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

FEBRUARY 13, 2012 - 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. Review and Recommendation - Filling Critical Positions
   A. Fire Dispatcher
   B. Electric Department
      b-1. Electrical Engineer
      b-2. Substation Technician (2)

2. United Networks of America Revised Letter of Agreement *(Committee Tabled on December 12, 2011 Until Such Time That Some Type of Accounting Assurance is Provided to the City)*

3. Staff Recommendations (*Tabled by Committee on January 9, 2012*)
   A. Economic Development Office
   B. Community Development Office

4. Proposed Ordinance #2012-03 - Related to Senior Citizen Income Exclusions (*Referred Back to Staff on January 23, 2012*)

5. Request of City Manager - Employment Related Benefits/Expenses

6. Adjournment by 7:00 P.M.

/tm
S:\AGENDAS & MINUTES\Committee-Agendas\2012\02-13-2012 LF&A.wpd

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

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: **Legislative, Finance & Administration Committee**

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

Date: **February 13, 2012**

Subject: **Filling of Critical Position – Fire Dispatcher**

The attached documentation outlines the Fire Chief's request to fill one (1) vacant Fire Dispatcher position within the Fire Department. The current vacancy was the result of a transfer/promotion of Mr. Matt Carey from a Fire Dispatcher in the Fire Department to a Communication Operator in the Police Department. The Fire Dispatcher position has been vacant since November 1, 2011. This vacancy has increased the level of stress on current staff and has the potential to degrade service if the position remains unfilled.

Based on the Chief's answers in the hiring justification outline, I believe the requested recruitment is in the best interest of the City. The only condition that I have placed on my support of this request is that I believe the candidate selected to fill this position must pass the same background check that is required by the Police Department for our Communication Operators. As I have indicated previously, my long term objective for both the Police and Fire dispatch operations is to have a consolidated facility that eventually would integrate our emergency dispatch functions. This condition of the background check would help lay the foundation of that transition.

Permission to Recruit

To: City Manager Date: January 23, 2012

From: Jack I. Fortney, Jr. Fire Chief

Permission to recruit: 1 Employee

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

Title of Position: Fire Dispatcher

Start employment on: As soon as possible

Opening is due to:

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

Matthew Carey
(Name of previous employee)

Type of recruitment desired:

Advertisement on the City's Website.

Please indicate additional websites or professional organizations: Dover Fire Department Website, City of Dover Facebook Page, and the DVFA website. Because this position requires two (2) years of fire experience, we would also send out emails to the Delaware Fire Departments asking them to place this opening on their bulletin boards as well as Kent Center and Sussex Center.

_____
Department Head

☒ APPROVED Recommended w/condition ☐ DENIED

Scott D. Koenig
City Manager

P: Human Resources/Recruitment/Permission to Recruit

Hiring Justification Outline

1. Explain the principal function of this job. **The principal function of this position will be to provide coverage at Station 1 as needed. Along with this, the same amount of priority should be given to maintaining the apparatus and building at Station 2, located at 911 Dover Kenton Road.**

2. Explain why this position is critical and cannot go unfilled or postponed. **This position is critical as we are utilizing the Station 1 Fire Dispatchers for coverage when the part timer we have cannot fill the shifts as needed, this increases the amount of overtime paid out. It also creates safety concerns at Station 2 as the fire apparatus and building are not being maintained on a daily basis (maintaining the apparatus includes testing the equipment and air packs on the trucks so they are ready for use during a fire incident).**

3. How would City services diminish if this position were not filled or postponed at this time? **When a piece of fire apparatus arrives on a scene, all equipment on board should be functioning properly and ready to operate, if it is not checked on a regular basis could cause loss of life at a fire (both occupants and fire fighter) or entrapment at an MVC. Since November 1, 2011, the remaining dispatchers have been covering sick and vacation time for each other (when the remaining part timer cannot), this has caused exhaustion on their part as well as a significant amount of overtime. If this position is not filled or postponed, I will be forced to relocate all fire apparatus to Station 1, this will cause a significant delay in response time to areas covered by that station.**

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position? **Yes, if the current part-timer cannot fill the shifts, it is up to the remaining dispatchers to cover the shifts as needed at Station 1, by doing this, the margin of error expands because the dispatchers are covering many hours which leads to exhaustion. Dispatching a fire incident could be a life or death situation and dispatchers need to be on the top of their game their entire shift.**

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily? **This position has been vacant since November 1, 2011, we have been using the one part timer as much as possible, but that person has a full time job elsewhere. The remaining full time dispatchers have been covering shifts for each other during sick and vacation time which has caused an increase in overtime pay and exhaustion for them.**

6. Can one or more existing employees absorb the duties of this position? **No**

7. Could a temporary person be hired to fill this position for 60 days? **No**

8. Grade/Salary Information – **Current Grade/ Step – 17/4, Annual Wages Budgeted $37,736.91, Annual Wages & Benefits $51,224.85**

City of Dover

Wage and Benefit Information for Employee Hiring and Transfers

Department/Division Originating Request Fire Department

Date 1/28/2012

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

Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
Fire Dispatcher	17/4	11/1/11	37,736.91	13,487.94	51,224.85	33.6%	4	14,886.08	4,708.31	-	19,594.39	31,630.46	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
			-	-	-	0.0%	0	-	-	-	-	-	
Totals					**$51,224.85**						**19,594.39**	**$31,630.46**	

Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits	Estimated Amount Needed	Remarks
Position(s)											
Fire Dispatcher	17/1	3/15/12	10,156.80	11,933.93	22,090.73	21.9%	3	-	-	22,090.73	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
			-	-	-	0.0%	0	-	-	-	
Totals					**$22,090.73**					**$22,090.73**	
Balance					**$29,134.12**					**$9,539.73**	

Department Summary	Increase/ (Decrease)
Fire Department	($9,539.73)
	0.00
	0.00
Total	($9,539.73)

Funding Source: (See below Fund Budget)	
General Fund	($9,539.73)
Water/Wastewater Fund	0.00
Electric Fund	0.00
Grant Fund	0.00
Total	($9,539.73)

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

General Ledger Account
110-1400-514-xx-xx
N/A
Account
N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)
General Fund	($9,539.73)
Water/Wastewater Fund	0.00
Electric Fund	0.00
Grant Fund	0.00
Total	($9,539.73)

