City Manager's Weekly Report

Friday, January 8, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council,

Happy New Year! 2016 is starting out strong with several areas of celebration and progress.

First of all, along with over 100 other friends, coworkers, peers and partnering firms I had the pleasure of celebrating Charlie Emerson's retirement after serving the Newark Community for 35 years. I commend the Parks and Recreation Department for developing such a moving and enjoyable evening. It was a pleasure to share with those in attendance the honor that will be given in the naming of the Bike and Pedestrian Bridge over the White Clay Creek being named in Charlie's honor. As you know, the project is in the design stage and $1 million in funds have been allocated towards its construction by DelDOT and DNREC.

Secondly, we welcomed our new Communications Manager Kelly Bachman to our team on Monday morning! Kelly will ultimately lead a team of two as we more formerly embrace our need to improve upon our existing communications.

It is also timely to share the good news that for the 6th year our financial group achieved the Government Financial Office Associations (GFOA) Certificate in financial reporting. I commend Lou and his staff for their efforts to maintain this level of excellence!

Lastly, while sharing good news! It is my pleasure to share below the detail from the press release that went out today outlining that our crime rate in Newark hit a 9-year low! Congratulations and great work to the dedicated members of our Police Department under the leadership of Chief Tiernan.

You will have the opportunity to support the Budget Amendment to reinstate the Aetna subvention at your Council meeting Monday evening.

We have officially converted from UD as our primary ISP to Lightower (formerly Fibertech). Our new circuit is 200/200, which is twice as fast as our UD connection (100/100). There was no outage associated with the migration. Great work Josh and IT team!

Wanted to share with you that our 2015 FUNdraiser Fridays program generated $**1,970** that was contributed to the Newark Area Welfare Committee (NAWC). This employee program provides for $5 monthly payroll deductions for the opportunity to dress down on Fridays by wearing blue jeans or sport team jerseys! The program will be offered again in 2016. We thank our staff for its involvement and providing the opportunity to donate nearly $2,000 to the Newark community!

Please find detail related to a nighttime road closure on Delaware Avenue to facilitate utility work as well as the most recent utility rate comparison shared by DEMEC.

I had the opportunity to participate in a conference call with representatives from GE Power to discuss their plans for the installation of solar at the GE Aviation site that will be a behind the meter installation. This engagement provided the opportunity to discuss their plans as well as share some insight

into future discussions related to additional installations that could be explored to facilitate DEMEC's interest in developing additional solar in its member territories.

Activity or Project:

Newark Country Club

Description:

Please find attached a stipulation document shared by Special Counsel Walton.

Status: Near Completion

Expected Completion: 1/6/2016

Execution Status: On Track

Activity or Project:

Newark Crime Rate - 9 Year Low

Description:

January 8, 2016 – Crediting the Department's dynamic patrolling techniques paired with the latest technology, the Newark Police Department announced crime within the City of Newark hit a nine-year low, with a 6% drop in Part 1 crime through 2015 and a 48% decreased since 2006. "The dramatic and continued reduction in crime is a credit to the men and women of the Newark Police Department, and an acknowledgement of the support the officers receive from the community," said Paul Tiernan, Chief of Police. Comparing the time period of January 1, 2015 through December 31, 2015 to the same time period in 2014, robberies have decreased by 9%. During 2015, the Criminal Investigations Division was able to clear 62% of the robberies by arrest or other means. Also of highlight, aggravated assaults decreased by 18%, burglaries decreased by 27% and thefts decreased by 5%. While the drop in crime can be attributed to a number of factors, Chief Tiernan highlighted specific efforts, including the dynamic patrol techniques of the Uniformed Patrol Division, Street Crimes Unit, and Traffic Unit. These techniques include the fall crime suppression plan which harnesses crime data and analysis to deploy officers in areas of high call volume and criminal activity. These efforts coincide with the continued success of the Special Operations Unit, which focuses on community policing and problem solving techniques in the community. Additionally, the Newark Police continue to utilize the latest technology, including a network of surveillance cameras throughout the city which are monitored in the NPD 911 center.

Status: Completed

Expected Completion: 1/8/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

- Ms. Kelly Bachman's first day was Monday, January 4 and we have balanced her schedule sufficiently this week to get her oriented and knee-deep on matters as well. It has been a great start, and we are thrilled to have her on our team as our Communications Manager.
- Deputy Chief Farrall, Marta and I have started to plan for promotions and recruitments in 2016. A new police candidate list will need to be created, and the bi-annual Master Corporal-Sergeant promotion list is due.
- Finance Account Debi Keeley, Marta and I spent extensive time last week and this week completing year-end HR benefit changes (pay rates, benefit accruals, deduction changes, etc) the January 1 effective date, in adequate time for the January 8 payroll run.
- I was able to participate and enjoy the retirement party for Charlie Emerson - very well done, Charlie. Enjoy retirement.

Activity or Project:

Recruitment: HR Manager & Digital Records

Description:

Both the HR Manager and Digital Records Coordinator positions are in recruitment and acceptance status at this time. Both positions have immediate needs and will hit the ground running once a candidate is brought on board.

Status: Started

Expected Completion: 2/12/2016

Execution Status: On Track

Activity or Project:

Recruitment: Property Maintenance Inspector

Description:

The FY2016 Budget included a third (3rd) full-time Property Maintenance Inspector in the Code Enforcement Division. This position was posted internally, with five (5) applicants submitting interest. I completed interviews with Director Maureen Feeney Roser and CED Manager Dave Culver. The broad array of talents of the various employee applicants will present a positive situation to assess which best will serve CED and the City's goals.

Status: Near Completion

Expected Completion: 1/15/2016

Execution Status: On Track

Activity or Project:

Recruitment: PT Finance Assistant and Creative Designer

Description:

I am working with Lou Vitola and Jill Hollander on Jill's replacement with her promotion to Deputy Director. The holiday schedule/end of year delayed this but will now be completed. Bringing on the replacement will help with various accounting and reporting tasks. With Kelly Bachman's start, the interviews for the Creative Designer will be completed to ensure her involvement and selection. We look forward to completing this recruitment and formalizing the three (3) person Communications team for 2016.

Status: Near Completion

Expected Completion: 1/12/2016

Execution Status: Behind Schedule

Department:

Alderman's Court

Notable Notes:

We held 3 court sessions this past week.

Activity or Project:

Court Sessions

Description:

We processed 61 arraignments, 38 trials, 25 capias returns and 7 case reviews this week. We videoed 3 prisoners and transported one from the various institutes for court.

Status: Near Completion

Expected Completion: 1/8/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews are continuing changing the streetlights around the city to LED. They have changed 322 lights out of 2,000 so far. The crews quickly responded to several outages during the holidays, one being a pole hit on South College Avenue closing the street for several hours while the pole was replaced.

The electricians worked on several heaters at the garage, parking booths, and pump houses. They also worked with engineering on SCADA alarms and residential power quality issues.

Engineering has been in constant contact with the SevOne electrical contractors as the completion date gets near. They will soon be ready for 2 padmount transformers to be set along with the installation of primary cables and switches. Engineering has also worked out a route for a fiber optic cable to go on utility poles from Center Street to the Galleria on Main Street to tie in the parking lots correcting an issue IT is having with communications. Engineering compiled the UD monthly load report for billing and DEMEC usage.

Activity or Project:

SevOne at STAR Campus

Description:

Install 2 padmount transformers and metering for data center which tie into Bloom Boxes.

