdoor seating applications from 8 Newark restaurants:

Deer Park
Duck Donuts
Cafe Gelato
Klondike Kate's
Mad Mac's
Skipjack Dining
Taverna
Timothy's

These extensions are authorized under the Governor's state of emergency and have been approved by the Alcoholic Beverage Commissioner and DelDOT (when located in the right-of-way). We are hopeful that the expanded outdoor seating will help restaurants attract more diners who may still be nervous about eating indoors.

I continued to work on preliminary budget preparation, focusing this week on the operating budget. I also spent a lot of time coordinating with DEMEC and our lobbyists regarding SB250 and a yet to be introduced bill around utility disconnections. Director Del Grande and I also had a Zoom call with Representative Baumbach and two people involved in drafting SB250 to help us get more information on the bill, how it would work, and how it is intended to be applied. The meeting was helpful to our understanding of the bill. I have since reached out to a point of contact recommended during the call who was involved in drafting the Community Solar portions of the bill which is the area where we have the most outstanding questions. SB250 has been scheduled for a committee hearing on Monday the 22nd so we don't have a lot of time to improve our understanding of the bill, unfortunately.

Monday evening we had a regular Council meeting and Tuesday evening I participated in the monthly TNP board meeting. The remainder of the week was spent on legal, personnel, and other general administrative tasks.

Chief Communications Officer:

- Working with local businesses and elected officials to organize the Welcome Back to Main Street event
- Partnering with TNP, the Chamber and GWCVB to promote next week's event
- Created new Instagram account for the City
- Continue to promote city and state-wide initiatives on social media, the web and Channel 22

Newark leaders reckon with lack of diversity in city government:

https://www.newarkpostonline.com/news/newark-leaders-reckon-with-lack-of-diversity-in-city-government/article_2cee7406-05dc-5d27-97a7-a9088f90af2d.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

More than half of Newark's police force patrolled protests; overtime costs reach \$20,000:

https://www.newarkpostonline.com/news/more-than-half-of-newark-s-police-force-patrolled-protests-overtime-costs-reach-20-000/article_427bc142-3e1a-5768-8947-770ad765d182.html

Newark to celebrate end of Main Street construction with ribbon cutting, outdoor dining:

https://www.newarkpostonline.com/news/newark-to-celebrate-end-of-main-street-construction-with-ribbon-cutting-outdoor-dining/article_65ac4afa-9af6-5c11-925c-a0c53eb73daa.html

Marches continue in Newark as part of nationwide protests:

https://www.newarkpostonline.com/news/marches-continue-in-newark-as-part-of-nationwide-protests/article_132c6c63-acb6-5ad1-85a3-031bc229272e.html

Council rejects proposal to open Newark's northern border to annexation:

https://www.newarkpostonline.com/news/council-rejects-proposal-to-open-newark-s-northern-border-to-annexation/article_85d9c0fb-94a3-53de-a0a3-632bd2c7d175.html

Newark's Main Street reopens after nearly 15 months of construction:

https://www.newarkpostonline.com/news/newarks-main-street-reopens-after-nearly-15-months-of-construction/article_6a134e4c-2d1c-592a-8c6c-7c65509303c7.html

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Began the August newsletter
- Completed the "Responding to Racial Injustice with Change and Healing Part 2" webinar
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor

Assistant to the City Manager/Acting Human Capital Manager:

As with last week, Assistant to the City Manager Jeff Martindale spent the majority of his week coordinating next Thursday's Welcome Back to Main Street event. He will continue communicating with DelDOT, the Governor's Office, Newark businesses, and City staff to

confirm attendance and set limits on how far restaurants can extend their outdoor seating into Main Street.

Mr. Martindale also introduced Seiberlich Trane at Monday night's City Council meeting to present the scope of their HVAC and energy savings project, which was received positively by Newark's Councilmembers. Along with City Manager Coleman and Finance Director Del Grande, he will meet again with Trane soon to begin finalizing items for a formal project award recommendation on July 13th.

Additionally, Mr. Martindale finalized minutes of the City's Employee Benefits Committee meeting earlier this month for Chief Human Resources Officer Devan Hardin and met with Deputy Finance Director Jill Hollander, IT Applications Manager Daina Montgomery, and Electric Purchasing Assistant Cenise Wright to discuss potential landline phone departmental allocation changes in the budget for 2021.

