

City Manager's Weekly Report

Friday, December 2, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

I hope you all enjoyed a peaceful Thanksgiving holiday. This Friday we will again celebrate the season at the 21st Annual Winterfest event where we will light the holiday tree, have a visit from Santa, roasted chestnuts and other festive activities as well as the Special Olympics Reindeer Run. Hope to see you all there! Thank you to the Parks and Recreation staff that delivered a beautiful tree to the Academy Building lawn - sure to be appreciated by our community.

Deputy City Manager Andrew Haines and I had the pleasure of attending the Leadership Delaware Ceremony to celebrate Communications Manager Kelly Bachman's graduation as one of the 25 2016 Graduating Fellows. As shared in the program: Leadership Delaware Inc. recruits and mentors outstanding young Delawareans who have the "stuff of leadership", the potential, passion, and courage to excel at community, nonprofit, political, professional, and corporate leadership within the First State. Its graduates are said to have the knowledge, vision, integrity, and networks to significantly impact and transform their communities.

Staff and I have continued to respond to 2017 Budget questions and along with sharing with Council, the detail continues to be loaded to Budget Central in advance to our 2nd Budget Hearing of the year scheduled for Monday, December 5th.

I was advised by Deputy Solicitor Paul Bilodeau that we "officially" own 919 Rockmoss. We intend to put an RFP out to allow persons interested in the property to provide offers. We have been contacted by at least three entities and have provided access over the course of the last year. I attach the draft RFP for your awareness.

Please find attached the detail associated with a Noise Waiver for night work along East Cleveland Avenue and one for work that must take place on the UD Green.

Activity or Project:

DEMEC

Description:

Attached find an American Municipal Power Magazine that was shared with us by DEMEC.

Status: Not Started

Expected Completion: 11/5/2016

Execution Status: On Track

Activity or Project:

IT Fiber Project

Description:

Please find memo related to a favorable fiber financing change.

Status: Started

Expected Completion: 7/28/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

From 11/17/16 until 11/30/16 Alderman's Court held four sessions which included arraignments, trials, case reviews, violation of probations, pleas, code violations and capias returns. The Parking Division also handled appeals on Mondays and Wednesdays during that time.

Alice VanVeen continues to train and will begin her permanent assignment on 12/5/16.

Activity or Project:

Court Sessions

Description:

From 11/17/16 through 11/30/16 Alderman's Court handled 113 arraignments, 58 trial, 2 violation of probations, and 11 capias returns. During this time we collected a total of 624 parking payment tickets of which 337 were paid through PayPal and 287 were paid at court. The court also collected payments for criminal/traffic fines which included 239 from Govolutions (online/epayment) and 242 were paid at court.

Status: Completed

Expected Completion: 11/30/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office on November 21 for Council, November 22, November 28 for Council and December 1. Paul was in the office on November 30.

Bruce and Renee staffed the November 21 Council meeting. Follow up was completed by staff on November 22.

Staff completed and posted the November 28 Council agenda and packet on November 21. Items 1B, 11E and 11F were forwarded to Council and posted on the website on November 22.

Renee met with Councilman Markham on November 22 and Mayor Sierer on November 30.

Bruce, Renee and Tara staffed the November 28 Council meeting. Follow up was completed by staff on November 29.

Staff completed and posted the December 5 Council agenda on November 28.

Renee attended the staff meeting on December 1 where the December 12 Council agenda was discussed.

Renee attended the Delaware Municipal Clerks Association quarterly meeting in Dover on

December 1 and a training on municipal elections hosted by the DMCA that afternoon.

Renee received the developer comments back and finalized the subdivision agreement amendment for the Lofts at Center Street development. The proposed amendment had a public hearing at the November 28 Council meeting and was rejected by Council.

Renee received staff comments back, revised and forwarded to the developer for review the proposed subdivision agreement for the annexation, zoning, major subdivision and special use permit for Martin Honda at 701 Ogletown Road and 1364 Marrows Road. The project is scheduled for public hearing at the December 12 Council meeting.

Teresa completed mailings for the aforementioned Martin Honda project, a special use permit for 432 Douglas D Alley Way for an in-home day care, a special use permit for 32 Park Drive for a fence in the Special Flood Hazard Area and a special use permit for 165 East Main Street (Ramen Kumamoto) for the sale of alcoholic beverages.

The December 1 Community Development/Revenue Sharing Advisory Committee, December 5 Council, December 6 Downtown Newark Partnership Design Committee and December 6 Planning Commission agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the November 8 Conservation Advisory Commission (Tara drafted - complete), November 21 Council (Renee drafting) and November 28 Council (Tara drafting) minutes. The October 24 Council executive session, October 25 Boards and Commission Review Committee and November 28 Council executive session minutes are currently in the queue.

The office received and Alice and Teresa fulfilled 15 discovery requests for upcoming Alderman's Court cases. The court calendars for December 8 and December 15 were received and the 36 associated case files were compiled for the Deputy City Solicitor by Alice and Teresa. There were no pleas by mail.

The office received 19 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 18 lien certificate requests were completed and sent to the requestor over the last two weeks. So far 487 lien certificate requests have been processed for 2017.

Activity or Project:

Electronic Document Management - Legislative

Description:

In the month of November, 546 new documents were imported/scanned into Laserfiche as part of the electronic document management project. This is a total of 4,379 individual pages added this month. The primary sources were the continued scanning of easements and updating of current files. The total number of digitized documents since the start of the Laserfiche electronic document management project is at 28,958 for a total of 232,828 pages in this office as of November 30.

Status: In-Progress

Expected Completion: 12/30/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

- **DNP Events**

- Small Business Saturday
 - Leading up to Small Business Saturday, Megan created video promos for many of the participating businesses. Those promos ran on the DNP social media pages and Channel 22.
 - On Small Business Saturday we ran a DNP gift card promotion of buy one \$50 card, get one free \$10. The DNP made a profit of about \$3,000 in gift card sales that day.
 - Barnes and Nobel had an employee dress up as the Grinch. The Grinch walked around to different stores and took photos with shoppers. He also stole the Window Display Decorating contest trophy from Grassroots.
 - The Newark Post article on Small Business Saturday can be found here: http://www.newarkpostonline.com/news/article_b7c769ca-e141-5621-a9d3-b6c07dec5811.html
- Holiday Storefront Decorating Contest
 - The Holiday Storefront Decorating Contest will be judged this Friday, December

2, around 4 p.m. The winner of the contest will be announced after the Winterfest tree lighting, later that day. This year's judging panel is Megan McNerney, Kelly Bachman, Carol Houck and Kyle Glazier.

- Restaurant Week
 - This year's Downtown Newark Restaurant Week will run from Monday, January 16 to Sunday, January 22. Restaurant registration is due by December 2. We will begin promotions for the event the following week.

- **Holiday Greetings**

- We offered to record Thanksgiving greeting videos for each City department, Mayor Sierer and members of Council. The City Manager's Office recorded a greeting, along with the Parks and Recreation, Finance, IT, and Planning Departments. Mayor Sierer and Councilman Markham also recorded greetings. The greetings ran on Channel 22 the week of Thanksgiving, and also ran on the City of Newark social media pages.
- We will be recording holiday and New Year greetings in the coming days. That opportunity is also open to all departments and members of Council. Those greetings will run the month of December.

- **Elf on the Shelf**

- The City of Newark now has its own Elf named Noel. Noel is the city's holiday ambassador. She was used to help promote Small Business Saturday, and she announced the arrival of the tree at Academy Lawn. Noel will continue to help with announcements and go on adventures throughout the holiday season. During Winterfest, on December 2, Noel will meet Wilmo, the Elf from Visit Wilmington.

- **Mannequin Challenge**

- The City of Newark joined-in on the Mannequin Challenge trend during the Turkey Trot. Dozens of people participated in the video in between the 10K and 5K races. The video can be seen on the City of Newark social media pages, and YouTube channel: <https://www.youtube.com/watch?v=22Zg6kbefXo>

Creative Design/Website Updates

- Designed:
 - Newark Art Park sign
 - Happy Thanksgiving graphic for video use
 - Small Business Saturday gift card advertisement for social media
 - Restaurant Week advertisement
 - Full Beards Full Bellies barrel signs
- Updated:
 - Budget Central webpage
 - Stormwater webpage
 - City of Newark redesigned website
- Scheduled TV22 programming
- Evaluated SignNow e-signature trial software

Press Releases/Media Inquiries

- Karie Simmons, Newark Post, asked for a statement regarding the availability of UD lots to downtown businesses.

- Statement provided by Megan McNerney as DNP Administrator: The City of Newark, along with our downtown partners, is grateful to UD for this partnership. By allowing Main Street employees to park in University lots on nights and weekends for a small fee, it frees up more space for neighbors and visitors who are supporting the local businesses and enjoying downtown Newark. Here is the link: <https://udel.t2hosted.com/cmnewuser.aspx>.
- Karie Simmons, Newark Post, inquired about more information related to the UD subvention and downtown parking.
 - Resulting coverage: <http://bit.ly/2gbEsx8>
- Karie Simmons, Newark Post, inquired about more information related to the proposed stormwater fee. Specifically, how can the average citizen find out how much impervious surface they have on their property and what are some examples of the 10+ acre properties and are the residential or non-residential.
 - We share there were around 65 parcels that were 10 acres or more. Some examples include the UD dairy farm and Newark Country Club. All of the properties are non-residential. In addition, residents who are interested in determining the amount of impervious surface they have on their property can view the parcel information on the New Castle County website. The impervious surface would be the actual building footprints, including patios, sheds or garages, but does not include driveways or sidewalks.
- Churrascaria Saudades to Hold Ribbon Cutting Ceremony: <http://bit.ly/2fJ8Se9>
- Downtown Newark Businesses Ready to Celebrate Small Business Saturday: <http://bit.ly/2gCOSGZ>
- Winterfest to Kick-off the Holiday Season in Downtown Newark: <http://bit.ly/2fJ9qk2>

Activity or Project:

Website Redesign

Description:

All of the webpages have migrated to the new design platform. We are now adding any edits that were made during the migration process, adding imagery and making final edits.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:**

Department:

Electric Department

Notable Notes:

A tree limb fell on a 34kV line Monday morning taking out the Sandy Brae Substation. This happened before the work day started, but texts from the SCADA system got engineering and the crews moving quickly. It still took 50 minutes from the start of the outage to switch and get the load back on. The recloser project slated to go in next year would have switched everything automatically and limited the outage to under a minute.

The line crews added a transformer on South Chapel Street to fix a low voltage issue found by the smart meter system. The line crews also fixed a substation issue after they heard a 34kV bus bar buzzing in a light mist. Circuits were quickly switched and repairs were made preventing a potential outage to a substation transformer.

Engineering and the electrician started work on a 34kV breaker. After diagnosing that the hydraulic pump that operates the breaker needs replacing, and the proper spare retrofit was located, the project was put on hold until after the two days of rain is over. The electrician also worked with the line crews in getting the holiday decorations up at City Hall and the holiday tree on Main Street.

Engineering met with UD, Delle Donne, and Bancroft, about a new 10 story building proposed at the STAR Campus. Engineering also worked on some remote communication issues with the substations.

Activity or Project:

SCADA and Automatic Switching

Description:

The specifications for the automatic fault locating and switching system have been sent to the six pre-qualified vendors for bidding.

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 has been spending its time following up to Council's budget questions since the first Budget Presentation on November 21. The link to Budget Central contains all updated information as it becomes available. The link is <http://cityofnewarkde.us/index.aspx?NID=940>. We hope that the information that we have provided is beneficial to Council, as they review the 2017 Requested Budgets.

September financial statements have been completed, and we are diligently working on October. I will be presenting October's financial statements at the December 12th Council meeting.

We finally were able to get sewer bills out to Twin Lakes on 11/30 for the period of 7/31/2016 to 9/30/2016 due to data issues from Suez Water. All estimated bills that have been previously sent to Twin Lakes residents were corrected to include actual data. The next quarterly bill to go out will include the months of September through December. The process of retrieving data to bill Twin Lakes customers is a manual process for Suez and extremely time consuming. We are still looking at methods to obtain this information in a timelier fashion. I'll be reaching out to Suez again to see how we can improve this process.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 761 phone calls last week, with the average call length of each call being 2:58.

The average hold & queue time (average speed of answer) declined from 3:21 to 2:45 when compared to last week. Service orders initiated by PUB in response to calls and visitors was 115 for the same period. The group processed 3,930 utility payments and CityView transactions, 1,424 of which were imported automatically with our electronic processes and 965 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress
Expected Completion: 12/31/2016
Execution Status: On Track

Activity or Project:

Business License Review

Description:

MetroRev contacted 20 businesses that have been identified as not physically located in Newark, but conducting business within the City. We are currently reviewing the next list of 20 businesses to be contacted by MetroRev. The total list of potential businesses is around 200. – No new update.

Status: In-Progress
Expected Completion: 5/31/2017
Execution Status: On Track

Activity or Project:

Budget

Description:

The next scheduled budget hearing is Monday, December 5th at 6:30. Budget Central is updated regularly to include responses to Council's questions.

