LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

A G E N D A

March 28, 2011 - 6:00 P.M. - Council Chambers - City Hall - City of Dover

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

AGENDA ADDITIONS/DELETIONS

1. Review and Recommendation - Filling Critical Positions - Administrative Assistant - Police Department

2. FY 2012 Five-Year Capital Investment Plan (CIP) *(Committee Deferred on March 14, 2011 Due to Time Constraints)*

3. Review of Hospitality and Civic Function Policy *(Committee Deferred on March 14, 2011 Pending Additional Information)*

4. Reallocation of State Bond Funds *(Request of Councilman Bonar)*

5. Adjournment by 7:00 P.M.

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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.

Hiring Justification Outline

1. Explain the principal function of this job.

This position is an administrative assistant to the Chief of Police. The essential function of the position within the department is to provide administrative, organizational, and clerical support to the Chief of Police and his executive staff. This position serves as receptionist, screening telephone calls and visitors; provides routine and sensitive information, routes persons to appropriate department/personnel, or takes messages. This position also schedules and maintains calendar of appointments for assigned personnel. Responsibilities include preparing and typing correspondence, memoranda, documents, reports, spreadsheets, e-mails, or other materials observing strict confidentiality; performs research as required. Other responsibilities include accounting tasks such as preparing bank deposits, journal entries, processing invoices, and handling petty cash. This position also processes incoming departmental mail, opening and routing mail as appropriate; and prepares mailings.

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

The administrative assistant is a critical position within the department. The administrative assistant not only provides clerical support to the Chief of Police but it also is responsible for the day to day functions of the department and the executive staff. This position also performs in house human relations duties for employees of the department. The administrative assistant maintains scheduling for departmental functions and is the liaison with City Hall and the City Clerk's Office. It is essential for the department to maintain personnel to provide this level of service to the Chief of Police and the members of the department. This position is a critical part of the Dover Police Department's internal system and the workload and the importance of this position dictates its necessity to be filled.

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

Items such as annual and monthly reports would go uncompleted. Compliance with member's contractual services such as annual physicals and step increase would not be accomplished. Also daily functions such as the delivery of mail and court subpoenas to officers would go uncompleted thus causing officers to miss critical court cases.

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

Yes, daily services for the Chief of Police and executive staff would not be completed as a result of not filling this position.

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. There are no employees within the department who have expressed an interest in this position. This position is critical to the department and the City's services. Training for the position takes several months. The department has received tentative authorization to hire an individual next fiscal year to overlap and train with the current administrative assistant.

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

This is not a viable option due to the amount of training required to perform this job function. All current employees have very specific responsibilities and removing them from their current positions would cause disruption in department and city services.

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

This also is not a viable option due to the amount of training, and background check required for this position. This requirement is necessary because of the amount of confidential information this position is responsible for on a daily basis. To expend this amount of time and expense for a 60 day temp would not be prudent.

8. Grade/Salary Information

Admin Asst, Grade 112

Salary Range:	$27,392 – 43,062
Pension:	$2,584
FICA:	$3,294
Health Insurance:	$19,235
Maximum Total:	$68,175

New Projects are highlighted.

City of Dover, Delaware

DRAFT Capital Investments Plan

FY 12 thru FY 16

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Central Services								
Dump Truck Refurbishment	*CS1200*	1	30,000					*30,000*
City Hall Fire Suppression System	*CS1201*	2			106,000	106,000		*212,000*
Central Services Conference Room & Offices	*CS1202*	4		10,000	15,000			*25,000*
Space Needs Study Implementation	*CS1390*	5		50,000	434,890	402,446	4,165,328	*5,052,664*
Central Services Total			**30,000**	**60,000**	**555,890**	**508,446**	**4,165,328**	***5,319,664***
Customer Services								
Pay-As-You-Go Water Load Station	*CU1201*	1	30,240					*30,240*
Customer Notification by E-IVR Automated Dialing	*CU1390*	1		30,000				*30,000*
Customer Services Total			**30,240**	**30,000**				***60,240***
Information Technology								
IT Long Range Planning Process Review and Update	*IT1390*	2		65,000				*65,000*
CISCO VoIP Phone Server Replacement	*IT1490*	1			40,000			*40,000*
Information Technology Total				**65,000**	**40,000**			***105,000***
Library								
Replacement Library	*LB0901*	1	11,195,009	2,540,483				*13,735,492*
Library Total			**11,195,009**	**2,540,483**				***13,735,492***
Mayor								
Downtown Security Cameras	*MR1101*	1	33,000					*33,000*
Mayor Total			**33,000**					***33,000***
Public Services-Admin								
GIS Infrastructure and Mobile Solutions	*PA1290*	4	18,000	18,000	18,000			*54,000*
Public Services-Admin Total			**18,000**	**18,000**	**18,000**			***54,000***
Public Services-Streets								
Street and Alley Program	*ST1101*	1	1,350,000	1,300,000	1,300,000	1,300,000	1,300,000	*6,550,000*
Concrete Construction and Replacement Program	*ST1102*	2	60,000	65,000	70,000	75,000	80,000	*350,000*
Brine Manufacturing System	*ST1201*	1	27,825					*27,825*
Salt Storage Facility - Schutte Park	*ST1203*	3	50,000					*50,000*
Silver Lake Revitalization Project	*ST1490*	4			50,000	250,000	100,000	*400,000*
Public Services-Streets Total			**1,487,825**	**1,365,000**	**1,420,000**	**1,625,000**	**1,480,000**	***7,377,825***

