UTILITY COMMITTEE
A G E N D A

OCTOBER 28, 2013 - 5:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

AGENDA ADDITIONS/DELETIONS

1. Annexation Requests

A. 508 Acorn Lane, Owned by Raul M. Juarez *(Staff Recommends Approval of Request)*

B. Westerly Side of Acorn Lane, Owned by City of Dover *(Staff Recommends Approval of Request)*

2. Request for Abandonment of Street (Improved) - Harmony Lane

(Staff Recommends the Following Actions, If the Committee Favors Abandonment:

(1) Abandonment of the Subject Right-of-Way with Conveyance of Sixty Feet (60') of Said Right-of-Way to Milford Housing Development Corporation. Abandonment Shall Be Conditioned Upon Completion of the Site Development Plan and Parcel Consolidation Plan. Cross-Access and Public Utility Easements Will Be Required for the Existing Wastewater Pump Station and Associated Force Main Infrastructure Located Therein. Ownership Shall Not Be Relinquished Until the Parcel Consolidation Plan is Recorded;

(2) Abandonment of All Stormwater, Street, Wastewater, and Water Infrastructure to Milford Housing Development Corporation in Conjunction with the Abandonment of Harmony Lane. The City Shall Retain Ownership of the Existing Pump Station and Associated Force Main Only; and

(3) Adoption of a Resolution by Council Setting a Public Hearing Regarding the Proposed Abandonment for November 25, 2013.)

3. Public Notification - Power Outages

(Staff Recommends Authorization to Call in Additional Resources During Outages to Assist with Phone Calls and Recording New Automated Phone Messages to Address the Concerns Identified by the Committee, and That Staff Evaluate an Automated Phone/Push Notification System to Be Considered in Future Budgets)

4. Rate Classification/Tariff Amendment for Churches

(Staff Recommends That No Action Be Taken on Amending the Current Electric Rate Tariffs and That Staff Be Directed to Assist the Presbyterian Church of Dover with a Green Energy Grant Application to Facilitate Energy Efficiency Within the City's Electric System)

5. Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) ***(July, August, and September)*** *(Staff Recommends Acceptance of the Report)*

6. Adjournment by 5:55 p.m.

/tm
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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.

PETITION TO ANNEX AND REZONE PROPERTY
Report to the City of Dover Utility Committee
October 28, 2013

Applicants/Owners:	Raul Juarez
Property Address:	508 Acorn Lane
Tax Parcel ID #:	ED-00-068.15-01-10.00-0001
Size:	1.315 acres
Present Use:	Residential
Proposed Use:	Residential

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

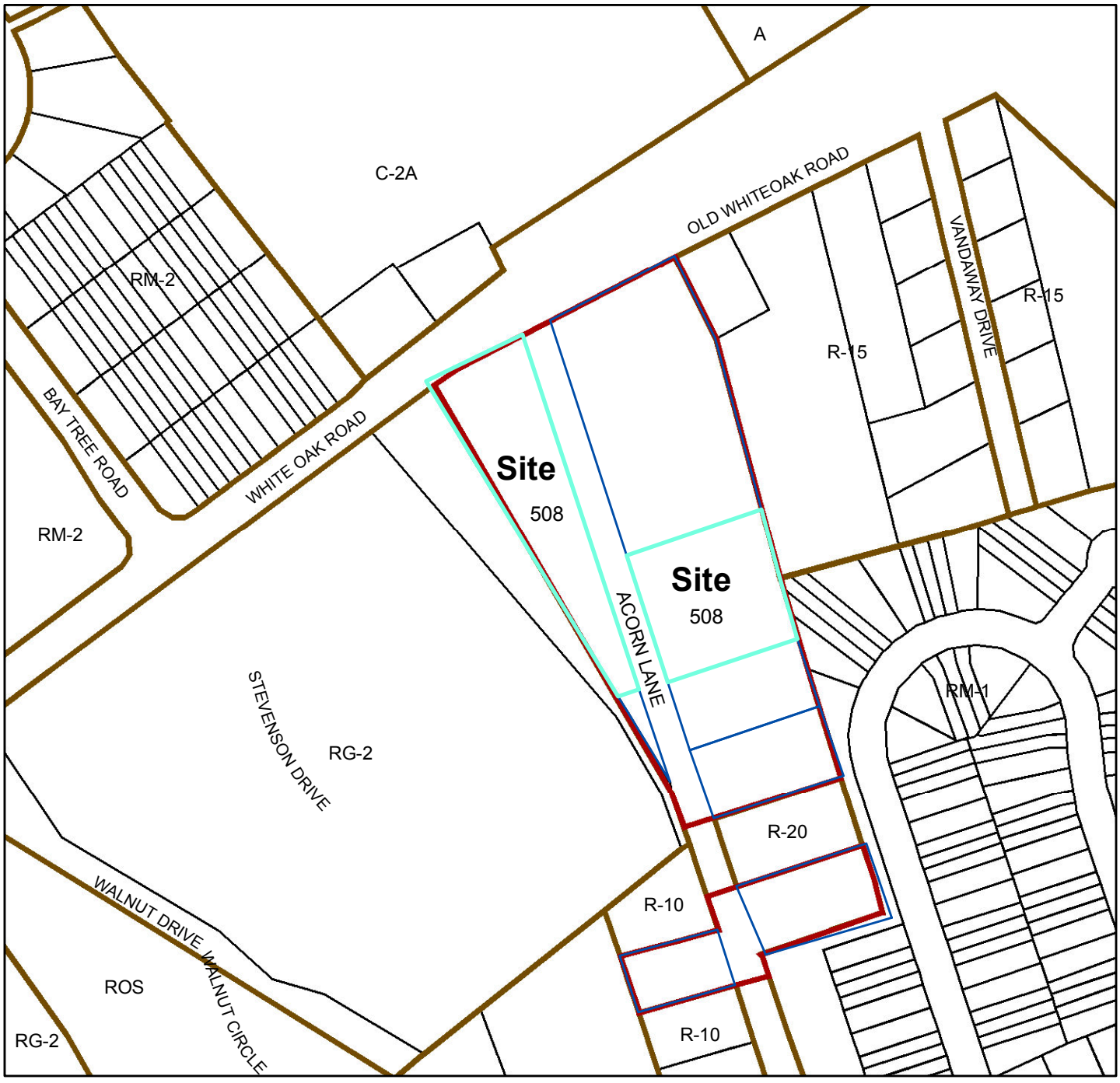
Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence)
Utility Availability:	The property is currently served by City of Dover Electric. There are sanitary sewer and water service available in Acorn Lane. The property owner would be responsible for the costs associated with tapping the sanitary sewer and water mains, extending services to the property, payment of impact fees, and obtaining permits associated with such improvements. Additionally, per a special assessment for a sewer line along Acorn Lane, dated January 13, 1992, "All property owners outside the City limits whose property adjoins said sewer line shall pay the equivalent assessment of $40.00 per front foot adjoining the said sewer line at such time as the property is connected to the City's sewer system."
Staff Recommendation:	Staff recommends that the City proceed with annexation of the subject property.
File Number:	AX-13-02

City of Dover

Department of Planning & Inspections

Application No.: AX-13-02



Plan Title: Lands of Juarèz
Location: 508 Acorn Lane
Plan Type: Annexation
Tax Parcels: ED-00-068.15-01-10.00-0001
Proposed Zoning: R-8
Proposed Land Use Classification: Residential Low Density
Annexation Classification: Category 1 Priority
Owner: Raul Juarèz
Date: 10-1-13

Legend

- Zoning
- Dover Parcels
- Kent County Parcels
- Dover Boundary

0 150 300 600 Feet

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2013-16

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 508 ACORN LANE

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that 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.
(TAX PARCEL: ED-00-068.15-01-10.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-02)