Chief Human Resources Officer:

Over the last two weeks the Chief Human Resources Officer (CHRO) has spent a majority of time working through union matters. City Manager Coleman and I met with our representative from the Delaware PERB (Public Employer Relations Board) to get guidance on union matters we are currently dealing with. The CHRO is increasing time in the office (three days per week) which now puts an HR staff member in the office every day during the week. This has been extremely beneficial as we transition into a "new normal" and the HR team wanted to have someone available each day to assist employees.

This week involved getting back into a more normal routine with HR-related functions. I continue to work with Jeff Martindale on learning more HR functions and benefits administration, although this is decreasing weekly as he has begun to acclimate with ease. Jeff has also been training weekly with HR Administrator Marta Pacheco to learn some of her job functions so he can be a backup if needed. We also continue to work on updates to our employee benefits information, forms and resources. This week involved getting caught up on emails, paperwork and I continue to review employee evaluations that have been submitted by supervisors and directors, although these are slowing down. We are also preparing for a transition plan to bring staff back into the building so I have been reaching out to my colleagues around the State to get their plans for bringing employees back and how they are handling this transition.

The Employee Benefit Committee met a few weeks ago to discuss plans and policies for the 2021 benefit year. The consensus of the Committee was for the City Manager's Office to come back with options for cost savings. We have scheduled a meeting with representatives from our insurance provider DVHT after the July 4th holiday to discuss the Committee's concerns and questions. Once we have this meeting with DVHT we will schedule a meeting with the Employee Benefits Committee to get their feedback, as this will need to be addressed as we get into budget planning.

Friday the 19th, I will be participating in a Zoom meeting with staff from UD's IPA (Institute for Public Administration) to coordinate my involvement on a webinar panel next week. The webinar "Infrastructure Workforce: Challenges and Opportunities Facing Delaware Local Governments" will take place on June 23 at 10:00 a.m. They had sent a survey to all HR professionals throughout

the State and they have asked me to represent Newark as a panelist. The Finance Director and I will be participating in a webinar on “Sustaining Public Sector Retiree Health Care in the COVID-19 Era and Beyond”. With COVID-19 testing becoming more readily available in the last few weeks, Jeff and I have been providing employees with information for testing events in the area if they want to get tested.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court remained closed to the public from 6/11/20 to 6/17/20. The bailiffs continue to monitor and direct traffic to allow for social distancing.

Court will reopen to the public on 6/29/20. Staff continues to process parking and criminal payments, enter dispositions for PBJ cases, make payment plans and process pleas in absentia.

Parking Ambassadors continue to handle parking appeals online.

Terri participated in a remote management meeting on 6/11/20.

Activity or Project:

Payments

Description:

Alderman's Court collected a total of 66 parking payments of which 65 were paid online and 1 was mailed. Court also collected criminal/traffic payments of which 47 were paid online and 4 were mailed for a total of 51 criminal/traffic payments.

Status:	Completed
Expected Completion:	06-18-2020
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul worked remotely this week.

Renee participated in the remote management staff meeting on June 11.

Staff finalized and posted the June 22 Council packet on June 15. Packets were delivered to Council members on June 16. Details on how to access the Council meeting via the GoToMeeting platform can be found on the City website here:

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6569>.

Paul and Renee staffed the June 15 Council meeting. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on June 16 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Renee spent time scheduling items for upcoming Council agendas.

Extensive time was spent working on the rescheduled 2020 Council elections for Districts 3 and 5. Renee, Tara and Danielle spent significant time processing returned absentee ballots and absentee affidavits. Staff is seeing an uptick in calls and emails with questions regarding the rescheduled

City elections and various state elections that are approaching. All updated information regarding the 2020 City Council election can be found on the City website here:

<https://newarkde.gov/508/2020-City-Election-Information>. Additional information regarding absentee ballot requests, returns and comparisons to previous years' turnouts are below.

Renee spent time working on a recommendation to Council for increased diversity on the City's boards and commissions to be presented at the June 29 Council meeting.

Renee spent time researching items for Council.

Tara spent time working on union-related items.