Status: In-Progress
Expected Completion: 12/5/2016
Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the Delaware Greenway meeting to discuss potential trail connectivity in New Castle County and grant resources; reviewed 2017 Budget and Capital Projects in preparation for budget hearing; finalized several contracts that are going out for bid; and reviewed three landscape plans from developers.

Recreation Supervisor of Athletics: Continues to update information and plan for Winter/Spring programs;

along with Sharon Bruen attended "Planning for the Needs of Children in Disasters" training at Delaware Emergency Management Agency (DEMA) Office on 11/21; helped with the relocation of our equipment storage room in the basement at City Hall; youth basketball has begun – made game schedule, ordered t-shirts for basketball league, working on schedule for referee and gym supervisors; mailed appreciation plaques out to volunteer soccer coaches; continues updating after care staff files.

Recreation Supervisor of Community Events: Prepared for and held the annual Turkey Trot with over 700 participants. Attendance was great and everyone enjoyed the moderate weather and sunshine. The parks crew, Newark PD and public works were once again a huge help in the coordination of the event. Also have been working on items for upcoming events, including Winterfest, Snack with Santa and Santa's Secret Shoppe, which will be held on Friday, December 2 and 3 respectively.

Coordinator of GWC and Volunteers: Recruited volunteers for the Turkey Trot event and preparation; assisted with sponsorship donation pick up and preparations for the event; pottery supplies were ordered and received; Curtain's Up completed the Winter Session with a Pirates of Penzance Show held at the George Wilson Center on Friday, Nov. 18 with an attendance of 70; continued sponsorship outreach for the Thanksgiving Day Breakfast - sponsors included the Newark Senior Center, Acme Markets, The Kenny Family Foundation, Giant Food Stores, Bing's Bakery, Dunkin Donuts, Duck Donuts, Newark Deli & Bagel, Panera Bread, Kirk's Flowers, Timothy's of Newark, Grain Craft Bar & Kitchen, Stone Balloon Ale House and the Ski Bum; a Thanksgiving Day Breakfast Volunteer meeting was held for some kitchen volunteers on Monday, November 14 at 5:30 p.m., volunteers assisted in setting up the Newark Senior Center on Wednesday, Nov. 23 for the Breakfast; Thanksgiving Day Breakfast was held on Thursday, Nov. 24 with a total of 154 attendees. Total Volunteer Hours for the week of 11/14-11/27: **434.5** Hours.

Parks Superintendent: Inspected 12 park areas and developed work orders as needed, reviewed proposed landscape plan for new development, continued working on Landscape Bed Maintenance contract with Recreation Superintendent, finalized dates for pre-bid meeting for Rittenhouse Park Bridge Painting contract.

Parks Supervisor: Continued assigning work orders daily to field staff and assisted as needed, and started coordinating for holiday tree set up/decorating at Academy Street site.

Parks and Horticulture Staff: Continue spot mowing as needed; started fall cut backs/bed clean up in all park and horticulture areas; did interior bed maintenance at City Hall; built enclosure for Santa at Winterfest event; cleaned up shop and garage areas at Parks Maintenance Building; assisted recreation staff with moving supplies/materials to new storage room in basement at City Hall and dismantled shelving/storage locker in old storage room; did trash removal throughout park system, and continued on work orders as assigned.

Activity or Project:

Winterfest

Description:

Winterfest will be held on Friday, December 2 beginning at 6:00 on the Academy Building lawn. The highlight of the evening will be annual tree lighting at 6:30 p.m. and the arrival of Santa Clause.

Status: Started

Expected Completion: 12/2/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- Facilities Maintenance performed the following the weeks of November 21 and November 28:
 - Installed door for new Parks and Recreation area in Municipal Building basement;
 - Repaired urinal at Building 1 in Municipal Yard;
 - Repaired hot water heater at Parking Division Office;
 - Began laying out and framing new IT offices in Municipal Building basement;
 - Worked with contractor to remove old fire alarm system devices in Municipal Building;
 - Coordinated with Summit Mechanical to switch over to heating for Police and Municipal Buildings;
 - Caulked and weather-stripped windows and cleaned carpets on 2nd floor of Police Department;
 - Worked with contractor to make temporary repairs on bad actuator on air handler for 2nd floor of Police Department.

Code Enforcement

- 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.
- Confirmed with DNREC that the asbestos removal violation on Brook Drive has been completed.
- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.
- Certificates of Occupancy were issued for the Pizza Hut at College Square, Seasons Pizza on Main Street and a residence at 91 Munro Road.
- Framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation is ongoing at the University of Delaware South Academy Street dormitory.
- Work is ongoing at 60 North College Avenue. The owner hopes to be able to occupy part of the building in mid-December.
- Work is nearing completion for the new Candlewood Suites on South College Avenue and the Washington House condominiums at 113 East Main Street.

Parking

- Free parking was provided at all municipal meters and parking lots for Thanksgiving Thursday, Black Friday, and Small Business Saturday. Regular rates resumed at 1:00 p.m. on Sunday, November 27.
- On November 28, Parking Manager Marvin Howard and Parking Supervisor Court Mulvanity joined the City Manager and other City of Newark staff in a meeting with the Newark Post to discuss the findings of the Meter Occupancy Report to Council.
- The Parking Division assisted the Downtown Newark Partnership on Small Business Saturday with the 2016 Gift Card Giveaway. The offer – buy a \$50 gift card and get a \$10 gift card for free – was held from 9:00 a.m. to 2:00 p.m. at the Parking Office in the Main Street Galleria.
- Two new Parking Attendants were hired and trained for the municipal parking lots.
- The Parking Division spent time this week gathering 2016 YTD Meter/Sensor Reset Revenue data for management to present to Council during budget hearings.
- Parking Ambassadors have been scheduled to assist with the Reindeer Run/Winterfest this Friday, December 2, bagging meters and providing traffic control at the direction of the Newark Police Department.
- Parking staff completed December scheduling for Parking Ambassadors and Parking Attendants, with special attention paid to the holiday schedule and how it affects regular parking operations.
- On November 18, Court Mulvanity and Maintenance III Scott Minshall individually checked every meter-sensor combination in the City to verify that sensors are working as intended and to make any changes necessary to ensure the sensors continue to function properly.
- Customer Service Clerk Billy Shorter began contacting monthly parkers to ask about renewal in order to get an estimate on the number of spaces the monthly lot will have available in January 2017.

Planning/Land Use

- The week of November 28, the Department received an application for a Special Use Permit to sell alcoholic beverages on premise for Ramen Kumamoto at 165 East Main Street.

Council will consider this request at the December 12 meeting.

- On Monday, November 21, Planning and Development Director Maureen Feeney Roser met with a property owner to discuss potential development scenarios for his property along East Main Street.
- Also on Monday the 21st, Maureen, Code Enforcement Manager Dave Culver and Parking Manager Marvin Howard participated in the Budget related City Council meeting.
- On Wednesday, November 30, Maureen hosted a meeting of the Subdivision Advisory Committee (SAC) to discuss the Major Subdivision and Special Use Permit for the Hilton Hotel and Convenience Store with gas pumps proposed for 1119 South College Avenue. The SAC letter will now be prepared and sent to the developer's engineer for a revised submittal.
- The following was also completed this week:
 - 17 Deed Transfer Affidavits
 - 58 Building Permit Reviews
 - 2 Certificates of Occupancy

Activity or Project:

Municipal Parking Map Updates

Description:

With the assistance of the IT Department, Parking Supervisor Court Mulvanity completed work on the City of Newark Municipal Parking map to show points of entry/exit for all municipal parking lots as well as residential parking zones. The updated map is available via the GIS Gallery on the City website: <http://gis.cityofnewarkde.us/gis/gallery/>

Status: Completed

Expected Completion: 12/1/2016

Execution Status: Completed

Activity or Project:

Newark Housing Authority Meeting

Description:

On November 30, Development Manager Mike Fortner attended a public meeting at the Newark Housing Authority Alder Creek site. The purpose of the meeting was to discuss opportunities available to improve the quality of housing stock NHA offers. NHA is evaluating the possibility of new construction, the sale of current NHA housing stock, and other opportunities such as interest from local developers/landlords in swapping properties owned and managed by the Authority with other scattered sites in Newark.

Status: Completed

Expected Completion: 11/30/2016

Execution Status: Completed

Activity or Project:

Planning Commission Meeting

Description:

Considerable time was spent the past two weeks preparing for the December 6, 2016 Planning Commission meeting, which is shaping up to be a long one. On the agenda are: 1) a Comprehensive Development Plan amendment, rezoning, minor subdivision and site plan approval for 40 East Cleveland Avenue; 2) amendments to the Zoning Code as they relate to alcohol production, sales and accessory uses; 3) amendments to the Zoning Code and Subdivision Regulations of the City of Newark as they relate to development fees; and 4) amendments to the Zoning Code and Subdivision Regulations of the City of Newark as they relate to updating references to the former position of Building Inspector and clarifying conditions for subdivision approval.

Status: Near Completion

Expected Completion: 12/6/2016

Execution Status: On Track

Department:

Police Department

Notable Notes:

Recently, Chief Tiernan, Deputy Chief Farrall and Deputy Chief Feeney were travelling to the firearm range for end of the year firearms qualifications. On the way, they encountered a car fully engulfed in flames. The driver was safely out of the vehicle. Traffic was routed around the flaming car and the fire department was notified. The fire was extinguished by the fire company and no one was injured. After the incident the motorist wrote to Chief Tiernan and stated: "I appreciate your help as well as your team's assistance in ensuring that I was safe and getting the emergency services to the site of the incident. You were all very courteous and professional, and I would like to thank you and your team for your services to me and our community."

On November 29th, Corporal Zappaterrini observed a vehicle swaying as it travelled along Delaware Avenue. Upon stopping and approaching the motorist, Corporal Zappaterrini detected a strong odor of an alcohol emanating from the driver. The driver stated he had just left a local establishment and had a hand stamp from the establishment on his left hand. The driver was given a field test and arrested for driving under the influence. A criminal history check found that the driver had two prior convictions for DUI. The driver was charged with 3rd offense driving a vehicle under the influence of alcohol, driving while suspended or revoked, as well as other motor vehicle offenses.

This week, Sergeant Curtis Davis and Sergeant Gerald Bryda will complete the intensive "West Point Command and Leadership" program. A formal graduation ceremony will take place in the spring with the graduates from the Delaware class site, along with the graduates from north and south New Jersey class sites.

Two new police recruits began work this week. We are pleased to welcome Donte Faulk and Justin Roberts. Both recruits will begin training at the New Castle County Police Academy in December.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 12/1/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

Several water main breaks have occurred over the last week, including one on Thanksgiving Day. The crew worked through the night to repair the main and restore water service to the area.

Work on the Annual Street Contract has been suspended for the year. Due to funding issues, the contract will be completed when the weather turns again in the spring. DelDOT is working to resolve the funding issues as the guidance given to the City was revised several times, resulting in several months delay in the work.

A Request for Proposals will be advertised by December 2 for the construction of a new salt shed. Current salt shed is undersized and in poor condition with two walls reinforced from the outside. The new salt shed will allow for storage of full year of expected salt supply and interior dumping of salt.

A Request for Proposal has been prepared and will be advertised for the purchase of a new catch basin cleaning vehicle. This vehicle is a large vacuum type truck for cleaning leaves and debris from catch basins and also has the capability to assist with leaf collection.

Activity or Project:

Louviers Water Tank Painting

Description:

Weather and equipment delays have pushed the schedule out several weeks. The work is expected to be complete within the next two weeks.

Status: Near Completion

Expected Completion: 12/16/2016

Execution Status: Behind Schedule

Activity or Project:

Annual Water Main Rehab/Replacement

Description:

The contract work is complete and the contractor is scheduling work on the punchlist items. The punchlist includes several side walks and handicapped ramps, which will be adjusted to meet our standards.

Status: Completed

Expected Completion: 12/1/2016

Execution Status: Completed

Activity or Project:

RFP for Professional Engineering Services

Description:

Current contracts with JMT and Pennoni expire in April 2017. Request for Proposal has been prepared and reviewed with Purchasing and other departments. It will be distributed to engineering consultants and advertised by Friday, December 2. Proposals will be due on January 17. Anticipate bringing contract(s) to Council first meeting in March.

Status: Near Completion

Expected Completion: 11/30/2016

Execution Status: On Track

11/27/2016 to 12/3/2016



CITY OF NEWARK

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

BIDDER

BID SECURITY

CONTRACT NO. 16-17

PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE

NOTICE

Do not disassemble. Return intact with
Properly completed forms or bid may be rejected.

CITY OF NEWARK
Delaware

CONTRACT NO. 16-17

PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE

NOTICE

The City of Newark will be accepting sealed proposals for the purchase of the property located at 919 Rockmoss Avenue, Newark, DE 19711. The bidder's proposed construction sequence and time schedule for either the renovation of, removal of, or reconstruction of the property at 919 Rockmoss Avenue shall be included in the sealed bid.

Sealed proposals will be received in the Purchasing Office, Newark Municipal Building, 220 South Main Street, Newark, DE 19711 until 2 p.m., prevailing time, **Tuesday, December XX, 2016.**

No proposal under \$43,000 will be considered.

