

# City Manager's Weekly Report

Friday, January 20, 2017

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council -

Finance Director Dave Del Grande and I are working with Councilman Markham on the solar tier billing issue he raised in advance to bringing it to a Council meeting for consideration.

I've also shared the detail related to the Police Departments launch of Smart911 which allows residents to create a Safety Profile for their household that is available to emergency response teams.

I have continued my engagement with DSWA regarding developing a new manned recycling center in Newark.

Thank you for your engagement in the workshop Wednesday evening following the presentations of firms interested in developing a garage and various retail components in our downtown. We look forward to more discussion on this topic.

The Newark Transit Group will meet next week to continue discussions related to improving routes and connections of all public transit in Newark.

**Activity or Project:**

Real Estate Assessment

**Description:**

Please find attached the January 1, 2017 schedule of Real Estate Assessments for reference.

Status: Completed

Expected Completion: 1/1/2017

Execution Status: Completed

**Activity or Project:**

Newark Police - Smart911

**Description:**

January 19, 2017 – The Newark Police Department is proud to announce that Smart911 services are now available in the City of Newark. Smart911 allows individuals to create a Safety Profile at [www.smart911.com](http://www.smart911.com) for their entire household that includes as much or as little information they want 9-1-1 and response teams to know. Their Safety Profile is only displayed to the 9-1-1 call takers when individuals dial 9-1-1 and allows them to send the right response teams to the right location with the right information. Responders can be aware of many details they would not

have known previously. Now, fire crews can arrive at a house fire knowing how many people live in the home and the location of bedrooms, EMS can be advised of allergies or specific medical conditions and police can have the photo of a missing child in seconds rather than minutes or hours. Smart911 is currently available in 40 states and more than 1,500 municipalities across the country. Funding for Smart911 has been provided by the State of Delaware as part of the statewide enhancement of all E911 services.

Status: Completed

Expected Completion: 1/19/2017

Execution Status: On Track

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**Activity or Project:**

DEMEC

**Description:**

Please find attached the ACES power point presentation regarding National Electric Reliability Council (NERC) compliance recently presented to the DEMEC Board. This engagement will be followed up by DEMEC with various advisements of efforts that will be necessary to ensure compliance by all members including the completion of Reliability Standards Audit Worksheets (RSAWS) and regular updates at monthly meetings and training opportunities for staff. Additionally, find the December 2016 minutes of the Delaware Energy Efficiency Advisory Council of which Scott Lynch from DEMEC serves as representative for all DEMEC member cities. DEMEC and DNREC's next meeting is on Monday, January 30th, Beasley passed its re-test in October. Both DEMEC and DNREC continue to evaluate the latest test results as they compare to the previous results and testing methods.

Status: Started

Expected Completion: 1/20/2017

Execution Status: On Track

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**Department:**

Administration - Deputy City Manager

**Notable Notes:**

- City Manager Carol Houck and I met with representatives from the Greater Philadelphia Business Coalition on Health (GPBCH) and how they may help the City. We felt by the end of our engagement it was worthwhile for us to introduce them to our DVHT representatives. DVHT could be the primary member at the benefit for all its trustees, which includes Newark.
- HR Manager Devan Stewart continued to work with targeted employees to have Hep B shots as a part of our risk prevention.

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**Activity or Project:**

ERIP Retirements

**Description:**

We are now up to eight (8) employees that will be retiring under the Early Retirement Incentive Plan (ERIP) that was authorized. This is positive and challenging at the same time. Recruitment is in a flurry of activity, while administrative tasks for retirement are consuming substantial time. Transition plans are being put into place where needed, with supervision or task needs, and all the impact staff are responding in a positive manner.

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Recruitments:

**Description:**

With the ERIP retirements, and new FTEs approved in the 2017 Budget, the HR team is aggressively working with each department to address its needs. The current list includes: Director of Planning & Development; PW&WR Engineer; Financial Analyst; Water & Wastewater Inspector; Parking Division Maintenance Laborer; and other part-time positions as well.

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

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**Department:**

**Notable Notes:**

Alderman's Court held only two court sessions from 1/12/17 to 1/18/17 due to the holiday. Court sessions included trials, arraignments, capias returns, video hearings, and code violations. The parking division handled appeals on Wednesday this week due to Monday being a holiday.

UD student continues to do his internship and has been observing court, loading parking ticket billing

information and interviewing police officers.

Judge Hatfield, Josh Brechbuehl, Otto Sanchez and myself had a meeting to discuss security cameras, video equipment and phones for interpreter use being installed in the near future.

**Activity or Project:**

Court Sessions

Description:

From 1/12/17 through 1/18/17 Alderman's Court handled 38 arraignments, 22 trials, 9 capias returns, 1 code violation and 1 video hearing. The court collected a total of 343 payments of which 230 were paid through Pay Pal and 113 were paid at court. The court also collected payments for criminal/ traffic fines which included 110 from Govolutions (online/epayment) and 34 were paid at court for a total of 144 payments received.

Status: Completed

Expected Completion: 1/18/2017

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:

Paul was in the office on January 19 for Court and Board of Adjustment.

Staff finalized the agenda and packet for the January 23 Council meeting, posted it and distributed it to Council on January 13. An addendum adding item 4E was posted on January 17. The addendum and items 11A and 11B were forwarded to Council on January 17. Item 4E was forwarded to Council on January 18.

Sarah started full time on January 17. She spent time with all members of the City Secretary's office throughout the week on training for her position. We are very excited to have her on board!

