

City Manager's Weekly Report

Friday, August 5, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council

I've attached the 2016 InformMe Policy as developed by our Communications Manager Kelly Bachman.

Please find attached two sets of noise waivers for the upcoming weeks. One for Hillside Road and one for Apple and Winslow.

In association with the noise waiver for Apple and Winslow - on Wednesday, August 10th, weather permitting, the PW&WR Department along with our contractor will be working in the intersection of Apple Road and Winslow Road to complete a water main valve installation. A partial lane closure will be in effect. The work is scheduled to begin at 5:00 p.m. and to be completed by midnight. During this time, water service will be turned off to homes facing Apple Road, the Municipal Building and Police Department. Notices will be delivered to the residences impacted this week and the VFW has already been notified and will be closing early that evening.

I share a photo from the very successful National Night Out Event held this past Tuesday evening. Thank you to our Police Department along with the UDPD and AETNA for offering a quality educational and engaging event for our community!

Activity or Project:

Municipal Building HVAC

Description:

The current plan for the new HVAC tower at the Municipal Building is for Summit to activate the unit on Tuesday, August 9. The activation will require the AC to be off for several hours (between 3 to 5 hours) starting around 7:30 in the morning. After activation, it will take some time for the new system to cool the building. We have stressed to Summit that we need the least amount of disruption of service as possible. Office employees have been instructed to dress "office casual" on August 9th since the forecast is calling for temperatures in the mid to high 80's.

Status: Near Completion

Expected Completion: 8/9/2016

Execution Status: On Track

Activity or Project:

DEMEC

Description:

Please find the August utility rate comparison chart attached. Additionally, please see the attached letter from the PJM CEO. The PJM Board has suspended the Artificial Island Project and has ordered a total reevaluation of the costs of the project. The review is directed to be completed by February 2017.

Status: In-Progress

Expected Completion: 8/31/2016

Execution Status: On Track

Activity or Project:

UNICITY Service to Fairfield Area

Description:

Please be advised that a late addition to your agenda of August 8th was necessary in relationship to the timing of completion of the report/recommendation and the end of the DART temporary shuttle service this month.

Status: Near Completion

Expected Completion: 8/8/2016

Execution Status: On Track

Department:

Alderman's Court

Notable Notes:

This past week we held three court sessions and one case review session.

Activity or Project:

Court Sessions

Description:

This past week we processed 47 arraignments, 27 trials, 15 capias returns, 6 case reviews and 1 plea. We videoed 4 prisoners from the various prisons. In addition, we collected 709 payments of which 386 were online through Govolutions or Paypal for parking citations.

Status: Completed

Expected Completion: 8/2/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office July 29 and August 2.

Staff finalized the agenda and packet for the August 8 Council meeting, which was distributed to Council via email and hard copy and posted to the website on August 1.

Renee participated in a bid opening on August 2.

Renee staffed the Downtown Newark Partnership Strategic Development Subcommittee on August 2 where the members discussed their feedback regarding the consultant's report on the DNP. The next meeting has been scheduled for August 17 at 4:00 p.m. at the Courtyard Marriott, Boardroom 106. The agenda for that meeting was completed and is posted on the website here:
<http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4742>.

Renee met with Councilman Markham on August 3.

Renee drafted and circulated to staff and Council the direction sheet from the July 25 Council meeting.

Renee drafted and circulated to staff for review the subdivision agreement for Barksdale Green (Comprehensive Plan amendment/rezoning/major subdivision/site plan approval for 14 condominium townhouses). This plan is scheduled for public hearing at the August 22 Council meeting.

Renee drafted and circulated to staff for review the resolution and associated public notice for the designation of the remaining two blocks of Sunset Road (between Beverly and Orchard Roads on the north side) as a special residential parking district. Direct mail notices will go out next week and the ordinance

and associated resolution are scheduled for public hearing at the August 22 Council meeting.

Renee researched and began drafting the background materials for the August 23 Boards and Commissions Review Committee meeting where they will be reviewing the Board of Adjustment.

The August 8 Council agenda, August 9 Conservation Advisory Commission cancellation notice, August 16 Traffic Committee cancellation notice, August 16 Cleveland Avenue Improvement Task Force agenda, August 17 DNP Strategic Development Subcommittee agenda and August 18 Board of Adjustment cancellation notice were forwarded to Council.

Regarding minutes, staff time was spent on the June 27 Council executive session (Renee drafting), June 28 Boards and Commissions Review Committee (Tara drafting), July 25 Council (Alice drafting; Renee editing - complete) and August 2 Downtown Newark Partnership Strategic Development Subcommittee (Alice drafting) minutes. The July 12 Conservation Advisory Commission, July 21 Board of Adjustment, and July 25 Council executive session minutes are currently in the queue.

