REGULAR COUNCIL MEETING
A G E N D A

OCTOBER 28, 2013 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 p.m.)

The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY MAYOR CAREY

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

Those items on the Council Agenda which are considered routine and non-controversial are marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

* **1. Adoption of Minutes**

A. Council Workshop of September 18, 2013

B. Regular Council Meeting of October 14, 2013

2. Public Hearings - Violations of the Dangerous Building Ordinance

A. Property Located at 24 North New Street, Owned by Mary Bessie M. Brokenbrough

(Staff Recommends: 1. Declaring This Building and All Accessory Structures on This Property Dangerous; 2. Ordering the Property Demolished Immediately by the Owner or Equity Owner at Their Own Risk; 3. Ordering the Building Inspector to Cause the Demolition of the Structure If Not Completed by the Owner by October 30, 2013; 4. Ordering the City Manager with the Assistance of the City Solicitor to Cause the Cost of Demolition to Be Charged Against the Land on Which the Building Exists as a Municipal Lien or Cause Such Cost to Be Added to the Tax Duplicate as an Assessment, or to Be Levied as a Special Tax, or to Be Recovered in a Suit at Law Against the Owner.)

2. Public Hearings - Violations of the Dangerous Building Ordinance (Continued)

B. Property Located at 142 Brandywine Drive, Owned by the United States of America/VET20

(Staff Recommends: 1. Declaring This Building and All Accessory Structures on This Property Dangerous; 2. Ordering the Property Repaired or Demolished by November 28, 2013 by the Owner or Equity Owner at Their Own Risk; 3. Ordering the Building Inspector to Cause the Repair or Demolition of the Structures If Not Completed by the Owner Within 10 Days of the Date Established by City Council; 4. Ordering the City Manager with the Assistance of the City Solicitor to Cause the Cost of Repairs or Demolition to Be Charged Against the Land on Which the Building Exists as a Municipal Lien or Cause Such Cost to Be Added to the Tax Duplicate as an Assessment, or to Be Levied as a Special Tax, or to Be Recovered in a Suit at Law Against the Owner.)

3. Parks, Recreation, and Community Enhancement Committee Report - October 14, 2013

A. Future Use of the Dover Park Recreation Center

(Committee Recommended Assigning the Dover Park Study to the Planning Department for the Purpose Of: 1) Developing a Request for Proposals (RFP) to Address the Most Appropriate Investment of City-Wide Park Resources in Dover Park, Schutte Park, and the Parks Located in the Southwest and Southeast Corners of the City; 2) to Determine Whether the Investment of Sufficient Resources Is Necessary to Address All Outdoor Use, Indoor Use, Restroom Facilities, Security Facilities; 3) as a Part of the RFP, to Make a Recommendation on What the Best and Most Effective Expenditure of Resources Is Before a Decision Is Made to Expend Additional Resources on Any of the Park Facilities Within the City; 4) as a Part of this Review, There Should Be a Resource Inventory to Determine Whether or Not the City Has Any of the Prior Studies and to Determine If They Are Practical for Future Use; and, 5) to Gather Additional Input Not Only from the Communities on the East Side of Route 13, But Also from Communities That Have Parks in the Southern, Western, and Northern Parts of the City. This Is to Be Accomplished Before the City Commits to Expending Any Resources to Demolish Any Park Buildings or for the Purposes of Creating or Constructing Additional Park Services in the City.)

(Committee Recommended That the City Re-open the Dover Park Recreation Center for Use, Noting That Anyone Wishing to Rent the Facility Can Do So by Contacting the City of Dover to Coordinate the Event as Needed; the Building Itself Will Not Be Closed for Future Use until the Recommended Dover Park Study Is Reviewed.)

*** B. Benchmarks Established for the Economic Development Office**

(Due to Time Constraints, This Item Was Deferred Until the Next Meeting)

*** C. Update - CDBG Program**

(Due to Time Constraints, This Item Was Deferred Until the Next Meeting)

4. Legislative, Finance, and Administration Committee Report - October 14, 2013

A. Creation of Ad Hoc Financial and Operational Advisory Committee

(Committee Recommended Forwarding This Matter to City Council for Discussion of a Reconfigured Composition of the Proposed Committee, with the Understanding That the Members Endorsed the Idea in Principle)

* **5. Quarterly Revenue Report**
(Staff Recommends Acceptance of the Report)

* **6. Semi-Annual Inspection by City Manager - Robbins Hose Company**
(Staff Recommends Acceptance of the Report)

7. Evaluation of Bids - Bucket Truck Replacement (Electric)
(Staff Recommends Purchasing the 2014 Bucket Truck from Dueco (Vendor of Terex) for the Total Cost of $241,828)

* **8. Appointment of Judges - Robbins Hose Company Election - November 18, 2013**

A. Jim Hurley
B. Bill Hurley
C. Jim Howlett (Alternate)

9. Council Members' Announcements

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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.

COUNCIL WORKSHOP

A Council Workshop was held on September 18, 2013 at 6:00 p.m. with Councilwoman Williams presiding in the absence of Council President Bonar. Council members present were Mr. Dixon, Mr. Lynn (arrived at 6:42 p.m.), Mr. Perza (arrived at 6:09 p.m., departed at 6:29 p.m., and returned at 6:41 p.m.), Mr. Hare, and Mr. Hutchison. Mr. Anderson and Mr. Slavin were absent.

Council staff members present were Major Bernat, Mrs. Mitchell, Mr. Koenig, and Mrs. McDowell. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda as presented, seconded by Mr. Hare and unanimously carried.

OVERVIEW OF PROJECTED INCOME AND EXPENSES

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the budget balances from the June 2013 Budget Report, noting that the Water Budget resulted in an unfavorable balance of $235,000, which was mostly attributed to the water fees being less than projected. She noted that the Wastewater Budget resulted in a favorable balance of $404,000 more than projected and the balance tracked for the treatment fees (differential from the amount paid to Kent County and what is collected from the customer) resulted in an unfavorable balance of $159,000. Referring to the deficit for the County Treatment Fees that was carried forward from the prior year, estimated at $600,000, she stated that it was projected that an estimated $700,000 would have been collected, resulting in a favorable result; however, since only $609,000 was collected, the deficit was not resolved. Netted altogether, she stated that the result was a favorable balance of $10,000.

Mrs. Mitchell noted that the Electric Revenue Fund came in below budget in the amount of $325,000, all attributed to PJM charges and fees, which were $1M unfavorable; however, the favorability in other expenses covered most of those charges and fees. The Electric Revenues came in within $2,000 of what was projected.

Mrs. Mitchell advised members that a budget amendment would be presented to City Council for Capital Projects in the General Fund to be carried forward from the previous fiscal year, as follows: 1) Salt Barn; 2) Garrison Oak Infrastructure Project (streets and stormsewer); 3) Streets Program; and 4) Police Parking Lot Repaving. In addition, she stated that there would be carry forward projects for Water/Wastewater, which would be presented by the City Manager later in the meeting. She noted that there would be some carry forward projects for the Electric Fund and, although there was an $880,000 favorability, the Unit 3 Project for the Turbine remained; therefore, it would be necessary to re-budget some of those monies for next year.

Mrs. Mitchell reviewed a number of financial spreadsheets that were provided to members, including the General Fund Cash Receipts and Budget Report as of September 15, 2013 for Fiscal Year 2012/2013; All Funds Summary Fiscal Year 2014; Revenue Report for Fiscal Year 2014 as of August 31, 2013; Regional Library Project; Debt Financing Requirements, Schedule for State of Delaware - Office of Drinking Water; Debt Financing Requirements, Schedule for State of Delaware - Delaware Water Pollution Control; Series 2008 Electric Revenue Bonds; and the Water/Wastewater Improvements and Extension Fund - Major CIP Projects (preliminary) as of June 30, 2013 ***(Exhibit #1)***.

Referring to the Unfunded Liability for the Pension Plan, Mr. Hutchison questioned what the City's annual payment commitment is based on. Responding, Mrs. Mitchell stated that if the City were fully funding the Other Post Employment Benefits (OPEB) Fund, this would amount to $7M each year (based on the last actuarial evaluation) and that the Pension Funds would amount to approximately $3M each year. She noted that when the last actuarial evaluation was done, only the employees participating in the Fraternal Order of Police (FOP) union were contributing 15% toward health care, and once other employees were paying the 15%, a new study should reflect that amount being reduced.

Mrs. Mitchell reminded members that in accordance with the City's Financial Policies, excess budget balances are transferred to the pension funds, which was accomplished last year and resulted in a $7M infusion of cash in the Pension Fund. As a result, she anticipated a change in the actuarial study in this regard. She stated that although the annual numbers should be reduced, she was unsure of the amount at this time.

With reference to the police liability for the State's Pension Plan, Mrs. Mitchell noted that this information was not provided since it is a State Plan; however, the City contributes slightly more than 15% of the payroll, which includes normal and liability costs.

Regarding the loss of income, such as real estate transfer tax, Mr. Hutchison questioned what was being done to offset such losses. Responding, Mrs. Mitchell stated that to address the loss for transfer tax, there had been staff reductions and other steps, such as not budgeting for vehicles, street programs, and other projects.

Mr. Hutchison felt that staff should educate the entire City workforce regarding the City's financial issues, for everyone to have a better understanding of all the facts and to gain participation and cooperation in this regard.

Mr. Scott Koenig, City Manager, advised members of the difficulty in budgeting certain projects and programs when others are involved with the decision making, such as the State Legislature relative to the Municipal Street Aid monies provided to municipalities.

Mrs. Williams stated that she had conducted research and found that those municipalities that have the Payment in Lieu of Taxes (PILOT) were provided much more than $300,000 and noted that some communities were provided as much as $3M to $5M. She felt that PILOT is similar to the unfunded liability and that the City should be receiving much more in the way of PILOT. Responding, Mr. Koenig felt that there should be more communication with the legislative delegation to determine how such an issue could be resolved at the State level since the City could develop a PILOT program for other properties in the State, and indicated that this was the direction in which the City was moving. As an example, he advised members that the development report for the Sheraton property plan noted the City's expectation to develop a PILOT agreement with the Sheraton since the property would be taken off of the tax rolls if Delaware State University purchases the property, explaining that emergency services would continue to be provided for the property. Mrs. Williams encouraged staff to begin discussions with the State immediately to develop a formula that would increase each year as expenses increase.

Responding to Mrs. Williams regarding revenues involving the Calpine project, Mr. Koenig stated that there would be some property tax revenue (between $20,000 and $50,000), since Calpine would be taxed only on the building since the land was being leased from the City. He stated that the biggest portion of revenue anticipated was relative to the water system, which was estimated at almost $2M. He noted that there would also be associated wastewater revenue. He explained that the actual increase in water revenue would not be realized in the budget until approximately Fiscal Year 2016.

PRELIMINARY REVIEW FOR NEXT YEAR - DISCUSSION OF STAFFING LEVELS, WORKFLOW, AND PROGRAMS - PUBLIC WORKS

Mr. Koenig reiterated that the presentation being provided to members was very informal, explaining that the purpose was to provide members with an idea of the focuses that the Department of Public Works had been working on to develop their department and address service levels as requested and/or expected.

Mr. Koenig provided a draft Exempt Status list of Public Works Department employees ***(Exhibit #2)***. In addition, he provided members with the Fiscal Year 2014 Draft Annual Operating Budget for each General Fund division of the Public Works Department ***(Exhibit #3)***. He reviewed the details involving the development of this Draft Budget and explained that focus was on service delivery and becoming the first Public Works Department to receive accreditation in the State of Delaware (and one of the few in the northeast region). He briefly explained the handwritten notes indicating the goals and needs of each division.

In reviewing the budget for Public Works - Administration (Page 2 of Exhibit #3) and in response to Mrs. Williams, Mr. Koenig stated that there was no substantial out-of-pocket expense for applying for the accreditation (application fee) and the return on receiving accreditation would be realized in the savings from implementing efficiencies as a result of conducting the internal review associated with the accreditation process. Although the efficiencies had not currently been financially quantified, the Public Works Director felt that getting employees focused on their jobs and building professionalism and dedication would result in efficiencies.

Mr. Koenig noted that a major issue involving the Public Work Department was that much of staff's time was spent "in the field." The use of the GIS technology had continuously been pulled from the budget for the past couple of years because staff was unsure of the use of the technology, such as how it is applied, how to make the inspectors and field staff more efficient, etc. Moving forward, he stated that staff was going to try to implement technology as it becomes available. In addition, he stated that a part of this effort would meet the asset management requirements of the Finance Department, noting that a great deal of inventory, including large water, sewer, street, and storm sewer systems, as well as inventory such as ditches that are not included in an asset management system. He stated that buildings are not included in an asset management system. Instead of proactively considering the replacement of a roof, he stated that staff tends to react, which drives up the costs since these needs are not being planned; however, utilizing GIS technology as an asset management tool, staff would be able to take a proactive approach.

Mr. Koenig advised members that the inclusion of training and certification for all divisions of the Public Works Department would be a constant. He explained the importance for the City to provide the opportunity for all departmental directors to attend national conferences to learn from other directors and bring information back, with the expectation that they would transfer the knowledge to other City department heads and City Council. He stated that there are certification and license requirements beginning to be implemented; therefore, there was need for training and education. He explained that the City would budget for the training and education, with the understanding that staff would participate and demonstrate that it is beneficial.

Referring to the budget for Public Works - Fleet Maintenance (Page 3 of Exhibit #3), Mr. Koenig reminded members that at one time the entire division was fully privatized, subsequently all functions were brought back in-house, and currently there was a combination of privatization and in-house functions. He indicated that staff was prepared to make an offer to a Field Supervisor who would oversee both fleet and facilities employees and be responsible for adding a professional level to the Fleet Maintenance Shop. In order to maintain the details regarding the City's fleet, which currently consists of 188 vehicles and 48 pieces of equipment, he stated that it would be necessary to utilize technology.

In response to Mrs. Williams, Mr. Koenig stated that the police vehicles and Fire Department vehicles are not serviced by the City's Fleet Maintenance staff. Clarifying, Mrs. Mitchell stated that the maintenance of the police vehicles is outsourced under the State's contract.

Mr. Koenig referred to Public Works - Facilities Management (Page 4 of Exhibit #3) and advised members that attempts were being made to make all City buildings more energy efficient and anticipated that the costs for electricity would be reduced. As employees have retired, the amount for contractual services had increased due to the City privatizing custodial services at several buildings including the Warehouse, Pitts Center, and Electric Administration, with 5 East Reed Street utilizing a combination of both in-house staff and contractual services. As more of the employees in this division retire, he stated that a decision would have to be made as to whether or not the City wishes to expand contracts for privatization of this service or hire personnel.

Mr. Koenig reiterated the need for all departments to utilize asset management software. The idea would be to begin considering how to set aside funds for maintaining the City assets to avoid big "spikes" in the budget.

Referring to Public Works - Grounds (Page 5 of Exhibit #3), Mr. Koenig stated that this division had gone through some transitions, explaining that some of the grass mowing services were privatized, employees had resigned, and other employees had to take medical retirement. Due to the shortage of employees, in August, the grass mowing contract was expanded; however, he stated that there had not been a full "growing" season for that contract. He advised members that there were several complaints from residents regarding their disappointment in the aesthetics of the parks related to grass mowing, particularly in regard to the trimming around trees, concrete, etc. He explained that it would take another year before the City would be able to fully evaluate the privatization of the grass cutting and that the City's expectations should be included in such contracts in the future. Mr. Koenig stated that he was not happy with the appearance of the City parks either and felt that the City needed to figure out ways to increase the curb appeal of the City's parks and public spaces.

With regard to the gasoline expenses, he explained that as more areas are transferred to contractual services for grass mowing, the City would mow less, which should result in a decrease in gasoline expenses; however, he noted that the expenses for contractual services would increase.

Mr. Koenig advised members that Mr. Bill Cooper, Grounds Superintendent, had announced that he would be retiring after 35 years of service; therefore, there would be a new supervisor coming on board.

Regarding Public Works - Sanitation (Page 6 of Exhibit #3), Mr. Koenig stated that he was once an extreme advocate for sanitation being an enterprise fund; however, his accounting dissertation during the past few years had led him to the conclusion that it should serve as a service fee rather than a separate enterprise fund. He explained that the City's sanitation service is primarily a residential service and that the system is set up best to pickup residential containers. Although the City currently provides service to numerous commercial customers, moving forward, there was a plan to reduce the number of commercial customers as sites are redeveloped. During the Development Advisory Commission (DAC) review process, when it is determined that a site exceeds the City's ability to collect waste, the developer would be notified to design the site for private trash collection and the occupant would become a private customer rather than a City customer. He stated that a site may exceed the City's ability for collection as a result of screening requirements, explaining that private sector collectors open dumpster enclosure doors but the City does not. Additionally, there are commercial customers whose needs are beyond what the City can provide, such as providing an eight (8) yard dumpster or a more convenient pickup time.

Mr. Koenig stated that the budget for sanitation contractual services included landfill fees and the recycling contractor. He noted that the recycling contractor extended the contract for Fiscal Year 2014 with no increase; however, the contract would be rebid this year for Fiscal Year 2015, so an increase would be a possibility. As the economy rebounds, he advised members that the amount of trash put out increases. He noted staff's concern regarding an increase in trash because the Delaware Solid Waste Authority (DSWA) contract includes an increase in the tipping fee each year for the next couple of years, which, if the tonnage stays the same as last year, would equate to a $30,000 to $40,000 increase.

In regard to the expense for gasoline for the Sanitation Division, Mr. Koenig indicated that the trash trucks get only approximately four (4) miles per gallon. Although attempts would be made to minimize these expenses by increasing communication between the truck drivers and office staff and establishing more efficient routes, substantial savings were not anticipated because the City would continue to provide the expected level of customer service (e.g. responding to customer calls by sending drivers back out to pick up a container that was not put out in time for the original pick up).

Responding to Mr. Hare regarding recycling, Mr. Koenig stated that the City collects approximately 15 pounds per location, per month. Although the City loses money as a result of the recycling program, he explained that the program provides a benefit to the environment and reminded members that recycling was a State mandate.

Mr. Koenig advised members that staff was currently reviewing possibilities for improving ways to address yard waste. He stated that the City had been working with Delaware Department of Natural Resources and Environmental Control (DNREC) on a pilot project regarding composting at Schutte Park, where the City takes yard waste and, under DNREC's supervision, determines if it can be prevented from having to be dumped at the landfill. A test was scheduled for this fall and would last for a 60 day period, at the conclusion of which staff wouldddetermine if it should be turned into a long-term project.

Referring to Public Works - Streets (Page 7 of Exhibit #3), Mr. Koenig advised members that there were compliance issues associated with this division which would need attention. He explained that the City had not obtained the necessary permits relative to MS4 (Municipal Separate Storm Sewer Systems) compliance. The City would be forced to improve the storm sewer program, both administratively and on the street, recording all items during the next few months. Mr. Koenig anticipated that matters would be presented to City Council in the next budget for an expense related to MS4 compliance. He stated that the issue regarding flood plain management was tied to MS4 compliance, explaining that the flood maps were becoming more tied to Federal Emergency Management Agency (FEMA) reimbursements and other emergency management issues. Currently, the flood plain maps were maintained by the Planning Department; however, he anticipated that they would be made a part of the Public Works Department since they would become a part of the GIS system.

Mr. Koenig indicated that although the Silver Lake Dam is a small dam, it is considered a high risk category because if the dam breaks, it could affect houses. Therefore, a five (5) year inspection is required on the dam by a third party, which would equate to a $7,000 to $10,000 expense that would be included in the budget for next fiscal year.

Having an understanding that there was a desire for this workshop to provide possibilities for improving the budget, Mr. Koenig stated that it would be very difficult to cut the budget in the Department of Public Works due to numerous issues related to compliance, service delivery, and infrastructure that would make it nearly impossible to cut costs without changing the level of service.

Mr. Koenig reminded members that, during the Special Council Meeting (Budget Review) of May 29, and June 5, 2013, it was estimated that the City should be spending $1M to $1.5M every year on street maintenance. He explained that Public Works was a large department with many expenses but that the amounts budgeted provide the bare level of services that help make the City of Dover the city that it is. He reminded members that the number of employees had been reduced and other budget items were eliminated or reduced as much as possible to allow the department to continue to maintain the current level of services and to achieve or maintain compliance.

In response to Mr. Hutchison regarding brown water problems, Mr. Koenig noted that almost every year, the Water/Wastewater Budget included approximately $1M for water quality improvements (pipe replacement) and $1M for inflow/infiltration improvements. He advised members that no specific water quality projects were budgeted in the current fiscal year, since the City funneled a substantial amount of money into the Garrison improvements and planned to catch up on other projects that were "pushed out" during the previous fiscal year, such as the replacement of the Piney Point Well. He stated that many of the brown water complaints were related to instantaneous "hits"

on the system, from the Power Plant going on and off or a fire in the system, which create flow reversal and result in a burst of brown water. In talking to engineers in other larger, older cities such as Baltimore, Wilmington, Philadelphia, etc., he stated that they have these same types of issues. He noted that there were some areas in the City that experience more of a problem than others and that the replacement of piping appeared to solve many of these types of issues. He explained that the City was conducting a project which included a combination of line replacement and water main relining, noting that relining is a complicated project but in some instances can be less expensive. He stated that in the modeling of the City's system, it had been discovered that many pipes installed in the early 1900s were undersized and unable to carry standard fire flow. In these instances, the relining of a four (4) inch water main would not serve the City since the model indicated that a six (6) or eight (8) inch pipe was required. He assured members that this would be an ongoing project that would be included in perpetuity, with a minimum of $1M budgeted each year for the renewal and replacement of water lines.

Mr. Hare advised members of a flooding problem in the Woodbrook Subdivision, explaining that every time it rains, the pond backs up and floods residents' basements. Responding, Mr. Koenig indicated that drainage issues were beginning to mount and advised members that a lot of work for the State Conservation District was currently under contract and scheduled to begin; however, the problems with ditches and ponds would require additional monies. He reminded members that stormwater management ponds became the standard a little over 20 years ago and some that are owned by the City were beginning to fail. He stressed the need for the City to improve maintenance on ditches, ponds, etc.; however, he stated that these types of improvements are time consuming and can be costly. He warned members that when this work begins in their district, they will know because they will receive complaints from constituents due to the fact that private property must be accessed to conduct the maintenance.

Mr. Hutchison stated his understanding that the improvements on Governors Avenue and near Lynnhaven Drive would have addressed most of the flooding problems from Water Street to Bayhealth. Responding, Mr. Koenig stated that the improvements helped the Puncheon Run; however, they did not help flooding problems at Bayhealth. He stated that the City had applied for a planning grant at the Department of Natural Resources and Environmental Control (DNREC) to study the Tar Ditch basin. He indicated that it would cost an estimated $10M to $15M to upgrade the storm drain system, dig through the old Public Works site, remove the contamination area, and abandon and restore the old Public Works site.

Mr. Koenig provided members with the Fiscal Year 2014 Draft Annual Operating Budget for each division funded by the Water/Wastewater Fund in the Public Works Department ***(Exhibit #4)***. He reviewed the details involving the development of this Draft Budget and explained the handwritten notes indicating the goals, needs, and/or desires within each division.

Referring to Public Works - Water Treatment Plant (Page 2 of Exhibit #4), Mr. Koenig reminded members that when Calpine comes on line, there will be a need to expand staff, which would take place during the FY2015 Budget. He explained that the budget reflected the costs associated with running the water treatment plant on Long Point Road, the 22 wells that feed the system, and the six (6) elevated storage tanks, with an additional two (2) tanks planned for the future.

With reference to Public Works - Water Management (Page 3 of Exhibit #4), Mr. Koenig stated that there are approximately 200 miles of water pipe in the system, which had been categorized by type, and that staff was attempting to determine during which years the work would be completed; however, there was a constant need to obtain information for inclusion in the asset management database. He advised members that although the City had a high-quality water system, there are issues with asbestos pipe and galvanized water services. He explained the importance of the distribution system maintenance (renewals and replacement) in order to maintain the quality of the water system.

Mr. Koenig referred to Public Works - Waste Water Management (Page 4 of Exhibit #4) and advised members that when there is a heavy rainfall, a lot of effort is put forth with managing the waste water system to prevent spills, overflows, etc., which involve contractors (pumping out systems) as well as employees. He indicated that industrial sampling and lab analysis would be required to ensure the City is complying with the industrial permits associated with waste water with the County.

Mr. Koenig stated that Public Works - Water Construction (page 5 of Exhibit #4) was the in-house construction unit, explaining that when there are water quality projects in residential areas, these employees perform some of the water line replacement work. He stated that staff was reviewing this division closely to ensure that such in-house work was being performed within a reasonable cost. He stated that although it was beneficial to have a crew available to do such work, it was not staff's desire to have it accomplished at a higher cost than if the work was contracted.

Referring to Public Works - Water Treatment Plant (Page 6 of Exhibit #4), Mr. Koenig reiterated that it would be necessary to have an employee dedicated to the MS4 and storm water permit in the future. His stated that a new position for either a civil engineer or environmental scientist would be requested in the next budget to address the MS4 and industrial permits, explaining that the City needed an employee that can be dedicated 40 hours per week to ensure the City was making progress toward compliance in this regard. This employee would also serve as the key person for the flood plain and Silver Lake Dam management.

Mr. Koenig reviewed the Water/Wastewater Improvement and Extension Fund - Major CIP Projects (Preliminary) as of June 30, 2013 (Page 11 of Exhibit #1), stating that he was very happy with the progress that was made on these projects, especially while being short of staff. He explained that many projects had been completed; however, there were numerous projects which still needed to be completed in order to "catch up." Going into Fiscal Year 2015, he stated that staff had discussed budgeting $1M or more for the Street Program, $1M for water quality, and $1M on Inflow and Infiltration (I & I). The current budget included funding for I & I and water quality and staff would be requesting funds for the Street Program. In regard to water and sewer, it was his opinion that the City was in a good position to maintain the capital plan and address asset management and the compliance issues, as discussed. However, he stated that the reductions to the General Fund were becoming evident to members as well as constituents, and that staff and Council would need to reevaluate and determine what level of service to maintain. In order to achieve and maintain the level of service that he would like, funds would need to be budgeted.

Mrs. Mitchell advised members that the spreadsheet was dated June 30, 2013 and did not include the budget amendments approved by City Council in July for the Garrison Oak Project; therefore, it reflected the original $2M for the water rather than $4.2M, and $2M for the sewer rather than the $3.5M that was since approved. Since these amounts were increased, she reminded members that the water quality and the I & I funds were eliminated from the FY2014 Budget to make up the difference.

Responding to Mrs. Williams, Mr. Koenig stated he would not be proposing any additional funding in FY15 over what was in the FY14 budget and the water and sewer model. For clarification, Mrs. Williams questioned what amount would be necessary in order for the City to maintain the infrastructure and service level. Responding, Mr. Koenig estimated that the Water/Sewer Fund was approximately $15M and explained that the majority of the revenues received are used for operations and capital for the Water/Sewer Fund, with a $500,000 transfer to the General Fund.

In response to Mrs. Williams, Mrs. Mitchell stated that the Water/Sewer CIP is approximately $2M per year for water and $2M per year for sewer, explaining that more than $500,000 is attributed to the cost of equipment replacements each year. She stated that maintaing the status quo for the General Fund would require approximately $1.7M; with approximately $1M to $1.5M for the Street Program and $700,000 for the purchase of police and other vehicles. It was her opinion that combined, the General Fund and Water/Sewer Fund would need a minimum of $1.5M to $2M additional funding in order to maintain or improve the City's current service levels and assets.

In response to Mr. Hare, Mr. Koenig stated that currently, the State does not provide the City of Newark a payment in lieu of taxes (PILOT). He advised members that the PILOT Program is spread out between Wilmington, Dover, and Georgetown.

Mr. Hutchison stated that the City of Dover is unique because it is the Capital of the State of Delaware, and noted that there are many exempt buildings within the City. With the City receiving only $317,000 from the State of Delaware for PILOT, he suggested negotiating with the State to provide additional PILOT monies.

Mrs. Williams advised members that the City of Rehoboth Beach receives funding for State maintained roads. She stressed the need for developing creative ways and means of collecting revenues for the City.

Mr. Koenig explained that staff had been conscious of managing the operating budgets. He advised members that staff had been receiving feedback from citizens regarding their disappointment in the level of service that had been provided by the City recently. As a result, he stated that members of Council need to determine if the current level of service was desired or if amendments and adjustments should be made that would allow the City to get back to the level of service that was provided for many years.

Mr. Koenig stated that the presentation provided included those items staff felt would be necessary to budget in order to meet compliance issues, service delivery issues, and what was interpreted as the message that had been provided by City Council. Understanding that there was a cost involved, he stated that it would take between now and May of next year to begin developing those costs.

Should there be an item that had been presented by staff that members did not wish to consider, he requested that staff be advised so that they know what should be done moving forward. With reference to the $7.5M deficit in the General Fund Budget that needed to be addressed over a three (3) year period, he stated that the budget could not be cut to meet that balance and relayed concern that the budget had been cut in certain areas that had marginalized service delivery. He explained that the items included in the presentation (addition of positions and additional funds for programs) were not included in the $7.5 deficit; therefore, if those items were included in the budget, the deficit would increase.

Mr. Lynn noted that the PILOT Program was a part of the Comprehensive County Seat Relief (CSR) Package. For FY2013, the projected PILOT Program for the City of Wilmington was $2.1M and their total CSR was $7.7M. He suggested that the City Solicitor's Office be requested to review the statutory language in the CSR Act to assure that the amounts provided were computed correctly and if the City would be within their rights to request some type of meeting with the State to re-negotiate the City's CSR. He reminded members that the State viewed the City of Wilmington as the State's Capital and viewed the City of Dover as the Capital in name only, which had and continued to create problems.