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-16 Rezoning-Annexation-508 Acorn Lane.wpd

ACTIONS HISTORY

October 14, 2013 - Scheduled for First Reading/Referral

Draft

PETITION TO ANNEX AND REZONE PROPERTY
Report to the City of Dover Utility Committee
October 28, 2013

Applicants/Owners:	City of Dover
Property Address:	West side of Acorn Lane
Tax Parcel ID #:	ED-00-068.15-01-12.00-0001
Size:	0.075 acres (3,264 SF)
Present Use:	Vacant
Proposed Use:	Vacant

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

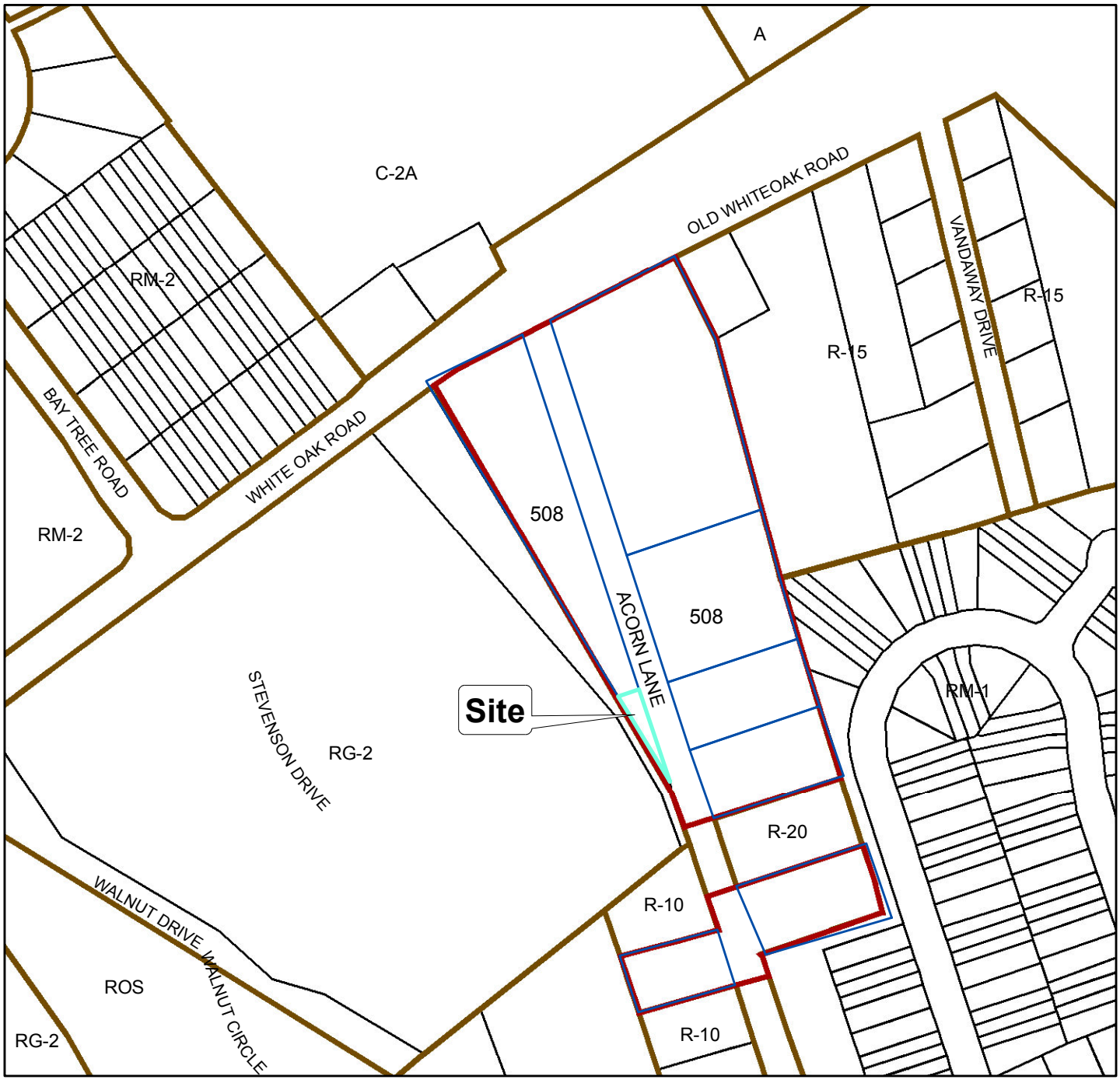
Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence)
Utility Availability:	The property is currently undeveloped but within the City of Dover Electric service area. There are sanitary sewer and water service available in Acorn Lane. The property owner would be responsible for the costs associated with tapping the sanitary sewer and water mains, extending services to the property, payment of impact fees, and obtaining permits associated with such improvements. Additionally, per a special assessment for a sewer line along Acorn Lane, dated January 13, 1992, "All property owners outside the City limits whose property adjoins said sewer line shall pay the equivalent assessment of $40.00 per front foot adjoining the said sewer line at such time as the property is connected to the City's sewer system."
Staff Recommendation:	Staff recommends that the City proceed with annexation of the subject property.
File Number:	AX-13-03

City of Dover

Department of Planning & Inspections

Application No.: AX-13-03



Plan Title: Lands of City of Dover
Location: Westside of Acorn Lane
Plan Type: Annexation
Tax Parcels: ED-00-068.15-01-12.00
Proposed Zoning: R-8
Proposed Land Use Classification: Residential Low Density
Annexation Classification: Category 1 Priority
Owner: City of Dover
Date: 10-10-13

Legend

- Zoning
- Dover Parcels
- Kent County Parcels
- Dover Boundary

0 150 300 600 Feet

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2013-17

AN ORDINANCE 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

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located on the westerly side of Acorn Lane, consisting of 0.075+/- acres (3,264 s.f.), owned by the City of Dover.
(TAX PARCEL: ED-00-068.15-01-12.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-03)

ADOPTED: *

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ACTIONS HISTORY

October 14, 2013 - Scheduled for First Reading/Referral

Draft

ACTION FORM

PROCEEDING: Utility Committee	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 10/18/2013
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Abandonment of Right-of-Way – Harmony Lane	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager	
EXHIBITS: Attachment A – Map	
EXPENDITURE REQUIRED: $ N/A	**AMOUNT BUDGETED**: $ N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: The referenced portion of right-of-way and all applicable infrastructure shall be abandoned, with City Council approval, upon completion of the Site Development Plan and recordation of the parcel consolidation plan including all necessary cross access and public utility easements.	

RECOMMENDED ACTION: The following actions are recommended should the Committee be in favor:

(1) Abandonment of the subject right-of-way with conveyance of sixty feet (60') of said right-of-way to Milford Housing Development Corporation. Abandonment shall be conditioned upon the completion of the Site Development Plan and parcel consolidation plan. Cross access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. Ownership shall not be relinquished until such time as the parcel consolidation plan is recorded;

(2) Abandonment of all stormwater, street, wastewater, and water infrastructure to Milford Housing Development Corporation in conjunction with the abandonment of Harmony Lane. The City shall retain ownership of the existing pump station and associated force main only; and

(3) Adoption of a resolution by Council setting a public hearing regarding the proposed abandonment for November 25, 2013.

BACKGROUND AND ANALYSIS

The City Manager's Office received a letter from Russell Huxtable, Vice President of the Milford Housing Development Corporation (MHDC), dated August 6, 2013. This letter contained their proposal to consolidate all subject parcels and reconfigure many features of the site as well as a request for the City to abandon Harmony Lane. The MHDC would own and privately maintain the infrastructure to the limits of their property boundary on Walker Road.