Renee attended three bid openings on January 17.

Renee spent extensive time on the advance preparation and staffed the Council workshop on the parking garage RFI on January 18. Follow up was completed that evening.

The City Secretary's office staff had a meeting on January 19 to discuss the changing of roles and duties for staff members with Alice's retirement and Sarah's hire.

Paul, Tara and Sarah staffed the Board of Adjustment meeting on January 19. One application (146 W. Main Street) was withdrawn prior to the meeting. There are two additional applications on the agenda, which can be found here: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4975>.

Renee spent time on the legal ads for the January 20 Newark Post.

Renee spent time on end of year work for Finance in processing 2016 check requests and open purchase order review.

Renee spent time drafting the materials for the January 31 Boards and Commissions Review Committee meeting.

Regarding minutes, staff time was spent on the December 19 Council (Renee drafted - complete) and January 9 Council (Renee drafted - complete) minutes. The October 24, November 28, December 5, December 12 and January 9 Council executive session, January 10 Conservation Advisory Commission and January 18 Council workshop minutes are currently in the queue.

Alice, Sarah and Teresa fulfilled 9 discovery requests for upcoming Alderman's Court cases. 37 total discovery requests have been fulfilled so far for 2017. The court calendars for January 26 and February 3 with their 26 associated case files were compiled for the Deputy City Solicitor by Alice, Sarah and Teresa. 4 court calendars with 60 associated case files have been compiled for 2017 so far.

The office received 21 new lien certificate requests this week, which were sent to Finance for processing. 14 lien certificates were completed and sent to the requestor. So far, 29 lien certificate requests have been processed for 2017.

### Activity or Project:

No progress to report

### Description:

There is no progress to report on long term projects this week.

Status: In-Progress  
Expected Completion: 1/19/2017  
Execution Status: Behind Schedule

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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:**

Community Relations

**Notable Notes:**

- **DNP Events**

- Restaurant Week: the 11<sup>th</sup> Annual Downtown Newark Restaurant Week is currently going on and runs until Sunday, January 22. Menus for participating restaurants can be found here: <http://enjoydowntownnewark.com/restaurantweek/> as well as on the Downtown Newark Restaurant Week Facebook event: <https://www.facebook.com/events/184540902015919/>. The even was promoted on social media, reaching about 29,000 people, with 906 responses. Interns also created a video highlighting downtown Newark as a dining destination: <https://www.youtube.com/watch?v=gg41C24Opkl&t=1s>, and ads for Restaurant Week ran in Out & About magazine, Delaware Today, and Cecil Whig. There was earned media coverage in Chester County Press, Newark Post and on WDEL.
- Five and Wine: the Five and Wine 5-mile Run/Walk will be Saturday, March 25 at 9 a.m. Registration for the event can be done here:

<https://runsignup.com/Race/DE/Newark/FiveWine>. This event is running right before Wine and Dine, which will be from Noon – 5 p.m. Details about Wine and Dine will be released in the coming weeks.

- A note about social media promotion: We've been using Facebook to engage with residents and visitors, both in terms of upcoming downtown events as well as current job postings. To highlight some of the success we've seen, here are some stats:
  - Promoted Public Works Engineer post
    - The promotion ran for 7 days for \$20 and targeted men and women, ages 25-40, who live in Delaware, Maryland and Pennsylvania.
    - Combining both organic reach and the paid boost 8,046 people were reached, with 146 link clicks and 77 reactions, comments and shares. The paid boost reached 5,650 people and resulted in 75 link clicks and 125 engagements.
  - Promoted Financial Analyst post
    - The promotion ran from 1/17-1/19 for \$20 and targeted men and women, ages 25-50, who live in Delaware, Maryland and Pennsylvania.
    - Combining boost organic reach and the paid boost- the post has reached 13,527 people, with 282 link clicks and 153 reactions, comments and shares. The paid boost reached 9,480 people and resulted in 287 engagements, 176 link clicks and 287 engagements.

For the first time, we also used the Facebook Live feature to stream the special City Council hearing on the mixed use parking garage RFI's submitted. The video ran for the entire meeting, reaching more than 4,000 people with 1,350 video views and 1,297 unique viewers. The video also got 52 reactions, comments and shares. We'll continue exploring this feature for meetings in the future.

### **Creative Design/Web Updates**

- Designed social media graphics for free parking on MLK holiday Snow Tip Sunday (plow routes and levels), Restaurant Week website banner and a postcard for the upcoming Cleveland Avenue Task Force public meeting
- Made edits to the New Art for Newark logo and the Wine and Dine logo colors
- Updated holiday refuse schedule
- Added current police roster to employee directory on the new City of Newark website
- Scheduled MLK Ucity notice on City of Newark Website and public meeting notices for InformMe

### **Press Releases/Media Inquiries**

- City of Newark Announces National Search for Planning & Development Director:  
<http://bit.ly/2iFAz8Y>
- Karie Simmons, Newark Post, inquired about the City's response to the Woodman lawsuit.
  - Response provided
- Karie Simmons, Newark Post, inquired about a recent meeting regarding interest in opening a medical marijuana dispensary in Newark.
  - Response provided, follow-up contact information shared.
- Scott Goss, News Journal, inquired about the construction of STAR tower and it's possible distinction as the third largest building in the City.
  - Confirmed the STAR tower would be the third largest building in the City, if constructed as planned.

**Activity or Project:**

Website Redesign

Description:

We continue to review the redesigned website for additional edits and enhancements.