Status: In-Progress

Expected Completion: 1/31/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

I am pleased to announce that the City of Newark has achieved the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting for the sixth consecutive year. My sincere thanks and appreciation goes to the Finance Department, which diligently executed the hard work required to achieve the award again for fiscal year 2014. More details about the achievement will be provided in a public release later this month.

I would like to thank our Mayor and Council again for their support of the 2016 Operating Budget, Capital Improvement Program (CIP) for the 2016-2020 planning period, and the underlying tax and rate measures required to support the City's growing operating expenses and infrastructure requirements. I attribute this year's functionally efficient and transparent process to the Finance team, namely Jim Smith, Debi Keeley, Deb Kupper and Jill Hollander, while Kyle Glazier, Otto Sanchez and Roberto DeDeus provided strong support for the City's Budget Central space.

A budget amendment to reinstate the Aetna Hose, Hook, and Ladder Company subvention in the general fund is on the agenda for the January 11, 2016 meeting of Council. Thank you in advance for your consideration.

Payments and Utility Billing

The group handled 478 phone calls the week of 12/28/15 (four business days) with an average call length of 3:43 and an average hold & queue time (average speed of answer) of 5:48. Our Welcome Center staff greeted 137 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 190 last week. The group also processed 4,370 utility payments and CityView transactions, 436 of which were imported automatically with our new electronic processes and 2,421 of which were imported via web, lockbox or preauthorized payment (PAP).

Accounting

Accounting staff have kicked off the rigorous year-end accounting close and financial reporting process, which includes the independent financial audit and the development of the 2015 Comprehensive Annual Financial Report (CAFR). Subsequent reports will include the year-end close and the CAFR process as an individually tracked project. Staff continues to work short-handed, as the part-time finance assistant position closed in December. Candidates were screened this week, and interviews are being conducted early next week. I look forward to bringing the team to full strength.

Activity or Project:

Purchasing Card Upgrade

Description:

We are working with Fulton Bank to upgrade the City's existing purchasing cards, or "P-Cards." The upgrade will reduce workload and improve efficiency by automatically posting transactions to the City's financial accounting system and reduce costs through a rebate program. There is no cost to the program upgrade. All replacement cards were properly enrolled and the physical cards have been received. They will be deployed once we integrate the vendor's reporting system (Elan) with the City's financial accounting system (Munis). There is no update to the status of the project this week. The expected completion was pushed back to 01/31/16 to allow me the time I need to train and cross train users on the new system.

Status: Hold

Expected Completion: 1/31/2016

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:

With the new year upon us, many new projects are starting up. Included in those projects are our Records Management initiative, and we are searching for good candidates to help lead the project. Also, this year we will be focusing on improving our Disaster Recovery and Resiliency Plans by bringing a second site online. Our field crews will be leveraging GIS in real-time with the use cellular devices.

Activity or Project:

Municipal Broadband Feasibility Study

Description:

With City Council's approval to move forward, this project has been initiated. Expected completion date is a guess at this point as the vendor has not yet set up the project plan.

Status: Started

Expected Completion: 6/1/2016

Execution Status: On Track

Activity or Project:

Munis Work Order Management

Description:

The holidays slowed our completion of the project. Parks crews are simulating the work in our test environment and our office staff are being trained in how to generate and run reports for deep data analysis. Go live is quickly upon us.

Status: Near Completion

Expected Completion: 1/31/2016

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Parks and Recreation Winter/Spring Newsletter and Activities Guide was distributed and advertised.

Recreation Superintendent Spadafino and I committed lots of time on succession items!

We conducted park inspections and prepared related maintenance work orders.

We continued working with IT on new Maintenance Work Order system.

Began preparing Contract and RFQ documents for CIP approved projects.

Completed tree work at several sites.

Activity or Project:

Director Emerson's Retirement

Description:

I extend a sincere thank you to my staff and all others who helped with and who attended my retirement event this week. I will miss working with all of you!!!!

Status: Completed

Expected Completion: 1/6/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- Facilities Maintenance performed the following:
  - Met with service person for sliding entrance door issues and timing of doors;
  - Continued to develop a system for paper delivery, training is ongoing. Delivered paper as needed;
  - Installed new overhead steel door at Rittenhouse Park to better secure the building;
  - Worked on heating issues for the bathroom in Building 2 at the Municipal Yard and the parking attendant booth in Lot 3A. Provided a space heater for the bathroom and referred both issues to the Electric Department;
  - Evaluated the condition of the George Wilson Center to determine areas that need attention;
  - Met with 3 contractors to determine a course of action to fix a slow-running diesel pump at the Yard and received 3 bids;
  - Hung Code Purple flag and assumed responsibility for turning on the purple tree lights on code purple evenings;
  - Finished the first of two new offices on the 2nd floor of the Municipal Building;
  - Began renovating an office and file room in the City Manager's Office in order to accommodate staffing needs;
  - Remedied heater in motorcycle garage that was unbalanced.

Code Enforcement

- This morning Code Enforcement Division Manager Dave Culver and Planning and Development Director Maureen Feeney Roser joined Deputy City Manager Andrew Haines in interviewing internal candidates for the new Property Maintenance Inspector position.
- Code Enforcement has 5 major projects being reviewed, permitted or under construction:
  - Park N Shop renovations – full building permit approved and beginning façade upgrade;
  - South Academy Street Dormitory for the University of Delaware – utility work has begun and full construction permit should be issued in the next month;
  - Astra Plaza – plans are under review, full permit in the next month;
  - 52 North Chapel Street – full building permit approved and under construction. The mixed use site has 12 apartment units and commercial space in a building approximately 35 foot in height;

    - 60 North College Avenue – full building permit approved and under construction. The mixed use site has 33 apartments and commercial space in a building approximately 50.5 foot in height.
- Honey Grow and Qdoba are in the final stages of resolving tenant space issues.
- Received and reviewing plan for additional fuel cells and equipment pads for Bloom Energy.
- The new "clean lab" at the University of Delaware is nearing completion.
- Property Maintenance Inspectors reviewed various areas of the City to ensure property compliance at the end of UD Fall semester.
- Work continues on the façade at the Washington House Condominiums located at 113 East Main Street.

Parking

- Free parking was provided December 20th through December 27th.
- The Parking Maintenance team spent time cleaning lots after New Year's Eve festivities.

Planning

- A recent meeting was held with the engineer for the Trader's Alley project to discuss the comments from the Subdivision Advisory Committee (SAC) on the latest plans for the proposed development. Revised plans and elevations based on this discussion are expected shortly, followed by Planning Commission review.
- Recently a sketch plan for a potential new hotel and restaurant development at the intersection of Library Avenue and Ogletown Road was submitted and distributed to SAC for comments.
- Comments for the sketch plan to redevelop 52 & 54 East Main Street were provided to the potential applicant.
- Work continued this week reviewing the rezoning, major subdivision and site plan approval plan for Barksdale Greene.
- Some time was spent reviewing options for Planning Commission training sessions.
- On Thursday, December 17th, the Board of Adjustment approved the request of an applicant who was requesting variances for 129 Lovett Street, including deviations from the area requirements for side yards and minimum lot area.
- Development Manager Mike Fortner continues to work on developing a draft agreement for Newark Community Radio for using the water tank at Dallam Road to place the radio antenna. The agreement will be sent to Council for their approval.
- The following was also completed this week:
    - 11 Deed Transfer Affidavits
    - 65 Building Permit Reviews
    - 2 Certificates of Occupancy

Activity or Project:

Planning Commission Meeting

Description:

On Tuesday, the Planning Commission took the following actions at their regularly scheduled meeting: 1) approved the minutes of the December 1, 2015 Planning Commission meeting; 2) recommended approval of Comprehensive Development Plan V; 3) recommended approval of the rezoning of the property located at 249 East Main Street from BLR to BB; 4) recommended

approval of the Comprehensive Development Plan amendment, rezoning, minor subdivision and site plan approval plan for the property located at 47 West Cleveland Avenue.

