

# City Manager's Weekly Report

Friday, February 17, 2017

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council -

Please find the results of the 2016 Resident Survey attached for your reference with detailed Council District comments as requested.

The new IT desktop support contractor has been brought on board and is getting up to speed with our organization.

I have mentioned we were working with DSWA to bring one of its manned recycling centers to Newark following the removal of all igloo collection sites this year. We have engaged with both DSWA and UD on locations as well as other property owners. The site selection and discussions with UD have reengaged again this week and a preliminary concept has now been shared by DSWA with us and UD. We are now hopeful this reengagement will result in the two reaching a mutually beneficial agreement that would ensure a state of the art drive through facility with improved services including regular shredding and household hazardous waste collection days will be conveniently available to our community. An added benefit of also serving as a permanent home to the UDon't Need It? Program (UD and Newark Partnership) is also being considered and supported by DSWA. More to share as this effort develops.

Efforts have begun within our facility to complete a phase two of departmental location changes to facilitate getting the bulk 87% of our public visits to the first floor. We have been considering how to accomplish this for many years and in finally doing so will also strive to create a more customer friendly experience. Planning and Code Enforcement will be moving to the first floor and the non- payments and utility billing sections of Finance will be moving to the second floor. PWWR is also adjusting within its current space to create more appropriate work spaces for positions/teams. Communications will move across the hall.

Security camera work started in Court this week. Find the 2-21 Traffic meeting agenda attached.

Work continues on the CityView upgrade. Part of the process includes a review of the alignment of CityView with Code in regards to fees charged (we believe this is the first time a review of this kind was done). While necessary and helpful to ensure the upgrade is as current as possible, the review has identified inconsistencies that will require adjustments. It appears 2003 Code changes were not loaded into CityView to the benefit of certain categories of licenses. IT and Finance staff are working to fully determine the inconsistencies and develop a plan of action to make the corrections and notify impacted businesses.

The Rodney Purchase Agreement was signed this week by both myself and the UD and will be placed on the February 27th Council agenda.

Our Auditors will arrive the last week of this month to start our 2016 review.

Financial Analyst interviews will occur the week of March 6th and we're hopeful that the recruitment will be successful.

We are currently discussing the opportunity/need to close Payments and Utility Billing on a certain time/day each month to allow for ongoing performance training. More will be shared as this need is developed in advance to its communication to the community. In the meantime, a one-day closing will be advertised for March 15th to allow for necessary staff training due to staff changes and available improvements to processing. Communications will be pushing the word out.

The Camp Real participants were invited to attend a UD basketball gamesday evening with assistance from the Newark PD and Parks and Recreation.

Code Enforcement reports that the Newark Shopping Center movie theater is now expected to be open March 1st!

The new hotel on 896 has been given its temporary Certificate of Occupancy for training purposes and an early March opening is expected.

Plans came in for a new hotel to replace the Red Roof Inn which is currently expected to carry the Hilton Brand.

The Ogletown Road hotel demolition start is now set for March 1st and plans are in for review. Still no information on the restaurant component.

Foundation testing work for the UD tower at STAR is starting next week.

The improved Newark Train Station utility movement are expected to begin soon and have an accelerated timeframe for completion according to PWWR.

Plans for St. Patrick's Day service needs are underway and Code Enforcement and Newark PD are visiting restaurants to once again proactively explain occupancy limits and remind the establishments of our expectations for order. The unofficial holiday falls on Friday and will likely span two days.

Weekend Codes patrols are underway again with the UD students being back in full session.

Work has begun on updates/revisions of the Telecommunications Ordinance by Planning and Codes.

We have an electric line crew working at the Chestnut Hill substation increasing our circuitry that will boost service to the southern section of Newark.

The CAC met Tuesday and is reportedly finishing their annual report.

The ADA ramp, water main, street and salt shed contracts are expected to be released in the next few weeks and the alternative disinfection project contract is expected to be let within a month.

Communications is working on the DNP map and guide which will be updated both online and for distribution to hotels and businesses.

You will soon notice the Art Park support and design billboard to be placed at the site on South Main Street, and we expect to submit for a grant to assist in its development by the DNP Board.

Plans for the 150th celebration of the Newark Police Department are underway and will include staff video interviews...among other opportunities!

Please see the PWWR detail in their portion of this week's reports identifying reasons we don't recommend placing solar panels on the water surface of the reservoir.

The Police Department was approached by a landlord on Main Street to assess if a current vacancy will work as a Community Policing Center. We are assessing the feasibility of using the space to staff and operate an outreach center. The goal would be to further promote positive engagement with the City and also serve administrative needs to the department. In addition to being staffed by sworn officers, we are assessing the feasibility of DNP operations out of the location. The landlord has committed to a rent-free 2017, with no commitment beyond this year. We are intrigued by the opportunity, welcome the creative thinking of the landlord to want to partner with the City, and will share full details if such an endeavor is determined to be feasible this year as a pilot project.

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**Activity or Project:**

DEMEC

**Description:**

Please find the agenda for next week's Board meeting. Additionally, a request was made at a recent Council meeting for information regarding the benefits to participating in a joint action agency such as DEMEC. Please find the attached report supplied to all member communities.

Status: In-Progress

Expected Completion: 2/16/2017

Execution Status: On Track

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**Activity or Project:**

Newark Area Welfare Committee

**Description:**

The Newark Area Welfare Committee approved a donation to the City of Newark Parks and Recreation Department in the amount of \$2,000 to assist in supporting the scholarship program for kids to attend camps this year. Joe Brady will be hand delivering a check to you.

Status: Completed

Expected Completion: 2/16/2017

Execution Status: On Track

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**Activity or Project:**

Newark Transit Group

**Description:**

Please find the meeting minutes of the Newark Transit Group which staff and I are participating on in an attempt to improve public transit in and around Newark!

Status: In-Progress

Expected Completion: 2/16/2017

Execution Status: On Track

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**Department:**

Administration - Deputy City Manager

**Notable Notes:**Parking Division:

- Staff had a phone conference with representatives from T2 to discuss residential permitting through T2 and License Plate Recognition (LPR). Main topics of discussion were physical installation of the LPR on a City-owned vehicle and its delivery time, software connectivity and user training, conversion of existing residential data, and GPS/GIS transfer so residential zones can easily be imported into the T2 software. A follow-up meeting is to be scheduled for tomorrow by Sean Sheeran to discuss pricing, options, and continuing expectations between the City and T2, as well as to clarify any unanswered questions or technical issues from the City's IT Division.
- University of Delaware students and staff returned for the 2017 Spring semester and the Parking Division staff spent extensive time with municipal lot permits. As of 2/15/17, the Parking Division has sold all but four parking permits in its municipal lots, and the expectation is that it will sell out in the next few business days.
- Last week the Parking Division assisted the Communication Division in updating the Merchant Validation List to remove businesses that have moved from Main Street and add ones that have taken their place. Parking also updated the Merchant Validation Flyer to clarify who businesses should contact to enroll in the program and the program's rules and regulations.
- Marvin has also been spending time researching parking garage annual maintenance cost.

Administration:

- The Pension Committee convened its public meeting on Monday, February 13, 2017, which included an educational component: Actuary 101. Mr. Scott Porter from Milliman went through a one-hour presentation explaining and detailing the reasons behind the values and assumptions as an actuary. This was well received by the Committee.
- HR Manager Devan Stewart continued to coordinate Hep-B vaccinations for targeted employees for proactive prevention.
- The City also launched its defensive driving courses, facilitated by Delaware Safety Council, and has been a positive mechanism to ensure effective drivers and retain low City vehicle claims.

**Activity or Project:**

Recruitment: Director of Planning & Development

**Description:**

The initial interviews have been scheduled for next week, which will be facilitated with a five-person panel interview. The panel is comprised of selected City employees, and we are encouraged with the quality of applicants. This is the initial round of interviews, and future assessments to be determined after the first round.

Status: In-Progress

Expected Completion: 3/10/2017

Execution Status: On Track

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**Activity or Project:**

Recruitment: PWWR Engineer & Project Manager/Estimator

Description:

The City has made recruitment efforts to fill the vacancy created by the retirement of the Project Manager/Estimator (P. Pemberton), as well as recruiting for the new PWWR Engineer position. Both efforts have been difficult, as the improving economy has made these type of technical positions a challenge to recruit. Each position is being reposted and recruited again.

Status: In-Progress

Expected Completion: 3/31/2017

Execution Status: Behind Schedule

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 2/9/17 to 2/15/17 which included trials, arraignments, capias returns, video hearings, and code violations. The parking division held appeals on Monday and Wednesday.

Work on the security cameras being installed has begun.

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**Activity or Project:**

Court Sessions

Description:

From 2/9/17 to 2/15/17 Alderman's Court handled 42 arraignments, 29 trials, 11 capias returns, 5 video hearings, and 2 code violation hearings. The court collected a total of 450 payments of which 280 were paid through Pay Pal and 149 were paid at court. The court also collected

payments for criminal/traffic fines which included 110 from Govolutions (online payment) and 62 were paid at court for a total of 172 payments received.

