

# City Manager's Weekly Report

Friday, February 24, 2017

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council -

We continue to meet with DSWA in an effort to have a manned recycling center placed in or around Newark for the benefit of our community. You may recall that DSWA is pulling out all of its unmanned igloo type centers. We have negotiated their maintaining a limited igloo footprint near our maintenance facility for the time being. If we are successful, the center will have regular, daily hours of operation and include regular days for paper shredding, hazardous waste collections, etc.

The meeting notices were mailed for the public meeting of March 6th at 6:30 p.m. at the Newark Senior Center to share details of potential Cleveland Avenue Improvements.

Various staff and I held Planning and Development Director interviews this week. We have some strong candidates to consider.

**Activity or Project:**

DEMEC

**Description:**

Please find attached detail on a cost of service workshop being offered for staff and/or councils of DEMEC communities on Saturday, April 22nd.

Status: Not Started

Expected Completion: 2/23/2017

Execution Status: Behind Schedule

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

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Administration - Deputy City Manager

**Notable Notes:**

- The Parking Division worked with the IT Division this week on a minor outage with the hosted ParkingSoft solution. This temporary network matter highlights our further need to fill the Network Administrator III position, which would work closely with hosted solutions to ensure seamless operations.
- The Parking Division continues to work with the Communications Division on the transfer of Residential Parking Permits from the Police Department to the Parking Division. We are targeting June 2017, which will switch the process over to the LPR operations, provide more customer interface for user needs, but also provide more controls on visitor passes and potential misuse.
- The monthly WOW Breakfast recognition was held on Tuesday by HR Manager Devan Stewart. Recognized by citizens and fellow colleagues, this program acknowledges employees for service over and above his or her daily tasks.

**Activity or Project:**

Recruitment: Director of Planning & Development

Description:

Initial interviews started this week of seven (7) candidates for the vacant Director of Planning & Development position. The review committee has been impressed with the quality of the candidates; the initial review panel consists of City Manager Carol Houck; HR Manager Devan Stewart; Director of PWWR Tom Coleman; PWWR Design Engineer Ethan Robinson and myself.

Status: In-Progress

Expected Completion: 3/17/2017

Execution Status: On Track

**Activity or Project:**

Description:

Status:   
Expected Completion:   
Execution Status:

**Activity or Project:**

Description:

Status:   
Expected Completion:   
Execution Status:

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held two court sessions from 2/16/17 to 2/22/17 (court was closed on 2/20/17) which included trials, arraignments, capias returns, code violations, and video hearings. The parking division was here on Monday and Wednesday to handle appeals.

Work on the security cameras continues.

**Activity or Project:**

Court Sessions

Description:

From 2/16/17 to 2/22/17 Alderman's Court handled 51 arraignments, 29 trials, 14 capias returns and 8 video hearings. The court collected a total of 384 payments of which 309 were paid through PayPal and 75 were paid at court. The court also collected payments for criminal/traffic fines which included 122 from Govolutions (online payment) and 55 were paid at court for a total of 177 payments.

Status: Completed   
Expected Completion: 2/22/2017   
Execution Status: Completed

**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 16 for Board of Adjustment. Paul was in the office on February 16 and 23 for Court.

Bruce and Sarah staffed the Board of Adjustment meeting on February 16. The Board approved the requested variances for all three projects on the agenda, which included variances for 232 Beverly Road (side yard - passed 4-0), 146 West Main Street (maximum lot coverage and side yards for a nonconforming structure - passed 3-1) and 60 North College Avenue (off-street parking - passed 3-1).

Staff finalized the agenda and packet for the February 27 Council meeting on February 17, which can be found on the City's website here: <https://de-newark3.civicplus.com/ArchiveCenter/ViewFile/Item/4990>.