Status: In-Progress

Expected Completion: 1/31/2017

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:**

The line crews continued their work at the Chestnut Hill Road Substation preparing for a new circuit to come out of the substation later this year when a new transformer is installed.

The electricians have been working on the rooms being made into offices in the basement of City Hall and have been checking all the exit and security lights in all the City buildings.

Engineering investigated a Bloom Energy billing issue. Engineering enlightened Bloom that with the



nuances of our billing system, combined with the complication of their generation, and the fact that they are primary metered, that their bills were correct. They questioned why some months they had a demand charge, but no energy use. Turns out they had energy use, but not enough to register. (Eventually it all registers, just may not be in the month that it's used.)

Engineering is also working on the substation design at Chestnut Hill Road in preparation for the new transformer.

**Activity or Project:**

SCADA and Automatic Switching

Description:

The evaluation panel consisting of electric engineering, IT, and a consultant will be seeing two of the five bidders for the automatic fault locating and switching system late this week.

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:**

- We are actively recruiting for a new addition to the Finance Department. The position of Financial Analyst, which was approved by Council in the 2017 budget, was posted on January 7th and will close on Friday (1/20). If anyone is interested in applying for this position, you may do so by using this link: <https://selfserve.cityofnewarkde.us/MSS/employmentopportunities/default.aspx>
- The Schedule of Real Estate Assessments as of January 1, 2017 is attached. Total gross assessment is \$1.5 billion. Of this amount, 45% is tax exempt, leaving our taxable assessment at \$849.7 million.
- I attended the special meeting for the public-private partnership presentations for a mixed-use downtown parking garage on January 18<sup>th</sup>.
- I attended the monthly DEMEC meeting in Smyrna on January 17<sup>th</sup>. Part of the meeting included a presentation from ACES' Executive Director of Compliance. An overview of the regional entity responsibilities by NERC (North American Electric Reliability Corporation) was presented to the board.

**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

**Activity or Project:**

Payments & Utility Billing (PUB)

Description:

The group handled 622 phone calls last week, with the average call length of each call being 3:14. The average hold & queue time (average speed of answer) declined from 4:10 to 2:23 when compared to last week. There were not any service orders initiated by PUB during last week. The group processed 3,091 utility payments and CityView transactions, 396 of which were imported automatically with our electronic processes and 2,028 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

**Activity or Project:**

## License Audit Review

### Description:

No change from last week - MetroRev contacted 43 businesses that have been identified as not physically located in Newark, but conducting business within the City. Each one is within a certain level of review. The total list of potential businesses is around 200. To date, we have received \$9,544 in business license payments from five companies for licenses not paid between the periods of 2013-2016.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

### Department:

Parks and Recreation Department

### Notable Notes:

Director: Preparing a recommendation to Council for the Rittenhouse Bridge painting contract, updated the Park inspection procedure for staff and outlined the development of park standards for the City parks, prepared specifications for the new Redd Park trail fiberglass bridge that is to be installed this Spring, inspected several park areas for safety and maintenance issues.

Recreation Superintendent: Attended the Downes Elementary School Wellness Committee meeting; closed out the Community Development Block Grant information for Camp R.E.A.L. for 2016 and the first half of fee assistance for 2016/2017; worked on consolidating the individual reports submitted for the combined year-end report; worked with Parks Supervisor on determining yearly cost for bed maintenance through the work order system.

Recreation Supervisor of Athletics: New sessions of Pint Size Basketball held at McVey Elementary and After School Gymnastics held at Downes Elementary began this week, delivered rosters and supplies to the sites; youth basketball league practices continue this week and the junior league started games on Thursday, all leagues have games again next week, delivered picture order forms for distribution to the coaches; purchased and delivered supplies for Friday clubs for After Care, recruiting and holding interviews for new staff to start in February for Before and After Care; planning for summer camps and starting to get information ready for the Camp Guide to go out in February.

Coordinator of GWC and Volunteers: Attended a meeting at Downes Elementary for the Winter/Spring CATCH Program; met with an Art Teacher and founder of a Fashion & Arts Camp for Girls that may be offered this summer; attended a meeting for the Spring Community Clean Up/Christina River Watershed Clean Up – participants will be able to register at [ChristinaRivercleanup.com](http://ChristinaRivercleanup.com) as well as through our department; continued finalizing details for other summer camps; continued working on the End of Year Volunteer Report; continued working on nominations for Delaware Recreation & Parks Society Conference Awards; prepared and sent out the February calendar for GWC attendants; finalized and sent out the Swim Lesson staff schedule and rosters to instructors and staff for swim lessons. **Volunteer Hours**: 6 Volunteer devoted a total of 12 volunteer hours on trimming overgrowth and invasive plants near the entrance of Redd Park at the Newark Reservoir. Total Volunteer Hours for the week of 1/9-1/15: **12 Hours**.

Recreation Supervisor of Community Events: Working on several items associated with the Delaware Recreation & Parks Society Conference, which will be held in February. Begun preparing for a session that she will be presenting at the conference along with Megan McNerney about programming in business

districts. Write ups and documentation for awards have also been started for DRPS award nominations; compiling tax letters for donors of over \$500 for their contributions both in cash and in-kind; preparing the 2017 Fireworks bid proposal packets.

Parks Superintendent: Inspected eight parks and developed work orders as needed, reviewed two new development sites for correct planting installation to start surety bond for the two-year maintenance warranty, reviewed all landscaped traffic island areas with Kathy to familiarize her with each site for the sponsorship program, continued gathering quotes for upcoming 2017 purchases, and started on developing new mowing contract for all our mowing that is currently done contractually.