Status: Completed

Expected Completion: 2/16/2017

Execution Status: Completed

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Bruce was in the office on February 13 for Council and February 16 for Board of Adjustment. Paul was in the office February 16 for Court.

Renee had the pleasure of swearing in three new police officers on February 9.

Bruce, Renee and Tara staffed the Council meeting on February 13. Item 11B (January 23 Council minutes) was sent to Council on February 10. Follow up from the Council meeting was completed on February 14 and 15.

Tara and Sarah staffed the Conservation Advisory Commission meeting on February 14. The CAC finalized their 2016 annual report, discussed future outreach to Newark High School for LED light conversion, discussed potential grant opportunities and discussed the A Better Newark Award. The next meeting is

scheduled for March 14 where DEMEC will be presenting to the CAC regarding energy efficiency and green energy.

Renee attended the staff meeting on February 16 where the February 27 Council agenda was discussed.

Bruce and Sarah staffed the Board of Adjustment meeting on February 16. Appeals on the agenda are variances for 232 Beverly Road (side yard), 146 West Main Street (maximum lot coverage and side yards for a nonconforming structure) and 60 North College Avenue (off-street parking).

The April 11 City Council election preparations for Districts 2 and 4 continue. Renee and Sarah continued working to finalize the current voter registration lists in conjunction with the Department of Elections - New Castle County office. The final lists were delivered by the Department of Elections and sent out to all candidates on February 15. Renee did a walk-through of a potential polling place for District 4 on February 15. Teressa finalized the absentee ballots for the election, which are now available. Absentee affidavits can be requested from the City Secretary's Office or can be obtained on the website here (<http://www.cityofnewarkde.us/DocumentCenter/View/5536>). Affidavits should be submitted to the City Secretary's Office, City of Newark, 220 South Main Street, Newark, DE 19711. The most up-to-date election information can be found on the City's website here (<http://www.cityofnewarkde.us/508/2017-City-Election-Information>).

Tara and Teressa spent time on the newspaper ads and required direct mail notices for the February 27 and March 13 Council meetings.

Renee received comments back from the developer and finalized the subdivision agreement and resolution for the minor subdivision for the 40 East Cleveland project, which is scheduled for Council consideration on February 27.

Renee drafted, circulated to staff for review, received comments back, sent to the developer for review, received comments back and finalized the subdivision agreement amendment and related resolution proposed for the Lofts at Center Street project, which is scheduled for Council consideration on February 27.

Renee drafted and forwarded to staff and Council the direction sheets from the January 9, January 23 and February 13 Council meetings.

The agenda for the February 21 Traffic Committee meeting was forwarded to Council.

Regarding minutes, staff time was spent on the January 23 Executive Session (Renee drafted - complete), January 23 Council (Tara drafted; Renee edited - complete), January 24 Board of Election (Renee drafted - complete), January 31 Boards and Commissions Review Committee (Renee edited - complete) and February 13 Council (Tara drafting) minutes. The February 14 Conservation Advisory Commission minutes are currently in the queue.

Sarah fulfilled 9 discovery requests for upcoming Alderman's Court cases this week. 58 total discovery requests have been fulfilled so far for 2017. The court calendar for March 3 was received and the 16 associated case files were compiled for the Deputy City Solicitor by Sarah. 8 court calendars with 122 associated case files have been compiled for 2017 so far.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. So far, 55 lien certificate requests have been processed for 2017.

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**Activity or Project:**

**Description:**

Sarah spent time this week reviewing the legal manuscripts received from our codifier previously to update them with ordinances that have been passed since that time.

Status: In-Progress

Expected Completion: 12/29/2017

Execution Status: Behind Schedule

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**Activity or Project:**

Electronic Document Management - Legislative

**Description:**

Legislative staff has been working with the Records Management staff to transfer documents that were stored in the basement file room prior to renovations to the City Secretary's Office for scanning. Renee identified approximately 30 boxes that could be destroyed due to the meeting of the state retention schedule. However, this left approximately 45-50 boxes that need to be more closely examined to determine which contents need to be preserved and which have met their retention schedule. Facilities management resized the shelves in the City Secretary's Office file room in order to be able to accommodate file boxes and about two-thirds of the remaining basement boxes have been transported from the Records Management area to the City Secretary's Office. As time allows, these boxes will be reviewed, scanned if appropriate for retention, sent to the Delaware Public Archives if they are to be permanently retained or destroyed if they are past the state retention schedule.

Status: In-Progress

Expected Completion: 8/31/2017

Execution Status: Behind Schedule

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

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**Department:**

Community Relations

## Notable Notes:

**Downtown Newark Map & Guide:** We are in the process of revamping the Downtown Newark Map & Guide in the City's GIS library. The map is currently outdated, and the business are not listed in the most efficient way. We are also working on recreating the Downtown Newark Map & Business Directory. The latest version of the paper map was created in 2015 and is very outdated.

**Five & Wine and Wine & Dine:** There are 157 people signed up for the Five & Wine 5-Mile Run/Walk so far. The current price to register is \$27.50. So far, we've collected \$6,000 in sponsorship. The event sponsors are DEMEC, Johnson, Mirmiran & Thompson, Porter Auto Group, Matt Slap Subaru, Compliance Environmental and Del-One Federal Credit Union. The Downtown Newark Partnership and Fusion Racing are the organizers of the event. Grain and Grotto Pizza are the restaurants participating in both the Wine & Dine and the Five & Wine after party. They will be offering special deals to race participants.

**University of Delaware Campus Coalition for Alcohol and Other Drug Abuse Prevention:** On Monday, February 13, Megan attended a meeting of the University of Delaware Campus Coalition on Alcohol and Other Drug Abuse Prevention. The group discussed event planning for St. Patrick's Day weekend, as well as increased police presence that weekend. We also discussed the City's special use permit point system. The University and the City will be working together on a communication plan to best get the coalition's message out to both the UD community as well as the City residents.

**Newark Police Department 150<sup>th</sup> Anniversary:** Megan is assisting the Newark Police Department with their 150<sup>th</sup> Anniversary festivities. She is currently working on a video featuring former Newark officers talking about their experiences with the department as well as working on a Then/Now photo series showing how much the department, and the City, have changed in 150 years.

## Creative Design/Web Updates

- Updated: Snow Central; Public Works FAQs; City of Newark employment page, and posted communications internship; info slides on TV22; General Operating Budget and Capital Improvement Program on the website; Payments and Utility Billing webpage, customer connect how-to and FAQs;
- Posted snow delays to the website for Unicity and Court; Nextdoor press release; Code Purple notice; DNP board minutes
- Scheduled public meeting notices
- Created several marketing pieces for current/future use

## Media Inquiries/Press Releases

- Karie Simmons, Newark Post, inquired about the additional revenue the City will bring in due to increased developer fees.
  - Response: Staff estimated the fee changes would generate an additional \$200,000 in revenue for 2017. This additional revenue is already included in the approved 2017 budget, and part of the operating budget approved by City Council on 12/19. The fees previously charged by the City never reflected the full cost to provide the actual service. City Council charged staff to review land development fees resulting in a more accurate reflection of what it cost to provide planning services. The Planning Department reviewed these fees, and with the assistance of the department directors where needed, aligned them to reflect a truer representation of what it cost the City to provide these services. They also looked at those municipalities around us to ensure that our proposed fees fell within the range of our peers where necessary. Since planning services are not something that all residents of Newark need on a

recurring basis, it is only fair to adjust these fees so planning/permit costs are recovered by those who utilize this service. Otherwise, planning/permitting costs would need to be recovered through the annual tax bill.

**Activity or Project:**

School Hill/George Wilson Center Historical Research Project

**Description:**

Communications and Parks & Recreation staff are working with community members, including representatives of the Delaware NAACP, to collect and document historical content specific to the School Hill area and George Wilson Center. We are seeking an intern to support some of the research efforts - that posted last week and is open until February 24. There will also be an event in late May, encouraging residents of the area to come, share their stories, photos and documents to gather additional anecdotal information.

Status: Started

Expected Completion: 12/20/2017

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:**

A transformer failed in Christiansted Wednesday morning blowing a fuse and taking out half the development. The crews replaced the bad transformer and had all the customers back on in an hour and a half.

The line crews and electricians worked with Delmarva to replace cables going to Delmarva's metering on one of the City's main transformers, T3. Three weeks ago the current transformers to Delmarva's metering were replaced and everything checked out, but since then Delmarva reported some values were not coming through. While T3 had no load, the electricians fixed an oil temperature gauge and replaced a timing relay that were causing unwarranted alarms.

The line crews continued working near the Chestnut Hill Road Substation rearranging and adding circuitry for the new substation transformer that will go there eventually.

Engineering worked on the Pole Attachment Agreement between Comcast and the City with the help of lawyers whose specializes in these matters.

A prebid meeting for reconductoring parts of Main Street was attended by several contractors interested in bidding on this project.

**Activity or Project:**

SCADA and Automatic Switching

**Description:**

The vendor recommendation has been sent to purchasing.