A mandatory walk through of the property will be held on Wednesday, December XX, 2016 at 10am at 919 Rockmoss Avenue. Anyone participating in the walk through must complete the Waiver and Release Form (Exhibit A of this document) before entering the property.

A copy of the file for this property will be available for viewing during normal business hours at the Newark Municipal Building in the Code Enforcement Division.

Copies of this contract document may be obtained from the City's website at www.cityofnewarkde.us by accessing the Bid/Proposal Opportunities link on the home page.

CITY OF NEWARK
Delaware

CONTRACT NO. 16-17

PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE

GENERAL PROVISIONS

1. BIDS

Each bid shall be submitted on the Proposal form included herein. The Proposal and all other required documents must be submitted in a sealed envelope clearly identified with the bidder's name and marked City of Newark - Contract No. 16-17, PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE, and will be received in the Purchasing Office, 220 South Main Street, Newark, Delaware, 19711 until 2 p.m., prevailing time, Tuesday, December XX, 2016. Each bid so submitted shall constitute an irrevocable offer for a period of sixty (60) days following the bid opening date.

2. BID SECURITY

Each bid must be accompanied by a certified check, cashier's check or bid bond in the amount of five percent (5%) of the total quoted contract price, payable to the City of Newark. Failure to provide the required Bid Security may be grounds for rejection of the bid.

If the successful bidder fails or refuses to execute and deliver the contract within fourteen (14) calendar days after receiving notice of award of the contract, the successful bidder shall forfeit to the City for such failure or refusal the Bid Security deposited with the bid. Any certified check or cashier's check submitted as Bid Security shall be returned to all unsuccessful bidders within sixty (60) calendar days after the bid opening date.

3. TAXES

The bid price(s) shall not include federal or state taxes. If applicable, the bidder must furnish the City with the necessary tax exemption forms in triplicate upon submission of his invoice.

4. AWARDS

The City Manager will review each of the bids submitted and make a recommendation to the City Council on the disposition of the bids. The City Council reserves the right to reject any or all bids and to waive minor irregularities and defects in form where the best interests of the City would be served.

5. BID PRICE

The bid price shall include all transportation, delivery, installation and all charges for goods and services specified for this project.

6. INQUIRIES

Any inquiries regarding technical specifications should be directed to David Culver, Code Enforcement Manager, at 302-366-7000 or dculver@newark.de.us. Questions regarding the bidding procedure should be directed to Cenise Wright, Purchasing Administrator, at 302-366-7000 or cwright@newark.de.us.

7. LICENSING AND PERMITS

Any contractor performing work on this property shall be licensed to operate in the State of Delaware, shall be registered as a contractor in the City of Newark and shall possess all other required licenses.

A building permit or demolition permit shall be applied for with the City no later than thirty (30) days after settlement on the property. Any permit shall comply with all City Codes and include a fire suppression system.

8. NON COLLUSION

Bidders are prohibited from entering into any agreement, participating in any collusion or otherwise taking any action in restraint of free competitive bidding in connection with this bid.

9. EQUAL OPPORTUNITY EMPLOYER

The contractor awarded this contract shall be a fair and equal opportunity employer.

10. ADDENDA

Any changes to the bid documents shall be made only by written addenda issued no later than four (4) calendar days prior to the date set for bid opening. Prospective bidders shall bear the entire responsibility for being sure they have received any and all such addenda.

11. EXCEPTIONS

Any and all exceptions to the specifications or other bidding requirements must be noted in the space provided on the Proposal form. Any exceptions may constitute suitable grounds for rejection of the bid.

12. ADVERTISEMENT

It is further agreed that any bidder submitting a bid will not use the name of the City of Newark in any advertisement without first obtaining the written consent of the City Manager.

13. FAMILIARITY WITH PROPOSED WORK

The contractor shall carefully examine the project site(s), contract document and specifications and become familiar with the full scope of the work to be completed. The contractor shall not, at any time after the execution of the contract, set up any claims whatsoever based upon insufficient data

or incorrectly assumed conditions or character of the work to be performed under this contract.

14. INSPECTIONS

All inspections will be performed by the City of Newark's Code Enforcement Division.

15. TERMINATION OF AGREEMENT AND INDEMNIFICATION

This agreement may be terminated by the City upon thirty (30) days written notice if the contractor fails to perform satisfactorily his obligations in accordance with the terms and conditions of the contract.

Indemnification – The contractor shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless the City of Newark, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any copyright of patent, by the contractor, its officers, agents, employees or subcontractors, in the performance of the contracted agreement.

16. VENDOR EMERGENCY POINT OF CONTACT

The successful bidder shall provide the name(s) and telephone numbers (land line and cell) of those individuals who can be contacted in an emergency situation.

17. OWNERSHIP OF MATERIAL

All documents prepared and submitted pursuant to this RFP or contract shall be property of the City upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.

18. INTENT OF SPECIFICATIONS

It shall be the Contractor's responsibility to furnish the goods and services specifically indicated in the scope of work and specifications and such other as may be required to meet the intent of the specifications, drawings, or as may be necessary to provide the operation intended by the City.

19. SEQUENCE OF CONSTRUCTION AND SCHEDULE

Proposals must include the proposed construction sequence and time schedule for either the renovation of, removal of, or reconstruction of the property at 919 Rockmoss Avenue. Renovation or demolition of the structure shall begin no later than thirty (30) days after settlement. In the event the structure is demolished, construction of the new structure shall commence no later than ninety (90) days after settlement.

20. TIME OF COMPLETION AND LIQUIDATED DAMAGES

The successful bidder shall complete the work within seven (7) months from the date of settlement. Liquidated damages of 100 hundred dollars (\$100.00) per day may be assessed to the awarded bidder by the City for each day the work is extended beyond the completion date. Liquidated damages are not to be construed as a penalty in any sense.

The timeframe for completion may be extended without fines upon mutual agreement of the City and Owner for circumstances beyond the Owner's control.

27. DOWN PAYMENT

A down payment in the amount of 10% of the purchase price must be submitted within fourteen (14) days after notice of award.

28. SETTLEMENT

Settlement on the property shall occur within thirty (30) days after notice of award. If the successful bidder fails to go to settlement, the City will retain the down payment as liquidated damages.

CITY OF NEWARK
Delaware

CONTRACT NO. 16-17

PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE

TECHNICAL SPECIFICATIONS

I. SCOPE

The City of Newark is seeking sealed bids for the purchase of the property located at 919 Rockmoss Avenue, Newark, DE 19711. The structure on the property is presently condemned, and any sale shall be in "AS IS" condition with no warranties.

The property file for 919 Rockmoss Avenue is available for viewing during normal business hours in the City of Newark Municipal Building, 220 South Main Street, Newark, DE 19711 in the Code Enforcement Division on the Second floor.

A mandatory walk through of the property will be held on Wednesday, December XX, 2016 at 10am. Anyone participating in the walk through will be required to sign a Waiver and Release Form (Exhibit A attached).

Each bid shall include a detailed construction sequence and time schedule for either the renovation of, removal of, or reconstruction of the property.

CITY OF NEWARK
Delaware

CONTRACT NO. 16-17

PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE

PROPOSAL

TO: The Mayor and City Council
Newark, Delaware

FROM: _____

The undersigned as a lawfully authorized agent for the below named Bidder, has carefully examined the General Provisions, Specifications, and Proposal to be known as Contract No. 16-17 and binds himself/herself on award to him/her by the Mayor and City Council of Newark, Delaware to execute in accordance with such award, a contract of which contract this Proposal and said General Provisions and any addenda shall be a part, and to furnish all materials and provide all machinery, tools and labor necessary to perform and complete the work within the time required by the contract in complete accordance with said General Provisions and Specifications, at the following named prices:

<u>Description</u>	<u>Amount</u>
1. Purchase of Property at 919 Rockmoss Avenue	\$ _____

Proposals must include the proposed construction sequence and time schedule for either the renovation of, removal of, or reconstruction of the property at 919 Rockmoss Avenue.

This proposal shall be irrevocable for a period of 60 days after bids are opened. We acknowledge receipt of Addendum(s) No(s). _____

Exceptions: _____

DATE: _____

BIDDER: _____

BY: _____
Legally authorized representative

PRINT NAME: _____

TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

CITY OF NEWARK
Delaware

CONTRACT NO. 16-17

PURCHASE OF PROPERTY LOCATED AT 919 ROCKMOSS AVENUE

BOND TO ACCOMPANY PROPOSAL

(Not necessary if certified or cashier's check is used)

KNOW ALL MEN BY THESE PRESENTS THAT _____ of _____ of the County of _____ and State of _____, principal, and _____ of _____ as surety, legally authorized to do business in the State of Delaware, are held and firmly bound unto the City of Newark in the sum of _____ dollars, to be paid to said City of Newark for use and benefit of the Mayor and Council of Newark, for which payment well and truly be made, we do bind ourselves, and each of our heirs, executors, administrators and successors, jointly and severally, for and in the whole, firmly by these presents. Sealed with our seal dated the _____ day of _____ in the year of our Lord, two thousand and sixteen (2016).

NOW THE CONDITIONS OF THIS OBLIGATION IS SUCH, that if the above bounded principal _____ who has submitted to said City of Newark, a certain proposal to enter into a certain Contract No. 16-17, and if said _____ shall well and truly enter into and executes said contract and furnish therewith such Surety Bond or Bonds as may be required by the terms of said contract and approved by said City of Newark, said Contract, and said Bond to be entered into within fourteen (14) calendar days after the date of official notice of award thereof in accordance with the terms of said proposal, then this obligation to be void, otherwise shall remain in full force and virtue.

SIGNED AND SEALED IN THE
PRESENCE OF WITNESS

SIGNED _____ (SEAL)

BY _____ (SEAL)

SIGNED _____ (SEAL)

BY _____ (SEAL)

BIDDER _____



**CITY OF NEWARK
DELAWARE**

EXHIBIT A

WAIVER AND RELEASE 919 ROCKMOSS AVENUE

The property/structure known as 919 Rockmoss Avenue, Newark Delaware (the "Property") has been condemned for safety and health reasons.

PLEASE BE ADVISED THAT ANYONE ENTERING THE PROPERTY DOES SO AT THEIR OWN RISK.

Accordingly, the undersigned, _____, and his/her heirs assigns and successors ("Releasor"), for and in consideration of the The City of Newark's grant of permission to enter the Property for the purposes of evaluation of same, and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby waives remises, releases, acquits, and forever discharges **The City of Newark**, its employees, agents, personal representatives, successors and assigns and all other persons, associations, and/or entities whether herein referred to or not (hereinafter "**Releasees**"), of and from all known or unknown, suspected or unsuspected, past, present, and future claims, contracts, agreements, demands, damages, actions, third-party actions, causes of action, or suits at law or in equity of any nature related in any way to the Property.

By executing this release, Releasor agrees and acknowledges that Releasees shall have no liability to Releasor for any injuries that are in any way related to the Property.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of 2016.

RELEASOR:

Witness

(Seal)



CITY MANAGER'S OFFICE
CITY OF NEWARK

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

November 30, 2016

REVISED

Mr. Mike McAtee, Superintendent
Reybold Construction
116 East Scotland Drive
Bear, DE 19701

HAND DELIVERED

Dear Mr. McAtee:

Re: Night Work on East Cleveland Avenue

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is 119/121 East Cleveland Avenue.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to repair a sanitary sewer lateral in the roadway.
2. Work will begin on **Thursday, December 1, 2016** at **9:00 p.m.** and end at **6:00 a.m.** on **Friday, December 2**, weather permitting.
3. The City of Newark Public Works & Water Resources Department will notify the residents in the vicinity of this work. DeIDOT warning signs will also be placed around this location.
4. Traffic will be maintained in at least one lane.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Mike McAtee
Page 2
November 30, 2016

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

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

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

Sincerely,



Carol S. Houck
City Manager

CSH/mp

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



CITY MANAGER'S OFFICE
CITY OF NEWARK

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

November 30, 2016

REVISED

Ms. Rita McMearty, Project Coordinator
Master Locators
675 Concord Road
Glen Mills, PA 19342

VIA EMAIL: mmcmearty@masterlocators.com

Dear Ms. McMearty:

Re: Night Work on University of Delaware – The Green

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is between Harter Hall and Brown Hall dorms and between Wolf Hall and Sharp Lab.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to dig four (4) holes using vacuum excavation equipment as noted on the attached map.
2. The dates for this work are **Thursday, December 1, 2016** through **Saturday, December 3, 2016**, weather permitting. Work will begin at **6:00 p.m.** and end at **12:00 a.m.** on each day.
3. As indicated on your email, the University of Delaware will notified the students in the vicinity of this anticipated work.
4. There will be no lane restrictions on Delaware Avenue.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Ms. Rita McMearty
Page 2
November 30, 2016