Department/Division Police/Civilian		
Allocation %	Increase/ (Decrease)	
100.0%	($9,539.73)	
0.0%	$0.00	
0.0%	$0.00	
0.0%	$0.00	
Total	($9,539.73)	

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

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

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

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: **Legislative, Finance & Administration Committee**

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

Date: **February 13, 2012**

Subject: **Filling of Critical Positions – Electric Department**

The attached documentation outlines the Electric Department's request to fill three (3) vacant or soon to be vacant positions within the Department. At this time, there are a total of six (6) vacant positions within this department. An additional vacancy is expected on or about April 1, 2012, due to an expected retirement. The Interim Electric Director, Mr. Jeremy Johnson, has analyzed the needs of the utility and requested to fill the positions outlined in this documentation. Due to the considerable amount of vacancies in the current fiscal year, funds are available to hire the requested positions. In addition, the FY-2013 budget should be able to handle this level of staffing as I anticipate not filling several of the vacant positions. The Departmental Budget and Support Supervisor position will be removed from the FY-2013 budget altogether.

These positions were also identified by the former Public Utilities Director, Mr. Ron Lunt, as being critical to the function of the city's electric utility. Based upon the reviews by both Mr. Johnson and Mr. Lunt, I have concluded these positions are critical and must be filled. Please note this request will upgrade the open position of Substation Relay Foreman to an Electrical Engineering position. The estimated budget impact of this upgrade is $18,409; however, this change will significantly expand our engineering capability.

I believe the requested recruitment is in the best interest of the City.

Memorandum

Electric Department
860 Buttner Place
Dover, DE 19904
Phone: (302) 736-7088
Fax: (302) 736-7081
E-mail: jjohnson@dover.de.us

To: **Scott Koenig**
City Manager

From: **Jeremy Johnson**
Interim Electric Director

Date: **January 18, 2012**

Subject: **Critical Positions Recommendation**

The Electric Department currently has the following 6 budgeted positions vacant:

Public Utilities Director	Departmental Budget and Support Supervisor
Substation Relay Foreman	Journeyman Line Worker
Substation Technician II	Journeyman Line Worker

Understanding the difficult economic times and the importance to operate as efficiently as possible, only the Substation Department's vacant positions are being deemed critical. The responsibilities of this department include providing safety to city employees and the general public, and include a vital role in restoring power during outages. Additional functions of this department are substation maintenance, completion of capital projects, and supporting the Electric Department's daily operation. The minimum staffing level of the Substation Department is five and is currently operating at three, with a Substation Technician expecting to retire in April 2012.

I recommend that the Substation Relay Foreman vacancy be filled by an Electrical Engineer. This will increase efficiency because the Substation Relay Foreman's responsibilities will be satisfied and some engineering duties can be absorbed. Additionally, I recommend hiring two Substation Technicians at the entry level grade. This will replace the vacant Substation Technician II and prepare the department for the retirement of the other Substation Technician.

Hiring Justification Outline

Date: January 9, 2012

Title of Position: Electrical Engineer

Department: Electric

1. Explain the principal function of this job.

The principle function of the position within the organization is to supervise and perform electrical engineering and technical work. The position is responsible for supervising assigned personnel; planning and designing electrical projects; investigating and developing corrective action to electrical disturbances; developing, monitoring and ensuring compliance with Reliability First/NERC reliability requirements; and periodically reporting activities and events to supervisors. The position works independently, reporting major activities through periodic meetings.

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

Overseeing the substations, technicians, and work as noted above is critical to ensure that the City of Dover continues to provide safe, reliable electric to its customers, while meeting the applicable standards and regulations. The Electrical Engineer is a position that requires a high level of substation, communications and system protection knowledge. Currently, the Interim Electric Director (who was the Electrical Engineer) is handling the duties of this position, providing technical expertise and keeping projects and maintenance moving. This is a result of the Public Utilities Director and Substation Relay Foreman both leaving the city. This is not a sustainable arrangement due to the sheer volume of work involved. It will result in delays in proper substation maintenance and project planning and completion. Additional results include compromising safety, possible future NERC reliability standard compliance penalties, and a reduction in electric reliability. Existing staff does not have the required qualifications to fill the position. Additionally, the Director will not be able to function efficiently or to capacity.

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

The Electric Department's ability to properly oversee the day-to-day operations, substation maintenance and restoration of electric during outages is decreased, if the position remains vacant. The department is starting to see the effects of this vacancy as future project delays are being discussed. The Substation CT and PT replacement project, Frazier Substation Reliability Upgrade, and Horsepond Substation Reliability Upgrade are among the capital improvement projects impacted.

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

Yes. Work is currently being managed by the Interim Electric Director, whose priorities are being adjusted according to significance, on a daily basis. This forces delays in Director's responsibilities and limits the department from functioning efficiently, at its full capacity. Additionally, the Interim Electric Director still has responsibilities from his former Electrical Engineer position of which cannot be delegated.

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

No. The city doesn't currently employ anyone with the necessary qualifications. Including the Substation Relay Foreman position, the substation department is down two employees. Therefore, the department is below minimum staffing levels. Additionally, the department is expecting a substation technician to retire in the spring.

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

No. Including the Public Utilities Director, the Electric Department has lost 4 of its 7 managers over the past 2 years. Current management positions have already been asked absorb the duties of positions that the department decided in the past not to refill, such as the Meter Crew Leader and the Departmental Budget and Support Supervisor. The Electric Department has leaned out over the past few years and urges that this position be filled.

7. Salary Information

Annual at $58,000 - $75,000

Benefits 37.1% thus, $79,518 - $102,825

Hiring Justification Outline

Date: January 9, 2012

Title of Positions: Substation Technicians (2)

Department: Electric

1. Explain the principal function of these job.

The principle function of these positions within the organization is to maintain and upgrade substations, including all substation equipment, communication systems, and protection systems. These positions work with substation environmental concerns, conduct substation component testing, related documentation, and work under general supervision independently developing work methods and sequences.

2. Explain why these positions are critical and cannot go unfilled or postponed?

Under normal departmental staffing levels, there are four substation technicians. Earlier in the year, one of the substation technicians retired. The hiring freeze has delayed the filling of this position. Another substation technician is retiring in the spring. This causes a tremendous problem with the productivity of the department and the on-call schedule. Substation Technicians are among those asked to respond, outside of regular work hours to assist in restoring electric, during outages. When staffed at the normal level of four, each substation technician is scheduled to be on-call one week per month. If the staffing level falls to two technicians, the on-call schedule will be forced to two weeks per month.