Status: In-Progress

Expected Completion: 9/30/2017

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:**

- Staff's follow-up call with our Paymentus rep was held this week. Paymentus needs to follow up with some concerns posed by City staff regarding Paymentus' integration with Customer Connect. Waiting on follow up from Paymentus to answer our questions/concerns before moving forward with this project. Our goal is to use Paymentus as our vendor for accepting credit card payments for utility bills. The intent of this service is to provide a more efficient way to process credit card payments. Customers who call in to make a payment will now be able to press a button to make their payment instantly. There will be no longer a need to stay on hold to make a payment over the phone.
- Accounting is working on the December financial reports and closing out the year. Plan is to have the unaudited financial statements on Council's agenda on the first meeting in March as has been done in previous years.
- The 2016 RSA adjustment will be on the Council agenda for 3/13. Accounting will have the final December billing information next week in order to start the process.
- PUB office will be closed for the day on Wednesday, March 15<sup>th</sup> for staff training. Advanced notice will be provided, so our customers are not impacted by the closing. More information to follow.
- Accounting section of the Finance Department are planning to move from the first floor up to the second floor as part of the effort to better serve our customers. Staff is working on preparing for the move, which we plan to have completed by Memorial Day.

**Activity or Project:**

Payments and Utility Billing (PUBS)

**Description:**

The group handled 554 phone calls last week, with the average call length of each call being 1:49. The average hold & queue time (average speed of answer) decreased slightly from 3:25 to 3:12 when compared to last week. There were no service orders initiated by PUB during last week. The group processed 3,251 utility payments and CityView transactions, 258 of which were imported automatically with our electronic processes and 2,121 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status:

In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

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**Activity or Project:**

Independent Financial Audit

**Description:**

The preliminary audit has been scheduled for the third week in February, while the audit kick-off meeting and fraud reviews need to be scheduled. Accounting team has begun the year-end process for 2016.

Status: In-Progress

Expected Completion: 6/30/2017

Execution Status: On Track

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

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**Department:**

Parks and Recreation Department

**Notable Notes:**

**Parks Superintendent:** Inspected five park areas and did work orders as needed, reviewed plan for Preston's Playground and one proposed development plan and commented on both; along with Joe attended meeting at contractor's office/shop location to discuss proposal submitted for Park/Horticulture Area Mowing and Bed Maintenance Contract; looked at two tree issues one for Code Enforcement and one for Public Works; met with arborist contractor to get quote on several creek/tree issues and started on annual design for upcoming season.

**Parks Supervisor:** Continued on closing out open work orders on Munis work order system, assigned field staff work orders and assisted as needed, completed research on "soft toss" netting systems and presented findings to Joe.

**Parks/Horticulture Staff:** Continued renovating area for new planting this summer on the upper triangle at McDonald's Circle, completed removal of several trees along Veteran's Lane parking lot at City Hall, continued mowing meadow areas and started to train trees wips at East Park Place open space that were planted several years ago, did trash removal throughout park system, ice control as needed, continued on

work orders as assigned, and did interior bed maintenance at City Hall.

**Recreation Superintendent:** Met with Joe regarding upcoming activities/information including the City Council meeting to cover during his vacation; visited local company regarding the proposal submitted for the park mowing and bed maintenance contract; worked on final numbers with Joe for the estimated savings if contracting out the park mowing and bed maintenance services; combined each Recreation Supervisors information for summer camps and worked on the first draft of the Camp Guide for Shelby to start formatting for print and the web; met with Carol Houck and Andrew Haines regarding the park/horticulture area mowing and bed maintenance contract recommendations; worked on updating the application for the George Wilson Center kitchen renovation after receiving additional drawings and information; continued to complete data entry forms for the secretaries to input into the registration software for summer camp registration.

**Recreation Supervisor of Athletics:** Continued updating information for our aftercare license renewal at Downes, purchased supplies for Friday clubs, CPR/First Aid training was held for after care staff; continued to plan for summer camps and confirm information for the Camp Guide, contacted camp contractors about upcoming camp fair; researching and scheduling trips for summer camps; sent out information on upcoming volleyball and softball leagues to last year's teams and scheduled the captains meetings; the indoor volleyball league on Wednesdays completed the regular season and playoffs are scheduled to begin 2/15; working on field permit requests from Newark Charter and Newark American Little League; park/pavilion rental requests are starting to come in for the Spring; scheduled makeup dates for several programs due to school closure – Adult Volleyball League, Co-Rec Volleyball, Junior Basketball, Jump Shot Basketball, Socceroots, After School Gymnastics; completed facility use requests for summer camps.

**Recreation Supervisor of Community Events:** Acquiring, tracking and documenting donations for the Delaware Recreation & Parks Society silent auction and preparing for a session at the annual conference by creating a slideshow, handouts, and collaborating information from other presenters; processed the 2017 fireworks contract and deposit for Schaefer Fireworks; met with personnel from WXCX regarding a collaboration at the Egg Hunt; finalizing information for summer camps; sent more potential camp fair vendors information about the upcoming camp fair; 2017 Event Sponsorship Packages were sent out via email and responses and donations have been coming in.

**Coordinator of GWC and Volunteers:** Continued conducting phone interviews for summer camp volunteers and sent spring volunteer opportunities to organization leaders to begin recruitment for upcoming events; notified Mason Dixon Trail Volunteers their organization was selected for the Friends of Recreation Award; Jessica Bruen was also selected for the Achievement Award for the Delaware Recreation and Parks Society; submitted photos from the 2016 Spring Community Clean Up to the photo contest celebrating the 25<sup>th</sup> anniversary of the National River Clean Up in which the 2017 Spring Community Clean Up will be a part of; sent historic information on the George Wilson Center to the Communications Division to be included on the City of Newark website; finalized and sent staff schedule for the upcoming School's Out Days on February 17 and February 20; continued finalizing summer camp information; sent email blast to previous participants of Camp GWC and other specialty camps. **Volunteer Hours:** 1 Volunteer devoted a total of **2.5** volunteer hours removing litter from Christina Parkway. Total Volunteer Hours for the week: **2.5** Hours.

### **Activity or Project:**

2016 Parks and Recreation Annual Report

### **Description:**

The 2016 Parks and Recreation Annual Report has been submitted for review. It serves as a collective view on the past years' activities and a progress report on most of the current programs and plans for the upcoming year. Once approved, a link will be added to the website on the Parks

and Recreation page.

Status: Near Completion

Expected Completion: 2/28/2017

Execution Status: On Track

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement

- Staff is reviewing the building plans for the new hotel at 400 Ogletown Road. The demolition permit has been issued for the site.
- The first pilings for the new building on STAR Campus will begin in the next two weeks.
- Plans were received for the review of the proposed hotel and convenience store at 1119 South College Avenue.
- The Certificate of Occupancy was issued for the apartments at 60 North College Avenue. The retail and restaurant space will be issued separate permits for each tenant.
- A temporary Certificate of Occupancy was issued for Candlewood Suites on South College Avenue in order for them to begin staff training. They hope to open the hotel in the next two weeks.

- The Fire Lane behind the Newark Shopping Center near the movie theater remains temporarily closed for the theater renovations. The theater opening date is now planned for the end of February.
- Site work has begun for the Lofts at Center Street. Steel structure installation began at the site.
- Interior framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.

#### Planning/Land Use

- Development Manager Mike Fortner presented the microbrewery legislation before Council on February 13, 2017. The legislation passed. Staff will work with the Newark Police Department to ensure any applicant understands the point system as it relates to the Special Use Permits.
- Planner Tom Fruehstorfer presented the review fees increase to Council on February 13, 2017. The legislation passed.
- On February 14, Interim Planning and Development Director David Culver, Planner Tom Fruehstorfer, Planning and Design Engineer Ethan Robinson, and Code Enforcement Officer Brian Daring attended a FEMA Community Coordination & Outreach meeting to help prepare for the rolling out of updated FIRM maps. After public meetings and comment periods, the new maps are expected to be finalized by the end of 2017, at which time the City will have six months to update Code to reflect the new maps.
- Staff completed the sketch plan review for 118, 126 and 130 New London Road.
- Staff is reviewing the telecommunication ordinance for changes suggested by the Planning Commission.
- The Board of Adjustment will hear three zoning appeal cases at their February 16 meeting:
  - The appeal of Timothy and Linda Brasel, for the property located at 232 Beverly Road, for a reduction in the side yard requirement in an RS zoning district. RS zoning requires a minimum 10 feet side yard with the aggregate width of the two side yards of 25 feet. The proposed plan shows 5 foot side yard, requiring a variance of 5 feet, and an aggregate width of 23.7 feet, requiring a variance of 1.3 feet.
  - The appeal of Harold B. Prettyman, for the property located at 146 West Main Street, to exceed the maximum lot coverage for a non-conforming building in an RS zoning district. The current plan, using the existing non-conforming foundation, shows a building coverage of 22.1% (20% permitted) and increases it to 25.4% building coverage, requiring a 3.3% variance. The total lot coverage is proposed to rise from 75.7% (44% permitted) to 79%, requiring a variance of 3.3%. In addition, the applicant requests a variance from the side yard. The minimum side yard is 10 feet, with an aggregate width of the two side yards of 25 feet. The current plan utilizes the existing non-conforming foundation, but also indicates it will be expanded an additional 6 feet on the westerly side, requiring a variance of 4.3 feet.
  - The appeal of North College Crossing, LLC, for the property located at 60 North College Avenue, for a variance for off-street parking requirements in a BB zoning district. The required parking for the restaurant space in the existing plan is 46 spaces (1 space per 3 seats plus one space per employee for a restaurant with 114 seats and 8 employees). The plans shows 17 spaces for the restaurant, requiring a variance of

29 parking spaces.