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

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

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

Sincerely,



Carol S. Houck
City Manager

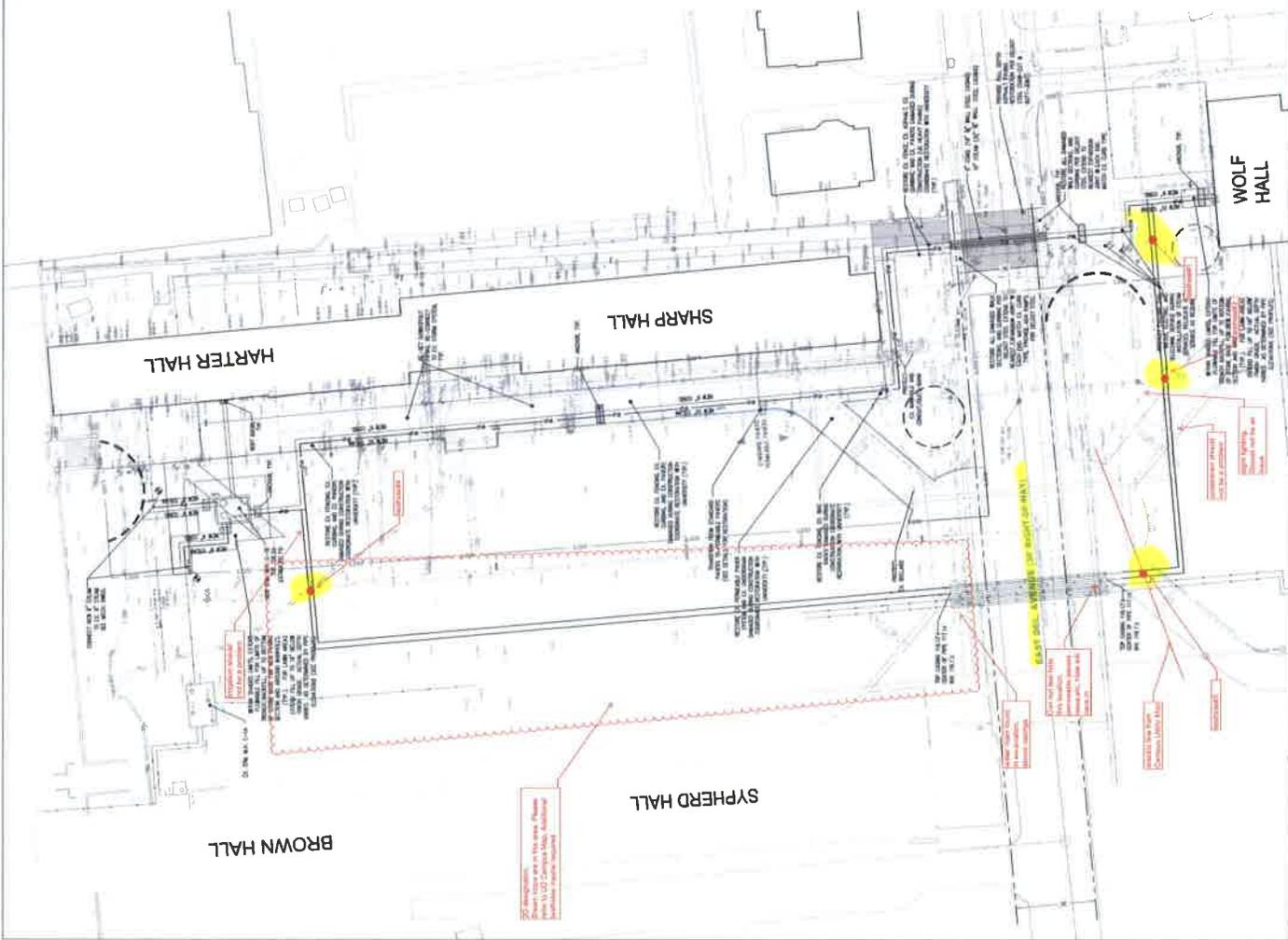
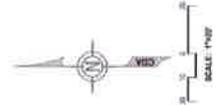
CSH/mp

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

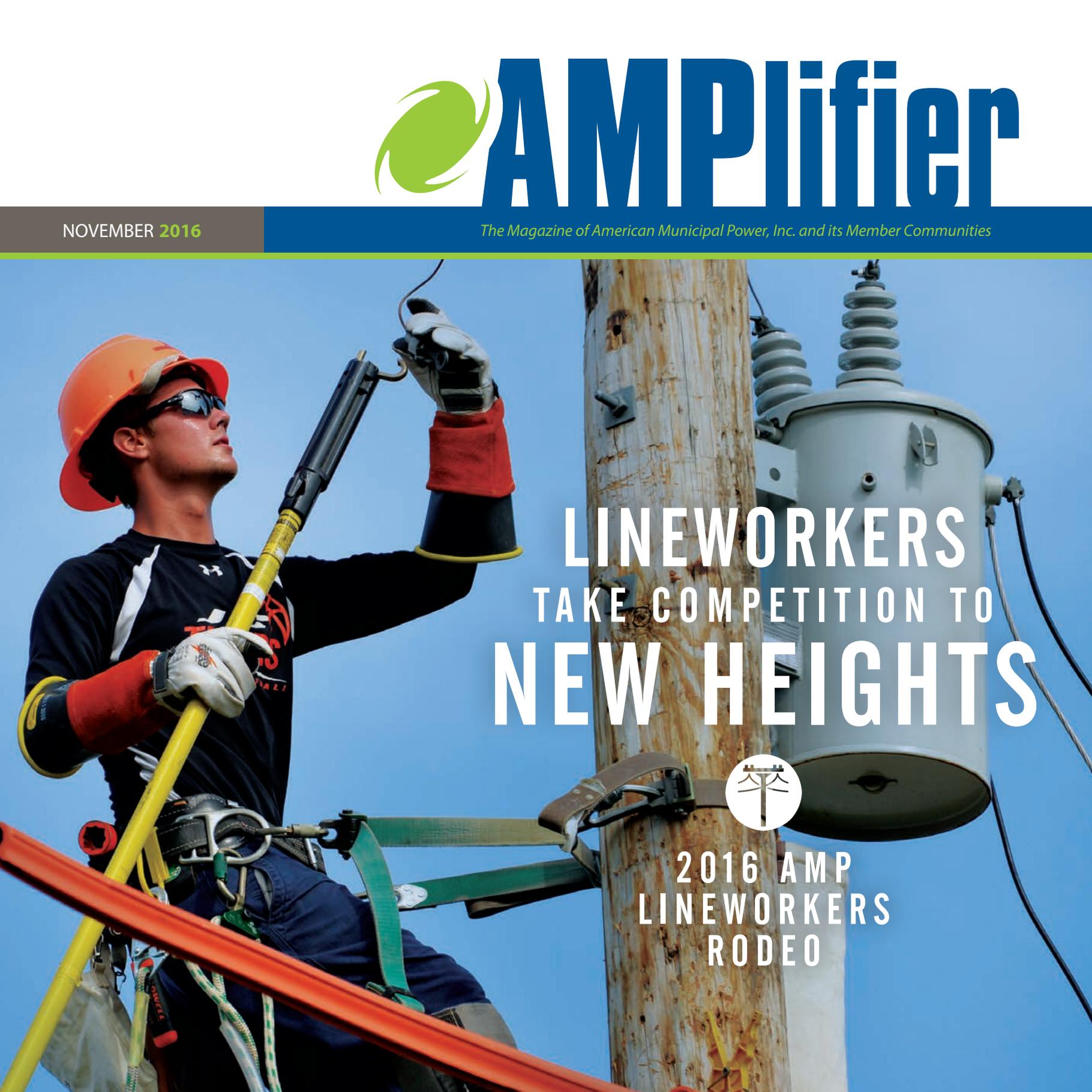
UTILITY TEST HOLE DATA

TEST HOLE NUMBER	TEST HOLE DEPTH (FEET)	TEST HOLE LOCATION (EASTING)	TEST HOLE LOCATION (NORTHING)	TEST HOLE LOCATION (EASTING)	TEST HOLE LOCATION (NORTHING)	TEST HOLE LOCATION (EASTING)	TEST HOLE LOCATION (NORTHING)
1	1.0	100.00	100.00	100.00	100.00	100.00	100.00
2	1.0	100.00	100.00	100.00	100.00	100.00	100.00
3	1.0	100.00	100.00	100.00	100.00	100.00	100.00
4	1.0	100.00	100.00	100.00	100.00	100.00	100.00
5	1.0	100.00	100.00	100.00	100.00	100.00	100.00
6	1.0	100.00	100.00	100.00	100.00	100.00	100.00
7	1.0	100.00	100.00	100.00	100.00	100.00	100.00
8	1.0	100.00	100.00	100.00	100.00	100.00	100.00
9	1.0	100.00	100.00	100.00	100.00	100.00	100.00
10	1.0	100.00	100.00	100.00	100.00	100.00	100.00
11	1.0	100.00	100.00	100.00	100.00	100.00	100.00
12	1.0	100.00	100.00	100.00	100.00	100.00	100.00
13	1.0	100.00	100.00	100.00	100.00	100.00	100.00
14	1.0	100.00	100.00	100.00	100.00	100.00	100.00
15	1.0	100.00	100.00	100.00	100.00	100.00	100.00
16	1.0	100.00	100.00	100.00	100.00	100.00	100.00
17	1.0	100.00	100.00	100.00	100.00	100.00	100.00
18	1.0	100.00	100.00	100.00	100.00	100.00	100.00
19	1.0	100.00	100.00	100.00	100.00	100.00	100.00
20	1.0	100.00	100.00	100.00	100.00	100.00	100.00
21	1.0	100.00	100.00	100.00	100.00	100.00	100.00
22	1.0	100.00	100.00	100.00	100.00	100.00	100.00
23	1.0	100.00	100.00	100.00	100.00	100.00	100.00
24	1.0	100.00	100.00	100.00	100.00	100.00	100.00
25	1.0	100.00	100.00	100.00	100.00	100.00	100.00
26	1.0	100.00	100.00	100.00	100.00	100.00	100.00
27	1.0	100.00	100.00	100.00	100.00	100.00	100.00
28	1.0	100.00	100.00	100.00	100.00	100.00	100.00
29	1.0	100.00	100.00	100.00	100.00	100.00	100.00
30	1.0	100.00	100.00	100.00	100.00	100.00	100.00
31	1.0	100.00	100.00	100.00	100.00	100.00	100.00
32	1.0	100.00	100.00	100.00	100.00	100.00	100.00
33	1.0	100.00	100.00	100.00	100.00	100.00	100.00
34	1.0	100.00	100.00	100.00	100.00	100.00	100.00
35	1.0	100.00	100.00	100.00	100.00	100.00	100.00
36	1.0	100.00	100.00	100.00	100.00	100.00	100.00
37	1.0	100.00	100.00	100.00	100.00	100.00	100.00
38	1.0	100.00	100.00	100.00	100.00	100.00	100.00
39	1.0	100.00	100.00	100.00	100.00	100.00	100.00
40	1.0	100.00	100.00	100.00	100.00	100.00	100.00
41	1.0	100.00	100.00	100.00	100.00	100.00	100.00
42	1.0	100.00	100.00	100.00	100.00	100.00	100.00
43	1.0	100.00	100.00	100.00	100.00	100.00	100.00
44	1.0	100.00	100.00	100.00	100.00	100.00	100.00
45	1.0	100.00	100.00	100.00	100.00	100.00	100.00
46	1.0	100.00	100.00	100.00	100.00	100.00	100.00
47	1.0	100.00	100.00	100.00	100.00	100.00	100.00
48	1.0	100.00	100.00	100.00	100.00	100.00	100.00
49	1.0	100.00	100.00	100.00	100.00	100.00	100.00
50	1.0	100.00	100.00	100.00	100.00	100.00	100.00

NOTES:
 1. REFER TO MECHANICAL DRAWINGS FOR ENTRY INTO STEAM
 TUNNELS AND MECHANICAL CONNECTIONS.
 2. EXISTING SMALL PIPES SHALL BE REMOVED AND REPLACED WITH
 NEW PIPES AS SHOWN ON THE MECHANICAL DRAWINGS.
 3. ALL NEW PIPES SHALL BE INSTALLED IN ACCORDANCE WITH THE
 MECHANICAL DRAWINGS AND THE MECHANICAL CODES.
 4. ALL NEW PIPES SHALL BE INSTALLED IN ACCORDANCE WITH THE
 MECHANICAL DRAWINGS AND THE MECHANICAL CODES.
 5. ALL NEW PIPES SHALL BE INSTALLED IN ACCORDANCE WITH THE
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 9. ALL NEW PIPES SHALL BE INSTALLED IN ACCORDANCE WITH THE
 MECHANICAL DRAWINGS AND THE MECHANICAL CODES.
 10. ALL NEW PIPES SHALL BE INSTALLED IN ACCORDANCE WITH THE
 MECHANICAL DRAWINGS AND THE MECHANICAL CODES.