Status: Completed

Expected Completion: 1/5/2016

Execution Status: Completed

Activity or Project:

Board of Adjustment Meeting

Description:

The application to open a “piercing shop” in a BB or BC zoning district, originally scheduled for the December 17th Board of Adjustment meeting, and then rescheduled to the January 21st meeting, has now been rescheduled to Wednesday January 27th in order to accommodate the schedule for the special council. The Planning and Development Department has determined that a “piercing shop” is not a listed, and therefore permitted, use in BB or BC zoning districts and does not meet the definition of Personal Service Establishment as defined under Section 32-4(a)(91). The Board of Adjustment will determine if a piercing shop can be considered a Personal Service Establishment.

Status: In-Progress

Expected Completion: 1/27/2016

Execution Status: On Track

Activity or Project:

Special Use Permit

Description:

The Planning and Development Department has received a Special Use Permit Application for Mid-Atlantic Ballet to relocate to 500 Interchange Boulevard as an indoor commercial recreation facility. The application will be heard at the January 25th City Council meeting.

Status: In-Progress

Expected Completion: 1/25/2016

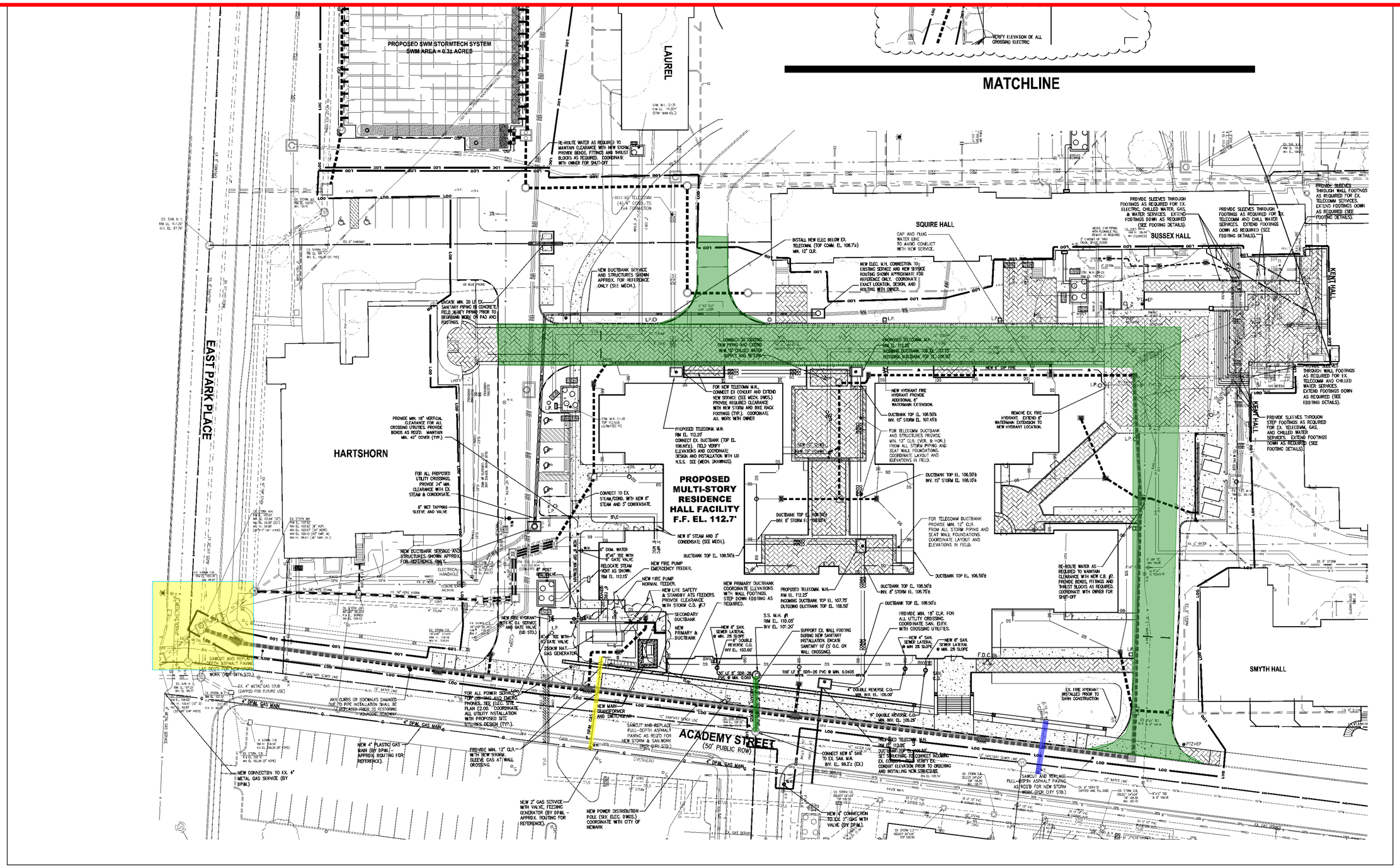
Execution Status: On Track

1/3/2016 to 1/9/2016

WEEK OF 1/11/16

-Storm water work shall begin at intersection of East Park Place and Academy St. on Monday 1/12/16. Work shall be limited solely to the intersection.

-Manhole work at intersection will require a 2-Lane shutdown of East Park Place and Academy Street.



ND / NOTES

KEY PLAN

5	ADDENDUM NO. 3	11/18/15
4	ISSUE FOR BID	10/30/15
3	65% CD SUBMISSION	09/18/15
2	DESIGN DEVELOPMENT	06/12/15
1	SCHEMATIC DESIGN SUBMISSION	03/04/15
	ISSUE No.	DATE

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SITE CONSTRUCTION UTILITY PLAN

STAMP

PROJECT NO: A14045

CAD FILE NO:

DRAWING NO: C-110

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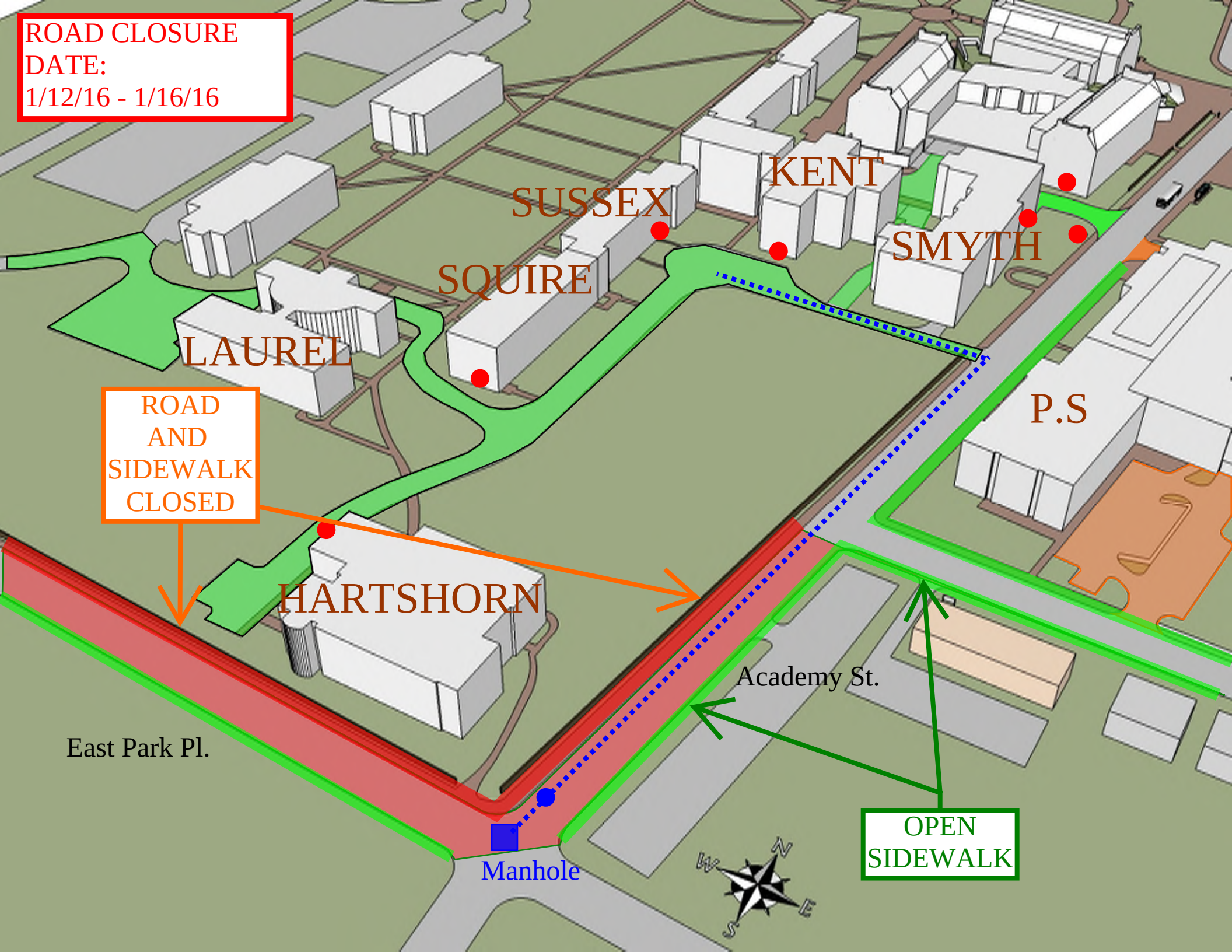
ROAD CLOSURE
DATE:
1/12/16 - 1/16/16
KENT
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SMYTH
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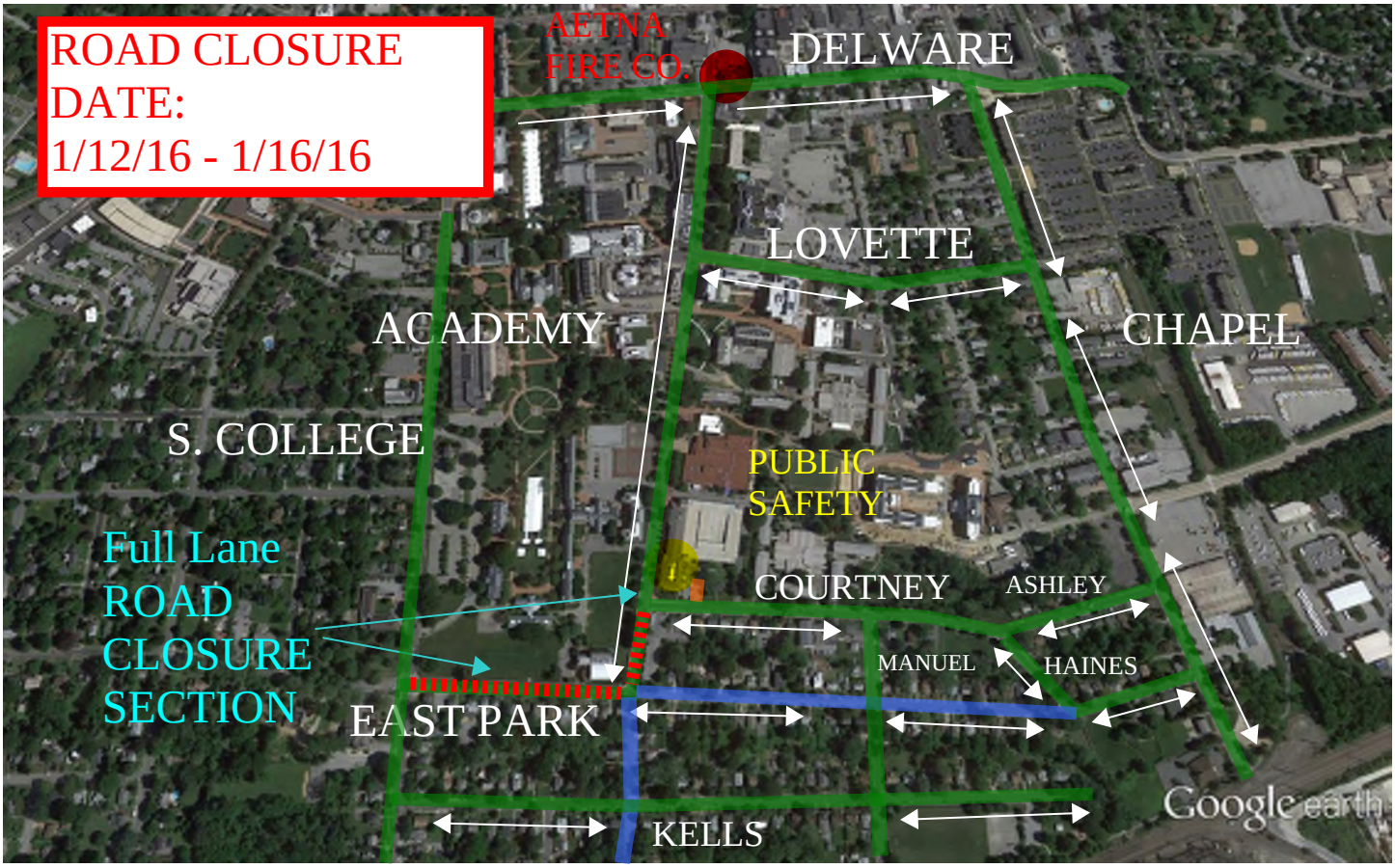