- The Planning and Development Department received an application for a Special Use Permit for an in-home daycare at 211 Edjil Drive.
- The following was also completed this week:
  - 3 Deed Transfer Affidavits
  - 34 Building Permit Reviews

**Activity or Project:**

N/A

Description:

N/A

Status: Completed

Expected Completion: 2/17/2017

Execution Status: Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Police Department

**Notable Notes:**

### Criminal Investigations Division:

- The Street Crimes Unit continues to effect arrests at local hotels in an effort to reduce crime in the area. As part of this effort, a female was identified staying at a local hotel who was actively advertising on Backpage website as an escort. After a subsequent investigation the female was arrested at the hotel without incident. She was charged with Prostitution and Criminal Impersonation.
- Street Crimes Unit officers are being sworn into the FBI Child Exploitation Task Force to work a human trafficking investigation they developed two months ago. This is case specific and will allow them to travel out of state to investigate this case with the FBI CETF.
- A detective is in the process of being vetted for his position on the FBI Joint Terrorism Task Force.

### Auxiliary Services:

- The Deputy Chiefs, Captain Van Campen, and Communications Supervisor Cannon, attended the initial meeting with representative of the University of Delaware, to discuss the proposal to select a consultant to study the feasibility of a joint NPD/UD communications center.
- Working on end of year and final grant report submissions - Federal/State grants - Received notice from Coordinator Carol Lee that our FY 17 SALLE application was approved in January 2017. Awaiting signed award letter and a grant number has been requested from Finance.
- Communications Supervisor Brian Cannon discovered some importing data issues when attempting to complete analytical reports in LEMRS. Some data is not being imported from CAD to LEMRS. There has been significant improvement with the conversion, however, Brian is continuing to work with Tyler/New World to ensure complete accuracy.
- Brian Cannon attended a statewide communications meeting yesterday in Dover. It was discussed opening a CAD to CAD chat/IM feature statewide. This is likely not a significant or tangible impact on daily operations or affecting anything with the public; however, the convenience may improve operations with better communications.

### Administration Division:

- Cpl. Mease and intern Emily Neal are working on a mentoring project at Downes Elementary. Essentially, officers would be going to Downes on a regular basis in order to meet with students who volunteer to participate in the program.
- New police recruit, Andrew Maiura started with NPD on February 13<sup>th</sup> and will be attending the police academy in March.
- The three recent academy graduates are participating in in-house training this week and will be on patrol (field training) starting next week.

### Patrol:

- During the week of February 13<sup>th</sup>, Lt. Rubin, Sgt. Jones, M/Cpl. Sansone, Cpl. Conover and Cpl. Smith assisted with advanced training of our three newly appointed police officers. On February 14<sup>th</sup>, Lt. Rubin escorted the officers to the courthouse in Wilmington where they were exposed to a criminal trial, met with a Superior Court Judge and toured the courthouse and Capital Police facility.
- On February 13<sup>th</sup>, Lt. Rubin attended a DELJIS user's group meeting where various issues

were discussed with the committee.

- Lt. Rubin is beginning staffing preparations for the upcoming Saint Patrick's Day holiday. An order will be forthcoming in the coming weeks.

**Traffic:**

- During the week, the traffic unit has been conducting targeted enforcement on West Chestnut Hill Road following citizen complaints. The unit has deployed traffic speed signs in that location to alert motorists of their speeds.

**Special Operations Unit:**

- On February 14<sup>th</sup> members of the Special Operations Unit seized marijuana and a handgun during a traffic stop.
- On February 15<sup>th</sup>, members of SOU will accompany participants in the Camp REAL program to a UD basketball game at the Bob Carpenter Center.

**Activity or Project:**

N/A

Description:

N/A

Status: Completed

Expected Completion: 2/16/2017

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:**

We have been busy with efforts to hire replacements for the many retirees who took advantage of the early retirement incentive plan which closed on January 31st. So far we have successfully found replacements for three people but only one has taken their position. We still have five vacancies at this time. We are also developing our intern plan for summer interns. We plan to focus on data collection efforts to support our GIS initiative.

Please find attached our insight regarding consideration of placing floating solar panels on the reservoir's water surface.

We are finalizing the 2017 ADA Curb Ramp contract and anticipate it being put out to bid within the next two weeks.

We are preparing a draft mini-roundabout design for the intersections of Orchard Road with Sunset and Winslow Roads. We have been working with Bike Newark on plans to prepare a temporary mock-up of these two roundabouts that can be in place during the Mayor's bike ride. Depending on the outcome of the temporary installation, we would look to install these permanently in the next year or two.

We have begun working on our office reorganization which will address our desk shortage and consolidate our inspection and technical staff. This is a substantial effort and will require a lot of work to properly archive our extreme number of files.

We held meetings with DSWA about locating a manned recycling and household hazardous waste facility in Newark. This is looking positive, and we are hopeful that we will get this location. If we do not, once the igloos are removed later this year, residents will likely have to travel to Glasgow or Bear to recycle items that exceed the capacity of their cart.

We have finalized our review of the On-Call Engineering Services proposals and have selected three of the 11 firms that will be part of the shortlist for further consideration. We will be notifying the firms shortly.

We are nearing completion of the plans, specifications, and bid package for our alternative disinfection project for the Curtis Water Treatment Plant. Our SCADA contractor has completed the majority of the advanced relocation controls work necessary to facilitate the project.

We held a project meeting with our engineering consultant to review the preliminary inspection results from our corrugated metal pipe inspection project. There were several pipes that were filled with debris that will have to be cleaned prior to inspection and we are working on that effort now. Once all have been inspected, our consultant will be prioritizing.

**Activity or Project:**

2017 Street Improvement Contract

**Description:**

At this week's Council meeting Councilwoman Wallace asked for a list of streets that will be included in this year's contract. We have finalized the list and are completing preparation of the contract documents and bid package now. The streets are: 1. Hawthorn Lane - Adelene Avenue to Stafford Avenue 2. East Mill Station - #21 East Mill Station to Delrem Drive 3. Delrem Drive - East Mill Station to Islands at Windsor and Delrem Intersection 4. Ash Avenue - Capital Trail to Woodlawn Avenue 5. Stafford Avenue - Orchard Avenue to Elm Avenue Valley Gutter; also includes patches at 409 and 412 Elm Avenue 6. Timber Creek Lane - N. Casho Mill Road to S. Casho Mill Road Entrances 7. Timber Ridge Court - Full Extent of Timber Ridge Court 8. Cornwall Drive - Chrysler Avenue to Gravenor Lane (dependent on receiving finalized CTF agreement from Rep. Kowalko and Senator Sokola) 9. Bellevue Road - From railroad tracks west to Cooches Bridge Road 10. Academy Street - Crosswalk North of Allison Hall to East Park Place (includes up to \$250,000 in funding from University of Delaware) 11. Apple Road - Winslow Road to Dallas Avenue 12. Independence Way - Parking Lot and Cul-de-sac 13. Ritter Lane - Beverly Road to Apple Road

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

**Activity or Project:****2017 Water Main Replacement****Description:**

We have completed all survey for this year's contract and are wrapping up the initial design phase for the East Park Place section. Some good news is that our non-destructive pipe investigation has determined that the main in Bent Lane is in better condition than the main in Dallam so we are able to postpone replacement at this time. We will be reviewing the other results of the condition assessment study to identify an alternative location that may be handled under a separate contract that could be let later this year.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

**Activity or Project:****Preston's Playground Water and Sewer Services****Description:**

I have begun preparation of the specification and bid package for the water and sewer line installation associated with Preston's Playground. I am hoping that we can have that project out to bid in the next few weeks.

Status: Started

Expected Completion: 9/1/2017

Execution Status:

On Track

2/12/2017

to

2/18/2017

**CITY OF NEWARK**  
**Newark, Delaware**

**Traffic Committee**  
**Meeting Notice**

The Traffic Committee will meet on **Tuesday, February 21, 2017, at 3:30 p.m.** in the Police Department upper level conference room to discuss the following:

1. Request to remove the special residential parking on the north side of Thompson Circle, starting 100' from Haslet Place and extending 120'.
2. Review and discuss parking restrictions at the Newark Preserve.
3. Request for a four-way stop intersection at Rahway Drive and Webb Road.

Any questions regarding the above topics may be directed to Deputy Chief Mark Farrall of the Newark Police Department, at 366-7100, prior to the meeting.