Tara received from the New Castle County Recorder of Deeds this week and sent to the relevant departments and applicants the recorded Cleveland Station major subdivision plan and subdivision agreement.

Teressa completed and sent the direct mailings for 1 Georgian Circle (annexation/rezoning), Barksdale Green (Comprehensive Plan amendment/rezoning/major subdivision/site plan approval) and Main Street Movies 5 (special use permits for indoor theater and indoor theater with alcohol service) to the surrounding property owners. All are scheduled for public hearing at the August 22 Council meeting.

The Conservation Advisory Commission meeting for August 9 has been cancelled due to the expected lack of a quorum. The cancellation notice can be found on the website here:
<http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4741>.

The Board of Adjustment meeting for August 18 has been cancelled due to no appeals being filed by the deadline. The cancellation notice can be found on the website here:
<http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4740>.

The office received and Alice and Teressa fulfilled 8 discovery requests for upcoming Alderman's Court cases. The court calendar for August 11 was received and the 20 associated case files were compiled for the Deputy City Solicitor by Teressa.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificate requests were completed and sent to the requestor this week. So far, 307 lien certificate request have been processed for 2016.

Activity or Project:

Agenda Management/Electronic Packet Software

Description:

Renee followed up with vendors regarding additional questions from the July 20 software demos with staff.

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:

Community Relations

Notable Notes:

Based on feedback from the public following recent early morning InformMe messages, we've worked to create a formal internal policy for who can send messages and what types of messages they're able to send. We've restricted access to a limited number of employees and have shared the policy with members of Council to educate them on what messages are sent to whom, in an effort to raise greater awareness within the community.

Channel 22/Video production

- In an effort to attract more applicants to the Electric Distribution Engineer/Deputy Director of Electric position I created a video highlighting the Electric Department. Deputy Director of Electric Sam Sneeringer took me to different job sites and Electric Department locations and talked about what makes the Electric Department so great. I published the video on Professional Engineers Day.
 - The video can be seen on Channel 22 and on the City's YouTube channel here-
<https://www.youtube.com/watch?v=cWzPiptFUWQ&feature=youtu.be>
- We will be shooting another PSA with Officer Burgess of the Newark Police Department. The topic is fraud and warning residents about credit card and phone scams. The video is being shot on Friday, August 5 and should be published by the following week.
- We are also working on a video about refuse with the Public Works and Water Resources

Department. The video will be an educational piece explaining what can and cannot be recycled.

Creative Design/Website

- Designed
 - Council Meeting Brochure Update
 - Downtown Newark Partnership Zoom Flag
 - Welcome Back Students Banner
- Created Electric Department Graphic for Electric Department Video
- Updated
 - City of Newark Staff Directory
 - Comprehensive Development Plan on City of Newark Website
 - Boards, Committees, and Commissions page on City of Newark Website
 - Other web edits, as received
- Scheduled upcoming week meeting notices on Everbridge

Media Inquiries

- Josh Shannon, Newark Post, inquired about broadband feasibility study.
 - Resulting coverage: <http://bit.ly/2avYUXY>
- Doug Rainey, Delaware Business Now, inquired about broadband feasibility study.
- Gar Chung, Financial Investment News, inquired about our selection of Vanguard to manage the employee pension fund.

Activity or Project:

Website Redesign

Description:

We continue receiving web edits from the Departments and are making changes as we receive them, to be ready for the migration in early fall. We're awaiting the new design concepts from CivicPlus.

Status: In-Progress

Expected Completion: 12/2/2016

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:

Delmarva Power had to switch off a transmission line to the City so emergency repairs could be made to a cell tower. Usually notice for this type of work is weeks or months, but a day's notice was given this time. So the crews switched all the load of the City to one transformer at the main substation and will switch back when work is complete. Likely just overnight.

The line crews have been installing primary cable terminations at Candlewood Suites and recently replaced underground cable on Orchard Road and Amstel Avenue. They have also continued with the insulator replacements in Nottingham Green for the eventual voltage upgrade.

The electricians have been working on the new cooling tower at City Hall, SCADA radio equipment installation at the reservoir to utilize our newly obtained VHF frequencies, and installing an exhaust fan at the garage.

Engineering compiled the monthly loads for all the University meters and reported to Finance and DEMEC and is getting system data to revise the STAR Campus electric distribution study.

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 to prepare 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:

Finance - Accounting Department

Notable Notes:

Property tax bills were mailed out Friday, July 29th. Approximately 4,800 bills were mailed to our residents last week. The mortgage companies received the remaining 3,000. The overall taxable assessment is up over \$12 million due primarily to the addition of the Bainbridge Apartments (\$10.2M). A detailed update is on the Council agenda for August 8th.

