LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE
A G E N D A

APRIL 23, 2012 - 5:45 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Filling of Critical Positions
   A. Mailroom Clerk - Central Services
   B. Motor Equipment Operator (MEO) I - Water (Downgrade from Water Serviceperson) and Motor Equipment Operator (MEO) II - Wastewater (Downgrade from Heavy Equipment Operator (HEO) II)
   C. Motor Equipment Operator (MEO) II - Sanitation
   D. Utility Maintenance Mechanic (UMM) I - Wastewater
   E. Water Plant Operator I - Water Treatment Plant

2. Minority Recruitment Committee Recommendations
   *(Referred to Staff by Committee on January 23, 2012 for a Report Back to the Committee Within 60 Days***)**

3. Assignment of Emergency Management Coordinator Responsibilities
   (Deferred by Committee on April 9, 2012)

4. Presentation - Comprehensive Annual Financial Report (CAFR) - Fiscal Year Ended June 30, 2011

5. FY 2013 Five-Year Capital Investment Plan (CIP)

6. Proposed Land Lease Agreement - Boys and Girls Club

7. Authorization to Proceed with Reading Garden - Library

8. Public Comment Period

9. Adjournment by 7:00 P.M.

/tm
S:\AGENDAS & MINUTES\Committee-Agendas\2012\04-23-2012 LF&A.wpd

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Permission to Recruit

To: City Manager Date: April 10, 2012

From: Finance/Central Services

Permission to recruit: one (1) (number)

Type of Position: [PF] PP TF TP (circle one)

Title of Position: Mailroom Clerk/Courier

Start employment on: ASAP

Opening is due to:

Termination, Transfer, Promotion, Other: Resignation
(circle one) (explain)

Wendy A. Vossberg
(name of previous employee)

Type of recruitment desired: **In House Posting**

Local Newspaper: Delaware State News (if no In House applicants)
(name of publication)
Note: All out-of-house job postings will be advertised in the Delaware State News.

Other: _____

_____

_____

_____
(website, professional organization or addition website)

Department Head

☐ APPROVED ☐ DENIED

_____
City Manager

H:Recruitment/Permission to Recruit

Hiring Justification Outline

1. Explain the principal function of this job.
   Process and deliver mail and fill supply requisitions for administrative supplies. Responsible for U.S. and City mail. Processes outgoing U.S. mail including weighing, applying postage, and preparing necessary forms. Processes incoming and interdepartmental mail. Collects and records data for reports and briefings. Performs duties as back-up Storekeeper/Buyer. Performs on-call duties.

2. Explain why this position is critical and cannot go unfilled or postponed.
   This is a full time position essential to the City of Dover's ability to send billing notices, tax notices, and various business licensing forms to the businesses and citizens on the city. This position also performs as the internal transporter of correspondence and administrative supplies to all city departments. If this position were to remain vacant, the Storekeepers and Procurement Manager would continue to perform the mail duties at a reduced level of support. If the Mail Clerk job continues to be shared, the individual functions of the warehouse and procurement will continue to erode. Another retirement of the warehouse staff will occur in this Division in May 2012, which is not planned to be filled at this time. The Central Mail Clerk's position is of more priority.

3. How would City services diminish if this position were not filled or postponed at this time?
   If the position were not filled see above. If the position were postponed, the warehouse staff would rotate the duty between partially trained individuals. The warehouse is currently at 50% manning. This has degraded the ability of the warehouse to provide adequate customer support and perform their required logistical accounting duties. The warehouse has had to close to issue items from other than the main building because of the lack of sufficient manpower to remain open in more than one geographical location. Currently when one person is on vacation and one is sick, there will be no mailroom support. The staff has shared the responsibility of this position along with performing their warehouse functions and as a result this has affected the timely processing of materials for stock and special projects. Warehouse resupply of critical Electric and Water/Wastewater stock has been reduced to once a week.

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position?
   In addition to the warehouse and purchasing staff, all city departments could have their ability to perform their duties degraded. Distribution of office supplies and the flow of interoffice information would be hindered. We are currently limited to one delivery to the Post Office per day. This has delayed critical mailings by 24 to 72 hours, depending on the day of the week.

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?
   The FY13 budget is reduced by higher grade staff position due to a retirement. The position will be posted for in-house recruitment.

6. Can one or more existing employees absorb the duties of this position?
   No. The ultimate effect would be a degradation of the service being provided by the current Mail Clerk and a corresponding loss of service by the office providing the temporary position.

7. Could a temporary person be hired to fill this position for 60 days?
   No. The individual hired must be trained on the operation of the Pitney Bows postage machine, inserter, and the Pitney Bows mailer.

Rev. 4/10/12

City of Dover
Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request **Finance Department - Central Services Division**

Date **4/10/2012**

(Form has been developed to handle multiple departments/multiple funds to cover allocated departments and funding sources)

Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
Central Mail Clerk	13/3	10/21/11	28,944.40	8,928.78	37,873.18	30.6%	4	8,857.30	2,976.26	626.20	12,459.76	25,413.42	
Totals					**$37,873.18**						**12,459.76**	**25,413.42**	

Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits			Estimated Amount Needed	Remarks
Position(s)													
Central Mail Clerk	13/1	7/1/12	27,435.20	14,567.00	42,002.20	0.0%	0	-	-			-	
Totals					**$42,002.20**							**-**	
Balance					**($4,129.02)**							**$25,413.42**	

Department Summary	Increase/ (Decrease)
Police - Civilian	-
Central Services - Warehouse	(25,413.42)
Human Resources	0.00
Total	($25,413.42)

Funding Source: (See below Fund Budget)	
General Fund	($2,617.58)
Water/Wastewater Fund	(2,109.31)
Electric Fund	(20,686.52)
Grant Fund	0.00
Total	($25,413.42)

Description of funding source
N/A
N/A
N/A
N/A

General Ledger Account
N/A
N/A
N/A
N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)	Department/Division Police/Civilian Allocation %	Increase/ (Decrease)	Department/Division Cent Ser/Warehouse Allocation %	Increase/ (Decrease)	Department/Division Human Resources Allocation %	Increase/ (Decrease)
General Fund	($2,617.58)	100.0%	$0.00	10.3%	(2,617.58)	76.5%	-
Water/Wastewater Fund	(2,109.31)	0.0%	$0.00	8.3%	(2,109.31)	9.0%	-
Electric Fund	(20,686.52)	0.0%	$0.00	81.4%	(20,686.52)	14.5%	-
Grant Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Total	($25,413.42)	Total	$0.00	Total	($25,413.42)	Total	$0.00

Allocated Department percentages can be found in Budget Document, obtained from Finance or the City Manager's Office

This form is to be completed when requesting to fill vacant positions or to transfer staff between divisions or operating funds. The purpose of which is to determine how changes in personnel will affect the budget for each operating fund. If the changes increase operating expenses then the funding source to cover the increase is to be included.

Permission to Recruit

To: Scott Koenig, P.E., City Manager Date: April 23, 2012

From: Sharon Duca, P.E., Interim Public Works Director / City Engineer

Permission to recruit: 1 (number)

Type of Position: [PF] PP TF TP (circle one)

Title of Position: Motor Equipment Operator I (MEOI) – Water
Downgrade from Water Service Person

Start employment on: approximately July 1, 2012

Opening is due to:

Termination, Transfer, Promotion, [Other] Resignation
(circle one) (explain)

John Durk
(Name of previous employee)

Type of recruitment desired:

All out-of-house job postings will be advertised/announced in the Delaware State News, Dover Post, News Journal and the Air Lifter, Dover website, DoverTV, and other general recruitment sites.

Please indicate additional websites or professional organizations:

Delaware Technical Community College

It is requested that should this position be filled with existing Water / Wastewater personnel that the resulting vacancy be filled as well.

Sharon Duca, P.E., Interim Public Works Director / City Engineer

☒ APPROVED ☐ DENIED

Scott Koenig, P.E., City Manager

P: Human Resources/Recruitment/Permission to Recruit

Permission to Recruit

To: Scott Koenig, P.E., City Manager Date: April 23, 2012

From: Sharon Duca, P.E., Interim Public Works Director / City Engineer

Permission to recruit: 1 (number)

Type of Position: [PF] PP TF TP (circle one)

Title of Position: Motor Equipment Operator II (MEOII) – Wastewater
Downgrade from Heavy Equipment Operator II

Start employment on: approximately July 1, 2012

Opening is due to:

Termination, Transfer, Promotion, [Other] Retirement
(circle one) (explain)

Paul Reichelt
(Name of previous employee)

Type of recruitment desired:

All out-of-house job postings will be advertised/announced in the Delaware State News, Dover Post, News Journal and the Air Lifter, Dover website, DoverTV, and other general recruitment sites.

Please indicate additional websites or professional organizations:

Delaware Technical Community College

It is requested that should this position be filled with existing Water / Wastewater personnel that the resulting vacancy be filled as well.

Sharon Duca, P.E., Interim Public Works Director / City Engineer

☒APPROVED ☐DENIED

Scott Koenig, P.E., City Manager

P: Human Resources/Recruitment/Permission to Recruit

City of Dover

Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request — **Department of Public Works - Water / Wastewater Management**

Date — **4/23/2012**

FY 2012 Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
Water Service Person	14/4	2/3/12	31,390.00	21,603.63	52,993.63	59.3%	8	21,068.74	11,250.00	-	32,318.74	20,674.89	
Heavy Equip. Op. II	19/13	10/4/11	51,183.43	22,324.15	73,507.58	26.0%	3	14,119.68	4,172.60	-	18,292.28	55,215.30	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
Totals					**$126,501.21**						**50,611.02**	**$75,890.19**	

FY 2013 Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits	Estimated Amount Needed	Remarks
Position(s)											
MEO I	11/1	7/1/12	27,523.00	16,409.00	43,932.00	100.0%	12	-	-	43,932.00	
MEO II	13/1	7/1/12	31,117.00	17,040.00	48,157.00	100.0%	12	-	-	48,157.00	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
Totals					**$92,089.00**					**$92,089.00**	
Increase / (Decrease)					**($34,412.21)**						

Department Summary	Increase/ (Decrease)
Public Works	(34,412.21)
	0.00
	0.00
Total	($34,412.21)

Funding Source: (See below Fund Budget)	
General Fund	$0.00
Water/Wastewater Fund	(34,412.21)
Electric Fund	0.00
Grant Fund	0.00
Total	($34,412.21)

Description of funding source
N/A
Net savings to budget
N/A
N/A

General Ledger Account
N/A
412-6800-568.xxxx
N/A
N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)
General Fund	$0.00
Water/Wastewater Fund	(34,412.21)
Electric Fund	0.00
Grant Fund	0.00
Total	($34,412.21)

Department/Division Public Works/W/WW Man.		Department/Division		Department/Division	
Allocation %	Increase/ (Decrease)	Allocation %	Increase/ (Decrease)	Allocation %	Increase/ (Decrease)
0.0%	$0.00	0.0%	-	0.0%	-
100.0%	($34,412.21)	0.0%	-	0.0%	-
0.0%	$0.00	0.0%	-	0.0%	-
0.0%	$0.00	0.0%	-	0.0%	-
Total	($34,412.21)	Total	$0.00	Total	$0.00

Hiring Justification Outline

Department of Public Works – Motor Equipment Operator I and II

1. Explain the principal function of this job.

- Operate and Maintain, Repair and/or Replace approximately 195 miles of water main ranging in size from one and one-half inches (1-1/2") to sixteen-inches (16"). Key Operational and Maintenance activities include Water System Flushing and Fire Hydrant Flow Testing.
- Operate and Maintain, Repair and/or Replace over 1,600 fire hydrants and 1,800 division valves.
- Operate and Maintain, Repair and/or Replace over 185 miles of gravity sewer main and force main ranging in size from four-inches (4") to thirty-six inches (36"). Key Operational and Maintenance activities include Sewer Main Cleaning and Sewer Main Video Inspections.
- Operate and Maintain, Repair and/or Replace approximately 14,000 water service lines, sanitary sewer laterals and water meters.
- Respond and Resolve Customer Complaints such as sewer backups and water leaks.

2. Explain why this position is critical and cannot go unfilled or postponed.

The Water / Wastewater Management Division within the Department of Public Works has developed four (4) vacancies over the past two (2) years during the hiring freeze period. During this time, critical operations, such as responding to emergencies, for the water and wastewater systems take priority. Unfortunately in cases such as this, when man hours are limited, it is typically preventative maintenance that suffers and gets postponed or delayed.

A primary and critical example of this is the cleaning of the sewer system. It is always a goal to clean the gravity lines between six and eighteen inches (6" – 18") twice a year. (Although some trouble areas are cleaned monthly, every six (6) months has been found useful to clear roots, remove grease, and remove debris from lines at minimum slope due to local topography.) This has often been a challenge with long-term equipment breakdowns, the overlapping flushing schedule, leave schedules, and varying time frames of freezing temperatures. The difficulty in reaching this goal has now been intensified with staffing shortages even though sewer cleaning is an established priority for remaining staff. The reason this is a priority can be seen below. (Please note that the pictures below are only samples and these concerns can be seen throughout the system.)



Figure 1: Mushrooms growing inside sanitary sewer main, Gunning Bedford Drive, proving that soil is infiltrating the main



Figure 2: Grease build up and roots in Nathaniel Mitchell Road, all but eliminating the sewer diameter



Figure 3: Tree roots provide a wall that will accumulate debris in Nathaniel Mitchell Road

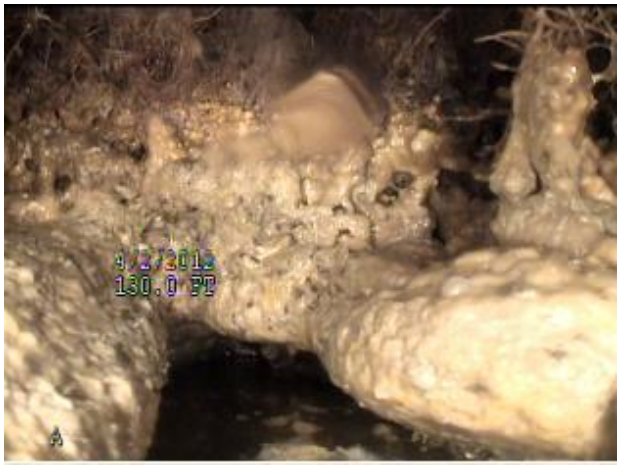


Figure 4: Grease and root problems in Nathaniel Mitchell Road



Figure 5: Root Ball blocking the sanitary sewer main in E. Loockerman Street Alley

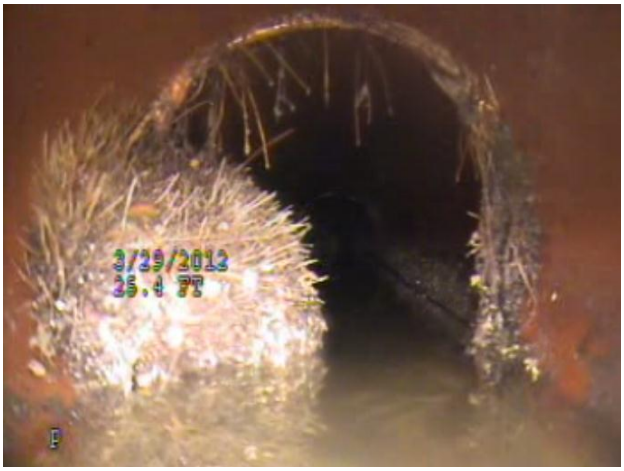


Figure 6: Large root ball eliminating 25% of the sanitary sewer capacity, in E. Loockerman Street Alley

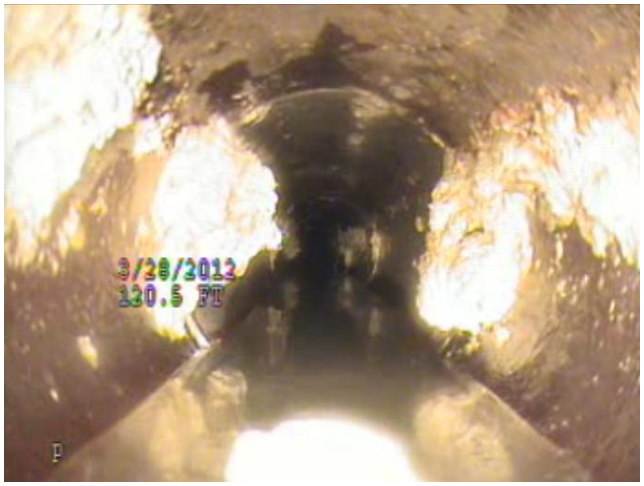


Figure 7: Multiple grease deposits on sewer main, restricting possible flow, in S. Bradford Street

During this time period, the Department has also starting utilizing a new sanitary sewer video inspection truck. Through the utilization of this new truck, staff has developed a preferred sewer cleaning method which involves the running the camera truck in conjunction with the two (2) jet trucks. This will ensure that the crew is able to confirm that the cleaning operation is performed thoroughly. It is difficult at best to confirm that the jetting operation is properly addressing debris within the main or whether a grease nozzle or root cutter is required. The video will allow the selection of the appropriate tools and avoid damage to the main. To perform this however, three (3), two (2) man crews must be utilized which we will only have adequate staffing for in conjunction with this staffing request. Without these positions we will not be able to meet the quantity and quality of jetting necessary.