PRELIMINARY



AMPLifier

NOVEMBER 2016

The Magazine of American Municipal Power, Inc. and its Member Communities

LINeworkERS TAKE COMPETITION TO NEW HEIGHTS



2016 AMP
LINeworkERS
RODEO

Jackson Center Ohio Uses State-of-the-Art Technology from Exacter to Assure Residents and Commercial Customers of Reliable Electric Power

AMP MEMBERS ARE IMPROVING RELIABILITY & PREVENTING OUTAGES WITH EXACTER TECHNOLOGY

Field Report & Mapping

Exacter Group Number	2
Pole ID	22-236-456
Feeder	7822
Latitude	N 45.028419
Longitude	W 86.813578
Address	Rt. 29 Johnson Rd.
City	Bellaire
State	MI
Finding 1	Transformer
Direction	Street Side
Location	Top Crossarm
Finding 2	
Direction	
Finding 3	
Direction	
Comments	

More than 20 AMP Member Communities are using Exacter technology to help prevent power outages and improve reliability. Exacter's patented technology locates overhead assets exhibiting signs of deterioration so remediation can happen before the outage occurs. Find out more by contacting Dane Nagel at Exacter.



www.exacterinc.com

Dane Nagel - dnagel@exacterinc.com
cell: 937-570-3374

Jackson Center is a village in west central Ohio and the home of Airstream Travel Trailers -- along with a number of other companies that comprise a relatively large manufacturing base for a small community. When Dane Nagel of Exacter, Inc. approached them about using a new technology that could help improve overhead reliability and reduce power outages, they were very interested. Dane informed them of many AMP Public Power communities taking advantage of this technology. "Dane was formerly the utility supervisor for a neighboring AMP Public Power utility in Versailles, Ohio and we knew he had used Exacter there and was pleased with the results so there was instant credibility when he came in to speak with us," states David Overman, Utility Superintendent for Jackson Center. "We are a small community where we know most of the residents personally, so for us, reliability isn't just a concept, it's about taking care of the people you know."

The goal of the Jackson Center program was simply to survey the lines and get an idea of the overall health of the village's overhead assets. "We had no idea what Exacter was going to find," continued Overman. "Our attitude was that if there are problems on our lines, we want to fix them quickly and on our schedule -- not wait for an outage in the middle of the night and have to scramble. It just makes sense and is safer to do maintenance during the day. And preventing the outage is much better than even our quickest response."

"Exacter found a problem on a 69kV line to the substation that had it failed would have taken out the majority of the community."

Jackson Center did their first Exacter reliability survey in the spring of 2015. Exacter uncovered 22 insulators and two lightning arresters. "It was almost ironic," states Village Administrator Bruce Metz. "On the same day we received our Exacter report, I received a call from Airstream about some flashes that were happening at the plant. The plant manager asked us what was going on because it had happened twice. I got with David Overman and we looked at the Exacter report and sure enough there was a problematic lighting arrester on the line into the Airstream factory. We immediately sent someone out to replace it and the flickering has not returned since."

In early 2016, Exacter performed its second reliability survey of the Jackson Center community, finding 32

arcings or leaking components. One of them was a dead end bell going into a 69kV line to the substation. "That was an important find," continued Overman. "That was the only line into the substation and had it failed, it would have taken out the majority of the community plus a number of other customers in the surrounding areas. Getting the parts and doing the repairs could have resulted in no power for 5-8 hours. For the factories in our town, that would have been a huge loss, so we are very thankful that Exacter uncovered before an outage occurred."

"We are proud of our reliability and believe it's a big reason we are able to keep companies here and even recruit new ones."

Jackson Center sees Exacter surveys and the system health data as one of the most important reliability tools in their toolbox. "The Exacter reports pinpoint the pole number and even show a photograph of the arcing equipment. It's all we need to send someone out to make the repairs," concluded Overman. "We have a tight budget so being able to get ahead of problems, prevent outages, and manage them during safe working hours saves money and is how we want to operate."

Village Administrator Bruce Metz has a different perspective on Exacter. "We work very closely with our industrial customers. They are the foundation of our tax base so taking care of them with reliable power delivery is extremely important," states Metz. "We are proud of our reliability and believe it's a big reason we are able to keep companies here and even recruit new ones. We let our customers know that we patrol the lines with Exacter to assure reliable power. It's literally the best tool in our toolbox!"

It's literally the best tool in our toolbox!"

Jackson Center plans on continuing to do annual Exacter Surveys part of their reliability program. "A lot of our components are 50-60 years old," concluded Metz. "Being able to find points of weakness and eliminate them strengthens our system and makes it more resistant to outages -- and that's our goal."

American Municipal Power, Inc. (AMP) is the nonprofit wholesale power supplier and services provider for 135 members, including 134 member municipal electric systems in Ohio, Pennsylvania, Michigan, Virginia, Kentucky, West Virginia, Indiana and Maryland; as well as the Delaware Municipal Electric Corporation, a joint action agency with nine members headquartered in Smyrna, Delaware. Combined, these member utilities serve more than 650,000 customers.

AMP is closely aligned with the Ohio Municipal Electric Association (OMEA), which is the legislative liaison for AMP and for Ohio's municipal electric systems.

Amplifier

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Columbus, OH 43229
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On the Cover

Nathan Hensley of Jackson Center competes in the 2016 AMP Lineworkers Rodeo.

AMPLifier

Of Member Concern 4

AMP's new advanced metering program will assist members of all sizes in deploying advanced meters.



Efficiency Smart 3.0 7

A more flexible version of the Efficiency Smart program is kicking off and will offer a wide range of products and services at different price points.



Because You Belong: Safety Programs 10

AMP's safety programs help members create a safe work environment, increase utility reliability and improve employee morale.



CPP Apprenticeship Program 14

Cleveland Public Power is training the next generation of lineworkers through its apprenticeship program.



2016 AMP Lineworkers Rodeo 16

Competitors once again showed off their skills at AMP's third annual event.



Safeside: Confined Space Rules 20

Confined space situations call for rules specifically designed to help maintain heightened awareness.



Member Profile: Danville 22

Virginia's oldest and largest municipal electric provider has been keeping the lights on for over a century.



Customer Home Protection 26

The AMP Board of Trustees signed an agreement with IGS Energy Home Services to offer home protection products to members' customers.





Marc S. Gerken, PE
President/CEO

AMP's new advanced metering program will assist members of all sizes in their deployment of advanced metering.

Hosted Solutions

The biggest challenge we face with hosted solutions is determining how it impacts our members and answering the question, "What is the true value?"

Hosted solutions is the development of necessary information technology hardware, software, and/or partnerships with third parties to enable us to provide new service offerings for members.

AMP's first hosted solutions service offering is an advanced metering program. From a utility perspective, advanced metering infrastructure (AMI) is much more than simply reading meters. By using AMI, utilities are better able to manage their business by providing more accurate and efficient billing. They will see improved outage management, and a reduction in system losses and energy consumption. The initial investment in a solid AMI platform enables utilities to deploy street lighting control, distribution automation and enhanced reliability from asset management/outage support. Reliability has always been the hallmark of public power and hosted solutions helps us to keep the lights on.

Customers/residents will see value from hosted solutions through a number of new capabilities. They will have online access to usage data to improve and manage energy costs, and have a more responsive relationship with their utility. Customers will also benefit from improved information on outages and a more efficient utility operation. As AMI is deployed, new programs that benefit customers can be introduced by the utility, including rebates from demand response programs using thermostat control and new billing options such as real-time pricing.

AMP's Board of Trustees believes hosted solutions is critical to the future of municipal electric systems and tasked staff with developing

Collaborative program leverages joint action for shared technology investment and operations.



a pilot study to engage members who had common interests. Representatives from the 11 pilot communities, along with AMP staff, identified advanced metering technology as the first hosted solution for AMP.

The group considered several scenarios and agreed the best option was for AMP to evaluate the marketplace and select the technologies to provide advanced metering services to members. The same pilot members reviewed vendor responses and technology, and determined the best approach. The solution they chose involves members deploying meters and communications technology with AMP handling the back office operations.

Our Board and members had tremendous input and we are moving

forward with those pilot members who have provided letters of intent to join the program. The goal is to offer the advanced metering program to all interested members. The AMP Board has demonstrated the value it sees in AMI by making a significant financial commitment to ensure this program can be deployed quickly and will be viable over the course of its first 10 years, giving participating members confidence in moving forward.

AMP's new program will assist members of all sizes in their deployment of advanced metering. Smaller member communities will have access to AMI technologies previously only available to much larger utilities. Larger member communities joining the program will have one less IT solution to consider and support.

Those with older metering systems can upgrade to the most up-to-date technology available. Members who implemented first generation automated meter reading (AMR) technology or have existing AMI deployments are also able to migrate to AMP's advanced metering program as the timing of their system nears maturity.

The benefits of AMP's program are twofold – supporting our members as they modernize their utility operations and carrying out AMP's mission to provide value-added member services. We believe our program provides the groundwork members will need to tackle distribution system

changes. This program will reduce both costs and risks by enabling members to acquire meters and communications components under an aggregated purchasing agreement with its vendor/partners. The program also includes a comprehensive set of back office meter data and operational applications while providing the back office applications, IT infrastructure and supporting staff as a shared service. The AMI program will maximize value to participating members by providing overall and individual deployment oversight.

AMP has developed a multi-pronged approach to ensure the success of member AMI deployments. Education on AMI, or any hosted solution, is extremely important for our members to make the right deployment decisions and choose if our program is right for them. We recognize that it takes capital investment to deploy AMI, and we want our members to come in fully educated.

Each community is different and will need to weigh the pros and cons. The cost-benefit analysis for each member will be unique, but the parts of the value proposition that include improved customer

In addition to enabling a lower first cost of equipment and software applications, the AMI program provides a fully managed back office, including software support and infrastructure upgrades.



AMP Chief Information Officer Brannndon Kelley introduces panel speakers during the Technology-Enabled Customer Service for Municipal Utilities session at the 2016 AMP/OMEA Conference.

relations, operational efficiencies, easy system integration, accurate data management and cyber protection will be common results for all enrolled members. We believe it is something members are going to have to do eventually and the economies of scale opportunities through AMP could be very beneficial, particularly for small members.

The climate is right for the deployment of AMI technology. Advanced metering is a foundational component for a Smart City, and our members are seeing it become the norm among neighboring investor-owned and rural electric utilities.

Our new advanced metering program is another example of how joint action, coupled with the transparency of an AMI-managed program, can benefit municipal utility operators.

Members interested in learning how they can participate in this program should contact Jared Price, assistant vice president and chief technology officer, at jprice@amppartners.org; or Brannndon Kelley, chief information officer, at bkelly@amppartners.org.

PROVIDING CUSTOMIZED ENERGY SAVINGS FOR MEMBERS

AMP members will soon have more energy efficiency options available with the rollout of Efficiency Smart 3.0 – a more flexible version of the program. Efficiency Smart 3.0 offers a wide range of products and services at different price points to serve members of all sizes and levels of efficiency needs.

"We've always prided ourselves on customization," said Randy Corbin, AMP assistant vice president of energy efficiency. "Efficiency Smart 3.0 allows members to further customize with new standalone features to benefit communities of all sizes and geographic locations."

Participants in Efficiency Smart 3.0 can elect to receive the same level of comprehensive services currently available, or choose additional performance-based options with varying price points depending on the desired level of sales reduction. These programs include Basic Performance (with a 0.25 percent annual load reduction), High Performance (with a 0.5 percent annual load reduction) and Enhanced Performance (with a 1.0 percent annual load reduction).

The Custom Commercial and Industrial (C&I) Program is a new addition to the menu, geared toward communities who are only interested in commercial and industrial services. The program offers a 0.50 percent annual C&I sales reduction.



Communities are also able to select from a menu of a la carte services, including the Business Energy Rebates Program for small to mid-sized businesses, a discounted online lighting store for residential customers, residential efficient appliances, home energy audits, C&I audits and other customized options. These can be chosen in conjunction with or in lieu of the performance-based options. All Efficiency Smart services come with periodic performance reports and the ability to add additional services as needs arise.

These new flexible energy-saving programs and services give communities more control with the ability to select a program or combination of programs that can best meet the community's desired goals and budgets.

"AMP members requested a level of flexibility beyond what previous Efficiency Smart programs offered," said Corbin. "And that is exactly what we're hoping to achieve with the new program. We want to give our members the flexibility they need in order to

implement the efficiency services that meet the unique needs of their communities.”

Efficiency Smart has been providing comprehensive energy efficiency services to subscribing AMP members since 2011. The program is administered by the Vermont Energy Investment Corp. (VEIC) under a performance-based contract with, and oversight by, AMP.

Efficiency Smart offers AMP members access to professional energy efficiency services, executed at the local level and tailored to each member’s unique needs. This partnership with communities helps save money for residential and business customers through energy efficiency initiatives.

“We saw a need for efficiency projects, but didn’t know where to start,” said Sue Clark, director of economic development for the City of Bowling Green. “We saw a great solution in Efficiency Smart.”

With the help of the program, Bowling Green was able to create a plan that went hand in hand with its revolving loan fund, providing affordable ways for companies to update to more efficient infrastructure and fixtures, and lower their operation and maintenance costs.

“Virtually every manufacturer in the city has taken advantage of Efficiency Smart programs with upgraded lighting, compressors or other updates in infrastructure,” said Clark. “It’s been one of the best economic development tools to have in my back pocket.”