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

- * Provided a response and closed a May 8 FOIA request for COs/site plans/violations/complaints pertaining to 27 North Chapel Street from Environmental Alliance
- * Provided an administrative estimate where requestor declined and closed a May 15 FOIA request for all entries submitted to name Rodney Park from Newark Post
- * Provided a response and closed a May 15 FOIA request for code violations from March 15 through May 15 from Matt Netsch
- * Provided a response and closed a May 20 FOIA request for ASTs/USTs/well monitoring/violations/spills/permits pertaining to 1325 Old Coochs Bridge Road from Tama Troutman
- * Provided a response and closed a June 4 FOIA request for open, closed COs/violations/fire inspections/zoning violations/variances/spills/public sewer pertaining to 230 East Main Street
- * Received a June 12 FOIA request for information regarding items related to the June 8 Planning Area 7 public hearing from Barrett Edwards
- * Provided a response and closed a June 15 FOIA request for ASTs/USTs/spills/leaks/site remediation pertaining to a property outside of City limits from Environmental Affiliates

Regarding minutes, staff time was spent on the May 21 Board of Adjustment (Danielle drafted), June 1 Council (Renee edited - complete), June 8 Council (Nichol drafting) and June 9 Conservation Advisory Commission (Danielle drafting) minutes. Several sets of Council Executive Session minutes, the June 10 Election Board minutes and June 15 Council minutes are currently in the queue.

2 discovery requests were fulfilled for upcoming Alderman's Court cases. 196 discovery requests have been filled so far for 2020. There was no court calendar since Alderman's Court is not in session. 11 court calendars with 184 associated cases have been processed in 2020. There were no pleas by mail.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. 153 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha and Ana 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 June 11-17 are below.

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

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
<p>The line crews finished installing two pole mounted reclosers at the UD Stadium. They also continued working on the parking lot lights at The Galleria and the transformer for Chase Bank at the Newark Shopping Center.</p> <p>The electricians worked on a tap changer and sump pump at Kershaw Substation. They also worked on The Galleria lighting, turned on all the parks' lights, and removed a camera at the Green Mansion Project.</p> <p>Engineering spent most of their time on commissioning the new SCADA system and designing the service for the new Fintech building at STAR.</p>	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:

All payments can be made online by clicking on this link, and then selecting the type of payment you choose to make. Payments can be made 24/7. <https://newarkde.gov/payments>. Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.

Payment & Utility Billing group processed 2,520 move orders since 5/1/2020, 1,299 move-in orders and 1,221 move-out orders. We are expecting these requests to decline over the next week or so. If you are calling Payments and Utility Billing, please be patient, as we do have longer hold times. We also experienced some slow down issues with our system, which impacted waiting times.

06/16 – Director Del Grande attended the DEMEC Audit Committee.

06/16 – Director Del Grande and IT Manager Montgomery met with representatives of Slabb Kiosks to discuss the implementation and roll-out of two new payment kiosks for City Hall which will help support social distancing. One kiosk will be for the Alderman’s Court and the second will be located in the lobby in City Hall. Follow up meeting scheduled for 06/18.

06/17 – CM Coleman and Director Del Grande met with Representative Baumbach, Beth Chajes, and Dale Davis to discuss the impact of SB250 on the City of Newark.

06/19 – CM Coleman and Director Del Grande have a meeting scheduled with the Governor’s

office to discuss the framework for utilities to return to their normal course of business in regards to collections and are also discussing a unified approach to shut-offs when the state of emergency is lifted. The City is looking to work with any customer who is in arrears, and are willing to create payment arrangements if we are contacted by or customers asking for one.

Activity or Project:

2021 Budget

Description:

Staff is working with departments on their 2021 budget requests.

CIP was due on 6/12

OPEX is currently a work in progress

Status:	In-Progress
Expected Completion:	12-01-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Munis upgrade continues with testing.
- Team trained on 06/18 on a new Munis model for financial statements (CAFR Builder).
- Audit is wrapping up for 2019. Final draft report is being reviewed by CliftonLarsenAllen (CLA) for final comments.
- Reviewed new permit applications.
- Processed new lien certificates.
- Continued the EFT Vendor project.
- Completed AP invoice entry.
- Worked on Munis and Harris balancing.
- Team worked on finalizing April month end work. Began May reports.

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Payments & Utility Billing

Description:

Aside from normal customer business, PUB staff has been working on:

- Internal cross-training.
- SOP updates.
- Testing of the forthcoming Customer Connect 6 upgrade.
- Updating Stormwater database process.