Work continues on the upcoming 2017 City Election for Districts 2 and 4. Polling places for both districts have been obtained and are on the February 27 Council agenda for approval. Notices for the March 20 voter registration deadline have been posted in the building, publicized on the website and scheduled to run in the News Journal and Newark Post. Residents can register to vote in the City Secretary's Office in person during regular business hours or online at <https://ivote.de.gov>. Absentee ballots are also now available and affidavits can be requested from the City Secretary's Office or can be obtained on the website at <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 at <http://www.newarkde.gov/508/2017-City-Election-Information>.

FOIA requests took some time this week. The following action was taken on requests:

- Received documents from staff, completed and closed a February 2 FOIA request from James Viscount regarding January 2017 building permits.

- Received, informed requestor that there were no documents responsive to his request and closed a February 13 FOIA request from Aaron Dixey regarding vacant properties.
- Received and reviewed with the City Solicitor a February 20 FOIA request from an out of state entity regarding traffic accident files.

Teresa completed the direct mail notices for the Lofts at Center Street subdivision agreement amendment on the February 27 Council agenda and the special use permit request for Dunkin Donuts on South College Avenue on the March 13 Council agenda.

The agendas for the February 27 Council and February 28 Boards and Commissions Review Committee meetings were forwarded to Council.

Regarding minutes, staff time was spent on the February 13 Council (Tara drafting), February 14 Conservation Advisory Commission (Sarah drafted - complete) and February 16 Board of Adjustment (Sarah drafted - complete) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 14 discovery requests for upcoming Alderman's Court cases this week. 72 total discovery requests have been fulfilled so far for 2017. There were no new court calendars submitted to this office this week. 8 court calendars with 122 associated case files have been compiled for 2017 so far.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. So far, 62 lien certificate requests have been processed for 2017.

**Activity or Project:**

Boards and Commissions Review Committee

**Description:**

Renee completed, distributed and posted the agenda and packet for the February 28 Boards and Commissions Review Committee meeting on February 21. The Committee will be reviewing its overarching recommendations affecting multiple committees at that meeting. With this meeting, the Committee will be finished with their reviews of all of the existing Council-appointed committees. It is anticipated that the final meeting of this Committee will be March 28 to approve their final recommendations to Council. Renee also worked on the back recommendations of the Committee to Council. The Board of Adjustment recommendations will be on the March 13 Council agenda. The Planning Commission and Downtown Newark Partnership recommendations are tentatively scheduled for first reading for their related ordinances on March 13 with second reading on March 27. The Board of Business License Review and Personnel Review Committee are tentatively scheduled for first reading for their related ordinances on March 27 with second reading on April 24. The overarching recommendations for all committees and the subsequent direction to sunset the Committee is tentatively scheduled for the May 8 Council meeting.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Community Relations

**Notable Notes:**

**SiteImprove:** We had a virtual meeting with a sales representative for SiteImprove, a company focused on enhancing website visibility and credibility by providing clean, searchable and accurate content with on-demand performance reports. They highlighted some areas needing improvement on our site, despite the recent redesign, and walked us through the various modules they provide. We think there may be value in working with them and contacted several other Delaware customers, including DOE and UD - both provided positive feedback regarding the value of the service. We'll review a bit further and evaluate costs to gauge feasibility for this year or if we should include as part of the budget discussions for FY18.

**Five & Wine and Wine & Dine:** There are 179 people signed up for the Five & Wine 5-Mile Run/Walk so far. The current price to register is \$27.50 and will increase to \$30 when 200 runners are registered. We received two sets of VIP tickets for Firefly to raffle off in connection with the Five & Wine and Wine & Dine. We will begin selling raffle tickets next week at \$50 per ticket. Only 300 raffle tickets will be sold and the winners will be announced at Wine & Dine. So far, we've made \$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. We are also in talks with Newark Toyota World and Lyft for sponsorship. The deadline for restaurants to register for Wine & Dine is this week. Next week, we will begin promoting the restaurants on social media, and sharing their menus as they come in. On Friday, February 10, Megan went on Comcast Newsmakers to promote the events. That interview can be found here: <http://comcastnewsmakers.com/2017/02/20/five-and-wine/>.