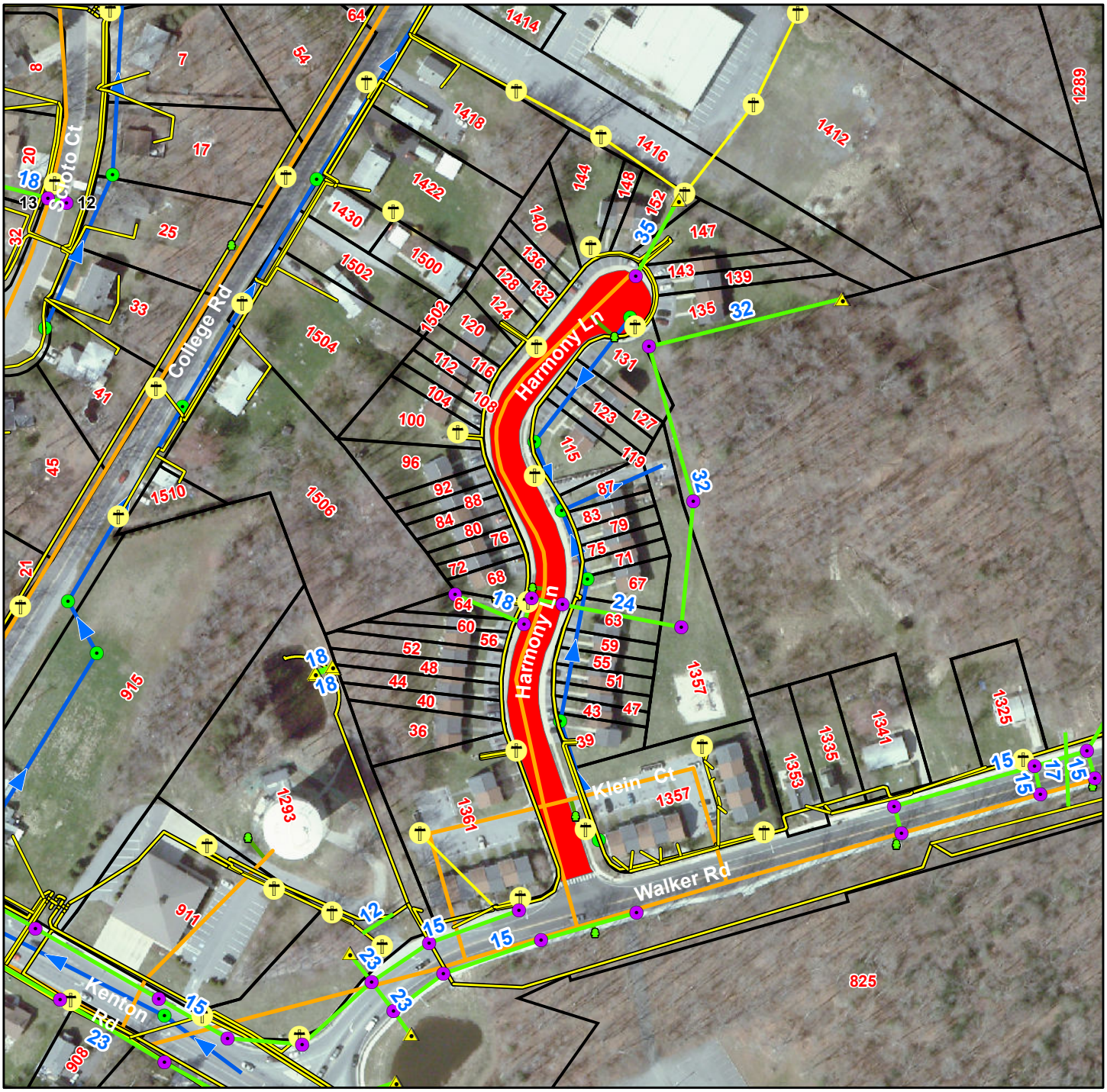
Harmony Lane is approximately 850 linear feet (0.16 miles) in length. The right-of-way is sixty feet (60') wide. As this is an improved right-of-way the following table depicts a list of services and infrastructure that would become private if the abandonment is approved. This table includes clarification regarding existing infrastructure within easements.

INFRASTRUCTURE CATEGORY	DESCRIPTION OF PUBLIC SERVICES TO BECOME PRIVATE DUE TO ABANDONMENT
Grounds	The City of Dover will not provide any grounds service or street tree maintenance within the property.
Sanitation	The City of Dover will not provide any sanitation service to the property including, but not limited to, the provision of bulk waste, yard waste, recycling and domestic sanitation services.
Stormwater	All stormwater / storm drainage infrastructure associated with the property will be abandoned in conjunction with the abandonment of Harmony Lane. The City of Dover will not provide any maintenance service to these facilities including, but not limited to, cleaning, repairs, upgrades and replacements.
Streets	All sidewalks, curbing and roadway infrastructure associated with the property will be abandoned in conjunction with the abandonment of Harmony Lane. The City of Dover will not provide any maintenance service to these facilities including, but not limited to, repairs, upgrades, replacements, street sweeping, leaf collection and snow removal.
Wastewater	All gravity sanitary sewer infrastructure associated with the property will be abandoned in conjunction with the abandonments of Harmony Lane. The City of Dover will not provide any maintenance service to these facilities including, but not limited to, cleaning, repairs, upgrades and replacements. *The City will retain ownership of the existing pump station and associated force main and continue to provide required maintenance services.*
Water	All water infrastructure associated with the property will be abandoned in conjunction with the abandonment of Harmony Lane. The City of Dover will not provide any maintenance service to these facilities including, but not limited to, hydrant maintenance, water flushing, repairs, upgrades and replacements.

The abandonment of Harmony Lane is conditioned upon the completion of the Site Development Plan and parcel consolidation plan. Cross access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. The City would not give up ownership of the road until such time as the parcel consolidation plan is recorded.

As per the plan, the right-of-way for Harmony Lane (sixty-feet (60') wide) and associated improvements as indicated above would be conveyed to the Milford Housing Development Corporation. The Department of Public Works has no objection to this abandonment as presented.

Walker Woods: Harmony Lane
Proposed Street Abandonment



0 125 250 500 Feet

Date Printed: October 17, 2013
File: m:\gis_data\projects/tech_mxds
\st_abandonment_map
Department: Public Works GIS
City of Dover, Delaware

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Legend

- Storm Sewer Inlet
- Storm Sewer Outlet
- Storm Sewer Cleanout
- Storm Sewer Junction Box
- Storm Sewer Manhole
- Storm Sewer Pipe
- Overhead Electric Pole
- Secondary UG Lines
- Underground Electric Lines
- Overhead Electric Lines
- Water Main
- Hydrant Line
- Hydrants
- Sanitary Manhole
- Sanitary Sewer Line
- Dover Parcels
- Right of Way to be Abandoned

PETITION TO ABANDON AN IMPROVED CITY STREET
before the
City of Dover Utility Committee
October 28, 2013

Applicants:	Milford Housing Development Corporation Green Street Development
Location:	Harmony Lane, North of Walker Road
Present Use:	Public Streets
Proposed Use:	Private Drive and Parking Area
Reason for Request:	Redevelopment of Walker Woods and Walker Woods II
File Number:	MI-13-16

Summary of the Request:
The applicant has requested abandonment of Harmony Lane in coordination with their plan to redevelop Walker Woods and Walker Woods II (S-13-18). As a part of the Site Development Plan, the 55 parcels will be consolidated to one.

Recommendation of the Planning Staff and Planning Commission:
The Planning Staff has no objection to the proposed abandonment; however we recommend that the abandonment be conditioned upon the completion of the Site Development Plan and parcel consolidation and that the City not give up ownership of the road until such time that the parcel consolidation is recorded.

Following a public hearing on October 21, 2013, where no members of the public spoke in reference to the proposed abandonment, the Planning Commission recommended in favor of the abandonment, in include all of the conditions stated in the DAC comments.