3. How would city services diminish if these positions were not filled or postponed at this time?

The Electric Department's ability to properly maintain substations will be reduced. This results in a reduction in the life of the equipment and/or equipment failure, which causes electric outages and expensive replacements. Additionally, completion of current scheduled capital projects such as the Substation CT and PT replacement project, Frazier Substation Reliability Upgrade, and Horsepond Substation Reliability Upgrade will be delayed. Employee and public safety is also diminished as the protection systems that the substation department is responsible for, removes power and prevents reenergizing when problems occur.

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

Yes. The whole substation department's performance would be diminished. If not filled, there will only be one crew of two technicians. Linecrew's ability to perform would also be diminished, because their work often requires circuits to be switched from substation to substation. The Linecrew and substation technicians work together to complete this switching. Often all four substation technicians would be utilized for this switching and currently while staffed at three, technicians are forced to travel to back and forth to substations causing delays. These delays will be increased should there only be two substation technicians. During emergency power restoration, this inability to efficiently complete switching will result in longer power outage durations.

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

No. Because the electric department has significantly advanced its system protection by installing microprocessor relays, the qualification of the Substation Technician has been increased and the city doesn't currently employ anyone with the necessary qualifications.

6. Can one or more existing employees absorb the duties of these positions?

No. With the installation of the microprocessor relays, existing employees don't have required skills for the advanced system protection schemes. Following the retiring substation technician, the department will be half staffed at two.

7. Salary Information

Annual at $46,054

Benefits 37.1% thus, $63,140

EXHIBIT #5
LF&A Action Form 02-13-2012-Agenda Item #1

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

Department/Division Originating Request — **Electric - Engineering**

Date **January 12 2012**

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

Current Positions	Current Grade/Step	Separation Date *	Wages Budgeted	Benefits Budgeted	Annual Wages & Benefits	% Year Wages Paid	# Mos. Benefits Paid	To Date Wages Paid	To Date Benefits Paid	Lump Sum Wages & Benefits Paid	Paid To Date (I, J, K)	Current Fiscal Year Balance	Remarks
Position(s)													
Substation Relay Foreman	119	11/11/11	62,408.00	21,894.00	84,302.00	36.3%	4	26,958.00	7,871.00	1,339.00	36,168.00	48,134.00	FY 12 Vacancy
Substation Technician 2	19/D	8/31/11	53,310.00	18,656.00	71,966.00	16.7%	2	15,162.00	3,738.00	1,606.00	20,506.00	51,460.00	FY 12 Vacancy
Totals				**Annual Cost**	**$156,268.00**						**$56,674.00**	**$99,594.00**	

Replacement/ Transfer Position	Proposed Grade/Step	Projected Hire Date	Estimated Wages	Estimated Benefits	Estimated Total Compensation	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits	Estimated Amount Needed	Remarks
Position(s)											
Electrical Engineer 1 or 2 (market range 1 vs 2)	124-126	4/1/12	74,917.00	27,794.00	102,711.00	24.6%	1	18,422.21	2,316.17	20,738.38	In lieu of replacing the Substation Relay Foreman
Substation Technician 1	18/A	4/1/12	46,054.00	17,086.00	63,140.00	24.6%	3	11,324.75	4,271.50	15,596.25	To fill vacant position
Substation Technician 1 *	18/A	4/1/12	46,054.00	17,086.00	63,140.00	24.6%	3	11,324.75	4,271.50	15,596.25	To approve filling potential vacant position
Totals				**Annual Cost ***	**165,851.00**	**Does not include second Substation Technician 1 in annual total**				**36,334.63**	***Includes all 3 above**
Balance					**($9,583.00)**					**$63,259.37**	

Department Summary	Increase/ (Decrease)
Electric - Engineering	($63,259.37)
	0.00
	0.00
Total	($63,259.37)

Funding Source:	
General Fund	$0.00
Water/Wastewater Fund	0.00
Electric Fund	(63,259.37)
Grant Fund	0.00
Total	($63,259.37)

Description of funding source	General Ledger Account
N/A	N/A
N/A	N/A
Net FY12 Savings	8300-563
N/A	N/A

Fund Budget - Increase/(Decrease)

Fund	Increase/ (Decrease)	Department/Division Electric/Engineering Allocation %	Department/Division Electric/Engineering Increase/ (Decrease)	Department/Division Allocation %	Department/Division Increase/ (Decrease)	Department/Division Allocation %	Department/Division Increase/ (Decrease)
General Fund	$0.00	0.0%	$0.00	10.3%	-	0.0%	-
Water/Wastewater Fund	0.00	0.0%	$0.00	8.3%	-	0.0%	-
Electric Fund	(63,259.37)	100.0%	($63,259.37)	100.0%	-	100.0%	-
Grant Fund	0.00	0.0%	$0.00	0.0%	-	0.0%	-

Allocated Department percentages can be found in Budget Document, obtained from Finance or