**Delaware Recreation & Parks Society Conference:** On February 22, Megan joined recreation supervisor Sharon Bruen to present on programming in business districts at the Delaware Recreation & Parks Society Conference at the Embassy Suites Hotel.

**Drone Flying at Reservoir:** University of Delaware graduate research assistant Stephanie Dohner is working with the public works & water resources department to create a high resolution aerial image of the reservoir for educational purposes. This week, Megan took photos of her launching the drone at the reservoir to begin the project and shared those photos on Facebook. Once the aerial image is complete, public works will be using it for educational purposes, and we will be using it for promotional purposes on social media.

**Main Street Training:** Megan will be attending new manager training through Downtown Delaware in Dover. They will be discussing any challenges that have come up in the past year, as well as ideas and work plans for moving forward. This will be especially helpful as the Downtown Newark Partnership is going through a transition period and is implementing a new strategic plan.

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

- Created: Wine and Dine ad for Out and About magazine; graphic for Delaware's Safest Cities press release; graphic for Green Wednesday
- Updated: Newark Election Spotlight; Parks and Recreation "How to..." links on the website; standard plan applications for PWWR

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

- Karie Simmons, Newark Post, inquired about proposed legislation related to salary increases for Mayor and Council.
  - Resulting Coverage: [http://www.newarkpostonline.com/news/article\\_d2342256-1eeb-5165-9de9-ba59e08f8e4a.html](http://www.newarkpostonline.com/news/article_d2342256-1eeb-5165-9de9-ba59e08f8e4a.html)
- Joe Irizarry, WDEL, inquired about Newark's ranking as the second safest City in Delaware.
  - Resulting Coverage: [http://www.wdel.com/news/where-s-the-safest-place-to-live-in-delaware/article\\_7178361e-f958-11e6-9082-d7f9368e0413.html](http://www.wdel.com/news/where-s-the-safest-place-to-live-in-delaware/article_7178361e-f958-11e6-9082-d7f9368e0413.html)
- City of Newark Ranked Second Among Safest Cities in Delaware: <http://bit.ly/2lOuh88>

#### **Activity or Project:**

School Hill/George Wilson Center Historical Research Project

#### **Description:**

The posting for the research/communications internship we hoped to hire to support some of the efforts associated with this project closes on February 24. Despite boosting the post on social media and seeing some positive engagement, we did not receive any viable applicants for the position. We will convene as a group in a few weeks to determine next steps.

Status:

Expected Completion:

Execution Status:

#### **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:**

Electric Department

**Notable Notes:**

The line crews continued their work at the Chestnut Hill Road Substation rearranging circuits to utilize the future transformer that will go there.

Engineering attended a seminar to fulfill some of the Professional Engineering License requirements. Engineering and the electricians also attended a five hour National Electric Code class to fulfill yearly requirements for licensing.

The electricians changed the batteries on a substation transformer. The transformer's original batteries were eight years old with an expected 10 year life. They were upgraded to 20 year batteries. The same transformer was switched out and routine testing done on all the components by a contractor as part of the preventative maintenance cycle.

Engineering is working with Delmarva on changing the easement agreement that is in place for the transmission poles that go through Olan Thomas Park. Delmarva has a reliability project to separate the two transmission lines from a single pole line to two lines and need the right-of-way expanded through the park.

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**Activity or Project:**

SCADA and Automatic Switching

Description:

No change. The vendor recommendation has been sent to purchasing.

Status:

Expected Completion:



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:**

On Tuesday, I attended the monthly DEMEC meeting in Smyrna. DEMEC will be holding a Cost of Service Fundamentals and Financial Planning workshop for staff and Council members on Saturday, April 22<sup>nd</sup>. I have sent out an invitation to Council to attend if available.

On Thursday evening, the Deputy Director and I will attend the Delaware League of Local Governments dinner. Guest speaker will be Governor Carney.

Staff had a conference call with NorthStar and Paymentus this week. Customer Connect issues have been discussed and Paymentus was asked to follow up with NorthStar on some items. 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.