This evening (August 4th) I have a meet-n-greet with Councilwoman Hadden and the residents of District 4.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 794 phone calls the last week, with the average call length of each call being 4:45. The average hold & queue time (average speed of answer) increased from 3:31 to 4:08 when compared to last week. Our Welcome Center staff greeted 293 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 336 for the same period. The group processed 3,273 utility payments and CityView transactions, 584 of which were imported automatically with our electronic processes and 1,992 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status:

In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

License Audit Review

Description:

The City has engaged MetroRev of New Castle, Delaware to perform a license compliance review. MetroRev will be focusing on unlicensed businesses that are subject to City Code. The Kickoff meeting with MetroRev occurred on July 20th.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

Activity or Project:

Budget

Description:

The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>. Finance staff and the management team met with each department July 26th to July 28th. Finance staff is currently working with departments on revisions from our initial budget meetings.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the Parks and Recreation Budget hearing to talk about the 2017 budget request; worked on several upcoming park projects, met with David Bartoo from State Parks to discuss the Redd Park to Paper Mill Road connector project, completed park inspection at the Newark Reservoir; met with park staff about the National Night Out set up and supplies needed, conducted a parks maintenance meeting to discuss upcoming work orders and projects, met with the Parks and Recreation Superintendent to discuss the upcoming Fall Activity Guide that will be delivered electronically on August 22.

Recreation Superintendent: Worked with Shelby Scheels, the new graphic design/administrative specialist in our department, she completed and sent monthly E-blast and PSA's for her first week in the office; attended department budget meeting with Director; worked on follow up information for budget; conducted weekly information meeting and attended weekly maintenance meeting; met with Joe and David Bartoo to discuss future projects and funding availability for Redd Park; met with Daina from IT along with Tom, Rich and Joe regarding Munis Work Order System and reporting capabilities; completed update of fall brochure in Word for Shelby to start on the first draft in InDesign.

Recreation Supervisor of Athletics: Updated volleyball and softball standings and playoff schedules and ordered trophies; placed t-shirt order for several programs; prepared for Tennis Camp scheduled the week of August 1; continued finalizing details for fall program information; made regular visits to the following camps: gymnastics, golf and Rittenhouse; made decision to move Rittenhouse to indoor location on Monday (heat) and Friday (rain); Adventure Fun Camp was held Monday – Thursday, daily trips included the Kalmar Nyckel Foundation, tubing at Brandywine Creek State Park, Sunset Stables and rock climbing at Alapocas Run State Park; visited the GWC pool and added chemicals as needed on Thursday; preparing for the start of our youth soccer program, contacted coaches to set up meeting and skills night; held aftercare staff interview.

Coordinator of GWC and Volunteers: Camp GWC had a total of 64 participants; GWC visited Brandywine Creek State Park for a Stream Study Program; Morning Pottery Camp had a total of 4 participants; Curtains Up Theater Camp had a total of 15 participants; the GWC Pool and Dickey Pool were open from Tuesday-Saturday with a total of 120 attendants at George Wilson Center Pool and 115 attendants at Dickey Pool; Lifeguards were given a review Training on Monday, July 25; swim lessons took place at the George Wilson Center Pool Monday-Friday; a Guided Hike in Redd Park was offered on Friday, July 29, a Family Bird Walk at the Reservoir was offered on Saturday, July 30 and a Nature Photography Walk in Rittenhouse Park was offered on Sunday, July 31. Two volunteers devoted **30** hours assisting with Camp REAL, 8 Volunteers devoted **270** hours assisting with Rittenhouse Camp, 1 volunteers devoted **35** hours assisting with Camp GWC, 2 Volunteers devoted **26** Hours with Curtains Up Theater Camp. Eagle Scout Michael Lan has officially completed his Eagle Scout Project at the Fairfield Park Community Gardens site, devoting more than **290** hours into his project. Total Volunteer Hours for the week of 7/25-7/29: **361** Hours.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including Camp R.E.A.L., specialty camps and fitness programs, as well as fall programs and activities. Camp R.E.A.L.'s theme this week was Lead, Follow, or Do Your Own Thing. Guest visitors included the UD Community Music School and NPD's K9 Team of Cpl. Sharpe and Cody. Campers also participated in a dance party with help from one of Camp R.E.A.L.'s outstanding volunteers, Veronica.

Parks Superintendent: Continued working on mowing contract, along with Code Enforcement met with homeowner concerning tree issue, assisted State Forestry with question on a tree issue and arboricultural law as it applies to property owners, attended Work Order training session at City Hall, developed work orders as needed for herbicide application, and met with both arborist contractors to get quotes on upcoming tree work.