Google earth

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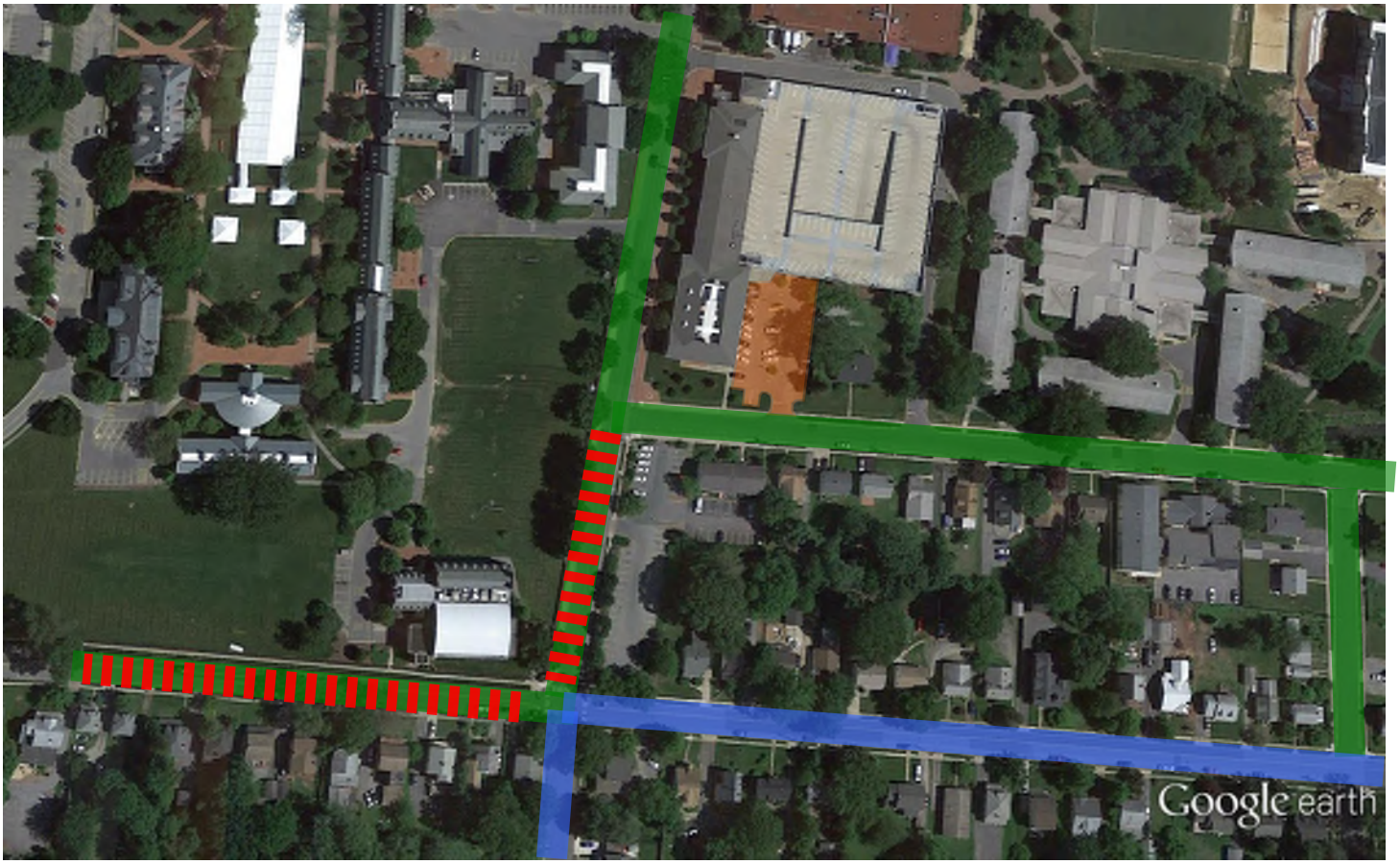

ROAD CLOSED
TO THROUGH
TRAFFIC
BOTH LANES CLOSED @
INTERSECTION
- NORTH ACADEMY
- WESTBOUND E PARK PL
University of Delaware
Harrington Beach
Mentors' Circle
Kent Way
Winslow Rd
Sunset Rd
Grantham Pl
St Thomas's Episcopal Church
W Park Pl
E Park Pl
Kells Ave
Kells Park
Ivy Hall Apartments
Waterworks Ln
Ritter Ln
Dallas Ave
Lovett Ave
Continental Ave
Wyoming Rd
Ashley Rd
Courtney St
S College Ave
S Chapel St
Harrison St
Benny St
Wolaston Ave
Phillips Ave
Orchard Rd
Townsend Rd
Beverly Rd
Apple Rd
S Main St
Armistice Ave
Buffalo Wild Wings
FedEx Office Print & Ship Center
University Courtyard Newark Apartments
James F Hall Trail
RWA
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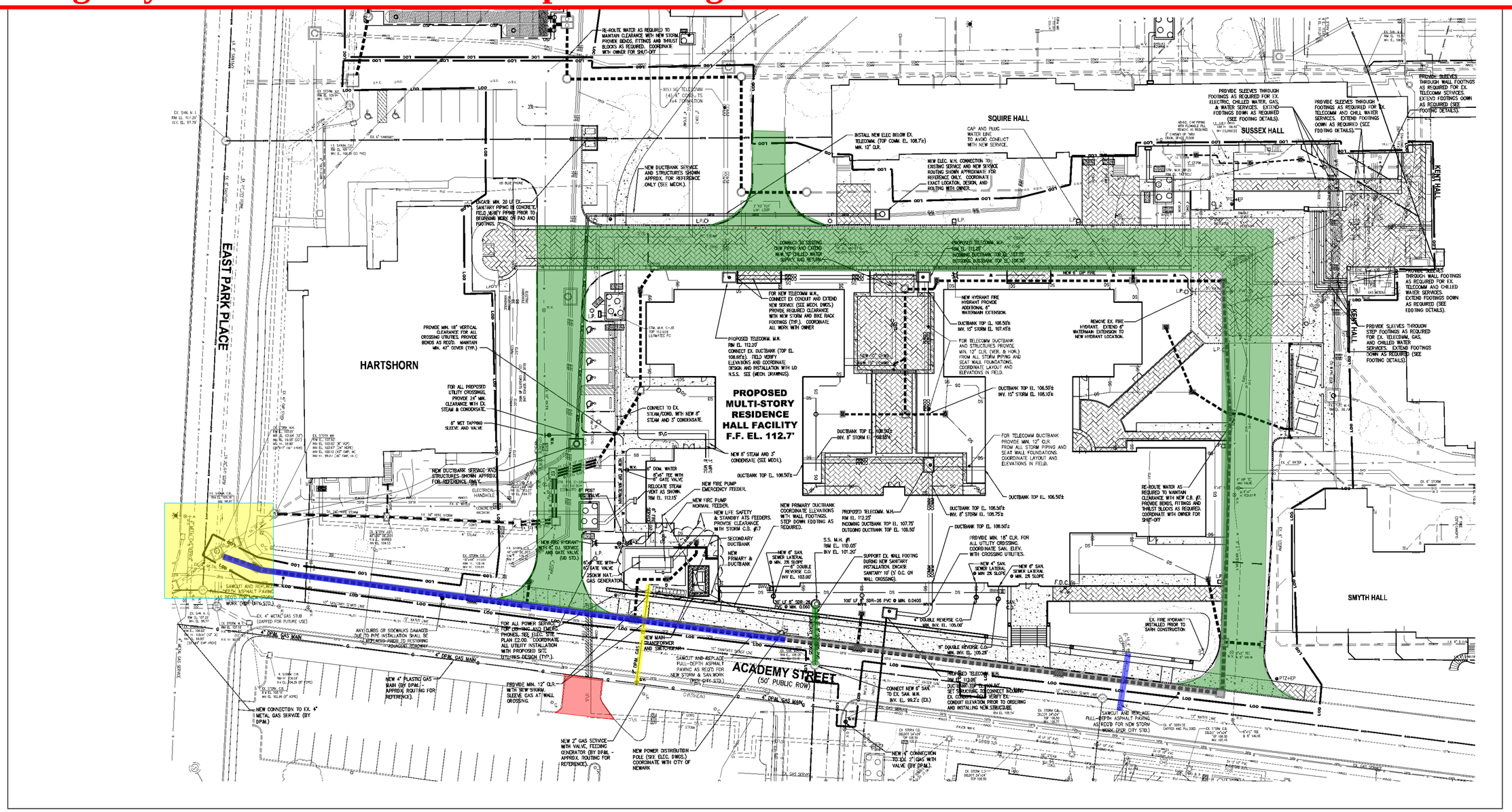
WEEK OF 1/18/16

-Storm water pipe work shall start Monday 1/18/16 at intersection of Academy St. and East Park Place and shall progress North along Academy Street. This will include all excavation, install, and backfill.