Stats for the week ending of 6/13: Call volume was down 36% (673 vs. 1,058) from the previous week due to the closing out of the student move-in/move-out period. PUB staff generally averages around 450 calls per week.

- Customer Calls/answered: 623/673. All but one member of PUBs is working from home.
- Service level: 67.8%. Service level declined due to call volume generated by our students

moving out.

- Average call time: 4:06
- Longest hold: 5:14
- Payments processed: 3,624
- Pay by phone payments: 264
- Active Customer Connect Accounts: 6,746
- Customers signed up, not on pre-authorized payments: 4,311
- Budget Billing: 264

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 79

Tickets Opened in the Last Week - 29

Tickets Closed in the Last Week - 17

Remaining Open Tickets – 96

1. Zoom call with Everbridge to discuss account changes on 6/11.
2. Skype call with Paymentus to discuss kiosk on 6/11.
3. Skype call with Harris to test and troubleshoot security protocols on 6/12.
4. Conference call with kiosk vendor to discuss setup on 6/16.
5. Webex with Paymentus for status update regarding integration with Tyler Cashiering on 6/17.
6. Webex with T2 to discuss additional options for parking permits on 6/17.
7. Continued Tyler Munis 2019.1 UAT and resolved incoming tickets related to testing.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. Waiting on delivery date for new kiosk.
4. Waiting for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Tickets from Previous Week - 138

Tickets Opened in the Last Week - 70

Tickets Closed in the Last Week - 58

Remaining Open Tickets - 150

1. Assisted with electric SCADA network and DMZ configuration.

2. Worked with AXON on infrastructure for fleet.
3. Continued WFH support.
4. Worked on and resolved support tickets for end users.
5. Actively responded to and resolved Secureworks alerts.

Pending:

1. Planning to install the new access point at GWC.
2. Contacted new queue management providers to set up sales calls.
3. Completing the JHT camera installation and configuration.
4. Troubleshooting Gatekeeper 17

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

****REVISED GO LIVE DATE****

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

3/9/20 - 3/13/20 - Completed

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

4/6/20-4/24/20 - Completed

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Completed

*Will upgrade CIS and mCare next week to fix a testing issue found - Completed

6/3/20 - 6/19/20 - In Progress

Phase 5 Go Live

7/20/20-7/24/20 - Scheduled

Status:	In-Progress
Expected Completion:	07-20-2020
Execution Status:	On Track

Activity or Project:

Munis 2019.1 Upgrade (Applications Team)

Description:

Phase 1 Software Upgrade TEST Environment

Completed

Phase 2 Kick Off (Definition & Planning)

5/21/20 - Completed

Phase 3 End User Acceptance Testing
5/26/20-6/05/20 - Completed

Phase 4 Vendor Issue Remediation
6/08/20 - 6/19/20 - In Progress

Phase 5 End User Acceptance Re-Testing of Identified Issues
6/22/20-6/26/20 - Scheduled

Phase 6 City Led HUB Training
6/29/20-7/9/20 - Scheduled

Phase 7 Go Live
7/11/20 - Scheduled

Status:	In-Progress
Expected Completion:	07-11-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Worked on updating the pre-cast restroom pricing and utility bids finalized; reviewed several subdivision landscape plans for comment; met with recreation staff about upcoming camps, programs and staff training as well as COVID-19 precautions; worked with Tyler trying to find a rain location for Rittenhouse Camp; met with Johnson, Mirmiran & Thompson, Inc. and Tim about the Rodney Park project and spoke with the contractor for the project and possible areas for cost reduction; met with Paula and Chrissy about trying to open the Dickey Park pool some time in July based on lifeguard availability and COVID regulations.

