

City Manager's Weekly Report

Friday, April 29, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Please find attached the Downtown Development District public meeting notice. I also share Josh Brechbuehl's update on his participation in the DE Cyber Security Advisory Council. As reported in an earlier weekly report, Josh was asked to serve on this committee representing both Newark and the League of Local Governments.

Good news - the pole and antennae on Bent Lane were removed this week.

We currently have a retired K-9 vehicle that is operable but, with it being equipped with specialized K-9 equipment, there is no back seating and most likely would not generate much interest if auctioned. Our Crown Victoria police vehicles generate on average \$1,500 when sold at auction. The City of New Castle is in need of a K-9 vehicle. The one that they currently utilize was given to them by New Castle County and has some mechanical and transmission issues. It is my intention to donate (as is) our retired K-9 vehicle to the City of New Castle as a gesture of goodwill to a neighboring community. If there are any concerns about this donation, please let me know by next Wednesday.

The April Traffic Committee meeting minutes are attached for your reference.

Thank you and have a good weekend. Carol

Activity or Project:

DEMEC

Description:

The stainless steel roof was lifted and put in place on Fuel Tank #2 recently. We expect the project to move rapidly to completion before the end of May. I share a photo of the work as an attachment. Additionally, I share detail from President McCullar related to hedged fuel prices continuing to fall: Cheap fuel and mild weather caused wholesale power prices to plunge to a 15-year record low in the PJM Interconnection in March. The PJM's load-weighted average locational marginal price was \$22.97/MWh in March, compared with \$25.95/MWh in February and \$42.02/MWh in March 2015, Paul Sotkiewicz, PJM senior economic policy advisor, reported Monday during the PJM Members Committee webinar. Sotkiewicz said that through the first quarter, average LMPs have been less than \$30/MWh, and in no calendar year has PJM had sub-\$30/MWh average LMPs since PJM started LMPs in April 1999. In the DPL zone, we have seen similar behavior in LMPs and forward hedged energy prices. Our average hedged energy price for 2015/16 planning year is \$42.55. Our average hedged energy price for 2016/17 planning year is \$34.41, a relative energy price drop of 19%. While we are seeing higher prices for capacity and transmission, the current lower energy prices are dampening the total power supply cost impact.

We have taken advantage of the lower forward energy prices by purchasing an 8-year forward hedge to 2025 for \$34.90, and plan to purchase additional forward hedges as the forward prices continue to offer us value. FTR auctions are also showing low expectations for congestion in our area for 2016. FTRs for West Hub to DEMEC Aggregate have been clearing in negative numbers, meaning PJM is paying us to hold the FTRs. This unusual situation is being caused by a large constraint in the Baltimore/DC area, causing LMPs on the east side of the constraint to be lower than on the west side, the reverse of the typical congestion behavior for our area. This Baltimore/DC constraint is expected to persist until a transmission fix is put in place sometime in mid-2017.

Status: In-Progress

Expected Completion: 5/31/2016

Execution Status: On Track

Activity or Project:

DEMEC - Continued

Description:

As reported in the press, FERC has rejected the Delaware PSC request to reconsider the allocation of costs of the new Salem nuclear power plant transmission line into Delaware. The original allocation has Delaware electric ratepayers saddled with 90% of the cost of the transmission line. We will continue to share more detail on this topic as it becomes available.

<http://www.delawareonline.com/story/news/2016/04/25/delaware-power-customers-pay-artificial-island-bill/83497378/>

Status: Completed

Expected Completion: 4/29/2016

Execution Status: On Track

Activity or Project:

Administrative Warrant Update

Description:

Efforts continue in relationship to the Mayor and Council direction to staff, legal Counsel and our Lobbyist to work towards the approval of a Bill to facilitate a provision in State Code to obtain Administrative Warrants as necessary in relationship to health and safety. Reminders - It is already in Newark's Code to get an Administrative Warrant - just no provision in the State Code to do so with probable cause and 48 hours notice as currently proposed. We're advised that most states/counties have an Administrative Warrant procedure. The draft bill is not specific to rental properties yet the 48 hour provision now part of the draft mirrors the Landlord Tenant Code at the suggestion of some interested groups recently engaged to discuss the Bill. The Legislation seeks to clarify the procedure and to allow for consistency across the State. Yesterday, the League of Local Governments Legislative Committee and its Executive Committee agreed to support the Bill and gave Direction to its Lobbyist to pursue sponsorship on behalf of the League. Various staff members, legal counsel, our Lobbyist Rick Armitage and I met last Friday afternoon with members

of various groups as arranged by our Lobbyist and myself (including the Newark Landlords Association representatives) to review the draft Bill. Afterwards a revision was made (attached for your reference) that included suggestions that came from our discussions. Counsel made it clear that we welcome additional constructive suggestions for the Bill. The Landlords Association representatives were inclined to want to discuss our current operating policies; however, we declined to speak to this issue as regardless of how our rental inspection system is operated, there will always be need for a provision to obtain Administrative warrants. I also share that we had contact from Rep. Bambach who had previously communicated with the Newark Landlords Association President. He suggested our taking a three week pause to get more input. This was shared with the League last night, and they are not inclined to wait given the short time left in the legislative session and most agreed our continued outreach was essentially accomplishing what a pause would. I've since provided the Representative more information on the meeting we had last week. Legal Counsel also shared the bill with the ACLU and encouraged they provide input as well.