Advisory Comments to the Applicant:

1. The Planning Commission's role is to make a recommendation to City Council on the matter. City Council has ultimate authority on the request for abandonment.

2. Abandonment of public streets and alleys does not constitute approval for physical alteration of such streets and alleys. Any modification or ground-disturbing activity must be reviewed through the appropriate site plan process and receive all requisite approvals by regulatory agencies.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: OCTOBER 2, 2013

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **Request for Street Abandonment : Harmony Lane**

FILE #: **MI-13-16**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Steve Enss - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. Our office has no objections to the proposed street abandonment.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. None.

WASTEWATER

1. A permanent cross access easement must be provided to the City of Dover for access to the pump station and associated force main.
2. A permanent public utility easement shall be provided for the existing four-inch (4") force main and pump station on this site. No temporary or permanent structures, including signage or stormwater management areas, shall be placed within the easement areas established.
3. The neighboring property to the west currently connects to the sanitary sewer man hole within this proposed development. A permanent maintenance agreement must be created between the two properties, said agreement shall hold the City of Dover harmless of any operational issues between the two parties.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Once streets are abandoned and turned into a private road, the streetlighting is no longer required & becomes private, Customer has four options: (1) contact Customer Service to set up an account to pay for existing lights monthly, (2) contact Customer Service & set up metering for existing lights, (3) City will disconnect existing lights from City system, abandon lights to customer & they can energize from their system or (4) contact Kent County and inquire about the possibility of setting up a lighting district. . Options 1,2 & 4, City of Dover provides maintenance for lights. Option 3, lights & wiring are the sole responsibility of customer (City will recommend a metering point if necessary)

WATER

1. The water infrastructure within the existing development will become private; the City of Dover will not provide any maintenance on any water infrastructure within the proposed property. In addition, services including, but not limited to, hydrant maintenance and water flushing will not be performed by the City.

WASTEWATER

1. The gravity sanitary sewer infrastructure within the existing development will become private; the City of Dover will not provide any maintenance on any gravity sanitary sewer infrastructure, including sanitary sewer laterals within the proposed property. The City will maintain ownership the existing pump station and associated force main.

STORMWATER

1. The stormwater infrastructure within the existing development will become private; the City of Dover will not provide any maintenance on any stormwater infrastructure within the proposed property.

STREETS

1. Harmony Lane will become private, the City of Dover will not provide any maintenance on Harmony Lane, including, but not limited to, street sweeping, leaf collection, snow removal and road repair within the proposed property.

SANITATION

1. Harmony Lane will become private, the City of Dover will not provide any sanitation service to this property, including, but not limited to, the provision of bulk waste, yard waste and domestic sanitation services within the proposed property.

GROUNDS

1. The City of Dover will not provide any service for street tree maintenance (if any) within the proposed property.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 2, 2013

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APPLICATION: Request For Street Abandonment: Harmony Lane
FILE#: MI-13-16 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741 2600 EXT. 3 • FAX (302) 741 0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
October 2013

Application Name:	Milford Housing Development Corp.
Application/Project Number:	MI-13-16
Reviewing Agency:	Kent Conservation District (302)-741-2600 ext.3
Project Reviewer:	David C. Cahill

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT.

CITY AND STATE CODE REQUIREMENTS:

Source:
Delaware Sediment and Stormwater Regulations

Requirements:

1. Kent Conservation District has no objection to request for street abandonment of the above referenced street.

Comments:

1. If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.

ACTION FORM

PROCEEDING: Utility Committee **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: 10/22/13
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Public Notification – Power Outages
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager
EXHIBITS: Exhibit A – Public Notification Procedure; Exhibit B – Internal Standing Orders; Exhibit C – CAF dated 09/04/2013
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: If requested, implement changes immediately.
RECOMMENDED ACTION: Authorize staff to call in additional resources during outages to assist with phone calls and new phone messages to address the concerns identified by the committee and recommend that staff evaluate an automated phone/push notification system to be considered in future budgets.

BACKGROUND AND ANALYSIS

As a follow up to the Utility Committee Meeting on September 9, 2013, staff has reviewed the comments from the meeting. Several of our neighboring utilities (Delmarva Power & Delaware Electric Cooperative) have an outage management software package that has a website showing the areas affected when an outage occurs. This type of software use would require that we change all of our electric meters to smart meters. In addition, some of the utilities give an estimated restoration time; however, it is very difficult to verify the accuracy of the estimated restoration times based on our staff's opinion. Due to the costs associated with this option, staff does not recommend this as being a viable avenue at this time.

Staff is proud of our system reliability efforts and we have a goal that the annual outage will be less than 295 minutes per customer, which is the Delaware standard set by the Public Service Commission. Our recent success in this area is as follows: FY-2009 – 155 minutes, FY-2010 – 160 minutes, FY-2011 – 64 minutes, FY-2012 – 39 minutes, FY-2013 – 51 minutes, and FY-2014 – 61 minutes (year-to-date through September). We had 5 outages in July affecting 694 customers, 4 outages in August affecting 6,514 customers and 8 outages in September affecting 1,550 customers.

The Delaware Electric Coop does usually post a Facebook notification if an outage is going to be extensive; however, they have a threshold of customers in the 100's before posting this type of information. Staff does not recommend using this medium at this time as it will involve additional staff resources to post information and the amount of customers using this medium is unknown. The system operations staff does not have the time to post accurate information during the outage; therefore, the Public Information officer or other staff members would be needed to distribute this information. If the outage occurs outside of normal business hours, then we will be required to incur overtime costs.

Staff will be making an effort to bring in additional staff to answer phone calls and update the phone message system during outages if City Council supports the additional staff resources to address the inquires of the committee.

Staff will also be evaluating the costs associated with an automated phone/push notification system for future budget consideration if City Council indicates they are interested in this type of system.

Exhibit A

CITY OF DOVER
ELECTRIC OUTAGE
PUBLIC NOTIFICATION PROCEDURE

1. System Operator will make determination if the Outage Coordinator should be called in. In general, the Outage Coordinator will be called when more than one-third of the City is affected or the outage is expected to be four hours or longer in duration.

2. Notify Electric Department Outage Coordinator

Steve Enss			**Primary**
Work phone	:	736-7091	
City cell	:	[redacted]	
Home	:	[redacted]	
Personal cell	:	[redacted]	
Vacant			**Alternate**
Work phone	:		
City cell	:		
Personal cell	:		
Home	:		

3. Outage Coordinator will contact Electric Department Spokesperson

Steve Enss			**Primary**
Work phone	:	736-7091	
City cell	:	[redacted]	
Home	:	[redacted]	
Personal cell	:	[redacted]	
Vacant			**Alternate**
Work phone	:		
City cell	:		
Home	:		

4. Spokesperson/Outage Coordinator will complete outage information sheet (see attached) and update as appropriate.

5. Spokesperson will contact and brief City Manager at 736-7005 during working hours or call at cell phone [redacted] or home phone number [redacted].

6. Spokesperson will fax copy of outage information to City Manager's Office [redacted] if outage occurs during working hours at 736-7002.

7. Outage information will be forwarded to the following news media by fax or phone as determined by the Outage Coordinator or Spokesperson. In general, outages that will affect more than half the service area and likely to be out for more than two hours shall cause both media and elected official notification. Outages that are likely to be sustained for more than four hours shall cause notice regardless of size of the service area.