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
3	**City of Dover**													
4	**Wage and Benefit Information for Employee Hiring and Transfers**													
38	Total		($63,259.37)		Total	($63,259.37)		Total	$0.00		Total	$0.00	*the City Manager's Office*	
39														
40	**This form is to be completed when requesting to fill vacant positions or to transfer staff between divisions or operating funds. The purpose of which is to determine how changes in personnel will affect the budget for each operating fund. If the changes increase operating expenses then the funding source to cover the increase is to be included.**													
42														
43	**Directions for Completing Wage and Benefit Information for Employee Hiring and Transfers**													
44														
45	**Column**	**Description**	**Instructions**											
46	A	Position Title	Current Position Section - Title of position vacated; Replacement/Transfer Position Section - Title of replacement position, or title change if applicable of employee transferred.											
47														
48	B	Current Grade/Step	Current Position Section - Current grade and step (if applicable) of current position; Replacement/Transfer Position Section - Proposed grade and step;											
49														
50	C	Separation Date	Current Position - Last day paid. If employee elects to take terminal leave, then separation date must be date terminal leave ends. Replacement/Transfer Position Section - Proposed hire date of this position.											
51														
52	D	Wages Budgeted	Current Position Section - Annual wages budgeted for the current employee in this position. If unknown, contact City Manager's Office or Finance Office; Replacement/Transfer Position - Proposed hourly rate times 2080 hours. FY12 has 366 days so use 2088 hours.											
53														
54	E	Benefits Budgeted	Current Position Section - Annual wages budgeted for the current employee in this position. If unknown, contact City Manager's Office or Finance Office. Replacement/Transfer Position Section - Calculate by multiplying wages time benefit rates. If this is a new position use the highest benefit rate to insure budgetary funding. See below for benefit rates. If this is an existing employee then use actual benefits;											
55														
56	F	Annual Wages & Benefits	Current Position Section - Column D plus Column E; Replacement/Transfer Position Section - Column D plus Column E;											
57														
58	G	% Year Wages Paid	Current Position Section - Number of days paid for in current fiscal year; Formula set up to automatically calculate based on 366 calendar days in FY12; Replacement/Transfer Position Section - Number of days from estimated date of hire through the end of the fiscal year.											
59														
60	H	# Mos. Benefits Paid	Current Position Section - Number of months benefits have been paid out for the current fiscal year; Replacement/Transfer Position Section - Number of months estimated benefits to be budgeted for in the current fiscal year;											
61														
62	I	To Date Wages Paid	Both Sections - Column D times Column G; If actual amounts are available for current employees use actual amounts rather than calculation;											
63														
64	J	To Date Benefits Paid	Both Sections - Column E divided by 12 (months) times Column H; Column H is number of months paid to date for current employees and number of months from projected date of hire through June 30 for replacement employees.											
65														
66	K	Lump Sum Wages & Benefits Paid	If paid, contact Finance for amount; If not paid estimate - Hourly rate X hours to be paid plus benefits; Benefit rate = Sum of percentages for FICA, Worker's Comp and Pension times wages to be paid out; (I.e. $18.00 hourly rate x 760 hours = $13,680 Wages x 13.65% (employee with 401a plan) $1,867; $13,680 plus $1,867 = $15,547 estimated lump sum wages and benefits); FY12 - no Worker's Compensation											
67														
68	L	Paid to Date	Current Position Section - Sum of Columns I, J, & K as calculated above											
69														
70	M	Current Fiscal Year Balance	Current Position Section - Current estimated balance of funds in departmental budget for this position to apply towards new hire or transfer; Replacement/Transfer Position - Amount needed to fund replacement or transferred position. Sum of Column I & Column J.											
71														
72	N	Remarks	Any comments you would like to add											
74														
75	Bottom Section	Department & Fund Summaries	Formula based calculations of financial impact on individual departments and funds. Describes funding sources for budget increases.											

2011 LETTER OF AGREEMENT

UNITED NETWORKS OF AMERICA
UNA Rx CARD DIVISION

UNA Health Discount Card Program Agreement

THIS LETTER OF AGREEMENT, to be effective _____, is between UNITED NETWORKS OF AMERICA, INC. with corporate headquarters at 3636 Sherwood Forest, Sherwood Tower 440, Baton Rouge, LA 70816 (hereinafter referred to as **"United Networks of America"** and City Of Dover with headquarters at 15 Loockerman Plaza, Dover, De, 19901 (hereinafter referred to as **"SPONSOR"**).

WITNESSETH

WHEREAS, SPONSOR wishes to provide a free discount prescription drug card to members and is willing to let United Networks of America be the exclusive provider for these benefits,

WHEREAS, United Networks of America has developed a discount prescription drug program and will provide SPONSOR with access to this program,

United Networks of America agrees to provide SPONSOR with a free discount drug card program at no cost. SPONSOR is responsible for any expenses related to promoting the program. However, SPONSOR is not obligated to promote the program. SPONSOR must abide by all state laws and be properly licensed in each state they conduct business in; failure to do so may result in immediate cancellation of agreement.

This exclusive agreement shall remain in full force and effect, unless otherwise terminated, for a term of two (2) years. The term of this agreement shall be automatically renewed for successive additional two (2) year terms unless written notice to the contrary is given by either party to the other not less than sixty (60) days prior to the end of the then current two (2) year term. *Ninety (90) days prior to the end of the contract United Networks of America will send a letter to the City Manager of the City of Dover with notice that the cancellation time frame is approaching.* Either party may terminate this agreement, without cause, by providing a thirty (30) day written notice. SPONSOR will not utilize any other vendor for these services throughout the term of this agreement and during the two (2) month run-out period after termination of this contract.

United Networks of America has developed "LOWEST PRICE" logic to guarantee that members get the best available price on UNA Rx Card prescriptions (members pay the lower of a discount off Average Wholesale Price-AWP, discount off MAC Pricing, or Pharmacy Promotional/Retail price).

Seal of United Networks of America

Rebate/Transaction Fees:

United Networks of America shall pay to SPONSOR a portion of the Rebate/Transaction fees collected on prescriptions processed through the UNA RX CARD program. In accordance with the schedule outlined below. The Rebate/Transaction fee only applies to prescriptions that are adjudicated at the negotiated rates. Prescriptions that adjudicate at the Retail-U&C (Usual and Customary) price DO NOT qualify for Rebate/Transaction payments. United Networks of America is under no obligation to pay Rebate/Transaction fees to SPONSOR if for any reason these funds are not made available to United Networks of America by pharmacy/drug companies. Transaction fees will be paid within 60 days of the end of each calendar month, *and documentation allowing the SPONSOR to verify the accuracy of the paid transaction fees will accompany the payment.* SPONSOR understands that the payment will only be made on scripts that are processed at a discount and only if transaction fees/rebates are paid by pharmacy/drug companies and received by United Networks of America. Prescriptions processed at U&C do not qualify for reimbursement.

I suggest that documentation allowing the City to verify the accuracy should accompany the payment. City should be referred to as SPONSOR.

Transactions Fees Payable to SPONSOR

$ 0.50 PER PAID SCRIPT

Included Program Features	
On the Fly Enrollment	**Included**
Provider Network Management	**Included**
Material Review	**Included**
Pharmacy / Member Help Desk	**Included**
Member Services (Toll-Free)	**Included**
Value Added Benefits Programs (subject to change)	
Vision Program	**Included**
Nutritional Supplement Program	**Included**
Help Lines	**Included**
Pro-Smile Teeth Whitening Program	**Included**

Member Co-Payments – United Networks of America Network Pharmacies

If a brand name drug is dispensed:	100% of calculated co-pay amount
If a generic drug is dispensed:	100% of calculated co-pay amount

SPONSOR REQUIREMENTS:
SPONSOR must have all program materials pre-approved by United Networks of America prior to printing/ distributing. No one is allowed to contact or visit pharmacies without prior written approval from United Networks of America. Failure to meet either of these requirements will result in immediate termination of agreement.