Status: In-Progress

Expected Completion: 4/29/2016

Execution Status: On Track

Department:

Alderman's Court

Notable Notes:

We held three court sessions and one case review session this past week.

Activity or Project:

Court Sessions

Description:

We processed a total of 40 arraignments, 29 trials, 13 capias returns, 2 pleas and videoed 2 prisoners from various prisons this past week. We processed 9 case reviews at another session. In addition, we received 793 payments for court fines and parking citations of which 422 were made electronically through Paypal or State of Delaware Govolutions website.

Status: Completed

Expected Completion: 4/26/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

New Night Downtown planning continues. We've made several in-person visits to downtown businesses to encourage registrations and update the New Night google map each time a new business registers. To date, 23 businesses are confirmed to participate. We are also working hard to procure sponsors for the event, with \$1,050 brought in to date (Premier Auto Group and Main Street Movies 5) and several other sponsors giving verbal commitment.

We also began preliminary planning for the 13 annual Food and Brew Festival, including disseminating the 2016 registration form to all 2015 participating businesses.

Late last week, we joined Councilwoman Hadden to meet with members of the University of Delaware to discuss Alumni Weekend. Much of the planning is similar to last year, which was declared successful in its implementation, though additional family-friendly events have been added to the agenda for this year.

We also spent a few hours sorting and cataloging all banners used throughout the city. There were many banners that were out-of-date or discontinued that were logged and discarded. We will create an inventory sheet and monitor their use and upkeep moving forward.

We accompanied Mayor Sierer to the Jefferson Awards at Home Grown Café and took photos, which were included in the press release sent out the following morning. This was the first event in which we utilized the City's newly acquired Flickr account, which will be used to house photos of events and make it easier to share those photos with the community and media. It can be accessed here:

<https://www.flickr.com/photos/141487569@N04/> (@CityofNewarkDE).

Graphic Design

- Completed Student RUSH Insert
- Designed and printed Spring Concert Series + Newark's Youth's Got Talent Poster
- Edited, printed, and hung posters for Memorial Day and Pawlooza
- UDNI Map edited and added to website
- Public Meeting Notices, press releases posted

- Updated notices for TV22
- Bulk Collection Everbridge Notice posted
- Updated Yard Waste Collection Page, Mayor and Council Page, Parks & Recreation website (Summer Events) and Mayor's Fun Ride Website With Map

Press Releases/Media Inquiries

City of Newark to Hold Prescription Drug Take-Back Event: <http://bit.ly/245Bpxk>

Volunteers Recognized at City of Newark Jefferson Awards Ceremony: <http://bit.ly/21h8JMD>

Ashley Anthony, UD Review, inquired about the opening of HoneyGrow.

Response: Connected her with Dave Culver of Code Enforcement to discuss.

Holly, UD Review, inquired about updates and enforcement of the City noise ordinance.

Response: Interviews with City Solicitor and NPD were conducted.

Activity or Project:

Staff/Council Portraits

Description:

It has been several years, with some staff and council changes, since professional portraits were taken. The City has hired Eric Crossan to conduct a portrait session with the Mayor and members of Council, as well as senior level City staff in order to have updated professional photos.

Status: In-Progress

Expected Completion: 5/9/2016

Execution Status: On Track

Activity or Project:

Website Redesign

Description:

Will be working with CivicPlus to update the City website. We are reviewing best practices in municipal web design and will be soliciting citizen input.

Status: Started

Expected Completion: 5/6/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The electric department hosted Mayor Polly Sierer to an informational day about the electric system. It started in the office going over the smart meter and SCADA systems and continued into the field showing construction projects, substations, and the electric yard.

The line crews continued work at the West Main Substation. Currently they are installing wire on the poles previously installed. The line crews also scheduled an outage to several homes at The Preserve in order to raise a transformer because the developer had incorrect grading at the time of install.

The meter technician assisted in installing new meters and telemetry equipment at the Downes and West Park Elementary Schools for the load reduction program being run by DEMEC and PJM.

The electricians continued with the infrared scans of aerial lines and substation equipment, fixed grounding issues on substation fences and gates, and finished working on circuits in the basement of the Municipal Building for the future records room.

Activity or Project:

West Main Substation Reconfiguration

Description:

Installing a new circuit and poles and reconfiguring other circuits and poles at the West Main Substation in preparation for a new substation transformer currently being built and to be delivered later this year.

Status:

In-Progress

Expected Completion:

10/31/2016

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Joe Charma from the Design Committee about the sculpture garden project on South Main Street; attended the ICMA management webinar on team building; conducted a programming meeting with the recreation staff; worked on the Mayor's Bike Ride event logistics, the event will be held this Saturday, April 30; reviewed the street hockey and tennis court renovation contract; met with public works and purchasing about potential grant application for recycling.