Exhibit A

CITY OF DOVER
ELECTRIC OUTAGE
PUBLIC NOTIFICATION PROCEDURE

	MEDIA NAME	FAX	PHONE	CONTACT
A.	WAFL Radio Station	422-3069	422-7575	Steve Monz
B.	WBOC TV – Salisbury, MD	410-749-5190	410-749-1111	News Room
C.	WBOC TV – Dover, DE	734-3674	734-9262 (Ext. 714)	Carrie Aiken
D.	WDOV/WDSD Radio Station	674-8621	674-4441	Phil Feliciangeli
E.	WHYY - Channel 12	302-575-0346	302-888-1200	Rob Stewart
F.	WMDT	410-749-4777	410-742-4747 (Ext 304)	News Room
G.	Comcast Communications	674-2462	672-5928 (Dispatch)	Jack Feathers
H.	Public Service Commission	739-5258	739-2613	Michael Malak

8. When outage information is faxed to the media, the Mayor and City Council shall also be contacted that day or in the event of an outage occurring after 11:00 PM the next morning by the Outage Spokesperson in the following order: Mayor, Council President, (Councilmen in affected districts when isolated outages), Utility Committee Chairman, Safety Advisory Committee Chairman, other remaining Council members. Below is the current phone list for Mayor and City Council:

NAME	TITLE	PHONE NUMBER/ E-MAIL ADDRESS
A. Carlton E. Carey, Sr.	Mayor	[redacted]
B. Timothy A. Slavin.	Councilman At-Large	[redacted]
C. Beverly C. Williams	Councilwoman, 1st District	[redacted]
D. James L. Hutchison, Sr.	Councilman, 1st District	[redacted]
E. William F. Hare	Councilman, 2nd District	[redacted]
F. Adam M. Perza	Councilman, 2nd District	[redacted]
G. David L. Bonar	Councilman, 3rd District Council President	[redacted]
H. Sean M. Lynn	Councilman, 3rd District	[redacted]
I. David L. Anderson	Councilwoman, 4th District	[redacted]
J. Wallace R. Dixon	Councilman, 4th District	[redacted]
K.	Public Service Commission	739-7500

CITY OF DOVER
ELECTRIC OUTAGE
PUBLIC NOTIFICATION PROCEDURE

Exhibit A

CITY OF DOVER ELECTRIC DEPARTMENT
OUTAGE INFORMATION SHEET

Date:_____

Outage Number:_____ Update No._____/_____

Time (start of outage):_____

Area involved:_____

_____

_____

Estimated time (duration of outage / time service will be restored):_____

_____

_____

Contact Person:_____

Phone Number:_____

Fax Number :_____

E - Mail :_____

When advising the public of an electric outage, please mention the following:

1. **The City of Dover Electric crews are working diligently to restore power, please call 736-7086 to report outages that persist beyond estimated outage time.**

2. **Drive safely; traffic lights may be out in the area of the outage. Drive only if necessary.**

CITY OF DOVER
ELECTRIC OUTAGE
PUBLIC NOTIFICATION PROCEDURE

3. **Use extreme caution when using emergency candles. Be sure to extinguish all candles when lighting comes back on.**

Exhibit B

City of Dover **City of Dover**	**Electric Department**	
Number:	Subject: **Electric Director's Standing Orders**	
Approved for use by:	Current Issue: **Rev 5**	Issue Date: **June 19, 2012**
Page 1 of 14		

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19. VENDORS AND VISITORS

Any Visitor or Vendor must sign in at the administrative office before gaining access to the property or building. All relationships with visitors and vendors are expected to be pleasant, cooperative, and business-like. Each staff member is entitled to a pleasant and respectful workplace. Therefore, any uncooperative or unpleasant development should be immediately referred to their immediate supervisor or me. Remember that we represent our city, so we should be professional in all dealings with outside personnel.

20. REVIEW DATES

The following are dates in which periodic reviews will be completed or performed in order to maintain records and policies. The Electric Director will assign the responsible entities for each review.

Monthly:	Review Relaying & Misoperation PRC-004 and PRC-005.
January 15th	Review system for Critical Cyber Assets CIP-002 through CIP-009
May 30th	Annual Forcasting data/ Projections. MOD-010
June 15th	Annaul review of Cordination with TO. FAC-002.
November 4th	Annual review to cover Sabotage Procedure. CIP-001.

21. ADMINISTRATION

A. Accurate, complete records are essential for the efficient, proper long-term operation of the utility. All records will fully satisfy contractual obligations. All records will be established within a system that meets such obligations and will be retained within a formal filing system.

B. All correspondence sent to outside parties will be dated and signed. Unless otherwise designated, I will sign all such correspondence.

22. NOTIFICATIONS

I am available at all times for any issue that you feel needs my attention. My mobile cell phone numbers are listed on the phone list that is controlled by the System Operations Center.

A. At a minimum, I expect a supervisor to be notified if any of the following occur:

1. Any potentially hazardous condition such as severe thunderstorm, lightening, tornado, or breach of security, which poses a threat to the utility.

2. If we are not able to respond to the power demands as requested by the dispatcher.

3. Any loss of major equipment, which has the potential of affecting the deliver of power or reliability (such as electrical distribution or transmission components.)

4. Any hazardous chemical spill or oil spill which may be dangerous to utility personnel or the local population.

5. Prior to intentionally defeating, isolating or tagging out any relay/fire protection equipment or safety device such as equipment trips or if any protective features fails and is out of service.

B. Only the Electric Director or his/her designee is authorized to discuss issues with the media.

C. **Immediate notification of the Electric Director shall occur in these circumstances:**

1. A substation is out of power

2. Any injury of an employee, contractor, vendor, or visitor, which occurs on site and requires anything more than basic first aid. Make sure to make a log entry for even the minor occurrences (name, time, organization, brief description of the injury and a method of getting in touch with the individual).

3. Any emergency, which requires notification of a responder such as emergency medical services, fire department, or police.

Approved: _____
Electric Department Director

ACTION FORM

PROCEEDING: Utility Committee **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: 9/04/13
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Public Notification – Power Outages
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager
EXHIBITS: Exhibit A – Public Notification Procedure; Exhibit B – Internal Standing Orders
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: If requested, implement changes immediately.
RECOMMENDED ACTION: Review the Electric Outage Public Notification Procedures and Internal Standing Orders on an annual basis and implement changes based on comments received during the review.

BACKGROUND AND ANALYSIS

Attached are the existing Electric Outage Public Notification Procedures and the Internal Standing Orders for the Electric Department. The Public Notification Procedures is currently implemented when more than one-third (1/3) of the City is affected or the outage is expected to be four (4) hours or longer in duration.

In addition to these procedures, the System Operations Center has begun sending email notifications to the City Manager when there are any power outages. Since the System Operations staff is part of the system restoration, some of these emails occur after the fact. Others occur while the outage is in the process of being restored depending upon the intensity of the work involved in restoring the outage. The City Manager will forward the emails to City Council if they so desire to receive them.

ACTION FORM

PROCEEDING: Utility Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office	**DATE SUBMITTED**: 10/23/13
PREPARED BY: Scott D. Koenig, P.E., City Manager	
SUBJECT: Rate Classification/Tariff Amendment for Churches	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A – Action form from 09/16/2013 & Copies of the tariff sheets	
EXPENDITURE REQUIRED: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A	**AMOUNT BUDGETED**: N/A
TIMETABLE: Per Council direction	
RECOMMENDED ACTION: Recommend no action be taken on amending the current electric rate tariffs and direct staff to assist the Presbyterian Church with the Green Energy Grant Application to facilitate energy efficiency within the City's electric system.	

BACKGROUND AND ANALYSIS

During the September 23, 2013 Utility Committee meeting, staff was requested to further investigate and determine the financial impact of an amendment to the tariff language of the "C and C1" classification by eliminating the words "or have instrument rated metering" from the classification. In addition, the committee asked who else may be affected by such a change to the tariff language.