In Witness Whereof, the parties here have to execute this agreement as of the date first above written.

SPONSOR	**United Networks of America, Inc.**
_____ _	_____
Name	Francesco Ciccone
Title	EVP
Date: _____	Date: _____

Seal of United Networks of America

Memorandum

City Manager
P. O. Box 475
City Hall/ 15 Loockerman Plaza
Dover, Delaware 19903-0475
Phone: (302) 736-7005
Fax: (302) 736-7002
E-mail: skoenig@dover.de.us

TO: Legislative, Finance & Administration Committee

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

DATE: January 5, 2011

SUBJECT: Restructuring Recommendation for the City's Economic Development Office and Downtown Dover Partnership

The City's Economic Development Office was created in 2008, in conjunction with the formation of the Downtown Dover Partnership (DDP). The original concept of this setup envisioned that the Economic Development Manager would spend half of their time as the Executive Director of the Downtown Dover Partnership and the other half of their time on citywide economic development activities.

Since the initial creation of a dual purposed Economic Development Office, a number of circumstances have changed that cause the need to reevaluate this structure. The current budget crisis facing the City is one of these factors, but other factors are equally important in considering the future staffing of both economic development activities and the Downtown Dover Partnership. As the Downtown Dover Partnership becomes more active in land development projects, this organization's leadership has determined that changes to their by-laws and structure are necessary. The changes envisioned include adding more State of Delaware representation to the Board of Directors and creating a clearer distinction between the Downtown Dover Partnership and the City of Dover. In short the original set up seeded this organization and it is now time to evolve the organization and functions.

The current arrangement of having an Economic Development Manager who is a City of Dover employee and also serves as the Executive Director of the Downtown Dover Partnership has created some degree of confusion relating to how goals and priorities are set, accountability of staff, and overall management of workload.

With the City's budgetary considerations and the needs of the Downtown Dover Partnership in mind, I offer the following recommendations for future staffing of this function:

1. Eliminate the City's Economic Development Office in its current form.
2. The City would transfer, through an approved appropriation, the annual BID tax to the Downtown Dover Partnership for administration of their program.
3. The Economic Development Manager (Grade 121 – Non-bargaining) position would be reclassified as an Economic Development Coordinator (Grade 119 – Non-bargaining) and be transferred to the Planning Office. This position would retain city-wide economic development responsibilities, including business relations and program development; however, the position would no longer support the Downtown Dover Partnership (DDP). The salary for this position would be reduced by $804.25 annually to $60,592 which is the maximum of labor grade 119.
4. The Administrative Assistant position for the Economic Development Office would be eliminated from the budget the employee would be moved laterally from the Economic Development Office to the Human Resources Department to fill a current vacancy. This position would retain some of the clerical support functions for the Downtown Dover Partnership until the end of the current fiscal year at which time the Downtown Dover Partnership would assume the full responsibilities of the clerical support of the Partnership.
5. The Downtown Coordinator (Grade 114 – Non-bargaining) position would be eliminated from the budget, and the employee would be offered the vacant Central Mailroom Clerk (IUE CWA Labor Grade 13) position with the City. If the employee accepts the job offer, the employee's wage would be reduced by approximately $1.00 per hour to $18.91 per hour which represents the maximum pay for this labor grade. Since this employee would now be a member of a bargaining unit, they would be eligible for the benefit package associated with the IUE-CWA and would no longer be eligible for Medicare Part B reimbursement.
6. The City of Dover would continue to provide financial management support and some other administrative support for the Downtown Dover Partnership through the end of the current fiscal year.

With the Committee's and City Council's concurrence, this reorganization would become effective on or about February 1, 2011. The City would transfer $24,000 from this year's General Fund budget (Economic Development Office) to the Downtown Dover Partnership to fund the administration of the Partnership for the remainder of the fiscal year. This amount represents a pro-rated share of the current year's BID tax for the remaining five (5) months of the budget year. The Downtown Dover Partnership will advertise for a new Executive Director position upon acceptance of this recommendation by City Council.

cc: Greg Moore, President, Downtown Dover Partnership

MEMORANDUM

Department of Planning and Community Development
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7196 Fax: 302.736.4217

Date: January 4, 2012

To: Legislative, Finance and Administration Committee

From: Ann Marie Townshend, AICP

RE: Community Development Program – Proposed Reorganization of Program Staffing

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The City's Community Development Program administers funds from the Community Development Block Grant (CDBG) Program which are distributed to the City by the U. S. Department of Housing and Urban Development (HUD). In recent years, the City's funding allocation has been cut. The federal grant guidelines allow for up to 20 percent of the allocation to be used for program administration. As the City's allocation shrinks, the amount of money available to support program administration is proportionally reduced. The presence of the Neighborhood Stabilization Program, and administrative dollars utilized from this funding, has helped to reduce the General Fund's subsidy to the CDBG administration.

With anticipated funding for the upcoming program year, it is expected that the City will be able to spend less than $50,000 of the grant allocation on program administration. The Fiscal Year 2012 budget for program administration is approximately $75,000 ($72,493 comprising personnel costs). In looking at how we can reduce program cost and gain efficiency in expenditure of program administration funds, I have looked at streamlining the subgrant process. This proposal is being submitted to the Parks, Recreation & Community Enhancement Committee for review on January 9, 2012.

With gaining efficiency due to streamlining of program administration, I am recommending that City Council authorize me to restructure the Community Development Program and what is currently the Community Development Manager position to allow for this position to take on additional responsibilities outside the Community Development Program. As you may know, one of the planners left the Planning Office in September 2011, after the Planning Office had taken on administration of the City's Municipal Separate Storm Sewer System (MS4) permit. This has added an increased burden to the existing planning staff. By moving the Community Development Program under the Planning Office and retitling the Community Development Manager position to a Planner I, I will have more flexibility in assigning the workload among the members of the Planning Staff. If Council concurs with this reorganization, I will work with the Principal Planner to distribute workload associated with the CDBG program, permit review, and MS4 administration in a way that provides quality customer service, acceptable turn-around time on permit review, and staffing to ensure that we meet our obligations under the MS4 permit.