George Wilson Center Coordinator: Completed GWC attendants schedule for May; continues preparing for summer and conducted several interviews this week for camp staff and lifeguard opportunities; submitted pool chemical purchase orders; met with the new GWC Coordinator and continues preparations for job transitions; proofed the summer newsletter; sent out a bus bid request; attended GIS training led by GIS Coordinator focused on ArcGIS online; dance pictures were held at the George Wilson Center on Tuesday, April 19.

Coordinator of Volunteers sent out an email blast on Monday, April 18, 2016 to previous participants of the Mayor's Fun Ride, currently have 75 registered; attended a programming meeting on Wednesday, April 20; conducted an interview with potential Camp GWC staff member; delivered Friday Club supplies to After Care Programs; was contacted and interviewed by Eileen Smith Dallabrida who recommended she speak with me by the Communications Manager for Eileen's article on community involvement that will be featured in Delaware Today Magazine; coordinated 10 Volunteers that devoted a total of 30 hours on Earth Day (Friday, April 22, 2016) removing 25 full trash bags of litter and plant overgrowth from the James F. Hall Trail and East Coast Greenway Trail on Library Avenue; coordinated with a volunteer that devoted 6.5 hours removing invasive plants along the James F. Hall Trail, coordinated with Adopt-a-Park Volunteer Leaders that led a volunteer team from the University of Delaware in devoting 15 volunteer hours rerouting a section of the Mason Dixon Trail; Adopt-a-park volunteers devoted 5 hours on Monday, April 18 removing litter and plant overgrowth and reported on seeing more than 15 trail users throughout the week; The Knit the Trail Display was removed from the James F. Hall Trail on Sunday, April 24, 2016.

Recreation Supervisor of Athletics interviewed another potential camp counselor for Rittenhouse Day Camp; attended a planning meeting on administrative professional day; conducted a programming meeting with the recreation staff regarding change of duties and responsibilities; delivered equipment and supplies to Downes Elementary School for the start of the summer volleyball season with 31 teams; met with the gymnastics coordinator regarding the end of the year expo held for the students at Downes and

the parents of the participants.

Recreation Supervisor of Community Events: Coordinated and hosted a C.E.R.T. training course in conjunction with New Castle County Emergency Services. Meals for the participants were donated by local businesses. Preparations are underway for several upcoming events, including Newark's Youth's Got Talent, Spring Concert Series, NewBark PawLooza, and the Newark Memorial Day Parade.

Parks Superintendent met with several residents concerning tree and soil erosion issues, reviewed plans for proposed development, coordinated with contractors doing pool renovation project at Dickey and Wilson Center pools, did horticulture area inspections, along with Parks Supervisor coordinated with horticulture and parks crews to do removals of existing plant materials in front of City Hall and bed preparation, attended meeting with Parks Director and representative of the DNP concerning the Sculpture Park on South Main Street, started coordinating with Parks Supervisor for installation of herbaceous plant materials at Curtis Mill Park by volunteers from Newark High School and the White Clay Creek Wild and Scenic Program, and did estimate for maintenance for proposed Sculpture Park for Parks Director.

Parks Supervisor assigned all field staff work orders and assisted as needed, researched two other quotes for chipper purchase, coordinated work at City Hall for upcoming landscape installations, started planning for planting at Curtis Mill Park, and assisted with equipment maintenance on Ventrac.

Parks and Horticulture staff continued mowing operations and bed maintenance throughout park system, applied fertilizer/crabgrass control in several horticulture areas, continued prepping new bed areas at City Hall, did interior bed maintenance at City Hall, applied insecticide on Cherries at Phillips Park to control Eastern Tent Caterpillar, dragged/scarified all ball fields, core aerated and slit seeded both soccer field areas (Kells and Fairfield Parks), did equipment maintenance on Kubota and Ventrac units, installed replacement sign for island sponsor at CSX bridge, and continued on work orders as assigned.

Contractor started on renovation project of both pool sites (Dickey Park and Wilson Center).

Activity or Project:

Dickey Park and George Wilson Park Pool Re-plastering

Description:

The Dickey Park and George Wilson Park Pool Re-plastering is completed. The pools will be filled and brushed twice a day for the next 30 days to help prep the finish.

Status: Completed

Expected Completion: 4/26/2016

Execution Status: Completed

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

- This week Facilities Maintenance performed the following:
 - Continued installation of carpet in Digital Records room, moved shelving and finished customer service counter, trim and gate;
 - Began design of ramp/sidewalk off of loading dock.