Top: Efficiency Smart staff provided free CFLs during the Project Connect Wood County (PCWC) event in Bowling Green. PCWC is designed to provide immediate goods and services to Wood County residents who are experiencing homelessness or are at risk of losing resources needed to secure and maintain housing.

Bottom: Akro-Mils in Wadsworth received Efficiency Smart's Ambassador of Energy Efficiency award in 2016. The company completed multiple energy efficiency upgrades and is expected to save \$188,100 annually. Pictured are (from left): Robert Patrick, Wadsworth director of public service and member of the AMP Board of Trustees; Jay Campbell, maintenance manager, Akro-Mils; Jim Daw, plant manager, Akro-Mils; and Ryan Calkins, senior energy consultant, Efficiency Smart.

Investing in energy efficiency can encourage economic development, helping local businesses control operating and maintenance costs, and acting as a business retention and attraction tool. According to the American Council for an Energy Efficient Economy, approximately 21 jobs are created for every \$1 million in related energy efficiency investments.

In addition to spurring economic development, energy efficiency also provides cost savings and reduces electric load. Communities that have participated in Efficiency Smart over the past five years have reduced their electric load by an average of 3.6 percent and have received \$4 in benefits for every dollar spent. Additionally, all Efficiency Smart performance guarantees to the participating communities have been met.

More than 50 AMP member communities in Ohio, Pennsylvania and Michigan have subscribed to energy efficiency services from Efficiency Smart. In the current 2014-2016 contract period, Efficiency Smart has already achieved 123 percent of its cumulative three-year performance target and is positioned to eclipse 100 percent of each participating community’s individual energy-saving targets by the end of the contract period.

“We’ve achieved 73 percent of our three-year goal and we’re barely over halfway there,” said Kevin Maynard, director of public utilities for the City of Hamilton and member of the AMP Board of Trustees.

Efficiency Smart worked with Hamilton to assist with the financing and installation



Investing in energy efficiency can encourage economic development, helping local businesses control operating and maintenance costs, and acting as a business retention and attraction tool.

of more than 27,800 energy-efficient devices including light bulbs, appliances and LED lighting for the city’s residential, commercial and industrial customers.

With the help of Efficiency Smart, Hamilton has an expected \$8.5 million of lifetime customer savings, and has reduced its carbon dioxide emissions by approximately 12 million pounds annually – roughly equivalent to the emissions produced by 798 homes. According to Michael Gurr, Hamilton’s field services superintendent, the city’s customers have been largely supportive, primarily due to the long-term savings and outlook.

“The lifetime savings far exceed the cost to the local consumer,” said Gurr. “We’ve had wonderful acceptance with the city.”

Energy efficiency is the lowest cost option compared to the cost of new power supply options, has the least risk of any power supply resource and can be a catalyst for economic development. Efficiency Smart recently began the subscription process for its new 3.0 services. For more information, please contact Corbin at 614.540.0844 or rcorbin@amppartners.org.



Randy Corbin
AMP Assistant Vice President
of Energy Efficiency

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AMP SAFETY

PROGRAMS

Safety is a pillar in today's work environment, especially for those involved in electrical utilities and related industries. It is at the forefront of decisions that are made, a foundation for many company policies, and often a reflection of company values and culture.

Kyle Weygandt, AMP's director of member safety, leads a safety training course in Westerville.

While AMP members receive many benefits from their participation within the organization, the safety programs are some of the most vital to the strength and longevity of a member community's utilities workforce. Creating a safe work environment can decrease lost-time accidents, increase utility reliability and improve overall employee morale.

Recognizing the importance of member safety, AMP has fully integrated it into the organization's identity and practices.

"Safety has been woven throughout AMP's messaging since day one," said Michelle Palmer, AMP's vice president of technical services. "In recent surveys members ranked safety among the top services that AMP offers."

This "core service" is offered to members in various forms.

General safety is included with AMP membership for Class I members in Pennsylvania, Michigan, West Virginia and Ohio. These quarterly programs highlight topics of interest and importance specific to electric utility personnel, including accident investigation, protective equipment and lineworker safety.

"The truth is, accidents happen, but most accidents are preventable," said Nancy Henry, human resources coordinator for the City of Cuyahoga Falls.



AMP holds a bucket rescue training course on Aug. 30, 2016 in Bloomdale.



Gary Keffer (right), AMP's director of corporate health and safety, discusses protocols at the Willow Island hydroelectric plant.

Cuyahoga Falls has been a longtime participant in AMP's safety programs. According to Henry, the safety programs have made the city's employees more aware of their safety and that of others, both at home and at work.

"One of the questions on job injury reports is 'Was this preventable?'" said Henry. "In many cases, the answer is yes – it's all just a matter of being aware of your surroundings. AMP safety programs have helped open the eyes of our employees who thought they were doing things safely."

In addition to offering general safety programs, AMP holds regional safety meetings three times per year. These day-long meetings are free of charge to members and are held in various locations throughout AMP's footprint to make them easier for members from different geographic areas to attend.

Jeff Badger, electric superintendent for Grove City, Pennsylvania, recognizes the importance of safety programs, but knows the struggle of trying to organize them internally.

"Trying to get someone to come out here and do a class for a small team has been a challenge in the past," said Badger. "But not with AMP."

“We recognize the importance of safety at every level in our member communities”

Like Cuyahoga Falls, Grove City has been a longtime participant in AMP’s safety programs. According to Badger, AMP safety programs have been a primary source of the city’s safety training.

“AMP has always been willing to help us out,” said Badger. “If we didn’t have AMP’s safety programs, it would be tough to have any kind of safety training.”

AMP members also have access to subscription-based monthly Occupational Safety and Health Administration (OSHA) compliance courses. Unlike the general safety programs and regional meetings, which are included with membership and geared primarily toward electric utility personnel, the OSHA programs are widespread depending on industry trends, demands and compliance topics that require coverage. Classes include bloodborne pathogens, fire extinguishers, and confined space entry and rescues. Through these courses, members can ensure they are adhering to industry standards and following appropriate safety protocols, as outlined by OSHA.

“I consider AMP safety programs an extension of our health and safety function,” said Henry. “I rely on AMP to deliver the message in a way that listeners can identify with, relate to and learn from so they can apply it to their own experience, whether on the job or off the job.”



More than 55 attendees participated in a spring AMP Regional Safety Meeting held in Wellington.

Approximately 1,000 AMP member employees are trained monthly through AMP’s safety programs.

“At AMP, we place a high priority on member safety,” said Palmer, “We’re constantly working to keep our information and programs fresh and relevant.”

According to Palmer, member feedback plays a vital role in the development and implementation of new safety programs. AMP makes it a priority to keep presentations and classes up-to-date and interesting to member employees at all levels, focusing on innovative program development highlighting the latest industry safety information and developments.

“We recognize the importance of safety at every level in our member communities,” said Palmer. “We want to make sure we do our part to equip them with the knowledge to engage in daily work activities as safely as possible.”

For more information about AMP’s safety programs, please contact Palmer at mpalmer@amppartners.org or 614.540.0924.

AMP SAFETY PRINCIPLES

By holding true to our values we will:

- Maintain compliance with all applicable legal and regulatory environmental health and safety requirements;
- Ensure people working for or on behalf of AMP understand and integrate environmental health and safety responsibilities into their business functions;
- Prevent injuries through hazard elimination and employee involvement;
- Pursue continual health and safety improvement; and
- Encourage and assist AMP members in their efforts to adopt and follow such principles at the local level.



Flagger training event in Painesville.

AMP SAFETY PROGRAMS

General Safety Programs

- Accident Investigation & Root Cause Analysis
- American Safety & Health Institute CPR/AED Program
- American Safety & Health First Aid Program
- Arc Flash Awareness, Personal Protective Equipment, Rubber Goods
- Emergency Action Plans
- Lineworker Safety
- National Safety Council Flagger Training/Certification
- Pole Top & Bucket Rescue

OSHA Compliance Programs

- An Orientation/Introduction to OSHA & PERRP
- Bloodborne Pathogens
- Confined Space Entry & Rescues
- Emergency Action Plans
- Fire Extinguishers
- HAZWOPER/SPCC Plan
- Hearing Protection
- Lockout Tagout
- New GHS Hazard Communication
- Personal Protective Equipment
- Powered Industrial Trucks Certification
- Respirators
- Trenches and Excavation



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Training the Next Generation

Cleveland Public Power's Apprenticeship Program



Top: Javier Rodriguez (left) and Shemill Johnson of CPP compete in the 2016 AMP Lineworkers Rodeo.
Bottom: Alonzo Crosby completes utility work as a member of CPP staff.
Behind: Ansel Montanez, CPP apprentice, at the 2016 AMP Lineworkers Rodeo.

The aging workforce of the utility industry is posing a unique staffing problem for most electric utilities across the country. As experienced workers move into retirement, utilities are often finding there is not enough new talent to fill the vacant positions.

Ivan Henderson, Cleveland Public Power (CPP) commissioner, was faced with this challenge when he first joined CPP in October 2006. Within his first week, he was asked to find a solution to the problem.

"The union president asked to meet with me regarding what he described as a pressing staff crisis," said Henderson, who also serves on the AMP Board of Trustees. "He shared with me the large number of skilled labor resources that would retire over the next five years."

According to Henderson, the crisis was a result of CPP's inability to hire skilled labor quickly enough to keep up with the number of employees that would soon retire.

"The question became 'how could we fill the void?'" said Henderson.

The existing apprenticeship program, which was not rooted in the local school system, was proving ineffective. Henderson came up with an idea

for a partnership that would help address the aging workforce problem and benefit both local students and the utility.

"Shortly after first learning about this shortage," said Henderson, "I read a newspaper article that discussed the problems with the Cleveland Metropolitan School District and the lack of opportunities for students within the school system."

Henderson reached out to Mayor Frank Jackson and shared his idea about forming a partnership with the school system through which qualifying Cleveland high school students could apply for an internship to become apprentices in the utility industry. With the mayor's approval, Henderson connected with the Cleveland Metropolitan School District (CMSD) to take next steps, sharing the vision that he and the mayor had for the program. The school district was receptive and helped put the plan in motion.

"At that point we had all three key players involved," said Henderson. "Less than two years later, we welcomed our first class of students."

The recruiting process for the program began in March 2008. A team from CPP visited local CMSD high schools, where they shared program information with both students and parents and explained the career potential within the utility industry. To further spread the word about the program, CPP also used radio advertising and included informational inserts with utility bills. Through the information sessions and materials, those interested were encouraged to apply to the program.

The first CPP Apprenticeship Program class took place in May 2008. Out of 25 interested applicants, 11 students were selected. Each applicant had to meet specific criteria outlined by CPP to be considered: a recent

graduate of a CMSD high school with a minimum cumulative GPA of 2.5 and 93 percent attendance record.

"These young people are usually not interested in college," said Henderson, "But they want to earn a good living and learn a new skill. Some participate in our program and go to college part time."

Interested candidates who submit paper applications to CPP and meet the requirements are evaluated by a committee that consists of Henderson, representatives from the Local 39 Apprentice Board, one human resources representative from the Cleveland Department of Public Utilities, and apprenticeship team representatives selected by Henderson. Candidates complete in-person interviews with this committee and after discussion between committee members, the applicants are narrowed down. Approximately 10 are selected and extended the opportunity to participate in the Apprenticeship Program.

As participants in the program, those selected from the application process begin as student assistants, where they complete a set of tasks including earning a CDL license, pole climbing school and safety training. After completing these requirements, students are assigned to a crew and become observers. Students remain assistants for approximately six to 12 months before becoming intern apprentices.

As intern apprentices, participants are entry-level Local 39 members, allowing them to serve as ground workers and line helper drivers for their assigned crews. Intern apprentices also have the opportunity to apply for apprenticeships within a discipline of their choice, including cable splicer, transformer repair worker, low tension lineworker, electric meter installer, line helper driver, gas turbine mechanic and lineworker. Each of these paths offers apprenticeships that are certified by the State of Ohio. After completion of a civil service test and acceptance into an apprenticeship position, program participants are able to transition from interns to apprentices.

The program is designed to be completed in four years, with participants engaging in varying amounts of class and field work depending on the chosen discipline, individual skill level and state apprenticeship requirements. After completion of the program, they become full-fledged apprentices in their chosen discipline, able to advance in their utility careers and become journeymen.

Approximately 76 students were selected to participate in the program between 2008 and 2015. Of those 76 students, 60 successfully completed the program and graduated.

According to Henderson, the program has not only benefited the utility industry by producing more skilled workers, but has also helped improve the lives of those who complete the program.

"Many of the young people have purchased vehicles, homes and more," said Henderson. "They have worked more overtime, even when most of the more experienced linemen opt out."

CPP has shared the success of several of the program participants. One student noted he has been able to purchase his mother a vehicle, build his own house and provide for his family as a result of completion of the program. He has helped his siblings graduate from high school and provides positive leadership, encouraging them to further their education and attend college.

Another student who completed the program has been able to purchase a house for his parents and has become an integral part of CPP's AMP Lineworker Rodeo team, acting as a leader and maintaining a positive attitude.