The Community Development Manager is a pay grade 120, and the Planner I is a pay grade 117. No pay adjustments is recommended, as the employee's current salary is within the range for a Planner I.

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Assessor's Office **DATE SUBMITTED**: 2/13/2012
PREPARED BY: Cheryl Russell, Assessor
SUBJECT: Proposed Amendment to Chapter 102 – Taxation, Section 102-183 – Qualifications, Exclusion from Income, of the Dover Code
REFERENCE: Senior Citizen Property Tax Abatement Discussion 11/14/2011 Ordinance #2012-03
RELATED PROJECT:
APPROVALS: Council
EXHIBITS: 1. Draft Ordinance 2. Background and Analysis from 1/23/2012 CAF 3. Background and Analysis from 11/14/2011 CAF 4. Michael Smith Email
EXPENDITURE REQUIRED: **N/A** **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Upon Council Approval
RECOMMENDED ACTION: Staff recommends amending ordinance 102-183 (b)(3) to update the language to specify Civil Service Retirement System (CSRS) as the type of Civil Service Retirement to be excluded and also to strike out the dollar amount for the maximum amount allowed for the deduction from income.

Background and Analysis

Staff was requested at the January 23, 2012 Legislative and Finance Committee Meeting to look into amending the language of the ordinance title to specify that the senior citizen abatement was for low-income senior citizens. This was reviewed by our City Solicitor, who recommended not changing the title of this ordinance. The authority for this exemption comes from 22 Del C §1001 "Exemptions from Municipal Taxation on Real Property For Persons 65 Years of Age or Older."

Per our Background And Analysis from 11/14/2011 and 1/23/2012 and discussions, staff recommends amending ordinance 102-183 (b)(3) to update the language to specify Civil Service Retirement System (CSRS) as the type of Civil Service Retirement to be excluded and also to strike out the dollar amount for the maximum amount allowed for the deduction from income.

CITY OF DOVER PROPOSED ORDINANCE #2012-03

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

That Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-183 - Tax Exemption for Senior Citizens, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

Sec. 102-183. - Tax exemption for senior citizens.

(a) *Authority*. This section is adopted to implement 22 Del. C. § 1001 et seq., granting exemptions from municipal taxation on real property for persons 65 years of age or over. Compliance must be made with such chapter 10 and this section in order to qualify for such exemption.

(b) *Qualifications*. The exemption shall be for real property owners 60 years of age or over. If qualified, their real property shall be exempt from municipal taxation to the extent of the first $50,000.00 of assessed valuation. This exemption shall be subject to the following:

(1) *Owner resides alone*. If the income of a property owner who resides alone exceeds the sum of $15,851.00 (2008) for the income tax year immediately preceding the date of making an application for the exemption, then the exemption shall not be granted. The maximum income limit stated in the preceding sentence shall increase each year by the same percentage as the cost of living adjustment granted to recipients of Social Security retirement benefits.

(2) *Spouses reside together*. If the income of a property owner and spouse who reside together exceeds the sum of $22,192.00 (2008) for the income tax year immediately preceding the date of making an application for the exemption, then the exemption shall not be granted. The maximum income limit stated in the preceding sentence shall increase each year by the same percentage as the cost of living adjustment granted to recipients of Social Security retirement benefits.

(3) *Exclusion from income.* In computing income of the property owner in order to determine entitlement for the deduction, ***Civil Service Retirement System (CSRS) benefits up to 150 percent of the Social Security maximum benefit,*** Social Security benefits~~;~~ ***and*** railroad pensions ~~**and federal civil service retirement (not to exceed the sum of $35,190.00 (2010)—150 percent of the Social Security maximum benefit. The civil service retirement income exclusion shall be based each year on the maximum Social Security benefit at 150 percent),**~~ shall not be considered as income.

(4) *Location, use of property*. The real property must be located within the limits of the city and must be used exclusively for residential purposes.

(5) *Residence*. The real property must be the legal residence of, and be occupied in whole or in part by, the property owner.

Draft

(6) *Owner of record*. The property owner must be the owner of record of said real property as of December 31 of the calendar year immediately preceding the date of making application for the exemption.

(7) *Time when age attained*. The property owner must have attained the age of 60 years by March 1 of the year in which the exemption application is filed.

(8) *Filing applications*. Applications for exemption shall be filed in accordance with regulations adopted by the city council and for cause shown. The city assessor may accept and act upon applications received after any established application filing date.

(9) *Refund.* The city assessor is empowered to refund taxes paid by a qualified applicant who is entitled to an exemption and successfully files for the same.

(10) *Evidence*. The city assessor's office shall be authorized to require any applicant to submit evidence substantiating income reported for receipt of the exemption. The city assessor may deny applications where requested income verification is not submitted by the applicant.

(11) *Denial; appeals*. ~~Appeals from d~~ *D*enial of exemptions by the city assessor and any other complaints regarding the exemption process may be appealed by the taxpayer directly to the board of assessment appeals **.** The board of assessment appeals shall have the power to affirm, overrule or remand the decision of the city assessor.

(12) *Interest; retroactive exemptions*. Qualified senior citizens who fail to exercise their property tax exemption shall not be entitled to any interest payments on said exemption amount; nor shall unexercised property tax exemptions be retroactive beyond the current tax year.

(13) *Penalties*. Penalties assessed to delinquent property tax accounts that are eligible for a senior citizen exemption that has not been exercised shall not be excused.

(14) *Council review*. City council will review these numbers at the conclusion of each reassessment.

ADOPTED: *

S:\ORDINANCES\2012\Draft\2012-03 - Chpt 102 - Taxation, Art. VI-Senior Citizen Exemption - REVISED.wpd

SYNOPSIS

This amendment replaces the language “federal civil service retirement” with “Civil Service Retirement System (CSRS)” and changes the computation of the property owner’s entitlement for the deduction from a dollar amount to a percentage of the Social Security maximum benefit.

Actions History

January 23, 2012 - Referred Back to Staff by the Legislative, Finance, and Administration Committee

Draft

BACKGROUND AND ANALYSIS (1/23/2012 CAF)

The senior Citizen Tax Abatement qualifications section (b) Exclusions to Income; currently consists of:

1. Social Security benefits
2. Railroad Pensions
3. Federal Civil Service Retirement (150% of current Social Security Limit)

The Federal Civil Service Retirement was added a few years ago because it was similar to Social Security (as is the Railroad Pension). Those retirees that are under the "old" CSRS plan did not contribute to Social Security and do not receive this benefit from that employment; therefore this was added to the exclusion of income for the City of Dover Senior Citizen Tax Reduction Program.