Code Enforcement

- On Friday afternoon Planning and Development Director Maureen Feeney Roser joined City Manager Carol Houck, City Solicitor Bruce Herron, Code Enforcement Manager Dave Culver, Special Counsel Max Walton, Newark Lobbyist Rick Armitage and representatives of the Apartment Association and the Newark Landlord Association to discuss issues with Administrative Warrants and potential State legislation.
- Property Maintenance Inspectors noted that weekend patrols have shown an increase in violations.
- The footer/foundation installation work for the University of Delaware's South Academy Street dormitory continued this week.
- The framing work is ongoing at 60 North College Avenue.
- The framing work at 52 North Chapel Street continued this week.
- The Division is preparing additional patrols at the various restaurants for the evening of May 5th in anticipation of Cinco de Mayo.
- Work is continuing at the Washington House Condominiums at 113 East Main Street and potential additional façade issues are being investigated.
- The steel structure has been erected at the Astra Plaza addition.

Parking

- This week Parking Manager Marvin Howard met with several Lot 4 property owners regarding trash consolidation. Meetings with additional Lot 4 property owners are planned

for this week as well.

- Parking Division staff worked with IPS Group, Inc. to replace nine non-working parking sensors. All parking sensors are now operational.
- Parking Division staff spent considerable time this week preparing for the Parking Ambassador onsite training scheduled for May 3rd with IPI Senior Training and Development Specialist Cindy Campbell.
- The Parking Division hired a new Parking Attendant this week.

Planning

- On Thursday Maureen and Development Manager Mike Fortner met with University of Delaware representatives to discuss campus cellular data needs and the potential enhancements for coverage improvements to consider Zoning Code compliance.
- This week the Subdivision Advisory Committee letter for the revised Barksdale Green Comp Plan amendment, rezoning and major subdivision with site plan approval plan was prepared and sent to the developer's engineer. Further revised plans will need to be submitted and reviewed before the project can be considered by the Planning Commission.
- On Friday afternoon Maureen, Mike, Planner Tom Fruehstorfer, City Secretary Renee Bensley, IT GIS Coordinator Roberto DeDeus and Public Works and Water Resources Deputy Director Tim Filasky met to discuss the City's Official Map, which is in need of updating for Planning Commission and Council review.
- On Monday afternoon Maureen and other staff members met with Carol to discuss encroachments to open space. Follow-up work will be performed.
- On Tuesday morning Maureen attended a staff meeting to discuss vacant Rodney and Dickinson sites.
- On Wednesday morning Maureen and Carol met with Associate University of Delaware Architect Shelley Einbinder to discuss the Campus Framework Plan.
- This week an administrative subdivision was received from STC Phase II Venture LLC to move a lease line which adds 1.0594 acres to tax parcel #18-036.00-005 on the STAR Campus.
- Bike to Work day is on Friday, May 20, 2016 from 7:30 a.m. to 9:00 a.m. The event will be held at Mentor's Circle on the University of Delaware campus.
- At its Thursday, April 21, 2016 meeting the Board of Adjustment approved a request from Grain on Main to increase the size of the front patio/deck from 986 square feet to 1,638.5 square feet. Section 32-56.4(d)(1) restricts patios for facilities selling alcoholic beverages for consumption on premises and restaurant patios to 1,000 square feet, requiring Grain to obtain approval on a variance of 638.5 square feet.
- The following was also completed this week:
 - 12 Deed Transfer Affidavits
 - 47 Building Permit Reviews
 - 1 Certificate of Occupancy

Activity or Project:

Unicity Bus Routes

Description:

On Tuesday evening, Tom attended the DART Public Hearing Workshop about proposed DART statewide bus service changes effective Sunday, June 26, 2016. At the meeting, Tom discussed potentially adjusting the Unicity bus routes to compensate for some of the proposed changes with

DART officials, but reiterated that the changes could not be implemented by the current proposed service change date and additional State funding to support those changes may be necessary. Planning and Development staff have been talking with DART and University of Delaware Institute for Public Administration personnel since the last DART service change in November 2015 about better integration of the City of Newark Unicity bus service with DART, SEPTA, University of Delaware Shuttle, and Cecil County Transit. Staff requested that DART changes to Newark services be held off until the Unicity bus service can be adjusted to compensate for any loss in DART service.

Status: In-Progress

Expected Completion: 6/26/2016

Execution Status: On Track

Activity or Project:

Downtown Development District

Description:

Considerable time was spent this week working on the City's Downtown Development District (DDD) grant application. The Planning Commission will review the district geographic boundaries and discuss the subject matter of the application at its May 3, 2016 meeting. A public information session will be held on Wednesday, May 4, 2016, 4:00 p.m. – 8:00 p.m. to provide information regarding the City's application for the DDD program and gather public input. Two brief presentations about the program and what it has to offer the Newark community will be provided during the session: one at 4:30 p.m. and another at 6:30 p.m. The balance of the time, staff will be available to discuss the DDD program and its opportunities with the public. City Council is scheduled to review the application and consider endorsement via resolution on May 23rd. The application is due June 1st.

Status: In-Progress

Expected Completion: 6/1/2016

Execution Status: On Track

Activity or Project:

Planning Commission Meeting

Description:

Considerable time was spent this week preparing for a full Planning Commission agenda scheduled for Tuesday May 3, 2016. On the agenda are: 1) review of an amendment to the Zoning Code to clarify exceptions for height and setback; 2) review and consideration of an annexation, rezoning and minor subdivision for 0 Darien Road; 3) discussion of draft parameters and methodology for Code mandated parking requirements and parking waiver program study; and 4) discussion of draft Delaware Downtown Development District Plan.