As the system ages it is critical to insure that the investment is made in the preventative maintenance of our infrastructure components. It is only through preventative maintenance that our infrastructure will last until we are financially able to replace it and that complaints and claims are kept to a minimum. In order to help achieve this goal, it is proposed to downgrade the vacant Heavy Equipment Operator II position and Water Service Person position with a Motor Equipment Operator II position with a Motor Equipment Operator II position and Motor Equipment Operator I position, respectively, in order to better utilize staff.

3. How would City services diminish if this position were not filled or postponed at this time?

The Water / Wastewater Management Division's ability to perform preventative maintenance on our infrastructure will continue to decrease. Although the effects may not become evident immediately due to the size of the systems, emergency repairs, complaints, and claims will increase over time.

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position?

Yes. As noted above, work is currently being managed by adjusting employee's duties within the division by addressing what is most important on a day to day basis. This often leaves

preventative maintenance activities that are postponed or delayed. This also limits employees from performing to the full capacity for which they were hired

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?

Not within the Department.

6. Can one or more existing employees absorb the duties of this position?

No. Duties have already been modified to the maximum extent possible to accommodate the current hiring freeze and additional duties cannot be absorbed. As noted above, it is not recommended to continue at the current levels due to the potential consequences to operational level of the water and wastewater systems.

7. Could a temporary person be hired to fill this position for 60 days?

This position cannot be filled by a traditional "temporary" person. Temporary staff are unable to drive City vehicles, are not able to operate critical equipment such as jet truck or camera truck, and do not have knowledge of the water and wastewater systems. The positions that are part of this hiring request, which will perform the duties listed in Item #1, are not general labor positions.

8. Grade/Salary Information

The Motor Equipment Operator I position is a Pay Grade 11 in the IUE Wage Scale. Starting hourly rate at Step 1 is $12.15 / hour.

The Motor Equipment Operator II position is a Pay Grade 13 in the IUE Wage Scale. Starting hourly rate at Step 1 is $13.19 / hour.

Permission to Recruit

To: Scott Koenig, P.E., City Manager Date: April 23, 2012

From: Sharon Duca, P.E., Interim Public Works Director / City Engineer

Permission to recruit: 1 (number)

Type of Position: [PF] PP TF TP (circle one)

Title of Position: Motor Equipment Operator II (MEOII) – Sanitation

Start employment on: approximately July 1, 2012

Opening is due to:

Termination, Transfer, Promotion, [Other] Resignation
(circle one) (explain)

Shawn Smith
(Name of previous employee)

Type of recruitment desired:

All out-of-house job postings will be advertised/announced in the Delaware State News, Dover Post, News Journal and the Air Lifter, Dover website, DoverTV, and other general recruitment sites.

Please indicate additional websites or professional organizations:

Delaware Technical Community College

Sharon Duca, P.E., Interim Public Works Director / City Engineer

☑APPROVED ☐DENIED

Scott Koenig, P.E., City Manager

P: Human Resources/Recruitment/Permission to Recruit

City of Dover

Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request **Department of Public Works - Sanitation**

Date **4/23/2012**

FY 2012 Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
MEO II	13/5	9/12/11	31,118.85	15,211.59	46,330.44	19.9%	3	6,779.32	2,334.46	-	9,113.78	37,216.66	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
Totals					**$46,330.44**						**9,113.78**	**$37,216.66**	

FY 2013 Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits	Estimated Amount Needed	Remarks
Position(s)											
MEO II	13/1	7/1/12	28,422.00	17,182.00	45,604.00	100.0%	12	-	-	45,604.00	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
Totals					**$45,604.00**					**$45,604.00**	
Increase / (Decrease)					**($726.44)**						

Department Summary	Increase/ (Decrease)
Public Works	(726.44)
	0.00
	0.00
Total	($726.44)

Funding Source: (See below Fund Budget)	
General Fund	($726.44)
Water/Wastewater Fund	0.00
Electric Fund	0.00
Grant Fund	0.00
Total	($726.44)

Description of funding source
Net savings to budget
N/A
N/A
N/A

General Ledger Account
110-1800-555.xxxx
N/A
N/A
N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)	Department/Division Public Works/Sanitation Allocation %	Increase/ (Decrease)	Department/Division Allocation %	Increase/ (Decrease)	Department/Division Allocation %	Increase/ (Decrease)
General Fund	($726.44)	100.0%	($726.44)	0.0%	-	0.0%	-
Water/Wastewater Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Electric Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Grant Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Total	($726.44)	Total	($726.44)	Total	$0.00	Total	$0.00

Hiring Justification Outline

Department of Public Works – Motor Equip. Operator I - Sanitation

1. **Explain the principal function of this job.**

   - Collection and transportation of municipal solid waste, hand trash, bulk household trash, yard waste, and bulk yard waste for approximately 11,000 accounts.
   - Assist in the disposal of approximately 13,000 tons of domestic trash and approximately 2,400 tons of yard waste per year.
   - Operation of rear loading, bulk and automated trash trucks as needed.
   - Delivery, pick up, and repair of City of Dover furnished containers.

2. **Explain why this position is critical and cannot go unfilled or postponed.**

   Refuse collection is an important service provided to the residents of Dover. In order to continue to provide this quality service requires trained and diverse employees.

3. **How would City services diminish if this position were not filled or postponed at this time?**

   We would not have enough manpower to maintain the current level of staff necessary to handle picking up of bulk trash and yard waste.

4. **Are there other employees whose ability to perform would be diminished by not filling or postponing this position?**

   Diminished ability to collect trash will lead to degradation in our sanitation services in general.

5. **Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?**

   Not within the Department.

6. **Can one or more existing employees absorb the duties of this position?**

   No. The other employees in this Division already have assigned duties consistent with Item #1. This Division has also been utilizing staff from the Streets Division to fulfill the tasks of the Sanitation Division. It is critical that the work of the Streets Division be completed as required as well.

7. **Could a temporary person be hired to fill this position for 60 days?**

   This position cannot be filled by a traditional "temporary" person. Temporary staff are unable to drive City vehicles, are not able to operate specialized equipment, and do not have knowledge of the daily routes. The position that is part of this hiring request, which will perform the duties listed in Item #1, is not a general labor position.

8. **Grade/Salary Information**

The Motor Equipment Operator II position is a Pay Grade 13 in the IUE Wage Scale. Starting hourly rate at Step 1 is $13.19 / hour.

Permission to Recruit

To: Scott Koenig, P.E., City Manager Date: April 23, 2012

From: Sharon Duca, P.E., Interim Public Works Director / City Engineer

Permission to recruit: 1 (number)

Type of Position: [PF] PP TF TP (circle one)

Title of Position: Utility Maintenance Mechanic I (UMMI)

Start employment on: approximately July 1, 2012

Opening is due to:

Termination, Transfer, Promotion, [Other] Resignation
(circle one) (explain)

Joel Martin
(Name of previous employee)

Type of recruitment desired:

All out-of-house job postings will be advertised/announced in the Delaware State News, Dover Post, News Journal and the Air Lifter, Dover website, DoverTV, and other general recruitment sites.

Please indicate additional websites or professional organizations:

Delaware Technical Community College

It is requested that should this position be filled with existing Water / Wastewater personnel that the resulting vacancy be filled as well.

Sharon J. Duca

Sharon Duca, P.E., Interim Public Works Director / City Engineer

☒ APPROVED ☐ DENIED

Scott D. Koenig

Scott Koenig, P.E., City Manager

P: Human Resources/Recruitment/Permission to Recruit

City of Dover

Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request — **Department of Public Works - Wastewater**

Date — **4/23/2012**

FY 2012 Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
Utility Maint Mech I	15/6	3/23/12	34,935.71	19,952.60	54,888.31	72.7%	9	28,977.68	11,686.00	-	40,663.68	14,224.63	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
Totals					**$54,888.31**						**40,663.68**	**$14,224.63**	

FY 2013 Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits			Estimated Amount Needed	Remarks
Position(s)													
Utility Maint Mech I	15/1	7/1/12	31,883.00	17,508.00	49,391.00	100.0%	12	-	-			49,391.00	
			-	-	-	0.0%	0	-	-			-	
			-	-	-	0.0%	0	-	-			-	
			-	-	-	0.0%	0	-	-			-	
Totals					**$49,391.00**							**$49,391.00**	
Increase / (Decrease)					**($5,497.31)**								

Department Summary	Increase/ (Decrease)
Public Works	(5,497.31)
	0.00
	0.00
Total	($5,497.31)

Funding Source: (See below Fund Budget)	
General Fund	$0.00
Water/Wastewater Fund	(5,497.31)
Electric Fund	0.00
Grant Fund	0.00
Total	($5,497.31)

Description of funding source	General Ledger Account
N/A	N/A
Net savings to budget	412-6900-569-xx-xx
N/A	N/A
N/A	N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)	Department/Division Public Works/Wastewater Allocation %	Increase/ (Decrease)	Department/Division Allocation %	Increase/ (Decrease)	Department/Division Allocation %	Increase/ (Decrease)
General Fund	$0.00	0.0%	$0.00	0.0%	-	0.0%	-
Water/Wastewater Fund	(5,497.31)	100.0%	($5,497.31)	0.0%	-	0.0%	-
Electric Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Grant Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Total	($5,497.31)	Total	($5,497.31)	Total	$0.00	Total	$0.00

Hiring Justification Outline

Department of Public Works – Utility Maintenance Mechanic I

1. Explain the principal function of this job.

- Operate, Maintain and Repair the City's thirty-nine (39) pump stations. (This number of pump stations reflects the recent abandonment of PS #17, Schwartz, as well as the transference of PS #12, Dover East, to Kent County which will be complete by next fiscal year. It is anticipated that these pump stations will likely be replaced with new pump stations at the new Dover High School location as well as the Clearview Meadows subdivision in Fiscal Year 2013.)

2. Explain why this position is critical and cannot go unfilled or postponed.

The Water / Wastewater Management Division within the Department of Public Works has developed four (4) vacancies over the past two (2) years during the hiring freeze period. One (1) of these positions is within the Pump Station Crew Section. This section currently operates and maintains the City's pump stations as noted above. It has been established that only through the maintenance regime performed by three (3), two (2) man crews have the pump stations been able to exceed the projected life expectancy of the manufacturer. The daily/weekly and monthly maintenance activities are provided below. Any reduction in staffing levels prohibits the ability to reach these goals and increases the potential for failures.

Daily/weekly maintenance involves physically checking all stations repairing any issues encountered that could affect station performance. This also includes checking the station and surrounding environment for safety. Additional duties include inspecting the wet well, floats and transducer; checking circuit breakers and indication lights; inspecting and verifying operation of sewage pumps, air compressors, vacuum pumps, mercury switches, pressure switches, pressure transducers, float switches, check valves, hour meters, piping and all electrical components to include motor starters, PLC, VFD, relays, timers, alternators and wiring. Repairs are performed as necessary. Daily records are kept for data as well as any maintenance performed.

Monthly maintenance involves cleaning the wet wells, parshall flume and settlement pits of accumulated grease, grit and solid materials. In addition, cleaning, inspection, operational verification and preventive maintenance is performed on the control systems of stations which vary depending on station design. These include bubbler lines, floats, pressure transducers, domes and electrodes, and sonic starts. The jet truck is used to flush force mains where required. Monthly duties also require reporting gallons pumped, hours of operation and other key data.

As the system ages it is critical to insure that the investment is made in the preventative maintenance of our infrastructure components. It is only through preventative maintenance that our infrastructure will last until we are financially able to replace it and that complaints and claims are kept to a minimum. Our current replacement schedule is one pump station per year. As such it is critical that the Department have the resources available to perform preventative and corrective maintenance on pump stations to ensure the life cycle of each exceeds standard recommendations.

3. How would City services diminish if this position were not filled or postponed at this time?

The Wastewater Management Division's ability to perform preventative maintenance and on call response to our pump station infrastructure will continue to decrease. Although the effects may not become evident immediately due to the size of the system; emergency repairs, complaints, and claims will increase over time.

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position?

Yes. As noted above, work is currently being managed by adjusting employee's duties within the division by addressing what is most important on a day to day basis. This often leaves preventative maintenance activities that are postponed or delayed. This also limits employees from performing to the full capacity for which they were hired.

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?

Not within the Department.

6. Can one or more existing employees absorb the duties of this position?

No. Duties have already been modified to the maximum extent possible to accommodate the current hiring freeze and additional duties cannot be absorbed. As noted above, it is not recommended to continue at the current levels due to the potential consequences to the operational level of the wastewater systems.

7. Could a temporary person be hired to fill this position for 60 days?

This position cannot be filled by a traditional "temporary" person. Temporary staff are unable to drive City vehicles, are not able to operate critical equipment, and do not have knowledge of the wastewater system or pump station infrastructure. The position that is part of this hiring request, which will perform the duties listed in Item #1, is not a general labor position.

8. Grade/Salary Information

The Utility Maintenance Mechanic I position is a Pay Grade 15 in the IUE Wage Scale. Starting hourly rate at Step 1 is $14.38 / hour.

Permission to Recruit

To: Scott Koenig, P.E., City Manager Date: April 23, 2012

From: Sharon Duca, P.E., Interim Public Works Director / City Engineer

Permission to recruit: 1 (number)

Type of Position: [PF] PP TF TP (circle one)

Title of Position: Water Plant Operator I

Start employment on: approximately August 6, 2012

Opening is due to:

Termination, Transfer, Promotion, [Other] Retirement
(circle one) (explain)

Andrew Polasko
(Name of previous employee)

Type of recruitment desired:

All out-of-house job postings will be advertised/announced in the Delaware State News, Dover Post, News Journal and the Air Lifter, Dover website, DoverTV, and other general recruitment sites.