Parks Supervisor: Continued assigning all field staff work orders and assisted as needed, coordinated all snow/ice control operations for department areas of responsibility, started researching options for replacing current pick up #1434 as well as deck replacement for existing pick up #1430.

Parks/Horticulture: Staff conducted snow/ice control operations, continued on bed maintenance throughout park system, did interior bed maintenance at City Hall, did equipment maintenance on Ventrac, continued on tree/shrub pruning throughout park system, continued on work orders as assigned, started on removal/transplanting plant material at Chestnut Hill Road/896 traffic Island, did trash removal throughout park system, and gathered pricing for wood deck replacement on Rittenhouse bridge over the Christina.

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**Activity or Project:**

Newark Camp and Program Fair

**Description:**

Preparations are underway for the fifth Annual Newark Camp and Program Fair that will be held on Saturday, March 11. The event will highlight all of our upcoming summer programs as well as programs of other area camp providers. The camp fair will be held at the Puglisi Orchestra Hall in the Roselle Center for the Arts.

Status:

Expected Completion:

Execution Status:

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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:

**Department:**

Planning and Development Department

**Notable Notes:**

Building Maintenance

- Facilities Maintenance performed the following this week:
  - Updated gas records;
  - Marked excavations for ATG work at Municipal Yard;
  - Escorted energy audit team from University of Delaware through City facilities;
  - Instructed custodians on waxing floors and other duties;
  - Met with Police about scheduling the locker room and new second floor office projects.

Code Enforcement

- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.
- The bid opening for the possible sale of 919 Rockmoss Avenue was held January 17. Staff is currently reviewing the proposals.
- 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.
- Work is nearing completion for the new Candlewood Suites on South College Avenue. They hope to open in February.
- The Fire Lane behind the Newark Shopping Center near the movie theater remains temporarily closed for the theater renovations. All public safety departments have been notified. The theater hopes to open in early February.

Economic Development

- On Thursday afternoon Planning and Development Director Maureen Feeney Roser attended the New Castle County Economic Development Council quarterly meeting. County Executive Matt Meyer was the keynote speaker.
- On Thursday evening Maureen attended the Downtown Newark Partnership Board meeting. Upcoming events and the strategic committee report were among the items discussed.

## Parking

- This week Parking Division staff met with ParkingSoft regarding necessary connections to install Lot Full countdown signage as authorized in the 2017 Capital Improvements Program. Staff is also researching sign design options and surveying potential locations for the signage to provide maximum visibility. Once optimal locations are determined, permission for installations as necessary will be sought from property owners. The Division anticipates this process to take a couple of weeks during which signage will be ordered and, once received, installed and energized.
- On Wednesday, Parking and Planning staff attended the Council workshop during which proposals for the Mixed Use Parking Garage were presented by the five firms that responded to the RFI.

## Planning/Land Use

- Considerable time was spent preparing for the February Planning Commission meeting. Tentatively on the agenda are:
  - The annexation and rezoning of 139 East Chestnut Hill Road;
  - Discussion regarding Planning Commission Rules of Procedure;
  - Amendments to Chapter 32, Zoning regarding wireless facilities.
- On Wednesday afternoon Maureen and Development Manager Mike Fortner met with a potential Main Street property owner to talk about BB zoning and redevelopment opportunities.
- Some time was spent preparing the Council packet for amendments to the Code regarding clarification of land use responsibilities and procedures.
- Some time was spent on a memorandum regarding requested amendments to the approved subdivision agreement for the Lofts at Center Street for Council consideration.
- Some time was spent reviewing land use applications for ripeness to advance to Planning Commission review.
- Some time was spent on Briarcreek North.
- This week Mike and Planner Tom Fruehstorfer processed all invoices to close out the City's 2016 Revenue Sharing program.
- Tom and Mike met with Martin Wollaston and Phillip Barnes of the University of Delaware Institute for Public Administration to discuss possible improvements to the Unicity bus schedule and integration with other local public transportation. The meeting was in preparation of next week's Newark Transportation project committee meeting.
- The following was also completed this week:
  - 2 Deed Transfer Affidavits
  - 35 Building Permit Reviews
  - 1 Certificate of Completion/Occupancy

### **Activity or Project:**

Board of Adjustment

### **Description:**

The Board of Adjustment will hear three appeals at their meeting on January 19, 2017. 1) The property owner of 146 West Main Street is requesting variances to increase the maximum lot coverage of an existing nonconforming structure, seeking a 3.3% variance for lot coverage and a 4.3 foot variance for the minimum aggregate width of the two side yards. 2) The property owner

at 205 Bent Lane is seeking a 6.5 feet variance for minimum setback in order to build an addition onto the existing single family home. 3) The property owner of Dunkin Donuts at 1002 South College Ave is requesting variances on their existing, nonconforming structure for minimum lot size, minimum lot width, minimum lot depth, minimum setback from all street lines, and minimum distance from all property lines. The variances are necessary to allow the existing Dunkin Donuts to install a drive-thru, which will also require a Council-granted special use permit. Also, Dunkin Donuts is requesting a variance to allow one additional ground sign in a business district.

Status: Started

Expected Completion: 1/19/2017

Execution Status: On Track

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**Activity or Project:**

National Flood Insurance Program

Description:

Development Manager Michael Fortner completed a report to the Insurance Service Office for the City's Community Rating Service Program under the National Flood Insurance Program. The City's participation in the program allows City residents to purchase discounted flood insurance.