Status: In-Progress

Expected Completion: 5/3/2016

Execution Status: On Track

Department:

Police Department

Notable Notes:

Last week, Newark PD's School Resource Officer Cpl. Adam Mease participated in a "DWI-Driving with Intelligence" program at the Newark Charter High School. The program, which coincided with the school's prom, was designed to show students the dangers of DUI and underage consumption of alcohol.

Despite their continued manpower shortage, the Traffic Division has continued their collision reduction initiative. During the last week, traffic officers conducted 56 hours of traffic enforcement at several high collision locations. The enforcement efforts resulted in 112 traffic citations for various offenses.

Following the tragic death of the Howard High School student, Newark PD Victim Services Specialist Melissa Pennachi has been requested to assist Wilmington PD with providing crisis intervention services to both students, and parents. During the week Mrs. Pennachi will be assisting at the school with both one-on-one and group counseling sessions for students and parents.

On April 27th, NPD officers from the Special Operations Unit hosted a planning meeting for the upcoming Newark Nightlife Partnership as part of the Joint Agency Alcohol Initiative with the University of Delaware Police Department. The event, designed to educate our restaurant partners in combatting underage and excessive consumption of alcohol, will be held in August.

On Saturday, April 30th, NPD will be participating in the DEA Prescription Drug Take-Back Event. Between the hours of 10 a.m. and 2 p.m., NPD officers will be at NPD HQ to receive expired, unused and unwanted prescription drugs.

Also on Saturday, members of the Special Operations Unit will be assisting the Mayor with the 2nd Annual Mayor's Fun Ride. Special Operations Unit officers will be on bicycle patrol escorting and assisting with the ride to ensure the safety of all participants.

Officers continue to conduct enforcement efforts in the business district due to an increase in complaints regarding bicyclists and skateboards. During the last week, NPD officers conducted approximately 15 hours of enforcement and issued 14 violations for various skateboard and bicycle offenses.

Newark PD officers continue to receive praise from members of the community regarding their courtesy and professionalism. Most recently, a resident posted to social media that he was stopped by a police officer at 2 a.m. while walking home from a bar. The resident related that the officer reminded him to stay safe and that he appreciated the contact stating "I've always appreciated the courtesy and professionalism of NPD, I wish/hope this behavior would be nationwide."

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 4/28/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

The City's mechanics have successfully salvaged the old generator from the Arbour Park water booster station that was retrofitted (the old generator was too small for the new station) and together with the City's electricians, configured it to run Well 15 during emergencies. Allowing Well 15 to operate during emergencies has doubled our max production from South Well Field during a large scale power outage. The mechanics also repurposed an old trailer and mounted the generator to the trailer which will allow this generator to be used all over the City as needed. In the past, we had to pull our very large 300 kW generator which burns around 18 gallons of fuel per hour, this generator burns less than 2 gallons per hour, much more efficient for most of our needs. I have attached some pictures of the final product. This work has saved more than \$50,000 versus purchase and installation of a permanent generator at Well 15.

We have been working with the race sponsor for the annual reservoir triathlon to set up a weekly open water swim session to build on the success of the triathlon. We have been very happy with how they have operated during the three years of races and the way they have respected our requirements for operating at the Reservoir.

Activity or Project:

Windy Hills Tank Painting

Description:

The contractor has begun application of the final coat of paint and the project is getting close to completion.

Status: In-Progress

Expected Completion: 5/31/2016

Execution Status: Behind Schedule

Activity or Project:

South Well Field Filter Rehabilitation

Description:

The project is complete and South Well Field is back up and running. Our contractor for this project, Derstine, was again excellent to work with and the project went off without a hitch. While SWF was offline we cleaned the backwash, finished and raw water tanks and performed maintenance on the aerator. Each of these tasks would have required SWF to be taken offline so it was great to knock them all out under one shutdown.

Status: Completed

Expected Completion: 4/22/2016

Execution Status: Completed

Activity or Project:

Water and Sewer Master Plans

Description:

Our water system GIS database is nearing substantial completion and our engineering firm is currently developing the capacity model which we will use for targeted pipe size upgrades and pressure/flow studies. Our sewer GIS database is also nearing substantial completion but we have another year's worth of flow monitoring left to finish before we can complete the sanitary sewer capacity model. We are preparing another surface water planning grant application which we hope will allow us to finish the remaining items.

Status: In-Progress

Expected Completion: 6/30/2017

Execution Status: On Track

4/24/2016 to 4/30/2016

**CITY OF NEWARK
DELAWARE**

**DOWNTOWN DEVELOPMENT DISTRICT
INFORMATION SESSION**

WEDNESDAY, MAY 4, 2016

4:00 P.M. – 8:00 P.M.