Agenda Posted: February 13, 2017

Attest:

  
City Secretary

Sworn by:

  
Notary Public (Seal)

**AGENDA**  
**DELAWARE MUNICIPAL ELECTRIC CORPORATION**  
**REGULAR MEETING**  
**Tuesday, February 21, 2017**  
**DEMEC Office**  
**22 Artisan Drive, Smyrna, DE 19977**  
**9:00 am**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - a. Minutes of the Meeting of January 17, 2017
4. TREASURER'S REPORT
  - a. Monthly Financial Reports – December 2016
5. APPOINTMENTS/ELECTIONS
  - a. None
6. PRESENTATIONS
  - a. DEMEC Sponsored UD Graduate Fellows Research Update
  - b. CPower Demand Response Program Year Results 2016/2017
7. RESOLUTIONS
  - a. 2017-01: Designating DEMEC Representative on AMP Board
8. COMMITTEE REPORTS
  - a. Executive Committee
  - b. Audit Committee
9. PRESIDENT'S REPORTS TO BOARD
  - a. Generation Projects Status Report
  - b. Construction Projects Status Report
    - i. Middletown Transmission & Substation
    - ii. Seaford System Improvements
  - c. Economic Development Projects
    - i. Middletown Technology Center
    - ii. Milford Bayhealth Hospital
  - d. Legislative Report
  - e. Training/Education
    - i. Board Continuing Education Webinars as Requested
    - ii. Customer Service – TBD

- f. DEMEC Green Energy Programs Status Report
  - i. Renewable Energy Tracking
  - ii. Smyrna Solar Project Update
  - iii. Customer Sited Generation Policies
  - iv. Energy Efficiency Advisory Council Update
  - v. Energy Efficiency Program Proposal
  - vi. Demand Response Update

10. BUSINESS FROM THE FLOOR

11. EXECUTIVE SESSION

- a. To discuss strategic business and commercial generation operations, dispatch, negotiations and planning

12. SET NEXT MEETING DATES

(Third Tuesday of each Month; Subject to Change)

- a. Tuesday, March 21, 2017
- b. Tuesday, April 18, 2017
- c. Tuesday, May 16, 2017

13. ADJOURNMENT

Posted February 13, 2017

# **The Increasing Value of Joint Action Agencies**

**Comments of Patrick E. McCullar**

**February 1, 2017**

Joint Action Agencies are a tool that municipal distribution utilities can use to accomplish their goals of reliable, safe and low-cost electric supply and services to their communities in an efficient and effective manner. Shared costs and mutual support make the effort manageable and provide an effective interface to the ever-growing complexity of the US electric power supply industry. Efficient wholesale power supply cost also helps protect the municipal distribution utility margins that support community budgets.

**Beneficial Aspects of Joint Action Agencies:**

Resources: The electric utility industry now more than ever requires highly educated, talented and experienced people and sophisticated tools to capture data and intelligence; observe, analyze, and prioritize trends and developments, and make informed decisions about which tactics to utilize and which direction to steer an electric utility. Municipal electric utilities typically cannot justify to their governing body the cost of these resources or cannot attract such resources to their organization. Joint Action Agencies are the ideal construct to gather and effectively utilize the required resources in an efficient manner.

Shared Costs: Do it once rather than multiple times, and share the cost based on a member's ability to contribute. Resource acquisition, intelligence gathering and continuous training efforts to maintain skills and knowledge are expensive undertakings; often well beyond the capabilities of a single municipal utility. Joint Action Agencies can provide the necessary products and services in a manner that is cost-effective for every member.

Focus: Municipalities have their people and resources spread thinly over multiple areas of responsibility, which can cause loss of focus on critical operations. Joint Action Agencies have one focus: efficient, reliable, lowest cost power supply and energy services to members. Small mistakes in the electric utility industry can cost millions. The focus created by dedicated Joint Action Agencies is even more important now as the complexity of the electric utility industry increases.

Size matters: Small municipal distribution utilities have a difficult time getting the attention of a power supplier because of the relatively small amount of energy they require. Aggregation of electric power supply requirements through a Joint Action Agency results in larger blocks of aggregated energy requirement, which allows efficient resource provision by either more efficient design of right-sized self-supply generation resource additions, purchasing power from

the market, or an optimized energy portfolio utilizing both self-supply resources and market purchases.

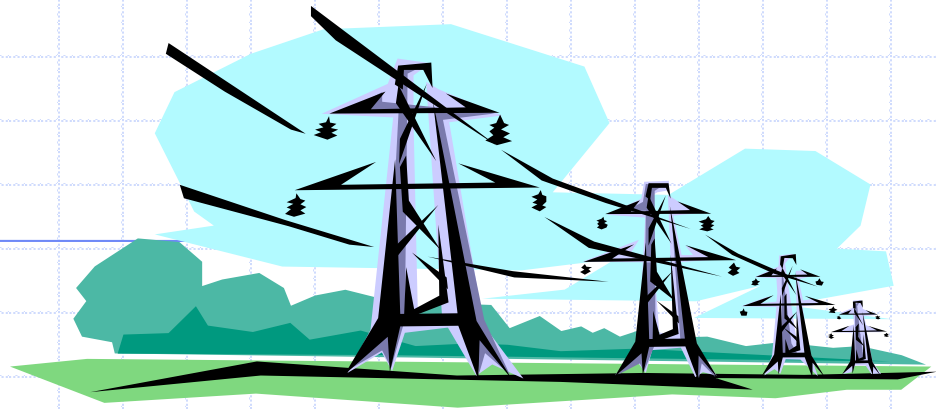
Common Cause: Municipal electric utilities have often tried to align with other entities such as investor-owned utilities or external contracted service providers, often with unsatisfactory results due to conflicting goals and values. A Joint Action Agency is created from the aggregating members and is governed by representatives of those members. Highly democratic governance by like-minded individuals with aligned values and viewpoints working together make for effective and productive results.

Image, Reputation and Communication: External entities, whether State and Federal governments, regulators, or financial institutions, view a well-run central aggregated entity, such as a Joint Action Agency, with more credibility, respect and relevance than they do with a single small municipal electric utility. The ability of a Joint Action Agency to communicate, educate and articulate needs to external entities is strengthened by the single unified message from the Joint Action Agency. Additionally, a well-run Joint Action Agency; using economy of scale, efficient generation operations and portfolio optimization; will earn improved reputation and credit worthiness ratings.

The attached document sets forth in greater detail the services, functions and representation provided by your Joint Action Agency since its founding in 1979.

# DEMEC

Delaware Municipal Electric Corporation



## Value of Joint Action Agency to Distribution Members

Patrick E. McCullar, President & CEO

February 1, 2017

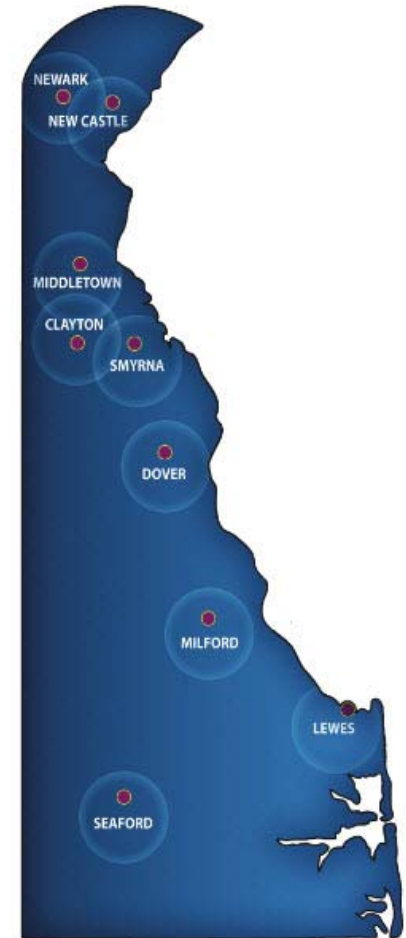


## DEMEC Overview

- DEMEC is a Joint Action Wholesale Electric Utility incorporated in 1979.
- DEMEC members are all of the nine municipal distribution utilities in the state of Delaware.
- Eight of the members receive 100% of their electric requirements from DEMEC through Full Requirements contracts and seven participate in DEMEC's existing Beasley Generation Project. City of Dover receives partial requirements service.
- DEMEC's power supply value comes from a portfolio of existing self-supply generation assets, staggered short, medium, and long term power contracts, and spot market purchases. This optimized portfolio provides low-cost wholesale power supply to our members.