Deputy Director: Attended training with Civic Rec on reporting and financial exports; attended meeting at White Clay Creek State Park with Joe and Sharon to discuss the possibility of conducting an outdoor movie there this summer; sent the summer camp orientation packet of information including the recreation personnel manual, summer camp manual, required paperwork and orientation schedule to the supervisors to send to their staff prior to orientation and prepared for the orientation; contacted parking attendants to see if they would be interested in the substitute Wilson Center attendant position; finalized details with Melinda on COVID camp procedures manual and communicable disease plan; worked with Shelby on signs for the daily health

screenings for camps, pick up pass for parents and getting the general guidance for summer camps and FAQ sheet added to the website; attended meeting at the Wilson Center with the Mayor and Seiberlich Trane representative to review new air conditioning system at the Wilson Center; received updated capacity for each room at the Wilson Center from Dave Tynan to determine 60% rate for possible reopening; met with Chrissy and Joe to discuss the pools and the Wilson Center reopenings based on Phase II requirements; continued to work with Shelby and Kathy on updates to the summer activity guide for Max Galaxy and on the website; sent Finance a breakdown of payments through the new registration software and the continuation of the old software through the end of the year; worked with Shelby on creating marketing material for July events including PSA's, information for the weekly E-blast, flyers, Facebook events, and updating the official team adult sports roster forms to include the new waiver; reminded recreation staff to send out packets to those camps starting on June 22 to ensure the two-week pre-screening requirement is met for the campers; placed order for summer camp staff t-shirts and continued to gather/order supplies needed to accommodate the new regulations for summer camps; continued to work with state criminal history office regarding background checks for summer camp staff; continued to submit Child Protection registry forms as received from staff; continued to send applications received for summer camp staff to recreation staff; conducted weekly staff meeting; continued to contact applicants for special event permits to refund those scheduled during stay-at-home mandates and review events for June to see if still scheduled; attended conference calls with City management and with parks and recreation staff.

Recreation Supervisor of Athletics: Worked two days in the office this week; preparing for Rittenhouse camp which is scheduled to start 6/22, finalized staff, met with Public Health inspector and received camp operating permit, sent out first day letters, trying to find rain location, trying to get swimming set up at Persimmon Creek Pool, planning for staff training beginning 6/16, confirmed CPR training, getting supplies ready, finalized staff manual; working to get adult softball league running, contacted teams and hoping for late June start; planning for Parks on Draft events.

Recreation Supervisor of Community Events: Prepared paperwork for incoming staff; prepared for summer camp staff training; attended weekly recreation staff meeting; transitioned back to the office; worked on Fall programs; worked on initial write ups for July events including the Picnic Perfect Recipes virtual events and the House & Yard Decorating Tour.

Coordinator of GWC and Volunteers: Met with City of Newark staff, Council members, the Mayor and Seiberlich Trane to review the completed the HVAC upgrades to the George Wilson Center; worked with the IT Division to continue working through issues with my laptop, desktop and Wi-Fi at the George Wilson Center; participated in a weekly staff meeting and other calls with recreation staff to finalize summer camp orientations; met the Deputy Director and Director on pools and reopening the George Wilson Center; worked on winter/spring statistics and guidelines for reopening to be finalized the week of June 15; continued finalizing the summer camp manual; contacted parents of participants registered for Camp GWC Week III with all information for camps to begin on June 22; met with the Delaware Department of Public Health for inspection of the George Wilson Center for Camp GWC; conducted interviews and employment paperwork for summer camp staff; participated in a Civic Rec training on June 10; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued to communicate with new potential renters; began to complete a staff schedule for upcoming programs/rentals to be finalized in the coming weeks with staff updates.

Recreation Specialist: Held Camp Volunteer Virtual training - 17 volunteers attended, reminded volunteers to be completing their 14-day pre-camp health screening, sent out information to volunteers for 6/22 and 6/29, completed 4 interviews, currently at 23 volunteers, updated volunteer spreadsheets; unpacked/organized all the equipment/supply shipments for camps received so far in the storage room, began to put together supplies needed by Camp GWC; finalized summer staff manual; finished the COVID Camp Procedures Guide and attended Civic Rec training.

Parks Supervisor and Horticulture: Continued mowing cycle throughout park system; emptied trash cans throughout park system; repaired tennis nets at several court areas; sprayed for weeds throughout the horticulture areas and playground safety surfaces.

Activity or Project:

Basketball Courts Open

Description:

The basketball courts throughout Newark's park system are open for play again in accordance with the Governor's reopening plan. Playground areas will remain closed until further guidance from the Governor's office.