This request is related to the discussion about the C5 classification assigned to the Presbyterian Church of Dover. Their demand profile would allow them to be assigned to the "C and C1" classification if they did not have an instrument rated meter. Based on a "look back" period of one (1) year, we believe there are as many as 51 customers who could be reclassified if the above referenced language was removed from the "C an C1" classification. This was determined based on using an average demand of less than 3,500 kWh/month. Obviously, electric use is dynamic so the actual number of customer could vary from year to year depending upon when the calculation is made.

Using these customers, it is estimated that such a change in the tariff language could result in a loss of revenue related to the demand charge of $128,458.00 for this group of customers. Since electric usage is dynamic in nature, the City Manager would estimate the loss of revenue between $75,000 and $125,000 per year based on the information available.

Staff has indicated to the Presbyterian Church that the Green Energy Grant Fund can assist them in making energy efficiency improvements to their facility such as replacement of the metering infrastructure. Using the Green Energy Fund to improve the facility would achieve the same goal as amending the tariff. The current estimate to improve the facility is less than $5,000.

Amending the tariff will have a direct financial impact on our rate structure and could have unanticipated consequences related to our rates. Staff recommends against any alterations to the tariff unless it were to alter in the context of a comprehensive rate review that is not scheduled to be considered until future budgets.

ACTION FORM

PROCEEDING: Utility Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office	**DATE SUBMITTED**: 9/16/13
PREPARED BY: Scott D. Koenig, P.E., City Manager	
SUBJECT: Rate Classification/Tariff Amendment for Churches	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Copies of the tariff sheets	
EXPENDITURE REQUIRED: N/A	**AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: Per Council direction	
RECOMMENDED ACTION: Recommend that City Council take no action on this request at this time and have the issue evaluated during the next rate study conducted for the Electric System.	

BACKGROUND AND ANALYSIS

Staff is in receipt of a request from the Presbyterian Church of Dover to consider a change in tariff language for the C/C1 (Small Commercial) description. Specifically, their request is to have the wording "or have instrument rated metering" removed from the C/C1 classification description. For this specific example, the church has consumption levels below the 3,500 kWh/month limit for the C/C1 designation but their electrical service metering is of the instrument rated type which prevents them from requesting a classification change from C5 to C/C1. The church is seeking the new classification to avoid the demand charges associated with the C5 classification.

A number of years ago, it appears that certain churches were included in the residential tariff before the commercial tariffs became customized and more sophisticated. Staff sought input from our power supply attorney, Mr. Kirk Betts, regarding this subject. Mr. Betts advised staff that many churches have functions in the evening from 6-10 p.m. which is part of PJM's 16 hour peak period, in addition to 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 ratemaking, tariffs and rates are based upon cost causation so similar voltage, demands, and consumption patterns should pay similar rates. Staff believes there are as many as 24 churches that may be in the same relative situation as the Presbyterian Church of Dover; therefore, any change to the tariff could alter our revenue projections based on the modeling of the system.

The City of Dover has 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 as well as revenues could degrade the integrity of the current rates. Obviously, any detailed modeling of the requested tariff modification would require input and analysis from our rate consultant to insure accuracy and fairness with respect to the financial modeling. 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.

Based upon the above information, staff recommends no changes be made to the approved tariffs at this time. This issue should be revisited during our next rate study to fully analyze the impact of this type of change.

SMALL COMMERCIAL SERVICE CLASSIFICATION
"C and C1"

AVAILABILITY

This rate is available throughout the City of Dover electric service area for small commercial and industrial purposes through a single meter. The maximum monthly usage must not exceed 3,500 KWH per month or have instrument rated metering. If there is a major change in the character of service or if the KWH usage exceeds 3,500 KWH for two (2) consecutive billing months, the account will be automatically transferred to the Medium Commercial Service Classification. If the customer's usage does not exceed 3,500 KWH after a period of one (1) year, the customer may be returned to the Small Commercial Service Classification.

CHARACTER OF SERVICE

Secondary voltage, 60 cycle, alternating current, single or three phase service. Other voltages may be applicable where available and at the option of the City.

Customer Charge	
Per bill - Single Phase Service	5.00
Per bill - Three Phase Service	15.00
Energy Charge	
Per KWH	0.10010

MINIMUM MONTHLY BILLING

The minimum monthly billing shall be the Customer Charge.

PURCHASE POWER ADJUSTMENT

All kilowatt-hours billed under this rate shall be subject to the Purchase Power Clause included in this schedule.

PUBLIC UTILITY TAX

In addition to the charges provided for in this service classification, a surcharge will apply in accordance with any tax imposed by governmental authority upon sales of electricity.

RENEWABLE ENERGY CHARGE

All kilowatt hours billed under this rate shall be subject to the "GEF" Rider.

RULES AND REGULATIONS

The General Rules and Regulations of the City of Dover for electric service shall apply to service rendered under this service classification.

Effective Date: July 1, 2013

LARGE COMMERCIAL SERVICE CLASSIFICATION
"C5"

AVAILABILITY
This rate is available throughout the City of Dover electric service area for commercial and industrial purposes having instrument rated metering. If there is a significant change in the character of service, the City will, at its option on a case by case basis, temporarily transfer the account to another tariff.

CHARACTER OF SERVICE
Secondary voltage, 60 cycle alternating current, single or three phase service. Other voltages may be applicable when available and at the option of the City.

Customer Charge	
Per bill - single or three phase service	15.00
Demand Charge	
All kW - per kW	13.90
Energy Charge	
All kwh - per kwh	0.06470

DETERMINATION OF DEMAND
The Billing Demand will be the maximum fifteen (15) minute demand during the month, determined by a block demand meter. In any month in which the average power factor at the delivery point is greater or less than ninety-five percent (95%) the measured demand shall be corrected in accordance with the following formula:

$$\text{Billing Demand} = \frac{\text{Measured demand X .95}}{\text{Average Power Factor}}$$

The city measures both leading and lagging power factor, treating both as non-unity power factors, and the customer is billed accordingly.

MINIMUM MONTHLY BILLING
The minimum monthly bill shall be the Customer Charge and a Demand Charge based on sixty percent (60%) of the greatest Billing Demand established during any month of the 12-month period ending with the current billing month.

PURCHASE POWER ADJUSTMENT
All kilowatt-hours billed under this rate shall be subject to the Purchase Power Clause included in this schedule.

PUBLIC UTILITY TAX
In addition to the charges provided for in this service classification, a surcharge will apply in accordance with any tax imposed by governmental authority upon sales of electricity.

RENEWABLE ENERGY CHARGE
All kilowatt hours billed under this rate shall be subject to the "GEF" Rider.

RULES AND REGULATIONS
The General Rules and Regulations of the City of Dover for electric service shall apply to service rendered under this service classification.

Effective Date: July 1, 2013

City of Dover

Capital Investment Plan

Project Tracking Report

September 30, 2013

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.
* For Finance purposes projects are considered completed when placed in service and **all** charges have been processed.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 16,000	$ -	$ 250,000	$ -	$ 266,000
Restricted MSA (non Public Safety)	-	-	-	-	-
Community Transportation Fund - FY11 Balances	-	-	-	-	-
Debt Financing	-	-	4,000,000	-	4,000,000
Other State/Federal Grants	15,000	-	-	-	15,000
Police Grants	-	-	-	-	-
Impact Fee Reserves	-	-	1,390,000	-	1,390,000
State Community Transportation Funds	-	500,000	-	-	500,000
Sale of Assets	-	-	-	-	-
Transfer Loan Proceeds to CT Fund - Street Program	-	-	-	-	-
Transfer from General Fund	1,278,300			-	1,278,300
Transfer from Operating Funds	-	-	2,402,800	5,025,400	7,428,200
Transfer from Parkland Reserve	95,000	-	-	-	95,000
Transfer from Future Capacity Reserve	-	-	-	-	-
General Service Billings	-	-	-	440,000	440,000
Interest Income	-	-	25,000	25,200	50,200
Total Funding Sources (Unaudited)	$ 1,404,300	$ 500,000	$ 8,067,800	$ 5,490,600	$ 15,462,700