It has come to our attention that the "new" FERS plan for Civil Service Retirement did contribute to Social Security and receives both social security and pension from this employment; therefore this particular plan should not be added to the exclusion for the City of Dover Senior Citizen Tax Reduction Program. The intent to add Civil Service Retirement weighed heavily on the fact that the retirees do not receive a social security benefit.

The amendment to the ordinance specifies that the third exclusion to income be CSRS ONLY.

Military Pension
Staff does not recommend that Military Pension be added to Section (b) Exclusions to Income, because this retirement plan also contributed to Social Security. This would allow Military Retirees the ability to exclude social security ***and*** military pension from their adjusted gross income. (similar to the FERS plan)
The revenue impact of adding Military Pension to the Exclusion to Income qualification could not be determined. The census bureau does not differentiate military pensions and was not able to assist us.

Income Cap
The idea of putting a basic cap on the income limit with no exclusions was reviewed. The only "pro" to this is that there would be no determination needed for exclusions of different plans. The "cons" that we could anticipate are:

1. Complicating the application process; requiring more documentation for seniors with Social Security income only. (195 applicants)
2. Discontinuation of abatement for seniors turning 65when they begin to draw Social Security benefits
3. Not consistent with the County income qualifications

Military Disability/Disability Income
Staff reviewed the possibility of adding income directly related to disability to the exclusion to income qualification. Kent County offers this deduction from the Adjusted Gross Income. However, Kent County has an income limit qualification on their Disability Reduction; similar to their senior citizen reduction. Kent County also requires that once the property owner is 65 years of age, they are required to apply for Senior Citizen reduction and no longer qualify for the disability reduction. Kent County did not explain the reasoning behind the deduction of the income related to disability; we can only assume it has something to do with the transfer of reduction from Disability to senior citizen at the age of 65. The revenue impact of adding Income Related to Disability could not be determined. Since Kent County transfers the property owner to the Senior Citizen Reduction Program, they do not have the number of property owners that qualify or are considered disabled within the City of Dover limits.

Currently, the City of Dover does not have age limitation or income limitations for the disability reduction. The only requirement is that they are 100% disabled as determined by the Social Security Administration and must provide an award letter from SSA each year upon application.

New Castle County and Sussex County have income limitations for the disability reduction plan; however they do not deduct income related to disability. They also transfer the property owner to senior citizen when they turn 65 years of age.

Staff does not recommend deducting income directly related to disability at this time.

BACKGROUND AND ANALYSIS 11/14/2011

Mr. Smith visited our office and requested that we include military pension as an exclusion to income. We requested that he send a letter to be forwarded to the City Council.

There was an Ad Hoc Committee formed in October 2007 to discuss any amendments to this program. The changes made consisted of: adding Federal Civil Service Retirement and increasing the income levels yearly based on COLA. A cap on the Federal Civil Service Retirement was added at a later date. The addition of the Federal Civil Service was based on the fact that this retirement plan was similar to Social Security. The retirees that benefit from this program did not pay into Social Security and do not receive this benefit from that employment. The three exclusions from the income limits are all based on Social Security and "like" programs.

The idea of adding the Military Pension as an exclusion to income was brought up at the meetings. There was a short discussion and no action was taken. Military Pension was not considered similar to the Social Security or Social Security "like" programs that were excluded from the Income Limits. Also mentioned was the fact that military personnel also received Social Security Benefits.

Mr. Smith states that the Federal Civil Service method is out of date and changed 24 years ago. To date we have approximately 40 senior citizens who are on our mailing list that receive an application each year to return to this office who are receiving Federal Civil Service Retirement. Of these 40 Senior Citizens, 28 receive the tax exemption. This exclusion was added to this program because of the similarity to Social Security. From what we understand now, the CSRS (Civil Service Retirement System) is the "old" retirement plan and there are no contributions to Social Security. The "new" retirement plan is FERS (Federal Employee Retirement System), which is a retirement plan and Social Security is contributed.

Mr. Smith does have a valid point, that there is another Federal Civil Service Retirement Plan, which would not fall into the Intent of the Income Exclusion. This is not identified in our ordinance. The Assessor's Office requests that this item be placed on a future Legislative and Finance Committee Meeting for an amendment, to define that the Federal Civil Service Retirement exclusion be CSRS (Civil Service Retirement System). We have verified that the senior citizens enjoying this benefit that have the Federal Civil Service Retirement did in fact have CSRS.

Hart, Annette

From: MICHAEL SMITH <thoy1@msn.com>
Sent: Monday, October 17, 2011 5:50 PM
To: Hart, Annette
Subject: senior tax reduction

my name is michael l smith, i live at 208 saxondale ln in dover. i'm writng you about my visit to your office and you informed me that my wife and i are NOT entitled to the tax reduction because being retired military is not a federal retirement. you said the city of dover tax assessers office ONLY considers federal retiree's who draw an annuity from the federal gov. i gave you a couple of letters showing you that the method you are using is out of date, and in fact changed 24 years ago. with this in mind i'm asking the tax office to RECONSIDER allowing military retirement to be EXEMPT as salary as federal workers salary is. the current federal worker PAYS SOCIAL SECURITY just as the military does. thank you for giving our request consideration. michael l smith

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: **Council President Leary**

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

Date: **January 4, 2012**

Subject: **Request for Employment Related Benefits / Expenses**

As a follow up to my acceptance of the City Manager's position, I would request that City Council give consideration to the following two (2) employment related benefits / expenses.

City Vehicle Use vs. Car Allowance

While I appreciate the offer to use a City owned vehicle, I would request consideration of a car allowance in lieu of a City owned vehicle. I have young children and feel the use of a City owned vehicle may present conflicts with commitments to both my wife and children. I have attached a calculation that I believe supports my request for a $400.00 per month car allowance. Ultimately, a car allowance reduces costs to the City as all of the burdens related to the vehicle are my responsibility. In addition, a car allowance reduces the city's administrative burden. I would also request the amount of the allowance be reviewed annually in December of each year.