I had reported that the PUB office would be closed for the day on Wednesday, March 15<sup>th</sup> for staff training. This date will need to be changed due to a schedule conflict. As soon as I have the revised date, I will provide to all. Advanced notice will be given to the public, so our customers are not impacted by the closing. More information to follow.

**Activity or Project:**

Payments and Utility Billing (PUBS)

## Description:

The group handled 542 phone calls last week, with the average call length of each call being 1:44. The average hold & queue time (average speed of answer) decreased from 3:12 to 1:44 when compared to last week. There were no service orders initiated by PUB during last week. The group processed 3,820 utility payments and CityView transactions, 577 of which were imported automatically with our electronic processes and 2,590 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:**

Independent Financial Audit

## Description:

Auditors from CliftonLarsen will be in the office next week for the preliminary audit.

Status: Started

Expected Completion: 6/30/2017

Execution Status: On Track

**Activity or Project:**

Business License Review

## Description:

Metro Rev has reviewed and contacted 62 businesses to date located outside of the City. Twenty one companies have been billed, and 12 have paid their outstanding business license fees. To date, we have received \$14,112 in business license payments from this project for the periods of 2013-2016. These additional 20 companies (one is no longer active) will add another \$5,754 in annual business license revenue annually going forward.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

**Department:**

Parks and Recreation Department

**Notable Notes:**

Recreation Superintendent: Attended City Council meeting and presented a recommendation for the awarding of the Rittenhouse Bridge painting contract; consolidated information for the first draft of the summer camp guide; took Recreation Supervisors on a visit to the Kent County Parks and Recreation Office to look at their new facility and discuss activities they coordinate, brainstorm ideas for the 50<sup>th</sup> Anniversary of the Parks and Recreation Department in 2018; attended City Manager's staff meeting; visited local company regarding the proposal submitted for the park mowing and horticulture mowing contract; met with Recreation Supervisors regarding summer programs.

Recreation Supervisor of Athletics: Sent out after care parents newsletter, preparing for upcoming inspection at Downes by the Office of Child Care Licensing; planning for summer camps and getting information ready for the Camp Guide; the indoor volleyball league on Thursdays completed the regular season and playoffs are scheduled to begin 2/23; Pint Size basketball concluded their session; After School Gymnastics at Downes completed the latest session this week, a new session starts next week; prepared and sent out the bid for the rental van for Rittenhouse Camp; completed ballfield and Rittenhouse Park inspections with Parks Superintendent in preparation for spring baseball/softball seasons and summer camp.

Coordinator of GWC and Volunteers: Continued conducting phone interviews for summer camp volunteers; Spring volunteer opportunities continue to be sent to organization leaders to begin recruitment for upcoming events; continued planning field trips and finalizing staff for Camp GWC and other camps; finalized preparations for the School's Out Days scheduled for Friday, Feb. 17 and Monday, Feb. 20; continued to plan for summer staff orientation; conducted interviews for potential CATCH staff members and training will be held prior to the start of the program; finalized the March staff schedule for the George Wilson Center attendants; continued to plan Summer 2017 programs and met with the Recreation Superintendent to discuss programs. **Volunteer Hours:** 1 volunteer devoted a total of **2.5** volunteer hours removing litter from Christina Parkway; 2 volunteers devoted a total of **19** hours assisting staff with office tasks including sorting photos and stuffing envelopes. Total Volunteer Hours for the week: **21.5** Hours.

Recreation Supervisor of Community Events: Preparing for summer camps and summer programs this includes recruiting staff and sending out marketing material.

Parks Superintendent: Went out with Sports Coordinator and develop list of items to be completed prior to the start of softball/baseball season as well as Rittenhouse Day Camp area, met with Parks Superintendent from Wilmington to discuss establishing maintenance standards, along with Recreation Superintendent and Parks Supervisor met with representative of contractor who submitted bid for Park and Horticulture area mowing contract, met with arborist contractor to get quote on damaged tree at the Reservoir site at the end of Register Drive, continued working on tree maintenance program, along with Park Supervisor and horticulture staff worked on annual design for planting throughout park system, and developed job descriptions for seasonal positions.