Status: Completed

Expected Completion: 1/18/2017

Execution Status: Completed

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**Activity or Project:**

Municipal Lot Rate Structure Change

Description:

Parking Division staff spent considerable time preparing for the February 1 rate structure change in municipal lots, which will eliminate the half-hour increment. Software changes and extensive outreach are necessary for a successful transition.

Status: In-Progress

Expected Completion: 2/1/2017

Execution Status: On Track

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**Department:**

Police Department

**Notable Notes:**

The Police Department was disappointed with a recent local newspaper article that emphasized an increase in reported crime in 2016. The City of Newark experienced dramatic decreases in serious criminal

activity since 2006. At the end of 2015 as compared to 2006, robbery had decreased by 59%, burglary by 69% and theft by 42%. Each year we would wonder how much lower we could drive crime numbers down. Even with the slight increase in reported crime in 2016, crime is still significantly lower when compared to 2006. Robbery has decreased by 42%, burglary by 60%, and thefts by almost 8%. Reported thefts in 2016 was one of the main categories that drove up our overall crime numbers. Two of the reasons reported theft increased, is an increase of reported computer fraud/identity theft, and the police department's emphasis on combating shoplifting this year. In reviewing our robbery cases we found that sometimes the shoplifter will use force when confronted by retail employees, which then changed the crime category from shoplifting to robbery. Our Special Operations officers were very successful in detecting and arresting many shoplifters this past holiday season resulting in over 50 criminal charges. This proactive police work results in an increase in reported thefts. The reports of thefts due to unsecure or misleading internet are reported after the fact and other than educating the public the police can have no preventive impact. Also common among theft reports, is residents leaving valuable items in unlocked motor vehicles and with an increase in on-line holiday shopping, thefts from delivered packages left on front stoops. We reviewed officer activity and found that even though we had a significant reduction in officers working in 2016, due to retirements and extended illness and injuries, the overall productivity and activity of the officers increased. As usual, our calls for police service also increased in 2016 as compared to previous years. Newark did not experience any murders or shootings in 2016. Differing from past years when students and residents walking on streets were targeted for robbery, several of the recent robberies involved criminal suspects on victims engaging in criminal activity. Crime and calls for service are reviewed daily by the Chief and Deputy Chiefs, as well as individual Bureau Commanders. Every two weeks the entire police command staff meets to review activity and how the department should adjust to meet changing concerns and to target identified hot spots. Our officers are committed to keeping Newark safe and are proud of the significant reduction in criminal activity over the past 10 years. While we are disappointed in an increase in certain crime categories from the previous years, we remain committed to ensuring Newark remains at a record low criminal activity.

**Activity or Project:**

N/A

**Description:**

N/A

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:



**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

1/15/2017

to 1/21/2017

**CITY OF NEWARK, DELAWARE  
SCHEDULE OF REAL ESTATE ASSESSMENTS  
JANUARY 1, 2017**

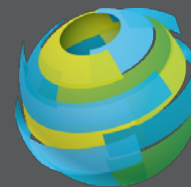
Total Land Assessment	\$ 199,394,200	Percent of Total	Forgone Tax Revenue
Total Building Assessment	<u>1,344,657,320</u>		
Total Assessments	\$ 1,544,051,520		
Exemptions from New Castle County:			
General Exemptions:			
University of Delaware/1743 Holdings	\$ 563,477,700	36.493%	\$ 4,359,626.96
Christina School District	29,566,400	1.915%	228,755.24
Other Schools	17,975,500	1.164%	139,076.44
City of Newark	14,778,164	0.957%	114,338.65
Churches	12,951,300	0.839%	100,204.21
United States	7,934,800	0.514%	61,391.55
Exempt Organizations	7,729,100	0.501%	59,800.05
State of Delaware	7,121,600	0.461%	55,099.82
Newark Housing Authority	1,903,600	0.123%	14,728.15
New Castle County	<u>1,643,000</u>	<u>0.106%</u>	<u>12,711.89</u>
Total General Exemptions	665,081,164	<u>43.073%</u>	<u>5,145,732.96</u>
Senior Citizen Partial Exemptions*	25,914,300	<u>1.678%</u>	<u>200,498.94</u>
Disability Partial Exemptions	<u>1,714,950</u>	<u>0.111%</u>	<u>13,268.57</u>
Taxable Real Estate After County Exemptions	\$ 851,341,106		
City Abatement Programs:			
Economic Development Tax Incentive	\$ 129,990	0.008%	1,005.73
New Structures	5,300	0.000%	41.01
Annexed Unimproved Parcels	<u>-</u>	<u>0.000%</u>	<u>-</u>
Total City Abatement Programs	135,290	<u>0.008%</u>	<u>1,046.74</u>
Historic Property Credit	926,436	<u>0.060%</u>	<u>7,167.84</u>
Parking Lot Lease Agreements	<u>566,543</u>	<u>0.037%</u>	<u>4,383.34</u>
Net Taxable Real Estate Assessments	<u>\$ 849,712,837</u>	<u>55.031%</u>	<u>\$ 5,372,098.39</u>

\*Maximum tax reductions for each approved exemption:

Grandfathered exemptions (50,000)	\$ 386.85
Newly approved exemptions (32,000)	\$ 247.58

# DEMEC Board Presentation NERC Compliance

January 17, 2017



**ACES**  
excellence in energy

# Introduction



- ACES Compliance Team
  - Ben Engelby, Executive Director of Compliance
  - Trey Cross, Director of CIP Compliance
  - Brian Van Gheem, Manager of Reliability Compliance
  - Colleen Campbell, Senior Compliance Specialist