-A full 2-Lane closure of Academy Street shall be performed from East Park Place to Courtney St. in order to allow for crews to construct a new construction entrance into the parking lot located on East side of Academy Street.

-Emergency vehicles shall be able to pass through the road closure.



ND / NOTES

SCALE: 1"=20'

KEY PLAN

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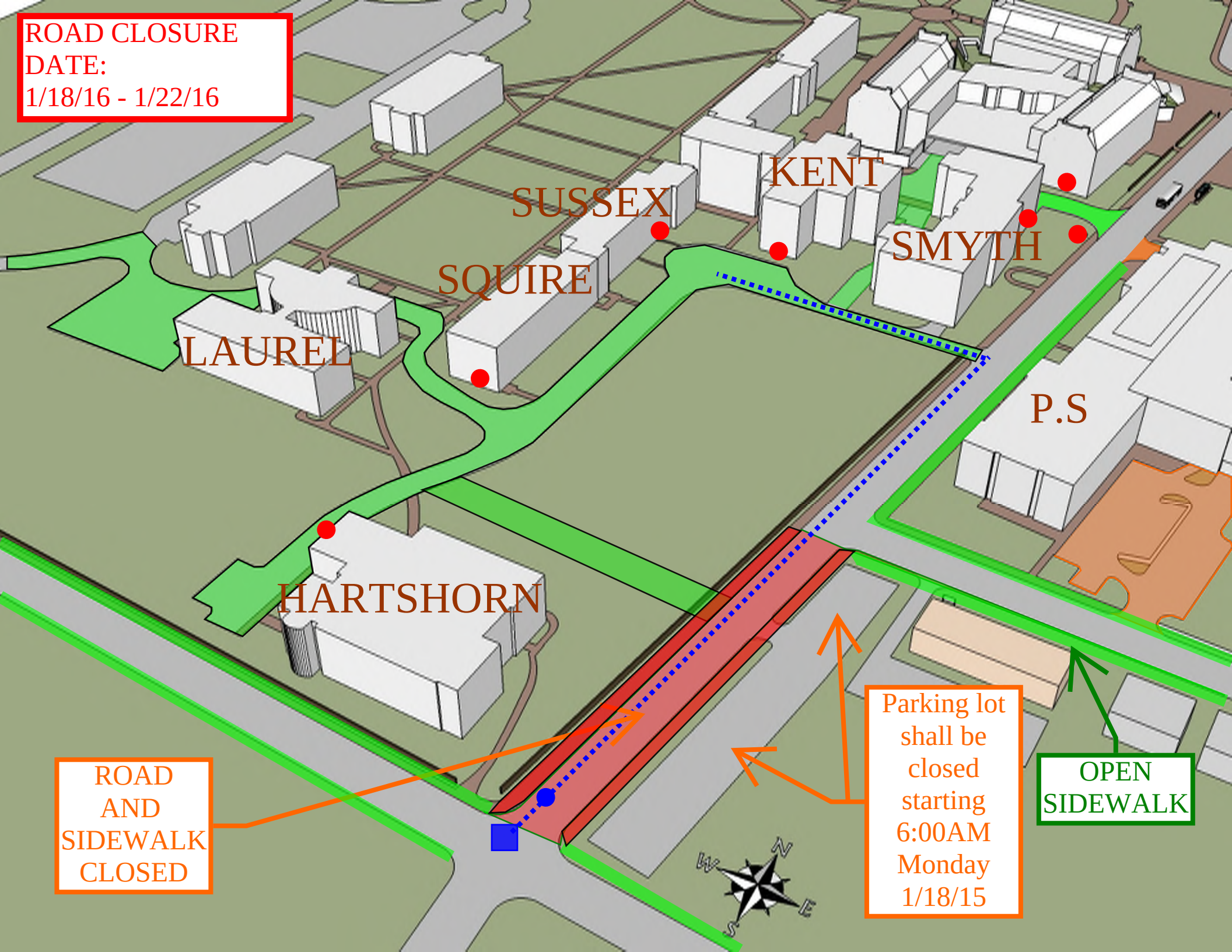
ROAD CLOSURE
DATE:
1/18/16 - 1/22/16
KENT
SUSSEX
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LAUREL
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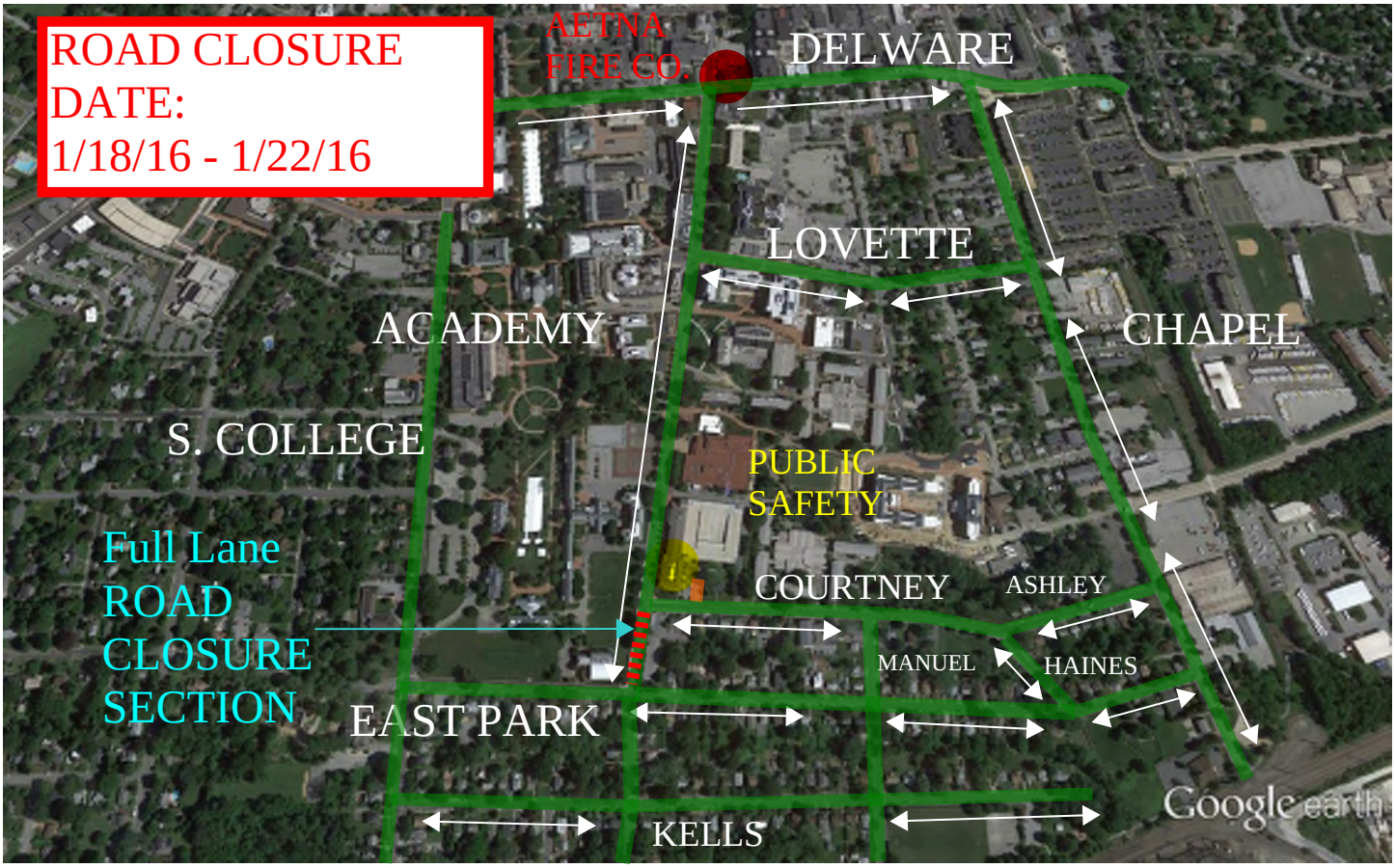