Please indicate additional websites or professional organizations:

Delaware Technical Community College

It is requested that should this position be filled with existing Water / Wastewater personnel that the resulting vacancy be filled as well.

Sharon Duca, P.E., Interim Public Works Director / City Engineer

☒APPROVED ☐DENIED

Scott Koenig, P.E., City Manager

P: Human Resources/Recruitment/Permission to Recruit

City of Dover

Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request **Department of Public Works - Water Treatment & Production**

Date **4/23/2012**

FY 2012 Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
Water Op. I	15/13	5/29/12	46,740.85	21,540.84	68,281.69	91.0%	11	42,526.51	19,598.63	24,360.96	86,486.10	(18,204.41)	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
Totals					**$68,281.69**						**86,486.10**	**($18,204.41)**	

FY 2013 Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits	Estimated Amount Needed	Remarks
Position(s)											
Water Op. I	15/1	7/1/12	32,709.00	17,642.00	50,351.00	100.0%	12	-	-	50,351.00	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
Totals					**$50,351.00**					**$50,351.00**	
Increase / (Decrease)					**($17,930.69)**						

Department Summary	Increase/ (Decrease)
Public Works	(17,930.69)
	0.00
	0.00
Total	($17,930.69)

Funding Source: (See below Fund Budget)	
General Fund	$0.00
Water/Wastewater Fund	(17,930.69)
Electric Fund	0.00
Grant Fund	0.00
Total	($17,930.69)

Description of funding source	General Ledger Account
N/A	N/A
Net savings to budget	412-7600-576-xx-xx
N/A	N/A
N/A	N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)	Department/Division Public Works/WTP Allocation %	Department/Division Public Works/WTP Increase/ (Decrease)	Department/Division Allocation %	Department/Division Increase/ (Decrease)	Department/Division Allocation %	Department/Division Increase/ (Decrease)
General Fund	$0.00	0.0%	$0.00	0.0%	-	0.0%	-
Water/Wastewater Fund	(17,930.69)	100.0%	($17,930.69)	0.0%	-	0.0%	-
Electric Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Grant Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-
Total	($17,930.69)	Total	($17,930.69)	Total	$0.00	Total	$0.00

Hiring Justification Outline

Department of Public Works – Water Plant Operator I

1. Explain the principal function of this job.

- Operate and Maintain the Long Point Treatment Plant and seven (7) associated Shallow Wells.
- Operate and Maintain the fifteen (15) Deep Wells and associated Micro-Plants.
- Operate and Maintain the six (6) Elevated Storage Tanks.
- Ensure proper water quality/quantity provided to the distribution system, by drawing and analyzing samples, delivering chemicals, and adjusting chemical dosages, at all Deep Wells and the Water Treatment Plant, in order to maintain the City's compliance with State and Federal Regulations.
- Assist Operator IIs with the implementation of projects assigned to the Water Treatment Division.

2. Explain why this position is critical and cannot go unfilled or postponed.

Water production requirements for:	Minimum Employee Hours / Week		
	Winter	Summer	Flushing
Regulatory Compliance & Production	200	280	360
Scheduled Maintenance	80	40	---
Corrective Maintenance	80	---	---
Assigned Projects	---	120	---
Total	360	360	360

This equates to 9 employees per week. (Please note that this does not include responsibilities of the supervisor for this Division.)

3. How would City services diminish if this position were not filled or postponed at this time?

Attrition, for retirement, etc. will directly affect the Divisions ability to perform assigned tasks such as the Unidirectional Flushing Project and SCADA programming as indicated in # 2 above and # 4 below.

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position?

As there is no relief operator for the Division, absences for leave directly impact the amount of time allotted for the administrative / regulatory required duties of the Water Production Supervisor as well as assigned project progress. Employee attrition will stop these projects and possibly limit maintenance efforts.

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?

Not within the Department.

6. Can one or more existing employees absorb the duties of this position?

Yes, but this will reduce productivity as indicated in # 3 and # 4 above. Only minimum duties will be performed. This will be the case until a replacement operator is fully trained, as indicated in # 7 below.

7. Could a temporary person be hired to fill this position for 60 days?

- The State of Delaware requires that most of the duties indicated above be performed by a licensed Water Supply Operator. A temporary, one year, Operator-In-Training license is granted to new operators (once they have passed all necessary coursework and testing) so they may become trained and licensed.
- This position cannot be filled by a traditional "temporary" person as it usually takes a full year for new operators to become minimally competent with the City's water production and treatment systems [see # 6 above].

8. Grade/Salary Information

The Water Plant Operator I position is a Pay Grade 15 in the IUE Wage Scale. Starting hourly rate at Step 1 is $14.38 / hour.

City Manager's Implementation Plan for the Minority Recruitment Committee Recommendations

The Minority Recruitment Committee held a series of meetings during 2011 and concluded their work in August 2011. From the meetings held by this Committee, a series of recommendations were put forward, which were shared with the Legislative, Finance and Administration Committee in January 2012. The Committee referred the recommendations back to the City Manager for development of a plan to implement the recommendations. This action plan includes a tentative timeline and strategy for addressing the recommendations of the Minority Recruitment Committee.

To ensure that the action plan measures are completed in accordance within the specified tentative timelines, a steering committee will be developed by the City Manager to include the Human Resources Director and various staff members representing multiple City departments. This steering committee will meet quarterly or as needed to ensure the actions are implemented.

Priority #1: Employee Morale

The Minority Recruitment Committee asserted that the low morale among City employees should be addressed prior to actively recruiting new employees. The employee morale is largely tied to the City's budget issues and the overall stress under which the City organization functions. Four (4) recommendations were put forward by the Minority Recruitment Committee to help address employee morale.

1. Implement mandatory structured training for all employees, including supervisors, managers, others who supervise members of the Bargaining Units. Suggested training topics are Effective Communication Skills, Harassment Prevention (verbal, sexual, etc.), Diversity and Employee Evaluations.

   Implementation Plan: The City holds mandatory harassment and diversity training for employees. Under the recommendation, this program should be expanded. One of the concerns associated with the current training provided is that it involves a trainer "talking at" staff. An internal training committee will be developed by the City Manager to include the Human Resources Department and key staff from other departments to develop a training program that is more interactive and covers the variety of topics that will help employees build their skills to thrive in the work place.

   Timeline: This committee will be appointed by the City Manager in July 2012, and will be tasked with developing an interactive training program to provide quarterly training for all employees beginning in the fall of Fiscal Year 2013.

2. Implement a published document outlining procedures for hearing non-bargaining employee grievances.

   Implementation Plan: A grievance procedure is outlined in the Employee Handbook beginning on page 61. The procedure covers all employees and also indicates that the entire grievance procedure is

subject to employee labor agreements, when applicable. Changes to the City's Employee Handbook are currently being developed by the Human Resources Director in draft form. Changes to this section can be considered with the review of the entire document.

Timeline: Changes to the Employee Handbook will be presented to the Legislative, Finance, and Administration Committee on or about July 2012.

3. Develop consistent training materials for all employees. Outside training materials should be considered and adapted to the City's needs.

   Implementation Plan: This will be implemented along with the training program discussed in recommendation #1.

4. Implement an on-going program of activities/communications for all employees to facilitate a sense of pride and satisfaction. For example, holiday city-wide events, in-house newsletter, focusing on staff and their accomplishments. Such activities are very low to no cost.

   Implementation Plan: The Employee Committee has become active again, and is focusing its efforts on planning and fundraising for a Christmas Party. The City Manager will offer support to expand the Employee Committee and encourage the Committee to plan events throughout the year. Submissions to an in-house newsletter could be part of the purview of the Employee Committee. A greater focus will be placed on city-wide lunches to provide employees the opportunity to interact between various departments. NOTE: The Employee Committee has considered disbanding due to lack of interest in participation and fundraising. Support and enthusiasm needs to come from the management level to reinvigorate the committee and improve participation.

   Timeline: This will be implemented continually, beginning immediately through the Employee Committee.

Priority #2: Upward Mobility/Career Ladder

The Minority Recruitment Committee report included the observation that the City's workforce does not mirror the population served by the City, particularly as it relates to minorities. Based on the attachments provided to the Committee's report, in March 2011 nearly 84 percent of the City's workforce was white. By comparison, according to the 2010 Census, only 45.6 percent of the City's population is white.

1. Implement a "mentoring" program to identify employees who may wish to move up the career ladder within the City.

   Implementation Plan: The Human Resource Department will be assigned the task of developing an internal mentoring program. Each department will be asked to identify at least one professional or management level staff person who would be interested in serving as a volunteer professional mentor. An application process would be developed for employees interested in working with a mentor to

develop their career skills, and employees would be matched with a mentor whose professional background generally meets their career interests. The mentoring program could involve "shadowing" the mentor as well as regular meetings to help build the mentoring relationship.

Timeline: The program would be developed and mentors identified during fall 2012, with the implementation of the proposed program in spring 2013.

2. Guidelines relative to goals and eligibility should be developed and made available to all employees, via website, newsletter, bulletin boards, handbooks, etc.
   Implementation Plan: This will be part of the implementation of #1.

3. Develop strategies to recruit minorities for professional positions.

   Implementation Plan: The City of Dover currently sends send copies of all job postings for professional positions to all colleges and/or universities within the City of Dover, as well as the Historically Black Colleges in Delaware, Maryland, Pennsylvania, and New Jersey. In addition, the City reaches out to various churches and civic entities in an effort to expand the applicant pool for vacancies (Attachment A lists the various entities). The City will also approach the Delaware chapter of the NAACP for suggestions in recruiting minority applicants.

   Timeline: Staff will meet with the Delaware chapter of the NAACP in the summer of 2012 to develop ideas for additional ways to expand the potential applicant pool.

Priority #3: Enhanced Technology for City Image and Recruitment

The Minority Recruitment Committee has recommended that the City's website be updated to improve recruitment opportunities by including information on recruitment, employee benefits, the City's commitment to diversity, and departmental goals and responsibilities.

1. The City's website should be enhanced to convey pertinent information that may be of interest to a prospective employee.

   Implementation Plan: The Human Resources Department will be assigned the task of reviewing the City's website information relating to employment and to develop content to provide improved information about the City as an employer to prospective employees.

   Timeline: This review will be complete and the website content updated by October 1, 2012. This timeline may be delayed if updating the website results in substantial costs that need to be budgeted.

2. The City should have links that will give specific information about the Departments.

   Implementation Plan: Each Department Head will be assigned the task of reviewing the website content relating to that department and providing updates as necessary on a continual basis.

Timeline: Departments will be required to review and update departmental information by July 2012, with minimum quarterly reviews thereafter. This will ensure that the information remains fresh.

3. There should be a standard format for information representing departments.

   Implementation Plan: The City's new website has established a standard format.

Priority #4: Internship for high school and college students

The Minority Recruitment Committee recommended that the City develop a well-defined internship program for high school and college students who may be interested in a career in municipal government. This program would include concerted effort to recruit African-Americans, Hispanics, and women.

Implementation Plan: Beginning in fall 2012, the Human Resources Director will schedule meetings with the local colleges and high schools to assess their interest in an internship program. If there appears to be interest, the Human Resources Director will work with the City departments, colleges and high schools to outline an internship program that matches the needs of the City departments with the academic and community service goals of the participating schools. Several issues would need to be determined prior to implementation of such an internship program, including:

- Will this be a paid internship program or an unpaid program?
- How would students be recruited and placed?
- Would students be eligible for academic credit?
- What liabilities would be the city be incurring?

These issues would need to be explored in working with the schools involved. It is likely that a program for high school students would be different from a program for college students. These issues would need to be worked out during the development of the program.

Timeline: Staff will contact the schools in the fall of 2012. If the interest exists among the high schools and colleges in the area, an internship program could be outlined and potentially proposed for the fall of 2013 which is part of the 2013/2014 academic year.

DEPT OF LABOR/STATE OF DE
DIVISION OF EMPLOYMENT SVCS
PO BOX 616
DOVER DE 19903

MR MICHAEL BENEFIELD
WORKFORCE DEVELOPMENT CENTER
DEL TECH & COMM COLLEGE
100 CAMPUS DR
DOVER DE 19904

DELAWARE STATE UNIVERSITY
CAREER PLANNING & PLACEMENT
1200 N DUPONT HIGHWAY
DOVER DE 19901

AMN & FAMILY READINESS CTR
ATTN: JIM PACER
436 MSS/DPF
263 CHAD STREET 1ST FLOOR
DOVER AFB DE 19902

MODERN MATURITY CENTER
ATTN: ROSEANNE SMITH
1121 FORREST AVE
DOVER DE 19904

DIVISION OF VOCATIONAL REHAB
ATTN: DANA BURNAM
1114 S DUPONT HIGHWAY STE 105
DOVER DE 19901

NAACP
ATTN: LEON LEWIS
PO BOX 133
DOVER DE 19903

UNION MISSIONARY BAPTIST CHURCH
883 LINCOLN STREET
DOVER DE 19901

WILLIAM DAISY
215 PINE STREET
DOVER DE 19901

DEVELOPMENT DISABILITIES COUNCIL
ATTN: C WOOD, 2ND FLOOR
MARGARET O'NEIL BLDG
410 FEDERAL STREET STE 2
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POLYTECH HIGH SCHOOL
ATTN: JERRY HURLEY
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WOODSIDE DE 19980

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SUSSEX TECH ADULT EDUCATION
PO BOX 351
GEORGETOWN DE 19947

PATSY WARE
BEST TEMPS
386 W NORTH STREET STE A
DOVER DE 19904

SOLID ROCK BAPTIST CHURCH
113 N WEST STREET
DOVER DE 19901

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VETERAN'S ADMINSITRATION
PO BOX 7344
WILMINGTON DE 19803-0344

WHATCOAT UNITED METHODIST CHURCH
341 SALUSBURY RD
DOVER DE 19904

REV CV HOLMES
236 N QUEEN STREET
DOVER DE 19901

PSYCHOTHEURAPEUTIC COMMUNITY
SERVICES ASSOCIATES
ATTN: SHANENA FOGAN
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DOVER DE 19903

CALVARY BAPTIST
PO BOX 1859
DOVER DE 19903

ELKS LODGE
PO BOX 881
DOVER DE 19903

FIRST PILGRIM BAPTIST CHURCH
161 MORGANS CHOICE ROAD
CAMDEN DE 19934

FIRST PILGRIM BAPTIST CHURCH
27 S CAESAR RODNEY AVENUE
CAMDEN DE 19934

POWERHOUSE MINISTRIES INC.
115 E GLENWOOD AVENUE
SMYRNA DE 19977

SQUARE CLUB
422 REED STREET
DOVER DE 19901

HOLY TRINITY CHURCH OF LIVING GOD
425 W DIVISION ST
DOVER DE 19904

SALISBURY STATE UNIVERSITY
CAREER SERVICES
1101 CAMDEN AVENUE
SALISBURY MD 21801

CHEYNEY UNIVERSITY
CENTER FOR CAREER & PROFESSIONAL
DEVELOPMENT BURLEIGH HALL
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CHEYNEY PA 19319