Department	Project#	Priority	FY 12	FY 13	FY 14	FY 15	FY 16	Total
GRAND TOTAL			**12,794,074**	**4,078,483**	**2,033,890**	**2,133,446**	**5,645,328**	***26,685,221***

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **CS1200**

Project Name **Dump Truck Refurbishment**



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

Department Central Services
Contact Central Services Director
Priority 1
Account Number: 147-1800-554-40-23

Description

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

The City has three, model year 2001, five ton dump trucks purchased in 2002. These trucks have severaly deteriorated dump bodies. Each truck chassis requires minor repair. The diesel engines reflect less than 35K miles on the odometers. The averages miles drives equals approximately 4,300 per year. These diesal engines should last for 75k miles. The rusted dump bodies will be removed, sandblasted, and the frames will be repainted. New brakes, hydraulic hoses and exhaust systems will be installed. In addition, all belts and hoses will be replaced and new stainless bodies will be installed.

Justification

The most expensive part of the dump trucks are their engines, chassis' and drive trains. Once repaired, the vehicles could last 10 years or more. At current usage, they will only have approximately 78k miles on the odometers. The replacement costs for 3 new dump trucks is $104,476 each. Having the repairs completed on-site will save the City approximately $283,000

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Construction/Maintenance	30,000					30,000
Total	**30,000**					**30,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund	30,000					30,000
Total	**30,000**					**30,000**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # CS1201

Project Name City Hall Fire Suppression System



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

Department Central Services
Contact Central Services Director
Priority 2
Account Number:

Description

Total Project Cost: **$212,000**

This project will be divided into two parts. Part one is for the City Hall, single story, Administrative will and will begin in Fiscal 2012. The second part is for the City Hall, two story, Executive wing and will begin in Fiscal 2013.

Justification

This is a workplace safety requirement mandated by the Fire Marshalls Office.

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Other			106,000	106,000		212,000
Total			**106,000**	**106,000**		**212,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund			106,000	106,000		212,000
Total			**106,000**	**106,000**		**212,000**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # CS1202

Project Name Central Services Conference Room & Offices



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

Department Central Services
Contact Central Services Director
Priority 4
Account Number: 110-2700-571.40-31

Description

Total Project Cost: **$25,000**

This project will be divided into three parts. Part one for design, framing and electrical installation and will begin in Fiscal 2012. Part two for construction and finishing of the offices will begin in Fiscal 2013. Part three for furnishing, carpeting and equipping of the conference room and offices will begin in Fiscal 2014.

Justification

There is no conference room available within Central Services to conduct bid openings, Pre-bid meetings, contract negotiations or conduct other meetings/training. This conference will be made available to all city offices, especially the Sanitation Department, Street Department and the Water Department. The Central Services Department also needs more space for staffing needs.

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Construction/Maintenance		10,000				10,000
Equip/Vehicle/Furnishings			15,000			15,000
Total		**10,000**	**15,000**			**25,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund		10,000	15,000			25,000
Total		**10,000**	**15,000**			**25,000**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **CS1390**

Project Name **Space Needs Study Implementation**



Type Improvement
Useful Life Unknown
Category General
New Project: No
Time-Line: FY10 through FY16

Department Central Services
Contact Central Services Director
Priority 5
Account Number: 147-2500-552.40-31

Description

Total Project Cost: **$13,399,622**

This is a ten-year plan for City buildings that will create spaces and places for the City's elected officials and employees to provide quality services to the citizens. The Facility Space Committee toured all City buildings, interviewed all department heads, conducted a needs assessment and proximity matrix, created measured drawings of buildings, and consulted with an architect as needed. We will continue to face all the problems associated with a lack of space, lack of security, poor locations, and substandard space.

Justification

We will continue to face all the problems associated with a lack of space, lack of security, poor locations, and substandard space. The Space Needs Study revealed (1) a lack of space for public and customers, (2) a lack of working space, (3) poor locations, (4) substandard space, (5) a lack of storage space, and (6) a lack of security.