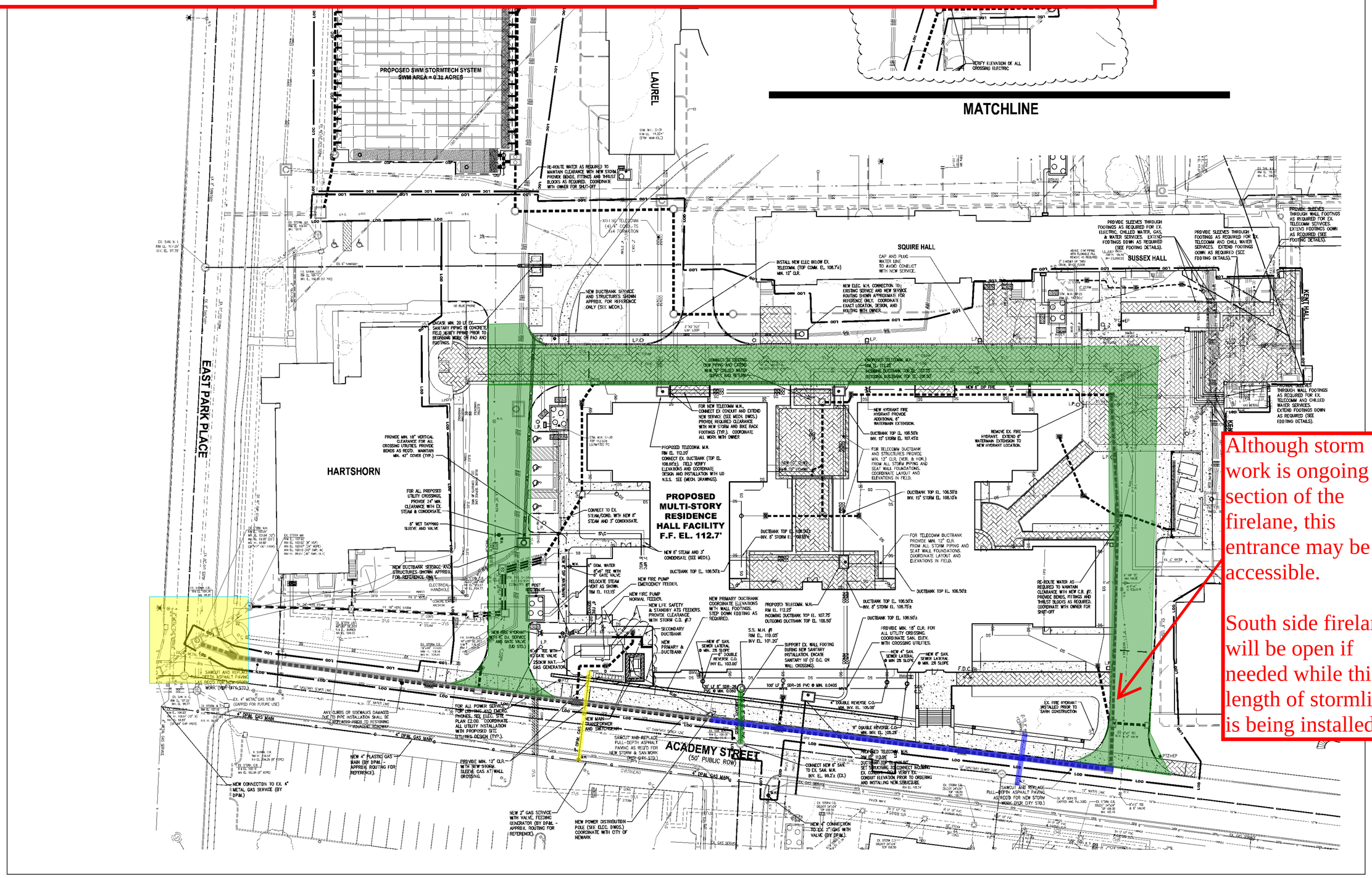
Google earth

feet 2000
meters 700

1/25/16 - 2/5/16

-Storm water work along Academy shall continue heading north from Courtney St. to North fire-lane entrance.

-A half lane shutdown of Academy Street shall occur during this time frame. Shutdown will only occur during daytime hours with Academy St. being fully open during evening hours.



Although storm work is ongoing in section of the firelane, this entrance may be accessible.

South side firelane will be open if needed while this length of stormline is being installed.

LEGEND / NOTES

SCALE: 1"=20'