Parks Supervisor: Assigned work orders to field staff daily and assisted as needed, completed gathering data of park areas for mowing contract, and met with Chief Mechanic concerning new pick up #1440.

Parks and Horticulture Staff: Continued mowing and bed maintenance operations, did equipment maintenance on mowing equipment, did interior bed maintenance at City Hall, completed installation of last of three 2 to 5 year old play units at Stafford Park, did tree pruning as assigned, dragged/scarified all ball fields, lined Handloff #2 field for league play, raked off all horseshoe pit areas, did trash removal throughout park system, continued mulching throughout park system, and put back into storage all materials/supplies from Food and Brew event.

Activity or Project:

Reservoir Kiosk

Description:

Delaware State Parks has donated a large wooden kiosk with a 3' x 6' display area. The display will be two sided with Parks and Recreation information on one side and information about the Reservoir on the other. We hope to have it installed and display information posted by the end of

September.

Status: Not Started

Expected Completion: 9/30/2016

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

- This week Facilities Maintenance performed the following:
 - Continued work on the police holding cells project, which is nearing completion;
 - Ordered and received custodial supplies;
 - Assessed issues with broken sink in the police waiting room, which should be fixed in the next week;
 - Prepared for the loading dock "ramp" construction scheduled to begin in the next several weeks;
 - The new cooling tower for the Municipal Building has been delivered and is expected to be operational by August 9.

Code Enforcement

- Received plans for Park N Shop liquor store relocation to the area formerly occupied by the Salvation Army store.
- The wall installation is ongoing at University of Delaware's South Academy Street dormitory.
- Work is ongoing at 60 North College Avenue and 52 North Chapel Street.
- Astra Plaza on Main Street is expected to be completed and occupied in the next two weeks.
- Work is continuing at the Washington House Condominiums at 113 East Main Street.

Parking

- Construction of a new storage area and office began this week in the Parking Office and is expected to be completed by next week.
- Parking Division staff continued field training of new Parking Ambassadors on citations and use of handheld devices.
- Parking Manager Marvin Howard received quotes from ParkingSoft on Lot Full signs.
- The Parking Division continued its summer cleaning projects this week, with a focus on the alleyway between Home Grown and Mizu.

Planning/Land Use

- This week Planning and Development Director Maureen Feeney Roser participated in budget hearings for the 2017 Operating and 2017-2021 Capital Improvements Program Budget.
- On Friday Maureen participated in the CityView stakeholders meeting to discuss Departmental needs for the new system.
- This week a Subdivision Advisory Committee letter was prepared for the rezoning, minor subdivision with site plan approval application for 40 East Cleveland Avenue.
- On Tuesday morning Maureen and Planner Tom Fruehstorfer met with representatives of CDA Engineering to discuss the 357 Paper Mill Road minor subdivision which was pulled from the August 2, 2016 Planning Commission, when new plans were submitted which affected variances provided by the Board of Adjustment. The Department anticipates Planning Commission review of the project in September.
- On Tuesday afternoon Maureen met with Jim Watts to discuss Planning Commission procedures and his 6 Annabelle Street presentation for the August 2, 2016 Commission meeting.
- On Wednesday morning Maureen and Development Manager Mike Fortner met with developers to discuss a potential annexation, rezoning and major subdivision of two parcels adjacent to the City.
- On Tuesday, Mike attended the Cabinet Committee on State Planning Issues to present the City of Newark's application for the Downtown Development District. Each applicant was permitted a 5-minute presentation and up to 10-minutes to answer questions.
- This week the Department received another application for the Promoting Owner Occupancy of Homes (POOH) program and also received an application for a special use permit from Main Street Movies 5 to operate an indoor theater and to sell alcoholic beverages for consumption on premises. The special use permit application is scheduled to be on the City Council agenda for August 22.
- On Tuesday Planner Tom Fruehstorfer attended POOH Loan home closing for a property on

White Clay Drive.

- The following was also completed this week:
 - 6 Deed Transfer Affidavits
 - 49 Building Permit Reviews
 - 1 Certificate of Occupancy

Activity or Project:

Planning Commission Meeting

Description:

Considerable time was spent this week preparing for the August 2, 2016 Planning Commission meeting, at which the Commission took the following actions: 1) recommended approval of a Comprehensive Development Plan amendment, minor subdivision and special use permit for 6 Annabelle Street; 2) recommended approval of an annexation, rezoning and major subdivision with site plan approval for 0 Valley Road and 308, 309, 310 and 311 Mason Drive, to be known as Briarcreek North; 3) recommended approval of changes to Comprehensive Development Plan V, specifically allowable densities for residential land use designations; and 4) recommended approval of an amendment to the Zoning Code to codify the practice of rounding to determine compliance with the Zoning Code and the Comprehensive Development Plan.