City Cell Phone Use vs. Special Cell Phone Allowance

As the Public Services Manager, I had the use of a City owned cell phone. This phone included an AC Business Share Plan (450 minutes) as well as CORP Email & Unlimited Data. I have attached a copy of my typical monthly bill in the amount of $77.90. Due to family commitments, I also maintain a personal cell phone so as to not intermingle professional and personal phone calls, texts or emails. As you are also aware, the City Manager position requires a more intense level of contact with City Council, Employees and the General Public. In an effort to simply my life wherever possible, I am requesting a Special Cell Phone Allowance in the estimated amount of $100.00 per month. I intend to purchase a new personal cell phone that can receive email and connect to Microsoft Outlook. I intend to purchase a calling and data plan that will likely be more minutes than my current plan and I intend to have a Wi-Fi hot spot ($20.00 per month) so I will have computer access whenever necessary using my cell phone. The phone and billing will be in my name so the City will not have any need to process the billing or purchase the hardware.

If you would like to discuss this matter in greater detail, please contact me at your convenience.

cc: City Clerk's Office
Attachments

Vehicle	Year Purchased	Purchase Price	Current Year	Escalated Purchase Price (5%)
City Manager's Vehicle	FY-2005	$24,617	FY-2012	$25,848

7-Year Straight Line	84 months	
$25,848 / 84 =		**$308**

Expense Summary

Vehicle	308
Fuel	46
Insurance	22
Maintenance	15
Sub-Total	391
3% Admin. Fee for all expenses	$12
Total Car Allowance	$403
Requested Car Allowance	**$400**

GM200I13 CITY OF DOVER 8/25/11
Fiscal Year 2005 Account Balance Inquiry 16:33:43

Account number . . . : 110-2100-515.40-22
Fund . . . . . : 110 GENERAL FUND
Department . . . . . : 21 CITY MANAGER
Division . . . . . : 00 CITY MANAGER
Activity basic . . . : 51 GENERAL GOVERNMENT
Sub activity . . . . : 5 CITY MANAGER
Element . . . . . : 40 CAPITAL OUTLAY
Object . . . . . : 22 AUTOMOBILES - PURCHASE

Original budget . . . . . :	21,000	
Revised budget . . . . . :	24,617	12/27/2004
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . :	24,617.00	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	.00	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	.00	
Total expenditures & encumbrances:	24,617.00	100.0%
Unencumbered balance . . . . . :	.00	0.0

F5=Encumbrances F7=Project data F8=Misc inquiry
F10=Detail trans F11=Acct activity list F12=Cancel F24=More keys

CITY OF DOVER

Vehicle Performance Report

FROM 07/01/2007 00:00 ***TO*** 06/30/2011 23:59

Vehicle ID	Description	Total Miles (M) or Hours (H)	Total Gals	MPG	Total Cost
1		25450 M	923.300	27.6	2180.70

	Mileage	Quantity	Cost
Totals:	25,450	923.300	2180.70

City Manager's Vehicle Fuel Usage

4 years = 48 months

$2,180.70 / 48 months = $45.43 / month

CITY OF DOVER

Vehicle Performance Report

FROM 07/01/2010 00:00 *TO* 06/30/2011 23:59

Vehicle ID	Description	Total Miles (M) or Hours (H)	Total Gals	MPG	Total Cost
1		8856 M	327.700	27.0	843.42

	Mileage	Quantity	Cost
Totals:	8,856	327.700	843.42

Vehicle Performance Report

FROM 07/01/2009 00:00 ***TO*** 06/30/2010 23:59

Vehicle ID	Description	Total Miles (M) or Hours (H)	Total Gals	MPG	Total Cost
1		3997 M	223.500	17.9	471.43

	Mileage	Quantity	Cost
Totals:	3,997	223.500	471.43

CITY OF DOVER

Vehicle Performance Report

FROM 07/01/2008 00:00 ***TO*** 06/30/2009 23:59

Vehicle ID	Description	Total Miles (M) or Hours (H)	Total Gals	MPG	Total Cost
1		7338 M	195.800	37.5	410.71

	Mileage	Quantity	Cost
Totals:	7,338	195.800	410.71

Vehicle Performance Report

FROM 07/01/2007 00:00 ***TO*** 06/30/2008 23:59

Vehicle ID	Description	Total Miles (M) or Hours (H)	Total Gals	MPG	Total Cost
1		4772 M	176.300	27.1	455.14

	Mileage	Quantity	Cost
Totals:	4,772	176.300	455.14

verizonwireless

Invoice Number Account Number Date Due Page

[redacted] Past Due 1 of 7

Summary for Public Services Manager: 302–242–8924

Your Plan

AC Business SharePlan 450
$40.54 monthly access charge
450 monthly allowance minutes
$.25 per minute after allowance

M2M National Unlimited
Unlimited Mobile to Mobile

UNL IN MSG/50TXT
Unlimited M2M Text
50 Text Message allowance
$.10 per Message Sent after allowance
$.02 per Message Rcv'd after allowance

CORP Email & Data Unlim
$44.99 monthly access charge
Unlimited monthly kilobyte

Unlimited Night & Weekend Mins

Beginning on 11/03/05:
20% – Feature Discount

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

AC Business SharePlan 450 08/21 – 09/20	40.54
CORP Email & Data Unlim 08/21 – 09/20	44.99
20% – Feature Discount 08/21 – 09/20	-9.00
	$76.53

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	450 (shared)	63	—	—
Promotional	*minutes*		4	—	—
Mobile to Mobile	*minutes*	unlimited	115	—	—
Total Voice					$.00
Messaging					
Text	*messages*	50	6	—	—
Unlimited M2M Text	*messages*	unlimited	13	—	—
Total Messaging					$.00
Data					
Unbilled Usage from Previous Months					
Kilobyte Usage	*kilobytes*		352	—	—
Current Data Usage					
Kilobyte Usage	*kilobytes*	unlimited	48,407	—	—
Total Data					$.00
Total Usage Charges					$.00

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.21
Regulatory Charge	.16
	$1.37

Total Current Charges for 302–242–8924 **$77.90**

Detail for Public Services Manager: 302–242–8924

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Charges	Long Dist/ Other Chgs	Total
7/21	4:46P	302–233–4153	Peak	M2MAllow	Dover DE	Incoming CL	5	—	—	—
7/22	3:44P	302–632–6818	Peak	M2MAllow	Dover DE	Incoming CL	1	—	—	—
7/22	4:23P	302–632–6818	Peak	M2MAllow	Dover DE	Camden DE	2	—	—	—

Order #: 1820 Copy #: 04 Control # 10043459-00161379