HOWARD UNIVERSITY
CAREER SERVICES
TUBMAN QUADRANGLE
2445 FOURTH STREET NW
WASHINGTON, DC 20059

MORGAN STATE UNIVERSITY
CAREER CENTER
1700 E COLD SPRING LANE
BALTIMORE MD 21251

COPPIN STATE UNIVERSITY
CAREER CENTER
J MILLARD TAWES COLLEGE CTR
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BALITMORE MD 21216-3698

BOWIE STATE UNIVERSITY
CAREER CENTER
14000 JERICHO PARK ROAD
BOWIE MD 20715

UNIV OF MD EASTERN SHORE
OFFICE OF CAREER SERVICES
STUDENT SERVICE CTR STE 2158
11898 COLLEGE BACKBONE ROAD
PRINCESS ANNE MD 21853

UNIV OF THE DISTRIC OF COLUMBIA
COUNSELING & CAREER DEVELOP CTR
BLDG 39 STE 120
4200 CONNECTICUT AVENUE NW
WASHINGTON DC 2008

LINCOLN UNIVERSITY
CTR FOR CAREER & PROFESSIONAL
DEVELOPMENT
1750 BALTIMORE PIKE
PO BOX 179
LINCOLN UNIVERSITY PA 19352

DR. BOBBY C. JONES
235 PEBBLE VALLEY DRIVE
DOVER DE 19904

Attachment A

University of Delaware
Career Services Center
401 Academy Street
Newark DE 19716

Wilmington College
Career Services Center
320 N DuPont Highway
New Castle DE 19720-6491

Wesley College
Career Services Center
120 N State Street
Dover DE 19901

ACTION FORM

PROCEEDING: Legislation, Finance, and Administration Committee
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: April 17, 2012
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Assignment of Emergency Management Coordinator Responsibilities
REVIEWED BY: City Manager
EXPENDITURE REQUIRED: See Below **PROPOSED FY-12 BUDGET**: **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIMETABLE: Upon Council Approval
RECOMMENDED ACTION: Assign the duties of the Emergency Management Coordinator position to Ms. Dietz-Sass on a 6-month trial basis. These additional duties would be in addition to her current duties as the Public Affairs Coordinator; thus she would be serving as both the Public Affairs Coordinator and the Emergency Management Coordinator. During this 6-month trial basis, her salary of $40,830 would remain the same and a bonus of $1,100.00 per month would be paid to compensate her for the added responsibilities. This would increase her annualized compensation from $40,830 to $54,030. If, at the end of the 6-month trail, her performance in both roles is acceptable to the City Manager, the bonus would be converted to base salary and her grade adjusted from 116 to 120. If the City Manager determines that one person cannot adequately perform the functions of both positions; then her responsibilities and compensation would be returned to the former level and other alternatives would be proposed.

BACKGROUND AND ANALYSIS

Over the past ten (10) years, the various duties of Emergency Management have been executed by various positions and departments throughout City government. These departments include the former Community Services Department, the Police Department and most recently, the Public Services Department. After September 11, 2001, federal and state emergency management requirements became more complex to include requiring and tracking National Incident Management System (NIMS) training and having a NIMS compliant Emergency Management Plan. These complexities supported a need for a fulltime Emergency Management Coordinator (Grade 120). The City's first fulltime Emergency Management Coordinator, Mr. Wayne Hutchison, was hired (actually promoted from being an Inspector in the Fire Marshall's Office) on June 2, 2008. Mr. Hutchison retired on December 23, 2010. His final salary was $53,216. During his tenure, Mr. Hutchison rewrote the City's Emergency Management Plan, created an emergency call center, developed notification protocols, equipped an EMC trailer, and secured various Homeland Security grants. In addition, Mr. Hutchison was assigned safety related duties such as the routine inspection of Silver Lake Dam (due to engineering staff constraints) and providing general safety training for various employee groups. Due to the economic environment at the time of Mr. Hutchison's announced retirement, the former City Manager elected to not fill the vacated position. The duties of the position were divided amongst various staff members including the Public Services Manager, the Public Affairs Coordinator and the City Manager.

Ms. Kay Dietz-Sass, Public Affairs Coordinator (Grade 116) has been a key member of our Emergency Management Team since her employment began. After considerable thought, I have concluded that the best option to continue the City's Emergency Management efforts is to request permission from City Council to assign the Emergency Management Coordinator responsibilities to Ms. Dietz-Sass. Ms. Dietz-Sass has degrees in Business Management, General Business and Marketing. She has also completed the entire Professional

Development Series for Emergency Management as well as successfully completing Advanced Public Information Officer training. The attached list of completed courses through the U.S. Department of Homeland Security, FEMA and DEMA is offered as additional support. In addition, Ms. Dietz-Sass worked closely with Mr. Hutchison on various emergency procedures for the city, and has proven in several emergency conditions to be a well-organized, decisive, and a dedicated individual. Ms. Dietz-Sass played a key role in opening a shelter for 126 fire victims when Dover experienced our largest apartment fire in many years. She has also worked closely with the NASCAR events, attended meetings for the implementation of the Dover Downs Joint Operations Center, weather notifications, bridge calls with the State of Delaware, DEMA, and National Weather Service, and more. The issue of Emergency Management has also been a topic of discussion at recent Safety and Transportation Committee Meetings.

Based on my organizational assessment of this function, I believe it is in the best interest of the City for me to assign the duties of the Emergency Management Coordinator position to Ms. Dietz-Sass on a 6-month trial basis. These additional duties would be in addition to her current duties as the Public Affairs Coordinator; thus she would be serving as both the Public Affairs Coordinator and the Emergency Management Coordinator. During this 6-month trial basis, her salary of $40,830 would remain the same and a bonus of $1,100.00 per month would be paid to compensate her for the added responsibilities. This would increase her annualized compensation from $40,830 to $54,030. If, at the end of the 6-month trail, her performance in both roles is acceptable to the City Manager, the bonus would be converted to base salary and her grade adjusted from 116 to 120. If the City Manager determines that one person cannot adequately perform the functions of both positions; then her responsibilities and compensation would be returned to the former level and other alternatives would be proposed.

Completed Class List

The classes through Department of Homeland Security, FEMA, DEMA:
WMD/Terrorism Preparedness Training:

Awareness Level:
AWR-102 Emergency Response to Terrorism: Basic Concepts
AWR-137 Critical Emergency Planning
AWR-140 WMD Radiological Nuclear Awareness
AWR-209 Dealing with the Media

Performance Level:
PER231 Prevention of and Response to Suicide Bombing Incidents
PER-252 Cybersecurity: Prevention, Deterrence and Recover
PER-253 Cybersecurity: Incident Handling and Response

Management Level:
MGT-301 Command and the WMD Response
MGT-310 WMD Threat and Risk Assessment
MGT-312 Senior Officials Workshop for All Hazards Preparedness
MGT 318 Mitigation Planning Workshop for Local Governments

NIMS/ICS:
ICS-100 Introduction to ICS
ICS-200 Incident Command System Basic for Federal Disaster Workers

ICS 212 Unified Hazard Mitigation Assistance
IS 241 Decision Making
IS 242.a Effective Communication
IS 244.a Developing and Managing Volunteers
ICS-300 Intermediate ICS for Expanding Incidents
ICS 312 Continuity of Operations – Preparing the State Senior Officials Workshop For All Hazards Workshop
ICS-400 Advanced ICS Command and General Staff—Complex Incidents
ICS-402 Incident Command System (ICS) Overview for Executives/Senior Officials
ICS-700 Introduction to the National Incident Management System
IS-800.a Introduction to National Response Plan Framework
IS-800.b National Response Framework
ICS-912 Preparedness Planning
IS 702 National Incident Management System (NIMS) Public Information Systems
E 388 Advanced Public Information Officer Course
G191 Incident Command System/Emergency Operations Center Interface
G290 Basic Public Information Officer

EOC Interface Workshop
Hurricane Preparedness- FEMA Training
Public Information Officer Training – DEMA Training
Advanced Public Information Officer- FEMA Training
Professional Development Series Certification for Emergency Management
IS-0001 Emergency Program Manager; An Orientation to the Position
ICS 139 Exercise Design
IS 230.a Fundamentals of Emergency Management
IS 235 Emergency Planning
IS 240 Leadership and Influence

State of DE:
Sediment and Stormwater Management Certification (Blue card) for State of DE

City of Dover

Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request City Manager's Office

Date 4/17/2012

(Form has been developed to handle multiple departments/multiple funds to cover allocated departments and funding sources)

Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
											-	-	
Public Aff. Cord.	116	N/A	40,830.00	19,397.00	60,227.00						-	60,227.00	
Totals			**40,830.00**		**$60,227.00**						**-**	**$60,227.00**	

Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits			Estimated Amount Needed	Remarks
Position(s)													
P.A.C. / E.M.C.	116/120	N/A	40,830.00	19,397.00	60,227.00							-	
Annualized Bonus			13,200.00	1,070.00	14,270.00								
Totals			**54,030.00**		**$74,497.00**							**$0.00**	
Balance					**($14,270.00)**							**$60,227.00**	

Department Summary	Increase/ (Decrease)
City Manager's Office	($60,227.00)
	0.00
	0.00
Total	($60,227.00)

Funding Source: (See below Fund Budget)	
General Fund	($60,227.00)
Water/Wastewater Fund	0.00
Electric Fund	0.00
Grant Fund	0.00
Total	($60,227.00)

Description of funding source
N/A
N/A
Describe
N/A

General Ledger Account
N/A
N/A
Account
N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)
General Fund	($60,227.00)
Water/Wastewater Fund	0.00
Electric Fund	0.00
Grant Fund	0.00
Total	($60,227.00)

Department/Division Planning & Inspections		
Allocation %	Increase/ (Decrease)	
100.0%	($60,227.00)	
0.0%	$0.00	
0.0%	$0.00	
0.0%	$0.00	
Total	($60,227.00)	

Department/Division Central Services/Facilities	
Allocation %	Increase/ (Decrease)
10.3%	-
8.3%	-
81.4%	-
0.0%	-
Total	$0.00

Department/Division Human Resources	
Allocation %	Increase/ (Decrease)
76.5%	-
9.0%	-
14.5%	-
0.0%	-
Total	$0.00

Allocated Department percentages can be found in Budget Document, obtained from Finance or the City Manager's Office

City of Dover

Office of the Mayor

MEMORANDUM

TO: Legislative, Finance and Administration Committee

FROM: Carleton E. Carey, Sr.
Mayor

DATE: **April 17, 2012**

RE: Public Information Officer and Emergency Management Coordinator

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The City Manager is proposing to combine the Public Information Officer position and the Emergency Management Coordinator position. I would like the Committee to consider keeping these two positions separate due to the demands of both positions.

The Emergency Management position requires a lot of time and training as well as working with city employees. This position has been divided between three people over the last year and a half. I believe it requires a lot more attention.

Emergency Management Coordinator needs to be performing the following:

- Training of city personnel with First Aid, Automatic External Defibrillator (AED) and safety equipment for all departments.

- On-site inspection of different departments for safety needs.

- Inspection of the city dam, required by the Department of Natural Resources, once a month and file a report.

- The City of Dover subsidizes the ambulance service in the amount of $205,000 per year. Need to check on ambulance provider once or twice a month to be sure that the equipment and personnel are meeting requirements. Also need to make sure response times are meeting the mandates of the State of Delaware for ambulance service to our citizens.

    - Last year the ambulance service handled 6,998 emergency calls in the city which is 19 calls per day.

- Training for National Incident Command System (NIMS) to make sure requirements are met for the City of Dover.

- Make sure shelters are prepared to handle large amounts of citizens who can be taken care of in emergency situations.

Employees are doing double duty and this needs to be separated in order to provide the best service to our employees and citizens.

I appreciated your consideration in this matter as we rebuild the different departments to meet the needs of the city and out citizens.

CITY OF DOVER
POSITION DESCRIPTION

TITLE: Emergency Management Coordinator

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position is to serve as the City's liaison on emergency management/preparedness issues, coordinate training programs and emergency operations drills, assist departments with the emergency and mitigation plans, manage grants, and administer the submittal process for Federal and State reimbursement claims for the City's cost during emergency operations. The Emergency Management Coordinator works under general supervision independently developing work methods and sequences and reports to the Public Services Manager. Work is evaluated on the basis of results achieved. This position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides staff support to the Public Services Manager, the City Manager's office and other city departments to coordinate actual or potential emergency preparedness/management or response efforts;

Serves as the City's liaison on emergency preparedness/management issues within the United States Federal Emergency Management Agency, the Delaware Emergency Management Agency, Kent County Department of Emergency Management and other local municipalities;

Coordinates training programs and emergency operations drills to prepare city department staff to respond quickly and effectively to emergencies;

Develops cost estimates and makes budget projections;

Writes memos, City Council reports, damage reports, and other administrative reports;

Advises departments on their emergency plans and coordinates interdepartmental activities;

Applies for, coordinates and administers federal and state grants;

Administers the process for submitting federal and state reimbursement claims for the City's costs during and after emergency operations;

Represents the City on various internal and external task forces and committees;

Directs and supervises the Emergency Preparedness volunteer program;

Review state and federal proposed legislation and provide recommendations;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division, handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, plane and solid, rectangular coordinates, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups. Requires the ability and skills to develop and effectively present training initiatives associated with emergency preparedness to all levels of employees within the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires standard, intense concentration for accurate results and continuous exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact – affects most units in organization, and may affect citizens; probability of loss of life and/or damage is likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree in Emergency Management, Public or Business Administration, or a related field. Combinations of experience and education that meet the requirements may be substituted.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

See educational requirements. Certified Emergency Manager (CEM) through the National Coordinating Council of Emergency Management is desirable.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience. Preferably in state or local government.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, and skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office machines.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position outdoors in very hot/cold conditions or indoors in areas where hot/cold conditions are generated such as a hothouse.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

MEMBERS OF THE LEGISLATIVE, FINANCE
AND ADMINISTRATION COMMITTEE
CITY OF DOVER
Dover, Delaware

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Dover for the year ended June 30, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 5, 2011. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS

Qualitative Aspects Of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the notes to the financial statements. No significant new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2011. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the calculation of the liability for post retirement benefits other than pensions, the liability for compensated absences, and depreciation expense.

Management's estimates of the liabilities for post retirement benefits other than pensions and for compensated absences are described in the notes of the financial statements. Management's estimate of depreciation expense is based upon the useful lives of the assets subject to depreciation using the straight-line method. We evaluated the key factors and assumptions used to develop the estimated other post retirement benefits, compensated absences liability and depreciation expense in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered In Performing The Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected And Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 9, 2012.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings Or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information In Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Legislative, Finance and Administrative Committee and management of the City of Dover and is not intended to be and should not be used by anyone other than these specified parties.