Even those who are unable to pass all courses in their chosen discipline can find a place within CPP. One student was unable to pass a pole climbing class, preventing him from fully completing his chosen track and becoming a lineworker. Through the apprenticeship program, he was able to become a line helper driver with trouble crews instead, allowing him to complete the program and stay in the utility industry. That student and others like him will have an opportunity to apply for the other apprenticeship opportunities that do not require pole climbing.

Through the CPP Apprenticeship Program, the city is finding ways to help local students learn new skills and develop a positive career path, while staffing a workforce that is seeing a growing number of workers reach retirement.

"In my eyes," said Henderson, "The CPP Apprenticeship Program has been a great success for both the utility and the community it serves." 



Ivan Henderson
 Cleveland Public Power Commissioner
 Member of the AMP Board of Trustees

2016 AMP LINEWORKERS

RODEO

Lineworkers representing 11 members in three states took part in the third annual AMP Lineworkers Rodeo, held Aug. 26-27, 2016, at AMP headquarters in Columbus.



Competitors showed off their skills in a variety of events — each designed to replicate the tasks and test the skills demanded daily in the field.

Judges evaluated competitors on safety, work practices, neatness, ability, equipment handling and timely event completion. Overall winners were offered full sponsorship to advance and compete in the American Public Power Association's (APPA) National Lineworkers Rodeo.



Main photo: Jerry Perkins (left) and Jim Bogess of Piqua
Top: Steven Matney of CVEC
Bottom: Shemill Johnson of Cleveland

TOP FINISHERS



APPRENTICE

Written Test

1st Tyler Martin, Piqua
2nd Kindric Link, Piqua
3rd Whit Longcore, Piqua

Hurtman Rescue

1st Mitch DeJarnette, Central Virginia Electric Cooperative (CVEC)
2nd Andrew Converse, Westerville
3rd Lance Purviance, Wadsworth

Obstacle Course

1st Andrew Converse, Westerville
2nd Mitch DeJarnette, CVEC
3rd Whit Longcore, Bryan

12kV Arrester Change Out

1st Lance Purviance, Wadsworth
2nd Ansel Montanez, Cleveland
3rd Jeremiah Thomsen, Cleveland

Crossarm Relocation

1st Andrew Converse, Westerville
2nd Jeremiah Thomsen, Cleveland
3rd Mitch DeJarnette, CVEC

Overall

1st Tyler Martin, Piqua
2nd Jeremiah Thomsen, Cleveland
3rd Whit Longcore, Bryan

JOURNEYMAN

Hurtman Rescue

1st Michael Roark, Westerville
2nd Blake Caporaletti, Cuyahoga Falls
3rd Dan Cline, Piqua

Obstacle Course

1st Michael Roark, Westerville
2nd Blake Caporaletti, Cuyahoga Falls
3rd William Houser, Cuyahoga Falls

Crossarm Relocation

1st Michael Roark, Westerville
2nd Dan Cline, Piqua
3rd William Houser, Cuyahoga Falls

Two Bell Change Out

1st Michael Roark, Westerville
2nd Dan Cline, Piqua
3rd William Houser, Cuyahoga Falls

12kV Arrester Change Out

1st Michael Roark, Westerville
2nd Dan Cline, Piqua
3rd William Houser, Cuyahoga Falls

Overall

1st Michael Roark, Westerville
2nd Dan Cline, Piqua
3rd William Houser, Cuyahoga Falls

JOURNEYMAN TEAM

Hurtman Rescue

1st Westerville Electric Division
2nd Piqua Power System #1
3rd Bryan Municipal Utilities

4kV Crossarm Change Out

1st Westerville Electric Division
2nd Bryan Municipal Utilities
3rd Piqua Power System #2

Double Crossarm

1st Westerville Electric Division
2nd Piqua Power System #1
3rd Cleveland Public Power

Four Bell Change Out

1st Westerville Electric Division
2nd Piqua Power System #2
3rd Cleveland Public Power

OCR Change Out

1st Westerville Electric Division
2nd Piqua Power System #1
3rd Bryan Municipal Utilities

Overall

1st Westerville Electric Division
2nd Piqua Power System #2
3rd Piqua Power System #1



Overall — Apprentice: From left: Tyler Martin of Piqua, first place; Jeremiah Thomsen of Cleveland Public Power, second place, and Whit Longcore of Bryan, third place.



Overall — Journeyman: From left: Michael Roark of Westerville, first place; Dan Cline of Piqua, second place, and William Houser of Cuyahoga Falls, third place.



Overall — Team: First place team members from Westerville are (from left): JJ Savage, Cody Leitner and Chris Revenaugh.



Overall — Team: Second place team members from Piqua team #2 are (from left): Justin Foutz, Kevin Grinstead and Randy Carnahan.



Overall — Team: Third place team members from Piqua team #1 are (from left): Kyle Brandewie, Jim Bogess and Jerry Perkins.

The AMP Rodeo is an opportunity for the community to see and better understand utility work.

Scott Smith, apprentice with Wadsworth.

For those who work in confined spaces, awareness of surroundings can mean the difference between life and death. These situations call for rules specifically designed to help maintain heightened awareness of the potential dangers of working in environments considered “confined.”

The Occupational Safety and Health Administration (OSHA) introduced the construction standard for confined spaces (CFR1926.1200, subpart AA) on May 4, 2015. This standard includes construction on electrical power transmission, and distribution lines and equipment. Prior to OSHA’s May release, those performing construction had to apply the confined space rules outlined in the general industry standard (CFR1910.146) to their own work and daily tasks. The general industry standard rules were meant to be applied universally, but lacked the specificity needed in the confined space situations encountered in construction.

According to OSHA, a confined space must meet all of the following criteria:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work;
2. Has limited or restricted means for entry or exit (for example,

CONFINED SPACES

tanks, vessels, silos, storage bins, hoppers, vaults and pits are spaces that may have limited means of entry); and

3. Is not designed for continuous employee occupancy.

Examples of confined spaces related to utilities include manholes, utility vaults, utility subbasements, water tanks, filter tanks and clarifiers.

Some confined spaces may necessitate the acquisition of a permit prior to entry due to the presence or potential presence of certain hazards. Permit-required confined spaces have any one or more of the following characteristics:

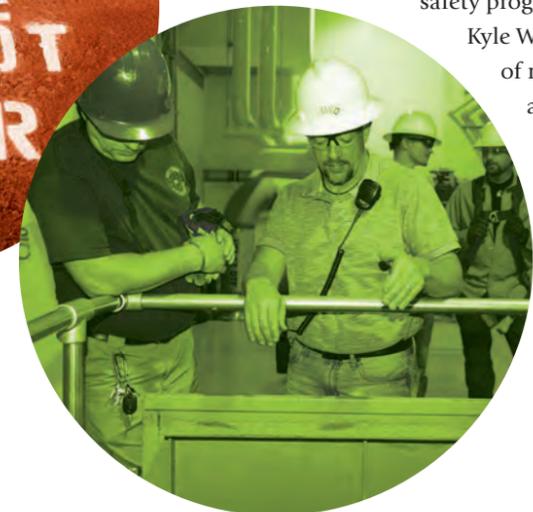
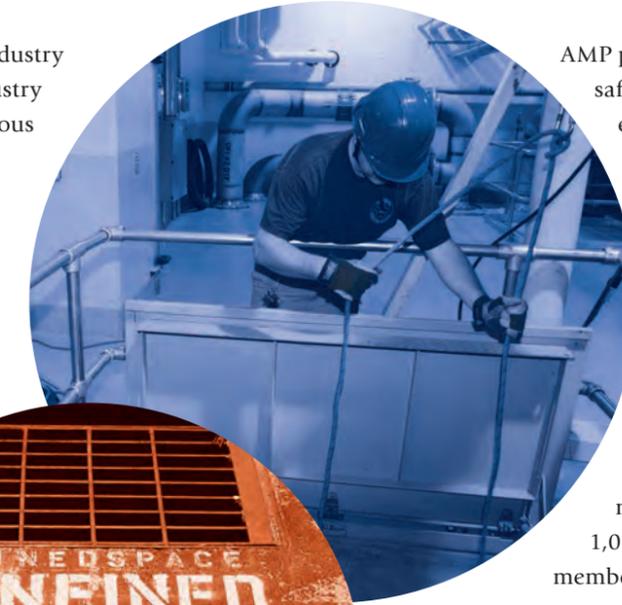
1. Contain or have a potential to contain a hazardous atmosphere;
2. Contain a material that has the potential for engulfing an entrant;
3. Have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
4. Contain any other recognized serious safety or health hazard.

One of the most impactful changes to the construction standard is the way in which employers must now approach the planning process prior to allowing employees to enter a space defined as “confined,” including additional measures which must be taken in order for employees to be in compliance when they enter.

Many alterations were made to the construction industry standard in an effort to align with the general industry standard. These changes include requiring continuous atmospheric and engulfment hazard monitoring when possible, the addition of attics and crawl spaces as confined spaces, and the opportunity for permit suspension instead of cancellation under certain circumstances.

One of the most impactful changes to the construction standard is the way in which employers must now approach the planning process prior to allowing employees to enter a space defined as “confined,” including additional measures which must be taken in order for employees to be in compliance when they enter. According to the updated rule, the work site must first be evaluated for the presence of confined spaces, with points of entry and exit identified, air quality testing performed to ensure proper ventilation methods, and precautionary rescue procedures determined. Training must also be completed in a language that is understood by the employee.

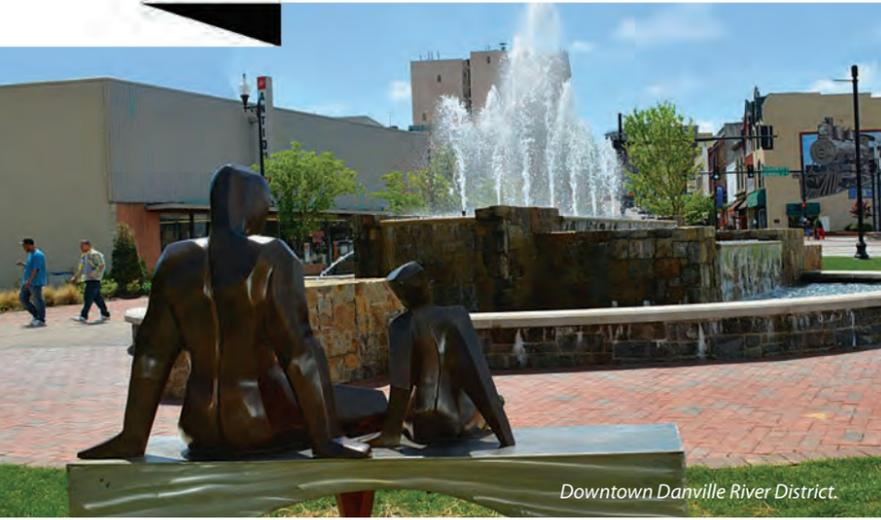
The new standard provides more concrete guidance to employers and employees within the construction and utility industry, helping to better safeguard workers and prevent unnecessary injuries and fatalities that can occur in confined space situations.



AMP places a high priority on member safety and preparation through education. A confined space entry and rescues class is offered as part of AMP’s monthly, subscription-based OSHA Compliance Program, intended to help members learn the safe and compliant practices for entering and exiting confined spaces. The OSHA Compliance program currently has 38 subscribing members and approximately 1,000 monthly participants from member communities.

For additional information on AMP’s safety programs, please contact Kyle Weygandt, director of member safety, at 330.323.1269 or kweygandt@amppartners.org.

Staff completes a mock confined space rescue drill at the Belleville Hydroelectric Plant in October 2016.



Downtown Danville River District.



Students at Danville's Averett University.



Danville meter technician.



Night shot overlooking the Dan River and Martin Luther King Jr. Memorial Bridge.

Reinventing Danville

Virginia's largest municipal electric provider benefits from AMP membership

As Virginia's oldest and largest municipal electricity provider, the City of Danville has been keeping its customers' lights on for well over a century. And while officials say Danville is in the process of reinventing itself, that tradition of reliability should carry on well into the future.

Located in southern Virginia on the North Carolina border, Danville is home to about 43,000 residents. The "River City" boasts a vibrant downtown atmosphere, historically significant landmarks, and has been lauded nationally as a great place to work, play and learn.

An AMP member since 2007, Danville Utilities serves about 42,000 electric customers, along with large industrial users such as Nestlé, IKEA and Intertape Polymer Group. Celebrating its 130th anniversary this year, the utilities division's 75 employees service a 500-square-mile electric service

territory that covers parts of three counties and the City of Danville with 1,250 miles of electric lines, a load of about 140 megawatts (MW) and peak load of about 230 MW, according to Utilities Director Jason Grey.

"We're proud to be the oldest and largest municipal electric provider in Virginia," said Grey, who also serves on the AMP Board of Trustees. "We're one of farthest AMP members from Columbus, but the advice and resources AMP has provided us has always been a great benefit to the community."