### DEMEC MEMBER COMMUNITIES

|        |            |            |         |         |
|--------|------------|------------|---------|---------|
| Newark | New Castle | Middletown | Clayton | Smyrna  |
|        | Dover      | Milford    | Lewes   | Seaford |





# Joint Action Agency

## What is it?

- **A wholly-owned extension of your community electric utility**
- **Jointly pooled resources for efficiency and lower cost**
- **An efficient vehicle to finance, build and acquire power supply and technology**
- **manage regulatory and market complexities**
- **implement public policy**
- **provide other electricity-related joint services**



# **Joint Action Agency**

**The aggregation of power generation and related services yields:**

- **Higher reliability of electric service**
- **Lower costs**
- **Higher efficiency**
- **Local benefits for our communities**
  - **Police and Fire Protection**
  - **Streets**
  - **Parks**
- **Higher quality of life**



# DEMEC Responsibilities:

- **Provide valuable low-cost, competitive, high quality energy supply and services to our member communities.**
- **Provide stable prices to our communities by managing risk and price volatility in the competitive markets.**
- **Meet projected demand growth, load requirements and reserve margins by building or contracting for adequate generation resources.**
- **Provide training in technology and best utility practices to our community utility staffs to help them operate more efficiently.**
- **Serve as a technical resource to our federal, state and local elected officials and community utility staffs.**



# **Public Power 101:**

**Public power is a longstanding reflection of the American ideal of local people joining together to meet local needs.**

- **Local focus: Small towns > Big Cities**
- **Locally regulated, locally accountable**
- **Reliability and customer service passion**
- **Money generated by the utility stays and is reinvested in the community**
- **Community commitment, community benefits**



## **Challenges in the Electric Utility Industry**

- **Critical** – Modern civilization and the American quality of life depends on electricity
- **Complex** – Our industry is rapidly evolving, creating complexity and uncertainty
- **Capital-Intensive** – Facilities such as generators, wires and transformers are high-cost, long-life assets
- **Intensely Regulated** – Ever increasing
- **Connected** – Electrical infrastructure is an interconnected and increasingly intelligent web of devices



## **The Components of Power Supply**

- **Energy** – The generated electrons that do the work to power your home or business. Cost of fuel and variable O&M.
- **Capacity** – The ability of an electric generator to be ready to produce electricity on demand. Capital and fixed O&M Costs. “Steel in the Ground”.
- **Transmission** – Facilities such as wires and transformers to move energy from the generation source to the end user.
- **Distribution** – local delivery of electric power to homes and businesses.
- **Regulatory Compliance** – Cost of meeting mandates such as Federal Energy Regulatory Commission (“FERC”) rules, NERC Reliability, EPA Clean Power Plan rules and State Renewable Portfolio Standards.

**We have control over some but not all of these components.**

# Past Power Supply Costs



**Power supply cost to DEMEC communities reduced 18% over 10 years from new self-supply assets replacing market-based contracts**

Total Component Costs

— Total Component Costs

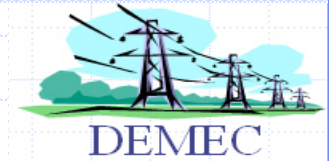
DEMEC Members have benefited from significant reductions in the cost of wholesale power supply over the past several years due to DEMEC investments in the new self-supply generation assets and lower fuel costs.

2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018



## **Increasing Transmission Costs**

- **Transmission infrastructure enables delivery of energy from generation sources to distribution systems**
- **Transmission Investment is rapidly increasing:**
  - Replacement of aging facilities
  - High ROI for transmission owners
- **Transmission costs up 30% and rising.**
- **DEMEC has been successful in mitigation cost increases by filing complaints at FERC in all DPL transmission rate filings for past 5 years.**
- **DEMEC's FERC efforts, on its own and with partners, has resulted in \$50 million rate reduction and future savings from lower ROE for all transmission ratepayers in Delaware.**
  - Acknowledge our partners: DPSC, MPSC, DCPSC, Delaware Division of the Public Advocate, Maryland Office of People's Counsel, New Jersey Board of Public Utilities; New Jersey Division of Rate Counsel; DC Office of the People's Counsel



## **DEMEC Assets Mitigate Costs**

- **DEMEC, by virtue of the investments in efficient generation assets we have made in the past few years, is better positioned to mitigate cost increases for our communities.**
- **Our generation assets' value will result in lower cost for DEMEC communities compared to others that do not own generation assets.**
- **DEMEC will continue to seek assets and services that benefit our member communities.**



## **Strategic Investments in Generation**

**DEMEC has made investments in high efficiency, low emissions generation assets:**

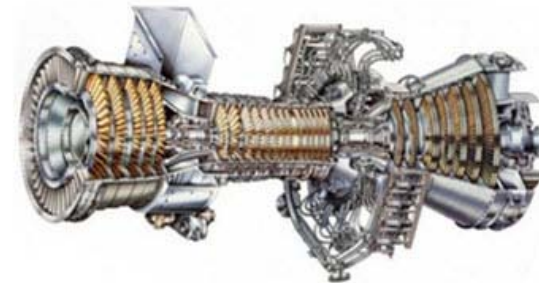
- 1) Beasley Power Station – 100MW NG Combustion Turbines**
- 2) Fremont Energy Center – 92MW NG Combined Cycle**

### **Benefits:**

- Assets are cost-effective, safe, environmentally friendly alternatives to higher-cost wholesale energy and capacity markets**
- DEMEC generation provides certainty and reliability**
- Current low cost of NG fuel is a direct benefit for our members**
- DEMEC continues to seek generation investments to benefit its members into the future**

## **Beasley Power Station - Unit #2**

Smyrna, DE



### **DEMEC – Existing Facility Expansion**

- Beasley Power Station; Total Capacity 100MW
  - Unit #1 – 50MW Commissioned April 2001
  - Unit #2 – 50MW Operational June 1, 2012
- Plant Configuration - (2) GE LM6000 combustion turbines, fueled by Natural Gas or #2 Fuel Oil as a backup.
- The Beasley Power Station is primarily a peaking unit operated to save costs during high periods of energy demand; however, the plant can be called upon by PJM for system reliability and with its black start capability the plant may be used for system restoration.
- The Beasley Power Station has the capability to provide island operation with the Town of Smyrna and has demonstrated this ability on several occasions.
- Beasley Power Station meets DEMEC's long term goals of providing predictable, reliable, low cost power through a diversified power supply portfolio which includes owner assets.
- DEMEC's 7 full requirement members benefit from the output and capacity of the facility.

## AMP Fremont Energy Center (AFEC)

Fremont, Ohio



### DEMEC Partners with American Municipal Power (AMP)

- July 2011 DEMEC is the 129th member to join the public power partners of American Municipal Power (AMP). Including DEMEC, there are 89 participants in the AFEC Project.
- AFEC is a natural gas-fired combined cycle electric generating facility which will supply intermediate power to participating communities. Intermediate power is needed Monday – Friday during the 16 highest demand hours.
- AFEC's approved capacity injection rights = 675MW; 512MW intermediate and 163MW during peak demands.
- Plant Configuration:
  - (2) 180MW ea. Siemens Combustion Turbine Generators
  - (1) 360MW Siemens Steam Turbine Generator
- DEMEC will take 70 MW of intermediate energy and capacity and 22MW of peaking energy and capacity from the facility for a term of 35 years.
- The Project provides DEMEC and its members a cost-effective, safe, environmentally friendly, asset-based alternative to wholesale energy and capacity markets.





## **Increasing Renewable Generation:**

**DEMEC has made significant investments in Wind and Solar assets:**

- 1) Laurel Hill Wind – 69MWs**
- 2) Dover Sun Park – 10MWs**
- 3) Milford Solar – 13MWs**
- 4) Encouraged Distributed Generation- 6.2 MW (300 installs)**

### **Benefits:**

- DEMEC renewable energy generation powers 18,000 homes. (equals 1/3 of all homes in our service territories)**
- Reduces 150,000 metric tons of emissions each year, equivalent to removing 32,000 cars from the road.**
- Eliminates the burning of 158 million pounds of coal each year.**