Status: Started

Expected Completion: 06-22-2020

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Work is ongoing at the Campus Walk II project on New London Road; interior inspections have been completed on four units in Building 1, all eight units in Building 2, and eleven units in Building 3. Demolition of the three houses on Cleveland Avenue is complete and final clean-up is in process. A temporary Certificate of Occupancy was issued for the new house at 158 North

College Avenue. The Certificate of Completion was issued for the south mezzanine at Bloom Energy, 200 Christina Parkway; the east mezzanine is almost complete. Revised plans have been approved for BPI's microscope rooms and work is progressing. Installation of the augured piles for the foundation have started at the Fintech Building on the STAR Campus. Interior and exterior painting is underway at the Whitney Athletic Center at 625 South College Avenue; site work is continuing. Third floor ceilings are being installed at UD's Worrilow Hall and the exterior stair tower is mostly complete. Final inspections have been completed for all units and the parking garage at 211 Haines Street.

Property Maintenance completed the following:

- 22 Inspections
- 24 Response to Complaints
- 5 Citations Issued
- 11 Violations Issued

The following was also completed this week:

- 59 Permits Issued
- 84 Building Inspections Performed

PARKING:

The entrance to Lot 1 was closed in anticipation of lot milling and repaving; notice was given to nearby business owners and vehicle owners in the lot. Installation of signage and kiosk decals continued, along with meter pole removal. Single-space meters were collected from and repaired upon bringing them back up from the COVID-19 period. A meeting was held with management and The Newark Partnership regarding the ribbon cutting ceremony and outdoor dining event on scheduled for Main Street. Staff participated in a conference call with T2 regarding digital transformation and permit streamlining, as well as a conference call with Passport regarding signage, kiosk decals, and new upcoming features. Staff continued taking permit requests for residential streets and municipal lots and is preparing to set up appointments for permit pickup. The requests have been loaded into the system digitally and staff is starting to set up Residential Parking Permit and Lot Permit folders with paperwork and permits for pickup. Staff spent time working on Lot 5 permits, including creation of invoices for permit-holders, returning emails with forms to complete, and creating files. The 2021 Parking CIP and General Operating Budget drafts were completed, along with a budget narrative, 2020 achievements, and 2021 goals. The 2020 Budget update was provided to the Finance Department. Staff reviewed the draft webpage for the Downtown Newark Parking Plan. Staff continued answering radio, phone calls, and web conferences, as well as monitoring email and Team chat, and receiving CivicPlus notifications. COVID-19 calls with the Planning Department continue.

PLANNING/LAND USE:

Planning and Development Director Mary Ellen Gray continued regular COVID-19 update meetings with management, Planning Department, and internally with Parking, Land Use and Code Enforcement Divisions to keep staff updated and to troubleshoot and resolve issues related to working from the field and remotely, as well as being responsive to the COVID-19 pandemic and related issues including the updates to the Governor's Emergency Declarations. This week's activities included continuing to work with staff on reviewing applications for restaurants to expand outdoor seating, working with staff on a plan to reopen the office, working with the

parking team on opening up the Parking Office under Phase II and Phase II guidelines, and working with staff on the reopening Main Street event scheduled for June 25, 2020.

Director Gray participated in a bi-monthly meeting of the Delaware Economic Development Partners where they were joined by Delaware's Chief Information Officer James Collins for a discussion about broadband and an update on economic development in Delaware.

Director Gray participated in a Zoom meeting with The Newark Partnership Economic Enhancement Committee to discuss efforts on developing tools for economic development in Newark. The Planning and Development Department is currently working on an effort and Dan Rich, University of Delaware Director of Community Engagement Initiative, University Professor to Public Policy School of Public Policy and Administration, is also working with some folks at UD on an online resource platform for businesses. The goal is to coordinate these two efforts so that they become a useful tool for current and prospective businesses in Newark.

Director Gray participated in a virtual meeting with staff and the WRA consultants to discuss the Special Use Permit for the Emerson Bridge project.

Director Gray worked on documents and related issues on agenda items on the June 22, 2020 Council meeting; worked on reviewing plans, working with staff and applicants on land use plans and related issues; worked on Code Enforcement, permitting and related issues; worked on 2021 budget and related issues; held the monthly Subdivision Advisory Committee meeting; and, worked on administrative and managerial related issues.

The Planning and Development Department has received two special use permit applications. The first is for a home daycare at the residential property of 614 South Twin Lakes Boulevard. The second application is for a deck to be built on a single-family dwelling in the Special Flood Hazard Area. Both special use permit applications are anticipated to be heard by Council at their July 13 meeting.