Located on the Dan River, Danville's early electric needs were powered by the city-owned Pinnacles Hydroelectric Plant approximately 60 miles west of the city. Built in 1938 with a generating capacity of 10 MW, the plant initially powered the entire city, but now provides peaking power during times of maximum demand.

Danville's electric distribution workforce tackles the job with four line crews and three service crews. The city relies on contractors for large capital projects and employs seven contractor right-of-way crews for vegetation management.

"We're reinventing our utility," he said. "We have several employees with 40 years of service retiring, and it's a challenge to find new employees. But at the same time, these opportunities bring new energy and ideas to the table."

Grey, who has lived in Danville for most of his life, said the city itself is in the middle of a reinvention of sorts. The city was traditionally a tobacco and textiles town until about 10 years ago when tobacco distributor Dimon Inc. pulled up stakes. Many downtown buildings were left vacant, but the community worked tirelessly to transform its downtown, renovating empty spaces into apartments and public spaces (the Dimon headquarters building is now home to the Danville Regional Foundation and Averett University).

"Going forward, we haven't looked at just one anchor (employer), but a diverse group of industrial uses," Grey said. "Some smaller employers have really taken off recently."

On Sept. 8, 2016, Virginia Gov. Terry McAuliffe announced that KYOCERA SGS Precision Tool Inc., a leader in solid carbide cutting tool manufacturing, will invest \$9.5 million to establish a North American technology and strategic manufacturing hub in Danville. It is estimated the operation will create 35 new jobs in the area.

Maintaining a diverse power portfolio with a strong focus on renewable energy is a key part of attracting new industry to the area, explained Grey, adding that AMP membership has been a powerful asset to facilitate the renewable power supply.



“The forward thinking from AMP members is always appreciated — there’s always something we learn”

*Photos top from left: Carrington Pavilion outdoor entertainment venue; Danville substation technician; Pinnacles Hydroelectric Plant on the Dan River.
Photos bottom from left: SOVA Career Choice Youth Expo community outreach event; Pedestrian bridge over the Dan River; Danville electric crew at a community outreach event.*

Danville is one of the largest participants in AMP’s Phase 1 combined hydroelectric project, which consists of three run-of-the-river hydro generation facilities at existing dams on the Ohio River: Cannelton, Smithland and Willow Island.

“As a renewable piece of our portfolio, not only with AMP but with other renewables in place, that will really get us ahead of the curve,” Grey said. “Environmentally friendly customers really value that and it could possibly attract new industry to the area.”

He added that AMP membership also brings access to institutional knowledge and advice that have been extremely valuable to Danville.

“There are a lot of projects that we couldn’t even consider taking on ourselves, like participating in the large hydro generation projects, that otherwise wouldn’t be possible without AMP,” he said. “We’re able to use some of the bond financing that we wouldn’t have been able to do on our own. The forward thinking from AMP members is always appreciated – there’s always something we learn and take back with us from Board meetings and conferences.”

Some of that knowledge revolves around energy-saving measures that Danville intends to focus on in coming years, Grey added. The city is organizing a pilot project this year to replace its 8,500 high-pressure sodium street lights with more efficient LED lighting, along with a plan for pre-paid metering for its customers.

A new web portal for customers is also scheduled to come online at the end of this year, allowing customers to pay their bill online, view their consumption habits and keep track of outages. The division has already exchanged mechanical meters with digital smart meters, allowing them to read about 80,000 meters daily, which gives residents more data to make decisions.

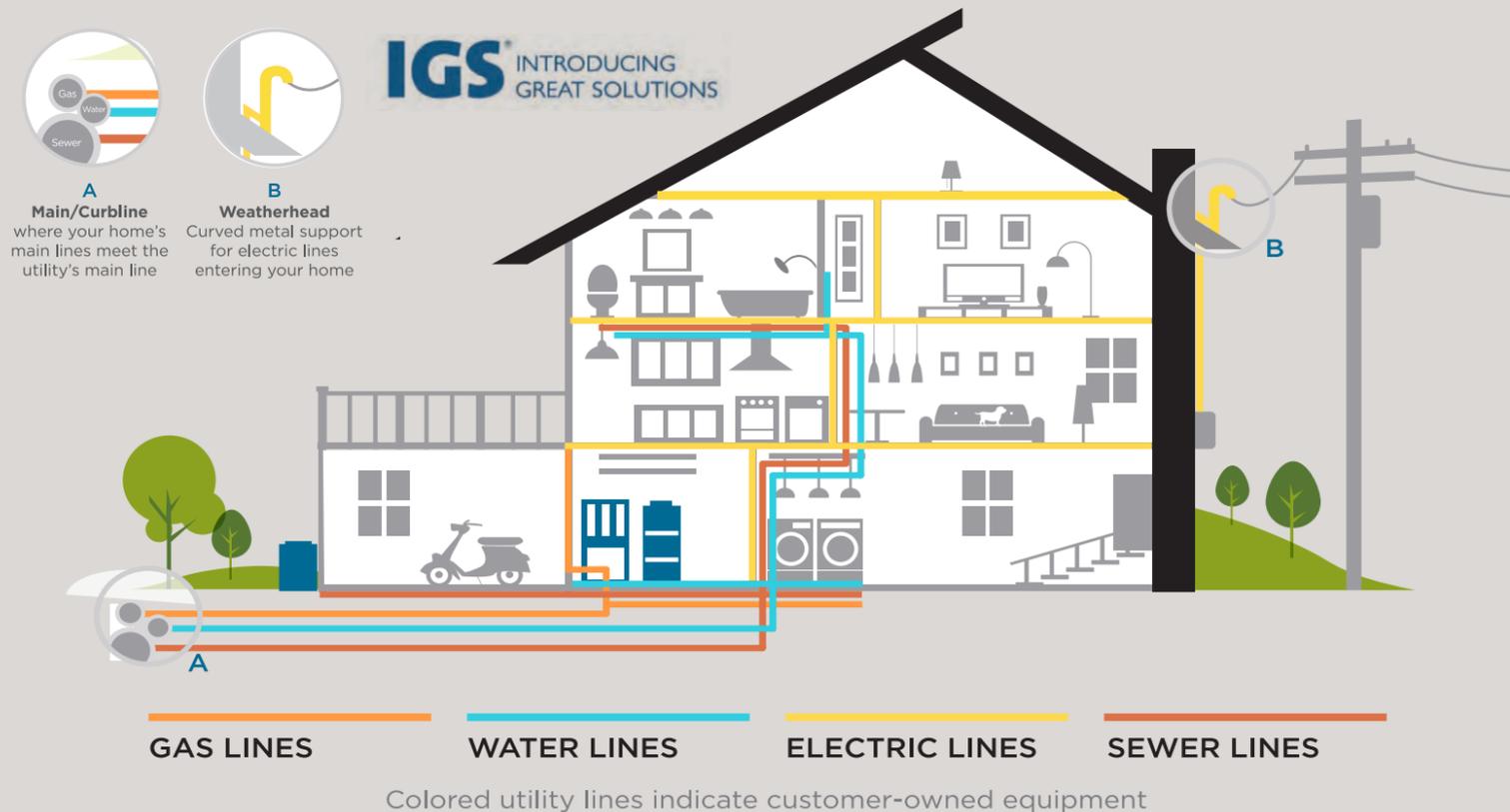


HOME PROTECTION PRODUCTS



NOW OFFERED TO AMP MEMBERS

While AMP members do their part to keep infrastructure working reliably, a broken utility line inside a home can be an expensive fix at the homeowner's responsibility. This issue led the AMP Board of Trustees to execute an agreement with IGS Energy Home Services in October 2015. The agreement provides financial protection when a problem arises on services that are the homeowner's responsibility. AMP reviewed similar services from local and national companies, and decided IGS had the broadest product mix and best service pricing structure – bringing additional value and home protection services to member communities.



Residents in participating AMP member communities now have the opportunity to enroll in IGS Energy Homes Services' Home Protection product – an optional service specifically designed to protect from potential costly repairs to a home's utility lines. The costs start at about 25 cents per day for protection on inside lines (electric, gas, water and sewer), and customers are able to build protection packages to also include outside lines, as well as HVAC systems.

"IGS Energy is thrilled about the opportunity to help AMP offer additional value-added services to their member communities," said Jason Richards, IGS operations manager. "Consumers often don't realize that if something happens to their utility lines or HVAC systems due to normal wear and tear, they would be responsible for the financial burden because homeowners insurance typically doesn't cover the costs. We're excited to develop partnerships with AMP's members and help their homeowners protect their budgets against potential damage to these systems."

How the program works: When a protected line or system fails, the customer will make one call to IGS Energy Home Services who will send a trusted contractor to their home, pay for the covered repair up to the protection amount, and guarantee that repair for a full year.

To ensure repairs to critical lines can be promptly handled, expertly completed and 100 percent guaranteed, IGS Energy Home Services uses a network of trusted and licensed contractors. Every contractor performing work on behalf of IGS goes through an intensive selection process to ensure they are highly skilled, certified professionals who will provide exceptional customer service.

While the AMP member community endorses the program, there isn't anything it is required to do with the IGS partnership. The correspondence issued to customers by IGS is co-branded with the community's logo and the final agreement for service is between IGS and the individual customer.

Even though not all leaks and failures are big enough to be called catastrophic, all of them are inconvenient, which is why the AMP Board believes this product offering brings value to members and their residents. For the just-inconvenient wear and tear on a home's lines and systems, IGS Energy has a number of plans designed to protect a homeowner's budget for a comfortable monthly fee.

For more information about AMP's partnership with IGS, please contact Randy Corbin, AMP's assistant vice president of energy efficiency, at rcorbin@amppartners.org or 614.540.0844. Additional information regarding IGS' home protection programs is available at www.igsenergy.com/home-protection/protection-options/ or by calling 877.275.8197. Based in Dublin, Ohio, IGS Energy was founded in 1989 and operates in 43 utility service areas in 11 states.

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**INFORMATION TECHNOLOGY DIVISION
CITY OF NEWARK**

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December 1, 2016

TO: Mayor and Council

FROM: Joshua Brechbuehl, IT Manager 
David Del Grande, Finance Director 

VIA: Carol Houck, City Manager 

RE: Notice of change of financier of Municipal IT Fiber

PURPOSE

Please let this letter serve as notification of a change to the financier of our Municipal IT Fiber project, which was approved by Council on September 12, 2016 (RFP-16-04). Finance Director Del Grande has secured an interest rate lower than what was initially brought before City Council in August. The original interest rate from GrayBar was 3.13%, and the new interest rate of 2.80% is in the process of being secured through Fulton Bank. Fulton Bank is one of the City's banking partners with a long history of excellent customer service and delivering on high expectations. The per year savings to the project is approximately \$785, with the ten-year savings totaling \$7,850.

There were no other changes to the term of the municipal lease, which is \$430,000 over a ten-year period.

NEWARK POLICE DEPARTMENT

WEEK 11/20/16-11/26/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	8	0	1	4	0
Rape	6	4	0	1	3	0
Unlaw. Sexual Contact	9	6	0	2	2	0
Robbery	28	42	0	29	15	0
- Commercial Robberies	13	13	0	11	0	0
- Robberies with Known Suspects	2	2	0	1	0	0
- Attempted Robberies	2	5	0	7	2	0
- Other Robberies	11	22	0	10	13	0
Assault/Aggravated	9	24	0	27	24	0
Burglary	54	68	0	19	39	0
- Commercial Burglaries	7	15	0	3	4	0
- Residential Burglaries	44	45	0	15	28	0
- Other Burglaries	3	8	0	1	7	0
Theft	515	611	11	190	177	3
Theft/Auto	34	46	1	7	14	0
Arson	2	2	0	1	0	0
All Other	72	116	2	47	85	0
TOTAL PART I	734	927	14	324	363	3
<u>PART II OFFENSES</u>						
Other Assaults	288	300	4	160	107	0
Rec. Stolen Property	3	1	0	19	29	0
Criminal Mischief	195	183	2	107	57	1
Weapons	11	10	0	57	34	0
Other Sex Offenses	1	0	0	2	0	0
Alcohol	259	228	0	456	1019	3
Drugs	102	123	4	216	183	4
Noise/Disorderly Premise	500	620	5	208	270	2
Disorderly Conduct	159	144	2	101	85	2
Trespass	146	183	2	64	72	0
All Other	446	428	6	274	306	5
TOTAL PART II	2110	2220	25	1664	2162	17
<u>MISCELLANEOUS:</u>						
Alarm	826	616	5	0	0	0
Animal Control	485	496	0	4	4	0
Recovered Property	249	270	5	0	0	0
Service	28786	29893	752	0	0	0
Suspicious Per/Veh	501	512	11	0	0	0
TOTAL MISC.	30847	31787	773	4	4	0

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
TOTAL CALLS	842	39,910	946	40,913



Newark Police Department
Weekly Traffic Report
11/20/16-11/26/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	8,189	9,525	229	155
DUI	188	174	3	4
TOTAL	8,377	9,699	232	159

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	201	205	2	2
Property Damage (Reportable)	549	685	8	11
Property Damage (Non-Reportable)	275	200	1	2
Hit and Run	235	249	3	4
TOTAL	1,262	1,339	14	19