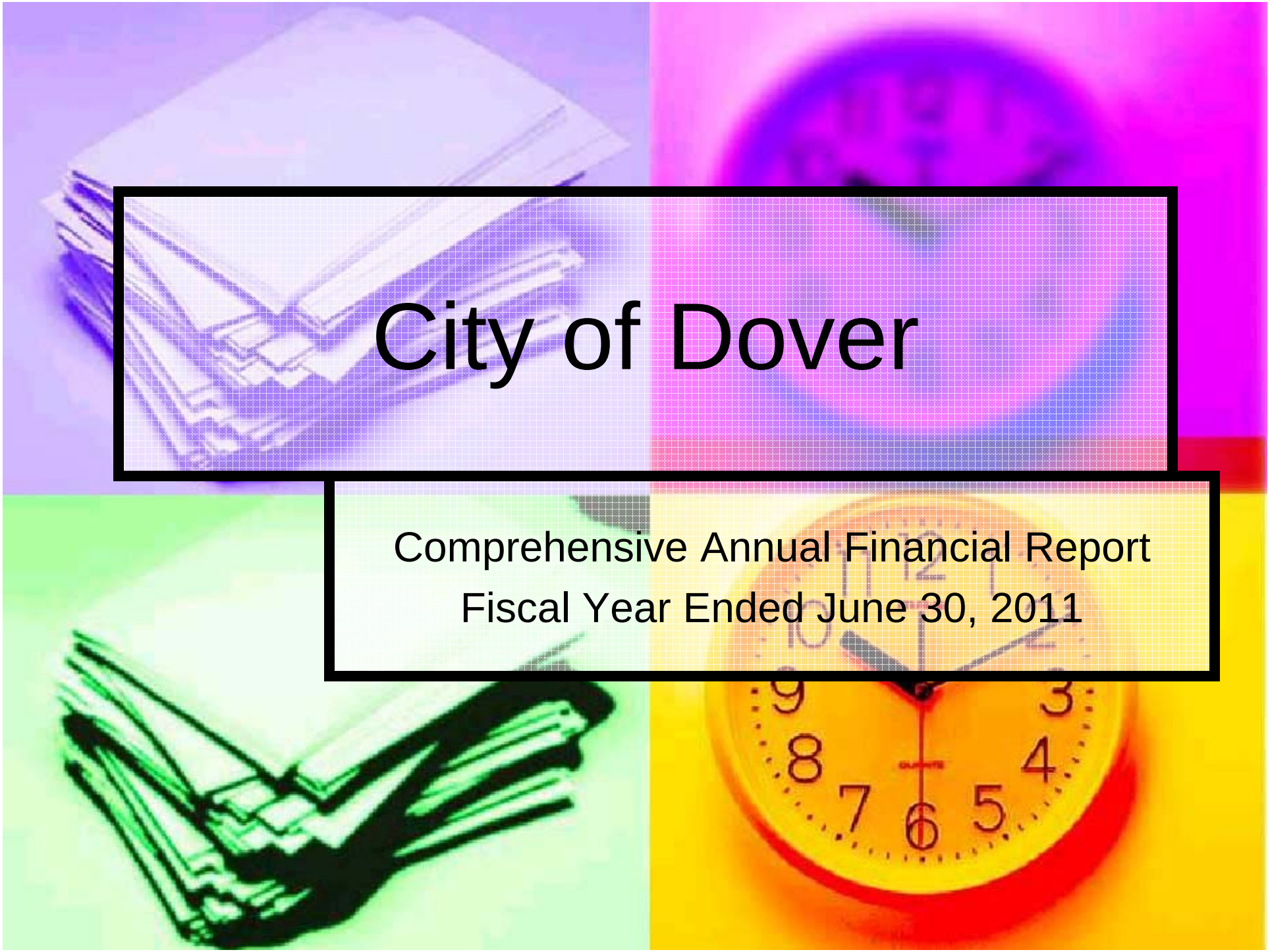
Fair, Cannon & Co., LLP

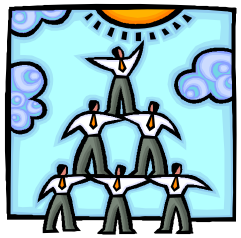
Dover, Delaware
April 9, 2012

City of Dover

Comprehensive Annual Financial Report

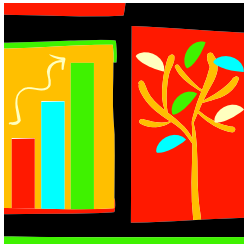
Fiscal Year Ended June 30, 2011





Introductory Section

Letter of Transmittal
Elected & Appointed Officials Commissions
Organizational Chart



Financial Section

Auditor's Report
Management's Discussion & Analysis
Basic Financial Statements
Required Supplementary Information
Supplementary Information



Statistical Section

Detailed Information of Financial Trends, Revenue Capacity, Debt Capacity, Demographic and Economic Information, and Operating Information

City of Dover
Statement of Net Assets
June 30, 2011

	Governmental Activities	Business-Type Activities	Total
Assets:			
Cash and cash equivalents	$ 3,563,365	$ 21,080,867	$ 24,644,232
Investments	7,766,317	38,162,138	45,928,455
Receivables, net	2,034,735	8,440,209	10,474,944
Internal balances	511,466	(511,466)	-
Due from other governments	955,072	-	955,072
Inventory, at cost	142,229	4,117,867	4,260,096
Prepaid items	99,599	386,110	485,709
Net Pension Asset	621,773	257,410	879,183
Land and construction in progress	8,312,106	7,098,876	15,410,982
Capital assets, net of depreciation	32,027,032	127,193,957	159,220,989
Total assets	56,033,694	206,225,968	262,259,662
Liabilities:			
Accounts payable and accrued liabilities	3,136,229	9,218,717	12,354,946
Unearned revenue	370,245	194,022	564,267
Customer deposits	-	1,828,242	1,828,242
Other	101,293	723,986	825,279
Non-current liabilities			
Due within one year	1,416,933	2,761,063	4,177,997
Due in more than one year	10,494,267	36,794,470	47,288,736
Total liabilities	15,518,967	51,520,500	67,039,467
Net Assets:			
Invested in capital assets net of related debt	38,839,995	97,270,906	136,110,901
Restricted for:			
Capital construction	1,210,667	34,148,330	35,358,997
Public Safety	431,830	-	431,830
Other purposes	131,670	-	131,670
Unrestricted	(99,435)	23,286,232	23,186,797
Total Net Assets	$ 40,514,727	$ 154,705,468	$ 195,220,195
See accompanying notes to financial statements			

City of Dover
Statement of Activities
For the Year Ended June 30, 2011

			Program Revenue			Net (Expenses) Revenue and Changes in Net Assets		
Functions/Programs	**Expenses**	**Indirect Expenses Allocation**	**Charges for Services**	**Operating Grants and Contributions**	**Capital Grants and Contributions**	**Governmental Activities**	**Business Type Activities**	**Total**
Governmental activities								
General government	$ 2,110,392	$ (862,268)	$ 1,503,243	$ -	$ -	$ 255,119	$ -	$ 255,119
Public safety	16,848,343	-	4,682,687	1,306,316	-	(10,859,340)	-	(10,859,340)
Public works	6,785,831	(527,885)	2,173,434	548,792	856,338	(2,679,382)	-	(2,679,382)
Library and recreation	2,731,492	-	632,861	2,267,317	-	168,686	-	168,686
Community and economic development	1,173,546	-	-	910,501	-	(263,045)	-	(263,045)
Central services	1,461,543	(862,045)	-	-	-	(599,498)	-	(599,498)
Financial administration	10,397,154	(1,791,101)	-	-	-	(8,606,053)	-	(8,606,053)
Interest charges	75,397	-	-	-	-	(75,397)	-	(75,397)
Total governmental activities	$ 41,583,698	$ (4,043,299)	$ 8,992,225	$ 5,032,926	$ 856,338	$ (22,658,910)	$ -	$ (22,658,910)
Business type activities								-
Water/wastewater	10,020,184	892,538	14,033,678	-	997,750	-	4,118,706	4,118,706
Electric	87,145,483	3,150,761	101,902,619	-	-	-	11,606,375	11,606,375
Total business type activities	$ 97,165,667	$ 4,043,299	$ 115,936,297	$ -	$ 997,750			
Total City						$ (22,658,910)	$ 15,725,081	$ (6,933,829)
General revenues								
Taxes								
Property taxes						10,904,908	-	10,904,908
Transfer taxes						1,461,983	-	1,461,983
Earnings on investments						137,218	554,787	692,005
Total general revenues						12,504,109	554,787	13,058,896
Transfers						8,856,000	(8,856,000)	-
Total general revenues and transfers						21,360,109	(8,301,213)	13,058,896
Changes in net assets						(1,298,801)	7,423,868	6,125,067
Net assets beginning						41,813,528	147,281,600	189,095,128
Net assets ending						$ 40,514,727	$ 154,705,468	$ 195,220,195
See accompanying notes to financial statements								

City of Dover
Statement of Activities
Comparison of Fiscal Year 2010 & 2011

	Governmental Activities		Business-Type Activities		Total	
	2010	2011	2010	2011	2010	2011
Revenues:						
Program revenues						
Charges for services	$ 7.6	$ 9.0	$ -	$ -	$ 7.6	$ 9.0
Water/wastewater charges for services	-	-	11.5	14.0	11.5	14.0
Electric charges for services	-	-	100.3	101.9	100.3	101.9
Operating grants and contributions	3.8	5.0	-	-	3.8	5.0
Capital grants and contributions	0.2	0.9	0.4	1.0	0.6	1.9
General revenues						
Property taxes	10.0	10.9	-	-	10.0	10.9
Transfer taxes	0.9	1.5	-	-	0.9	1.5
Earnings on investments-other	0.3	0.1	0.8	0.6	1.1	0.7
Total revenues	$ 22.8	$ 27.4	$113.0	$117.5	$135.8	$144.9
Expenses						
General government	$ 2.3	$ 2.1	$ -	$ -	$ 2.3	$ 2.1
Public safety	16.4	16.8	-	-	16.4	16.8
Public works	7.7	6.8	-	-	7.7	6.8
Library and recreation	2.3	2.7	-	-	2.3	2.7
Community and economic development	2.2	1.2	-	-	2.2	1.2
Central services	1.4	1.5	-	-	1.4	1.5
Financial administration	7.0	10.4	-	-	7.0	10.4
Interest charges	0.1	0.1	-	-	0.1	0.1
Plus (less) indirect expense allocation	(4.1)	(4.0)	4.1	4.0	-	-
Water/wastewater	-	-	11.0	10.1	11.0	10.1
Electric	-	-	87.8	87.1	87.8	87.1
Total expenses	$ 35.3	$ 37.6	$102.9	$101.2	$138.2	$138.8
Change in net assets before transfers	(12.5)	(10.2)	10.1	16.3	(2.4)	6.1
Transfers	7.3	8.9	(7.3)	(8.9)	-	-
Change in net assets	$ (5.2)	$ (1.3)	$ 2.8	$ 7.4	$ (2.4)	$ 6.1
Net assets, beginning of year	47.0	41.8	144.5	147.3	191.5	189.1
Net assets	$ 41.8	$ 40.5	$147.3	$154.7	$189.1	$195.2



Changes in Net Assets
Governmental Activities
June 30, 2011



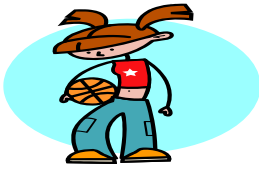
Governmental Activities

Governmental net assets decreased by $1.3 million. Net revenues were more than the prior year by $4.6 million.

The City Council approved a property tax rate increase of $.027 and a sanitation fee increase of $5.85 for fiscal year 2011. These two increases account for approximately $1.7 million of increased revenues. Other sources of increased revenues over the previous fiscal year are attributed to public safety fines and fees, public safety and library grants, transfer taxes, and Court of Chancery Fees. The revenue increases totaled $4.8 million. Revenue sources that decreased were business licenses, permits, and investment income for a total of $.2 million.

Expenses of $37.6 million reflect an overall increase of $2.3 million from the prior year. The majority of this increase was attributed to $2.1 million of other post-employment benefit cost. Other increases were in public safety, library and recreation, and central services. The decreases were in general government, public works streets and sanitation, as well as Community and economic development. Transfers to the Governmental Funds from the Proprietary Funds increased $1.6 million.

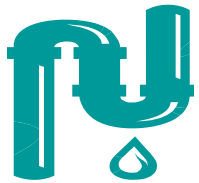








Changes in Net Assets
Business Type Activities
June 30, 2011



Business-Type Activities

The business-type activities saw a positive change in net assets of $7.4 million. The increase was a result of revenue increases in both the water and wastewater utilities and the electric utility coupled with lower expenses in all utilities.

The water/wastewater utility had a positive change in net assets of $4.1 million. The utility experienced an increase in operating income of $2.5 million over the previous year. The increase in operating income was due to City Council approved rates increased for services resulting in higher charges for services of $1.3 million as well as an increase in miscellaneous services of $1.2 million mainly attributed to increased impact fees. The utility also experienced a decrease in personnel and operating expenses of $1.1 million. Non-operating revenue increased $.5 million as a result of contractor contributions. There was no transfer made to the General Fund by the water/wastewater utility during fiscal year 2011.

The electric utility realized a positive change in net assets of $3.2 million. The utility experienced an increase in operating revenues of $1.6 million over the previous year as a result of higher kilowatt-hour sales. Operating expenses decreased by $1.3 million due to lower power supply cost of $3.1 million and $.1 in operating expenses. The decreases were offset by increases in postemployment retirement benefits of $1.3 million and depreciation expense of $.6 million. Non-operating revenues and expenses reflect a negative result of $.9 million because of an increase in interest and fiscal charges attributed to refunding bonds as explained in the Notes and a decrease in fair value of investments. These negative results were offset by an increase in investment interest earned. Transfers to the General Fund increased to $8.9 million from $6.8 million in the preceding year.