**NEWARK MUNICIPAL BUILDING
220 SOUTH MAIN STREET**

CITY COUNCIL CHAMBERS

The purpose of this session is to provide information regarding the City of Newark's application for the Downtown Development District (DDD) grant program and gather public input. Two brief presentations about the DDD program and what it has to offer the Newark community will be provided during the session: one at 4:30 p.m. and another at 6:30 p.m. The balance of the time, staff will be available to discuss the program and its opportunities with the public.

Posted – April 27, 2016

Attest:

Sworn by:

Carol,

I attended today's Delaware Cyber Security Advisory Council (DCSAC) meeting today at Delaware State University. All members of the council were in attendance except for James Collins who was pulled away due to a death in the family.

The day was quite productive and centered around 3 major discussion points:

1. Review of DTI and DEMA's Cyber Security exercises
 - a. Elayne Starkey and AJ Schall, Director of DEMA presented information
 - b. 11 have been completed in recent years including 32 agencies
 - c. Has since evolved into 3 separate, but parallel tracks when performing the exercises:
 - i. Technical Track to resolve the security issue
 - ii. Managerial Track to address overall impact, scheduling and response
 - iii. Communication/Public Relations to communicate with the public and/or affected agencies
 - d. Examples of scenarios include:
 - i. Insider Threat Attack
 - ii. Utility System Attack (Water/Electric)
 1. Utility Attacks have identified that Public Safety is an immediate concern which activates National Guard and Police forces
 - e. Question has arisen: How to communicate effectively if communication systems (email) have been compromised.
 - f. Across State Agencies approximately 150 Continuity Of Operations Plans (COOP) are in place, with only a few agencies still not completed
 - g. Grid-X is a biennial (every 2 years) Cyber Security drill that includes 100's of utilities and 1000's of participants.
 - i. Challenges in the past have included the inability to get Federal and State governments interested and involved. Hoping DCSAC helps change things
 - ii. The Fourth (4th) event is scheduled for November 2017
 - iii. These are a mix of physical (onsite) players and virtual (remote access/conference call) players across the country
 - iv. FBI continually signs up, but doesn't participate
 - v. Request to have DE State Agencies join the drill

2. Homework Assignment: Consider ideas to address our specific directives, as spelled out in the Executive Order. Discuss with your team. Bring your recommendations to the next meeting.

1) improve the overall cyber security posture across all sectors in Delaware

2) increase information sharing between all sectors in Delaware

3) identify resources (funding, people) and possible methods to accomplish and Roadmapping

Breakout Session Results to Homework:

- Standardize on Communication of threat resolution/prevention
- Standardize on Cybersecurity Technology (App/Device) for State/Municipal/Private Sector (makes #1 easier)

- Recruiting Security Staff - limited number available
- Distribution of Best Practices (Information Sharing)
- Minimize White Noise (same alert from different sources)
- Include Classified Info?
- Separation of different networks (SCADA, CIS, Financial, etc)
- National Cyber Awareness Program (President's initiative)
- DE is small and nimble - flexibility to move quickly to stay ahead of developing threats
- Use of Social Media sharing from state/local - work with facebook/instagram/LinkedIn
- Conduct multi-day drill that includes CSAC members and their teams
- Mark all external email with an "E" to indicate potential untrusted email

3. FOIA Exemption Proposal for Data Network and IT Procedures that would contribute to compromising networks

- Legislators wrote FOIA when cybersecurity threats did not exist. Concern about exemptions were around blue prints, alarm system schematics. Technology information was not excluded.
- DTI has had requests and have used the Common Sense provision to not provide this sensitive data.
- Public is sensitive to changes to FOIA
- Equipment inventory should be protected as well
- Requesting support from DCSAC council during Vote for FOIA change (endorsement)
- Concern about CDSAC committee minutes being public
- Perhaps provide executive session (threat briefing) that is protected from disclosure

- Vote to send letter from DCSAC to State for FOIA regulation changes passed

Other Notes:

- State has tested Spear phishing (random emails that ask you to click a link and enter credentials to a fake site) and 2.4% of targeted emails entered credentials. This identified a huge risk that will require additional cyber security training of staff.
- Diane Robertson (JP Morgan Chase) indicated that they also perform Cyber Security Drills and was curious if State of DE would be interested in playing a part
- State of DE is centralizing all State Employee training (across all agencies) via an e-learning tool. The tool is being deployed now and currently has 16,000+ employees enrolled.

New Business and Next Meeting Information:

1. Strategize on State's "No-Growth Requirements" (no new personnel to be hired) to combat Cyber Security
2. Deep Dive on what achievable goals should be for DCSAC
3. Contact University of Delaware to see if meeting space is available for June 29th meeting (assigned to JBrechbuehl) – Carl, can you assist?
4. Secure Delaware at Dover Downs - September 7th - Good speakers requested
5. July 11th (week) Cyber Camp at Del State (Cyber Quest Competition)

Kind regards,

Josh

Joshua S. Brechbuehl | MCSE

IT Manager, City of Newark

302-366-7000 x2020 | 220 S. Main Street | Newark, DE

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CITY OF NEWARK
Newark, Delaware

Traffic Committee Meeting
April 19, 2016
3:30 p.m.