Parks Supervisor: Continued working on closing open work orders from 2016, assigned work orders to field staff and assisted as needed, and along with Parks Superintendent and horticulture staff worked on annual planting design for upcoming season.

Completed tree/shrub removal/pruning at several sites throughout park system, continued on planting bed clean up throughout park system, did trash removal throughout park system, installed new indoor volleyball net system at West Park school for Recreation Division, did interior bed maintenance at City Hall, and continued on work orders as assigned.

**Activity or Project:**

2017 Summer Camp Guide

Description:

The 2017 Summer Camp Guide will be delivered the first week of March to our email list of customers and will also be available online. The guide will highlight all of our exciting Summer Activities and give families a chance to register early to help plan their children's summer activities.

Status: Near Completion

Expected Completion: 3/6/2017

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 began this week.
- 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

- The March 7, 2017 Planning Commission meeting has been cancelled as there are no projects ready for review at this time.
- A Planning Commission workshop is scheduled for Tuesday, March 21, 2017 at 7:00 p.m. in the Council Chamber. The focus of the workshop will be zoning-mandated parking requirements for downtown developments and uses.
- At their February 16 meeting, the Board of Adjustment took the following actions:
  - Approved the variance request 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 variance allowed for 5 foot side yard and an aggregate width of 23.7 feet.
  - Approved the variance requests 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 structure had an existing non-conforming foundation with lot coverage of 22.1% (20% permitted) and increases it to 25.4% building coverage, requiring a 3.3% variance. The total lot coverage rose from 75.7% (44% permitted) to 79%, requiring a variance of 3.3%. In addition, the applicant requested 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 variance approved utilized 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.
  - Approved the variance of North College Crossing, LLC, for the property located at 60 North College Avenue, for the reduction of off-street parking requirements in a BB zoning district. The required parking for the restaurant space in the existing plan is 46 spaces (one space per three seats plus one space per employee for a restaurant with 114 seats and eight employees). The plans shows 17 spaces for the restaurant, requiring a variance of 29 parking spaces.
- The Planning and Development Department distributed the application for a Special Use Permit for an in-home daycare at 211 Edjil Drive to relevant City departments for review.
- On Thursday, February 16, Development Manager Mike Fortner represented the City at the WILMAPCO Technical Advisory Committee meeting and the Bike Newark Committee meeting.

- On Wednesday, February 22, Mike Fortner attended a Bike Newark meeting on the planning for Newark's Bike to Work Day to be held on May 19 at Mentor's Circle on the University of Delaware campus.
- Mike Fortner began working with the City's Conservation Advisory Commission (CAC) on an application for a new DNREC program for Sustainable Communities planning grants. The application is due on June 2, 2017.
- Planner Tom Fruehstorfer participated in a conference call with other members of City staff, DelDOT, and JMT, discussing coordination of the Elkton Road reconstruction project. It was indicated that the number of lanes being proposed is being reassessed based on public comments, but there has been no final decision on whether the number of lanes will be changed.
- The following was also completed this week:
  - 7 Deed Transfer Affidavits
  - 26 Building Permit Reviews

**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:

**Department:**

Police Department

**Notable Notes:**

The City of Newark has been ranked the second safest city in Delaware by the National Council for Home Safety and Security. This recognition is a testament to the hard work and dedication of our police officers and support staff.

Following an extensive criminal investigation, detectives have charged a 47-year-old resident of Oxford, PA with falsely reporting himself as a victim of an armed robbery on West Main Street. Unfortunately, we have several of these false robbery reports each year. These reports falsely increases our yearly robbery statistics.

A citizen responded to the police department to commend the performance of Corporal Robert Vernon. Cpl. Vernon had responded to a call from a concerned citizen who stated a male was at a local church and was described as intoxicated, belligerent and had to use crutches to walk. The citizen commended Cpl. Vernon for his actions and described the officer as "polite, courteous and respectful."