City of Dover
General Fund - Major CIP Projects
September 30, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY2009**											
2	LB0901	M/G/L	New Library Project	$ 18,200,000	$ 20,469,100	$ 20,379,871	$ 89,229	99.6%	$ -	$ 5,772	$ (5,772)	0.0%	Complete	LEED Certification complete in FY14
3			**Totals**	$ 18,200,000	$ 20,469,100	$ 20,379,871	$ 89,229	99.6%	$ -	$ 5,772	$ (5,772)	0.0%		
4														
5			**FY2013**											
6	PR1301		Roof Replacement @ Dover Park	$ 30,000	$ 30,000	$ 6,995	$ 23,005	23.3%	$ -	$ -	$ -	0.0%	On Hold	Asbestos survey done of building; Future plans for building being evaluated
7	ST1302		Street & Alley Program	1,414,500	690,000	-	690,000	0.0%	-	-	-	0.0%	FY14	Moved to FY14 Street Program
8	ST1304		Garrison Farm Improvements	1,924,000	1,924,000	63,937	1,860,063	3.3%	-	-	-	0.0%	In process	Financed by Future Capacity Reserve
9	ST1405	G	FY12 MSA - Capital non-safety	265,200	265,200	32,924	232,276	12.4%	-	18,961	(18,961)	0.0%	In process	Restricted MSA Funding
10			**Totals**	$ 3,633,700	$ 2,909,200	$ 103,856	$ 2,805,344	3.6%	$ -	$ 18,961	$ (18,961)	0.0%		
11														
12			**FY2014**											
13	---		Vehicles & Equipment	$ 963,800	$ 963,800	$ 62,103	$ 901,697	6.4%	$ 908,800	$ 62,103	$ 846,697	6.8%		
14	CS1402		Security Cameras/Fence	55,000	55,000	-	55,000	0.0%	55,000	-	55,000	0.0%		
15	FR1400		Annual Contribution to Robbins Hose	238,500	238,500	238,515	(15)	100.0%	238,500	238,515	(15)	100.0%	Complete	
16	IT1400		Server & Backup Solution	7,000	7,000	-	7,000	0.0%	7,000	-	7,000	0.0%		
17	PD1401		Copier Replacement	10,000	10,000	-	10,000	0.0%	10,000	-	10,000	0.0%		
18	PD1402		Totaled Vehicle Replacement	20,000	20,000	-	20,000	0.0%	20,000	-	20,000	0.0%		
19	PR1401		A/C System @ Pitts Center	65,000	65,000	-	65,000	0.0%	65,000	-	65,000	0.0%		
20	PR1402		Schutte Park Land Improvement	30,000	30,000	-	30,000	0.0%	30,000	-	30,000	0.0%		
21	ST1402		FY14 Concrete Program	70,000	70,000	2,680	67,320	3.8%	70,000	2,680	67,320	3.8%		
22	ST1403	B/L	FY14 Bonded Street Program	740,000	740,000	37,001	702,999	5.0%	-	37,001	(37,001)	0.0%		
23	ST1404		Village of Westover IV	265,215	265,215	-	265,215	0.0%	-	-	-	0.0%		
25			**Totals**	$ 2,464,515	$ 2,464,515	$ 340,299	$ 2,124,216	13.8%	$ 1,404,300	$ 340,299	$ 1,064,001	24.2%		
26														
27			**Grand Totals**	$ 24,298,215	$ 25,842,815	$ 20,824,026	$ 5,018,789	80.6%	$ 1,404,300	$ 365,032	$ 1,039,268	26.0%		

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.
G = Grant funded project
B/L = To be financed through bonds or commercial loan.

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
September 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: Current Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2002**											
2	CT0212		South Street paving	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ -	$ -	0.0%		Authorized by Legislator to reallocate to South Street; project should finish by End of Year.
3			**Totals**	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ -	$ -	0.0%		
4														
5			**FY 2009**											
6	CT0555		Little League Park paving	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ -	$ -	0.0%		Re-program for signage
7			**Totals**	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ -	$ -	0.0%		
8														
9			**FY 2007**											
10	CT0708		E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ -	$ -	0.0%		Specialty contract needed
11			**Totals**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ -	$ -	0.0%		
12														
13			**FY 2009**											
14	CT0977	M	Schutte Parking Lot	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ -	$ -	0.0%		Trying to Re-program for Schutte park sidewalk
15			**Totals**	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ -	$ -	0.0%		
16														
17			**FY2012**											
18	CT1201	M	North Street Roundabout	$ 500,000	$ 572,200	$ -	$ 572,200	0.0%	$ -	$ -	$ -	0.0%	35%	Site work initiated
19	TE0601	M	Lincoln Park Center	900,000	1,423,500	523,277	900,223	36.8%	-	-	-	0.0%	Started	On-going
20			**Totals**	$ 1,400,000	$ 1,995,700	$ 523,277	$ 1,472,423	26.2%	$ -	$ -	$ -	0.0%		
21														
22			**FY2013**											
23	CT1317		Wesley College Phase I	$ 148,600	$ 148,600	$ 39,255	$ 109,345	26.4%	$ -	$ -	$ -	0.0%		Complete awaiting bill
24	MR1301		Security Cameras	102,400	102,400	48,240	54,160	47.1%	-	-	-	0.0%		Prior year unused GF Allocation
25	CT1369		Bayard Ave, Orchard Ave & Morris Dr.	130,000	289,400	-	289,400	0.0%	-	-	-	0.0%		FY 2013 CT agreement
26			**Totals**	$ 381,000	$ 540,400	$ 87,495	$ 452,905	16.2%	$ -	$ -	$ -	0.0%		
27														
28			**FY2014**											
29	CTxxxx		Unapplied CT Projects (placeholder)	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%	$ 500,000	$ -	$ 500,000	0.0%		Future CT Agreements
30	ST1401		American Ave	-	62,800	-	62,800	0.0%	-	-	-	0.0%		Prior year unused GF Allocation
31			**Totals**	$ 500,000	$ 562,800	$ -	$ 562,800	0.0%	$ 500,000	$ -	$ 500,000	0.0%		
32														
33			Grand Totals	$ 2,460,000	$ 3,277,900	$ 610,773	$ 2,667,127	18.6%	$ 500,000	$ -	$ 500,000	0.0%		

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.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan; Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fund;