Status: Completed

Expected Completion: 8/2/2016

Execution Status: Completed

Activity or Project:

Main Street Movies 5

Description:

The building permit for Main Street Movies 5 renovations at the Newark Shopping Center has been issued.

Status: In-Progress

Expected Completion: 8/5/2016

Execution Status: On Track

Activity or Project:

Zoning Regulations - Breweries, Tap Rooms, Beer Gardens

Description:

On Wednesday afternoon Maureen met with a potential business owner and real estate brokers to discuss zoning regulations as they relate to breweries, tap rooms and beer gardens. There has been considerable interest in opening these types of businesses in Newark, but current zoning laws do not permit the sale of alcohol in other than full service restaurants and movie theaters. The Department will begin research to determine how these uses are regulated in other jurisdictions in preparation of requesting Council direction on alcohol policies in the future.

Status:	Started
Expected Completion:	8/5/2016
Execution Status:	On Track

Department:

Police Department

Notable Notes:

Planning has begun for our annual "Fall Crime Suppression Plan." High incident areas are identified and proactive patrols will be put in place. 2016 has been a challenging year for the police department due to unexpected retirements. We currently have five (5) open police officer positions we are in the process of filling. Aside from the open positions, many of our officers are currently working on extensive background investigations of potential candidates. This takes time away from patrol and investigations time. The background investigations will be completed shortly, and we hope to have five (5) new hires for the fall police academy.

On August 3rd, Deputy Chiefs Farrall and Feeney attended NIMS/ICS training sponsored by the Delaware Emergency Management Agency. NIMS stands for the National Incident Management System. It provides a systematic, proactive approach to guide departments and agencies at all levels of government to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property and harm to the environment.

National Night Out was held on Tuesday, August 2nd. The weather was perfect, and we were very pleased with the turnout from the community. Everyone that attended enjoyed the various public safety displays and all the public safety personnel enjoyed the interaction with the public. We would especially like to thank City Manager Carol Houck, Mayor Polly Sierer and members of Council who attended the event and expressed their support of all of Newark's Public Safety agencies.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	8/4/2016
Execution Status:	Completed

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

7/31/2016

to 8/6/2016



CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · www.cityofnewarkde.us

Everbridge User Policy InformMe Citizen Notification System

Background: InformMe, Newark's Citizen Notification System, provides registrants with the opportunity to select the information they want to receive and the delivery method(s) through which they want to receive it. Not only will registrants receive mandatory emergency alerts, they can also select from a list of municipal service, traffic, or community alerts that have one thing in common: providing useful information in a timely fashion.

By registering, InformMe allows registrants to prioritize delivery methods which includes home, mobile or business phone numbers, email(s), fax numbers, and text messaging. Additionally, once the City receives confirmation that a message has been successfully delivered, the system will stop contacting other selections, something some view as a nuisance.

User Expectations: City of Newark employees who are designated users of the Everbridge software are responsible for sharing thorough, accurate, timely information to the specific groups signed up for notifications.

Registered Users: The following roles within the organization have access to distribute information through the Everbridge software.

- IT Manager
- Communications Manager
- Creative Designer/Web Specialist
- Community Affairs Officer
- Deputy Chiefs of Police
- Police Public Information Officers
- Public Works & Water Resources Secretary I
- Electric Engineering Technician
- Electric Purchasing Assistant

User Access: Access to distribute information through the Everbridge software may be limited, based on the individual roles and responsibilities of each user, and is at the discretion of the Communications Manager.

Rules: The Everbridge software allows users with access to create rules, which serve as contact groups to distribute information according to level of interest or impact. Some rules allow for voluntary inclusion, while others require mandatory inclusion in order to access residents during emergency situations.

Rules with mandatory inclusion can only be accessed by a select group of users and messages may only be sent with approval by the police department (when messages are crime related, i.e. a missing person) or City Manager's office (when messages are utility related, i.e. a water main break)

1. Rules with Voluntary Inclusion: Residents may sign-up to receive notifications through the web registration process and elect how they receive the information (email, home phone, text messages, etc.).
 - a. Meeting Notices (Council/Board/Commission)
 - b. Weather Related Alerts
 - c. Refuse/Recycling Changes
 - d. Traffic Alerts
 - e. Crime Alerts
 - f. Water-Sewer Utility Alerts
 - g. Electric Utility Alerts

- h. Megan's Law Notifications
 - 2. Rules with Mandatory Inclusion: Contact information is generated through utility accounts and publicly listed phone numbers. These lists are reviewed and updated on a regular basis.
 - a. NorthStar Sewer
 - b. NorthStar Water
 - c. NorthStar Electric
 - d. Yellow Pages
 - e. White Pages