# History of NERC

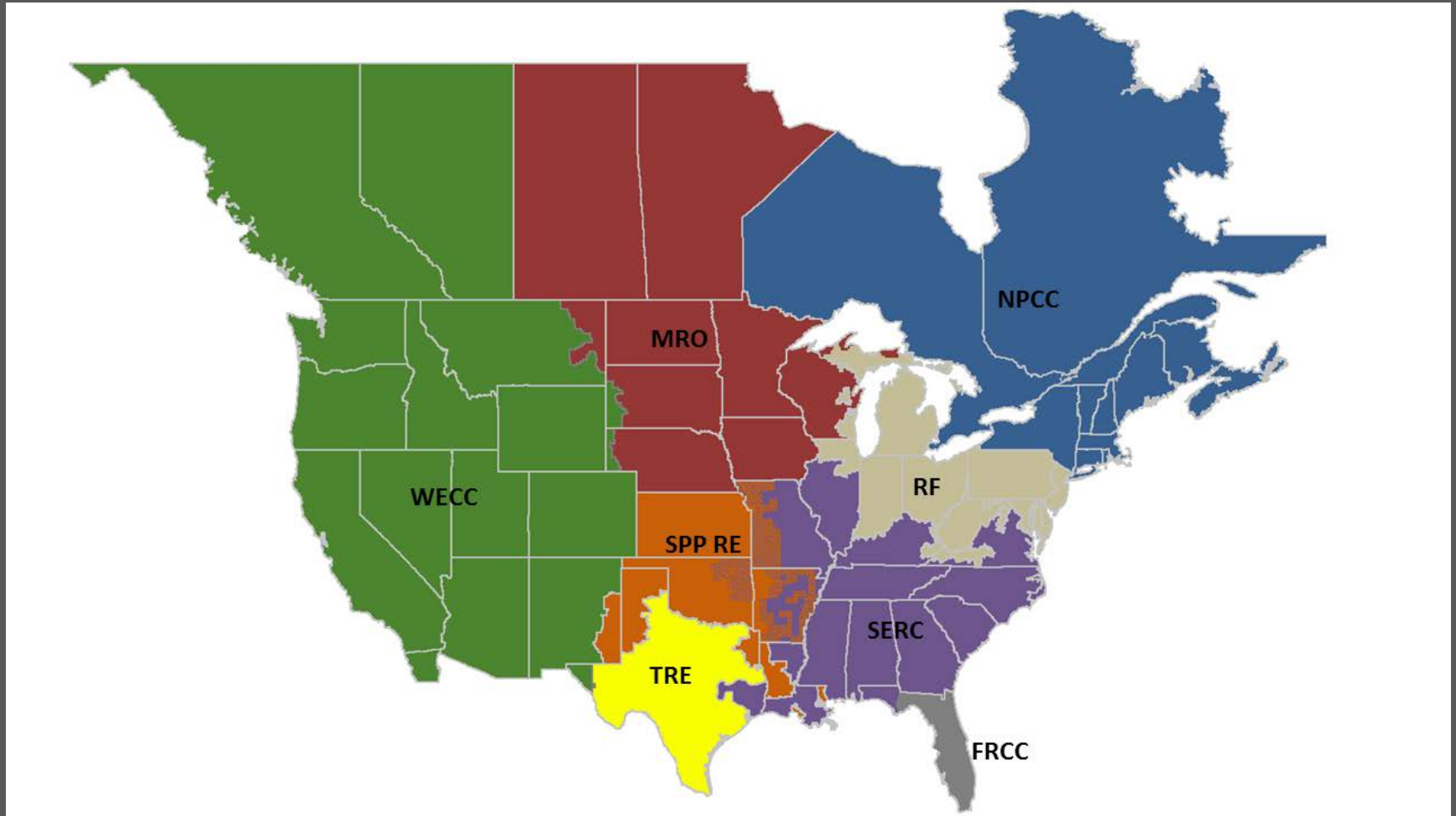
- November 1965 – Blackout in Northeast US (30 million customers) sparks creation of the National Electric Reliability Council (NERC) in 1968. NERC was formed by the 12 regional utility councils and voluntary standards were created.
- August 2003 – Blackout in the Midwest and Northeast (50 million customers) sparks U.S. Congressional efforts to mandate enforceable Reliability Standards.

# Energy Policy Act of 2005



- Congress tasked the Federal Energy Regulatory Commission (FERC) with certifying an Electric Reliability Organization (ERO).
- July 2006 – FERC certified the North American Electric Reliability Corp (NERC) as the ERO.
- The ERO is responsible for developing and enforcing FERC-approved standards.
- NERC delegated responsibility for audit and enforcement to the eight Regional Entities.

# Regional Entities



# Regional Entity Responsibilities



- Perform Audits
  - On-site
  - Tabletop (electronic)
- Request Self-certifications
  - Data requests
  - Internal Control Evaluations
- Report Possible Violations (PV) to NERC
- Make recommendations for penalties
  - Up to \$1.2 Million/occurrence/day



# Recent Blackouts

- February 2008 – Florida Power & Light blackout results millions without power for several hours. Penalty for the outage is \$25 million.
- September 2011 – Southwest outage results in sweeping changes to Reliability Standards
- Revised Bulk Electric System (BES) definition, which requires users, owners, and operators of BES equipment to be in compliance.