Mrs. Mitchell advised members that she had the calculations used in determining the amount provided to the City because she had questioned their calculations last year. At the request of Mr. Lynn, she offered to provide this information to members. In reviewing the Fiscal Year 2013 Budget for the City of Wilmington, Mr. Lynn noted that $2.1M was included for PILOT, $4.47M for State UCC filing fee, $300,000 for the Statutory Trust Filing fee, and approximately $850,000 for New Castle County Corporate filing fees. He stated that Wilmington's CSR Package increased by approximately $300,000 last year, which was almost as much as the City receives in PILOT alone.

Mrs. Mitchell noted that the $2.1M for PILOT was a decrease, explaining that this appropriation had been as high as $3M in the past. Responding, Mr. Lynn stated that the City of Wilmington did not lose money since the total CSR Package was over $300,000, noting that the difference was made up by the UCC filing fee.

Mr. Hare advised members that the University of Delaware did provide some type of PILOT to the City of Newark. He suggested that Delaware State University provide something similar for the City of Dover. Although he agreed that something should be done in this respect, Mr. Koenig stated that the University of Delaware has a much bigger influence on the City of Newark than Delaware State University has on the City of Dover.

Mrs. Williams suggested that a formula be developed that would allow for all non-profits to contribute, according to their budgets.

Mr. Lynn questioned if staff could provide the ratio of land space to compare the University of Delaware with Delaware State University in this respect.

Mayor Carey announced that the Police Department was currently evaluating their needs for equipment and manpower and that an update would be provided to members of City Council once a plan was finalized.

Mr. Hare moved for adjournment, seconded by Mr. Lynn and unanimously carried.

Meeting adjourned at 7:51 p.m.

Beverly C. Williams
Acting Council President

BCW/TM/jg
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Exhibits

Exhibit #1 - Financial Spreadsheets Provided to Members by Mrs. Donna Mitchell, Controller/Treasurer
Exhibit #2 - Draft Exempt Status List of Public Works Department Employees
Exhibit #3 - Fiscal Year 2014 Draft Annual Operating Budget for each Division of the Public Works Department - General Fund
Exhibit #4 - Fiscal Year 2014 Draft Annual Operating Budget for each Division of the Public Works Department - Water/Wastewater Fund

CITY OF DOVER
GENERAL FUND
FISCAL YEAR 2012/2013
CASH RECEIPT REPORT
September 15, 2013

RECEIPTS	ORIGINAL BUDGET	REVISED RECEIPTS BUDGET	Preliminary RECEIVED TOTAL TO DATE	RECEIPTS BUDGET BALANCE	BUDGET RECEIVED
Beginning Balance	$ 2,666,600	$ 3,752,200	$ 3,752,200	$ -	100%
Fines & Police Revenue	605,000	605,000	548,900	56,100	91
911 Fee	63,000	63,000	63,300	(300)	100
Interest Earnings	75,000	75,000	91,800	(16,800)	122
Library Revenues - General	66,200	66,200	64,600	1,600	98
Library Revenues - County Reimb.	405,900	405,900	406,500	(600)	100
Business Licenses	1,455,000	1,455,000	1,462,500	(7,500)	101
Permits & Other Licenses	1,053,300	1,053,300	1,162,800	(109,500)	110
Miscellaneous Revenues	55,500	70,900	76,200	(5,300)	107
Police Extra Duty Fees	494,400	636,100	702,100	(66,000)	110
Property Taxes	10,997,400	11,039,200	11,076,300	(37,100)	100
Bid Revenue	51,600	51,600	50,100	1,500	97
Recreations Revenue	130,000	130,000	144,500	(14,500)	111
Franchise Fees	550,000	600,000	618,300	(18,300)	103
Transfer Tax	1,370,000	1,370,000	1,108,000	262,000	81
Sanitation Fees	2,690,200	2,676,500	2,624,900	51,600	98
Garrison Farm Rent	62,000	117,200	117,200	-	100
Court of Chancery Fees	753,800	807,200	917,700	(110,500)	114
Sale of Assets	-	-	-	-	-
Intrafund Service Receipts Water/Wastewater	1,104,600	1,045,800	1,045,500	300	100
Intrafund Service Receipts Electric	3,224,500	3,177,100	3,192,900	(15,800)	100
Grants:					
Green Energy Grant	98,500	98,500	-	98,500	-
Verizon Grant (offset by Expense item)	-	-	50,000	(50,000)	-
DEMA Reimbursement - Hurricane Sandy	-	-	92,600	(92,600)	-
Miscellaneous Grants	25,000	25,000	1,200	23,800	5
Police Pension Grant (offset by Expense item)	500,000	500,000	577,800	(77,800)	116
Transfer from Municipal Street Aid	527,400	527,400	531,100	(3,700)	101
Transfer from Civil Traffic Penalties	750,000	350,000	299,800	50,200	86
Transfer from Verizon and CI Reserves	11,000	11,000	-	11,000	-
Transfer from Police Grant Fund - COPS Grant	-	-	56,400	(56,400)	-
Transfer from Police Grant Funds - Extra Duty	85,000	112,100	114,000	(1,900)	102
Transfer from Water/Wastewater Fund	500,000	500,000	500,000	-	100
Transfer from Electric Fund	8,000,000	8,000,000	8,000,000	-	100
TOTALS	$ 38,370,900	$ 39,321,200	$ 39,449,200	$ (128,000)	100.3%
	$ 35,704,300	$ 35,569,000	$ 35,697,000		

Revenues without Budget Balance

CITY OF DOVER
GENERAL FUND
FISCAL YEAR 2012/2013
BUDGET REPORT #12
September 15, 2013

EXPENDITURES	ORIGINAL BUDGET	REVISED EXPENSE BUDGET	EXPENDED TOTAL TO DATE	EXPENSE BUDGET BALANCE	BUDGET CHARGED
City Clerk	$ 326,900	$ 326,900	$ 315,500	$ 11,400	97%
Council	114,200	114,200	101,700	12,500	89
Tax Assessor	187,500	187,500	187,400	100	100
Fire	688,300	645,200	654,600	(9,400)	101
Grounds	993,300	980,400	953,500	26,900	97
Library	1,250,200	1,225,400	1,169,600	55,800	95
Recreation	713,400	674,900	644,400	30,500	95
Life Safety	469,900	451,800	447,600	4,200	99
Code Enforcement	293,100	323,100	326,400	(3,300)	101
Economic Development	231,100	231,100	219,900	11,200	95
Planning	410,300	416,100	399,500	16,600	96
Public Inspections	592,200	577,100	502,800	74,300	87
Police	13,195,200	13,431,900	13,426,800	5,100	100
Police Extra Duty	579,400	748,200	831,500	(83,300)	111
Streets	756,700	772,200	705,100	67,100	91
Sanitation	2,140,700	2,072,000	2,100,400	(28,400)	101
City Manager	420,000	420,000	497,300	(77,300)	118
Information Technology	642,700	633,300	606,400	26,900	96
Finance	879,500	879,500	854,300	25,200	97
Pub. Services Administration	468,600	401,200	360,100	41,100	90
Facilities Management	678,800	660,600	638,700	21,900	97
Central Services	576,900	578,700	526,200	52,500	91
Vehicle Maintenance	712,700	678,500	630,700	47,800	93
Customer Services	901,200	866,900	860,700	6,200	99
Human Resources	319,700	310,800	295,100	15,700	95
Mayor	82,400	82,400	81,100	1,300	98
Debt Service	624,200	474,200	369,100	105,100	78
Insurance	600,000	600,000	628,600	(28,600)	105
Street Lights	869,700	869,700	878,800	(9,100)	101
Retirees Health Care	1,620,600	1,620,600	1,620,600	-	100
Contribution to DDP	180,000	180,000	180,000	-	100
Tree Grant Expense	25,000	25,000	-	25,000	-
Other Employment Expenses	463,400	94,700	-	94,700	-
Transfer to Verizon Reserve	-	-	50,000	(50,000)	-
Transfer to Capital Fund for Projects	613,400	613,400	613,400	-	100
Transfer to Police Pension Fund (offset by Revenue)	500,000	500,000	577,800	(77,800)	116
Appropriation to Emp Pension Fund - Unfunded Liability	1,310,500	1,693,500	1,693,500	-	100
Appropriation to Police Pension Fund	95,000	495,000	495,000	-	100
Uncollectibles trash and other	10,000	10,000	15,000	(5,000)	150
Total Expenditures	35,536,700	35,866,000	35,459,100	406,900	99
Budget Bal-Working Capital	2,834,200	3,455,200	3,990,100	(534,900)	115
TOTALS	$ 38,370,900	$ 39,321,200	$ 39,449,200	$ (128,000)	100.3%

FY 2014 ANNUAL OPERATING BUDGET - DOVER, DELAWARE

City of Dover
All Funds Summary
Fiscal 2014 Budget

Fund or Reserve Account	Beginning Balances	Revenues/ Transfers In	Expenses/ Transfers Out	Net Revenue (Expense)	Ending Balances
General Fund					
Operating Fund	$ 3,455,200	$ 36,278,000	$ (36,833,500)	$ (555,500)	$ 2,899,700
Contingency Account	732,100	12,500	(21,000)	(8,500)	723,600
Capital Project Fund	156,100	1,388,300	(1,404,300)	(16,000)	140,100
Capital Asset Reserve	504,000	8,000	-	8,000	512,000
Parkland Reserve	202,500	2,500	(95,000)	(92,500)	110,000
Total General Fund	5,049,900	37,689,300	(38,353,800)	(664,500)	4,385,400
Water/Wastewater Fund					
Operating Fund	1,325,000	13,797,200	(13,268,700)	528,500	1,853,500
Contingency Account	292,100	5,000	-	5,000	297,100
I & E Fund	2,280,900	2,945,000	(2,817,800)	127,200	2,408,100
Capital Asset Reserve	1,008,100	17,200	-	17,200	1,025,300
Impact Fee Reserve	3,734,400	63,500	(390,000)	(326,500)	3,407,900
Total Water Fund	8,640,500	16,827,900	(16,476,500)	351,400	8,991,900
Electric Fund					
Operating Fund	7,152,400	82,985,600	(81,176,100)	1,809,500	8,961,900
Contingency Account	814,300	12,200	-	12,200	826,500
Insurance Reserve	728,000	11,000	-	11,000	739,000
Rate Stabilization Reserve	17,383,600	260,400	(4,000,000)	(3,739,600)	13,644,000
I & E Fund	3,091,000	5,913,800	(5,623,600)	290,200	3,381,200
Depreciation Reserve	9,829,700	147,400	-	147,400	9,977,100
Future Capacity Reserve	9,989,800	141,600	-	141,600	10,131,400
Total Electric Fund	48,988,800	89,472,000	(90,799,700)	(1,327,700)	47,661,100
Less:					
Interfund Transfers		(17,756,900)	17,756,900	-	
Interfund Allocations		4,651,300	(4,651,300)	-	
Reserve Transfers		(4,517,000)	4,517,000	-	
Subtotal Major Operating Funds	62,679,200	126,366,600	(128,007,400)	(1,640,800)	61,038,400
Workers Compensation	1,200,600	501,300	(621,100)	(119,800)	1,080,800
Community Transportation Fund	-	500,500	(500,000)	500	500
Police Grants	100	413,000	(413,000)	-	100
Library Grants	-	270,100	(270,100)	-	-
CDBG	-	223,600	(223,600)	-	-
Total All Funds & Reserves	$ 63,879,900	$128,275,100	$(130,035,200)	$ (1,760,100)	$ 62,119,800

Note: Special Revenue Funds with receipts that pass over to the General Fund are not individually included.
These are Municipal Street Aid, Civil Traffic Penalties, and Transfer Taxes.

Prepared for: City Council
Council Workshop: Sept. 18, 2013

CITY OF DOVER
FISCAL YEAR JULY 1, 2013 TO JUNE 30, 2014
REVENUE REPORT
As of August 31, 2013 - Workshop Update 9/18/13

	GENERAL FUND	FY14 BUDGET	Aug YTD REVENUES	17.0% % BUDGET RECEIVED	COMMENTS	FY13 REVENUES	FY12 REVENUES
1	Property Taxes	$ 10,852,300	$ 10,699,700	98.6%	Billed in July	$ 10,768,800	$ 10,765,741
2	Payment In Lieu of Taxes	317,200	31,900	10.1%		357,600	284,457
3	Transfer from Electric Fund	8,000,000	-	0.0%	Transferred $2M in Sept	8,000,000	7,876,288
4	Intrafund Service Receipts Electric	3,319,400	524,800	15.8%		3,192,900	3,105,015
5	Transfer from Transfer Tax Fund	1,315,500	249,300	19.0%	1 large receipt $54K in July	1,108,000	1,373,208
6	Business Licenses	1,460,000	1,374,000	94.1%	Billed in July	1,462,500	1,470,097
7	Intrafund Service Receipts Water/Wastewater	1,134,900	182,200	16.1%		1,045,500	894,186
8	Sanitation Fees	2,676,500	434,600	16.2%		2,624,900	1,903,623
9	Permits & Other Licenses	1,167,500	283,800	24.3%	Rental dwelling/trailers billed in July	1,162,800	1,346,769
10	Transfer from Municipal Street Aid Fund	527,400	-	0.0%		531,100	527,042
11	Fines & Police Revenue	666,000	82,000	12.3%		612,200	681,952
12	Police Extra Duty Fees	650,000	28,200	4.3%		702,100	600,310
13	Transfer from Police Grant Funds	110,000	6,400	5.8%		170,400	600,310
14	Court of Chancery Fees	863,200	82,100	9.5%	July only;	917,700	863,220
15	Transfer from Water/Wastewater Fund	500,000	-	0.0%	Transferred $125K in Sept	500,000	424,508
16	Transfer from Civil Traffic Penalties Fund	600,000	-	0.0%		299,800	518,638
17	Library Revenues & County Reciprocal Pymt.	466,600	12,200	2.6%		471,100	475,822
18	Franchise Fees	606,200	-	0.0%	Quarterly receipts in arrears	618,300	568,240
19	General Fund Grant Receipts	623,500	70,000	11.2%	Police Pension grant	721,600	1,010,452
20	Recreation Revenue	133,000	21,800	16.4%		144,500	112,480
21	Other Miscellaneous Receipts	213,800	25,700	12.0%		193,400	232,535
22	Interest Income	75,000	2,600	3.5%		91,800	53,175
	TOTALS	$ 36,278,000	$ 14,111,300	38.9%		$ 35,697,000	$ 35,688,068
	Final Budget					**$ 35,569,000**	**$ 35,016,778**

Prepared for: City Council
Council Workshop: Sept. 18, 2013

CITY OF DOVER
FISCAL YEAR JULY 1, 2013 TO JUNE 30, 2014
REVENUE REPORT
As of August 31, 2013 - Workshop Update 9/18/13

	WATER/WASTEWATER FUND	FY14 BUDGET	Aug YTD REVENUES	17.0% % BUDGET RECEIVED	COMMENTS	FY13 REVENUES	FY12 REVENUES
1	Water Fees	$ 4,730,700	$ 829,000	17.5%		$ 4,551,800	$ 4,707,918
2	Wastewater Fees	3,642,700	649,300	17.8%		3,564,600	3,722,985
3	Wastewater Adjustment Fees - County Trtmt	2,980,300	536,700	18.0%	July rev/exp variance ($170,800)	2,926,600	3,050,127
4	Groundwater Inflow Adjustment	1,324,600	240,900	18.2%		1,314,000	1,290,968
5	Water Impact Fees	357,000	29,700	8.3%		221,500	308,700
6	Wastewater Impact Fees	323,000	26,600	8.2%		386,000	277,400
7	Water Tank Space Leasing	333,800	5,900	1.8%		300,100	313,101
8	Interest Income	23,100	500	2.2%		17,800	31,889
9	Other Miscellaneous Revenues	82,000	8,400	10.2%		72,400	104,634
10	Grant Receipts	-	-	0.0%		50,900	-
	TOTALS	$ 13,797,200	$ 2,327,000	16.9%		$ 13,405,700	$ 13,807,722
	Final Budget					**$ 13,822,200**	**$ 13,819,800**

	ELECTRIC REVENUE FUND	FY14 BUDGET	Aug YTD REVENUES	17.0% % BUDGET RECEIVED	COMMENTS	FY13 REVENUES	FY12 REVENUES
1	Sales to Customers	$ 76,286,700	$ 15,342,500	20.1%		$ 86,886,900	$ 99,859,602
2	Purchased Power Adjustment	-	-	0.0%		-	(2,290,989)
3	Utility Tax	1,492,200	243,300	16.3%		1,443,900	1,944,543
4	Transfer from Rate Stabilization Reserve	4,000,000	-	0.0%		5,400,000	-
5	Miscellaneous Revenue	988,800	142,600	14.4%		1,918,000	1,381,300
6	Interest Income	119,400	1,900	1.6%		154,100	12,662
7	Intrafund Service Fees - Water/Wastewater	98,500	15,300	15.5%		136,000	171,646
	TOTALS	$ 82,985,600	$ 15,745,600	19.0%		$ 95,938,900	$ 101,078,764
	Final Budget					**$ 95,971,700**	**$ 99,934,036**

City of Dover
Regional Library Project
As of July 31, 2013

All numbers have been reconciled from FY08 - FY13

Funding Sources	Project Estimate	Latest Estimate	Receipts To Date	Budget Balance	% To Date
State Grant - Division of Libraries	$ 10,584,357	$ 10,584,357	$ 10,482,234.29	$ 102,122.71	99%
Library Reserve (appropriations & interest)	4,082,591	4,100,783	4,100,783.00	-	100%
Transfers from Library Foundation (see footnote)	1,203,073	1,577,310	1,564,280.80	13,029.20	99%
Debt Issuance - payments from Green Energy Fund	1,500,000	1,500,000	1,500,000.00	-	100%
Sale of Existing Library* - Temporary Financing	1,200,000	1,200,000	1,200,000.00	-	100%
Kent County	1,000,000	1,045,000	1,045,000.00	-	100%
Community Transportation Funds	120,000	231,447	188,000.00	43,447.00	81%
BTOP Grant (will not have actual receipt - paid by State)	50,000	-	-	-	0%
Friends of the Library (see footnote)	210,000	210,000	210,000.00	-	100%
Green Energy Grant, Dover	215,000	215,000	200,408.32	14,591.68	93%
DE Greenhouse Gas Reduction Grant	40,000	40,000	40,000.00	-	100%
Reynolds Trust	46,355	46,355	46,355.00	-	100%
Temporary Financing* - Bridge Loan	548,876	-	2,800.00	(2,800.00)	1%
Total Receipts - Covers All-In Cost of Project	**$ 20,800,252**	**$ 20,750,252**	**$ 20,579,861.41**	**$ 170,390.59**	**99%**

Project Expenses - City Accounts	Project Estimate	Latest Estimate	Expense To Date		% To Date
Planning & Design	$ 2,617,265	$ 2,606,785	$ 2,625,314.05	$ (18,529.05)	101%
Construction					
Building Construction	14,133,478	14,631,326	16,760,166.00	(2,128,840.00)	115%
Construction Fees & Other	2,087,891	2,122,592	-	2,122,592.00	0%
Contingency (Transfer balance to Owner's Contingency)	450,532	480,085	-	480,085.00	0%
Owner's Contingency	-	(369,859)	-	(369,859.00)	0%
Subtotal Construction	16,671,901	16,864,144	16,760,166.00	103,978.00	99%
Access Road	189,811	188,446	188,446.94	(0.94)	100%
Furniture, Fixtures, Equipment & Signage	898,800	671,577	653,371.65	18,205.35	97%
Signage	40,000	47,854	47,853.66	0.34	100%
Other Owners Cost - Moving, Insurance, Permits, etc..	51,303	90,274	104,722.89	(14,448.89)	116%
Total Capital Project - Fund 147	**$ 20,469,080**	**$ 20,469,080**	**$ 20,379,875.19**	**$ 89,204.81**	**100%**

The Library Foundation Transfer does not include the $210,000 from the Friends of the Library and the initial deposit the City transferred to the Foundation from the Library Reserve, as these two items are accounted for separately in the City's appropriation from the Reserve and the separate line item for the Friends donation. This avoids double counting of this item.

City of Dover
FY10 Capital Project - Debt Financing Requirements
As of June 30, 2013
Schedule for State of Delaware - Office of Drinking Water

	Bayard Avenue	East Side of N. State St	Route 13 Water Quality	FY 11 WQ Loockerman Plza	Grand Total
State Contract #	D-4049	D-4049	D-4049		
City Project #	WQ0905	WQ0906	WQ0907	WQ1101	
Project Budgets					
FY 10 Council Resolution - 2/22/10	$ 533,510.00	$ 846,807.00	$ 1,023,700.00	$ -	$ 2,404,017.00
City Budget	-	-	-	500,000.00	500,000.00
SRF Change Orders	(100,000.00)	(698,985.00)	798,985.00		-
City Financing Adjustments	101,190.00	29,378.00	391,900.00	(391,900.00)	130,568.00
Total Revised Budget	$ 534,700.00	$ 177,200.00	$ 2,214,585.00	$ 108,100.00	$ 3,034,585.00
			$ 2,326,000.00	CAF approved by City Council - Bid	
	FY10 Reimb	FY11 Reimb	FY12 Reimb		
City funds	105,097.77	29,355.97	353,082.11	121,626.00	609,161.85
Requisiton #1	-	-	65,770.50	-	65,770.50
Requistion #2	4,480.00	147,687.41	13,259.42	-	165,426.83
Requistion #3	201,637.93	134.50	11,350.08	-	213,122.51
Requistion #4	7,081.41	-	16,039.22	-	23,120.63
Requistion #5	13,087.42	-	-	-	13,087.42
Requistion #6	21,772.88	-	248,165.64	-	269,938.52
Requistion #7	120,893.08	-	1,343,801.64	-	1,464,694.72
Requistion #8	61,256.87	-	23,442.75	-	84,699.62
Requistion #9	5,873.19	-	98,283.36	-	104,156.55
Subtotal City Funds	105,097.77	29,355.97	353,082.11	121,626.00	609,161.85
Subtotal SRF Loan Requisitions	436,082.78	147,821.91	1,820,112.61		2,404,017.30
Project Total	$ 541,180.55	$ 177,177.88	$ 2,173,194.72	$ 121,626.00	$ 3,013,179.15
				Loockerman Plaza Complete/Others Design in process	
	Complete	Complete	Complete		
Budget Balance - State Loan	$ (2,572.78)	$ 0.09	$ 2,572.39	$ -	$ (0.30)
Budget Balance - City Funds	$ (3,907.77)	$ 22.03	$ 38,817.89	$ (13,526.00)	$ 21,406.15
Sources of Funds					
SRF - Series 2010 Resolution	$ 533,510.00	$ 846,807.00	$ 1,023,700.00	$ -	$ 2,404,017.00
Loan Applications	$ 533,510.00	$ 846,807.00	$ 1,023,700.00	$ -	$ 2,404,017.00

City of Dover
FY10 Capital Project - Debt Financing Requirements
As of June 30, 2013
Schedule for State of Delaware - Delaware Water Pollution Control

	Fox Hall/Retreat Force Main	# 18 DSU Pump Station Replmnt	#24 Acorn Lane Pump Station	Route 13 Intcptr & Del Tech FM	I & I Relining	Grand Total
State Contract #	10-0013DPU	10-0015DPU	10-0014DPU	10-0012DPU	10-0016DPU	
City Project #	WW0905	WW0902	WW0907	WW0810	WW1001	
Project Budgets						
FY 10 Council Resolution - 9/14/09	$ 107,200.00	$ 336,400.00	$ 336,400.00	$ 3,362,481.00	$ 1,800,000.00	$ 5,942,481.00
Change Orders	11,772.94	-	-	522,176.21	-	533,949.15
Budget Adjustments (upon Rte 13 Interceptor Completion 3/31/11)	(18,225.97)	(41,096.33)	(41,068.96)	(756,093.40)	322,535.51	(533,949.15)
Reassignment of loan funds	105,997.00	-	-	(105,997.00)	-	-
Operating funds	32,045.19	25,962.98	26,576.96	210,275.30	200.00	295,060.43
Total Revised Budget	$ 238,789.16	$ 321,266.65	$ 321,908.00	$ 3,232,842.11	$ 2,122,735.51	$ 6,237,541.43
	FY10 Reimb	FY11 Reimb	FY12 Reimb			
Other - City	32,045.19	25,962.98	26,576.96	210,646.24	200.00	295,431.37
Requistion #1	54,351.66	105,235.20	133,144.02	162,911.52	796,984.38	1,252,626.78
Requistion #2	118,226.89	136,864.80	111,805.98	127,261.50	787,432.50	1,281,591.67
Requistion #3	34,165.42	51,703.67	4,500.00	332,551.33	177,066.89	599,987.31
Requistion #4	-	1,500.00	45,606.04	433,957.94	-	481,063.98
Requistion #5	-	-	275.00	410,839.89	-	411,114.89
Requistion #6	-	-	-	254,980.50	-	254,980.50
Requistion #7	-	-	-	458,679.69	-	458,679.69
Requistion #8	-	-	-	459,172.09	-	459,172.09
Requistion #9	-	-	-	86,491.09	-	86,491.09
Requistion #10	-	-	-	295,350.32	-	295,350.32
Subtotal City Funds	32,045.19	25,962.98	26,576.96	210,646.24		
Subtotal SRF Loan Requisitions	206,743.97	295,303.67	295,331.04	3,022,195.87	1,761,483.77	5,581,058.32
Project Total	$ 238,789.16	$ 321,266.65	$ 321,908.00	$ 3,232,842.11	$ 1,761,483.77	$ 5,581,058.32
	Complete	Complete	Complete	Complete	Complete	
Fund Source - City of Dover	$ 32,045.19	$ 25,962.98	$ 26,576.96	$ 210,646.24	$ 200.00	$ 295,431.37
Budget Balance - State Loan	$ -	$ -	$ -	$ 370.94	$ 361,051.74	$ 361,422.68
Sources of Funds						
SRF - Series 2010 Resolution	$ 107,200	$ 336,400	$ 336,400	$ 3,362,481	$ 1,800,000	$ 5,942,481
Loan Applications	$ 107,200	$ 336,400	$ 336,400	$ 3,362,580	$ 1,800,000	$ 5,942,580

City of Dover
FY11 Capital Project - Debt Financing Requirements
As of June 30, 2013
Schedule for State of Delaware - Delaware Water Pollution Control

	Fox Hall Pump Station	Heatherfield Force Main	Lepore Road Pump Station	Inflow/ Infiltration (1)	Grand Total
State Contract #	11-0038DPU	11-0039DPU	12-0033DPU	12-0033DPU	
City Project #	WW1007	WW1008	WW1104	WW1101	
Project Budgets	Construction only	Construction only			
FY 11 Council Resolution - Loan	$ 225,540.00	$ 137,520.00	$ 402,000.00	$ -	$ 765,060.00
Budget Transfers - Changeorder - Loan	(17,000.00)	17,000.00	-	-	-
City Funds & Impact Fees	150,360.00	91,680.00	-	500,000.00	742,040.00
FY 12 (on hold until FY10 Completed)	-	-	-	1,000,000.00	1,000,000.00
FY 13 (on hold until FY10 Completed)	-	-	-	1,000,000.00	1,000,000.00
Total Revised Budget	$ 358,900.00	$ 246,200.00	$ 402,000.00	$ 2,500,000.00	$ 3,507,100.00
	FY12 Reimb	FY13 Reimb	FY14 Reimb		
	Complete	Complete	Complete		
Requistion #1	65,821.50	154,520.00	157,275.00	-	377,616.50
Requistion #2	142,718.50	-	182,725.00	-	325,443.50
Requistion #3	-	-	62,000.00	-	62,000.00
City Charges	145,056.29	73,761.48	11,386.13	451,249.04	681,452.94
Subtotal Project Cost	$ 353,596.29	$ 228,281.48	$ 413,386.13	$ 451,249.04	$ 1,446,512.94
Budget Balance - State Loan	$ -	$ -	$ -	$ -	$ -
Budget Balance - City Funds	$ 5,303.71	$ 17,918.52	$ 11,386.13	$ 48,750.96	$ 60,587.06
Sources of Funds					
SRF - Series 2011 Resolution	$ 225,540.00	$ 137,520.00	$ 402,000.00	$ -	$ 765,060.00
SRF - Series 2012 (on hold - see above)	-	-	-	2,000,000.00	2,000,000.00
Impact Fees	150,360.00	91,680.00	-	-	242,040.00
City Operating Funds	-	-	-	500,000.00	500,000.00
Total	$ 375,900.00	$ 229,200.00	$ 402,000.00	$ 2,500,000.00	$ 3,507,100.00

(1) Inflow/Infiltration will be submitted for approval at a later date. A separate Council Resolution will be needed along with the loan documents. $500,000 originally planned to be financed with FY11 SRF has been redirected to the LePore Rd Pump Station.