Planner Mike Fortner mailed the applications to potential subgrantees for the 47th Year Community Development Block Grant Program and the 2021 Revenue Sharing Program.

Planner Tom Fruehstorfer attended the WILMAPCO PAC meeting on June 15. WILMAPCO staff presented data on the effects of COVID-19 on traffic, public transit, and nonmotorized transportation.

The following was completed this week:

- 10 Deed Transfer Affidavit
- 22 Building Permit Reviews
- 2 Certificates of Completion/Occupancy

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.

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.

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. The Planning and Development Department received revised plans on November 13, 2019. Staff comments were forwarded to the applicant on May 15, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020. Staff comments were forwarded to the applicant on April 15, 2020. The Planning and Development Department received revised plans on May 1, 2020. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting. The project was withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting. The Planning and Development Department received revised plans on June 12, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. Revised plans were received on April 14, 2020 and distributed to SAC for review. The revised plans call for a major subdivision with site plan approval, special use permit, Comprehensive Development Plan amendment, and rezoning for a mixed-use building with commercial space that includes a restaurant and parking on the first floor and four floors of apartments targeted to student housing consisting of 56 two-bedroom units. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. The project will be reviewed and considered by the Planning Commission at a future Commission meeting. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. No objections have been received from adjacent property owners.

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. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020. No objections have been received from adjacent property owners.

124 East Main Street, Parcel ID 1802000125 (PR#20-04-02): The Planning and Development Department received a sketch plan on April 30, 2020 for the redevelopment of 124 East Main Street, known as Center Square and the current location of Walgreens, Homegrown, 14 residential dwelling units, and 33 parking spaces. The plan proposes two floors of commercial space, conversion of the 14 existing units into 58 new residential units on the upper four floors of the building, and an increase of 200 additional parking spaces.

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:

- This past weekend, June 13, 2020 and June 14, 2020, the Newark Police Department assisted with two protest marches in the city. The event on Saturday was attended by several hundred marchers while Sunday's march was much smaller.
- The Newark Police Department continues to receive tremendous support from the residents and business community. We appreciate all the kinds words, emails, and food that has been dropped off at the police station.

Administration:

- The in-car camera refresh project has resumed this week. Next week installation and training will begin. This is another tool that ensures transparency of interactions between Newark Police Officers and the public.

Special Enforcement Division:

- During the week, the traffic unit deployed a traffic speed measuring device on Bent Lane due to citizen reports of excessive speeding between Briar and Casho Mill Road. The unit will analyze the data collected to determine the need for traffic enforcement.
- SOU Officer Kelsey O'Donnell became certified as a Police Bicycle Operator.

Patrol Division:

- On June 14, 2020, NPD officers received reports that flyers stating “Kill Chinese Virus” had been left at the doors of numerous apartments or on vehicles in numerous apartment complexes. The flyers caused concern to some residents. The apartment complexes included School Lane, Pinebrook, One Easton and Fairfield Apartments. The investigation is ongoing.
- On June 15, 2020, the Patrol Division resumed normal operating schedules following an ease of the Governor’s restrictions for the COVID-19 pandemic. Officers will continue to utilize safety precautions including the use of PPE and handling certain complaints that are not in progress via telephone.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	06-18-2020
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:

Bulk refuse collection has resumed and there certainly was a strong demand in the first week of scheduling. We are currently booked through July and starting into August. We realize this is a long time between scheduling and service, so we are implementing a notification system to remind residents of their scheduled bulk collection in the week prior to the scheduled pickup. Please be sure to have your item list and contact information ready when calling to schedule.

During a scheduled shutdown for new water main tie-in, we were notified that numerous residents in the Oaklands/Nottingham area that were not part of the planned shutdown experienced low water pressure. We were able to quickly identify a closed valve and rectify the issue and we appreciate everyone's patience while we addressed the issue.

Staff has been working with the City Manager's office and outside agencies on the Welcome Back to Main Street effort. The detour plan and other coordination is moving along and will be in place for the event.

Our contractor (Grassbusters) is actively working on the following streets to wrap up our Street Improvement project.