The City of Dover, Delaware
Statement of Changes in Pension Trust Fund Net Assets
For the Year Ended June 30, 2011

	Police Pension	General Pension	Totals
Additions			
Net investment income/loss	$ 2,013,005	$ 3,776,674	$ 5,789,679
City's contribution - payroll based	95,000	415,273	510,273
City's contribution - lump sum	-	2,932,455	2,932,455
Employee contribution	-	293,546	293,546
State contributions	538,136	-	538,136
Other	500	-	500
Total Additions to Net Assets	2,646,641	7,417,948	10,064,589
Deductions			
Benefit payments	1,456,162	3,077,877	4,534,039
General administration	15,330	26,670	42,000
Refund of pension contribution	-	10,374	10,374
Total Deductions From Net Assets	1,471,492	3,114,921	4,586,413
Changes in net assets	1,175,149	4,303,027	5,478,176
Net assets - beginning	10,378,602	17,705,888	28,084,490
Net assets - ending	$ 11,553,751	$ 22,008,915	$ 33,562,666

Pension Trust Funds
Pension Plan Funding
For Fiscal Year Ending June 30, 2011

General Pension Trust

	Total	Governmental Activities	Wastewater Fund Activities	Electric Fund Activities
Annual required contribution	$3,149,493	$1,687,508	$259,071	$1,202,914
Interest on net pension obligation	(10,324)	(4,487)	(1,966)	(3,871)
Adjustment to annual required contribution	14,035	6,880	2,410	4,745
Annual pension cost	3,153,204	1,689,901	259,515	1,203,788
Contributions made	(3,347,728)	(1,710,390)	(420,466)	(1,216,872)
Increase in net pension asset	(194,524)	(20,489)	(160,951)	(13,084)
Net pension obligation (asset) at beginning of year	(148,848)	(65,473)	(28,080)	(55,295)
Net pension obligation (asset) at end of year	($343,372)	($85,962)	($189,031)	($68,379)

	Annual Pension Cost	Percentage Contributed	NPO (Asset) End of Year
2009	$ 2,358,663	106%	$ (446,423)
2010	$ 2,569,578	88%	$ (147,468)
2011	$ 3,153,204	106%	$ (343,372)

General Employee Pension Fund
Required Supplementary Information
Schedule of Funding Progress

Valuation Date	Plan Assets	Actuarial Accrued Liability	Unfunded Accrued Liability	Funded Ratio	Payroll	Unfunded as a Percent of Payroll
7/1/05	$ 16,277,640	$ 39,860,241	$ 23,582,601	40.8%	$ 7,380,629	319.5%
7/1/06	$ 15,712,605	$ 41,103,526	$ 25,390,921	38.2%	$ 7,612,121	333.6%
7/1/07	$ 17,616,172	$ 42,335,142	$ 24,718,970	41.6%	$ 8,006,103	308.8%
7/1/08	$ 19,381,391	$ 43,800,212	$ 24,418,821	44.2%	$ 8,716,361	280.1%
7/1/09	$ 19,880,033	$ 45,525,384	$ 25,645,351	43.7%	$ 8,786,981	291.9%
7/1/10	$ 19,963,426	$ 52,462,693	$ 32,499,267	38.1%	$ 8,256,751	393.6%

Police Pension Trust

	Governmental Activities
Annual required contribution	$ 1,082,956
Interest on net pension asset	(72,159)
Adjustment to annual required contribution	117,872
Annual pension cost	1,128,669
Contributions	(633,636)
(Increase)/decrease in net pension asset	495,033
Net pension obligation (asset) at beginning of year	(1,030,844)
Net pension obligation (asset) at end of year	$ (535,811)

	Annual Pension Cost	Percentage Contributed	NPO (Asset) End of Year
2009	$ 552,319	131%	$ (1,362,077)
2010	$ 827,820	60%	$ (1,030,844)
2011	$ 1,128,669	56%	$ (535,811)

Police Pension Fund
Required Supplementary Information
Schedule of Funding Progress

Valuation Date	Plan Assets	Actuarial Accrued Liability	Unfunded Accrued Liability	Funded Ratio	Payroll	Unfunded as a Percent of Payroll
7/1/05	$ 11,944,213	$ 17,850,795	$ 5,906,582	66.9%	$ 65,745	8984.1%
7/1/06	$ 12,471,057	$ 17,532,104	$ 5,061,047	71.1%	$ -	-
7/1/07	$ 13,950,322	$ 17,589,169	$ 3,638,847	79.3%	$ -	-
7/1/08	$ 12,500,417	$ 17,615,785	$ 5,115,368	71.0%	$ -	-
7/1/09	$ 10,188,899	$ 17,651,507	$ 7,462,608	57.7%	$ -	-
7/1/10	$ 10,378,602	$ 19,849,553	$ 9,470,951	52.3%	$ -	-

Other Post Employment Benefits Trust Funding
Fiscal Year Ended June 30, 2011



Statement of Changes in Fiduciary Assets

Additions:	
Net investment income	$ 861,447
City's contribution- payroll based	2,114,046
City's contribution- lump sum	1,200,000
Employee contribution	-
State insurance premium tax proceeds	-
Other	-
Total additions to net assets	4,175,493
Deductions:	
Benefit payments	1,926,130
General administration	83,751
Refund of pension contribution	-
Total deductions from net assets	2,009,881
Changes in net assets	2,165,612
Net assets - beginning	4,882,375
Net assets - ending	$ 7,047,987

OPEB Trust
Schedule of Funding Status and Progress

Actuarial Valuation Date	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL)	(3) Unfunded Actuarial Accrued Liabilities (UAAL) (2) – (1)	(4) Funded Ratio (1)/(2)	(5) Covered Payroll	(6) UAAL as a % of Covered Payroll (3)/(5)
7/1/2008	$ -0-	$64,297,063	$64,297,063	0.0%	$18,162,177	354%
7/1/2009	$4,761,141	$64,812,543	$60,051,402	7.3%	$18,797,853	319%
7/1/2010	$4,882,375	$83,518,121	$78,635,746	5.8%	$18,292,104	430%

Annual OPEB Cost and Net OPEB Obligation/(Asset)

	Total	Governmental Activities	Water/ Wastewater Fund Activities	Electric Fund Activities
Annual Required contribution	$7,690,991	$5,944,581	$475,599	$1,270,811
Interest on OPEB obligation	209,174	158,159	13,795	37,220
Adjustment to annual required contribution	(274,537)	(207,582)	(18,105)	(48,850)
Annual OPEB Cost	7,625,628	5,895,158	471,289	1,259,181
Employer Contributions	(3,314,046)	(1,297,509)	(177,427)	(1,839,110)
Increase/(decrease) in net OPEB obligation	4,311,582	4,597,649	293,862	(579,929)
Net OPEB obligation (asset) at beginning of year	4,268,849	3,227,740	281,526	759,583
Net OPEB obligation (asset) at end of year	$8,580,431	$7,825,389	$575,388	$179,654

Fiscal Year Ended June 30	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
2009	$6,227,825	99.2%	$50,679
2010	$5,891,130	28.4%	$4,268,060
2011	$7,625,628	42.1%	$8,580,431

City of Dover
Worker's Compensation Fund
For the Year Ended June 30, 2011

The contributions to the Worker's Compensation Fund $636,213 exceeded the claims and administrative expenses $290,950.



Assets		
Current assets:		
Cash and cash equivalents	$	514,419
Investments		1,584,515
Receivables, net		4,000
Due from other funds-charges		500
Prepaid items		67,652
Total current assets		2,171,086
Liabilities		
Current liabilities:		
Accounts payable and accrued expenses		205,354
Due to other funds - charges		29,035
Total current liabilities		234,389
		-
Net Assets		
Unrestricted		1,936,697
Total net assets	$	1,936,697

City of Dover
Long-Term Liabilities for Compensated Absences & Debt
As of June 30, 2011

General Long-Term Debt

Item	Balance 7/01/10	Additions	Reductions	Balance 6/30/11	Payable within one Year
Compensated Absences	$ 2,165,009	$ 1,562,619	$ 1,140,960	$ 2,586,668	$ 1,141,933
General Obligation Bonds	1,820,000	-	270,000	1,550,000	275,000
Sub-total of General Long-Term Debt	$ 3,985,009	$ 1,562,619	$ 1,410,960	$ 4,136,668	$ 1,416,933

Water/Wastewater Long-Term Debt

Item	Balance 7/01/10	Additions	Reductions	Balance 6/30/11	Payable within one Year
Compensated Absences	$ 190,261	$ 150,782	$ 143,185	$ 197,858	$ 98,882
Revenue Bonds-Water and Wastewater	3,200,000	-	290,000	2,910,000	300,000
State of Delaware Municipal Revenue Bond - Wastewater	441,199	-	37,379	403,820	38,737
State of Delaware Municipal Revenue Bond - Wastewater **(a)**	344,525	3,976,684	-	4,321,209	200,000
State of Delaware Municipal Revenue Bond - Water **(a)**	-	480,528	-	480,528	55,055
State of Delaware Municipal Revenue Bond - Wastewater **(b)**	-	-	-	-	26,998
Sub-total of Water/ Wastewater Fund	$ 4,175,985	$ 4,607,994	$ 470,564	$ 8,313,415	$ 719,672

(a) & (b) Estimated payments due in FY12 upon completion of financed projects.

Electric Revenue Long-Term Debt

Item	Balance 7/01/10	Additions	Reductions	Balance 6/30/11	Payable within one Year
Compensated Absences	$ 657,318	$ 278,363	$ 279,877	$ 656,804	$ 208,390
Revenue Bonds	35,270,000	8,810,000	13,800,000	30,280,000	2,060,000
Sub-total of Electric Revenue Fund	$ 35,927,318	$ 9,088,363	$ 14,079,877	$ 30,935,804	$ 2,268,390
Sub-total of Enterprise Fund Debt	$ 40,103,303	$ 13,696,357	$ 14,550,441	$ 39,249,219	$ 2,988,061

City of Dover, Delaware

Fiscal 2013 DRAFT Capital Investment Plan

FY 13 thru FY 17

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Customer Services								
Customer Notification by E-IVR Automated Dialing	*CU1301*	2		30,000				*30,000*
Customer Services Total				**30,000**				***30,000***
Information Technology								
Server and Backup Solution Replacement	*IT1301*	1	57,000	7,000	21,000			*85,000*
Information Technology Total			**57,000**	**7,000**	**21,000**			***85,000***
Public Works - Streets								
Street and Alley Program	*ST1201*	1	1,100,000	1,300,000	1,300,000	1,300,000		*5,000,000*
Concrete Construction and Replacement Program	*ST1202*	2	60,000	70,000	75,000	80,000		*285,000*
Salt Storage Facility - Schutte Park	*ST1301*	3	50,000					*50,000*
Silver Lake Revitalization Project	*ST1401*	5		50,000	250,000	100,000	100,000	*500,000*
Brine Manufacturing System	*ST1501*	4			27,800			*27,800*
Public Works - Streets Total			**1,210,000**	**1,420,000**	**1,652,800**	**1,480,000**	**100,000**	***5,862,800***
Public Works Admin								
GIS Infrastructure and Mobile Solutions	*PA1301*	4	18,000	18,000	18,000			*54,000*
Public Works Admin Total			**18,000**	**18,000**	**18,000**			***54,000***
GRAND TOTAL			**1,285,000**	**1,475,000**	**1,691,800**	**1,480,000**	**100,000**	***6,031,800***

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City of Dover, Delaware

Fiscal 2013 DRAFT Capital Investment Plan

FY 13 thru **FY 17**

FUNDING SOURCE SUMMARY

Source	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Community Transportation Fund	1,000,000	1,000,000	1,250,000	1,000,000		*4,250,000*
General Fund	285,000	475,000	441,800	430,000	50,000	*1,681,800*
State Grant				50,000	50,000	*100,000*
GRAND TOTAL	**1,285,000**	**1,475,000**	**1,691,800**	**1,480,000**	**100,000**	***6,031,800***

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Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # CU1301
Project Name Customer Notification by E-IVR Automated Dialing



Type Improvement
Useful Life 5-10 years
Category General
New Project:
Time-Line:

Department Customer Services
Contact Customer Service Manager
Priority 2
Account Number:

Description

Total Project Cost: **$30,000**

One of the most popular and cost effective uses of IVR Technology involves automating the out-dialing process Another use is to add the feature of customer alerts and notifications. This automation can take a variety of forms and functionality. E-IVR automated features include the ability to broadcasting a huge number of calls to deliver a pre-recorded message or alert, targeting a specific list to be called to relay individualized information, and to automate the dialing process as an efficient and management tool for staff. It is critical to maximize the use of communication resources, advance with technology and offer features similar to local utilities and municipalities. Our existing phone system provides the foundation to add beneficial enhancements.

Justification

The E-IVR notification system gets the word out fast for emergency notification, road closures, power outages, alerts customer of electric and water disconnections that are scheduled due to nonpayment of utility account, upcoming events. The Customer Service department is submitting the request for consideration. This system should benefit City departments and Officials city wide. The phone system broadcasts from our data base, when answered the IVR plays a prerecorded message. Unsuccessful calls are noted and can be broadcast again. The benefit to the customer is to receive critical notifications and become better informed. Since the calls are automated staff, may be utilized in other functions.

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Other		30,000				30,000
Total		**30,000**				**30,000**

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
General Fund		30,000				30,000
Total		**30,000**				**30,000**

Budget Impact/Other

Estimated annual maintenance fees. This type of notification system is already used by other utilities and municipalities in Delaware. In conjunction with electric disconnects for nonpayment, the customer would receive an automated call two days prior to the scheduled disconnection date. This serves as a reminder to remit the payment and allows the customer to prepare for the interruption of service in the event payment is not received. A customer may chose to expedite payment by using the recently implemented credit card online processing system.

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Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # IT1301

Project Name Server and Backup Solution Replacement



Type Equipment
Useful Life 3 - 5 Years
Category General
New Project:
Time-Line:

Department Information Technology
Contact IT Director
Priority 1
Account Number:

Description

Total Project Cost: **$85,000**

The City has ten (10) servers in production (excluding those that are part of the phone system). The servers were included as part of the Lifecycle plan, and six (6) were scheduled to be replaced in Fiscal 2012. As a cost savings measure, those servers were retained and their support contract was extended. The servers need to be replaced as scheduled in order to continue reliable service. The backup solution that has been used to back up the servers has exceeded its capacity.

Justification

The continued 99.999% availability of the City's Information Technology systems could be at risk if hardware failures occur. With increasing age, the likelihood of a failure increases. The industry standard for server replacements is three to five years; extending past five years is a risk. Additionally, It is no longer possible to get a complete backup on a nightly basis. The backup plan has been modified to make sure critical data is backed up; however, it leaves the City vulnerable. In the event of a disaster recovery, some data would be lost. Aging server hardware coupled with an inability to get a complete backup every night increases the risks exponentially. The estimated cost to replace a server is $7,000 each which includes five years maintenance. It is estimated that a replacement of the backup solution would cost approximately $15,000 including maintenance and tapes. Existing tapes will not work on a new solution.

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Other	57,000	7,000	21,000			85,000
Total	**57,000**	**7,000**	**21,000**			**85,000**

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
General Fund	57,000	7,000	21,000			85,000
Total	**57,000**	**7,000**	**21,000**			**85,000**

Budget Impact/Other

DRAFT

Fiscal 2013 DRAFT Capital Investment Pla

FY 13 *thru* **FY 17**

City of Dover, Delaware

Project # ST1201
Project Name Street and Alley Program



Type Improvement
Useful Life 20-25 years
Category General
New Project:
Time-Line:

Department Public Works - Streets
Contact Public Services Director
Priority 1
Account Number:

Description

Total Project Cost: **$9,650,000**

This project will rehabilitate approximately three to five percent (3-5%) of the street and alley network each year. The estimated capital maintenance costs are $33.7 million over a 20-year planning horizon in Fiscal Year 2005 dollars. This estimate is based on the needs survey conducted by Public Services in Fiscal year 2004. Continuous maintenance on these assets will prevent more costly reconstruction in the future. This project combines the former Street Resurfacing Program, the Alley Program and the Barrier Free Access Ramp Program

Justification

The program identifies maintenance costs for 84.79 miles of streets and 15.24 miles of alleys as of June 30, 2010. Replacement of deteriorated curbs, gutters, and sidewalks provides improved use, drainage, and the appearance of the pavement section. The Street and Alley Program schedule is driven by funding and road ratings. Total street mileage is growing each as more roads and alleys are dedicated for public maintenance due to growth.

Prior	Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
4,650,000	Construction/Maintenance	1,100,000	1,300,000	1,300,000	1,300,000		5,000,000
Total	**Total**	**1,100,000**	**1,300,000**	**1,300,000**	**1,300,000**		**5,000,000**

Prior	Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
4,650,000	Community Transportation Fun	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
Total	General Fund	100,000	300,000	300,000	300,000		1,000,000
	Total	**1,100,000**	**1,300,000**	**1,300,000**	**1,300,000**		**5,000,000**

Budget Impact/Other

The improvement schedule is based on the Fiscal Year 2004 ratings and Community Transportation Funds committed by area legislators. The annual funding split is proposed to be $700,000 from the General Fund and $1,000,000 from Community Transportation Funds in Fiscal year 2012.
NOTE: Before the issue of the General Obligation Bonds an affordability study will be conducted.