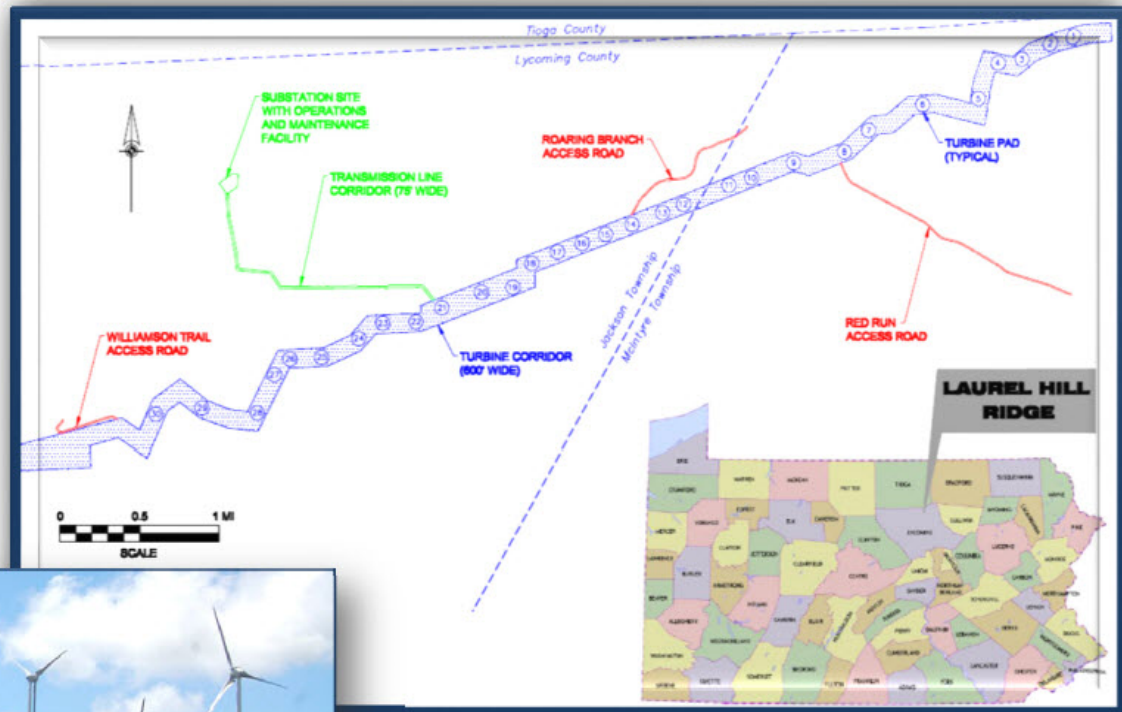
# DEMEC

Delaware Municipal Electric Corporation



## Laurel Hill Wind Farm

Lycoming County, Pennsylvania



### DEMEC – Supporting a Renewable Portfolio

- Renewable Portfolio Goal; 25% by 2025 with a 3.5% solar carve out.
- July 2011 DEMEC entered into an agreement with Duke Energy Renewables; developer and owner of the Laurel Hill Wind Farm Project. DEMEC is the sole participant in the Project and will receive all the renewable energy and SRECs generated from the Project.
- Total capacity of the Project = 69MW (30 Siemens wind turbines, each capable of generating 2.3MW)
- Laurel Hill will be capable of generating enough electricity to power more than 20,000 homes.
- Term of Agreement: 25 years
- Operational September 2012
- The Laurel Hill Wind Farm is located in Lycoming County, Pennsylvania. (Near Williamsport, PA)



**Delaware Municipal Electric Corporation**



The Dover SUN Park is a 10 MW utility scale facility located in the Dover-owned Garrison Oak Technology Park. The park was made possible by the partnership of several utilities:

- City of Dover
- Delaware Municipal Electric Corporation (DEMEC)
- Delmarva Power
- Delaware Sustainable Energy Utility (SEU)
- LS Power

## **DEMEC – Supporting a Solar Portfolio**

|                    |                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------|
| Target:            | 3 1/2% by 2025                                                                                                 |
| SRECs:             | DEMEC will receive 15 % of the Solar Renewable Energy Credits (SRECs).                                         |
| Projections:       | Dover SUN Park will only provide a portion of DEMEC's needed solar environmental attributes. More is required. |
| Term:              | 20 years                                                                                                       |
| Societal Benefits: | Will provide clean power to 1,300 homes                                                                        |
| Operational:       | June 2011                                                                                                      |



**Costs:** Seeking the best value for the customer, the park uses the most cost effective technology available today. Additionally, community-scale solar projects offer the most cost effective method to meet solar power goals – over 2,000 solar rooftop systems would be required to supply the same amount of clean energy of the Project at more than double the cost.

# DEMEC



**Delaware Municipal Electric Corporation**

## **Milford Solar Generation Project**

**Project is a 13MWp Utility-scale Solar Generation Plant on 70 acres located in Milford, Delaware. Project went into operation in December, 2012.**

**Project has significant economic benefit to the Milford Area:**

- **Injected up to \$2 million into the Milford local economy**
- **Employed in excess of 150 local workers from construction to operation**
- **Utilizing more than 75% from Delaware labor force.**
- **DEMEC will use 100% of the project energy and a schedule of SREC output for a 20 year term.**





**Milford Solar:  
62,000  
crystalline-silicon  
solar panels**

# DEMEC



**Delaware Municipal Electric Corporation**

## **Future Solar Generation Projects**

**DEMEC is working with several members in the design and development of community-owned solar facilities. (Newark, Smyrna, Seaford)**

**These Community Solar Projects will enable all the members of a community to own solar, even low-income which cannot otherwise afford to invest in solar. These solar projects:**

- **create jobs**
- **educate about solar voltaic technology**
- **Utilize Delaware labor force and materials.**

**DEMEC will assist as needed with the financing, design and construction.**





## **Electric Utility of the Future:**

### **Customer Attitudes & Behaviors:**

- **More Renewable Energy in their power supply**
- **Self-generation from solar, wind, etc.**
- **Interested in energy efficiency**
- **More information about how they use power**
- **More control over their power consumption**
- **Cheap power, of course**
- **Independent but secure (Grid Backup)**
- **Utility as resource and enabler**



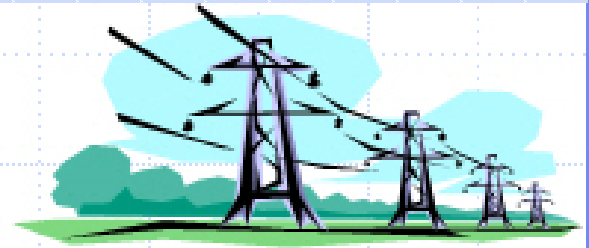
## **DEMEC's Value to Members:**

- **Aggregating the energy requirements of all of our member communities together creates an economy of scale, reducing the overall cost of power supply to our members and our State.**
- **Managing the risks and complexity of a rapidly changing electric industry:**
  - Market design changes
  - Legal and Regulatory complexity
  - Challenges to the Public Power business model
  - Rapid technology developments – Smart Grid evolution
- **On-behalf of financing and construction services for electric infrastructure projects:**
  - New Castle High-voltage Substation 2009
  - Middletown High-voltage Transmission Line Addition 2017
  - Seaford Electric Infrastructure Improvements 2018
  - AMI projects with our partner AMP 2017: Milford & Seaford, more to follow
  - Future projects as members need



## **DEMEC's Commitment: Member Focused**

- **Provide Reliable and Economic Power Supply to our Communities and our State.**
- **Deliver the benefits of our investments and changes in the electric industry to our Communities and our State economy.**
- **Provide resources, technology and industry knowledge to our members as needed.**
- **Protect the Rights of our Public Power Communities.**
- **Support Local Control for our Communities' social and economic welfare.**
- **Capitalize on industry innovations for the benefit of our members.**



DEMEC

**If you have questions or need  
further information**

**[www.demecinc.net](http://www.demecinc.net)**

**302-653-2733**

**Thank You**

## Newark Transit Group – Meeting Summary

### Meeting details:

**Date:** January 23, 2017

**Location:** WRA Conference Room

### In attendance:

**DART:** John Sisson, Cathy Smith, Evan Horgan

**City of Newark:** Carol Houck, Mike Fortner, Tom Fruehstorfer

**UD Transit Services:** Richard Rind, Shearee Barnett

**Cecil County Transit:** Wayne Winters, Suzanne Kalmbacher

**WILMPACO:** Dave Gula

**IPA:** Jerome Lewis, Martin Wollaston, BJ DeCoursey, Philip Barnes, Natalie Criscenzo

### Meeting notes:

The group generally agreed that that “low-hanging fruit” was the most appropriate place to begin collaborative efforts between the varied stakeholder agencies, although DART stated that we should not lose sight of big picture, long-term outcomes to improve transit services in Newark.

Collaboration, in terms of facility sharing, scheduling, and serving each other’s customers with excess capacity, was identified as potential short-term opportunities. More elaborate partnerships that would track and bill for services provided between agencies may need to be addressed further along in the process. DART is in the process of updating their systems, and could look into installing infrastructure that allows them to track UD student ridership in the event of a shared-service partnership between the transit providers.

It was noted that funds are limited, so more efficient service delivery must be provided. A proactive approach is therefore advisable given the State’s budget situation. It was suggested that some analysis of where volumes of students live in Newark be conducted, as the nature of the City’s student housing stock has changed significantly since the existing routes for some Newark-based transit services were laid out. Students are less likely to own vehicles. The analysis should also incorporate non-student areas with potentially low vehicle ownership as well as major employment centers, commercial areas, and transit hubs (train station, park-and ride, Newark Transit Hub).

Given the complexities of geo-spatially illustrating the many bus services and routes that traverse the same corridors, Newark suggested perhaps utilizing a tabular format and input all relevant routes, times, and stops into a database.

IPA indicated it had made progress on a comprehensive map of transit shelters in Newark, and would share it with the group once finalized. DART noted that it was important to consolidate bus stops as well as shelters along the major transit corridors.

Thomas Fruehstorfer shared a draft revised route for the UniCity service he felt could reduce loop-times from 2.5 hours to one to 1.5 hours. The new route hits the senior citizen/assisted living facilities, shopping centers, and transit hubs. He argued that UniCity had to be more reliable and consistent if it wanted to attract more riders. The group felt an appropriate next step would be to use Tom's concept as a first layer to adapt their own routes. Additional parameters to consider when adapting routes are the Dover buses, the train schedule, and the Cecil Co. schedule. After, the group would prepare a public workshop of the potential new route to solicit community involvement and reaction. DTC indicated it felt a conceptual route could be made ready for public review by April of 2017.

The group then discussed possible initial steps that could be used to communicate to the riding public that each agency's buses were, in fact, part of a larger, connected system. Two priorities emerged. 1) Common Branding, particularly the wraps of the UniCity buses, and 2) a common, publically accessible, repository for all of the services routes, stops, and schedules.