City of Dover - Electric Revenue Fund
Series 2008 Electric Revenue Bonds

REVISED 3/3/10 Donna, Ron, & Steve

	Original Budget	Latest Estimate	less: Ineligible costs	Revised Eligible costs	Total Expenses	Total Cost to Go	Current Bank Balance Eligible funds
69 KV Feeders 3 & 4 (EE0601)	9,778,082	8,753,782	(1,382,355)	7,371,427	(7,379,407)	(7,980)	(7,980)
St. Jones Substation Replacement (EE0814)	6,208,777	5,955,878	(58,717)	5,897,161	(5,897,161)	(0)	(0)
Horsepond Road Substation (EE0803)	1,099,000	1,029,397		1,029,397	(1,029,397)	0	0
Below four projects total $3,200,555 as per latest estimate							
Pollution Remediation at McKee Run Plant (EG0804)	2,800,555	2,010,000		2,010,000	(2,019,155)	(9,155)	(9,155)
Pollution Remediation - Fuel Inventory & Testing (EG0804)	327,186	804,910		804,910	(804,910)	(0)	(0)
Pollution Remediation CEMS Upgrades Unit 3 (EG0901)	50,000	48,970		48,970	(48,970)	(0)	(0)
Pollution Remediation COMS Upgrades McKee (EG0903)	30,000	28,236		28,236	(28,236)	(0)	(0)
Unit 3 Remove Cyclone Separators (EG1006)		80,000		80,000	(51,265)	28,735	28,735
Unit 2 Remove Cyclone Separators (EG1007)		20,000		20,000	(13,996)	6,004	6,004
Unit 1 Remove Cyclone Separators (EG1008)		20,000		20,000	(9,534)	10,466	10,466
Subtotal		18,751,173	(1,441,072)	17,310,101	(17,282,032)	28,069	
Excess Bond Proceeds - New Resolution			Budget Adj.				
Mid City Substation (EE1005)		968,711		968,711	(975,819)	(7,108)	(7,108)
VanSant Combustion Turbine Mark IV Upgrades (EG1001)		535,000		535,000	(286,637)	248,363	248,363
McKee Run Driveway Repaving (EG1002)		240,000		240,000	(154,722)	85,278	85,278
Buchanan Acres (EU1003)		962,545		962,545	(1,116,739)	(154,194)	(154,193)
Crossgates (EU1002)		543,075		543,075	(524,391)	18,684	18,684
Subtotal		3,249,331		3,249,331	(3,058,308)	191,023	
Total Project Costs	20,293,600	22,000,504	(1,441,072)	20,559,432	(20,340,340)	219,092	219,093
Excess Fund to be used for Buchanan Acres (EU1003)				1,254		1,254	
Total Project Budget				20,560,686		220,346	219,093
Interest Inc per BoNY Account 7/31/10							1,254
Balance Per BoNY Accounts 7/31/10							1,494,217
June Expense Drawdown							(1,078,632.32)
July Expense Drawdown (less project EU1003 for July)							(156,770.99)
Adjusted Bank Balance							258,813.88
							Balance by project based on original project estimate Info Only

Prepared by: J. Dill
9/18/2013
\\doverfp\Finance\BONDS\Electric Rev Bond Requisitions\Project costs worksheet for August 2010 Disbursement No 18.xlsx

Water/Wastewater Improvement & Extension Fund - Major CIP Projects (Preliminary)
June 30, 2013

Project Code	Type	Description	TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS: Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	CURRENT FISCAL YEAR: Approved Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	Status / % Complete	Comments
		FY 2008											
WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 82,549	$ 2,473,451	3.2%	$ 2,000,000	$ 2,166,000	$ 48,539	2,117,461	3.2%	Design & land purchase underway
WD0805	M	Piney Point Well	398,800	1,096,200	516,139	580,061	47.1%	450,000	1,021,800	441,739	580,061	85.0%	Awarded bid JJID Feb. 2013
		Totals - FY08	$ 4,595,400	$ 3,652,200	$ 598,687	$ 3,053,513	16.4%	$ 2,450,000	$ 3,187,800	$ 490,279	$ 2,697,521		
		FY2009											
WQ0907	SL/O	Rt. 13 Water Main	$ 1,023,700	$ 2,326,000	$ 2,173,195	$ 152,805	93.4%	$ -	$ 293,200	$ 114,868	$ 178,332	100.0%	Complete
		FY2010											
WW1007	SL/M	Fox Hall Pump Station	427,900	358,900	353,596	5,304	98.5%	-	144,800	89,297	55,504	100.0%	Complete
WW1010	I	Tar Ditch Interceptor Upgrade	518,200	518,200	31,972	486,228	6.2%	-	490,300	3,958	486,342	6.2%	Easement request sent to residents
		Totals - FY10	$ 946,100	$ 877,100	$ 385,568	$ 491,532	44.0%	$ -	$ 635,100	$ 93,254	$ 55,504		
		FY2011											
WW1104	SL	Lepore Road P/S Replacement	402,000	402,000	413,386	(11,386)	102.8%	-	384,200	340,000	44,200	100.0%	Complete
		Totals - FY11	$ 402,000	$ 402,000	$ 413,386	$ (11,386)	102.8%	$ -	$ 384,200	$ 340,000	$ 44,200		
		FY2012											
WD1201		Pay-As-You-Go Water Station	$ 30,200	$ 30,200	$ -	$ 30,200	0.0%	$ -	$ 30,200	$ -	$ 30,200	Started	Specs being developed
WQ1202		WQI - New Street	-	113,960	26,600	-	23.3%	-	-	-	-	On Hold	URS completed design; Balance needed to US13 Water Main WQ0907
WQ1203		WQI - Silver Lake Area Main Replmnt	-	279,840	238,576	(0)	85.3%	-	49,600	49,578	22	100.0%	Complete; Project balance used for US13 Water Main WQ0907
WW1201	M/SL	Inflow/Infiltration Removal **(1)**	1,000,000	55,100	55,075	25	100.0%	-	-	-	-	---	See FY13 I & I Program; $916,800
WW1202	M	SCADA Equipment Upgrade	84,900	84,900	107,047	(22,147)	126.1%	29,300	29,300	30,263	(963)	100.0%	Completed in FY12
WW1204	M	Baltray Pump Station Replacement	125,000	125,000	20,874	104,126	16.7%	100,000	100,000	293	99,707	Started	Bid specs ready
WW1205	M	Dover Brook Gardens Pump Station	65,000	65,000	12,194	52,806	18.8%	50,000	50,000	2,342	47,658	Started	Bid specs ready
WW1206	M	Brandywine Pump Station Rplcmnt	402,000	402,000	33,875	368,125	8.4%	350,000	350,000	293	349,707	Started	Bid specs ready
WW1207	M	McKee Pump Station Comm Improvmnt	55,000	55,000	7,724	47,276	14.0%	45,000	45,000	293	44,707	Started	Bid specs ready
		Totals - FY12	$ 1,762,100	$ 1,211,000	$ 501,965	$ 580,411	83.5%	$ 574,300	$ 654,100	$ 83,061	$ 571,039		
		FY2013											
---		Vehicles & Equipment	$ 524,500	$ 530,500	$ 520,603	$ 9,897	98.1%	$ 524,500	$ 530,500	$ 520,603	9,897	100.0%	All purchased
WW1301	M	Hazlettville Road Interceptor	770,000	770,000	-	770,000	0.0%	30,000	30,000	-	30,000	Not started	Project on hold
WW1302	M	Lakeview Drive PS Replacement	502,000	502,000	-	502,000	0.0%	52,000	52,000	-	52,000	Not started	Project on hold
WW1303	M	Westover Pump Station	768,800	768,800	-	768,800	0.0%	65,000	65,000	-	65,000	Not started	Project on hold
WW1304	M	Garrison Farm Improvements	1,828,000	2,000,000	108,162	1,891,838	5.4%	1,828,000	2,000,000	108,162	1,891,838	Started	Pending Council approval 9/24
WD1302	M	Garrison Farm Storage Tank	1,828,000	2,000,000	212,596	1,787,404	10.6%	1,828,000	2,000,000	212,596	1,787,404	Started	Pending Council approval 9/24
WD1304	M	Future Columbia Well Design	55,000	34,800	-	34,800	0.0%	55,000	34,800	-	34,800	Not started	Pending State permit increase
WD1301	R	Wellhead Redevelopment	70,000	70,000	67,675	2,325	96.7%	70,000	70,000	67,675	2,325	100.0%	Completed Well 10 & 14
WQ1301		North Street WMR	45,000	48,000	47,691	309	99.4%	-	48,000	47,691	309	100.0%	Complete
N/A	R	Water Quality Improvements	479,000	450,800	-	450,800	0.0%	479,000	-	-	-	---	Xfr to Piney Point Well - $479,000
N/A	R	I & I Improvements **(1)**	1,000,000	867,000	-	867,000	0.0%	1,000,000	867,000	-	867,000	---	Combined FY12 Balance w/FY13 I & I
II1301		New/Reed Street	-	345,000	339,621	5,379	98.4%	-	345,000	339,621	5,379	100.0%	Complete
II1302		Fox Hall	-	162,000	162,000	-	100.0%	-	162,000	162,000	-	100.0%	Complete
II1303		Morris Estates	-	241,000	241,000	-	100.0%	-	241,000	241,000	-	100.0%	Complete
II1304		Wesley College	-	10,000	7,200	2,800	72.0%	-	10,000	7,200	2,800	100.0%	Complete
II1305		NRG sanitary sewer upgrade	-	175,000	174,591	409	99.8%	-	175,000	174,591	409	100.0%	Complete
II1306		I & I Design	-	40,000	22,608	17,392	56.5%	-	40,000	22,608	17,392	100.0%	Complete
II1307		Mifflin Road Sewer Rehab		3,500	3,500	-	100.0%	-	3,500	3,500	-	100.0%	Complete
II1308		Dunkin Donuts SSR	-	38,000	36,027	1,973	94.8%	-	38,300	36,027	2,273	100.0%	Emergency repair - complete
II1309		Dover Downs PS Upgrade	-	16,000	-	16,000	0.0%	-	16,000	-	16,000	Started	Completed by Septermber 2013
II1310		Puncheon Run PS Upgrade	-	21,000	-	21,000	0.0%	-	21,000	-	21,000	Started	Completed in July 2013
WD1306	R	Emergency Generators	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	80,000	5.0%	Bid has been advertised
		Totals - FY13	$ 7,950,300	$ 9,173,400	$ 1,943,275	$ 7,230,125	0.0%	$ 6,011,500	$ 6,829,100	$ 1,943,275	$ 4,885,825		
N/A		Debt issuance cost-Garrison Farm	344,000	-	-	-	0.0%	344,000	-	-			
		Grand Totals	$ 17,023,600	$ 17,641,700	$ 6,016,077	$ 11,496,999	34.1%	$ 9,379,800	$ 11,983,500	$ 3,064,737	$ 8,432,421		

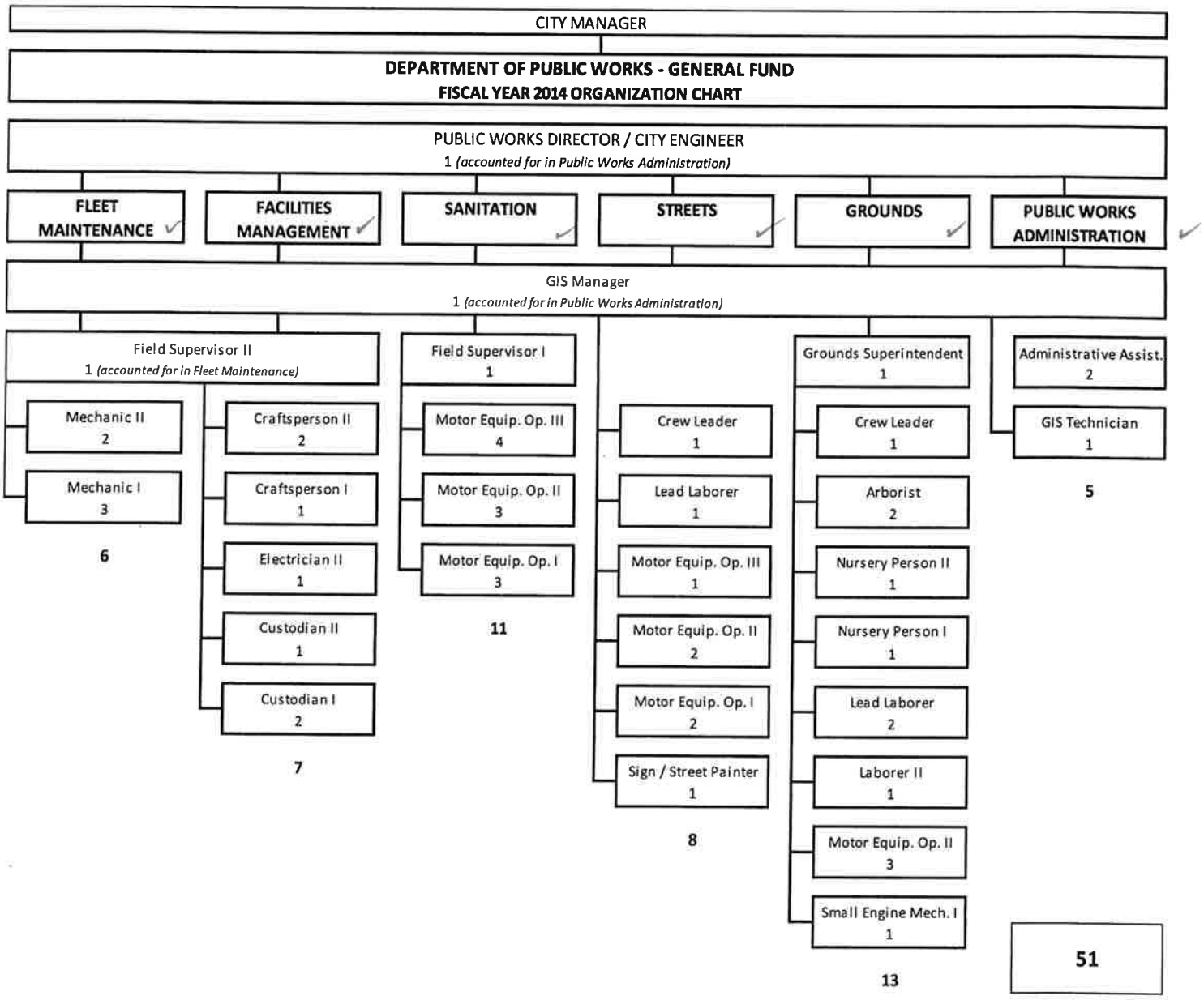
Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project

(1) Transferred remaining project balance from FY12 to the FY13 I & I Project $916,800
Adjusted Project Budget for FY13 will be $1,916,800 for I & I; Locations to be determined;

Public Works - DRAFT
Exempt Status

Exempt	Non-Exempt	Last Name	First Name	Job title	
X		Cooper	William	SUPERINTENDENT OF GROUNDS	Executive Employee
X		Duca	Sharon	PUBLIC WORKS DIRECTOR	Executive Employee and Learned Professional
	X	Gibb	Jeremey	GIS TECHNICIAN (AFSCME)	
	X	Heesh/O'Neal		ADMINSTRATIVE ASSISTANT (AFSCME)	
X		Lyon	Jason	WATER/WASTE WATER MANAGER	Executive Employee and Learned Professional
X		McDougall	Ralph	WATER/WASTE MAINTENANCE SUPER.	Executive Employee
X		Nowak	Mark	GIS MANAGER	Administrative Employee
X		Sammons	Perry	FIELD SUPERVISOR I	Executive Employee
X		Sisson	John	WATER PRODUCTION SUPERVISOR	Executive Employee
X		Vacant		CIVIL ENGINEER I	Learned Professional
X		Vacant		CIVIL ENGINEER II	Learned Professional
X		Vacant		CONSTRUCTION MANAGER	Executive Employee and Learned Professional
X		Vacant		FIELD SUPERVISOR II	Executive Employee

EXHIBIT #2
Council Workshop of 09/18/2013


CITY MANAGER
DEPARTMENT OF PUBLIC WORKS - GENERAL FUND
FISCAL YEAR 2014 ORGANIZATION CHART
PUBLIC WORKS DIRECTOR / CITY ENGINEER
1 (accounted for in Public Works Administration)
FLEET MAINTENANCE
FACILITIES MANAGEMENT
SANITATION
STREETS
GROUNDS
PUBLIC WORKS ADMINISTRATION
GIS Manager
1 (accounted for in Public Works Administration)
Field Supervisor II
1 (accounted for in Fleet Maintenance)
Mechanic II 2
Mechanic I 3
6
Craftsperson II 2
Craftsperson I 1
Electrician II 1
Custodian II 1
Custodian I 2
7
Field Supervisor I 1
Motor Equip. Op. III 4
Motor Equip. Op. II 3
Motor Equip. Op. I 3
11
Crew Leader 1
Lead Laborer 1
Motor Equip. Op. III 1
Motor Equip. Op. II 2
Motor Equip. Op. I 2
Sign / Street Painter 1
8
Grounds Superintendent 1
Crew Leader 1
Arborist 2
Nursery Person II 1
Nursery Person I 1
Lead Laborer 2
Laborer II 1
Motor Equip. Op. II 3
Small Engine Mech. I 1
13
Administrative Assist. 2
GIS Technician 1
5
51

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

PUBLIC WORKS - ADMINISTRATION
110-2400-551

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 250,798	$ 287,234	$ 239,976	$ 318,500	$ 245,900	$ 292,800	-8%
10-12	OVERTIME *	1,967	-	1,043	600	600	-	-100%
10-14	FICA TAXES	19,001	21,708	18,215	23,900	23,900	22,300	-7%
10-15	HEALTH INSURANCE	31,661	39,666	35,543	48,400	48,400	44,700	-8%
10-16	L I D INSURANCE	1,591	1,762	1,530	2,100	2,100	1,900	-10%
10-17	WORKERS COMPENSATION	2,078	2,258	27	1,700	1,700	600	-65%
10-19	PENSION	21,941	14,581	10,925	15,700	15,700	13,600	-13%
10-20	OPEB	-	-	11,774	25,800	25,800	29,700	15%
	PERSONNEL COSTS	**329,037**	**367,209**	**319,033**	**436,700**	**364,100**	**405,600**	**-7%**
20-22	OFFICE SUPPLIES	2,036	3,131	2,526	3,000	3,000	3,000	0%
20-23	PRINTING AND DUPLICATING	1,254	1,076	1,323	1,800	1,800	1,300	-28%
20-31	BOOKS	-	-	-	-	-	-	0%
20-32	SECURITY/SAFETY MATERIALS	157	125	-	-	-	-	0%
20-33	SMALL TOOLS	-	32	-	-	-	-	0%
20-37	COMPUTER SOFTWARE	169	260	233	400	400	500	25%
20-38	COMPUTER HARDWARE	3,654	-	1,584	13,900	15,100	-	-100%
	MATERIALS & SUPPLIES	**7,270**	**4,624**	**5,666**	**19,100**	**20,300**	**4,800**	**-75%**
30-21	TELEPHONE/FAX	3,997	4,012	3,235	2,700	2,700	3,100	15%
30-27	SUBSCRIPTIONS AND DUES	1,991	1,660	846	-	-	300	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	672	412	180	500	500	3,000	500%
30-31	CONTRACTUAL SERVICES	1,228	8,055	1,055	7,000	7,000	7,000	0%
30-62	GASOLINE	2,261	2,641	2,292	2,500	2,500	2,000	-20%
30-67	RADIO REPAIRS/MAINTENANCE	75	46	205	100	4,100	500	400%
	ADMINISTRATIVE EXPENDITURES	**10,224**	**16,826**	**7,813**	**12,800**	**16,800**	**15,900**	**24%**
	OPERATING EXPENDITURES	**346,531**	**388,659**	**332,512**	**468,600**	**401,200**	**426,300**	**-9%**
	TOTAL EXPENDITURES	**$ 346,531**	**$ 388,659**	**$ 332,512**	**$ 468,599**	**$ 401,200**	**$ 426,300**	**-9%**
	OPERATING BUDGET STATS	**$ 355,159**	**$ 367,646**	**$ 472,692**	**$ 468,600**	**$ 401,200**	**$ 426,300**	
	ACTUAL % OF OPER BUDGET	**98%**	**106%**	**70%**				
	BUDGET % CHANGE	**-**	**4%**	**29%**	**-1%**	**-14%**	**6%**	
	REVENUES							
	GENERAL FUND	$ 346,531	$ 388,659	$ 332,512	$ 468,600	$ 401,200	$ 426,300	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	4.0	4.0	5.0	6.0	6.0	5.0	

- DPW Self Assessment = APWA Accreditation (1st in 1st State)
- Increase application of GIS
- Use software to improve levels of service
- Training & Certification

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

FLEET MAINTENANCE
110-2800-572

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 247,690	$ 266,625	$ 270,008	$ 269,200	$ 231,600	$ 274,700	2%
10-12	OVERTIME *	19,731	5,985	305	3,500	3,500	2,400	-31%
10-14	FICA	19,782	20,159	19,884	20,600	20,600	21,300	3%
10-15	HEALTH INSURANCE	57,820	65,631	68,238	68,500	68,500	69,200	1%
10-16	LID	1,333	1,339	1,307	1,400	1,400	1,400	0%
10-17	WORKMANS COMP.	10,850	10,506	176	10,900	10,900	9,100	-17%
10-19	PENSION	40,100	13,659	13,493	14,200	14,200	14,100	-1%
10-20	OPEB	-	-	16,174	23,200	23,200	28,500	23%
	PERSONNEL COSTS	**397,306**	**383,904**	**389,585**	**411,500**	**373,900**	**420,700**	**2%**
20-22	OFFICE SUPPLIES	237	200	108	-	-	-	0%
20-23	PRINTING AND DUPLICATING	225	245	73	400	400	200	-50%
20-25	CUSTODIAL	4	49	-	-	-	-	0%
20-26	PROGRAM EXPENSES/SUPPLIES	288,374	314,449	335,743	290,000	289,600	275,000	-5%
20-29	UNIFORMS/UNIFORM ALLOW	1,006	1,307	1,226	1,700	1,700	1,400	-18%
20-31	BOOKS	692	-	599	600	600	600	0%
20-32	SECURITY/SAFETY MATERIALS	697	625	832	800	800	1,000	25%
20-33	SMALL TOOLS	4,663	628	2,015	1,000	1,000	2,000	100%
20-37	COMPUTER SOFTWARE	2,254	1,995	3,990	2,900	2,900	7,300	152%
20-38	COMPUTER HARDWARE	2,182	-	-	-	-	-	0%
20-46	MATERIALS & SUPPLIES	1,508	-	6	-	-	8,000	0%
	MATERIALS & SUPPLIES	**301,842**	**319,498**	**344,592**	**297,400**	**297,000**	**295,500**	**-1%**
30-21	TELEPHONE/FAX	312	231	437	700	700	1,100	57%
30-28	TRAINING/CONF/FOOD/TRAVEL	340	240	-	300	300	300	0%
30-31	CONTRACTUAL SERVICES	-	-	350	500	500	500	0%
30-43	ENVIRONMENTAL EXPENSES	-	-	-	-	400	-	0%
30-62	GASOLINE	1,654	2,163	2,128	2,000	2,000	2,000	0%
30-67	RADIO REPAIRS/MAINTENANCE	300	233	68	300	3,700	600	100%
30-99	SNOW EMERGENCY - FEB 2003		-	-		-	-	0%
	ADMINISTRATIVE EXPENDITURES	**2,606**	**2,867**	**2,983**	**3,800**	**7,600**	**4,500**	**18%**
								0%
	OPERATING EXPENDITURES	**701,754**	**706,269**	**737,160**	**712,700**	**678,500**	**720,700**	**1%**
	TOTAL EXPENDITURES	**$ 701,754**	**$ 706,269**	**$ 737,160**	**$ 712,700**	**$ 678,500**	**$ 720,700**	**1%**
	OPERATING BUDGET STATS	**$ 699,676**	**$ 730,432**	**$ 695,422**	**$ 712,700**	**$ 678,500**	**$ 720,700**	
	ACTUAL % OF OPER BUDGET	**100%**	**97%**	**106%**				
	BUDGET % CHANGE	**-**	**4%**	**-5%**	**2%**	**-2%**	**-**	
	REVENUES							
	GENERAL FUND	$ 701,754	$ 706,269	$ 737,160	$ 712,700	$ 678,500	$ 720,700	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	6.0	6.0	6.0	6.0	6.0	6.0	

- Training & Certifications
- Maintenance of 188 vehicles & 48 pieces of equipment.
- Invest in diagnostic software packages
- Need software package for asset mgt. & work orders

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

FACILITIES MANAGEMENT
110-2500-552

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 550,943	$ 551,986	$ 532,949	$ 370,200	$ 347,300	$ 310,100	-16%
10-12	OVERTIME	1,127	314	1,058	800	800	7,600	850%
10-13	TEMPORARY HELP	17,997	20,053	2,839	-	-	-	0%
10-14	FICA TAXES	43,204	43,284	40,056	28,400	28,400	24,300	-14%
10-15	HEALTH INSURANCE	108,210	120,987	98,345	77,300	77,300	65,300	-16%
10-16	L I D INSURANCE	3,124	3,027	2,238	2,000	2,000	1,500	-25%
10-17	WORKERS COMPENSATION	20,359	19,451	864	15,000	15,000	10,500	-30%
10-19	PENSION	133,499	22,965	17,672	16,700	16,700	13,600	-19%
10-20	OPEB	-	-	31,250	32,200	32,200	31,500	-2%
	PERSONNEL COSTS	**878,463**	**782,067**	**727,271**	**542,600**	**519,700**	**464,400**	**-14%**
20-22	OFFICE SUPPLIES	67	100	92	-	-	-	0%
20-25	CUSTODIAL	7,712	7,227	7,942	8,500	8,500	8,500	0%
20-29	UNIFORMS/UNIFORM ALLOW	4,121	3,799	3,594	3,900	3,900	2,000	-49%
20-32	SECURITY/SAFETY MATERIALS	1,136	805	552	1,000	1,000	1,000	0%
20-33	SMALL TOOLS	767	715	36	500	500	500	0%
20-46	CITY BLDG MAINT SUPPLIES	19,389	8,964	5,850	10,500	10,500	9,000	-14%
20-58	WATER/SEWER	1,232	1,780	1,473	1,300	1,300	1,700	31%
20-61	ELEC MATERIALS/SUPPLIES	2,650	2,217	2,287	2,500	2,500	2,200	-12%
	MATERIALS & SUPPLIES	**37,074**	**25,607**	**21,826**	**28,200**	**28,200**	**24,900**	**-12%**
30-21	TELEPHONE/FAX	1,563	1,776	1,368	1,200	1,200	1,200	0%
30-23	ELECTRICITY	97,379	89,169	82,953	92,000	92,000	77,000	-16%
30-24	HEATING OIL/GAS	1,369	1,091	1,121	1,400	1,400	1,400	0%
30-27	SUBSCRIPTIONS & DUES	-	-	-	100	100	100	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	-	-	60	100	100	100	0%
30-31	CONTRACTUAL SERVICES	4,837	3,803	1,558	6,000	6,000	56,800	847%
30-62	GASOLINE	6,187	6,848	5,721	6,600	6,600	6,000	-9%
30-67	RADIO REPAIRS/MAINTENANCE	768	372	546	600	5,300	700	17%
	ADMINISTRATIVE EXPENDITURES	**112,103**	**103,059**	**93,327**	**108,000**	**112,700**	**143,300**	**33%**
	OPERATING EXPENDITURES	**1,027,640**	**910,733**	**842,424**	**678,800**	**660,600**	**632,600**	**-7%**
40-23	TRUCKS-PURCHASE	-	-	-		-	17,800	0%
40-25	OTHER EQUIP - PURCHASE	-	-	-	288,000	395,000	-	-100%
40-31	CONSTRUCTION - PURCHASE	-	-	-	93,000	-	-	-100%
	CAPITAL OUTLAY	-	-	-	**381,000**	**395,000**	**17,800**	**-95%**
	TOTAL EXPENDITURES	**$ 1,027,640**	**$ 910,733**	**$ 842,424**	**$ 1,059,800**	**$1,055,600**	**$ 650,400**	
	OPERATING BUDGET STATS	**$ 1,042,498**	**$ 926,252**	**$ 952,693**	**$ 678,800**	**$ 660,600**	**$ 632,600**	
	ACTUAL % OF OPER BUDGET	**99%**	**98%**	**88%**				
	BUDGET % CHANGE	**-**	**-11%**	**3%**	**-29%**	**-31%**	**-4%**	
	REVENUES							
	GENERAL FUND	$ 1,027,640	$ 910,733	$ 842,424	$ 678,800	$ 660,600	$ 632,600	
	GOV. CAPITAL PROJECT FUND	-	-	-	288,000	302,000	17,800	
	HOMELAND SECURITY GRANT	-	-	-	93,000	93,000	-	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	13.0	13.0	12.0	9.0	9.0	7.0	
	PP/TEMP	-	-	1.0	-	-	-	