KEY PLAN

UM NO. 3	11/18/15
R BID	10/30/15
UBMISSION	09/18/15
EVELOPMENT	06/12/15
TIC DESIGN SUBMISSION	03/04/15
D.	DATE

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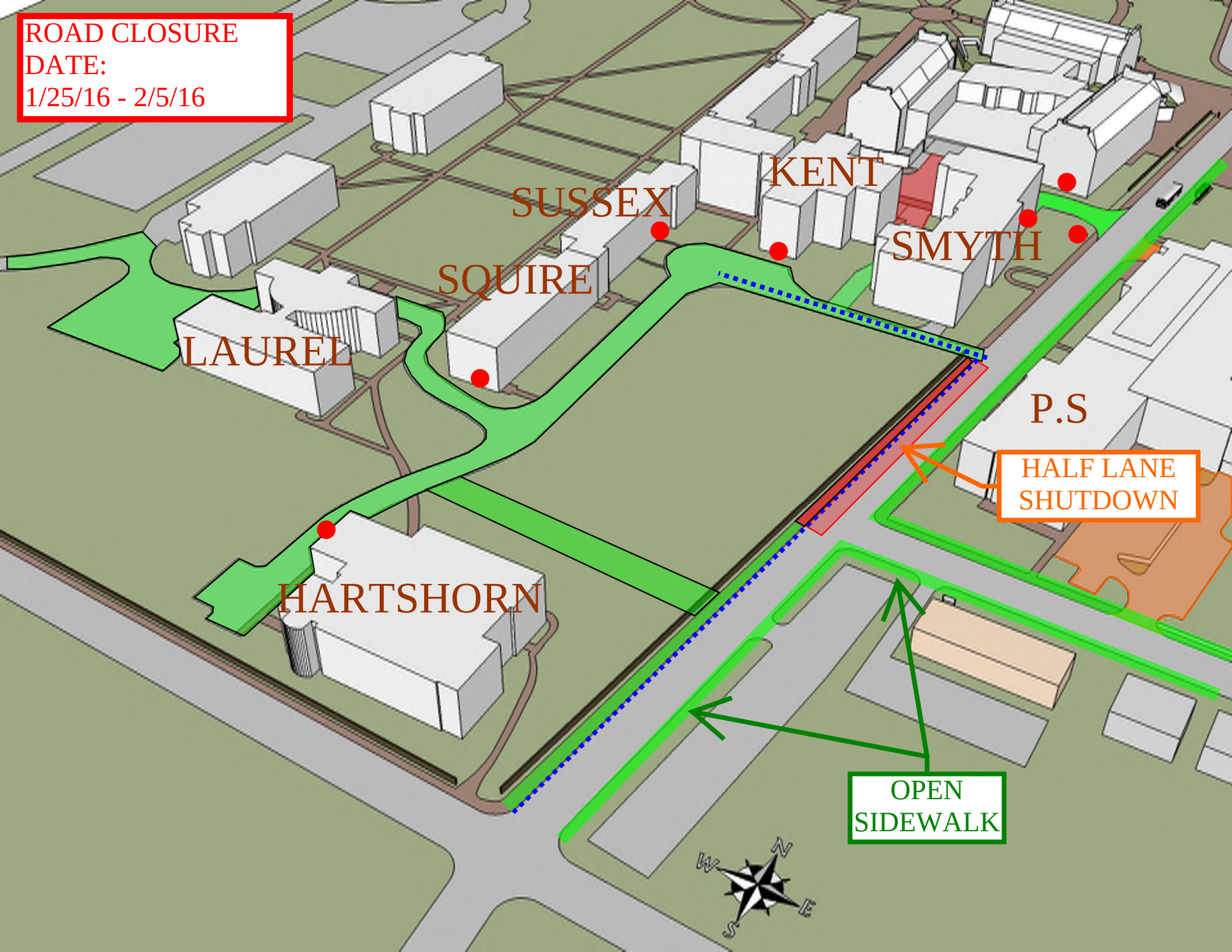
ROAD CLOSURE
DATE:
1/25/16 - 2/5/16
KENT
SUSSEX
SMYTH
SQUIRE
LAUREL
P.S
HALF LANE
SHUTDOWN
HARTSHORN
OPEN
SIDEWALK
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S

25

ACADEMY ST.
E. Park

E Park

Selected Area Utilities

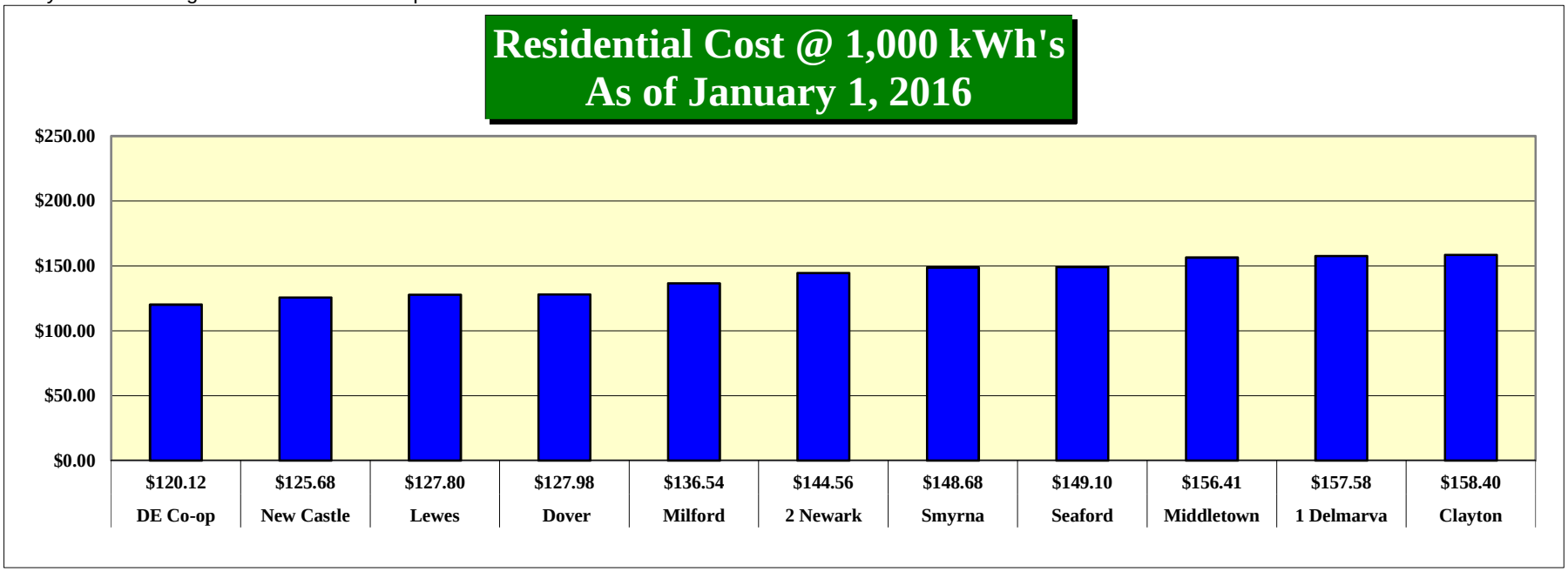
Winter (Oct. - May)

RESIDENTIAL RATE COMPARISON @ 1,000 kWh

		DE COOP % Difference	DPL % Difference
DE Co-op	$120.12	0.0%	-24.2%
New Castle	$125.68	4.6%	-20.7%
Lewes	$127.80	6.4%	-19.3%
Dover	$127.98	6.5%	-19.2%
Milford	$136.54	13.7%	-13.8%
[2] Newark	$144.56	20.3%	-8.7%
Smyrna	$148.68	23.8%	-6.1%
Seaford	$149.10	24.1%	-5.9%
Middletown	$156.41	30.2%	-1.3%
[1] Delmarva	$157.58	31.2%	0.0%
Clayton	$158.40	31.9%	0.5%

[1] Approximate. DP&L's transmission capacity charge is based on each individual's Peak Load Contribution (PLC) to the overall transmission load
Each customer has a unique PLC that changes every January

[2] City of Newark begins Summer Rates in April



GRANTED

IN THE COURT OF CHANCERY FOR THE STATE OF DELAWARE

NEWARK COUNTRY CLUB, a Delaware Corporation, Plaintiff, v. CITY OF NEWARK, DELAWARE; and NEWARK CITY COUNCIL, Defendants.	)))))))))))	C.A. No. 11570-VCMR

[PROPOSED] STIPULATION OF DISMISSAL WITHOUT PREJUDICE

IT IS HEREBY STIPULATED AND AGREED, by and between the undersigned, subject to the approval of the Court, that the above captioned case is hereby DISMISSED WITHOUT PREJUDICE. Each party shall bear their own attorneys' fees and costs.

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Dated: January 4, 2016

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Attorneys for the City of Newark and
Newark City Council

Date: January 4, 2016

IT IS SO ORDERED on this ___ day of January, 2016.

_____
Vice Chancellor

This document constitutes a ruling of the court and should be treated as such.

Court:	DE Court of Chancery Civil Action
Judge:	Tamika Montgomery-Reeves
File & Serve Transaction ID:	58369503
Current Date:	Jan 04, 2016
Case Number:	11570-VCMR
Case Name:	Newark Country Club, a Delaware Corporation v. City of Newark and Newark City Council
Court Authorizer:	Montgomery-Reeves, Tamika

/s/ Judge Montgomery-Reeves, Tamika