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
September 30, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2008**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 84,974	$ 2,471,026	3.3%	$ 390,000	$ 390,000	$ 2,425	$ 387,575	0.6%	3.2%	Negotiating land purchase
3	WD0805	M	Piney Point Well	398,800	1,096,200	870,038	226,162	79.4%	-	-	353,899	(353,899)	0.0%	85.0%	Awarded bid JJID Feb. 2013
4			**Totals**	$ 4,595,400	$ 3,652,200	$ 955,012	$ 2,697,188	26.1%	$ 390,000	$ 390,000	$ 356,325	$ 33,675	91.4%		
5															
6			**FY2009**												
7	WQ0907	SL/O	Rt. 13 Water Main	$ 1,023,700	$ 2,326,000	$ 2,173,195	$ 152,805	93.4%	$ -	$ -	$ -	$ -	0.0%	100.0%	Complete 6/30/13, o/s invoice @ 9/30.
8															
9			**FY2010**												
10	WW1010	I	Tar Ditch Interceptor Upgrade	$ 518,200	$ 518,200	$ 49,856	$ 468,344	9.6%	$ -	$ -	$ 17,884	$ (17,884)	0.0%	6.2%	Easement request sent to residents
11															
12			**FY2013**												
13	WW1304	M	Garrison Farm Improvements	$ 1,828,000	$ 2,000,000	$ 202,792	$ 1,797,208	10.1%	$ -	$ 3,224,200	$ 94,630	$ 3,129,570	0.0%	Started	Pending Council approval 9/24
14	WD1302	M	Garrison Farm Storage Tank	1,828,000	2,000,000	212,596	1,787,404	10.6%	-	4,235,000	-	4,235,000	0.0%	Started	Pending Council approval 9/24
15	II1309		Dover Downs PS Upgrade	-	16,000	15,864	136	0.0%	-	-	15,864	(15,864)	0.0%	Started	Completed by September 2013
16	II1310		Puncheon Run PS Upgrade	-	21,000	20,020	980	0.0%	-	-	20,020	(20,020)	0.0%	Started	Completed in July 2013
17			**Totals**	$ 3,656,000	$ 4,037,000	$ 451,272	$ 3,585,728	71.1%	$ -	$ 7,459,200	$ 130,514	$ 7,328,686	0.0%		
18															
19			**FY2014**												
20	---		Vehicles & Equipment	$ 354,000	$ 354,000	$ 53,560	$ 300,440	15.1%	$ 354,000	$ 143,600	$ 53,560	$ 90,040	15.1%		
21	WW1401		Inflow/Infiltration Removal	1,013,800	1,013,800	-	1,013,800	0.0%	1,013,800	-	-	-	0.0%		
22		R	Wellhead Redevelopment	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%		
23			Emergency Generators	80,000	80,000	-	80,000	0.0%	80,000	-	-	-	0.0%		
24	WQ1401		Water Quality Improvements	905,000	905,000	-	905,000	0.0%	905,000	-	-	-	0.0%		
25			**Totals**	$ 2,427,800	$ 2,427,800	$ 53,560	$ 2,374,240	0.0%	$ 2,427,800	$ 218,600	$ 53,560	$ 165,040	2.2%		
26															
27			**Grand Totals**	$ 12,221,100	$ 12,961,200	$ 3,682,894	$ 9,278,306	28.4%	$ 2,817,800	$ 8,067,800	$ 558,282	$ 7,509,518	19.8%		

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
O = Operating revenues

City of Dover

Electric Improvement & Extension Fund - Major CIP Projects

September 30, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY2012**											
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,021,000	$ 1,653,500	$ 506,700	$ 1,146,800	30.6%	$ 1,149,800	$ 2,964	$ 1,146,836	0.3%	In process	Will complete Spring outage
3	EG1214	M	Industrial WW Discharge System	272,000	275,800	283,767	(7,967)	102.9%	-	9,418	(9,418)	0.0%	In process	
4			**Totals**	$ 1,293,000	$ 1,929,300	$ 790,467	$ 1,138,833	41.0%	$ 1,149,800	$ 12,382	$ 1,137,418	1.1%		
5														
6			**FY2013**											
7	EE1308	M	Horsepond Substation Upgrade	$ 761,800	$ 761,800	$ 85,873	$ 675,927	11.3%	$ 591,800	$ 55,023	$ 536,777	9.3%		
8	EE1314	M	Capitol Park Upgrade	-	347,900	239,181	108,719	68.8%	248,000	139,309	108,691	56.2%		
9	EE1330	M	Morris Estates 1 Upgrade	-	275,000	242,488	32,512	88.2%	-	89	(89)	0.0%		
10			**Totals**	$ 761,800	$ 1,384,700	$ 567,543	$ 817,157	41.0%	$ 839,800	$ 194,422	$ 645,378	23.2%		
11														
12			**FY2014**											
13	---		Vehicles & Equipment	$ 522,000	$ 522,000	$ -	$ 522,000	0.0%	$ 522,000	$ -	$ 522,000	0.0%		
14	EE1400		General Scott Switchgear	800,000	800,000	-	800,000	0.0%	800,000	-	800,000	0.0%		
15	EE1401		A/C Replacement Monitors	12,000	12,000	-	12,000	0.0%	12,000	-	12,000	0.0%		
16	EE1402		Substation Battery Replacement	24,500	24,500	-	24,500	0.0%	24,500	-	24,500	0.0%		
17	EE1403		Distribution Upgrades	400,000	400,000	-	400,000	0.0%	400,000	-	400,000	0.0%		
18	EE1404		Lighting Rehabilitation Project	50,000	50,000	-	50,000	0.0%	50,000	-	50,000	0.0%		
19	EE1406		Capacitor Installations	60,000	60,000	25,860	34,140	43.1%	60,000	25,860	34,140	43.1%		
20	EE1407		Transmission Line Maintenance Program	75,000	75,000	-	75,000	0.0%	75,000	-	75,000	0.0%		
21	EE1408		69Kv Substation Switch Replacement	80,000	80,000	-	80,000	0.0%	80,000	-	80,000	0.0%		
22	EE1410		Air Mobility Command	-	13,500	815	12,685	0.0%	13,500	815	12,685	6.0%		
23	EE1411		Bergold Lane (DAFB)	-	29,000	28,709	291	99.0%	29,000	28,709	291	99.0%		
24	EE1412		Capital City Trail	-	26,500	20,913	5,588	78.9%	26,500	20,913	5,588	78.9%		
25	EE1414		New Developments	600,000	454,000	89	453,911	0.0%	454,000	89	453,911	0.0%		
26	EE1417		Bayside Drive	-	34,500	31,805	2,695	92.2%	34,500	31,805	2,695	92.2%		
27	EE1418		The Grande Apartments	-	28,000	-	28,000	0.0%	28,000	-	28,000	0.0%		
28	EE1419		Home2Suites Hotel	-	37,000	-	37,000	0.0%	37,000	-	37,000	0.0%		
29	EE1424		McKee Run Substation Repairs	-	-	6,702	(6,702)	0.0%	-	6,702	(6,702)	0.0%		
30	EE1425		EZ-Pass Delaware	-	12,000	-	12,000	0.0%	12,000	-	12,000	0.0%		
31	EG1402		Unit 3 Cooling Tower Repairs	42,000	42,000	-	42,000	0.0%	42,000	-	42,000	0.0%		
32	EG1404		McKee Run Unit 3 Component Replace	116,000	116,000	13,607	102,393	11.7%	116,000	13,607	102,393	11.7%		
33	EG1405		VanSant Unit 11 Component Replace	32,000	32,000	-	32,000	0.0%	32,000	-	32,000	0.0%		
34	EG1406		McKee High Energy Pipe Repairs	80,000	80,000	-	80,000	0.0%	80,000	-	80,000	0.0%		
35	EG1407		Metering System Upgrades	25,000	25,000	-	25,000	0.0%	25,000	-	25,000	0.0%		
36	EG1408		McKee/VanSant Safety & Compliance	86,000	86,000	-	86,000	0.0%	86,000	-	86,000	0.0%		
37	EG1409		McKee Natural Gas Blk/Valves	65,000	65,000	-	65,000	0.0%	65,000	-	65,000	0.0%		
38	EG1413		McKee/VanSant Structure Preservation	42,000	42,000	-	42,000	0.0%	42,000	-	42,000	0.0%		
39	EG1415		McKee Unit 1 & 2 Component Repair	105,000	105,000	28,037	76,963	26.7%	105,000	28,037	76,963	26.7%		
40	EG1416		VanSant Capacity Increase	250,000	250,000	-	250,000	0.0%	250,000	-	250,000	0.0%		
41			**Totals**	$ 3,466,500	$ 3,501,000	$ 156,536	$ 3,344,464	4.5%	$ 3,501,000	$ 156,536	$ 3,344,464	4.5%		
42														
43			**Grand Totals**	$ 5,521,300	$ 6,815,000	$ 1,514,546	$ 5,300,454	76.0%	$ 5,490,600	$ 363,339	$ 5,127,261	6.6%		

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.

B = Bonded Project

S = State fully or partially reimbursed project