- Training & Certifications
- Asset mgt. software (buildings) & work orders

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

GROUNDS
110-1500-522

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 564,588	$ 583,702	$ 563,872	$ 564,900	$ 537,200	$ 516,000	-9%
10-12	OVERTIME *	37,891	21,565	15,021	15,000	15,000	14,900	-1%
10-14	FICA TAXES	45,098	45,838	43,754	44,400	44,400	40,800	-8%
10-15	HEALTH INSURANCE	129,739	129,734	120,386	107,400	107,400	112,000	4%
10-16	L I D INSURANCE	3,525	3,356	3,206	3,200	3,200	2,900	-9%
10-17	WORKERS COMPENSATION	24,198	23,362	460	23,500	23,500	17,500	-26%
10-19	PENSION	136,648	23,686	25,289	27,500	27,500	24,600	-11%
10-20	OPEB	-	-	35,766	49,100	49,100	54,000	10%
	PERSONNEL COSTS	**941,687**	**831,243**	**807,754**	**835,000**	**807,300**	**782,700**	**-6%**
20-22	OFFICE SUPPLIES	85	62	127	-	-	-	0%
20-25	CUSTODIAL	231	510	129	300	300	300	0%
20-26	PROGRAM EXPENSES/SUPPLIES	45,094	40,792	60,073	45,000	45,000	41,700	-7%
20-28	MEDICAL SUP & PHYSICALS	-	-	3,151	-	-	-	0%
20-29	UNIFORMS/UNIFORM ALLOW	3,591	3,777	3,578	3,500	3,500	3,400	-3%
20-32	SECURITY/SAFETY MATERIALS	3,686	4,196	2,242	4,200	4,200	3,300	-21%
20-33	SMALL TOOLS	3,175	4,297	2,939	3,200	3,200	3,000	-6%
20-44	SAND AND SALT	674	413	-	400	400	400	0%
20-46	CITY BLDG MAINT SUPPLIES	499	1,790	858	400	400	400	0%
20-58	WATER/SEWER	2,855	4,443	3,119	3,800	3,800	3,000	-21%
	MATERIALS & SUPPLIES	**59,890**	**60,280**	**76,216**	**60,800**	**60,800**	**55,500**	**-9%**
30-21	TELEPHONE/FAX	680	742	655	700	700	700	0%
30-23	ELECTRICITY	3,732	3,316	3,404	3,500	3,500	2,800	-20%
30-24	HEATING OIL/GAS	4,917	3,707	3,604	4,500	4,500	4,500	0%
30-27	SUBSCRIPTIONS AND DUES	425	425	570	500	500	500	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	1,326	1,741	1,252	1,300	1,300	500	-62%
30-31	CONTRACTUAL SERVICES	-	-	3,115	10,000	10,000	33,000	230%
30-43	ENVIRONMENTAL EXPENSES	2,625	2,750	-	3,000	3,000	3,000	0%
30-44	AGENCY BILLING-TEMP HELP	20,974	19,396	11,636	23,000	23,000	18,000	-22%
30-62	GASOLINE	27,019	33,066	35,558	32,500	32,500	30,000	-8%
30-64	TRUCK REPAIRS/MAINTENANCE	3,323	1,200	-	-	-	-	0%
30-65	MAINT EQUIP REPAIRS/MAINT	24,347	24,469	19,350	16,800	16,800	15,000	-11%
30-67	RADIO REPAIRS/MAINTENANCE	1,401	1,397	1,850	1,700	16,500	2,300	35%
	ADMINISTRATIVE EXPENDITURES	**90,769**	**92,209**	**80,994**	**97,500**	**112,300**	**110,300**	**13%**
	OPERATING EXPENSES	**1,092,346**	**983,732**	**964,964**	**993,300**	**980,400**	**948,500**	
40-23	TRUCKS - PURCHASE	-	37,202	-	47,000	39,390	-	-100%
40-24	MAINT EQUIP - PURCHASE	-	9,347	-	65,000	72,610	50,100	-23%
	CAPITAL OUTLAY	**-**	**46,549**	**-**	**112,000**	**112,000**	**50,100**	**-55%**
	TOTAL EXPENDITURES	**$ 1,092,346**	**$ 1,030,281**	**$ 964,964**	**$ 1,105,300**	**$ 1,092,400**	**$ 998,600**	**-10%**
	OPERATING BUDGET STATS	**$ 1,119,611**	**$ 1,029,824**	**$ 994,122**	**$ 993,300**	**$ 980,400**	**$ 948,500**	
	ACTUAL % OF OPER BUDGET	**98%**	**98%**	**97%**				
	BUDGET % CHANGE	**-**	**-8%**	**-3%**	**0%**	**-1%**	**-3%**	
	REVENUES							
	GENERAL FUND	$ 1,092,346	$ 983,732	$ 964,964	$ 993,300	$ 980,400	$ 948,500	
	GOV. CAPITAL PROJECT FUND	-	46,549	-	112,000	112,000	50,100	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	16.0	16.0	14.0	14.0	14.0	13.0	

- Training & Certification
- Improve service levels: parks, downtown, etc.
- Mowing contract

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

SANITATION
110-1800-555

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 417,692	$ 450,553	$ 409,952	$ 411,700	$ 380,900	$ 398,000	-3%
10-12	OVERTIME	36,329	20,411	13,843	15,000	15,000	13,200	-12%
10-14	FICA TAXES	33,851	35,596	31,791	32,700	32,700	31,100	-5%
10-15	HEALTH INSURANCE	108,957	120,170	99,685	92,500	92,500	101,800	10%
10-16	L I D INSURANCE	2,532	2,744	2,441	2,400	2,400	2,100	-13%
10-17	WORKERS COMPENSATION	18,416	18,129	313	17,300	17,300	13,500	-22%
10-19	PENSION	91,777	19,915	19,055	20,500	20,500	18,800	-8%
10-20	OPEB	-	-	26,105	35,800	35,800	41,300	15%
	PERSONNEL COSTS	**709,554**	**667,518**	**603,185**	**627,900**	**597,100**	**619,800**	**-1%**
20-22	OFFICE SUPPLIES	111	181	141	-	-	-	0%
20-23	PRINTING AND DUPLICATING	77	3,234	1,704	-	-	-	0%
20-26	PROGRAM EXPENSES/SUPPLIES	23,821	37,213	80,306	25,000	25,000	20,000	-20%
20-29	UNIFORMS/UNIFORM ALLOW	2,560	3,133	2,981	2,700	2,700	2,900	7%
20-32	SECURITY/SAFETY MATERIALS	2,583	2,964	2,513	2,800	2,800	2,500	-11%
20-33	SMALL TOOLS	402	421	286	400	400	400	0%
20-38	COMPUTER HARDWARE	-	1,370	-	-	-	-	0%
20-46	CITY BLDG MAINT SUPPLIES	819	309	513	500	500	500	0%
	MATERIALS & SUPPLIES	**30,373**	**48,825**	**88,444**	**31,400**	**31,400**	**26,300**	**-16%**
30-21	TELEPHONE/FAX	450	504	491	500	500	500	0%
30-25	ADVERTISEMENT	1,130	935	1,013	1,500	1,500	1,100	-27%
30-28	TRAINING/CONF/FOOD/TRAVEL	413	2,138	11	100	100	100	0%
30-31	CONTRACTUAL SERVICES	1,138,541	1,283,030	1,219,136	1,300,000	1,215,000	1,315,300	1%
30-43	ENVIRONMENTAL EXPENSES	145	1,395	3,402	3,000	5,000	5,000	67%
30-44	AGENCY BILLING-TEMP HELP	58,821	60,777	42,277	45,000	78,000	59,000	31%
30-62	GASOLINE	79,396	112,755	126,906	130,000	130,000	125,000	-4%
30-64	TRUCK REPAIRS/MAINTENANCE	4,310	1,408	145	-	-	-	0%
30-65	MAINT EQUIP REPAIRS/MAINT	-	406	-	-	-	-	0%
30-67	RADIO REPAIRS/MAINTENANCE	1,156	1,316	1,207	1,300	13,400	1,700	31%
	ADMINISTRATIVE EXPENDITURES	**1,284,362**	**1,464,664**	**1,394,588**	**1,481,400**	**1,443,500**	**1,507,700**	**2%**
	OPERATING EXPENSES	**2,024,289**	**2,181,007**	**2,086,217**	**2,140,700**	**2,072,000**	**2,153,800**	**1%**
40-23	TRUCKS - PURCHASE	-	212,446	136,500	150,000	150,000	402,100	168%
	CAPITAL OUTLAY	**-**	**212,446**	**136,500**	**150,000**	**150,000**	**402,100**	**168%**
	TOTAL EXPENDITURES	**$ 2,024,289**	**$ 2,393,453**	**$ 2,222,717**	**$ 2,290,700**	**$ 2,222,000**	**$ 2,555,900**	**12%**
	OPERATING BUDGET STATS	**$ 2,200,285**	**$ 2,253,529**	**$ 2,405,949**	**$ 2,140,700**	**$ 2,072,000**	**$ 2,153,800**	
	ACTUAL % OF OPER BUDGET	**92%**	**97%**	**87%**				
	BUDGET % CHANGE	**-**	**2%**	**7%**	**-11%**	**-14%**	**4%**	
	REVENUES							
	GENERAL FUND	$ 2,024,289	$ 2,181,007	$ 2,086,217	$ 2,140,700	$ 2,072,000	$ 2,153,800	
	GOV. CAPITAL PROJECT FUND	-	212,446	136,500	150,000	150,000	402,100	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	12.0	12.0	13.0	11.0	11.0	11.0	

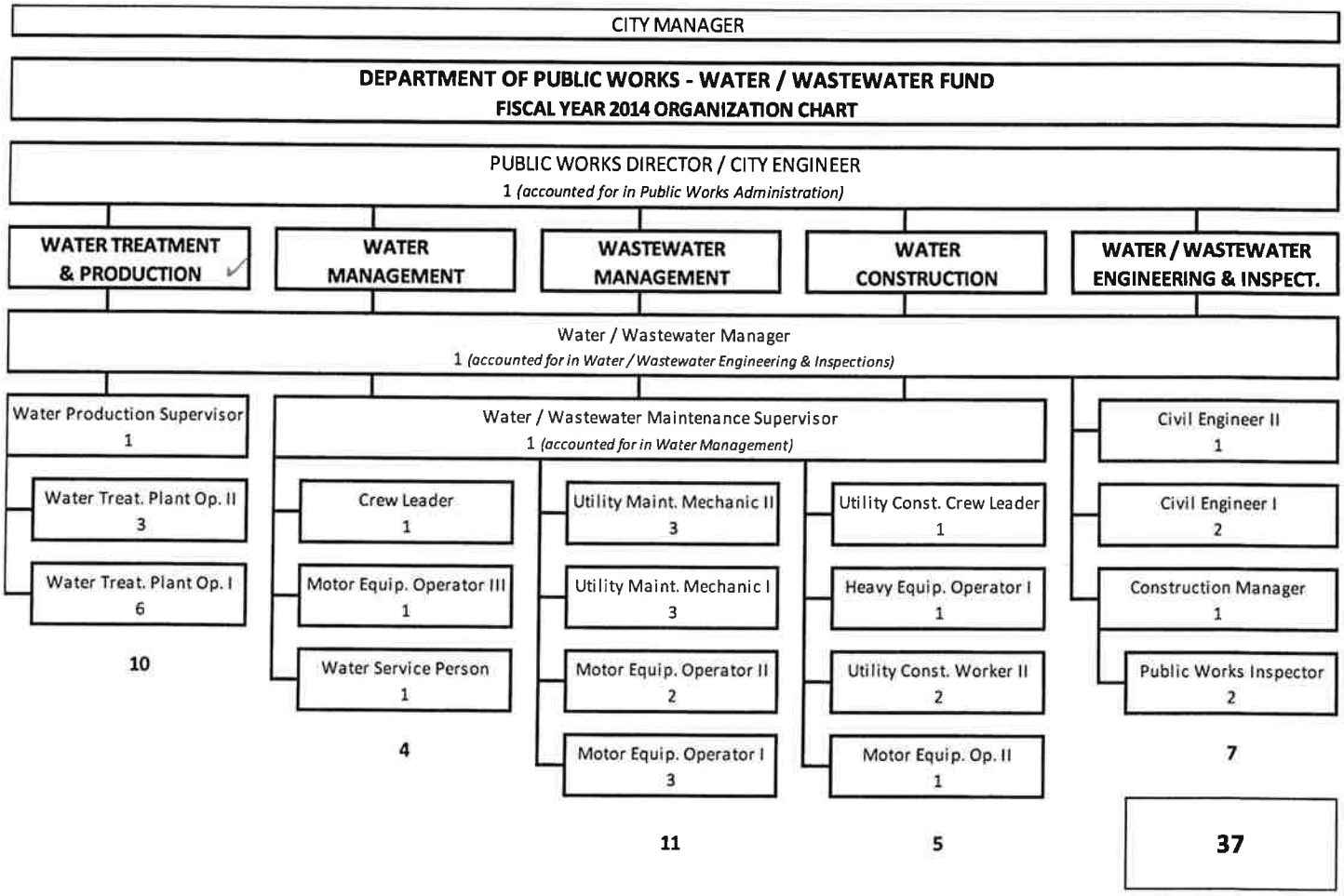
- Improve efficiencies
- Yard Waste - Composting pilot project
- Routes
- Recycling
- Landfill tonnage
- Reduce commercial customers

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

STREET
110-1800-554

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 439,752	$ 410,957	$ 413,756	$ 384,900	$ 384,900	$ 292,500	-24%
10-12	OVERTIME	19,474	6,187	5,026	9,000	9,000	8,800	-2%
10-13	TEMPORARY HELP	2,889	-	-	-	-	-	0%
10-14	FICA TAXES	34,742	31,778	31,500	30,100	30,100	23,100	-23%
10-15	HEALTH INSURANCE	89,757	95,072	88,428	78,800	78,800	74,400	-6%
10-16	L I D INSURANCE	2,615	2,539	2,308	2,300	2,300	1,600	-30%
10-17	WORKERS COMPENSATION	15,336	13,804	243	16,000	16,000	9,900	-38%
10-18	EDUCATIONAL ASSISTANCE	2,682	2,828	2,015	4,000	4,000	-	-100%
10-19	PENSION	92,405	18,908	19,051	19,700	19,700	15,100	-23%
10-20	OPEB	-	-	26,282	33,500	33,500	30,500	-9%
	PERSONNEL COSTS	**699,652**	**582,073**	**588,609**	**578,300**	**578,300**	**455,900**	**-21%**
20-22	OFFICE SUPPLIES	136	145	58	-	-	-	0%
20-23	PRINTING AND DUPLICATING	-	24	-	-	-	-	0%
20-26	PROGRAM EXPENSES/SUPPLIES	15,046	31,399	26,480	26,700	26,700	25,000	-6%
20-29	UNIFORMS/UNIFORM ALLOW	1,863	1,985	2,643	2,100	2,100	2,300	10%
20-32	SECURITY/SAFETY MATERIALS	4,179	4,588	2,817	4,300	4,300	3,000	-30%
20-33	SMALL TOOLS	2,299	2,253	2,812	2,500	2,500	2,500	0%
20-38	COMPUTER HARDWARE	1,222	-	-	-	-	-	0%
20-41	STREET REPAIRING MATERIAL	8,030	11,039	19,139	19,000	19,000	19,000	0%
20-42	STREET CLEANING SUPPLIES	3,507	4,359	2,591	4,300	4,300	4,000	-7%
20-43	STREET SIGNS/MARKING	13,162	15,270	13,622	16,000	16,000	16,000	0%
20-44	SAND AND SALT	7,395	24,576	599	10,000	10,000	8,000	-20%
20-46	CITY BLDG MAINT SUPPLIES	10,116	10,493	7,169	10,500	10,500	200	-98%
20-62	STORM SEWER SUPPLIES	948	4,064	4,402	4,000	4,000	3,000	-25%
20-64	DITCH MAINTENANCE	1,087	1,640	122	800	800	800	0%
	MATERIALS & SUPPLIES	**68,990**	**111,835**	**82,454**	**100,200**	**100,200**	**83,800**	**-16%**
30-21	TELEPHONE/FAX	930	1,605	676	900	900	200	-78%
30-25	ADVERTISEMENT	666	485	29	300	300	300	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	820	3,471	-	100	8,800	100	0%
30-29	CONSULTING FEES	-	-	-	-	-	3,500	0%
30-31	CONTRACTUAL SERVICES	14,023	4,889	575	500	500	600	20%
30-43	ENVIRONMENTAL EXPENSES	-	-	-	-	-	-	0%
30-44	AGENCY BILLING-TEMP HELP	9,978	13,119	-	5,000	5,000	5,000	0%
30-62	GASOLINE	52,970	46,391	48,344	50,000	50,000	47,000	-6%
30-64	TRUCK REPAIRS/MAINTENANCE	168	538	(344)	-	-	-	0%
30-65	MAINT EQUIP REPAIRS/MAINT	20,047	69,934	13,341	20,000	11,300	5,000	-75%
30-67	RADIO REPAIRS/MAINTENANCE	1,449	1,075	2,056	1,400	16,900	2,300	64%
30-99	SNOW EMERGENCY	236,582	-	131,245	-	-	-	0%
	ADMINISTRATIVE EXPENDITURES	**337,633**	**141,507**	**195,922**	**78,200**	**93,700**	**64,000**	**-18%**
	OPERATING EXPENDITURES	**1,106,275**	**835,415**	**866,985**	**756,700**	**772,200**	**603,700**	**-20%**
40-23	TRUCKS - PURCHASE	-	104,476	176,721	-	12,000	141,700	0%
40-25	OTHER EQUIPMENT PURCHASE	-	-	-	-	-	39,800	0%
40-31	CONSTRUCTION - PURCHASE	50,467	350,123	29,617	2,024,000	3,546,700	70,000	-97%
	CAPITAL OUTLAY	**50,467**	**454,599**	**206,338**	**2,024,000**	**3,558,700**	**251,500**	**-88%**
	TOTAL EXPENDITURES	**$ 1,156,742**	**$ 1,290,014**	**$ 1,073,323**	**$ 2,780,700**	**$4,330,900**	**$ 855,200**	**-69%**
	OPERATING BUDGET STATS	**$ 857,422**	**$ 837,040**	**$ 899,755**	**$ 756,700**	**$ 772,200**	**$ 603,700**	
	ACTUAL % OF OPER BUDGET	**129%**	**100%**	**96%**				
	BUDGET % OF CHANGE	**-**	**-2%**	**7%**	**-16%**	**-14%**	**-22%**	
	REVENUES							
	GENERAL FUND	$ 1,106,275	$ 835,415	$ 866,985	$ 756,700	$ 772,200	$ 603,700	
	GOV. CAPITAL PROJECT FUND	50,467	454,599	206,338	2,024,000	3,558,700	251,500	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	11.0	11.0	11.0	10.0	10.0	8.0	

- Training & Certifications
- MS4 Compliance
- Storm Water System
- Silver Lake Dam
- Flood Plain Mgt.


CITY MANAGER
DEPARTMENT OF PUBLIC WORKS - WATER / WASTEWATER FUND
FISCAL YEAR 2014 ORGANIZATION CHART
PUBLIC WORKS DIRECTOR / CITY ENGINEER
1 (accounted for in Public Works Administration)
WATER TREATMENT & PRODUCTION
WATER MANAGEMENT
WASTEWATER MANAGEMENT
WATER CONSTRUCTION
WATER / WASTEWATER ENGINEERING & INSPECT.
Water / Wastewater Manager
1 (accounted for in Water / Wastewater Engineering & Inspections)
Water Production Supervisor 1
Water Treat. Plant Op. II 3
Water Treat. Plant Op. I 6
10
Water / Wastewater Maintenance Supervisor
1 (accounted for in Water Management)
Crew Leader 1
Motor Equip. Operator III 1
Water Service Person 1
4
Utility Maint. Mechanic II 3
Utility Maint. Mechanic I 3
Motor Equip. Operator II 2
Motor Equip. Operator I 3
11
Utility Const. Crew Leader 1
Heavy Equip. Operator I 1
Utility Const. Worker II 2
Motor Equip. Op. II 1
5
Civil Engineer II 1
Civil Engineer I 2
Construction Manager 1
Public Works Inspector 2
7
37

WATER TREATMENT PLANT
412/417-7600-576

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 414,382	$ 443,044	$ 469,096	$ 429,000	$ 429,000	$ 441,800	3%
10-12	OVERTIME	24,537	18,291	21,038	18,500	18,500	19,700	6%
10-14	FICA TAXES	32,389	33,663	35,866	34,000	34,000	35,300	4%
10-15	HEALTH INSURANCE	100,634	125,858	124,712	119,000	119,000	126,600	6%
10-16	L I D INSURANCE	2,361	2,379	2,413	2,400	2,400	2,400	0%
10-17	WORKERS COMPENSATION	17,820	17,808	348	18,200	18,200	15,200	-16%
10-19	PENSION	82,788	20,617	21,102	21,200	21,200	22,300	5%
10-20	OPEB	-	-	22,421	29,500	29,500	36,100	22%
	PERSONNEL COSTS	**674,911**	**661,660**	**696,996**	**671,800**	**671,800**	**699,400**	**4%**
20-23	PRINTING AND DUPLICATING	814	932	1,044	1,000	1,000	1,000	0%
20-25	CUSTODIAL	220	157	171	200	200	200	0%
20-29	UNIFORMS/UNIFORM ALLOW	2,275	2,320	2,596	3,500	3,500	3,500	0%
20-31	BOOKS	406	96	-	200	200	-	-100%
20-32	SECURITY/SAFETY MATERIALS	2,023	2,513	2,134	2,700	2,700	2,700	0%
20-33	SMALL TOOLS	4,312	3,834	3,891	4,000	4,000	4,500	13%
20-35	CHEMICALS & ADDITIVES	114,028	118,194	105,193	128,000	128,000	128,000	0%
20-37	COMPUTER SOFTWARE	169	165	179	200	200	200	0%
20-38	COMPUTER HARDWARE	-	1,370	1,299	-	-	-	0%
20-46	CITY BLDG MAINT SUPPLIES	2,624	1,915	2,821	2,000	2,000	2,500	25%.
20-49	WELL SUPPLIES/REHAB	12,841	10,405	9,333	12,000	12,000	11,000	-8%
	MATERIALS & SUPPLIES	**139,712**	**141,901**	**128,661**	**153,800**	**153,800**	**153,600**	**0%**
30-21	TELEPHONE/FAX	680	643	213	600	600	200	-67%
30-23	ELECTRICITY	494,242	517,153	454,847	520,000	520,000	450,000	-13%
30-24	HEATING OIL/GAS	6,346	6,693	2,841	6,500	6,500	4,000	-38%
30-27	SUBSCRIPTIONS AND DUES	400	500	400	500	500	500	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	255	310	175	200	200	200	0%
30-31	CONTRACTUAL SERVICES	125,138	101,209	141,067	150,000	150,000	171,300	14%
30-62	GASOLINE	8,777	12,037	13,300	1,200	1,200	12,000	900%
30-66	OTHER EQUIP REPAIRS/MAINT	13,588	15,028	8,062	13,000	13,000	10,000	-23%
30-67	RADIO REPAIRS/MAINTENANCE	1,072	372	1,116	5,000	17,800	600	-88%
	ADMINISTRATIVE EXPENDITURES	**650,498**	**653,945**	**622,021**	**697,000**	**709,800**	**648,800**	**-7%**
	OPERATING EXPENDITURES	**1,465,121**	**1,457,506**	**1,447,678**	**1,522,600**	**1,535,400**	**1,501,800**	**-1%**
40-23	TRUCKS - PURCHASE	38,793	-	22,898	24,100	29,208	-	-100%
	CAPITAL OUTLAY	**38,793**	**-**	**22,898**	**24,100**	**29,208**	**-**	**-100%**
	TOTAL EXPENDITURES	**$ 1,503,914**	**$ 1,457,506**	**$ 1,470,576**	**$ 1,546,700**	**$ 1,564,608**	**$ 1,501,800**	**-3%**
	OPERATING BUDGET STATS	**$ 1,556,663**	**$ 1,475,704**	**$ 1,543,114**	**$ 1,522,600**	**$ 1,535,400**	**$ 1,501,800**	
	ACTUAL % OF OPER BUDGET	**94%**	**99%**	**94%**				
	BUDGET % CHANGE	**-**	**-5%**	**5%**	**-**	**-**	**-2%**	
	REVENUES							
	WATER/WASTEWATER FUND	$ 1,465,121	$ 1,457,506	$ 1,447,678	$ 1,522,600	$ 1,535,400	$ 1,501,800	
	WATER/WASTEWATER I & E FUND	38,793	-	22,898	24,100	29,208	-	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	10.0	10.0	10.0	10.0	10.0	10.0	

- Training & certifications
- WTP 22 wells & 6+2=8 elevated water storage towers.
- Need to expand staff in FY-2015.
- 30-31 Water tower maintenance → increase w/ more towers
- Wellhead Redevelopment & antiquated systems.

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

WATER MANAGEMENT
412/417-6800-568

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 158,015	$ 150,216	$ 142,559	$ 160,850	$ 160,850	$ 190,900	19%
10-12	OVERTIME ★	16,212	10,682	8,160	11,650	11,650	11,200	-4%
10-14	FICA TAXES	13,161	11,756	11,050	13,000	13,000	15,400	18%
10-15	HEALTH INSURANCE	47,878	62,430	88,084	46,300	46,300	54,400	17%
10-16	L I D INSURANCE	1,005	1,184	1,728	950	950	1,100	16%
10-17	WORKERS COMPENSATION	7,069	6,206	105	7,000	7,000	6,700	-4%
10-19	PENSION	36,204	6,625	6,581	8,000	8,000	9,100	14%
10-20	OPEB	-	-	13,594	10,850	10,850	15,500	43%
	PERSONNEL COSTS	**279,544**	**249,099**	**271,861**	**258,600**	**258,600**	**304,300**	**18%**
20-28	MEDICAL SUP & PHYSICALS	412	234	341	600	600	500	-17%
20-29	UNIFORMS/UNIFORM ALLOW	726	784	813	1,200	1,200	900	-25%
20-31	BOOKS	48	128	95	200	200	-	-100%
20-32	SECURITY/SAFETY MATERIALS	1,183	1,195	1,766	1,500	1,500	1,900	27%
20-33	SMALL TOOLS	4,539	6,916	8,808	7,000	7,000	7,000	0%
20-38	COMPUTER HARDWARE	611	685	-	-	-	-	0%
20-51	WATER/SEWER SYSTEM SUP	40,336	47,612	46,456	45,000	45,000	45,000	0%
20-53	METERS/METER SUPPLIES	6,988	6,986	10,115	12,000	12,000	10,000	-17%
	MATERIALS & SUPPLIES	**54,843**	**64,540**	**68,394**	**67,500**	**67,500**	**65,300**	**-3%**
30-21	TELEPHONE/FAX	4,086	3,700	3,659	4,000	4,000	4,000	0%
30-25	ADVERTISEMENT	7,219	8,902	5,123	7,500	6,300	4,000	-47%
30-27	SUBSCRIPTIONS AND DUES	2,721	2,826	2,710	2,500	2,500	2,900	16%
30-28	TRAINING/CONF/FOOD/TRAVEL	200	510	50	100	100	2,600	2500%
30-29	CONSULTING FEES	1,015	4,023	12,832	5,000	5,000	3,500	-30%
30-31	CONTRACTUAL SERVICES	36,447	23,055	6,817	25,000	26,200	25,000	0%
30-62	GASOLINE	15,860	20,460	22,713	23,000	23,000	21,000	-9%
30-64	TRUCK REPAIRS/MAINTENANCE	1,136	108	-	-	-	-	0%
30-65	MAINT EQUIP REPAIRS/MAINT	201	314	532	600	600	500	-17%
30-67	RADIO REPAIRS/MAINTENANCE	2,251	1,735	900	14,400	21,200	1,000	-0.93056
	ADMINISTRATIVE EXPENDITURES	**71,136**	**65,633**	**55,336**	**82,100**	**88,900**	**64,500**	**-21%**
	OPERATING EXPENDITURES	**405,523**	**379,272**	**395,591**	**408,200**	**415,000**	**434,100**	**6%**
40-23	TRUCKS - PURCHASE	-	-	28,816	158,000	153,036	-	-100%
40-25	OTHER EQUIP - PURCHASE	4,928	-	-	20,000	50,200	26,800	34%
40-31	CONSTRUCTION - PURCHASE	498,806	959,816	2,238,456	4,892,000	5,526,352	1,450,000	-70%
40-34	WATER LINES	23,852	92,888	94,907	70,000	70,000	-	-100%
	CAPITAL OUTLAY	**527,586**	**1,052,704**	**2,362,179**	**5,140,000**	**5,799,588**	**1,476,800**	**-71%**
	TOTAL EXPENDITURES	**$ 933,109**	**$ 1,431,976**	**$ 2,757,770**	**$ 5,548,200**	**$ 6,214,588**	**$1,910,900**	**-66%**
	OPERATING BUDGET STATS	**$ 458,333**	**$ 374,920**	**$ 382,655**	**$ 408,200**	**$ 415,000**	**$ 434,100**	
	ACTUAL % OF OPER BUDGET	**88%**	**101%**	**103%**				
	BUDGET % CHANGE	**-**	**-18%**	**2%**	**7%**	**8%**	**5%**	
	REVENUES							
	WATER/WASTEWATER FUND	$ 405,523	$ 379,272	$ 395,591	$ 408,200	$ 415,000	$ 434,100	
	WATER/WASTEWATER I & E FUND	527,586	1,052,704	2,362,179	5,140,000	5,799,588	1,476,800	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	8.0	5.0	4.0	5.0	5.0	4.0	

- Training & Certification
- Software → Asset Mgt.
- Distribution system maintenance (R&R)
- 30-31 Outside Contractors