Members Present: Lt. Fred Nelson, Tom Coleman, Marvin Howard, Tom Parkins

Absent: Andrew Haines
D/C Kevin Feeney
Dave Gula

Guests: Marge Hadden, Councilmember
Darin Powell, Newark resident

1. Request locations for making legal u-turns on Capitol Trail due to u-turns being prohibited at Capitol Trail and Cleveland Avenue.

Lt. Nelson said this was discussed at a city council meeting when the no u-turn sign was approved at E. Cleveland Avenue and Library Avenue. Lt. Nelson suggested making u-turns at the next intersection on Anna's Way.

Marge asked if u-turns could be sent to the next intersection. Tom Coleman said you could make a right on Anna's Way into the jug handle. Tom Coleman said the next intersection permitting u-turns is at Possum Park Road.

Tom Parkins said another option would be to take McKees Lane and turn right on Cleveland Avenue.

Tom Coleman said he would check to make sure the signage is proper at Anna's Way. Lt. Nelson said he doesn't believe signage currently exists. Tom Coleman will provide information at the next meeting regarding signage.

Tom Parkins asked when the no u-turn sign will be installed at Capitol Trail and Cleveland Avenue. Tom Coleman said the city would install and the sign and confirmed these signs are in stock. The sign crew will install when they are available.

Motion by Tom Coleman, seconded Lt. Nelson, by to table this item for the next Traffic Committee meeting when Tom Coleman will provide additional information regarding signage for Anna's Way.

Motion Passed. Vote: 4 to 0.

2. Request for traffic calming at the entrance to Cherry Hill Manor.

Marge Hadden said this concern has been raised on a couple of occasions and was discussed recently at the Cherry Hill Manor meeting. Marge said the two issues are speeding, safety and vehicles not yielding.

Tom Coleman said per the Manual of Uniform Traffic Control Devices (MUTCD) stop signs are not recommended to control speed.

Mr. Powell said in Cherry Hill Manor there isn't much vehicular traffic. He said generally the cars yield to one another, however he has noticed speeding issue. Mr. Powell said the children play near the road and is concerned for their safety.

Marge Hadden said there are long term residents that have mentioned their perception is that they have the right of way.

Lt. Nelson said there hasn't been an accident history in the last few years. Lt. Nelson said in September of 2015 a speed study was conducted for two weeks. Lt. Nelson said 58% of vehicles traveling 20 mph or less, 88% are traveling 25 mph or less, 97% are traveling 30 or less. A total of eight vehicles traveling over 40 mph. The average speed is 19.2 mph with a 15 mph speed limit. There is no pattern between speed and day of the week.

Tom Coleman said the Public Works field supervisor conducted a site visit to make sure it could be signed and there was no line of sight issues. Tom Coleman said if the curb corners were moved and tightened up it would provide traffic calming providing a sharp turn that would help to slow the vehicles down.

Tom Parkins asked if they could install bollards. Tom Coleman said Option 1 is to temporarily install bollards for effectiveness and in the long-term move the curb corners. Tom Coleman said Option 2 would need to review the warrants for the possibility of installing stop signs.

Lt. Nelson will forward the speed study to Tom Coleman for further review.

Mr. Powell asked if once the bollards are installed would we consider conducting another speed study to determine effectiveness. Lt. Nelson said that could be completed with no problem.

Mr. Powell asked Lt. Nelson to email a copy of the speed study conducted last year.

Mr. Powell requested a city employee attend the community meeting on May 5th at 7:00 p.m. to help answer any questions. Tom Coleman said the Public Works Department would have a representative attend.

Tom Coleman said he will review the speed study and site to see if it's possible to install the bollards and if so will add paint marks where the curb lines will potentially be moved.

New Business:

Tom Coleman said he received a request to review speeding on Chrysler Avenue for the entire length.

A handwritten signature in dark ink, appearing to read "Fred Nelson", is written above a horizontal line.

Fred Nelson, Acting Chairman





SPONSOR: To be Determined

HOUSE OF REPRESENTATIVES
148th GENERAL ASSEMBLY

HOUSE BILL NO.

AN ACT TO AMEND TITLE 22 TO AUTHORIZE THE ISSUANCE OF ADMINISTRATIVE WARRANTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

1 Section 1. Adopt a new Section 116 of Chapter 1 of Title 22 of the Delaware Code, by making insertions as
2 shown by underlines as follows:

3 (a) Issuance and execution of administrative inspection warrants shall be as follows:

4 (1) Any person authorized to issue search warrants in this State as well as any alderman
5 may, within the person's jurisdiction and upon proper oath or affirmation showing probable cause, issue
6 warrants for the purpose of conducting an administrative inspection of a property located within a
7 municipality for the purpose of determining compliance of such property with the provisions and
8 requirements of applicable building, electric, fire safety, property maintenance, sewer and water codes and
9 for compliance with any applicable occupancy restrictions. For purposes of the issuance of administrative
10 inspection warrants, probable cause exists upon showing a valid public interest in the effective enforcement
11 of the such provisions of the municipal code establishing applicable building, electric, fire safety, property
12 maintenance, sewer and water requirements and occupancy restrictions, sufficient to justify administrative
13 inspection of the area, premises, building or conveyance in the circumstances specified in the application for
14 the warrant.