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Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # ST1202

Project Name Concrete Construction and Replacement Program



Type Maintenance
Useful Life 30+ years
Category General
New Project: No
Time-Line: Continuous

Department Public Works - Streets
Contact Public Services Director
Priority 2
Account Number:

Description

Total Project Cost: $365,000

This program replaces and rehabilitates deteriorated sidewalks and curbs throughout the City using in-house labor and private contractors. This is in accordance with the ADA. Delaying or eliminating the project will result in continued complaints and insurance claims from citizens and visitors. In addition, further deterioration of the sidewalk network will occur.

Justification

This program promotes the interconnection of the sidewalk network to conform to ISTEA (Intermodal Surface Transportation Efficiency Act) and rehabilitates sidewalks that have root damage from City street trees. This program also facilitates compliance with the Americans with Disabilities Act as it relates to the pedestrian network as well as improving localized drainage issues.

Prior	Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
80,000	Construction/Maintenance	60,000	70,000	75,000	80,000		285,000
Total	**Total**	**60,000**	**70,000**	**75,000**	**80,000**		**285,000**

Prior	Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
80,000	General Fund	60,000	70,000	75,000	80,000		285,000
Total	**Total**	**60,000**	**70,000**	**75,000**	**80,000**		**285,000**

Budget Impact/Other

There is no impact on the operating budget as reduction in insurance claims and improved pedestrian mobility is difficult to financially quantify. The Department of Public Services maintains a prioritization list that outlines the categories of replacement. Complaints are entered on the list as they are received and prioritized by City staff.

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Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # ST1301
Project Name Salt Storage Facility - Schutte Park



Type Equipment
Useful Life 20-25 years
Category General
New Project: Yes
Time-Line:

Department Public Works - Streets
Contact Public Services Director
Priority 3
Account Number:

Description

Total Project Cost: **$50,000**

This project proposes the construction of a 50' long x 50' wide x 20' high salt storage building at the rear of Schutte Park. The proposed construction will allow city staff to store salt indoors, greatly reducing the environmental impact of this operation. Salt is only used during winter months; however, we typically have this material on hand in varying quantities all year long.

* Wes will provide an updated quote* 2/23/2012

Justification

Salt is currently stored down at Old PW II under a tarp within the concrete area. The current method of covering this material is inadequate and has potential environmental impacts on the St. Jones River. All runoff from this storage area goes directly into the St. Jones River. This project will likely be a requirement in our NPDES MS4 permit renewal scheduled for July 1, 2011. Moving this material indoors and under roof will reduce the environmental impact and allow this resource to be used in a more efficient manner.

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Construction/Maintenance	50,000					50,000
Total	**50,000**					**50,000**

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
General Fund	50,000					50,000
Total	**50,000**					**50,000**

Budget Impact/Other

DRAFT

Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # ST1401
Project Name Silver Lake Revitalization Project

Type Improvement
Useful Life 20-25 years
Category General
New Project: Yes
Time-Line:

Department Public Works - Streets
Contact Public Services Director
Priority 5
Account Number:

Description

Total Project Cost: **$600,000**

The proposed project will remove all of the old pavement and parking areas and construct a new central parking lot and access to the boat ramp area as well as access from Kings Highway. The existing pavement condition is in poor quality, and the parking pods create a public perception problem. This project will plant trees, flowers, and shrubs below the dam on Silver Lake to Court Street along the St. Jones River in order to improve water quality and protect the stream bank. This will be a multi-year project. The department continues to receive complaints regarding the parking pods, the further deterioration of the existing pavement sections and parking areas, lack of stormwater management practices, bank erosion related to stormwater runoff and, poor site lighting.

Justification

Currently there are no stormwater management practices being implemented on this site, and the location adjacent to the St. Jones River causes direct stormwater discharge to an environmentally sensitive area. The proposed reconstruction and relocation of the loaded parking lot will allow for best management practices regarding stormwater management to be implemented at this site.

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total	Future
Planning/Design		50,000				50,000	100,000
Construction/Maintenance			250,000			250,000	Total
Miscellaneous				100,000	100,000	200,000	
Total		**50,000**	**250,000**	**100,000**	**100,000**	**500,000**	

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total	Future
Community Transportation Fun			250,000			250,000	100,000
General Fund		50,000		50,000	50,000	150,000	Total
State Grant				50,000	50,000	100,000	
Total		**50,000**	**250,000**	**100,000**	**100,000**	**500,000**	

Budget Impact/Other

The proposed project includes parking reconstruction, planning and design, and ultimately landscaping for this section of the St. Jones River.

DRAFT

Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # ST1501
Project Name Brine Manufacturing System



Type Equipment
Useful Life 10-15 years
Category General
New Project:
Time-Line:

Department Public Works - Streets
Contact Public Services Director
Priority 4
Account Number:

Description

Total Project Cost: **$27,800**

The ABS-1500 automatic batch system is designed for the manufacturing of a brine solution continuously. The brine solution is produced from a mixture of granular salt and standard tap water. The system can produce up to 4,000 gal of brine per hour.
The ABS-1500 - $11,550; a 5,000 gallon heavy duty storage tank - $3,675 and the Single lane EZ load applicator system - $12,600

Justification

Waiting to receive updated information from Scott Koenig. (hf 2/23/2011)

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Equip/Vehicle/Furnishings			27,800			27,800
Total			**27,800**			**27,800**

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
General Fund			27,800			27,800
Total			**27,800**			**27,800**

Budget Impact/Other

DRAFT

Fiscal 2013 DRAFT Capital Investment Pla

FY 13 *thru* **FY 17**

City of Dover, Delaware

Project # **PA1301**

Project Name **GIS Infrastructure and Mobile Solutions**



Type	Equipment	**Department**	Public Works Admin
Useful Life	3-5 years	**Contact**	Public Services Director
Category	General	**Priority**	4
New Project:	No	**Account Number:**	
Time-Line:			

Description

Total Project Cost: **$54,000**

This project will be used to expand mobile data terminals (MDT's) to building inspectors and the Public Works inspector. The ability will be given to access all networked files and programs (HTE, Fortis, Outlook, etc.) along with utilization of many GIS capabilities. The Fire Marshal's office along with Code Enforcememt staff have this capability and it has been beneficial for both departments.

Justification

This strategy would procure hardware and software as well as perform pilot projects that would test the ability of the City to expand in such areas of technology. The types of hardware to be purchased are GPS receivers, patch antennas, laptops, vehicle mounts, and lightweight clients. Software would be extensions used in conjunction with ESRI's ArcGIS software to perform specific tasks. Types of extensions are spatial analyst, network analyst, etc. ESRI Services may be purchased for help with advancement in the City's use of ArcGIS Server Mobile.

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Other	8,000	8,000	8,000			24,000
Miscellaneous	10,000	10,000	10,000			30,000
Total	**18,000**	**18,000**	**18,000**			**54,000**

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
General Fund	18,000	18,000	18,000			54,000
Total	**18,000**	**18,000**	**18,000**			**54,000**

Budget Impact/Other

As pilot projects are preformed and found to be successful, budgets will grow as the pilots are implemented department or City-wide. Future software maintenance and hardware replacement (sustainability). The City is using two NASCAR races a year to implement new technologies. Along with training employees in these technologies, we are utilizing techniques used in damage assessment and emergency recovery during daily race weekend operations. To continue expanding on such pilot projects, we would need additional hardware and software. Other below represents ESRI services and support. Miscellaneous below represents mostly hardware and some software.

DRAFT

City of Dover, Delaware

Fiscal 2013 DRAFT Capital Investment Plan

FY 13 thru FY 17

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Facilities Management								
1996 Dodge B2500 (438)	*14Veh# 438*	n/a		16,096				*16,096*
1996 Ford E350 (436)	*15Veh# 436*	n/a			16,096			*16,096*
1999 Dodge RMV Van (435)	*16Veh# 435*	n/a				16,096		*16,096*
Facilities Management Total				**16,096**	**16,096**	**16,096**		***48,288***
Life Safety (Fire Marshal)								
20' Express Wagon with Honda Generator	*14Veh# 14*	1		17,500				*17,500*
Life Safety (Fire Marshal) Total				**17,500**				***17,500***
Permtting and Inspections								
2001 Dodge Pick Up (19)	*14Veh# 19*	2		16,000				*16,000*
2002 Dodge Pick Up (18)	*15Veh# 18*	3			16,000			*16,000*
2001 Dodge Pick Up (22)	*16Veh# 22*	3				16,000		*16,000*
2001 Dodge Pick Up Truck (20)	*17Veh# 20*	1					16,500	*16,500*
Permtting and Inspections Total				**16,000**	**16,000**	**16,000**	**16,500**	***64,500***
Planning								
2009 Chevy Uplander	*14Veh# 3*	n/a		16,177				*16,177*
Planning Total				**16,177**				***16,177***
Public Works - Grounds								
1995 Ford Crew Cab Dump Truck (552)	*13Veh# 552*	5	47,000					*47,000*
2002 Toro Wing Mower (562)	*13Veh# 562*	2	65,000					*65,000*
2002 Dodge Pick Up (550)	*14Veh# 550*	3		17,000				*17,000*
2001 Dodge Pick Up (553)	*14Veh# 553*	2		17,000				*17,000*
1999 Dodge Pick Up (558)	*14Veh# 558*	2		17,000				*17,000*
1999 Chevy Dump Truck (554)	*15Veh# 554*	3			54,491			*54,491*
1998 Vermeer Stump Grinder (566)	*15Veh# 566*	3			44,000			*44,000*
1998 X-Mark Mower (568)	*15Veh# 568*	3			14,310			*14,310*
2001 Kubota Tractor (569)	*15Veh# 569*	3			29,116			*29,116*
1998 Chevy Crew Cab Dump Truck (551)	*16Veh# 551*	4				58,962		*58,962*
2006 X-Mark Mower (573)	*16Veh# 573*	4				15,456		*15,456*
1991 International Utility Trailer (578)	*16Veh# 578*	4				14,000		*14,000*
2002 Bean 300 Gallon Sprayer (585)	*16Veh# 585*	4				22,122		*22,122*
1990 FMC 300 Gallon Sprayer (565)	*17Veh# 565*	5					23,760	*23,760*
1999 Bandit Chipper (579)	*17Veh# 579*	5					46,122	*46,122*
1994 Vermeer Chipper (588)	*17Veh# 588*	5					46,000	*46,000*
Public Works - Grounds Total			**112,000**	**51,000**	**141,917**	**110,540**	**115,882**	***531,339***
Public Works - Sanitation								
2004 Peterbilt Automated Trash Truck (442)	*13Veh# 442*	2	253,000					*253,000*

DRAFT

Department	Project#	Priority	FY 13	FY 14	FY 15	FY 16	FY 17	Total
2003 Peterbilt 320 Automated Trash Truck (444)	*13Veh# 444*	1	253,000					*253,000*
2004 Peterbilt Automated Trash Truck (443)	*14Veh# 443*	2		253,875				*253,875*
2002 Int'l Rear Loader (449)	*14Veh# 449*	2		129,375				*129,375*
2003 Peterbilt 320 Automated Trash Truck (450)	*14Veh# 450*	1		246,075				*246,075*
2008 Peterbilt Automated Trash Truck (441)	*15Veh# 441*	3			296,075			*296,075*
2002 Hurst Trailer (453)	*15Veh# 453*	3			14,500			*14,500*
2008 Intn't Rear Loader (445)	*16Veh# 445*	4				165,975		*165,975*
2008 Peterbilt Side Loader (451)	*16Veh# 451*	4				296,075		*296,075*
Public Works - Sanitation Total			**506,000**	**629,325**	**310,575**	**462,050**		***1,907,950***
Public Works - Streets								
1992 International Dumpt Truck (328)	*13Veh# 328*	1	130,600					*130,600*
1986 Case Backhoe (319)	*14Veh# 319*	2		94,075				*94,075*
2001 Int'l Dump Truck (322)	*14Veh# 322*	2		123,275				*123,275*
2001 Int'l Dump Truck (324)	*14Veh# 324*	2		133,074				*133,074*
1999 Dodge Pick Up Truck (330)	*14Veh# 330*	2		19,500				*19,500*
2001 Dodge Pick Up Truck (331)	*14Veh# 331*	2		19,500				*19,500*
1992 Int'l Leaf Truck (366)	*14Veh# 366*	2		110,000				*110,000*
2002 Airman Air Compressor (382)	*14Veh# 382*	2		23,000				*23,000*
2001 Case Front-End Loader (312)	*15Veh# 312*	3			129,700			*129,700*
2002 Case Front-End Loader (316)	*15Veh# 316*	3			129,700			*129,700*
2001 Int'l Dump Truck (321)	*15Veh# 321*	3			115,075			*115,075*
2001 Dodge Utility Truck (345)	*15Veh# 345*	3			46,875			*46,875*
1986 Hudson Trailer (394)	*15Veh# 394*	3			15,000			*15,000*
2006 Ford 1-Ton Dump Truck (325)	*16Veh# 325*	4			58,395			*58,395*
2002 ODB Leaf Vacuum Trailer (361)	*16Veh# 361*	4				42,120		*42,120*
2006 Int'l Sweeper (361)	*17Veh# 356*	4					195,075	*195,075*
Public Works - Streets Total			**130,600**	**522,424**	**494,745**	**42,120**	**195,075**	***1,384,964***
Tax Assessor								
2002 Dodge Stratus	*14Veh# 4*	2		20,000				*20,000*
Tax Assessor Total				**20,000**				***20,000***
GRAND TOTAL			**748,600**	**1,288,522**	**979,333**	**646,806**	**327,457**	***3,990,718***

DRAFT

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: April 16, 2012
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Proposed Land Lease Agreement - Boys and Girls Club
REFERENCE: N/A
RELATED PROJECT: Wyoming Mill Road Realignment Project
REVIEWED BY: Donna Mitchell, Controller
EXHIBITS: Boundary Survey – Schutte Park Addition; Potential Site Layout – Boys and Girls Club
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIME TIMETABLE: N/A
RECOMMENDED ACTION: Authorize the City Manager to negotiate and execute a lease agreement with the Boys and Girls Club for land at the corner of Hazlettville Road and Wyoming Mill Road, on which the Boys and Girls Club will construct a new Boys and Girls Club facility.