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

WASTE WATER MANAGEMENT
412/417-6900-569

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 354,259	$ 379,191	$ 372,790	$ 397,550	$ 374,550	$ 382,100	-4%
10-12	OVERTIME	25,175	24,882	23,300	27,050	27,050	27,100	0%
10-14	FICA TAXES	28,924	30,298	29,900	31,900	31,900	31,400	-2%
10-15	HEALTH INSURANCE	71,473	91,357	56,379	99,900	99,900	91,900	-8%
10-16	L I D INSURANCE	1,792	1,759	1,218	2,250	2,250	2,100	-7%
10-17	WORKERS COMPENSATION	13,780	15,563	251	17,200	17,200	13,500	-22%
10-18	EDUCATIONAL ASSISTANCE	-	-	-	4,000	4,000	-	-100%
10-19	PENSION	60,276	18,300	18,039	20,200	20,200	19,500	-3%
10-20	OPEB	-	-	12,111	26,750	26,750	30,300	13%
	PERSONNEL COSTS	**555,679**	**561,350**	**513,988**	**626,800**	**603,800**	**597,900**	**-5%**
20-28	MEDICAL SUP & PHYSICALS	88	234	341	900	900	1,300	44%
20-29	UNIFORMS/UNIFORM ALLOW	2,598	2,674	2,611	3,300	3,300	3,100	-6%
20-32	SECURITY/SAFETY MATERIALS	1,818	3,180	3,171	3,300	3,300	3,400	3%
20-33	SMALL TOOLS	4,813	10,726	4,971	6,000	6,000	5,000	-17%
20-35	CHEMICALS & ADDITIVES	2,732	1,536	2,477	2,800	2,800	2,800	0%
20-37	COMPUTER SOFTWARE	-	-	3,600	3,600	3,600	3,600	0%
20-38	COMPUTER HARDWARE	2,104	4,285	-	-	-	-	0%
20-46	CITY BLDG MAINT SUPPLIES	386	436	341	500	500	500	0%
20-51	WATER/SEWER SYSTEM SUP	16,858	16,603	16,452	16,200	16,200	16,000	-1%
20-53	METERS/METER SUPPLIES	8,299	7,711	10,586	12,000	12,000	10,000	-17%
20-54	PUMPING STATION SUPPLIES	31,507	38,473	37,529	38,000	38,000	38,000	0%
20-58	WATER/SEWER	1,262	2,134	1,513	2,200	2,200	1,000	-55%
	MATERIALS & SUPPLIES	**72,465**	**87,992**	**83,592**	**88,800**	**88,800**	**84,700**	**-5%**
30-21	TELEPHONE/FAX	4,086	4,126	3,659	4,000	4,000	4,000	0%
30-23	ELECTRICITY	185,925	170,715	189,684	170,000	170,000	170,000	0%
30-27	SUBSCRIPTIONS AND DUES	58	63	-	-	-	-	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	554	426	8	100	100	7,600	7500%
30-29	CONSULTING FEES	4,645	9,678	6,824	5,000	5,000	3,500	-30%
30-31	CONTRACTUAL SERVICES	69,663	40,938	46,748	43,000	66,000	42,600	-1%
30-62	GASOLINE	23,587	29,395	25,304	30,000	30,000	30,000	0%
30-64	TRUCK REPAIRS/MAINTENANCE	5,146	5,334	3,673	-	-	-	0%
30-65	MAINT EQUIP REPAIRS/MAINT	40	1,141	2,316	5,600	5,600	3,000	-46%
30-67	RADIO REPAIRS/MAINTENANCE	954	560	2,272	19,700	23,700	1,800	-0.90863
	ADMINISTRATIVE EXPENDITURES	**294,658**	**262,376**	**280,488**	**277,400**	**304,400**	**262,500**	**-5%**
	OPERATING EXPENDITURES	**922,802**	**911,718**	**878,068**	**993,000**	**997,000**	**945,100**	**-5%**
40-23	TRUCKS - PURCHASE	-	-	28,816	248,000	245,096	237,200	-4%
40-25	OTHER EQUIPMENT	19,009	-	-	20,000	20,000	-	-100%
40-31	CONSTRUCTION - PURCHASE	1,026,551	4,028,578	1,541,124	3,467,300	5,403,400	1,013,800	-71%
40-35	SEWER LINES	196,586	110,719	229,601	82,000	82,000	-	-100%
	CAPITAL OUTLAY	**1,242,146**	**4,139,297**	**1,799,541**	**3,817,300**	**5,750,496**	**1,251,000**	**-67%**
	TOTAL EXPENDITURES	**$ 2,164,948**	**$ 5,051,015**	**$ 2,677,609**	**$ 4,810,300**	**$ 6,747,496**	**$ 2,196,100**	**-54%**
	OPERATING BUDGET STATS	**$ 988,455**	**$ 945,296**	**$ 959,735**	**$ 993,000**	**$ 997,000**	**$ 945,100**	
	ACTUAL % OF OPER BUDGET	**93%**	**96%**	**91%**				
	BUDGET % CHANGE	**-**	**-4%**	**2%**	**3%**	**4%**	**-5%**	
	REVENUES							
	WATER/WASTEWATER FUND	$ 922,802	$ 911,718	$ 878,068	$ 993,000	$ 997,000	$ 945,100	
	WATER/WASTEWATER I & E FUND	1,242,146	4,139,297	1,799,541	3,817,300	5,750,496	1,251,000	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	11.0	10.0	10.0	10.0	10.0	11.0	

- Training & Certifications
- Software → Asset Mgt.
- Transmission system / Pump Station : (R&R)
- 30-31 : ServPro ; Sawyer's ; Industrial lab analysis

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

WATER CONSTRUCTION
412/417-5600-556

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 223,480	$ 226,518	$ 203,185	$ 188,100	$ 188,900	$ 196,200	4%
10-12	OVERTIME	19,362	10,462	8,561	12,500	12,500	15,000	20%
10-14	FICA TAXES	17,686	17,411	15,544	15,000	15,000	16,200	8%
10-15	HEALTH INSURANCE	56,973	64,247	55,796	47,800	47,800	50,800	6%
10-16	L I D INSURANCE	1,328	1,273	1,123	1,000	1,000	1,000	0%
10-17	WORKERS COMPENSATION	8,400	7,820	123	8,100	8,100	7,000	-14%
10-19	PENSION	47,301	8,795	8,832	8,500	8,500	8,500	0%
10-20	OPEB	-	-	9,953	12,600	12,600	15,500	23%
	PERSONNEL COSTS	**374,530**	**336,526**	**303,117**	**293,600**	**294,400**	**310,200**	**6%**
20-28	MEDICAL SUP & PHYSICALS	-	-	-	-	-	700	0%
20-29	UNIFORMS/UNIFORM ALLOW	1,373	1,473	1,253	1,600	1,600	1,400	-13%
20-32	SECURITY/SAFETY MATERIALS	1,832	1,975	2,458	2,300	2,300	2,200	-4%
20-33	SMALL TOOLS	5,510	4,521	4,556	4,500	4,500	4,500	0%
20-38	COMPUTER HARDWARE	-	1,370	-	-	-	-	0%
20-46	CITY BLDG MAINT SUPPLIES	403	379	449	400	400	400	0%
20-58	WATER/SEWER	106	135	117	200	200	200	0%
	MATERIALS & SUPPLIES	**9,224**	**9,853**	**8,833**	**9,000**	**9,000**	**9,400**	**4%**
30-21	TELEPHONE/FAX	678	546	1,057	600	600	200	-67%
30-23	ELECTRICITY	2,006	2,181	2,183	2,000	2,000	2,000	0%
30-24	HEATING OIL/GAS	1,868	2,568	2,920	3,000	3,000	3,000	0%
30-28	TRAINING/CONF/FOOD/TRAVEL	180	379	-	100	100	100	0%
30-31	CONTRACTUAL SERVICES	2,973	2,676	3,558	3,000	3,000	3,000	0%
30-62	GASOLINE	22,958	23,626	22,051	25,000	25,000	22,000	-12%
30-64	TRUCK REPAIRS/MAINTENANCE	22	473	-	-	-	-	0%
30-66	OTHER EQUIP REPAIRS/MAINT	21,475	9,672	3,246	600	600	600	0%
30-67	RADIO REPAIRS/MAINTENANCE	1,150	1,285	735	8,800	15,500	900	-90%
	ADMINISTRATIVE EXPENDITURES	**53,310**	**43,406**	**35,750**	**43,100**	**49,800**	**31,800**	**-26%**
	OPERATING EXPENDITURES	**437,064**	**389,785**	**347,700**	**345,700**	**353,200**	**351,400**	**2%**
40-31	CONSTRUCTION - PURCHASE	-	22	-	-	-	-	0%
40-23	TRUCKS - PURCHASE	-	-	29,985	31,000	31,000	90,000	190%
	CAPITAL OUTLAY	**-**	**22**	**29,985**	**31,000**	**31,000**	**90,000**	**190%**
	TOTAL EXPENDITURES	**$ 437,064**	**$ 389,807**	**$ 377,685**	**$ 376,700**	**$ 384,200**	**$ 441,400**	**17%**
	OPERATING BUDGET STATS	**$ 401,338**	**$ 400,439**	**$ 409,988**	**$ 345,700**	**$ 353,200**	**$ 351,400**	
	ACTUAL % OF OPER BUDGET	**109%**	**97%**	**85%**				
	BUDGET % CHANGE	**-**	**-**	**2%**	**-16%**	**-14%**	**-**	
	REVENUES							
	WATER/WASTEWATER FUND	$ 437,064	$ 389,785	$ 347,700	$ 345,700	$ 353,200	$ 351,400	
	WATER/WASTEWATER I & E FUND	-	-	29,985	31,000	31,000	90,000	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	6.0	6.0	6.0	5.0	5.0	5.0	

- Training & Certification
- In-house Water CIP (Primary)

FY 2014 DRAFT ANNUAL OPERATING BUDGET - DOVER, DELAWARE

WATER/WASTEWATER ENGINEERING
412/417-2600-553

ACCT	DESCRIPTION	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 REVISED	2013-2014 PROPOSED	% CHANGE
10-11	SALARIES	$ 474,843	$ 338,942	$ 338,319	$ 397,000	$ 397,000	$ 415,100	5%
10-12	OVERTIME ★	3,856	460	966	600	600	3,300	450%
10-14	FICA TAXES	35,810	25,105	25,165	30,100	30,100	32,000	6%
10-15	HEALTH INSURANCE	68,436	63,257	55,249	67,300	67,300	79,600	18%
10-16	L I D INSURANCE	2,588	2,013	1,936	2,200	2,200	2,300	5%
10-17	WORKERS COMPENSATION	4,347	2,852	43	3,600	3,600	1,300	-64%
10-18	EDUCATIONAL ASSISTANCE	5,962	3,006	6,699	1,100	1,100	-	-100%
10-19	PENSION	78,949	14,697	16,473	20,300	20,300	21,300	5%
10-20	OPEB	-	-	6,991	27,200	27,200	34,700	28%
	PERSONNEL COSTS	**674,791**	**450,332**	**451,841**	**549,400**	**549,400**	**589,600**	**7%**
20-22	OFFICE SUPPLIES	-	-	-	1,000	1,000	1,000	0%
20-29	UNIFORMS/UNIFORM ALLOW	21	50	-	600	600	600	0%
20-31	BOOKS	69	25	430	200	200	600	200%
20-32	SECURITY/SAFETY MATERIALS	261	990	916	1,000	1,000	1,000	0%
20-33	SMALL TOOLS	140	413	541	200	200	200	0%
20-37	COMPUTER SOFTWARE	7,978	5,172	9,076	9,000	9,000	9,000	0%
20-38	COMPUTER HARDWARE	4,174	-	2,374	1,600	1,600	-	-100%
	MATERIALS & SUPPLIES	**12,643**	**6,650**	**13,337**	**13,600**	**13,600**	**12,400**	**-9%**
30-21	TELEPHONE/FAX	1,261	1,269	1,648	1,500	1,500	1,400	-7%
30-27	SUBSCRIPTIONS AND DUES	1,020	954	942	800	800	1,100	38%
30-28	TRAINING/CONF/FOOD/TRAVEL	188	479	1,590	300	300	2,800	833%
30-31	CONTRACTUAL SERVICES	-	22,188	31,187	25,000	24,350	50,000	100%
30-39	IN-HOUSE TRAINING	-	-	625	-	650	600	0%
30-62	GASOLINE	5,744	5,927	6,750	6,500	6,500	6,500	0%
30-64	TRUCK REPAIRS/MAINTENANCE	-	290	-	-	-	-	0%
30-67	RADIO REPAIRS/MAINTENANCE	170	-	-	800	4,800	500	-38%
	ADMINISTRATIVE EXPENDITURES	**8,383**	**31,107**	**42,742**	**34,900**	**38,900**	**62,900**	**80%**
	OPERATING EXPENDITURES	**695,817**	**488,089**	**507,920**	**597,900**	**601,900**	**664,900**	**11%**
40-23	TRUCKS - PURCHASE	-	-	-	23,400	29,208	-	-100%
40-99	DEPRECIATION EXPENSE	8,636	8,056	6,315	-	-	-	0%
	CAPITAL OUTLAY	**8,636**	**8,056**	**6,315**	**23,400**	**29,208**	**-**	
	TOTAL EXPENDITURES	**$ 704,453**	**$ 496,145**	**$ 514,235**	**$ 621,300**	**$ 631,108**	**$ 664,900**	**7%**
	OPERATING BUDGET STATS	**$ 697,783**	**$ 540,099**	**$ 622,230**	**$ 597,900**	**$ 601,900**	**$ 664,900**	
	ACTUAL % OF OPER BUDGET	**100%**	**90%**	**82%**				
	BUDGET % CHANGE	**-**	**-23%**	**15%**	**-4%**	**-3%**	**10%**	
	REVENUES							
	WATER/WASTEWATER FUND	$ 695,817	$ 488,089	$ 507,920	$ 597,900	$ 601,900	$ 664,900	
	WATER/WASTEWATER I & E FUND	-	8,056	6,315	23,400	29,208	-	
	PERSONNEL							
	BUDGETED FULL-TIME POSITIONS	7.0	7.0	6.0	6.0	6.0	7.0	

- Training & Certifications
- Engineer / Environmental Scientist for MS4 & Industrial NPDES permit.
- Floodplain Mgt. & Silver Lake Dam
- Software - Asset Mgt.

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on October 14, 2013 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mrs. Williams, and Mr. Hutchison. Mr. Anderson and Mr. Hare were absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief West, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present (departed at 7:51 p.m.).

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President Bonar declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Mr. Roy Sudler, 353 Rita Wilma Lane, as Chair of the Dover Human Relations Commission (DHRC), advised members that the DHRC recently received an enormous amount of complaints from Mr. Eshed Alston, Mr. Bobby Wilson, and Mr. Lamar Gunn. As a result of the recent ordinance amendments involving the DHRC, he stated that members are seeking guidance and instructions on how to respond to those complaints in accordance with the new decree for the DHRC. He stated that there are a list of 10 complaints that he will submit to the Legislative, Finance, and Administration Committee, City Council, and the Mayor. He assured members that the DHRC is eager to receive instructions on how to proceed in order to respond within a reasonable time frame. Mr. Sudler stated that the DHRC is looking forward to working closer with all entities of the City of Dover to ensure a fair and higher quality of living among all segments of Dover, Delaware.

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance led by Bryce Bundek.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda as presented, seconded by Mrs. Williams and unanimously carried.

Mr. Slavin moved for approval of the consent agenda as presented, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 23, 2013

The Minutes of the Regular Council Meeting of September 23, 2013 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Dixon, and bore the written approval of Mayor Carey.

PROCLAMATION - NATIONAL COMMUNITY PLANNING MONTH

Mayor Carey read the following Proclamation into the record:

WHEREAS, in every community, change is constant and affects all of us however community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our communities and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the City of Dover Planning Commission and other citizen planners who have contributed their time and expertise to the improvement of the City of Dover.

NOW THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the month of October 2013 as ***NATIONAL COMMUNITY PLANNING MONTH*** *in the City of Dover, and encourage all citizens to recognize the valuable contributions made by community and regional planners and our partner agencies at the State and county level, and extend our heartfelt thanks for the continued commitment to public service by these professionals.*

Mayor Carey presented the Proclamation to Mrs. Ann Marie Townshend, Director of Planning and Community Development, as well as Mrs. Dawn Melson-Williams, Ms. Janelle Cornwell, and Ms. Connie Holland. Mrs. Townshend explained that Planning is very much a team effort, which includes City Staff, Planning Commission Members, members of City Council, and members of the public. She advised members that Mrs. Melson-Williams and Ms. Cornwell have been the heart of the Planning Office for the past decade. She indicated that Ms. Cornwell recently left the City for employment at Kent County and noted that Planning cannot be accomplished without the partnerships that the City has with Kent County, as well as the State of Delaware. Mrs. Townshend thanked Ms. Holland for the role she has played in Planning at both the county and state levels, and for serving as a great mentor to her over the years.

Having an understanding of the importance of a good partnership, Mr. Hutchison relayed his appreciation to the City's Planning Department, Kent County Planning, and the State of Delaware for their hard work and dedication.

Council President Bonar also thanked Ms. Holland, Ms. Cornwell, Mrs. Melson-Williams, and Mrs. Townshend for what they have done for the planning process in the State, County, and City.

PRESENTATIONS - 2013 MAYOR'S ARTS AWARDS

Mayor Carey reminded members that, every October, the Mayor's Arts Awards are presented to recognize those that have excelled in providing a variety of arts, entertainment, and education in Dover, making the area a better place to live and work, which is good for our community, economy,

and the City's future. He stated that this years recipients are honored for their part in increasing the awareness of the Arts in Dover and he presented the 2013 Mayor's Arts Awards, as follows:

Jan Crumpley

Mayor Carey stated that Ms. Jan Crumpley has been described as an "arts engine" by a friend. The artist, Ms. Crumpley, is receiving a Mayor's Arts Award because of her outstanding contributions to the arts in Dover as a Plein-Air artist, as a folk musician, and an arts organizer. Ms. Crumpley tirelessly promotes the arts and history of Dover. She has become a treasure to local arts organizations by donating her artistic talents, her advocacy skills, and her fundraising abilities for the arts. She is now being recognized for her lasting and profound impact on the cultural life of the Greater Dover area. The Mayor and the Greater Dover Arts Council are proud to honor Ms. Jan Crumpley with a Mayor's Arts Award.

Ms. Crumpley thanked everyone for the recognition.

K. M. Hammond

Mayor Carey advised members that the painting, like life, is a puzzle in which all the parts eventually fit together perfectly. This declared philosophy is what the self-taught artist Ms. K. M. Hammond lives by and she is receiving a Mayor's Arts Award because of her perfectly fitting puzzle of life dedicated to the arts. Ms. Hammond has a long list of accomplishments that include participation in numerous art exhibitions and receiving many awards and honors for her art. Her award winning art is displayed throughout the City. Ms. Hammond is now recognized for her lasting and profound impact on the arts of the Greater Dover area. The Mayor and the Greater Dover Arts Council are proud to honor Ms. K. M. Hammond with a Mayor's Arts Award.

Donald A. Parks

Mayor Carey noted that the legacy of the arts advocacy of Dr. Donald A. Parks is well known throughout the City of Dover. His lasting impact and outstanding contributions to almost all of the visual and performing arts in Dover qualify him to receive a Mayor's Arts Award. Dr. Parks has successfully supported the arts through educating thousands of Delaware State University students, to being appointed by the Governor to the Board of Trustees at the Biggs Museum of American Art, to being a major contributor to countless arts organizations. This civic-minded individual's move to North Carolina has been a great loss to the arts in Dover. The Mayor and the Greater Dover Arts Council are proud to honor Donald A. Parks with a Mayor's Arts Award.

Mayor Carey indicated that Mr. Parks was not able to attend this evening's meeting; therefore, the actual presentation of the award will be accomplished at a later date.

PRESENTATIONS - 2013 MAYOR'S YOUTH ARTS AWARDS

Mayor Carey reminded members that a few years ago, the youth in the community were chosen to be recognized for their great achievements as young individuals in helping to further the arts in the City of Dover. Mayor Carey presented the 2013 Mayor's Youth Arts Awards, as follows:

Rachel Frebert

Mayor Carey stated that Miss Rachel Frebert, who is a Saint Thomas More Academy student, states that "art is more than a way of life; it is who I am, who I've become, and who I will be." He indicated that Miss Frebert is serious about art and is receiving a Mayor's Youth Arts Award because of her ability to recognize her talent and to share it with others. Recently, her artwork was displayed in the emergency wing of Kent General Hospital where her colorful pastel landscape could brighten the lives of the families who saw tragedy. The art portfolio that Miss Frebert submitted for consideration was diverse and represented a strong display of the knowledge of the elements of art and the principles of design. The Mayor and the Greater Dover Arts Council are proud to honor Miss Rachel Frebert with a Mayor's Youth Arts Award.

Alicia M. Fox

Mayor Carey advised members that Miss Alicia M. Fox, who is a junior at Saint Thomas More Academy, was nominated by the Academy's art teacher without hesitation and that the drama teacher gave her wholehearted endorsement. Miss Fox is a promising artist whose artistic abilities should be commended with a Mayor's Youth Arts Award. He stated that Miss Fox describes herself as well-rounded in the arts because she is involved in drawing and painting, drama, choir, and photography. Her art demonstrates a clear command of the subject and the technique of the medium. The Mayor and the Greater Dover Arts Council are proud to honor Miss Alicia M. Fox with a Mayor's Youth Arts Award.

Thomas Price

Mayor Carey indicated that the Polytech High School drama teacher describes Mr. Thomas Price as the student who walks, talks, and breathes theater. He stated that this talented young man, Mr. Price, is receiving a Mayor's Youth Arts Award because of his dedication to the performing arts through acting, directing, choreographing, and producing quality shows at high school and at The Children's Theater. He advised members that another teacher described Mr. Price as resourceful, creative, and a solution-oriented person who is frequently able to come up with new and innovative approaches to his projects. He felt confident that this is the type of person who will succeed in the arts as an adult. The Mayor and the Greater Dover Arts Council are proud to honor Mr. Thomas Price with a Mayor's Youth Arts Award.

Mayor Carey relayed appreciation to Mr. Brian Miller, Chair of the Greater Dover Arts Council, as well as the membership for their assistance in the selection of all the 2013 Mayor's Arts Awards.

Mr. Hutchison moved for a brief recess for light refreshments, seconded by Mrs. Williams and unanimously carried.

Meeting recessed at 7:51 p.m.

Mr. Hutchison moved to reconvene, seconded by Mr. Dixon and unanimously carried.

Meeting reconvened at 8:07 p.m.

REQUEST TO WITHDRAW REZONING REQUEST (PROPOSED ORDINANCE #2013-14) - PROPERTY LOCATED AT 109 EAST DIVISION STREET

A public hearing was duly advertised for this time and place to consider rezoning of property located at 109 East Division Street, owned by Leg Hall, LLC (Rhett Ruggerio). The property is located on the north side of East Division Street between Pennsylvania Avenue and Maple Lane. The property is currently zoned RG-1 (General Residence) and H (Historic District) and the requested zoning is RG-O (General Residence and Office) and H (Historic District).

Mrs. Ann Marie Townshend, Director of Planning and Community Development, referred to a letter submitted by Mr. John W. Paradee on behalf of the property owner, Rhett Ruggerio, requesting to withdraw the rezoning application. She advised members that during the Planning Commission public hearing there were several in attendance that spoke in opposition to the rezoning application. As a result, the applicant submitted a request to withdraw the rezoning application and is working with the residents of the area on an alternative solution that may be presented at a later date.

Mr. Lynn moved for approval of the request to withdraw the rezoning application for property located at 109 East Division Street, owned by Leg Hall, LLC (Rhett Ruggerio). The motion was seconded by Mr. Slavin and unanimously carried.

PUBLIC HEARING ON REQUEST OF WHITE OAK/TOWNE POINT CIVIC ASSOCIATION TO LIMIT PARKING ON MILLER DRIVE TO ONLY ONE SIDE OF THE STREET

During the Safety Advisory and Transportation Committee Meeting of August 28, 2013, members considered a request from the White Oak/Towne Point Civic Association President, Mr. Nelson Hill, to conduct a study of Miller Drive to determine if parking on both sides of the street was safe. After much discussion, members recommended that a public hearing before City Council be set for October 14, 2013 at 7:30 p.m. to consider prohibiting parking on the north side of Miller Drive. The recommendation for a public hearing was approved by City Council during their Regular Meeting of September 9, 2013, and a public hearing was duly advertised for this time and place to consider the request of White Oak/Towne Point Civic Association to limit parking on Miller Drive to only one side of the street.

Mr. Scott Koenig, City Manager, advised members that following the August 28, 2013 Committee Meeting, he visited the area to review the ideas put forth at the meeting. Based on the testimony at the meeting, as well as a field visit, staff recommended placing the proposed parking restriction on the north side of the road (odd-numbered side of the road), where the fire hydrants are located. Placement of the restriction on the side of the road with the fire hydrants is consistent with the parking restrictions on Boggs Drive, Buck Drive, and Carvel Drive. He stated that there is a total of six (6) "No Parking This Side" signs that will need to be installed, based on the number of street light poles on the north side of the street. The estimated total cost of the signs is $130.74.

Council President Bonar declared the public hearing open. There being no one present wishing to speak, Council President Bonar declared the public hearing closed.

Mr. Lynn moved for approval of staff's recommendation to restrict parking on the north side of Miller Drive, seconded by Mr. Dixon and carried by a roll call vote of six (6) yes (Dixon, Lynn, Slavin, Williams, Hutchison, and Bonar), one (1) no (Perza), and two (2) absent (Anderson and Hare).

UTILITY COMMITTEE REPORT - SEPTEMBER 23, 2013

The Utility Committee met on September 23, 2013 with Chairwoman Williams presiding.

Dedication of Rights-of-Way and Public Infrastructure - Lexington Glen Phase 2

Mr. Scott Koenig, City Manager, advised members that Ashburn Homes, Inc., the responsible party for completing the public infrastructure within Phase 2 of the Lexington Glen Subdivision, had requested that all public infrastructure improvements related to this phase be dedicated to the City of Dover for permanent ownership and maintenance. He reviewed an outline of the public improvements associated with Phase 2 and noted that the total construction value of the public improvements was $414,222. In addition, he reviewed a map depicting the general location and configuration of the subject rights-of-way.

Mr. Koenig assured members that Ashburn Homes, Inc. completed construction of the improvements within Phase 2 in accordance with City standards and specifications. After construction was completed, City staff inspected the public improvements and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. Mr. Koenig noted that all work required by the Public Works Director had been completed. A one (1) year Maintenance Agreement and a Release of Liabilities would be submitted as part of the dedication process. He stated that the required as-built drawings of the infrastructure, as well as videos of the sanitary sewer mains, had been provided to staff.

Staff recommended acceptance of the dedication of rights-of-way and public infrastructure in Phase 2 of the Lexington Glen Subdivision, with the dedication to include all of the referenced public improvements.

The committee recommended approval of staff's recommendation for the acceptance of the dedication of rights-of-way and public infrastructure for Lexington Glen Phase 2, to include all of the referenced public improvements.

By consent agenda, Mr. Slavin moved for approval of the committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

Rate Classification/Tariff Amendment for Churches

Mr. Scott Koenig, City Manager, advised members that staff had received a request from the Presbyterian Church of Dover (the Church) to consider a change in tariff language for the C/C1 (Small Commercial) description. Specifically, he stated that the request was to have the wording "or have instrument rated metering" removed from the C/C1 classification description. He explained that for this specific example, the Church had consumption levels below the 3,500 kWh/month limit for the C/C1 designation, but their electrical service metering was of the instrument rated type, which

would prevent them from requesting a classification change from C5 to C/C1. The Church was seeking the new classification to avoid the demand charges associated with the C5 classification. Mr. Koenig explained that it appeared that, several years ago, certain churches were included in the residential tariff before commercial tariffs became customized and more sophisticated. At that time, staff sought input from the City's power supply attorney, Mr. Kirk Betts, on this subject. Mr. Betts advised staff that many churches hold functions in the evening from 6-10 p.m., which is a part of PJM's 16-hour peak period, as well as on weekends. Typically, the more active the church, the more likely it is to have a consumption pattern that is similar to commercial users rather than residential users. Mr. Betts advised against creating a specialized "church" or "houses or places of worship" tariff. Mr. Betts also indicated that, as a general rule for rate making, tariffs and rates are based upon cost causation; therefore, similar voltage, demands, and consumption patterns should pay similar rates. Mr. Koenig stated that, based on a review of property listings and the type of use of actual buildings (not a review of individual demands), there were as many as 24 churches that may be in the same situation as the Presbyterian Church of Dover; therefore, any change to the tariff could alter the City's revenue projections based on the modeling of the system.

Mr. Koenig reminded members that the City of Dover had spent a considerable amount of money to complete detailed rate classifications and projections based on the approved tariff language and classifications. Any modifications to the tariffs without analyzing the potential impact on the rates and revenues could degrade the integrity of the current rates. Mr. Koenig indicated that detailed modeling of the requested tariff modification would require input and analysis from the City's rate consultant to ensure accuracy and fairness with respect to financial modeling. He explained that such effort would likely create costs for the utility. As an alternate solution, the Presbyterian Church could rework their metering configuration (at a substantial cost) to comply with the current C/C1 tariff language.

Staff recommended that no action be taken on this request at this time and that the issue be evaluated during the next rate study conducted for the Electric System.

Mr. Koenig stated that the Presbyterian Church had done a good deal of work on their usage and demand and had been a good customer, considering that they had made attempts to conserve energy where appropriate; however, staff was very concerned about altering the tariff language, the unintended consequences of such alteration, and how this may affect the City's rates.

Mr. Koenig noted that a review of the Church's profile over the last year revealed that consumption was under the 3,500 kWh per month consumption limit for C/C1 and ranged from 2,100 to 2,800 kWh. As a result, he stated that they do meet the kWh criteria; however, the instrument rated metering portion was not in compliance and the concept of moving the Church from classification to classification was a concern. He advised members that the City's rates were standard industry rates, there was no additional or special language included in the tariff, and the provision had been included for several years. He explained that staff was concerned about the effect that such a change could have on the tariffs, as well as making any adjustments in "mid-stream." The estimated cost of changing the Church's service to new metering was $5,000-$7,000.

Responding to Mr. Slavin, Mr. Koenig stated that the Church spent $240-$350 per month; therefore, it would take approximately 2 - 2½ years to recapture the $5,000-$7,000 cost.

In the interest of disclosure, Mr. Blakeman advised members that he served as a Trustee for the First Baptist Church; therefore, he would recuse himself from voting on this matter since he had a vested interest. However, he questioned who installed the meter that was presently serving the Church. Responding, Mr. Koenig stated that the City owned the meter and the Church owned the meter pan, explaining that the meter was installed by the City to adjust to the Church's meter pan.

In response to Mr. Perza, Mr. Koenig stated there were many properties with meters in the C5 classification, including an estimated 24 church properties. The estimated financial impact as a result of a change for this classification would be a minimum of approximately $3,600 per year, per location. Mr. Steve Enss, Interim Electric Director, indicated that the meter was provided based on the size of the service. He explained that the meter provided for the Church had the capability to take higher voltage than an average residential meter can read and bring it down to a level that could be read with a meter. If a church requests a large service, installation of instrument transformers would be required. If a church requests a small, 200-amp, residential-type service, a C1 classification (400 amp service and below) meter would be assigned, which would not fall into the C5 classification. Mr. Enss indicated that there was potential for the Presbyterian Church to use more than 400 amps; however, the Church was currently falling under 400 amp usage, and they had the option to reduce the size of their current service. He stated that when these types of changes occur, the expense is borne by the customer.