# Impacts to DEMEC



- Changes to the NERC standards resulted in DEMEC performing a review of the modified registration criteria.
- DEMEC determined that it meets criteria for three registered functions.
- DEMEC enlisted ACES to assist in developing a NERC compliance program.

# Project Overview



- Phase 1: Review NERC Registration Criteria
  - Rules of Procedure (ROP) Section 500, Appendix 5A & 5B
- Phase 2: Develop Policies and Procedures
  - Applicable NERC Requirements
  - Reliability First (RF) Regional Entity
- Phase 3: Implementation
  - Execute compliance documents
  - Gather supporting evidence
  - Complete required actions
  - Register with NERC

# Phase 1 – Registration Criteria



- BES Generators Subject to Registration
  - Unit nameplate rating greater than 20 MVA
  - Plant aggregate nameplate greater than 75 MVA
  - Blackstart Resources
- Generator Owner (GO)
  - Entity that owns and maintains a generating Facility.
- Generator Operator (GOP)
  - The entity that operates a generating Facility and performs the functions of supplying energy and Interconnected Operations Services.

# Phase 1 – Registration Criteria



- Distribution Providers Subject to Registration
  - Distribution system serving >75 MW of peak Load
- Distribution Provider Function
  - Provides and operates the “wires” between the transmission system and the end-use customer.
  - The Distribution Provider is not defined by a specific voltage, but rather as performing the distribution function at any voltage.

# Phase 1 – Registration Criteria



- Underfrequency Load Shedding (UFLS)-Only Distribution Provider (DP)
  - Registered as an UFLS-Only DP if an entity owns, controls, or operates UFLS Protection Systems.
  - Peak load is not a factor for registration
  - UFLS program is based on the aggregate needs for BES reliability to respond to a frequency excursion

# Phase 1 – Findings



- Beasley Power Station meets registration criteria for GO and GOP
  - Above unit/plant thresholds of 20/75 MVA
  - Blackstart Resource
- DEMEC and its Members meet registration criteria for DP
  - Some members are above 75 MW peak load
  - DEMEC is included in PJM's UFLS Program
    - Manual 36, Attachment H



# Phase 2 – Document Creation



- Internal Compliance Program
- Policies and Procedures for Applicable Reliability Standards and Requirements
- Reliability Standards Audit Worksheets (RSAW)
- Training Modules
- Critical Infrastructure Protection (CIP) Standards
- Document Matrix with Recurring Actions



# Phase 3 - Implementation



- Bringing the Program Together
  - Ensure that procedures accurately reflect what DEMEC actually does
  - Ensure that evidence supports statements in RSAW and Procedure
  - Develop a baseline for maintenance and testing
  - Organize documentation to be audit ready
  - Register with NERC when everything is complete

# Questions?



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# Delaware Energy Efficiency Advisory Council Meeting

Public Service Commission – Dover, DE

December 7, 2016

## Meeting Minutes

### EEAC Council Members

Robert Underwood – present  
Glenn Moore – present  
Mark Nielson – present  
Scott Lynch – present  
Bill O’Brien – present  
Harris McDowell - absent  
Carl Johnson – present  
Amy Roe – present (phone)  
Sanjay Kapuria – absent – designee present  
Cassandra Marshall – present (phone)  
John Sykes – present  
Mike Messer – present  
Joe Schorah – absent

### Consultants in Attendance

Jeff Loiter, Optimal Energy  
Mark Kravatz, Optimal Energy

### Attendees

Ed Synoski, DNREC  
Emily St. Clair, DNREC  
Patty Murray, DNREC  
Cheryl Gmuer, DNREC  
Shona Marshall, PSC  
Dan Feng, DNV-GL  
Pam Knotts, PSC  
Tony DePrima, DE SEU  
Andrea Maucher, DE Public Advocate  
DJ Sneeringer – Delmarva Power  
Ed Schmidt, MCR Perf. Solutions  
Ronald Abremski, ICFI  
Harold Stafford, FSCAA  
Vic Pisani, Clearesult  
Gina Iorii, DE Public Advocate  
Wayne Hudders, Delmarva Power

**Welcome and Introductions** – Robert Underwood called the meeting to order and presented the agenda.

### Council business, planning, and general discussion

- **Meeting Minutes** – The meeting minutes from the October 26, 2016 meeting were approved.

**Database Demonstration** – Energy Orbit gave a comprehensive demonstration of the database that will be used for the tracking of data from the program portfolios approved by the EEAC. The database is possible due to funding provided by the SEU and was procured as result of collaboration between DNREC and the SEU. The database is anticipated to launch in the first quarter of 2017 and this is particularly important since January 1, 2017 marked the beginning of program year one of the EEAC’s first 3-year program cycle.

**EEIF/E2I/WAP Program Portfolio** – DNREC and Optimal presented a slightly revised EEIF/E2I/WAP program plan from the one that was approved at the October 26<sup>th</sup>, 2016 meeting. It reflected minor changes that addressed funding sources of the WAP program. The EEAC re-voted on the revised plan and it was approved unanimously.

**Low-Income Workgroup Update** – Ed Synoski updated the Council on the workgroup meeting that occurred earlier in the day. This included informing the Council that the workgroup finished the first round of edits to the guidance document that was created for use by potential applicants as well as for reviewing applications that are eventually received. A second version of the guidance document will be completed based on the edits received and further editing will occur at the next committee meeting.

**EM&V Committee Update** – Jeff Loiter from Optimal Energy updated the Council on the EM&V committee meeting from December 6<sup>th</sup>. This included updating the Council on the committee's work on non-energy impacts and avoided costs. The EEAC then unanimously approved the committee's recommendations on non-energy impacts and tabled a vote on avoided costs until the next EEAC meeting.