Officers arrested a Claymont man after a motor vehicle stop revealed an AK-47 style firearm, a .40 caliber handgun, marijuana, a scale and small baggies. Bail was set at \$14,200.

The police department awards committee met and awarded the following:

- DUI Enforcement - Corporal Olicker, Officer Rivers, Officer Whitehead, and Officer Vari.
- Citations of Merit - Corporal Mease for his work in locating a runaway juvenile. The juvenile had boarded a bus to Indiana and Cpl. Mease was able to have the bus stopped in Maryland and the juvenile safely returned to her father.
- Knights of Columbus Officer of the 4<sup>th</sup> Quarter - Sergeant D'Elia coordinated with the State Attorney General's Office to initiate a Nuisance Abatement program at local hotel. The hotel agreed to specific actions that would prevent additional problems on their property. This resulted in a 50% decrease for calls for service on the property.
- Lions Club Officer of the Year- Corporal Sharpe and K-9 Kody's involvement in tracking and locating a suicidal female who had overdosed on medication and was found unresponsive.

**Activity or Project:**

N/A

Description:

N/A

Status:

Completed

Expected Completion:

2/23/2017

Execution Status:

Completed

**Activity or Project:**

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Description:

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Status:

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Expected Completion:

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Execution Status:

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Expected Completion:

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Execution Status:

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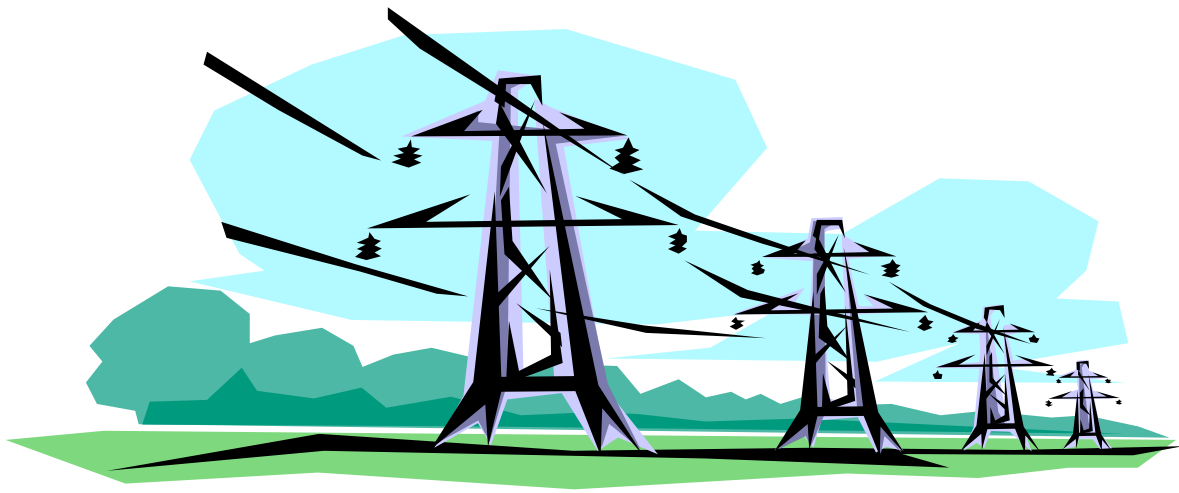
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2/19/2017

to

2/25/2017





# **Cost of Service Fundamentals and Financial Planning** **Workshop**

## **Location:**

**Delaware Municipal Electric Corporation  
22 Artisan Drive  
Smyrna, DE 19977**

**Saturday, April 22, 2017**

**9:00am - 2:30pm**

**(Registration at 8:30am)**

**Speaker:** Dawn Lund, Vice-President of Utility Financial Solutions, LLC

## **Course Overview**

Participants will have a better understanding of the information needed to begin a cost of service study and how the information is used. A basic overview is given of what a cost of service study is and the process. This course is designed to give an overview from start to finish in the cost of service process. It will start with discussions on what data is used, where to obtain the data, how it is used in the COS process, the allocation process, and how it ultimately leads to a rate structure on a cost to serve basis.