To clarify questions of Mr. Slavin, Mr. Enss stated that the meter was installed by the City based on the customer's request and service size, explaining that a service size greater than 400 amps was requested and that the City installed an instrument transformer to meet that request. Responding to Mr. Perza, Mr. Enss indicated that every meter is installed by the City.

Considering the time frame that it would take the Church to downsize and upgrade their meter, Mrs. Williams questioned the possibility of the Church being charged at the rate they are using rather than the rate of the service provided. Responding, Mr. Koenig stated that staff did not have the authority to charge customers differently from tariff requirements; therefore, it was necessary to place customers within the tariff that meets the definition of their service. He stated that, to his knowledge, there had been no precedent to go beyond the tariff during the past two (2) years; however, he felt that there may have been prior instances when temporary tariffs had been put in place.

At the request of Mrs. Williams, Mrs. Donna Mitchell, Controller/Treasurer, confirmed that there had never been an instance where the City had gone beyond the tariff requirements. She noted that this action might be in violation of the City's bond covenants, which require the City to charge according to the tariffs.

Mr. Koenig stated that when electric demands for a facility are identified, the customer works directly with the Electric Department to size the service, as well as the meter, to meet the demand.

He indicated that when commercial customers desire to downsize or consolidate their businesses, they must request a meter change, requiring an adjustment to their service size.

Responding to Mr. Hutchison, Mr. Koenig indicated that it would be a couple of years before the City would conduct the next rate study, unless City Council directed staff otherwise. Mrs. Mitchell suggested that members may wish to consider having the demand data gathered for this type of classification and send this to the consultant separately to obtain his opinion in a timely manner.

Council President Bonar noted that the request of the Church was received in April and felt that staff had ample time to gather the suggested information and provide it to members at this time for their review and consideration. Since the Church had been waiting since April for an answer regarding their request, he felt that members owed them an answer at this time.

Mr. Gary Patterson, 41 Park Drive, stated that he served as the Secretary of the Trustees of the Presbyterian Church of Dover and the Clerk of Session and was serving as the representative of the Church in regard to this issue. He advised members that the Church was now in its 299th year in the City of Dover and, in advance of the 300th year anniversary (beginning September 2014), the 276-member congregation had committed over $300,000 in capital improvements that would be undertaken during the next 12 months, some of which had begun. He stated that some of these improvements included upgrades to the 1950's education wing (located right of the sanctuary), where electric service was not "knob and tube" but contained fuses that no longer exist and parts that could not be located; therefore, the Church had committed $20,000-$25,000 to upgrade the electrical system. He stated that, in anticipation of this improvement and other improvements to follow, the Church submitted their request to the City Manager's Office. Mr. Patterson advised members of energy efficiencies that had been instituted at the Church, including window replacements, light bulb replacements, an A/C system (only for sanctuary), etc., explaining that the Church had taken steps to reduce the Church's demand; however, the issue now was relative to the C5 rate classification. He indicated that the Church needed to know if they would be required to spend the $7,000 so that these funds were not spent on other capital improvements and that this was the reason for the immediacy of their request. He advised members that Mr. Ed Mulford, who conducted a five (5) year study of the Church's electrical usage, and Mr. John Littlefield, who had a strong industrial background and a lifetime of experience in engineering, were in attendance and requested that members dialogue with them for a better understanding of the particulars regarding this issue.

Mr. John Littlefield, 90 Watersedge Drive, explained that the main concern with the tariff was the difficulty understanding why a particular meter would affect a rate classification. He stated that the meters, in today's world, measure demand, consumption, etc. and felt that there was no reason to base the rate or classification on the meter or meter type.

Mr. Ed Mulford, 944 Janeka Lane, indicated that, from the Church's perspective, the difficulty was with the reasoning behind those five (5) words in the tariff as they exist, "or have instrument rated metering," which kept them from making the application successfully. He explained that the difficulty was that, although the Church could spend the $5,000-$7,000 required to have the metering changed and the Church's request would then be a moot point, this would take $5,000-$7,000 away from other mission work that the Church was trying to fulfill. Regarding energy usage, he stated that

the Church's records, over the 11 years reviewed, showed that, although air conditioning had been added to areas, overall usage had been decreased. He assured members that it was their intention to continue to take initiatives to reduce energy consumption. Mr. Mulford explained that it was the Church's load profile, which indicated a peak on Sundays, that "punishes" the Church. He noted that, in accordance with the tariff, a peak demand as short as 15 minutes "punishes" them the other six (6) days of the week; whereas, in most commercial situations, the demand charge is distributed over a five (5) to seven (7) day usage profile.

Mr. Perza suggested that staff review the remarks made and conduct a historic review to determine what action the City had taken in past situations when this had occurred, what impact such a change would have on the City's revenue from these types of classified meters, and how many customers would be impacted by such a change.

For clarification, Mr. Perza confirmed that staff's determination would be based on a possible amendment to the tariff that would eliminate the phrase "or have instrument rated metering," and would provide information on the impact that this would have on the City in terms of revenue or other unforeseen possibilities (effects on other non-profits, churches, commercial customers, etc.).

Mr. Slavin relayed his disappointment in the manner in which this matter had been handled. He felt that it was poor customer service for staff to require an institution that had been a part of the City for nearly 300 years to wait six (6) months for the matter to be considered by the Committee for their review and recommendation to City Council and then request the Church to wait an additional 30-60 days to allow staff the opportunity to conduct further research. He stated that the Church, in addition to being a good steward to the community, had donated two (2) of their older properties to the State of Delaware and these properties were currently being used as a home for the Children's Theater of Dover and Kent County. Noting that the Church's congregation had given back to the City and had always treated the City well, he felt that the Church deserved to be treated well by the City; therefore, he explained his opposition to the motion.

In response to the concerns relayed by Mr. Slavin, Mr. Perza indicated appreciation for the contributions made by the Church; however, as a Committee member, he explained the need for the requested information in order to make a decision. Although he felt confident that the City would be receptive to assisting the Church in this matter, he stated that the information was necessary in order to make a decision and help the Church meet their goal.

Mrs. Williams requested that staff also provide information on the specific impact that the elimination of these five (5) words from the tariff ("or have instrument rated metering") would have on the bond covenants.

The committee recommended that this matter be referred back to staff to determine, if the requested change were granted, based on a possible amendment to the tariff that would eliminate the phrase "or have instrument rated metering," what impact it would have on the City in terms of revenue or other unforeseen possibilities; how many customers would be impacted (including other non-profits, churches, commercial customers, etc.); and, historically, how similar changes had been made in the past, for a report back to the Utility Committee by no later than their meeting scheduled for October 28, 2013.

By consent agenda, Mr. Slavin moved for approval of the committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

By consent agenda, Mr. Slavin moved for acceptance of the Utility Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - SEPTEMBER 23, 2013

The Legislative, Finance, and Administration Committee met on September 23, 2013 with Chairman Lynn presiding.

Central Dover Planning Grant Donation Request

Mr. Scott Koenig, City Manager, advised members that staff recently received a request from Mr. Joe L. Myer to offer financial support through a $10,000 donation for a project to be known as the Central Dover Planning Initiative. He explained that this project was part of the Wells Fargo Regional Foundation Grant, which was awarded in the amount of $90,000. The overall total project cost was estimated to be $120,000. He indicated that the purpose of the project was to engage the community to address the challenges that many neighborhoods throughout Delaware and the nation were facing – homes that were deteriorating, declining homeownership rates, persistent crime, and limited access to services. This effort would provide opportunity for various stakeholders to work together to make necessary improvements, organize associations, and take a holistic approach to neighborhood building, affordable housing, economic development, and social service delivery.

Members were reminded that, in accordance with the current budget rules, the City Manager was not authorized to transfer funds from the 10 series of the budget without City Council approval. Mr. Koenig indicated that the request was to transfer unused salary from vacant positions to the regular operating budget in order to make the donation to the project. He explained that if Council did not authorize the transfer from the 10 series as requested, staff would need to identify another area of the budget for funding, as this was an important project for the central Dover area.

Staff recommended that City Council authorize the City Manager to transfer $10,000 from the 10 series of the Planning, Code Enforcement and Inspections budget to make the requested donation to the Central Dover Planning Initiative.

The committee recommended approval of staff's recommendation.

By consent agenda, Mr. Slavin moved for approval of the committee's recommendation to authorize the City Manager to transfer $10,000 from the 10 series of the Planning, Code Enforcement and Inspections budget to make the requested donation to the Central Dover Planning Initiative. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

Title V Grant Application - Hot Shots (Partnership with Aid in Dover)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that since the fall of 2007, the City of Dover had partnered with Aid in Dover to secure funds through the Criminal Justice Council to provide programming to target at-risk youth. The first

three (3) year cycle funded a program called Girls Circle, which provided after school programming for at-risk girls in middle school to help improve their self-esteem and reinforce positive life choices. The second three (3) year cycle funded a program call GAMES (Growing up And Meeting Each Success), which provided after school programming for boys and girls between the ages of 12 and 18 to help reinforce positive life choices. The current grant request was for a one (1) year grant that consisted of a basketball program for children between the ages of 12 and 17. The program would meet one (1) evening per week for three (3) hours and offer two (2) tournaments during the course of the year.

Mrs. Townshend noted that Aid in Dover had provided two (2) potential grant applications for consideration, one (1) of which would include the cost of utilizing the John W. Pitts Center as in-kind match, and the other that included paying the cost of utilizing the John W. Pitts Center out of the grant request. She summarized the two (2) scenarios for each grant proposal, as follows: 1) Scenario A, in which the City would allow the cost of the John W. Pitts Center as part of the in-kind match and the program would provide three (3), 12-week sessions, reaching a total of 50 youth; and 2) Scenario B in which the grant funds would pay for the use of the John W. Pitts Center and the program would provide three (3), 10-week sessions, reaching a total of 30 youth.

Mrs. Townshend explained that the in-kind match provided by the City of Dover under the grant proposal would be as follows:

1) Finance staff hours for grant administration – 6 hours @ $37.38 per hour = $224;
2) Parks and Recreation hours for grant administration – 30 hours @ $28.75 per hour = $862; and
3) John W. Pitts Center Gym usage (Scenario A only) – 113 hours @ $75 per hour = $8,475

She indicated that staff had concerns about allowing use of the John W. Pitts Center without charge, since there were many community groups that regularly request use of the facility free of charge and there was no clear criteria for granting a fee waiver. As such, it was felt that this could create the impression of unequal or preferential treatment of one (1) group over another.

Staff recommended approval of the grant application for "Scenario B," where grant funds would pay for the use of the John W. Pitts Center.

The committee recommended approval of staff's recommendation.

By consent agenda, Mr. Slavin moved for approval of the committee's recommendation for approval of the grant application for "Scenario B," where grant funds would pay for the use of the John W. Pitts Center. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

Open Forum Speaker Rules - Affirmation of the Three (3) Minute Time Limit and Establishment of a Rule Against Ceding Time to Another Person

Chairman Lynn noted that it had been City Council's past practice to allow three (3) minutes for speakers during the Open Forum segment before each City Council meeting. Recently, several individuals had requested to cede time to other individuals, which could potentially allow an individual to speak for the entire 15-minute time allotment for the Open Forum, precluding other speakers. He suggested affirmation of the three (3) minute time limit and establishment of a rule against ceding time to another person.

Responding to Mr. Rushe, Mr. Lynn indicated that members would be permitted to suspend the rules to allow speakers additional time.

In response to concerns of Mrs. Williams, Mr. Lynn suggested that on those occasions when the rules were suspended to provide a speaker additional time, the Chair would gauge whether there were other individuals wishing to speak and, if so, members would craft a motion to suspend the rules in a way that would not preclude other individuals from having the opportunity to speak.

Mrs. Traci McDowell, City Clerk, reminded members that Council is not in official session during the Open Forum segment of the meeting; therefore, suspension of a time limit would be at the discretion of the Council President.

As an alternative, Mr. Shevock suggested that if a 15-minute period were allotted and there were six (6) individuals wishing to speak, an individual who wished to go beyond their three (3) minute period could be stopped after three (3) minutes. If time remained after all speakers, members could then allow that individual an additional opportunity to speak. Responding, Mr. Lynn felt that this suggestion would fall within the purview of the Council President during the Open Forum segment.

Mr. Eshed Alston, 406 Arnold Court, Dover, suggested that the time limit be increased to five (5) minutes, explaining that if several speakers were requesting additional time, this may be an indication that enough time was not initially provided to speakers. If five (5) minutes were provided, he felt that this time limit should not to be exceeded, no proxy use of time should be allowed, and if time remained at the conclusion of all speakers, an individual could then be provided additional time to speak.

The committee recommended the affirmation of the three (3) minute time limit for speakers at the Open Forum segment of the Council Meetings and at the committee level and the establishment of a rule against ceding time to another person at both the committee level and Open Forum Sessions.

By consent agenda, Mr. Slavin moved for approval of the committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

Review of Proposed Staff Evaluation Form

During their Regular Meeting of October 10, 2011, City Council requested that staff research and design a new employee performance evaluation form which would better meet the needs of both the City and employees. As directed, staff conducted research and designed an Employee Performance Evaluation, which was provided to members for their review and recommendation.

Mr. Scott Koenig, City Manager, indicated that the proposed evaluation form would be utilized for all employees, with the exception of sworn police officers. An evaluation would be required for all employees and would be completed on the anniversary of the employee's hire date.

Mr. Koenig advised members that all department heads had reviewed the proposed evaluation form and felt that it was an improvement over what had been previously utilized.

Staff recommended approval of the proposed Employee Performance Evaluation Form.

Responding to Mrs. Williams, Mr. Koenig stated that the evaluation form had not been vetted through an attorney; however, to his knowledge, no evaluation form had been vetted. He stated that staff would forward the form to the City Solicitor's Office for review prior to the Committee's recommendation being considered by City Council.

In response to Mr. Perza, Mr. Koenig confirmed that no concerns were relayed by department heads regarding the use of the proposed evaluation form; however, he stated that there were concerns regarding the evaluation date requirement such as hire date, end of the budget year, beginning of the calendar year, etc. He stated that there were a few suggestions from staff and that the evaluation form was adjusted accordingly.

Council President Bonar relayed appreciation to staff for developing an evaluation form that provided unanimity among the City's evaluation procedures.

The committee recommended approval of staff's recommendation stipulating a favorable review by the City Solicitor's Office. *(City Clerk's Office Note: Subsequent to the legal review, Staff revised the Employee Performance Evaluation Form to include the City Solicitor's recommendations.)*

During the Council Meeting, Mr. Koenig advised members that Deputy City Solicitor Pepper had suggested amending page 1, Instructions, under the paragraph "Signatures" by adding language, as follows: *"The employee may be subject to discipline for refusing to sign the performance evaluation"*.

Staff recommended approval of the evaluation form with the amendment submitted by Deputy City Solicitor Pepper.

Mr. Slavin moved for approval of staff's recommendation to approve the Revised Employee Performance Evaluation Form *(Exhibit #1)*, seconded by Mr. Dixon and carried by a roll call vote of six (6) yes (Dixon, Perza, Slavin, Williams, Hutchison, and Bonar), one (1) no (Lynn), and two (2) (Anderson and Hare).

Mr. Lynn moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Slavin and unanimously carried.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - SEPTEMBER 25, 2013

The Safety Advisory and Transportation Committee met on September 25, 2013 with Chairman Hutchison presiding.

Dover High School Construction Update

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that monthly coordination meetings with the Capital School District (the District) were continuing and had been very successful, with the next meeting scheduled for September 26, 2013. The meetings had been attended by representatives of the District, City and State agencies, and recently included the engineer from the Leander Lakes subdivision project. Mrs. Townshend reviewed a map depicting the layout of the New Dover High School Project.

Mrs. Townshend reminded members that concerns had been relayed by the District regarding the availability of funds and the District had indicated a possible need to re-evaluate whether they could construct the east entrance, as previously planned. She stated that last week she had attended a meeting of the Capital School Board where an update on school construction was provided by EDiS, the building contractor, and ABHA, the architect. Mrs. Townshend stated that the site plan had been approved, a request for a parking reduction had been submitted, and a public hearing had been scheduled for the Planning Commission on October 21, 2013. She indicated that the plan was to reserve areas for parking in the future rather than build the parking lots at this time. In addition, EDIS and ABHA would be providing an overview of the project similar to that provided to the Capital School Board last week. She noted that there were several issues that the District wished to present for possible revisions that would help to reduce costs, such as the number of tennis courts, seating capacity in the stadium, etc.

Mrs. Townshend stated that the issue of greatest interest to the City was the east entrance to the school and she assured members that the District was aware of the City's concerns regarding this matter. Should the District wish to eliminate the east entrance, she stated that they would be required to submit the request to the Planning Commission for a public hearing. At this time, there was no indication that the District would not move forward with construction of the east entrance. She assured members that staff would meet with the Delaware Department of Transportation (DelDOT) to discuss the functionality of the intersection and reminded members that the City had discussed the possibility of revisiting the entrance design to be reduced to "right in/right out."

Mrs. Townshend stated that all other construction on site was proceeding as planned. She stated that she would advise members of the action taken by the Planning Commission when they consider the parking request during their meeting in October.

Mr. Davis noted that the east entrance was planned to accommodate bus traffic and that the west entrance was planned to accommodate vehicular traffic. According to a recent newspaper article, he stated that the road on the west entrance was augmented as a necessity by DelDOT, which is why the monies were not available for the east entrance. Responding, Mrs. Townshend stated that Leander Lakes submitted the apartment complex site plan before the new high school plan was submitted; however, due to the economy, construction by Leander Lakes slowed. To her recollection, the roadway was originally planned to be a 24' - 26' wide City street. With the addition

of the school project, there was discussion as to how the road would be redesigned, and the initial conceptual design of the road by Leander Lakes did not meet the needs to serve both properties. As a result, the design of the roadway was widened in order to serve both properties. She noted that there were additional concerns regarding the connection to Tribbitt Street and connecting through Cannon Mill. As a result, it was decided to bring the connector road all the way through to Hazlettville Road, and, at that time, it was determined that the road would serve as a regional connector road. As such, it then became a DelDOT road which would be built to DelDOT standards. She was not aware of the cost difference between construction as a DelDOT road versus a City road.

Responding to Mr. Davis, Mrs. Townshend explained that after the connector road was determined to be a DelDOT road, the District entered into an agreement which specified that the District would be responsible for designing and building the entrance and the road down to the school's points of access, and Leander Lakes would pay for the additional section of the road. According to the agreement, construction must be complete by May 2014. The design, as prepared by Landmark Engineering, the engineers for Leander Lakes, had been submitted to DelDOT, who had submitted comments. The intent was to have the design finalized by the end of the year in order for construction to begin shortly after the first of the year. In addition, Mrs. Townshend noted that DelDOT was responsible for the design and installation of the HAWK signal and was paying for approximately $700,000 in sidewalk improvements on the north side of Route 8. Therefore, she assured members that DelDOT had a share of the responsibilities for the completion of this project.

Ms. Karen Nickerson, 24 Stoney Drive, Heatherfield, requested additional information regarding the road that would travel through Cannon Mills. She relayed concerns that such a road would provide additional traffic on Route 8. Responding, Mrs. Townshend explained that the intent was for the road to improve traffic conditions. She stated that staff's concern, and the reason that the interconnection was urged, was that there were over 900 units in both Cannon Mill and Village of Westover, with several of these units containing children who would attend the new school. She explained that it was assumed that some of these children would drive to school rather than walk, and without the interconnection it would be necessary for them to utilize Hazlettville Road, either Artis Drive or Mifflin Road, and Route 8 in order to access the school. She stated that since the road would not be a direct route through the subdivision, it was not anticipated that it would be utilized as a "pass through," like Mifflin Road and Artis Drive.

Ms. Nickerson explained her concern regarding the current difficulty in leaving the subdivision due to traffic. Residents were previously advised that the traffic signal at Mifflin Road would help; however, she stated that this had not provided relief. Responding, Mrs. Townshend noted that an additional traffic signal would be installed and, with signal timing, she felt that those concerns would be addressed.

In response to Mr. Keller regarding whether current traffic information was analyzed, it was Mrs. Townshend's recollection that DelDOT utilized information from the 2008 Route 8 Study in reviewing the traffic plan. Mr. Mark Luszcz, representative of DelDOT, stated that a report was received in 2011 from the District's engineer which included a justification for the proposed traffic signal at the west entrance and that this report would have contained updated traffic counts.

Mr. Les Blakeman, 209 Falmouth Way, Cranberry Run, questioned if the roadway extension would eventually travel to Hazlettville Road. Responding, Mrs. Townshend stated that although this continued to be a part of the plan, it had not been "pushed out" by DelDOT and there was no funding associated with this project. In addition, she stated that the property owner did not necessarily want to sell the right-of-way; therefore, there were several obstacles that would need to be overcome before the extension could come to fruition.

Mr. Ray Paylor, 10 Yarmouth Way, Cranberry Run, stated that his property was located directly across from the new Dover High School. He questioned if there was an estimated date for the construction of the apartment complex by Leander Lakes. Responding, Mrs. Townshend stated that the City recently received comments from the Kent Conservation District relating to the stormwater review for the project. At the current pace, she estimated that construction would begin in a year.

No further action was taken.

Presentation on the High-Intensity Activated crossWalK (HAWK) Signal *(Delaware Department of Transportation)*

Mr. Mark Luszcz, Chief Traffic Engineer for the Delaware Department of Transportation (DelDOT), and Mr. Steve Brown, Project Development - Road Design for DelDOT, introduced themselves and reviewed a Presentation - Route 8 & Heatherfield Way: Pedestrian Hybrid Beacon. Mr. Luszcz explained that the traffic control device known as the HAWK, (High-intensity Activated crossWalK) is officially called a Pedestrian Hybrid Beacon. He indicated that the device was not a full traffic signal nor a beacon, which would be a constant flashing yellow light or a red signal ahead when flashing, but served as a hybrid of these two (2) devices.

Mr. Luszcz indicated that the HAWK is used to safely control pedestrian and vehicular traffic in locations where there is a moderate to high volume of both pedestrians and vehicles in instances where a full traffic signal is not justified. He stated that many years of research had been performed to determine when a full operating traffic signal should be utilized. He explained that when a full traffic signal is utilized but not justified (based on certain criteria), negative results occur, such as accidents, unacceptable and unnecessary delays, etc. He stated that, according to the analyses of the Capital School District (the District) and DelDOT, based on the traffic and expected pedestrian volume criteria, a full traffic signal was not warranted at the east entrance of the new Dover High School (the school) at this time; however, a full traffic signal was warranted at the west entrance. He noted that the criteria could change in the future.

Mr. Luszcz explained that the HAWK signal would be installed at the intersection of Route 8 and Heatherfield Way, near the proposed east entrance of the school, which was scheduled to open in the Fall of 2014. He explained that a HAWK signal would remain normally dark for vehicular traffic and is activated when a pedestrian presses the activation button, much like at a crosswalk at a regular traffic signal. He stated that, once activated, the HAWK signal goes through stages to stop traffic long enough for the pedestrian to safely cross the street. Once the pedestrian crosses, traffic resumes as normal and the HAWK signal resets itself for future activation. Members reviewed a video depicting proper and improper use of a HAWK signal located in Newark.

Referring to the video, Mr. Brett Martine, Traffic Engineer with DelDOT, suggested the possibility of placing an article in a local newspaper and including some type of narrative to the presentation to provide an explanation on proper utilization of the HAWK signal. Mr. Luszcz offered to take whatever action necessary to inform the public, indicating that DelDOT took extensive measures with public outreach in Newark when the signal was installed; however, there was no cooperation with the media, explaining that a press conference was held and no one attended, nor was there newspaper coverage of any kind regarding the information.

Mr. Jeff Brown of the *Dover Post* offered to include a link on the newspaper's website directing the public to DelDOT to obtain information on the HAWK signal.

In response to Mr. Perza regarding whether any special legislation should be enacted in relation to the HAWK signal since there was no other such device being utilized in Delaware with the exception of Newark, Mr. Luszcz suggested that this be discussed with the Dover Police Department. If the City were to request some type of legislation to address violations in connection with the device, DelDOT could offer assistance. In addition, Mrs. Townshend suggested that the District become involved and introduce students to the device and how it functions.

Ms. Ann Alexander, 15 Stoney Drive, Heatherfield, suggested the possibility of using a camera at the intersection. Responding, Mr. Luszcz stated that cameras installed for red light enforcement are placed in locations based on a very regimented, State-wide, data-driven prioritization system (based on accidents, etc.). He stated that DelDOT utilizes traffic monitoring cameras, which are not recorded, and that surveillance cameras were not installed by DelDOT. Mrs. Townshend confirmed that the City had installed surveillance cameras in the downtown area.

Responding to Mr. Les Blakeman, 209 Falmouth Way, Cranberry Run, regarding concerns of out-of-town visitors, particularly during NASCAR weekend, Mr. Luszcz assured members that message boards, as well as permanent signage, would be erected to notify drivers of the new signal. Consideration would be given to erecting message boards specifically for race weekend.

In response to Mr. Davis, Mr. Luszcz advised members that the portion of Route 8 adjacent to the school was not considered a "school zone;" therefore, no signage would be erected indicating such, nor would there be a reduction in speed limit. He stated that there was no evidence that drivers react to speed limit signs, explaining that traffic does not change speed based on the speed limit but rather the surrounding environment (main arterial road, rural area, vacant land, etc.). Should the area develop and traffic increase, this would adjust the speed of traffic in the area. Mr. Davis suggested that this matter be further considered by the Committee in the future, noting his opinion that this portion of Route 8 should be a designated school zone.

Mr. Perza referred to other areas in the City where crossing guards control the traffic signal, allowing pedestrians to cross roadways, and questioned if the HAWK signal could be used in a similar manner. Responding, Mr. Luszcz stated opposition, explaining that DelDOT was making a concerted effort in New Castle County to eliminate the use of crossing guards for controlling traffic signals, with plans for elimination throughout the State. Noting that crossing guards "do a great job," he indicated that they are not professionally trained and that they actually cause more safety and operational problems than they solve.

Responding to Mr. Perza, Mr. Luszcz stated that the HAWK signal had been designed so that it could potentially be converted to a full traffic signal if it met that justification, based on a future traffic study. He explained that the current actions being taken were based on projected pedestrian and vehicular traffic numbers. Mr. Luszcz indicated that it would be the State's financial responsibility to make such changes in the future. He felt confident that the school, City, and State, would be monitoring the intersections and if there were significant issues, DelDOT staff would conduct an updated traffic study.

Ms. Karen Nickerson, 24 Stoney Drive, Heatherfield, relayed concern that the children living in Cranberry Run who were attending school would not walk down to Heatherfield East to cross over to the school. Responding, Mr. Luszcz stated that Route 8 should not be crossed without the assistance of a traffic signal; however, DelDOT had no control over the actions individuals would take in this regard.

At the request of Mrs. Townshend, Mr. Bruce Ashby, Transportation Supervisor for the District, stated that it was anticipated that the students residing in Cranberry Run, Heatherfield, and off Route 8 down to the traffic signal at Dover-Kenton Road, such as the apartments in the area, Mallard Pond, etc. would be walking to school. It had been estimated that this would consist of approximately 100 students.

Responding to Mrs. Townshend, Mr. Luszcz stated that a crosswalk at the west entrance was not currently in the plans. Noting that there were no sidewalks, Mrs. Townshend questioned if there would be more compliance with using the signals to cross Route 8, particularly for those students who reside in Cranberry Run, if they could cross at the west entrance. Mr. Ashby indicated that it would be a shorter distance for students from Cranberry Run to walk to the east intersection than the west intersection.

Mr. Martine stated that, in addition to working for DelDOT, he also served as the President of the Cranberry Run Homeowners Association. He advised members that since sidewalk had not been installed all the way down to the west intersection, it was anticipated that the students would do some type of diagonal crossing. He felt that consideration of any type of connection down to the west entrance may be more accommodating than to have a "backtrack" situation. Responding, Mr. Luszcz felt that, although it would not be difficult to retrofit the west entrance to include a crosswalk, it was not currently included in the plans.

Mr. Steve Brown advised members that DelDOT was currently tasked to install sidewalks only from Marsh Creek connecting to the existing sidewalk in Heatherfield and then on the west side of Stoney Drive to Cranberry Run. He stated that a five-foot (5') sidewalk, hugging the curb, would be installed, weaving in and out for mailboxes and utility poles. He stated that DelDOT was tasked to have these sidewalks installed in order to get students safely from those developments to the HAWK signal.

Mr. Blakeman referred to an "S" shaped sidewalk from Route 8 to the front door of the school, which he felt would encourage students to cross at the appropriate location. Responding, Mrs. Townshend stated that this sidewalk had not yet been constructed and suggested that it be re-evaluated.

Mr. Perza noted that Delaware State University had a wall erected across their facility along Route 13 and questioned the possibility of erecting a wall or fence to deter students from crossing Route 8.

In response to Ms. Alexander's concerns regarding the traffic flow in the area, Mrs. Townshend stated that the entire function of the west intersection would be evaluated.

Responding to Ms. Dorothy Adams, 102 Falmouth Way, Cranberry Run, Mr. Luszcz stated that a presentation and a mock demonstration of the HAWK signal had been provided to students in Newark and he offered to do the same or similar for the students at the new High School.