- Hidden Valley Drive (Farmhouse Road to Rising Road) - Active
- Harvard Lane (Vassar Drive to Radcliffe Drive) - Active
- Country Hills Drive (High Ridge Court to the cul-de-sac) - Active
- Winslow Road (Apple Road through Beverly intersection) – Beginning next Tuesday

Activity or Project:

South Well Field WTP Upgrades

Description:

Crews continue to pour concrete for the holding tank floor and walls. The lid of the tank, which will form the floor of the main building will be started next week. Building construction will start soon after the floor completion.

Status:	In-Progress
Expected Completion:	09-30-2020
Execution Status:	On Track

Activity or Project:

Main Street Project

Description:

The Main Street project is considered substantially complete with only a few work items remaining in a few areas and final striping scheduled to be complete by the end of this month. Both lanes of traffic are now open along the main line and any future work will be handled under a small temporary lane closure. While we do not anticipate seeing any additional large closures it should be noted that the contractor will be in the area for the next two months completing punch list items.

Status:	In-Progress
Expected Completion:	06-19-2020
Execution Status:	On Track

Activity or Project:

Parking Lot 1 Improvements

Description:

Parking Lot #1 improvements are generally on track with minimal disruption to downtown parking at this point. The lot is scheduled to be milled and overlaid on Tuesday and Wednesday of next and may be striped in time for the "Welcome Back to Main Street" event on the 25th. If the lot is not striped by the day of the event, the lot will remain available for parking and Parking Ambassadors will be directing event attendees in the lot.

Status:	In-Progress
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Expected Completion:	06-19-2020
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Execution Status:	On Track
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Absentee Ballot Update – As of June 17, 2020

District	Affidavits Returned	Ballots Mailed	Ballots Returned	% Ballots Returned	% of 2018 Council turnout	% of 2019 Mayor turnout	% of 2013 Mayor turnout
3	502	502	130	25.9%	103.72%	82.3%	60.63%
5	523	523	194	37.09%	111.51%	92.57%	74.61%

Number of votes in previous races

District	2018 Council	2019 Mayor	2013 Mayor
3	484	610	828
5	469	565	701

Digital Records Project New Documents Created – June 11-17

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	84	7,873	Administration Correspondence Files/Cash Receipts
Fred	15	1,975	PWWR Traffic Committee Files/PWWR Plans
Ana (PT)	0	0	Working remotely on modifications
Total	99	9,848	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

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

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 06/07/20-06/13/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	5	0	0	3	0
Rape	4	1	0	2	2	0
Unlaw. Sexual Contact	2	2	0	0	2	0
Robbery	5	8	1	6	24	0
- Commercial Robberies	3	1	0	4	0	0
- Robberies with Known Suspects	0	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	5	1	1	23	0
Assault/Aggravated	15	10	1	12	7	0
Burglary	35	16	1	63	63	0
- Commercial Burglaries	4	4	0	3	42	0
- Residential Burglaries	24	10	0	45	14	0
- Other Burglaries	7	2	1	15	7	0
Theft	241	197	6	211	95	3
Theft/Auto	20	26	0	4	5	0
Arson	0	0	0	0	0	0
All Other	59	81	8	73	57	0
TOTAL PART I	381	346	17	371	258	3
<u>PART II OFFENSES</u>						
Other Assaults	131	121	7	79	104	3
Rec. Stolen Property	0	1	1	5	5	0
Criminal Michief	63	58	5	45	35	0
Weapons	12	7	0	35	16	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	68	22	0	107	24	1
Drugs	92	26	2	136	40	7
Noise/Disorderly Premise	331	259	12	120	99	0
Disorderly Conduct	78	61	2	61	43	1
Trespass	113	127	10	44	25	0
All Other	163	121	11	210	118	6
TOTAL PART II	1051	803	50	842	509	18
<u>MISCELLANEOUS:</u>						
Alarm	66	65	3	0	0	0
Animal Control	269	208	10	2	20	0
Recovered Property	112	88	4	0	0	0
Service	15995	14432	596	0	0	0
Suspicious Per/Veh	228	207	11	0	0	0
TOTAL MISC.	16670	15000	624	2	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	813	21,011	719	17,603



**Newark Police Department
Weekly Traffic Report
06/07/20-06/13/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	6142	2425	144	24
DUI	97	35	3	1
TOTAL	6239	2460	147	25

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	119	62	7	2
Property Damage (Reportable)	556	307	19	13
*Hit & Run	118	67	7	3
*Private Property	142	64	7	3
TOTAL	676	369	26	15

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.