Roles:

- 1. Organizational Admin
 - a. Assigned Users
 - i. IT GIS Coordinator
 - ii. Communications Manager
 - iii. Community Affairs Officer
 - iv. Creative Designer/Web Specialist
 - b. Permissions
 - i. Full access to the Everbridge software, as available through the contract. Able to manage user accounts and roles, create, manage and send notifications or notification templates to all contacts and groups, upload, create or delete contacts and groups, create, edit or delete rules, view or create reports, etc.
- 2. Dispatcher – Police
 - a. Assigned Users
 - i. Organization Admins
 - ii. Deputy Chiefs of Police
 - iii. Police Public Information Officers
 - b. Permissions
 - i. Create, manage and send notifications or notification templates to select contacts and groups.
 - 1. Crime Alerts
 - 2. Megan's Law Notifications
 - 3. Traffic Alerts
 - 4. White Pages
 - 5. Yellow Pages
- 3. Dispatcher – Municipal
 - a. Assigned Users
 - i. Organization Admins
 - b. Permissions
 - i. Create, manage and send notifications or notification templates to select contacts and groups.
 - 1. Meeting Notices (Council/Board/Commission)
 - 2. Weather Related Alerts
 - 3. Refuse/Recycling Changes
 - 4. Water-Sewer Utility Alerts
 - 5. Electric Utility Alerts
 - 6. NorthStar Sewer
 - 7. NorthStar Water
 - 8. NorthStar Electric
 - 9. Yellow Pages
 - 10. White Pages

4. Dispatcher – PWWR
 - a. Assigned Users
 - i. PWWR Secretary I
 - b. Permissions
 - i. Refuse/Recycling Changes
 - ii. Water-Sewer Utility Alerts
5. Dispatcher – Electric
 - a. Assigned Users
 - i. Electric Engineering Technician
 - ii. Electric Purchasing Assistant
 - b. Permissions
 - i. Electric Utility Alerts
6. Data Manager
 - a. Assigned Users
 - i. IT Department (user as-assigned by IT Manager)
 - ii. Human Resources Administrator
 - b. Permissions
 - i. Able to remove or add new users, upon request.

Notification Standards

1. *Trust*: Provide registrants with timely, accurate information
2. *Respect*: Only share information with registrants who have elected to receive alerts
3. *Safety*: In the case of emergency situations, utilize the Everbridge software to send out alerts to all publicly listed residents and businesses, or utility customers, with approval from either the NPD (crime-related) or City Manager's office (utility-related).

Issuing Alerts

1. Timing
 - a. When possible, users should issue non-emergency alerts during regular business hours (Monday – Friday, from 8:30 a.m. to 5 p.m.). This allows for City staff to be available to answer questions, should residents contact the municipal building after an alert is issued.
 - b. Emergency alerts (active crime alerts or serious utility concerns) will be issued upon receipt, with approval from either the NPD (crime-related) or City Manager's office (utility-related).
2. Content
 - a. Users should strive to convey the information in a clear and concise manner.
 - b. A voice recording should accompany all alerts (do not use the text-to-speech feature).

Adding/Removing Registrants

Registrants have the ability to edit or remove their contact information from the Everbridge system through the online portal: <https://member.everbridge.net/index/892807736722258#/login>. If they wish to delete the account entirely, they must contact the City of Newark.

Registrants can also contact the City of Newark to request edits to their account or to delete any voluntary rules they are signed up to receive (Meeting Notices, Weather Related Alerts, Refuse/Recycling Changes, Traffic Alerts, Crime Alerts, Water-Sewer Utility Alerts, Electric Utility Alerts, and Megan's Law Notifications). Registrants may request to be removed from mandatory rules (White Pages, Yellow Pages, NorthStar Utility Alerts [electric, water and sewer]), however, they must be informed these rules are reviewed and updated on a regular basis and they may be added back onto the list at during the next scheduled review process.



CITY MANAGER'S OFFICE
CITY OF NEWARK

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August 4, 2016

Mr. Harley Hall
Mumford & Miller
1005 Industrial Drive
Middletown, DE 19709

HAND DELIVERED

Dear Mr. Hall:

Re: Night Work on Hillside Road

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is Hillside Road just off West Main Street.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to pave the roadway.
2. Work will begin at **5:00 a.m. on Monday, August 8, 2016** and will continue until paving is completed but before 9:00 p.m.
3. The City of Newark Public Works & Water Resources Department will notify the residents in the vicinity of this work.
4. Traffic will be maintained in at least one lane.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Harley Hall
Page 2
August 4, 2016

6. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,



Carol S. Houck
City Manager

CSH/mp

c: Mayor & City Council
Paul M. Tiernan, Chief of Police
Thomas Coleman, Director of Public Works & Water Resources
Phillip M. Bishop, Water & Sewer Inspector
AHHL Fire Company



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.cityofnewarkde.us

August 4, 2016

Mr. Harley Hall
Mumford & Miller
1005 Industrial Drive
Middletown, DE 19709

HAND DELIVERED

Dear Mr. Hall:

Re: Night Work on Apple and Winslow Roads

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is at the intersection of Apple and Winslow Roads.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to install water main pipes.
2. Work will begin at **5:00 p.m.** on **Wednesday, August 10, 2016** and end at **12:00 a.m.** on **Thursday, August 11, 2016.**
3. The City of Newark Public Works & Water Resources Department will notify the residents in the vicinity of this work.
4. Traffic will be maintained in at least one lane.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Harley Hall
Page 2
August 4, 2016

6. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink, reading "Carol S. Houck". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Carol S. Houck
City Manager

CSH/mp

c: Mayor & City Council
Paul M. Tiernan, Chief of Police
Thomas Coleman, Director of Public Works & Water Resources
Phillip M. Bishop, Water & Sewer Inspector
AHHL Fire Company



**Selected Area Utilities
Summer (June - September)**

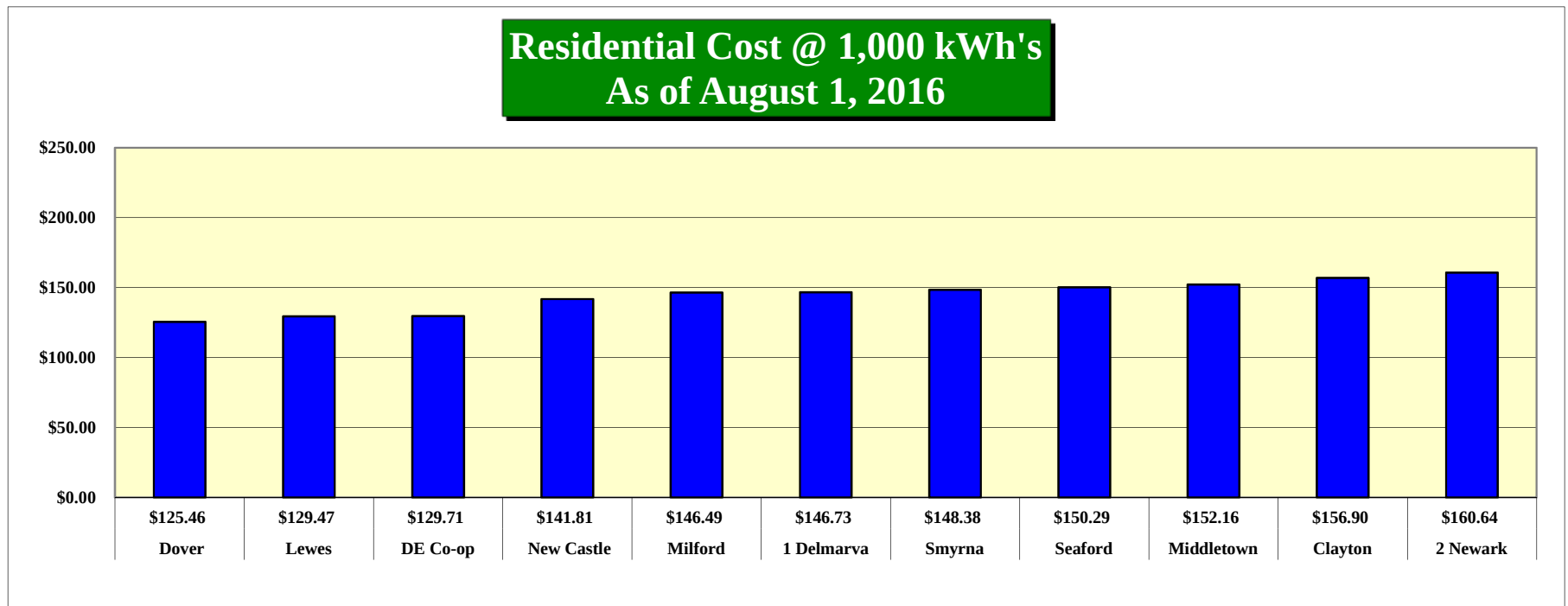
RESIDENTIAL RATE COMPARISON @ 1,000 kWh

		DE COOP	DPL
		<u>% Difference</u>	<u>% Difference</u>
<u>Dover</u>	\$125.46	<u>-3.3%</u>	<u>-14.5%</u>
<u>Lewes</u>	\$129.47	<u>-0.2%</u>	<u>-11.8%</u>
<u>DE Co-op</u>	\$129.71	<u>0.0%</u>	<u>-11.6%</u>
<u>New Castle</u>	\$141.81	<u>9.3%</u>	<u>-3.4%</u>
<u>Milford</u>	\$146.49	<u>12.9%</u>	<u>-0.2%</u>
¹ <u>Delmarva</u>	\$146.73	<u>13.1%</u>	<u>0.0%</u>
<u>Smyrna</u>	\$148.38	<u>14.4%</u>	<u>1.1%</u>
<u>Seaford</u>	\$150.29	<u>15.9%</u>	<u>2.4%</u>
<u>Middletown</u>	\$152.16	<u>17.3%</u>	<u>3.7%</u>
<u>Clayton</u>	\$156.90	<u>21.0%</u>	<u>6.9%</u>
² <u>Newark</u>	\$160.64	<u>23.8%</u>	<u>9.5%</u>

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





2750 Monroe Blvd
Audubon, PA 19403-2497

Andrew L. Ott
President and CEO
610-666-4267

August 5, 2016

Dear Members and Stakeholders of PJM:

PJM has been working with transmission owners and developers to resolve operational voltage and stability problems in the area known as Artificial Island in southern New Jersey. This is a very complex project, compounded by the unique design of the electrical system and geography of the area.