Ms. Adams advised members that there was not a right turn lane into Cranberry Run, noting that there was a lane present but that there was a white line which discouraged crossing. When turning into Cranberry Run, she stated that vehicles pass using the lane for oncoming traffic. She relayed concern that this may cause a bad accident and questioned the possibility of a turn lane being installed. Responding, Mr. Martine, indicated his opinion that the recent street resurfacing in front the subdivision, provided a great opportunity for the addition of a turn lane. However, he explained that the guidelines for a turn lane stipulate the accommodation for a bike lane as well, and with the additional 4 foot bike lane, the roadway in front of Cranberry Run was 1 foot, 6 inches shy of the correct layout. He stated that, after examining the matter, the only recommendation was to possibly increase the shoulder from 8.5 feet. He stated that there was a 12 foot gore area (the yellow marking in the center of the roadway), which provides a neutral space for vehicles traveling west to pass turning vehicles, but he highly recommended that all motorists use the shoulder when turning into the subdivision, to allow vehicles to pass.

In response to concerns of Mr. Sam Adams, 102 Falmouth Way, Cranberry Run, Mr. Luszcz indicated that when there is a single white line, vehicles are discouraged from crossing over; however, it is permitted. He explained that when there is a double white line, vehicles are prohibited from crossing over.

Mr. Ray Paylor, 10 Yarmouth Way, Cranberry Run, advised members of an incident whereby he was given a warning by a Camden Police Officer for making a right turn from the shoulder, explaining that there was a vehicle in front of him stopped to make a left and he wanted to make a right, so he went around the vehicle on the shoulder and turned. Responding, Mr. Martine could not explain the Police Officer's position since there was only one (1) vehicle being "passed," explaining that if more than one (1) vehicle had been passed and the shoulder was used to advance, he would better understand the situation. He assured members that, in accordance with the governing publications utilized by traffic engineers, such a movement is legal. He again encouraged the use of the shoulder for residents turning into Cranberry Run.

Mrs. Townshend personally thanked Mr. Luszcz, Mr. Brown, and Mr. Jim Satterfield from DelDOT for all of their work and diligence in working with the City and the District on this project.

Mr. Perza thanked everyone for their participation at this meeting.

No further action was taken.

By consent agenda, Mr. Slavin moved for acceptance of the Safety Advisory and Transportation Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson and Hare absent).

MONTHLY REPORTS - AUGUST 2013

By motion of Mr. Slavin, seconded by Mr. Dixon, the following monthly reports were accepted by consent agenda:

Budget Report
Chief of Police Report
City Assessor Report
City Manager's Report
City Planner's Report
Economic Development

ANNEXATION/REZONING REQUEST/FIRST READING (ORDINANCE #2013-16) - 508 ACORN LANE, OWNED BY RUAL M. JUAREZ

A request was received for annexation and rezoning of property located at 508 Acorn Lane, consisting of two (2) parcels totaling $2.45^{+/-}$ acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing $1.315^{+/-}$ acres; and Parcel No. 2: located on the easterly side of Acorn Lane, containing $1.135^{+/-}$ acres), owned by Raul M. Juarez. The property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification).

Staff recommended that the request be referred to the Utility Committee on October 28, 2013; the Planning Commission on November 18, 2013; and that a public hearing be set for December 9, 2013 at 7:30 p.m.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the property is an enclave, surrounded by City of Dover property, and is bisected by Acorn Lane, with a house located on the east side and the west side vacant.

Mrs. Williams moved for referral, as recommended, seconded by Mr. Slavin and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of proposed Ordinance, as read by the City Clerk by title only, as follows:

ORDINANCE #2013-16 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 508 ACORN LANE

ANNEXATION/REZONING REQUEST/FIRST READING (ORDINANCE #2013-17) - PROPERTY LOCATED ON THE WESTERLY SIDE OF ACORN LANE, OWNED BY THE CITY OF DOVER

A request was received for annexation and rezoning of property located on the westerly side of Acorn Lane, consisting of $0.075^{+/-}$ acres (3,264 s.f.), owned by the City of Dover. The property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification). Staff recommended that the request be referred to the Utility Committee on October 28, 2013 and to the Planning Commission on November 18, 2013; and that a public hearing be set for December 9, 2013 at 7:30 p.m. (TAX PARCEL ED-00-068.15-01-12.00-000; PLANNING REFERENCE AX-13-03; COUNCIL DISTRICT 3).

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the property is a very small piece of property that was identified when the annexation request for 508 Acorn Lane was received (see previous agenda item). She stated that the property is contiguous to other property owned by City of Dover that is within the City limits. In an effort to fill-in the enclaves, Staff felt that this property should also be annexed.

Mr. Slavin moved for referral, as recommended, seconded by Mrs. Williams and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of proposed Ordinance, as read by the City Clerk by title only, as follows:

ORDINANCE #2013-17 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED ON THE WEST SIDE OF ACORN LANE.

COUNCIL MEMBERS ANNOUNCEMENTS

Mrs. Williams thanked the anonymous donor for the cupcakes provided for her birthday and invited anyone wishing to participate after the meeting, to join her in the Caucus Room for a cupcake.

Council President Bonar wished Mrs. Williams a happy birthday (October 6th) and an early birthday wish to Mayor Carey (October 27th).

By unanimous consent, the meeting adjourned at 8:20 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of October 14, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibit
Exhibit #1 - Employee Performance Evaluation Form, as amended

Employee's Name:

Title:

Supervisor:

Review Period

Instructions for the Employee Performance Evaluation
September 2013

- Annual reviews are required for all employees and shall be completed on the anniversary of the employee's hire date.
- Before conducting a performance evaluation, a supervisor must give an employee a reasonable time to demonstrate performance.
- A supervisor shall arrange to meet with the employee to discuss the employee's evaluation no later than 30 days after the anniversary of the employee's hire date.

COMPLETING THE EMPLOYEE PERFORMANCE EVALUATION

PART 1: Core Competencies
This section is to include comments on the degree and qualities of the results achieved and note any extenuating circumstances affecting the results regarding the employee's performance. It is important to evaluate and discuss the employee's overall job performance and provide specific details and examples of exceptional performance as well as any areas needing improvement. It is necessary to provide a development plan to improve performance if deficiencies are noted. List any specific activities the employee can accomplish within the next year as part of their professional development plan.

This section of the evaluation is not scored.

PART 2: Performance Competencies
Each employee shall be evaluated on all the Performance Competencies in Part II with the exception of categories that do not pertain to that specific employee. That category would be scored as New/Not Applicable, (example: Question #11 will not pertain to all employees as it is directed towards a supervisor) and not count in the employee's overall scoring.

Total the scores awarded for each performance competencies. Divide the total by the number of performance competencies graded. Place the score in the Scoring Table for Part II.

Review with the Employee

The supervisor shall meet with the employee to discuss and review the evaluation. The supervisor shall provide a copy of the completed evaluation at a minimum of two days prior to the meeting to the employee. This will allow the employee an opportunity to review the evaluation prior to the meeting. During the review, the individual's performance, strengths, and developmental needs are to be discussed.

Signatures

The employee and the supervisor are required to sign the evaluation once it has been reviewed together. The employee may be subject to discipline for refusing to sign the performance evaluation. The employee and supervisor may attach an addendum. The evaluation shall be presented to the Department Head for review and signature. The Department Head shall then forward the evaluation to the Human Resources Director.

A copy of the evaluation is to be provided to the employee. The employee shall be informed that the evaluation will be placed in the employee's personnel file maintained in the Human Resources Department. Evaluations become a permanent record in the employee's file.

Employee Performance Evaluation

Part I Core Competencies

1. Evaluate and discuss the employee's overall job performance during the review period. Provide specific examples.

2. Provide any examples of exceptional performance.

3. For any areas needing improvement, provide examples and develop a plan to improve performance.

4. State and discuss the expectations and goals for the upcoming review period. Goals are to be S.M.A.R.T. (specific, measurable, attainable, realistically high, and target dated).

5. List specific activities the employee can accomplish within the upcoming review period as part of their professional development plan.

Employee Performance Evaluation

Part II Performance Competencies

(Depending on position, some competencies may be more relevant than others)

		Distinguished Contributor	Performance Improver	Valued Contributor	Improving Contributor	Non-Contributor
Distinguished Contributor:	**Effects measurable and lasting improvements in organizational performance.**					
Performance Improver:	**Contributes more than effective performance of essential functions and enhances the performance self and others requirements.**					
Valued Contributor:	**Performs essential functions of the job Effectively.**					
Improving Contributor:	**Learning the essential functions of the job, or improving toward effective performance of all essential.**					
Non-Contributor:	**Not able or willing to perform the essential functions of the job.**					
New/Not Applicable:	**Not applicable or new would be a new employee or a specific task that does not apply to a particular person.**					
Example: Displays fairness toward all subordinates.		*NA*				
Example: Displays fairness toward all subordinates.		*5*				
1.	**Skill and proficiency in carrying out duties and assignments** *Comments:*					
2.	**Possesses skills and knowledge to perform the job competently** *Comments:*					
3.	**Skill at planning, organizing and prioritizing workload (For self and direct reports, if applicable)** *Comments:*					
4.	**Holds self accountable for assigned responsibilities, sees tasks through to completion in a timely manner** *Comments:*					
5.	**Proficiency at improving work methods and procedures as a means toward greater efficiency** *Comments:*					
6.	**Communicates effectively with supervisor, coworkers, and staff** *Comments:*					
7.	**Ability to work independently** *Comments:*					
8.	**Willingness to take on additional responsibilities** *Comments:*					
9.	**Reliability (attendance, punctuality, meeting deadlines)** *Comments:*					

Employee Performance Evaluation

		Distinguished Contributor	Performance Improver	Valued Contributor	Improving Contributor	Non-Contributor
Distinguished Contributor:	**Effects measurable and lasting improvements in organizational performance.**					
Performance Improver:	**Contributes more than effective performance of essential functions and enhances the performance self and others requirements.**					
Valued Contributor:	**Performs all essential functions of the job Effectively.**					
Improving Contributor:	**Learning the essential functions of the job, or improving toward effective performance of all essential.**					
Non-Contributor:	**Not able or willing to perform the essential functions of the job.**					
New/Not Applicable:	**Not applicable or new would be a new employee or a specific task that does not apply to a particular person.**					
10.	**Proficiency at analyzing facts, problem solving, decision-making, and demonstrating good judgment** *Comments:*					
11.	**Displays fairness towards all subordinates** *Comments:*					
12.	**Assists employees with skills development or enhancement** *Comments:*					
13.	**Delegates responsibility where appropriate** *Comments:*					
14.	**Takes timely and appropriate corrective/disciplinary action with employees** *Comments:*					
15.	**Observes proper workplace and job site safety rules and ensures employees follow proper safety guidelines** *Comments:*					
16.	**Takes specific steps to create and develop the workforce and promote a team based environment** *Comments:*					
17.	**Displays a positive attitude toward career** *Comments:*					
18.	**Exercises common sense and discretion when required** *Comments:*					
19.	**Can be trusted with sensitive information** *Comments:*					
20.	**Uses critical thinking in stressful situations** *Comments:*					

Employee Performance Evaluation

Scoring Table	
Core Competencies (Part I) are not rated. Total the points earned for questions in Part II and place scores in the appropriate column and multiply by the total number of applicable items scored.	
Factors Scored	Total Score Per Section
Part I Core Competencies, Questions 1- 5	Not Scored
Part II Questions 1 - 20	
Total Score in Part II/ Number of Scored Performance Competencies	

Performance Rating Definitions		
5	Distinguished Contributor	Effects measurable and lasting improvements in organizational performance.
4	Performance Improver	Contributes more than effective performance of essential functions and enhances the performance of self and others.
3	Valued Contributor	Performs all essential functions of the job effectively.
2	Improving Contributor	Learning the essential functions of the job, or improving toward effective performance of all essential functions.
1	Non-contributor	Not able or willing to perform the essential functions of the job & unacceptable.

Employee Performance Evaluation

Signatures

The employee and the evaluator are required to sign in the space below after they have reviewed the evaluation. The employee's signature does not necessarily indicate agreement with the evaluation. Any written comments made by the employee must be attached. The Performance Evaluation will be placed in the employee's official personnel file. A copy is to be provided to the employee.

Employee: I have had this evaluation explained to me.

- ☐ I agree with this evaluation.
- ☐ I do not agree with this evaluation.
- ☐ I wish to appeal this evaluation.
- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Employee Date

Evaluator: I have explained this evaluation to the employee and attest that the information contained herein represents my best judgment of the employee's performance.

- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Evaluator Date

_____ _____

Signature of Department Head Date

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: October 21, 2013
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 24 N New Street, Dover, Delaware – Violation of Dangerous Building Ordinance
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council, sec. 22-288 – Emergency Cases, and Chapter 22, Article XI - Dangerous Buildings Case # 13-3531 & 2279
RELATED PROJECT: N/A
APPROVALS: N/A
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $20,000 $25,000. **AMOUNT BUDGETED**: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget; As of October 21, 2013 there is $21,113.50 remaining in the line item. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this building and all accessory structures on this property dangerous. 2. Order the property demolished **immediately** by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the demolition of the structure if not completed by the owner **by October 30, 2013**. 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by the Estate of Mary Bessie Brokenbrough. The property is a two-story wood-framed single family home. The house was condemned on October 8, 2013 due to insanitary conditions within the home and to the degree of structural damage caused by numerous water leaks. The house is stacked from floor to ceiling with belongings, creating concerns about the weight on the structure and fire hazard. City crews boarded the structure and have re-boarded on several instances due to people removing the boards and accessing the house. On Friday, October 18th, City inspectors found the house unsecured and boarded the house to secure it. On Saturday, October 19th, a City contractor boarded the house and secured the windows after the Police Department apprehended suspects burglarizing the house on the evening of October 18th. Currently, there are no utilities with numerous code violations that exist on the property. Due to the chronic nature of people accessing the house and the challenges with keeping the property secure, as well as the fire hazard and structural concerns with the structure, staff is bringing this forward as an emergency case, requiring immediate action.

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: October 18, 2013
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 142 Brandywine Drive, Dover, Delaware – Violation of Dangerous Building Ordinance
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 13-2220 & 13-2627
RELATED PROJECT: N/A
APPROVALS: N/A
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $15,000 - $20,000. **AMOUNT BUDGETED**: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget; As of October 18, 2013, there is $25,893.50 remaining in the line item. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this building and all accessory structures on this property dangerous. 2. Order the property repaired or demolished by **November 28, 2013** by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**. 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by the Veterans Administration. The property is a two-story wood-framed single family home with a full basement. The house has been vacant since April of 2010 when the electric was terminated. Since then, the basement has been flooded by water due to the sump-pump not being able to operate. This has caused the basement level to become filled with mold and mildew and is causing water damage to the floors and walls of the home. Also the pool in the rear yard is covered but has stagnant water on the tarp. There are numerous code violations that exist on the property.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee Meeting was held on October 14, 2013, at 3:33 p.m. with Chairman Dixon presiding. Members present were Mr. Hutchison, Mr. Perza, Mr. Caldwell, and Mrs. Horsey (arrived at 3:44 p.m.). Mayor Carey was also present (arrived at 3:35 p.m.).

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Future Use of the Dover Park Recreation Center

During the Committee Meeting of July 8, 2013, members recommended approval of staff's recommendation to demolish the recreation center at Dover Park. Since that meeting, several members of the community relayed opposition to the demolition, as recommended by the Committee ***(Attachment #1)***. As a result, when the Committee's recommendation was presented to City Council during their meeting of July 22, 2013, members of City Council referred the matter back to the Committee to allow staff time to research methodologies for funding repair or replacement or finding a public/private partnership to keep the recreation center in operation.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that since the opening of the John W. Pitts Center in April 2008, the demand for use of the recreation center at Dover Park declined and that, while the City continued to rent the Dover Park recreation center for parties, the Pitts Center became the primary focus of the City's recreation programming. She explained that the recreation center no longer serves the purposes of the City's recreation programming and noted that the programs that were scheduled for the Dover Park recreation center were frequently cancelled due to low attendance.

Mrs. Townshend advised members that the building was constructed in 1974 and that it needed investment to maintain functionality. She stated that the City had discontinued rental of the building and that the FY2013 budget included $30,000 in the Capital Improvement Plan (CIP) to replace the roof of the building, explaining that the roof had routinely been patched to repair leaks.

Mrs. Townshend indicated that, during FY2013, there was discussion about potentially renting the building out to a non-profit organization. Before investing funds to replace the roof and pursuing the potential of leasing the building to a non-profit organization, staff felt it was important to do a full assessment of the building to determine what other investments would be necessary to make the building functional, as all of the building's systems were dated and in need of some update. As a result, she stated that Compliance Environmental, Inc., was retained to do a Building Condition Survey. Members were provided a copy of the "Report of Findings from a Building Condition Survey" dated May 6, 2013, which included a summary of the recommended repairs, as well as cost estimates totaling $110,475. Although the Building Condition Survey did not include a structural engineering report, should City Council wish to keep the building and renovate it, staff would recommend that a structural engineering report be obtained prior to any renovations. However, based on the information contained in the Building Condition Survey, staff recommended demolition of the structure and noted that the costs associated with demolition, estimated at $20,000 for asbestos removal and $30,000 for demolition (bids would require City Council approval), were not currently budgeted.

Mrs. Townshend reviewed a Presentation - Future Use of Dover Park Recreation center ***(Attachment #2)***. Having received concerns from the community regarding the recommendation for demolition, she stated that staff's alternative recommendation was for the City to hire a consultant to do a Parks and Recreation System Plan for the City, which would include the Dover Park. She explained that the Plan would address indoor and outdoor recreation needs and guide investment in the City's parks to help meet system-wide needs. In addition, the Plan would make recommendations on building partnerships to meet the City's recreation needs. As an interim plan, Mrs. Townshend recommended performing maintenance and minimal repairs to the building; making the building available for rentals and for programming; utilizing partners to provide programming; and, allowing the building to be open only for scheduled events or programming.

Responding to Mr. Hutchison, Mrs. Townshend stated that the repairs indicated in Table 1 of the Executive Summary of Building Condition Survey do not include any ADA requirements and that significant renovations would be necessary to provide restrooms that are handicapped accessible. Although such requirements may not be required by Code, she felt that if the City opted to maintain the facility, it would need to be made accessible to any and everyone. She advised members that one of the main concerns relayed by the public was the accessibility of the City's parks. It was her opinion that to include ADA Standards in the repairs recommended, the costs would be between $175,000 and $200,000.

Ms. Dolores Blackman, 7 Starboard Court, questioned the security of the City's buildings, feeling that if people felt safe, they would use the facilities more often. Responding, Mr. Scott Koenig, City Manager, indicated that the Police Department monitors all City parks; however, they are not provided a schedule for the use of the parks. Ms. Blackman felt it was imperative for the City to provide security and questioned the possibility of an entry gate being installed to limit individuals from accessing the area during certain hours. Responding, Mr. Koenig stated that there is a gate beyond the building which limits access to the park (open space), noting that such gates are installed at all open space parks; however, he felt that a gate could also be installed closer to the roadway, prohibiting access to the building during certain times.

Mr. Reuben Salters, 109 Bertrand Drive, noted that it costs the City to provide recreation on the west side of Dover and that there are also taxpayers residing on the east side of the City. It was his feeling that the City should not let monetary issues prohibit providing recreation to all resident of the City. Mr. Salters suggested that members consider the human value in this regard, particularly for the youth, and indicated confidence in the State providing funding assistance for recreational programming. He advised members that a petition opposing the demolition of the Dover Park recreation center was submitted (as on file in the Office of the City Clerk).

Mr. James Fogell, 360 Nimitz Road, advised members that Manchester Square was not in existence when the Dover Park recreation center was constructed and that it was originally planned to serve senior citizens. He relayed opposition to the demolition of the building and explained the importance of the City maintaining such assets. Mr. Fogell also noted that the buildings' availability for rent had never been advertised. He advised members that he visits the City's parks regularly and urged members not to demolish the Dover Park recreation center.

Responding to Mr. Perza, Mrs. Townshend stated that, at some point in time the City made Schutte Park the number one priority for recreation investment and, in doing so, attention was not paid to other recreation assets. She advised members that the City has been very proactive with the City-wide playground replacement program, upgrading equipment throughout the City. She noted that the City has numerous parks located throughout the City and, with the exception of replacing playground equipment, no consideration has been given to the needs of the residents in those areas. She felt that a City-wide review of all parks should be conducted to determine the needs of the community and to make the wisest investment.

Mr. Perza questioned whether it would be better to invest in the building or other aspects of Dover Park. Responding, Mrs. Townshend stated that staff had discussed developing a plan for Dover Park that would include the management of vegetation to improve sight lines. She noted that there are a lot of concealed spaces in the park and managing vegetation could address some of the safety concerns. If staff was requested to make Dover Park a priority and bring forward a plan to make upgrades, Mrs. Townshend stated that would include a combination of interior and exterior improvements. She reminded members that, in recent years, the City had invested in the exterior infrastructure, such as the tennis courts, which are utilized for tennis programs, but had not invested in the building.

Mr. Perza noted that many of the parks throughout Dover do not have buildings and questioned whether a study had been conducted to determine whether a demand for a building at Dover Park would exist today, if it were considered as a new park.

Ms. Blackman explained the importance of aesthetics, noting that it has a lot to do with an individual's decision whether to participate or not. She suggested that the use of horseshoes, shuffleboard, and chess be considered in improving the park, explaining that individuals would not want to be there if the facility and grounds were not maintained.

Mr. Salters stated that he served on City Council during when the development of Schutte Park was taking place. He felt that the east side of Dover was neglected since everyone was focused on Schutte Park. Mr. Salters suggested that the City give the east side of Dover a priority in considering recreation for the next few years. He felt confident that the City could afford to make any necessary improvements and repairs to the building at Dover Park and requested that City Council give this consideration in the preparation of the City's budget.

Mr. Roddie Byers, 606 Walker Road, advised members that it was his recollection that when the development of Schutte Park was being considered, the original plan was to provide transportation for children residing on the east side of Dover to Schutte Park. In addition, he stated that there were plans to upgrade the sidewalk system to assist in getting children to Schutte Park.

Mr. Fogell advised members that there are other maintenance issues involving the City parks, such as the ballfields having ruts that need filled.

Mr. Hutchison stated that he has observed residents using the park for outdoor recreation and noted that the building does not meet the recreation needs for the community. He questioned if the City should invest $110,000 into a building that doesn't begin to meet the recreation needs of today or

whether that money should be invested into the park (that comes with the real value). Mr. Hutchison noted that there is only one (1) local facility for senior citizens, the Modern Maturity Center, which serves 20,000 members from all areas of the City. He relayed support for improving and upgrading the Park; however, he questioned if it should include the building.

Mr. Carl Barnes, 43 Homberg Circle, suggested that members not only consider the monetary value but the intangibles as well. Although the park would continue to function without the structure, he questioned what message demolition of the building would send. It was his feeling that the ADA issues should have been addressed several years ago. Concurring with Mr. Fogell, Mr. Barnes stated that he was not aware that the building was available for use and felt that there may not have been enough advertising. Mr. Barnes also indicated that whether there is a building on the property or not, security will still be required at the Park. He suggested the installation of outside restrooms, especially if the building is demolished. It was his opinion that the City would need to provide something in return for the community if the building is demolished and providing outside restrooms may be such an option.

Concurring, Mr. Fogell advised members that the only public restrooms available in the area are portable toilets located near the tennis courts. He suggested that the City consider additional restrooms throughout the park.

Mr. Byers suggested that the City conduct a community survey to assist in determining what action should be taken related to the Dover Park recreation center.

Mr. Edward Christian, 9 Pennwood Drive, Dover, felt that the City should stop doing things piecemeal and develop short-term and long-term plans instead. He reminded members that an extensive study was conducted when Schutte Park was constructed and suggested that members use such studies to help determine what action should be taken. He recommended a cost and benefit review approach, explaining that if the benefits exceed the costs, the improvements and/or repairs should be completed; however, if the costs exceed the benefits, additional consideration should be given to determine if such improvements and/or repairs should be done. He noted that, for years, there had been concerns with the lack of recreation for youth and that this concern remains in the community today.

Mrs. Townshend advised members that, in 1996, when she served as the Recreation Planner for the State of Delaware, a State-Wide Comprehensive Outdoor Recreation Plan was conducted. When the survey data was gathered from 1995, Dover was over-sampled so that there was better validity because the City of Dover was in the process of conducting recreation planning at that time. In 2002, when she left that position, the State was in the process of conducting the 2002 State-Wide Comprehensive Outdoor Recreation Plan and that, at that time, there was no over-sampling, resulting in the review of the needs at the County level.

Mr. Wayne Voshell, City of Dover Recreation Coordinator, advised members that, for several years, the citizens had indicated a desire for more outside activities, such as bike trails, walking trails, etc. He stated that, with the exception of basketball, the citizens had not indicated their desire for indoor recreation activities. Mr. Voshell indicated that one of the main issues with the Dover Park recreation center was the design of the building, noting difficulty hearing in the main room.

Although most leagues and activities are outdoors, he stated that girl scout and boy scout club meetings were held in the building; however, he asked members to imagine trying to hear with several boys and girls talking in the room at the same time.

Mr. Voshell agreed with the concerns regarding safety, explaining that he had been at the building late in the evening and did not feel safe. Responding, Mr. Salters stated that individuals feel safer at Schutte Park because of the excessive lighting. He relayed the simplicity of installing additional lighting at the Dover Park recreation center and suggested that the ceiling could be dropped at a minimal cost (less than $20,000), which would make the room very usable.

Noting the lengthy discussion, Mr. Dixon suggested the possibility of creating a committee to review this matter. He suggested a recess to allow members to tour the building and park. Mr. Dixon stated that, following the tour, members should know which direction the City should take regarding this matter.

Mr. Ellis Louden, 3 Michael Court, felt that more clear walking points were necessary. In addition, he questioned if the committee to be created would include community members and whether those members would be present when the City makes their determination. He questioned if there was a real Recreation Plan for the City.

Mr. Perza moved for a 15 minute recess, seconded by Mr. Hutchison and unanimously carried.

Meeting recessed at 4:44 p.m. and reconvened at 4:56 p.m.

Mr. Perza moved to recommend assigning the Dover Park Study to the Planning Department for the purpose of: 1) developing a Request for Proposals (RFP) to address the most appropriate investment of city-wide park resources in Dover Park, Schutte Park, and the parks located in the southwest and southeast corners of the City; 2) to determine whether the investment of sufficient resources is necessary to address all outdoor use, indoor use, restroom facilities, security facilities; 3) as a part of the RFP, to make a recommendation on what the best and most effective expenditure of resources is before a decision is made to expend additional resources on any of the park facilities within the City; 4) as a part of this review, there should be a resource inventory to determine whether or not the City has any of the prior studies and to determine if they are practical for future use; and, 5) to gather additional input not only from the communities on the east side of Route 13, but also from communities that have parks in the southern, western, and northern parts of the City. This is to be accomplished before the City commits to expending any resources to demolish any park buildings or for the purposes of creating or constructing additional park services in the City. The motion was seconded by Mr. Hutchison and unanimously carried.

Mr. Perza moved to defer agenda items #2 and #3 to the next Committee Meeting, seconded by Mr. Hutchison and unanimously carried.

Mr. Perza moved to recommend that the City re-open the Dover Park recreation center for use, noting that anyone wishing to rent the facility can do so by contacting the City of Dover to coordinate the event as needed; the building itself will not be closed for future use until the recommended Dover Park Study is reviewed. The motion was seconded by Mr. Hutchison and unanimously carried.

Responding to Ms. Blackman, Mr. Dixon announced that the availability of the building will be publicized.

Ms. Roxie Smiley-Carter, 320 Broadstair Place, questioned if members of the community will be included in the decision process by serving on the committee. She relayed concerns regarding the reopening of the building, explaining that there was a mold odor and that any mold and mildew issues should be resolved to assure no one gets sick. She also felt that the building needed to be cleaned and sanitized.

Concurring, Mrs. Horsey, stated her surprise with the motion to re-open the building, explaining her feeling that the building was not suitable to re-open at this time. She felt that it would take a lot of work to clean the building to make it suitable for activities. It was her hope that, with the motion, it was implied that the building would be made suitable before anyone would be permitted to use it.

Mrs. Townshend stated that there is a major moisture issue, which is causing the mold and mildew. She explained that unless the roof is replaced, the moisture cannot be controlled. In addition, there are issues with drainage. When the Study was completed by the Environmental Consultant, she stated that there were no findings that indicated that the building was unsafe. However, Mrs. Townshend indicated that there are certain rooms within the building that will not be opened due to mold issues caused by excessive moisture. She assured members that there would be a thorough cleaning of the building; however, she reminded them that this issue was before them because of the issues with the building, which need to be addressed if the building is going to be maintained for years.

Responding to Ms. Smiley-Carter, Mrs. Townshend stated that there are roof leaks located in the back section of the building and there are issues involving rainwater flowing towards the building rather than away from the building, which causes more moisture. Unless the City invests a substantial amount of money, there will continue to be a moisture problem.

Mr. Perza explained that, at this time, there was no authorization to correct the problems with the building; therefore, there would be limitations on its use and anyone wishing to use the building would do so with the understanding that it will be used as it is today.

Referring to the City-wide survey conducted several years ago, Mr. Byers stated that the John W. Pitts Center at Schutte Park was not built large enough to accommodate the needs of the community. To assist in meeting those needs, he suggested that the City allocate funding for the east side of Dover, since it is known that recreation is needed in that area.

Mr. Perza explained that the reality of the City's budget is that there are limited resources. At this time, the Planning Department staff will utilize what resources are available to benefit everyone in the City. He stated that Schutte Park seemed to be the focal point for the City's planning during the past 15 years and that no other areas in Dover, including the east side of Route 13, have received any park amenities during these past years either. Mr. Perza stated that a recommendation not to demolish the building, but to conduct a study, did not necessarily mean that all future recreation investment would be made in Dover Park. He explained that such investment may be divided among parks located in other parts of Dover. As a representative of the Second District, Mr. Perza stated that the communities in the south side of Dover have recreation needs and expressed his belief that communities in other parts of the City also feel that their recreation needs are not being met; therefore, he reiterated that the recommended study would be City-wide.