In addition to cost of service fundamentals, participants will learn what financial indicators to use to determine the current and future financial success of the utility. We'll review guidelines used to assess the utility's current financial performance against key financial industry targets and how to develop a financial plan to reach identified financial goals. Certain key financial targets will be explained and how they interact

to work together. Some of the key targets that will be discussed are: Days cash on hand, recommended minimum cash requirements, Rate of Return, Debt Coverage Ratio, age of system, proper capital re-investment, debt policies, transfer to the City and rate structures that support revenue stability, especially during periods of declining sales due to weather, general economy or distributed energy resources.



**INSTRUCTOR BIOGRAPHY:**

*Dawn Lund is Vice-President of Utility Financial Solutions, LLC and has 20 years of experience in financial analysis for utility systems. She is a consultant that provides financial assessment, cost of service studies and financial plans for Utilities throughout the country, Canada, Guam and the Caribbean. She teaches financial planning courses for American Public Power Association (APPA) as well as other agencies across the nation. She is a regularly requested speaker for associations across the country on a variety of utility financial topics*

**Who Should Attend?**

Individuals that would benefit from this session include decision makers, council/board members, utility committee members, and involved staff and engineers.

**RSVP as soon as possible (for seating and lunch planning purposes) but no later than**

**Friday, April 14, 2015**

**RSVP to:**

**Kimberly Schlichting, DEMEC Senior VP**

**[kschlichting@demecinc.net](mailto:kschlichting@demecinc.net)**

**or**

**(302) 653-2733**

NEWARK POLICE DEPARTMENT

WEEK 02/12/17-02/18/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <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	0	2	0	0
Unlaw. Sexual Contact	2	1	0	0	0	0
Robbery	5	3	1	5	2	0
- Commercial Robberies	1	2	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	0	1	6	0
Burglary	14	9	1	7	1	0
- Commercial Burglaries	5	3	0	0	0	0
- Residential Burglaries	7	6	1	5	1	0
- Other Burglaries	2	0	0	2	0	0
Theft	74	72	8	22	26	3
Theft/Auto	2	12	1	2	1	0
Arson	0	1	0	0	0	0
All Other	14	24	4	15	5	0
<b>TOTAL PART I</b>	<b>113</b>	<b>125</b>	<b>15</b>	<b>54</b>	<b>41</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	52	36	11	19	17	4
Rec. Stolen Property	0	1	0	5	2	1
Criminal Michief	21	27	4	12	5	0
Weapons	2	2	2	5	5	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	14	8	1	27	14	2
Drugs	16	18	5	25	16	6
Noise/Disorderly Premise	76	77	12	33	25	1
Disorderly Conduct	16	23	2	15	5	2
Trespass	15	16	1	6	6	0
All Other	81	52	5	43	46	14
<b>TOTAL PART II</b>	<b>293</b>	<b>260</b>	<b>43</b>	<b>190</b>	<b>141</b>	<b>33</b>
<u>MISCELLANEOUS:</u>						
Alarm	158	49	9	0	0	0
Animal Control	38	48	8	0	0	0
Recovered Property	39	40	5	0	0	0
Service	4613	5157	753	0	0	0
Suspicious Per/Veh	81	70	14	0	0	0
<b>TOTAL MISC.</b>	<b>4929</b>	<b>5364</b>	<b>789</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	878	6,174	967	6,670



Newark Police Department  
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TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	1185	1415	66	221
DUI	22	17	2	2
<b>TOTAL</b>	<b>1207</b>	<b>1432</b>	<b>68</b>	<b>223</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	27	35	5	6
Property Damage <b>(Reportable)</b>	166	116	24	24
*Hit & Run	52	25	10	3
*Private Property	38	20	5	6
<b>TOTAL</b>	<b>193</b>	<b>151</b>	<b>29</b>	<b>30</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.