It has become evident to all involved that the projected costs to resolve the problems at Artificial Island have increased significantly. PJM has been examining alternatives in an attempt to offset some of the increases. In addition, questions have arisen about whether the currently proposed solution would perform as intended without further expense. Because of these concerns, PJM has come to the conclusion that a pause in the project is necessary before any new financial obligations are incurred by the project developers.

At this time, the PJM Board is suspending all elements of the Artificial Island project and directing PJM to perform a comprehensive analysis to support a future course of action. In light of the current uncertainties around the changing scope and configuration of the project, it is imperative that we understand the basis for any alternatives that may exist to manage the operational issues at Artificial Island. The Board has asked for the review to be completed by February 2017, at which time PJM will be in a position to decide how best to proceed.

Background information and details leading to this decision are outlined in a [letter from Steven Herling](#), PJM's Vice President of Planning, to the PJM membership and stakeholders.

Sincerely,

A handwritten signature in black ink that reads 'Andrew L. Ott'.

37993813

NEWARK POLICE DEPARTMENT

WEEK 07/24/16-07/30/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	6	0	1	4	0
Rape	4	2	0	1	3	0
Unlaw. Sexual Contact	6	5	0	2	1	0
Robbery	21	30	0	27	11	1
- Commercial Robberies	9	11	0	10	0	0
- Robberies with Known Suspects	1	2	0	1	0	0
- Attempted Robberies	2	5	0	7	2	1
- Other Robberies	9	12	0	9	9	0
Assault/Aggravated	2	15	2	17	22	0
Burglary	31	54	0	17	27	0
- Commercial Burglaries	4	10	0	2	4	0
- Residential Burglaries	25	37	0	14	21	0
- Other Burglaries	2	7	0	1	2	0
Theft	263	379	9	104	107	4
Theft/Auto	22	30	2	7	9	0
Arson	1	2	0	1	0	0
All Other	44	64	0	38	54	10
TOTAL PART I	398	587	13	215	238	15
<u>PART II OFFENSES</u>						
Other Assaults	177	191	4	109	81	1
Rec. Stolen Property	2	0	0	15	18	0
Criminal Mischief	101	110	3	89	41	0
Weapons	6	7	1	48	24	1
Other Sex Offenses	1	0	0	2	0	0
Alcohol	123	121	1	203	206	0
Drugs	48	85	3	132	117	3
Noise/Disorderly Premise	239	343	3	105	143	1
Disorderly Conduct	103	95	1	53	61	0
Trespass	105	110	5	43	39	2
All Other	253	281	12	172	180	5
TOTAL PART II	1158	1343	33	971	910	13
<u>MISCELLANEOUS:</u>						
Alarm	545	422	5	0	0	0
Animal Control	297	348	16	2	2	0
Recovered Property	148	163	2	0	0	0
Service	18038	19905	584	0	0	0
Suspicious Per/Veh	303	338	6	0	0	0
TOTAL MISC.	19331	21176	613	2	2	0

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
TOTAL CALLS	810	24,963	826	26,650



Newark Police Department
Weekly Traffic Report
07/24/16-07/30/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	5,349	6,404	176	239
DUI	118	101	4	4
TOTAL	5,467	6,505	180	243

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	108	139	6	5
Property Damage (Reportable)	303	449	9	9
Property Damage (Non-Reportable)	198	105	6	5
Hit and Run	168	153	5	4
TOTAL	779	846	26	23