Responding, Mr. Byers felt that, with the exception of Schutte Park, the City's more populated recreation facility is located on the east side of Dover, explaining that the parks located in other parts of the City are very small. As such, he stated that Dover Park should be the anchor park for the east side of Dover.

Ms. Rebecca Gordon, 167 Westhill Drive, Camden, DE, stated her feeling that the City had planned for the demolition of the Dover Park recreation center when Schutte Park was being constructed.

Mr. Koenig explained that the City has a Capital Investment Program (CIP) that is available to the public with the Budget on the City's website. He stated that this portion of the budget outlines the capital investments that the City has planned for the park system, by park, for the next five (5) years. It was his recollection that this investment equates to several million dollars. Mr. Koenig assured members that the CIP did not mention the demolition of the building and that staff presented the idea of demolition when it was determined that there were excessive costs involved with repairing the building, including the replacement of the roof at a cost of $30,000. In previous years, he stated that the City employed staff that could have done the work in-house, which would have saved on these expenses. Prior to putting any investment into the building, staff wanted to know the condition of the building and, as a result, Compliance Environmental, Inc., was retained to do a Building Condition Survey. Upon receipt of their report (Findings from a Building Condition Survey), staff was made aware that there was a need to spend $110,000 just to bring the building up to what would be considered the existing standard. Mr. Koenig assured members that it was never staff's intention to demolish the building. He explained that the question is whether the City should invest $200,000 in the existing building or take the $200,000 and invest it elsewhere. He reminded members that the City is facing a $7.5M budget short-fall over the next five (5) years. He stated that the reality is that recreation improvements, along with vehicles, street cleaning, parking improvements, etc., often get deferred in order to provide funding for the City's current operations.

Mr. Koenig advised members that there was no public interest in the Dover Park recreation center until the demolition of the building was presented for consideration. He requested that residents make the City aware if there is an issue that is important to the community. Mr. Koenig noted that the City has never taken action against an issue that is important to the community, explaining that if it is important to the community, the City will find the means to support them; however, this support may require an increase in property taxes.

Mr. Dixon relayed appreciation for all the participation regarding this matter.

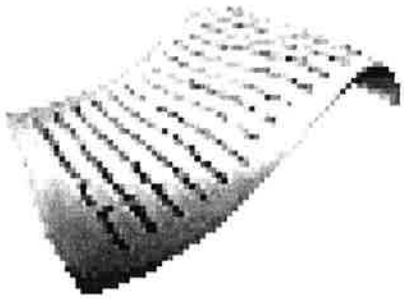
Mr. Hutchison moved for adjournment, seconded by Mr. Perza and unanimously carried.

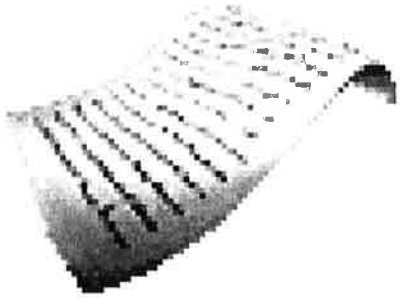
Meeting adjourned at 5:21 p.m.

Wallace R. Dixon
Chairman

WRD/MK/jg/dd/tm
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Attachments
Attachment #1 - Correspondence Regarding Future Use of the Dover Park Recreation center
Attachment #2 - Presentation - Future Use of Dover Park Recreation center





NOTICE

October 14, 2013
Parks, Recreation, and
Community Enhancement Committee Meeting
Future Use of the Dover Park Recreation Area

Attached please find correspondence received by the Clerk's Office related to this agenda item.

- City Clerk's Office

From:	gertbck3@aol.com
To:	Carey Sr., Carleton; Bonar, David L; Slavin, Timothy; Hutchison, James L.; tmcdowell-cw@dover.de.us; billh@comcast.net; AdmPerza@gmail.com; slynn@thedelawarelawers.com; Anderson, David; Dixon, Wallace
Cc:	istein@dover.de.us; City Clerks Office
Subject:	The Demolition of the Dover Park Recreation Center
Date:	Friday, July 19, 2013 4:17:55 PM

Please be advised that I am extremely concerned and truly disappointed by the total apathy on the part of the Parks Recreation and Community Enhancement Committee that has come forth with this most uncompassionate request to Demolish the "City of Dover's Park, Recreation Center."

This is the City's Primary Park, and should be respected and treated as such. This center should have Never been let go to get to the point of demolition that it is now being put to a Vote. It shows me great apathy on the part of this committee and I am frankly appalled and let down. If anything, this committee should be trying to rectify their lackadaisical attention given to this very First Park Recreation Center in this great city. Instead they now want to demolish what they have been irresponsible for giving their attention to as working Council persons.

With all considerations this Center should be rehabilitated at all costs, and the ones who should have been overseeing to its' upkeep, should be ashamed and rightfully so for not being accountable for their sworn duties to protect it.

This park should have a sprinkler system for all ages to play and cool off. Especially in the hot summer months, such as are upon us right now. It should have inside games, such as table games of all sorts, inside pool with a lifeguard, basketball court, and whatever else is needful to give these people and especially the children of all ages the advantage of not having to go outside their neighborhood and community to be enriched and enjoy the very simple pleasures of growing up as normal children. And jobs created for those in this very same community that will give them pride and respect and dignity; by making an honest living. Even if it is part time summer employment.

I vote vehemently against the Demolition of this Recreation Center. And I find it extremely necessary to Restore, Rehabilitate, Refurbish, and Remodel this Center with all and any State of the Art equipment and amenities for the peoples and citizens of thise community and all communities in this fine Capitol City of this First State of Delaware.

Sincerely yours,
Gertrude Buck

From: David Anderson
To: City Clerks Office
Subject: Dover Park-Rec Center
Date: Sunday, July 21, 2013 8:46:13 AM
Attachments: 4th Newsletter v.2.pdf

Traci, please pass this on. I am also sending the office this month's newsletter.

Dear fellow Council members,

I am very concerned about the idea of demolishing the Dover Park and Recreation Center when such a move is completely unnecessary. The center is unique in East Dover and serves a vital role in the community.

If you review the minutes of a previous parks and recreation meeting, there is a coaliton willing to take over the center. I propose letting them do so for $1 a year for 10 years in exchange for their repair, upkeep, and making the building available for public programs and disadvantaged youth a significant portion of the time. I would propose the 30k slated for Demo be allotted for repair materials. The non-profits can do it cheaper because they have volunteers ready to work.

Get it off the city books, don't take it from the community.

Respectfully

David Anderson

OPPOSE DEMOLISHING THE WHITE OAK PARK RECREATION BUILDING
THERE ARE NO OTHER OPTIONS EAST OF HIGHWAY 13
(OUR CHILDREN NEED A SAFE PLACE FOR RECREATION ACTIVITIES)
EAST OF US HIGHWAY 13)

THE CITY COUNCIL OF DOVER MEETS 7:PM MONDAY JULY 22, 2013 TO VOTE ON DEMOLISHING THE BUILDING AT WHITE OAK PARK ON WHITE OAK ROAD NEAR MANCHESTER HOUSING AND NEARBY DEVELOPMENTS.!!

YOUTH WHO LIVE EAST OF US 13 WILL HAVE NO POSSIBLE PLACE TO GO FOR RECREATION. AS THINGS ARE AT PRESENT, THERE ARE NO PROGRAMS AT THIS SITE. CITIZENS MUST ENCOURAGE CITY COUNCIL TO RESTORE THE BUILDING AND PROVIDE EDUCATIONAL AND RECREATIONAL PROGRAMS FOR OUR CHILDREN. SCHUTTE PARK IS FIVE MILES AWAY FROM THE EAST SIDE OF DOVER. IT IS THE RESPONSIBILITY OF THE CIT Y TO FIND A WAY TO PROVIDE OPPORTUNITIES FOR OUR CHILDREN.
IF A TAX INCREASE IS NECESSARY, THEN LET'S HAVE A TAX INCREASE! WHATEVER THE SOLUTION, LET'S HELP COUNCIL FIND A WAY BEFORE TAKING THE DRASTIC MEASURE OF DEMOLISHING THE BUILDING AND THR ONLY HOPE AVAILABLE FOR OUR YOUTH AT THIS TIME. SHOW UP FOR COUNCIL MEETING AND VOICE YOUR CONCERN TO COUNCIL BEFORE THE VOTE!!!!

LOVE OUR CHILDREN AND MAKE YOUR CONCERNS KNOWN TO YOUR CITY LEADERS BY TELEPHONE, EMAIL, OR BY VISITING CITY HALL. CONTACT YOUR MAYOR AND COUNCILPERSONS AT THE PHONE NUMBERS AND EMAILS LISTED BELOW AND REQUEST THAT A SOLUTION BE FOUND TO ADDRESS THE NEEDS OF OUR CHILDREN BEFORE DEMOLISHING THE BUILDING AT WHITE OAK PARK.

Name	Phone	Email Address
Mayor Carey	302 736 7005	ccarey@dover.de.us
President D. Bonar	302 677 0847	dlbassociates@gmail.com
Timothy Slavin	302 736 5068	timslavin1@gmail.com
James Hutchison, Sr	302 678 9595	jlhutch9595@yahoo.com
Beverly C. Williams	302 756 7008	tmcdowell-cw@dover.de.us
William F. Hare	302 222 1010	billh@comcast.net
Adam M. Perza	302 736 1776	AdmPerza@gmail.com
Sean M. Lynn	302 736 1776	slynn@thedelawarelawers.com
David L. Anderson	302 747 1971	davidlevianderson@gmail.com
Wallace R. Dixon	302 736 0204	coucilmandixon@verizon.net

Future Use of Dover Park Recreation Center

Ann Marie Townshend, AICP
Director, Planning & Community Development, City of Dover

ATTACHMENT #2
PR&CE Committee Meeting of 10/14/2013

About the Recreation Center Building

- Constructed in 1974
- Based on Building Condition Survey, update of building systems estimated at approximately $110,475.
- Estimate does not include functional updates to building, including upgrades to comply with Americans with Disabilities Act.

About the Recreation Center Building

- Before proceeding with investment to upgrade/update the building a structural evaluation is strongly recommended.

Programming at the Dover Recreation Center

- In recent years, programming efforts have been largely unsuccessful.
- Majority of classes/programs scheduled for Dover Park Recreation Center have been canceled due to low registration.
- Primary function of building – staff offices and rental for baby/bridal showers and private parties.

Programming at the Dover Recreation Center

FY05-FY12 Dover Park Recreation Center Class Totals										
		ALL CLASSES					YOUTH CLASSES			
		Classes Offered	Classes Held	Total Regs	Avg Reg Per Class		Classes Offered	Classes Held	Total Regs	Avg Reg Per Class
FY12		5	1	17	17		5	1	17	17
FY11		11	3	7	3.5		0	0	0	0
FY10		16	5	19	3.8		0	0	0	0
FY09		3	2	30	15		0	0	0	0
FY08		24	11	93	8.5		15	10	84	8.4
FY07		28	21	206	9.8		23	19	196	10.3
FY06		26	19	146	7.7		22	15	129	8.6
FY05		31	18	110	6.1		25	15	93	6.2
TOTALS		144	80	628	7.8		90	60	519	8.6

NOTE: Opening of the John W. Pitts Center in spring 2008 reflected in FY2009 beyond.

Recreation Opportunities East of US 13

- Concerns from the community that demolition of recreation center building diminishes recreation opportunities east of US 13.
- Demolition proposal **does not** affect programming and other availability of opportunities to use Dover Park.

Dover Park Amenities

- Playground
- Pavilions
- Basketball Courts
- Tennis Courts
- Softball Fields
- Multipurpose Fields

The Unknown Issues

- What are the recreation demands east of US 13 that are not being met?
- How can we best meet them?
- Will renovation of the existing building meet the needs? Or is the need something else?
- Renovating the existing building would provide a multipurpose room **NOT** playing courts or other sports related activity area.

Recommended Path Forward System-wide Plan

- Hire a consultant to do a Parks and Recreation System Plan for the City – including Dover Park.
- Plan would address indoor and outdoor recreation needs and guide investment in our parks to help meet the needs system-wide.
- Plan would make recommendation on building partnerships to meet recreation needs.

Recommended Path Forward In the Interim….

- Maintenance of building and minimal repairs.
- Make building available for rentals and for programming.
- Utilize partners for provision of programming.
- Building would be open only for scheduled events or programming.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on October 14, 2013, at 6:30 p.m. with Chairman Lynn presiding. Members present were Mr. Slavin, Mr. Rushe, and Mr. Shevock. Mr. Hare was absent. Members of Council present were Mr. Dixon, Mr. Hutchison, and Council President Bonar. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda, seconded by Mr. Rushe and unanimously carried.

Creation of Ad Hoc Financial and Operational Advisory Committee

Due to concerns for the City's financial future, Mr. Hutchison advised members that he, along with Mrs. Williams, have requested consideration of the creation of an Ad Hoc Financial and Operational Advisory Committee to review the City in total and make recommendations for achieving efficiencies and preparing for long-range objectives. He reminded members that it is projected that there will be a $7.5M shortfall for the City over the next five (5) years.

Mr. Hutchison suggested that the Committee, to be appointed by the Council President and confirmed by City Council, be comprised of himself, Councilman Lynn, Councilwoman Williams, and three (3) civilian members. The qualifications for the three (3) civilian members are recommended to be as follows: Two (2) members with an extensive financial background, preferably dealing with large budgets; must hold at least a bachelor's degree in financial management or related field; and must have at least seven (7) years experience. One (1) member with an extensive background in operations management or business development; must hold at least a bachelor's degree in business administration, operations management, or related field; and must have at least seven (7) years experience.

Mr. Hutchison indicated an expectation that this committee would work with the City Manager and Treasurer/Controller to develop a plan and provide their recommendations to the Legislative, Finance, and Administration Committee on January 13, 2014, with Council consideration taking place on January 27, 2014.

Chairman Lynn expressed his opinion that, rather than create another committee to perform the same responsibilities as the Legislative, Finance, and Administration Committee, a series of Special Meetings be held by the Legislative, Finance, and Administration Committee to address these financial and operational concerns. Considering that certain issues may be outside of the scope or expertise of the current membership of the Committee, he suggested that two (2) additional Committee members be appointed for the purpose of serving during these Special Meetings either in a capacity as special members, advisory members, or friends, etc.

Mr. Slavin advised members that during his previous term on Council, he had requested that the City Manager (Mr. DePrima) consider the Delaware Economic and Financial Advisory Council (DEFAC) revenue forecast model, used by the State of Delaware, to review the manner in which the City forecasts revenues. He stated that the revenue report which members currently receive was a result of this request. He felt that a dispassionate "set of eyes" is necessary to review the issues. He preferred that an advisory council comprised fully of citizens be created to review the revenue side

and make recommendations to City Council. The expenses could be reviewed by the Legislative, Finance, and Administration Committee and City Council. He noted that there is a lot of untapped brain power available to the City between the Universities, business men and women in the community, and others. If the City were to establish such a committee, Mr. Slavin questioned whether the decisions would be binding on Council, noting that DEFAC decisions were binding on the General Assembly. He relayed his support for pursuing the idea and reiterated his suggestion that such a committee serve as a fully citizen advisory committee.

Mr. Shevock questioned the creation of another a committee, and suggested that it be created as an ad hoc committee with a sunset provision of three (3) or five (5) years.

Council President Bonar urged members to support establishing the committee, consisting of up to seven (7) members, with recommendations to be presented to the Legislative, Finance, and Administration Committee for their review and recommendation to City Council.

It was the consensus of members that this matter not be included on the consent agenda when presented to City Council, to allow members an opportunity for discussion.

Mr. Slavin moved to recommend forwarding this matter to City Council for discussion of a reconfigured composition of the proposed committee, with the understanding that the members endorsed the idea in principle. The motion was seconded by Mr. Rushe and unanimously carried.

By unanimous consent, the meeting adjourned at 6:41 p.m.

Sean M. Lynn
Chairman

SML/TM/jg/dd
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Prepared for: City Council
Council Workshop: Sept. 18, 2013

CITY OF DOVER
FISCAL YEAR JULY 1, 2013 TO JUNE 30, 2014
REVENUE REPORT
As of September 30, 2013

				25.0%			
	GENERAL FUND	**FY14 BUDGET**	**YTD REVENUES**	**% BUDGET RECEIVED**	**COMMENTS**	**FY13 REVENUES**	**FY12 REVENUES**
1	Property Taxes	$ 10,852,300	$ 10,708,000	98.7%	Billed in July	$ 10,768,800	$ 10,765,741
2	Payment In Lieu of Taxes	317,200	31,900	10.1%		357,600	284,457
3	Transfer from Electric Fund	8,000,000	2,000,000	25.0%		8,000,000	7,876,288
4	Intrafund Service Receipts Electric	3,319,400	727,700	21.9%		3,192,900	3,105,015
5	Transfer from Transfer Tax Fund	1,315,500	298,100	22.7%	1 large receipt $54K in July	1,108,000	1,373,208
6	Business Licenses	1,460,000	1,412,200	96.7%	Billed in July	1,462,500	1,470,097
7	Intrafund Service Receipts Water/Wastewater	1,134,900	256,500	22.6%		1,045,500	894,186
8	Sanitation Fees	2,676,500	651,000	24.3%		2,624,900	1,903,623
9	Permits & Other Licenses	1,167,500	362,900	31.1%	Rental dwelling/trailers billed in July	1,162,800	1,346,769
10	Transfer from Municipal Street Aid Fund	527,400	-	0.0%		531,100	527,042
11	Fines & Police Revenue	666,000	107,200	16.1%		612,200	681,952
12	Police Extra Duty Fees	650,000	73,600	11.3%		702,100	600,310
13	Transfer from Police Grant Funds	110,000	6,400	5.8%		170,400	600,310
14	Court of Chancery Fees	863,200	165,100	19.1%	One month in arrears	917,700	863,220
15	Transfer from Water/Wastewater Fund	500,000	125,000	25.0%		500,000	424,508
16	Transfer from Civil Traffic Penalties Fund	600,000	-	0.0%		299,800	518,638
17	Library Revenues & County Reciprocal Pymt	466,600	18,100	3.9%		471,100	475,822
18	Franchise Fees	606,200	-	0.0%	Quarterly receipts in arrears	618,300	568,240
19	General Fund Grant Receipts	623,500	70,000	11.2%	Police Pension grant	721,600	1,010,452
20	Recreation Revenue	133,000	28,500	21.4%		144,500	112,480
21	Other Miscellaneous Receipts	213,800	31,000	14.5%		193,400	232,535
22	Interest Income	75,000	7,700	10.3%		91,800	53,175
	TOTALS	$ 36,278,000	$ 17,080,900	47.1%		$ 35,697,000	$ 35,688,068
	Final Budget					**$ 35,569,000**	**$ 35,016,778**

Prepared for: City Council
Council Workshop: Sept. 18, 2013

CITY OF DOVER
FISCAL YEAR JULY 1, 2013 TO JUNE 30, 2014
REVENUE REPORT
As of September 30, 2013

	WATER/WASTEWATER FUND	FY14 BUDGET	YTD REVENUES	25.0% % BUDGET RECEIVED	COMMENTS	FY13 REVENUES	FY12 REVENUES
1	Water Fees	$ 4,730,700	$ 1,249,200	26.4%		$ 4,551,800	$ 4,707,918
2	Wastewater Fees	3,642,700	969,200	26.6%		3,564,600	3,722,985
3	Wastewater Adjustment Fees - County Trtmt	2,980,300	800,900	26.9%		2,926,600	3,050,127
4	Groundwater Inflow Adjustment	1,324,600	359,500	27.1%		1,314,000	1,290,968
5	Water Impact Fees	357,000	31,800	8.9%		221,500	308,700
6	Wastewater Impact Fees	323,000	28,500	8.8%		386,000	277,400
7	Water Tank Space Leasing	333,800	26,200	7.8%		300,100	313,101
8	Interest Income	23,100	1,100	4.8%		17,800	31,889
9	Other Miscellaneous Revenues	82,000	16,800	20.5%		72,400	104,634
10	Grant Receipts	-	-	0.0%		50,900	-
	TOTALS	$ 13,797,200	$ 3,483,200	25.2%		$ 13,405,700	$ 13,807,722
	Final Budget					**$ 13,822,200**	**$ 13,819,800**

	ELECTRIC REVENUE FUND	FY14 BUDGET	YTD REVENUES	25.0% % BUDGET RECEIVED	COMMENTS	FY13 REVENUES	FY12 REVENUES
1	Sales to Customers	$ 76,286,700	$ 22,423,100	29.4%		$ 86,886,900	$ 99,859,602
2	Purchased Power Adjustment	-	-	0.0%		-	(2,290,989)
3	Utility Tax	1,492,200	360,100	24.1%		1,443,900	1,944,543
4	Transfer from Rate Stabilization Reserve	4,000,000	1,000,000	25.0%		5,400,000	-
5	Miscellaneous Revenue	988,800	212,600	21.5%		1,918,000	1,381,300
6	Interest Income	119,400	3,600	3.0%		154,100	12,662
7	Intrafund Service Fees - Water/Wastewater	98,500	22,700	23.0%		136,000	171,646
	TOTALS	$ 82,985,600	$ 24,022,100	28.9%		$ 95,938,900	$ 101,078,764
	Final Budget					**$ 95,971,700**	**$ 99,934,036**

City of Dover

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
Fax: (302) 736-7002
E-mail: skoenig@dover.de.us

To: Mayor and City Council

From: Scott D. Koenig, P.E., City Manager

Date: October 22, 2013

Subject: Semi Annual Inspection – Robbins Hose Company

In accordance with Section 46-43 of the City Code, I performed the required semi-annual inspection of the Dover Fire Department on Friday, October 18, 2013 with Chief Patrick West and Assistant Chief Matthew Carey. The following items were discussed:

1) Station #1 ramp on Reed Street is beginning to show wear due to salt and age. This problem will be monitored closely as the replacement cost is extensive. A similar replacement was completed at Station #2 earlier in 2013 using Community Transportation Funds.

2) Engine #3, a 2003 Pierce, is shown considerable wear based on verbal discussions with the Chief and Assistant Chief. The Fire Department plans to request replacement of the engine in the coming budget cycle. Maintenance records and copies of all documents and bill have been requested by the City Manager to evaluate the request before it is presented to City Council.

3) The Fire Chief and Assistant Fire Chief also expressed concerns about Engine #7, a 1997 Pierce.

4) The parking lot to the rear of the building has an orange barrel covering the grease interceptor. City staff has been working on the replacement of some framing in the grease interceptor. This project will be completed by October 31, 2013.

5) The Chief indicated that the Air Pack cylinders on the SCBAs will need to be replaced soon. It is estimated that 60 cylinders will need replacement at an estimated cost of $150,000 ($2,500 each).

6) We also discussed the recruitment of the Fire Chief's Assistant. As of this writing, a conditional offer for the position has been made and accepted. A start date has yet to be determined.

The Chief indicated that responses to incidents have been very strong with an average of 17 members responding. Once the Fire Chief's Assistant position is filled, there will be only one (1) vacant Fire Dispatcher position to be filled. The Robbins Hose Company continues to provide and outstanding level of service to the City of Dover. Please feel free to contact me if you have any questions or concerns.

SDK/yml

cc: Fire Chief Patrick West

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Electric	**DATE SUBMITTED**: 10/17/13
PREPARED BY: Steve Enss, Interim Electric Director	
SUBJECT: Vehicle purchase, Replacing Bucket truck 766	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller/Treasurer	
EXHIBITS: Vendor Quote & National Joint Powers Alliance (NJPA) Vendor contract.	
EXPENDITURE REQUIRED: $241,828.00	**AMOUNT BUDGETED**: $225,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Electric –Transmission & Distribution, Account Number 487-8200-562-40-23, Page 172 of the draft budget PDF. (2001 Freightliner)	
TIME TABLE: Order will be placed following Council approval.	
RECOMMENDED ACTION: Staff recommends purchasing the 2014 bucket truck from Dueco (vendor of Terex) for the total cost of $241,828.00.	

BACKGROUND AND ANALYSIS

The purpose of the bucket truck purchase is to replace an ageing 2001 Freightliner bucket truck that is need of many repairs. Bucket trucks are normally replaced in 10 – 15 years depending on the condition of the vehicle.

The Electric department budgeted for the basic model at $225,000. The plan was to use the trade-in value of the 2001 bucket truck to equip the new truck with recommended safety lights, decals, winches, inverter and etc.. The City has a procedure for selling used vehicles that recommends the sale of the used vehicle and discourages trade-ins. Assets have to be recorded at cost for depreciation purposes and any trade-in value will be recorded as a gain/loss on the sale of the vehicle. The City has also experienced a better return by selling used vehicles on the internet auction sites. This procedure also prevents budget variances in the estimated trade-in value.

The Controller/Treasurer will monitor the budget for savings or unplanned revenue to cover the shortfall. If this can't be accomplished, the difference of $16,828 will be covered through the beginning budget balance through a budget ordinance.

The department evaluated two bucket truck manufactures and both companies (Altec and Terex) are part of the NJPA and recognized by the State of Delaware and the City of Dover's purchasing policy. The Terex bucket truck was found more practical and useful for overhead line work. The last few trucks were purchased through Altec and the department felt that opening an opportunity for a second vendor would be in the best interest of the City.

DUECO® EQUIPMENT PRICING

August 28, 2013

City of Dover
860 Buttner Place
Dover, DE 19904
Attn: Mr. Steve Moxley

Subject: **Quote for an HRX52 Over-Center Aerial truck**

DUECO Reference#: 43206R2

Steve,

In response to your request, I am pleased to provide you with the following pricing for a Terex Utilities HRX52MH with a DUECO steel line body installed on a Freightliner M2 4x2 chassis.

HRX52 Aerial Device, Body, Accessories, Installation & Chassis: **$ 241,828.00**

Delivery of Completed Unit will be F.O.B. Dover, DE

I trust you will find this information to your satisfaction. If you have any questions or need further assistance, please contact me at (484)599-1136

Thank you for giving DUECO, Inc. the opportunity to quote your equipment needs and I look forward to working with you in the near future.

Sincerely,

Anthony DiArcangelo
Territory Manager

Cc: Donna R. Bruss

Customer must fill out the information below before the order can be processed...

Accepted by:		
Date:		
P.O. number:		
Quote ID:		Total Purchase Price: $

NJPA AWARDED CONTRACT

NJPA VENDOR CONTRACT SUMMARY – Terex

DATE	RFP #
May 27, 2010	# 031710
AWARDED CONTRACT NUMBER **031710-GII**	**NJPA RFP TITLE & CATEGORY** **LANDSCAPING AND GROUNDS RELATED EQUIPMENT, ACCESSORIES AND SUPPLIES**
CONTRACT PERIOD May 27, 2010 through May 26, 2014	**PRICING MODEL** LIST LESS %
DESCRIPTION LEARNING ENVIRONMENTS THAT ENGAGE AND INSPIRE STUDENTS OF ALL AGES AND ABILITIES TO LEARN	
VENDOR NAME AND ADDRESS TEREX 601 Arizona Ave NW Huron, SD 57350	**VENDOR CONTACT** Rusty Pugh Office: 540-529-7808 rusty.pugh@terex.com www.genielift.com

NJPA CONTRACTS CONSIST OF THE FOLLOWING DOCUMENTS	RELATED CONTRACT DOCUMENTATION
Section 2.4"Contract" as used herein shall mean cumulative documentation consisting of the RFP, and entire Bidder's Response, and fully executed "Acceptance and Award". • Bid Acceptance & Award • Request for Proposal (RFP) • Assignment of Contract • Bidder's Response and Pricing - Available upon request from the NJPA Contract Manager	Bid Evaluation Board Minutes Bid Comment & Review Bid Opening Witness Page Affidavit of Advertisement
DOCUMENTATION OF CONTRACT MAINTENANCE Contract Renewal 2013 Contract Renewal 2012 Contract Renewal 2011	**ADDITIONAL INFORMATION:**

NJPA INFORMATION

NJPA CONTACT	TITLE
Paul Anderson	NJPA Contract Manager
PHONE 218-894-5487	**EMAIL** Paul.Anderson@njpacoop.org
ADDRESS 202 12th Street NE, P.O. Box 219, Staples, MN 56479	**WEBSITE** www.njpacoop.org

TEREX®

Terex

NJPA AWARDED CONTRACT

Overview

Contract Summary

Pricing

Marketing Materials

NJPA Contact Information

HOW TO PURCHASE
Our step-by-step guide

Contract#: 031710-GII
Category: Heavy & Utility Equipment
Sub Category: Public Utility Equipment
Description: Aerial Lift Equipment
Maturity Date: 05/27/2014

Terex Utilities, a leading manufacturer of equipment built for use in the electric utility industry, has been selected to offer products and services to all members of the NJPA. Terex Utilities offers local sales and service through a "best-in-class" network of strategically located customer service centers designed to support all types of equipment including aerial devices and work platforms, cranes and digger derricks. Terex also offers a complete line of financial products and services to assist in the acquisition of our equipment through Terex Financial Services. More information on Terex Utilities can be found at www.terex.com.

Vendor Contact Info
Rusty Pugh
Direct Phone: 540-529-7808
Email Rusty
www.genielift.com

DOVER FIRE DEPARTMENT

DOVER'S VOL. FIRE DEPT.
Since 1882

October 7, 2014

To: Traci McDowell
From: Carleton Carey Jr, President
Christopher Peters, Secretary

Reference: Recommendation of Judges for Elections

Please find below the recommendations of Judges for the 2014 Robbins Hose Company Line Officer Elections.

Jim Hurley
Bill Hurley
Jim Howett

Please feel free to contact us with any questions or concerns regarding this matter.

Respectfully,

Christopher Peters, Secretary

Carleton Carey Jr, President

103 South Governors Avenue • Dover, Delaware 19904
Headquarters: (302)736-7168 • Fire Chief's Office: (302)736-7167 • FAX: (302)736-7166