BACKGROUND AND ANALYSIS

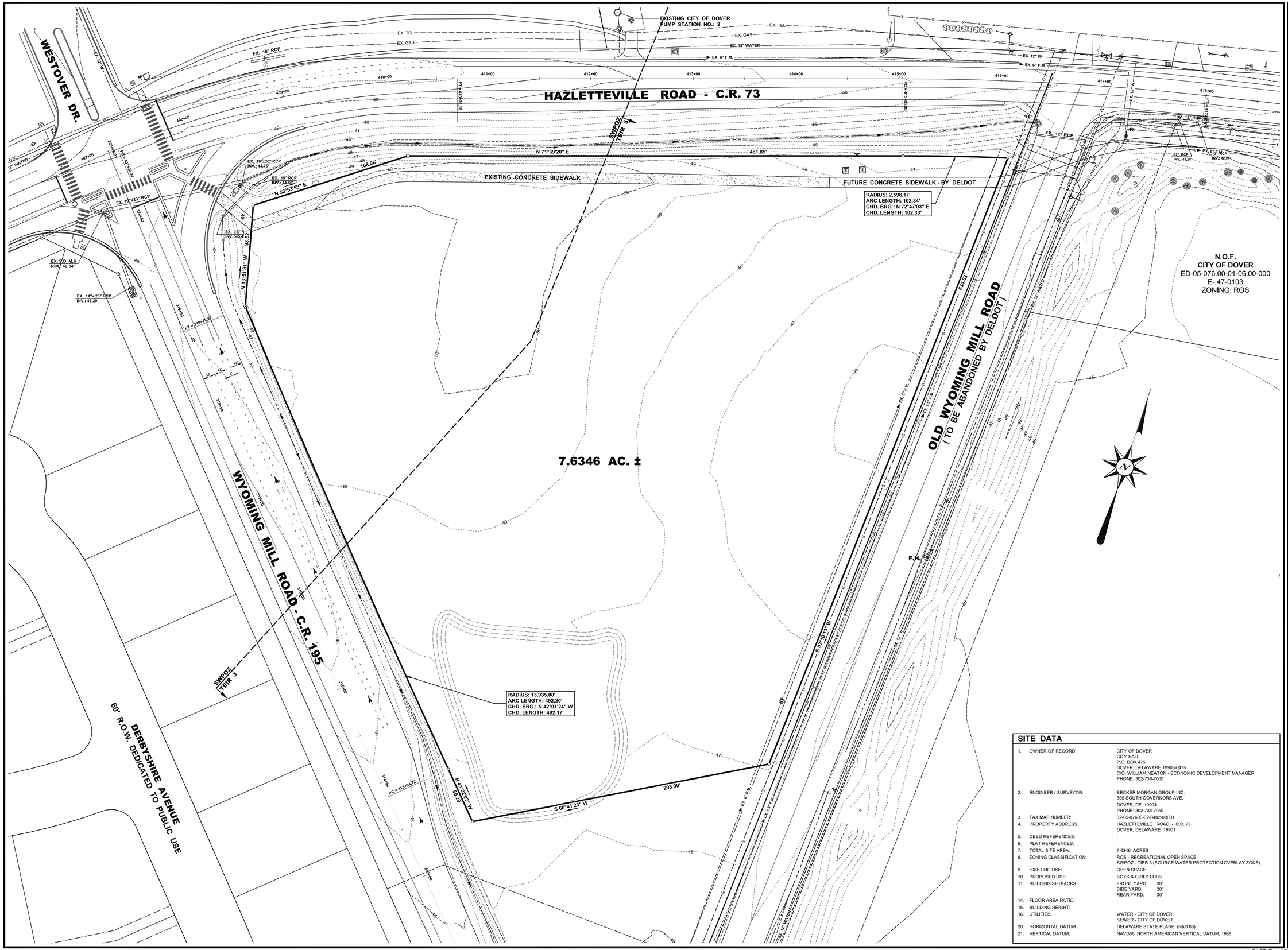
The Boys and Girls Club approached the City of Dover several years ago about the potential of locating a new magnet facility in Schutte Park. The area under discussion has been a triangle-shaped piece of land that was donated to the City of Dover by Stover Homes with the subdivision of Nottingham Meadows, bounded by the rights-of-way for the new Wyoming Mill Road alignment and the former Wyoming Mill Road alignment.

On January 14, 2008, following the recommendation of the Parks, Recreation and Community Enhancement Committee, City Council approved the following motion:

> **Mr. McGiffin moved for approval of Schutte Park to be used as the location for the magnet site for the Boys & Girls Club, without being specific to its location at Schutte Park, and the stipulation that its use will not cause any current loss in field space for the CDSA, seconded by Mr. Hogan and carried by a unanimous roll call vote (Mr. Leary absent).**

Since this time, the Boys and Girls Club has been working on fundraising and planning for the development of this site. They have provided periodic updates to the Parks, Recreation and Community Enhancement Committee. With the construction and opening of the new alignment of Wyoming Mill Road, the Boys and Girls Club is preparing for submission of a Site Development Plan application to the City of Dover Planning Commission. In order for this application to move forward, the City Manager will need to sign the application as the property owner. In addition, the City of Dover also needs to be prepared to enter into a long-term land lease agreement with the Boys and Girls Club.

The Boys and Girls Club is in the process of developing a site layout, which will largely be driven by the requirements of DelDOT with regard to entrance location. One potential layout of the proposed site is attached, along with a boundary survey of the land parcel in question. Staff is requesting that City Council authorize the City Manager to negotiate and execute a land lease that will take into account the various site constraints, including the entrance location and impact of the Source Water Protection Overlay Zone on the site. It is anticipated that once the right-of-way of the former alignment of Wyoming Mill Road is vacated, lot lines will be adjusted so that the Boys and Girls Club facility is on a separate lot than the remainder of Schutte Park.



SITE DATA

1.	OWNER OF RECORD:	CITY OF DOVER CITY HALL P.O. BOX 475 DOVER, DELAWARE 19903-0475 C/O: WILLIAM NEATON - ECONOMIC DEVELOPMENT MANAGER PHONE: 302-736-7000
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DE 19904 PHONE: 302-734-7950
3.	TAX MAP NUMBER:	02-05-07600-02-0402-00001
4.	PROPERTY ADDRESS:	HAZLETTEVILLE ROAD - C.R. 73 DOVER, DELAWARE 19901
5.	DEED REFERENCES:	-
6.	PLAT REFERENCES:	-
7.	TOTAL SITE AREA:	7.6346 ACRES
8.	ZONING CLASSIFICATION:	ROS - RECREATIONAL OPEN SPACE SWPOZ - TIER 3 (SOURCE WATER PROTECTION OVERLAY ZONE)
9.	EXISTING USE:	OPEN SPACE
10.	PROPOSED USE:	BOYS & GIRLS CLUB
11.	BUILDING SETBACKS:	FRONT YARD: 30' SIDE YARD: 30' REAR YARD: 30'
14.	FLOOR AREA RATIO:	-
15.	BUILDING HEIGHT:	-
16.	UTILITIES:	WATER - CITY OF DOVER SEWER - CITY OF DOVER
20.	HORIZONTAL DATUM:	DELAWARE STATE PLANE (NAD 83)
21.	VERTICAL DATUM:	NAVD88; NORTH AMERICAN VERTICAL DATUM, 1988

BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

Dover, DE
309 S. Governors Ave.
Dover, DE 19904
Ph. 302.734.7950
Fax 302.734.7965

Salisbury, MD
312 West Main St. Suite 300
Salisbury, MD 21801
Ph. 410.546.9100
Fax 410.546.5824

Wilmington, NC
3205 Randall Parkway, Suite 211
Wilmington, North Carolina 28403
Ph. 910.341.7600
Fax 910.341.7506

www.beckermorgan.com

PROJECT TITLE

LANDS OF THE
CITY OF DOVER
HAZLETTEVILLE, ROAD (C.R. 73)
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

TOPOGRAPHIC SURVEY

LATEST UPDATE:
Apr 10, 2012 - 5:01pm

0 20 40 80
SCALE : 1" = 40'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

LAYOUTSTATE1 - C-101-SURVEY

PROJECT NO.:	**2011103**
DATE:	**2012/04/10**
SCALE:	**1" = 40'**
DRAWN BY: **M.A.R.**	PROJ. MGR.: **M.A.R.**

SHEET
C-101

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Z:\LDT_Shared\Prototypes\BMG\DWG\SITE.dwg 3/23/2010 8:45:51 AM EDT

CONCEPT DESIGN PLAN
NOT FOR PUBLIC DISTRIBUTION

PARCEL/LEASE AREA 4.00- ACRES

HAZLETTVILLE ROAD - C.R. 73

OLD WYOMING MILL ROAD
(TO BE ABANDONED BY DELDOT)

WYOMING MILL ROAD - C.R. 195

BEGINNING OF CURRENT RIGHT TURN LANE

BUILDING RESTRICTION LINE

PROPERTY LINE / R.O.W.

STORMWATER MANAGEMENT MAINTENANCE EASEMENT

245' RIGHT TURN LANE

50' TAPER

50'

30'

24'

240'

182' PAVEMENT ADDITION
175 S.Y.

210' RIGHT TURN LANE

50' TAPER

405' TAPER

160' LEFT TURN LANE

STRIPING PER DELDOT CONTRACT: 30-042-02

1 SITE PLAN
SCALE: 1" = 30'0"

0' 15' 30' 60'
SCALE : 1"=30'0"

03/06/12

02/07/12

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING

Dover, DE
309 S Governors Ave
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302.734.7950

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Wilmington, NC
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910.341.7600

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BAKER, INGRAM & ASSOCIATES
CONSULTING STRUCTURAL ENGINEERS
1050 SOUTH STATE STREET
DOVER, DELAWARE 19901
(302) 734-7400 FAX: (302) 734-7592

BLAKE & VAUGHAN ENGINEERING, INC.
MECHANICAL AND ELECTRICAL ENGINEERS
TROLLEY SQUARE SUITE 24C
WILMINGTON, DELAWARE 19806
(302) 888-1780 FAX: (302) 888-1781

PRELIMINARY
DESIGN CONCEPT ONLY
SUBJECT TO
FURTHER REVISIONS
NOT FOR CONSTRUCTION
NOT FOR PERMITS
ISSUED: 03/06/12

PROJECT TITLE

BOYS & GIRLS CLUB

HAZLETTVILLE & WYOMING MILL ROADS
DOVER, DELAWARE

BOYS & GIRLS CLUBS OF DELAWARE

SHEET TITLE

SITE PLAN

ISSUE BLOCK

MARK	DATE	DESCRIPTION
X	XX/XX/XX	XXXX

PROJECT NO:	2011103.00
DATE:	11/02/11
SCALE:	1 " = 30'0"
DRAWN BY: WJS	PROJ MGR: WJS

C100

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P:\all\Projects\2011\2011030\dgn\2011103000-dev-overview-v10.dgn
3/6/2012

ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: Parks, Recreation & Library **DATE SUBMITTED**: 4/19/12
PREPARED BY: Margery K. Cyr
SUBJECT: Reading Garden / New Library
REFERENCE: New Library
RELATED PROJECT: N/A
REVIEWED BY: City Manager and Controller
EXHIBITS: Reading Garden
EXPENDITURE REQUIRED: $123,000 **AMOUNT BUDGETED**: **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Parks, Recreation & Library CIP page 15
TIMETABLE: Work to begin in early May
RECOMMENDED ACTION: Staff recommends City Council approval of the reinstatement of the Reading Garden to the new Library building project.

BACKGROUND AND ANALYSIS

On February 28, 2011, Council approved the EDiS contract for the construction of the new Dover Public Library with the following language:

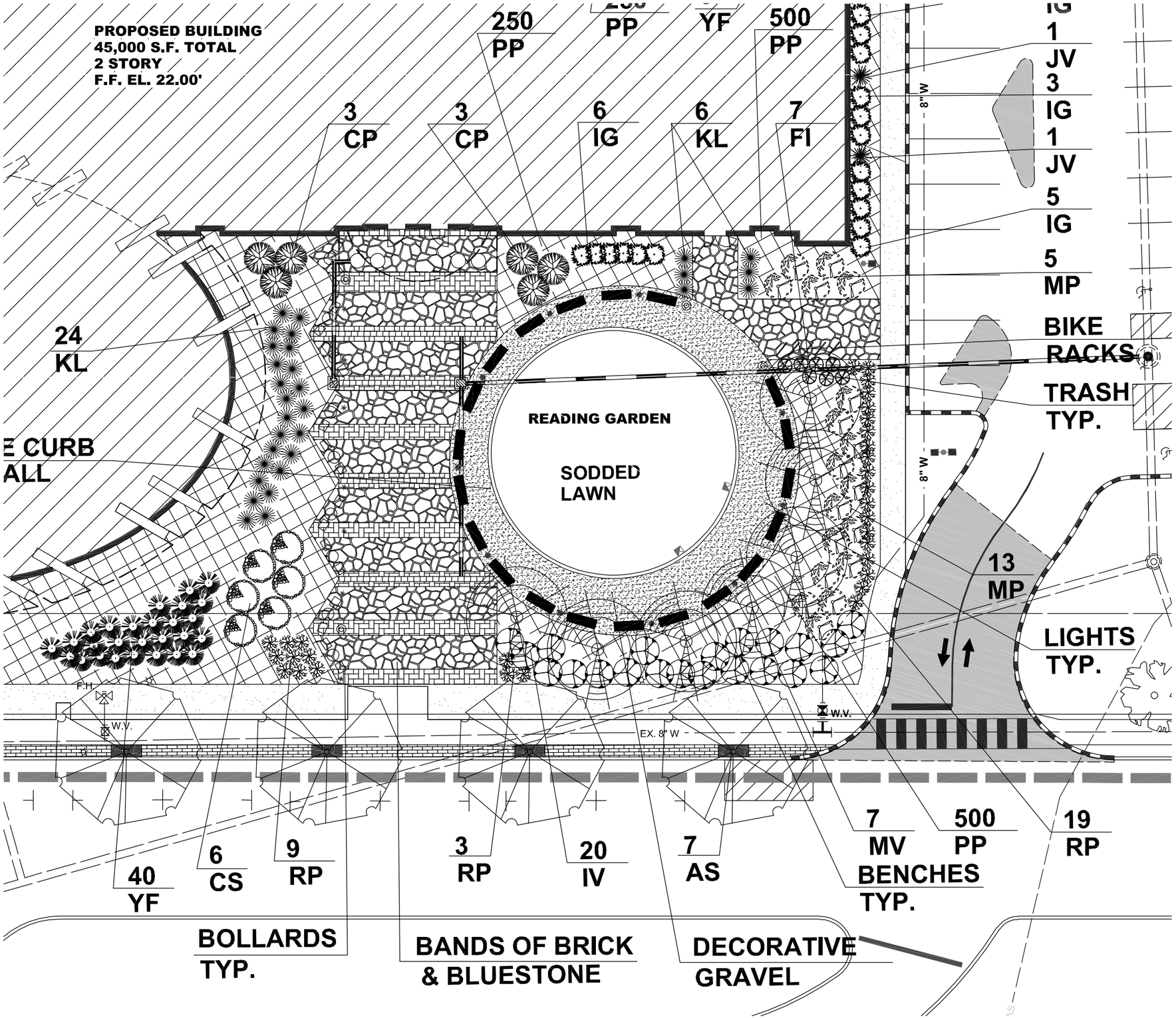
"If there are apparent savings during the construction, the City Manager may reinstate options to construct some features that have been removed from the project through value engineering and present them to City Council for approval."

Ground was broken on the new Dover Public Library in April 2011. Site work begins this week. During the value engineering process, the Reading Garden was removed from the project.

Economies have been found in the Moveable, Fixed Equipment, and contingency budgets of the project which provide adequate funding to allow for the reinstatement of the Reading Garden into the building project. The cost of the Reading Garden will be $123,000. This will be funded through the savings found in Equipment and contingency budgets.

There will be no increase in the total project cost.

Staff recommends the Reading Garden be reinstated in the new Library project.


PROPOSED BUILDING
45,000 S.F. TOTAL
2 STORY
F.F. EL. 22.00'
250
PP
PP
YF
500
PP
3
CP
3
CP
6
IG
6
KL
7
FI
IG
1
JV
3
IG
1
JV
5
IG
5
MP
BIKE
RACKS
TRASH
TYP.
8" W
8" W
24
KL
E CURB
ALL
READING GARDEN
SODDED
LAWN
13
MP
LIGHTS
TYP.
F.H.
W.V.
W.V.
EX. 8" W
40
YF
6
CS
9
RP
3
RP
20
IV
7
AS
7
MV
BENCHES
TYP.
500
PP
19
RP
BOLLARDS
TYP.
BANDS OF BRICK
& BLUESTONE
DECORATIVE
GRAVEL