15 (2) A warrant shall issue only upon an affidavit of a designated officer or employee having
16 knowledge of the facts alleged, sworn to before the judge, the justice of the peace or the alderman and
17 establishing the grounds for issuing the warrant. The affidavit must declare that at least one prior inspection
18 has been requested upon at least 48 hours written notice addressed or delivered to the owner or occupant at
19 the property for which the warrant is sought, and also state that the inspection could not be performed or was
20 refused. If the judge, the justice of the peace or the alderman is satisfied that probable cause is demonstrated

pursuant to section (a)(1) above, , the justice of the peace or the alderman shall issue a warrant identifying the area, premises, building or conveyance to be inspected, the purpose of the inspection and, if appropriate, the type of property to inspect, if any. The warrant shall:

a. State the grounds for its issuance and the name of each person whose affidavit has been taken in support thereof; b. Be directed to a person designated as the property official to execute it and inspect the area;

c. Command the person to whom it is directed to inspect the area, premises, or building identified for the purpose specified;

d. Designate the judge, justice of the peace or alderman to whom it shall be returned.

(3) A warrant issued pursuant to this section must be executed and returned within 20 days of its date unless, upon a showing of the need for additional time, the court orders otherwise.

(4) Following issuance of the warrant by the court, the owner or occupant shall be provided a minimum 48 hours written notice, addressed or delivered to the property for which the warrant is issued, advising that the warrant has been issued. The written notice shall provide the date and time that the warrant will be executed and that the inspection(s) shall occur. Unless otherwise requested by the occupant or property owner or unless otherwise ordered by the Court, the warrant shall be executed and the inspection(s) shall occur weekdays between 8:00 am and 6:00 pm.

(5) The judge, justice of the peace or alderman who has issued a warrant shall attach thereto a copy of the return and all papers returnable in connection therewith and file them with the prothonotary or court clerk.

(6) The charter of any municipality is hereby amended to the extent necessary to extend the jurisdiction of the alderman's court to include the power to issue administrative inspection warrants consistent herewith.

SYNOPSIS

This bill authorizes any judicial officer currently with the power to issue search warrants, as well as an alderman, to issue within his or her jurisdiction a warrant permitting an administrative inspection of a property within a municipality for purposes of determining whether the property is compliant with applicable codes.

NEWARK POLICE DEPARTMENT

WEEK 04/17/16-04/23/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO DATE	2016 TO DATE	THIS WEEK 2016	2015 TO DATE	2016 TO DATE	THIS WEEK 2016
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	3	1	1	2	0
Rape	3	0	0	0	3	0
Unlaw. Sexual Contact	2	3	0	0	1	0
Robbery	14	15	1	17	5	0
- Commercial Robberies	6	7	1	7	0	0
- Robberies with Known Suspect.	1	1	0	0	0	0
- Attempted Robberies	2	1	0	5	0	0
- Other Robberies	5	6	0	5	5	0
Assault/Aggravated	2	9	2	12	4	1
Burglary	18	30	0	10	12	0
- Commercial Burglaries	2	8	0	1	0	0
- Residential Burglaries	14	18	0	8	10	0
- Other Burglaries	2	4	0	1	2	0
Theft	139	207	15	68	51	3
Theft/Auto	10	9	1	5	5	0
Arson	0	0	0	0	0	0
All Other	21	44	6	28	20	0
TOTAL PART I	213	320	26	141	103	4
<u>PART II OFFENSES</u>						
Other Assaults	87	114	11	52	53	7
Rec. Stolen Property	2	0	0	11	9	0
Criminal Mischief	62	58	4	32	26	2
Weapons	5	3	0	39	14	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	82	88	5	132	142	11
Drugs	20	47	3	79	62	4
Noise/Disorderly Premise	122	223	19	67	104	15
Disorderly Conduct	51	49	2	32	37	3
Trespass	56	54	3	23	23	8
All Other	138	170	13	93	102	7
TOTAL PART II	625	806	60	560	572	59
<u>MISCELLANEOUS:</u>						
Alarm	307	301	14	0	0	0
Animal Control	134	148	15	0	0	0
Recovered Property	70	99	5	0	0	0
Service	8835	10711	667	0	0	0
Suspicious Per/Veh	163	185	10	0	0	0
TOTAL MISC.	9509	11444	711	0	0	0

	THIS WEEK 2015	2015 TO DATE	THIS WEEK 2016	2016 TO DATE
TOTAL CALLS	934	12,513	920	14,431



Newark Police Department
Weekly Traffic Report
04/17/16-04/23/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	2,865	3,374	191	353
DUI	66	57	2	0
TOTAL	2,931	3,431	193	353

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	54	66	3	6
Property Damage (Reportable)	117	233	13	16
Property Damage (Non-Reportable)	125	46	9	4
Hit and Run	88	91	3	7
TOTAL	386	436	28	33





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EXIT

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