**Discussion on 2017 Council Topics** – Jeff Loiter from Optimal Energy introduced and led a discussion regarding potential topics that the EEAC might want to explore in 2017 that would complement its work that is already underway.

**Next Meeting** – The next meeting will be held on January 11<sup>th</sup> at the PSC in Dover. To participate by phone please call 1-877-366-0711 and enter participant code 96520857.

Copies of the meeting materials have been posted on the DNREC website:

<http://www.dnrec.delaware.gov/energy/information/otherinfo/Pages/EEAC/Council.aspx>

**CITY OF NEWARK, DELAWARE  
SCHEDULE OF REAL ESTATE ASSESSMENTS  
JANUARY 1, 2017**

Total Land Assessment	\$ 199,394,200	Percent of Total	Forgone Tax Revenue
Total Building Assessment	<u>1,344,657,320</u>		
Total Assessments	\$ 1,544,051,520		
Exemptions from New Castle County:			
General Exemptions:			
University of Delaware/1743 Holdings	\$ 563,477,700	36.493%	\$ 4,359,626.96
Christina School District	29,566,400	1.915%	228,755.24
Other Schools	17,975,500	1.164%	139,076.44
City of Newark	14,778,164	0.957%	114,338.65
Churches	12,951,300	0.839%	100,204.21
United States	7,934,800	0.514%	61,391.55
Exempt Organizations	7,729,100	0.501%	59,800.05
State of Delaware	7,121,600	0.461%	55,099.82
Newark Housing Authority	1,903,600	0.123%	14,728.15
New Castle County	<u>1,643,000</u>	<u>0.106%</u>	<u>12,711.89</u>
Total General Exemptions	665,081,164	<u>43.073%</u>	<u>5,145,732.96</u>
Senior Citizen Partial Exemptions*	25,914,300	<u>1.678%</u>	<u>200,498.94</u>
Disability Partial Exemptions	<u>1,714,950</u>	<u>0.111%</u>	<u>13,268.57</u>
Taxable Real Estate After County Exemptions	\$ 851,341,106		
City Abatement Programs:			
Economic Development Tax Incentive	\$ 129,990	0.008%	1,005.73
New Structures	5,300	0.000%	41.01
Annexed Unimproved Parcels	<u>-</u>	<u>0.000%</u>	<u>-</u>
Total City Abatement Programs	135,290	<u>0.008%</u>	<u>1,046.74</u>
Historic Property Credit	926,436	<u>0.060%</u>	<u>7,167.84</u>
Parking Lot Lease Agreements	<u>566,543</u>	<u>0.037%</u>	<u>4,383.34</u>
Net Taxable Real Estate Assessments	<u>\$ 849,712,837</u>	<u>55.031%</u>	<u>\$ 5,372,098.39</u>

\*Maximum tax reductions for each approved exemption:

Grandfathered exemptions (50,000)	\$ 386.85
Newly approved exemptions (32,000)	\$ 247.58

NEWARK POLICE DEPARTMENT

WEEK 01/08/17-01/14/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO DATE	2017 TO DATE	THIS WEEK 2017	2016 TO DATE	2017 TO DATE	THIS WEEK 2017
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	2	0	0	1	1	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	0	0	1	1	0
Assault/Aggravated	0	1	1	1	0	0
Burglary	4	3	0	2	0	0
- Commercial Burglaries	2	2	0	0	0	0
- Residential Burglaries	1	1	0	2	0	0
- Other Burglaries	1	0	0	0	0	0
Theft	27	27	13	5	9	3
Theft/Auto	1	1	0	1	0	0
Arson	0	0	0	0	0	0
All Other	4	5	2	0	1	0
<b>TOTAL PART I</b>	<b>39</b>	<b>37</b>	<b>16</b>	<b>10</b>	<b>11</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	18	12	5	3	6	2
Rec. Stolen Property	0	0	0	2	0	0
Criminal Michief	9	6	4	2	0	0
Weapons	1	0	0	1	1	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	3	2	0	10	3	1
Drugs	6	3	2	8	5	0
Noise/Disorderly Premise	19	21	12	9	7	5
Disorderly Conduct	8	5	2	2	0	0
Trespass	5	2	2	1	1	0
All Other	35	18	9	18	11	7
<b>TOTAL PART II</b>	<b>104</b>	<b>69</b>	<b>36</b>	<b>56</b>	<b>34</b>	<b>15</b>
<u>MISCELLANEOUS:</u>						
Alarm	57	12	6	0	0	0
Animal Control	11	12	6	0	0	0
Recovered Property	17	9	3	0	0	0
Service	1418	1438	730	0	0	0
Suspicious Per/Veh	32	19	10	0	0	0
<b>TOTAL MISC.</b>	<b>1535</b>	<b>1490</b>	<b>755</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	895	1,943	922	1,832



Newark Police Department  
Weekly Traffic Report  
01/08/17-01/14/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	364	289	200	158
DUI	7	5	3	3
<b>TOTAL</b>	<b>371</b>	<b>294</b>	<b>203</b>	<b>161</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	1	7	1	5
Property Damage <b>(Reportable)</b>	40	33	23	16
*Hit & Run	10	8	6	4
*Private Property	7	7	4	4
<b>TOTAL</b>	<b>41</b>	<b>40</b>	<b>24</b>	<b>21</b>

\*Included in the total collision numbers