The City does not have the resources to develop an app, so a potential strategy for the second priority included integration into the existing (DelDOT-maintained) transit app and/or feeding all relevant routing and scheduling data with Google. DART stated they would look into the potential for adding UniCity to the DelDOT app. In either case, it was viewed as necessary that internally, at a minimum, agencies would need to share updated routing information to enable meaningful connections between providers.

Newark stated that they need better info on UniCity ridership as well as better communication to riders. Carol asked whether the current GPS system in the UniCity (which is for internal use only) can be upgraded so the public has access to bus locations, or whether a wholly new system is required. To help defray costs, the city will consider approaching sponsors (grocery stores) to pay for bus wraps. UD Graphics services might be useful to create the images as they are familiar with the UD bus wraps.

Next Steps –Items were discussed as short-term objectives

- 1) Starting with the new UniCity route as a base layer, each provider should reevaluate their routes and look at adapting their services to the new UniCity concept. Reconvene a small group soon to share new routes/concepts with the potential for a public workshop in April.
- 2) Convene a small working group to conduct a bus stop/bus shelter evaluation for busier corridors in the Newark area.
- 3) Consider methods for operations data-sharing and implementation, including AVL and ridership/route tracking, along with integration into the DelDOT app.

NEWARK POLICE DEPARTMENT

WEEK 02/05/17-02/11/17

INVESTIGATIONS

CRIMINAL CHARGES

|                                 | 2016<br>TO<br><u>DATE</u> | 2017<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2017</u> | 2016<br>TO<br><u>DATE</u> | 2017<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2017</u> |
|---------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|-----------------------------|
| <u>PART I OFFENSES</u>          |                           |                           |                             |                           |                           |                             |
| a)Murder/Manslaughter           | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| b)Attempt                       | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Kidnap                          | 1                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Rape                            | 0                         | 1                         | 1                           | 0                         | 0                         | 0                           |
| Unlaw. Sexual Contact           | 2                         | 1                         | 0                           | 0                         | 0                         | 0                           |
| Robbery                         | 5                         | 2                         | 1                           | 5                         | 2                         | 0                           |
| - Commercial Robberies          | 1                         | 1                         | 1                           | 0                         | 1                         | 0                           |
| - Robberies with Known Suspects | 1                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| - Attempted Robberies           | 1                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| - Other Robberies               | 2                         | 1                         | 0                           | 5                         | 1                         | 0                           |
| Assault/Aggravated              | 1                         | 2                         | 1                           | 1                         | 6                         | 0                           |
| Burglary                        | 12                        | 8                         | 1                           | 4                         | 1                         | 0                           |
| - Commercial Burglaries         | 3                         | 3                         | 0                           | 0                         | 0                         | 0                           |
| - Residential Burglaries        | 7                         | 5                         | 1                           | 2                         | 1                         | 0                           |
| - Other Burglaries              | 2                         | 0                         | 0                           | 2                         | 0                         | 0                           |
| Theft                           | 65                        | 64                        | 12                          | 14                        | 23                        | 5                           |
| Theft/Auto                      | 2                         | 11                        | 0                           | 2                         | 1                         | 1                           |
| Arson                           | 0                         | 1                         | 1                           | 0                         | 0                         | 0                           |
| All Other                       | 13                        | 20                        | 8                           | 13                        | 5                         | 2                           |
| TOTAL PART I                    | 101                       | 110                       | 25                          | 39                        | 38                        | 8                           |
| <u>PART II OFFENSES</u>         |                           |                           |                             |                           |                           |                             |
| Other Assaults                  | 44                        | 25                        | 7                           | 18                        | 13                        | 0                           |
| Rec. Stolen Property            | 0                         | 1                         | 1                           | 5                         | 1                         | 1                           |
| Criminal Michief                | 20                        | 23                        | 1                           | 3                         | 5                         | 1                           |
| Weapons                         | 1                         | 0                         | 0                           | 4                         | 2                         | 0                           |
| Other Sex Offenses              | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Alcohol                         | 9                         | 7                         | 3                           | 25                        | 12                        | 7                           |
| Drugs                           | 15                        | 13                        | 3                           | 21                        | 10                        | 3                           |
| Noise/Disorderly Premise        | 61                        | 65                        | 22                          | 25                        | 24                        | 7                           |
| Disorderly Conduct              | 13                        | 21                        | 5                           | 12                        | 3                         | 1                           |
| Trespass                        | 13                        | 15                        | 6                           | 4                         | 6                         | 2                           |
| All Other                       | 76                        | 47                        | 8                           | 40                        | 32                        | 4                           |
| TOTAL PART II                   | 252                       | 217                       | 56                          | 157                       | 108                       | 26                          |
| <u>MISCELLANEOUS:</u>           |                           |                           |                             |                           |                           |                             |
| Alarm                           | 139                       | 40                        | 8                           | 0                         | 0                         | 0                           |
| Animal Control                  | 32                        | 40                        | 11                          | 0                         | 0                         | 0                           |
| Recovered Property              | 32                        | 35                        | 4                           | 0                         | 0                         | 0                           |
| Service                         | 3963                      | 4404                      | 760                         | 0                         | 0                         | 0                           |
| Suspicious Per/Veh              | 68                        | 56                        | 15                          | 0                         | 0                         | 0                           |
| TOTAL MISC.                     | 4234                      | 4575                      | 798                         | 0                         | 0                         | 0                           |

|             |                             |                           |                             |                           |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
|             | THIS<br>WEEK<br><u>2016</u> | 2016<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2017</u> | 2017<br>TO<br><u>DATE</u> |
| TOTAL CALLS | 873                         | 5,296                     | 1,016                       | 5,703                     |



Newark Police Department  
Weekly Traffic Report  
02/05/17-02/11/17



| TRAFFIC SUMMONSES | 2016 YTD | 2017 YTD | THIS WEEK 2016 | THIS WEEK 2017 |
|-------------------|----------|----------|----------------|----------------|
| Moving/Non-Moving | 1119     | 1194     | 203            | 203            |
| DUI               | 20       | 15       | 2              | 5              |
| TOTAL             | 1139     | 1209     | 205            | 208            |

| TRAFFIC COLLISIONS                     |            |            |           |           |
|----------------------------------------|------------|------------|-----------|-----------|
| <b>Fatal</b>                           | 0          | 0          | 0         | 0         |
| Personal Injury                        | 22         | 29         | 7         | 5         |
| Property Damage<br><b>(Reportable)</b> | 142        | 92         | 20        | 15        |
| *Hit & Run                             | 42         | 22         | 5         | 3         |
| *Private Property                      | 33         | 14         | 5         | 1         |
| <b>TOTAL</b>                           | <b>164</b> | <b>121</b> | <b>27</b> | <b>20</b> |

\*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.

At a recent council meeting a request was made that we consider the possibility of installing a floating solar array on the water surface of the reservoir. We have reviewed this possibility in the past and identified several issues, some surmountable and others not. In general, I do not support moving forward with a floating array at the Reservoir for the following reasons:

1. The reservoir is an active water facility and has been designed to have a water level that can fluctuate up to 54' in elevation during drought periods. The interior of the reservoir has side slopes of around 2.5:1, or approximately 22 degrees. The interior slope within the normal operating range is stabilized by 9-12" stone, with the slope below the normal operating range is not stabilized whatsoever. If an array was installed, when the water level cycled down, the floating array would land on a steep slope that is either stone or unstable soil. The stability of this soil was at the center of the reservoir lawsuit and is not something I would feel comfortable testing with an expensive solar array. If the slope was to slip, the panels would slide to the bottom, likely colliding with each other, potentially damaging the array and connecting wiring.
2. In addition to the concern in number 1 above, the soil on the interior slope is only 6" thick and is the only thing protecting the plastic liner. There would be a high chance of damage to this liner if any part of the array scraped across or poked into the liner. It would be difficult to find minor damage and even minor damage would require repairs or else we would lose water into the structural embankment once the water level increased back above the damage, potentially impacting embankment stability.
3. It will be very difficult to anchor the array without penetrating the liner or stretching across the circumferential path due to the liner extending to the path. Additionally, any anchoring system would need to include enough slack to allow the array to vary elevation up to 54' in elevation. We ran into this same issue when we installed the floating mixer. The resulting solution was to allow enough slack that the mixer would be anchored from rubber coated anchors on the bottom which would be taught when full but allowed the mixer to float across a wide area when the water level dropped due to the resulting slack in the anchor line.
4. Running new power lines from the proposed array to the bottom of the reservoir would need to be completed via an overhead pole line. This line would have to, at a minimum, span the walking path. As mentioned above, the liner extends below the walking path and is approximately 18" deep so if we wanted to bury the lines, they would need to penetrate the liner to meet minimum burial requirements. Additionally, trenching down the embankment would be undesirable as it is difficult to re-stabilize once it is disturbed.
5. There is a significant amount of available roof space at the maintenance yard that does not have solar panels that would be much less problematic (and probably less expensive) than installing on the reservoir. I would want to have exhausted all other locations before seriously investigating the reservoir for an installation.