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total	Future
Construction/Maintenance		50,000	434,890	402,446	4,165,328	5,052,664	8,346,958
Total		**50,000**	**434,890**	**402,446**	**4,165,328**	**5,052,664**	**Total**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total	Future
General Fund		50,000	434,890	402,446	4,165,328	5,052,664	8,346,958
Total		**50,000**	**434,890**	**402,446**	**4,165,328**	**5,052,664**	**Total**

Budget Impact/Other

Impact on Operating Budget has yet to be determined at this time.

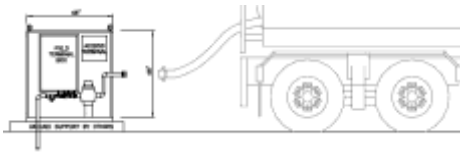
DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **CU1201**

Project Name **Pay-As-You-Go Water Load Station**



Type Improvement
Useful Life 15-20 years
Category General
New Project:
Time-Line:

Department Customer Services
Contact Customer Service Manager
Priority 1
Account Number:

Description

Total Project Cost: **$30,240**

The City of Dover provides local contractors the ability to fill water trucks from a water dispensing connection, located at the William Street warehouse. The connection is not in a secure area and operates on the honor system. Contractors are required to purchase a water ticket from the Customer Service Department. However, there are contractors that circumvent the process and fill the water trucks without purchasing a ticket. The water tickets are sold to contractors for $5.00, per truck fill. The capacities of the trucks vary with the amount of the ticket remaining at $5.00. Consumption is monitored by obtaining a meter reading each month and charging a designated department for the usage. When the amount of tickets purchased is compared to the metered consumption there is a loss of revenue.

Justification

This project will prevent direct access to the City of Dover water supply from the warehouse and allow the City to collect revenue for water usage. The $5.00 charge is obsolete; contractors should pay fairly for water based on truck size and gallons consumed. The new system, the Mini General, is an economical solution for low volume bulk water dispensing applications.After the customer pre-pays for water, they will be given a temporary access number and pin number. The system will only dispense the amount of water that is paid for in advance. Each transaction is date and time stamped and recorded by Water+ software.
City departments may also obtain water from this location. Each department will be required to follow the same process.

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Equip/Vehicle/Furnishings	30,240					30,240
Total	**30,240**					**30,240**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Water/Wastewater Fund	30,240					30,240
Total	**30,240**					**30,240**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **CU1390**

Project Name **Customer Notification by E-IVR Automated Dialing**



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

Department Customer Services
Contact Customer Service Manager
Priority 1
Account Number:

Description

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

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

Justification

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

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Other		30,000				30,000
Total		**30,000**				**30,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund		30,000				30,000
Total		**30,000**				**30,000**

Budget Impact/Other

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

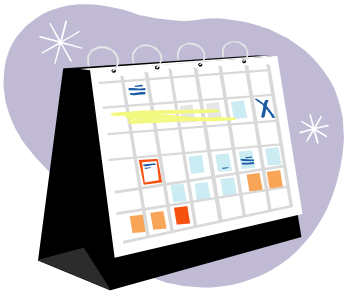
DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **IT1390**

Project Name **IT Long Range Planning Process Review and Update**



Type Improvement
Useful Life Unknown
Category General
New Project: No
Time-Line: Begin Fiscal 2011

Department Information Technology
Contact IT Director
Priority 2
Account Number:

Description

Total Project Cost: **$65,000**

In 2004, the City hired a third party to help us put a framework around long-range technology planning and spending. The outcome which included a five-year plan has provided a road map and format that has allowed us to continue to move forward with technology in an organized and predictable manner. This new project is to repeat the process and update our plan. This update was presented to the TAC group and received a high number of votes October 2008.

Justification

This has been effective, the five-year plan was exhausted in fiscal year 2009 and has begun again in Fiscal 2011.

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Other		65,000				65,000
Total		**65,000**				**65,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund		65,000				65,000
Total		**65,000**				**65,000**

Budget Impact/Other

Estimate is based on cost of 2004 study. Lowest bid back then was $50,000.

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **IT1490**

Project Name **CISCO VoIP Phone Server Replacement**



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

Department Information Technology
Contact IT Director
Priority 1
Account Number:

Description

Total Project Cost: **$40,000**

In 2006, the CISCO VoIP telephone system was installed. The three Call Manager servers that operate the system and the Call Center server used by Customer Service will reach the end of its life cycle. After consulting with CISCO and their local service provider, MTM, it is anticipated that the existing equipment could continue to operate for another two years, until Fiscal 2014.

Justification

After Fiscal 2014, it is likely that the servers would no longer be able to be covered by a service contract. Additionally, ther servers would not support any software upgrades.

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Equip/Vehicle/Furnishings			40,000			40,000
Total			**40,000**			**40,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund			40,000			40,000
Total			**40,000**			**40,000**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **LB0901**

Project Name **Replacement Library**



Type Improvement
Useful Life 25+ years
Category General
New Project: No
Time-Line:

Department Library
Contact Library Director
Priority 1
Account Number:

Description

Total Project Cost: **$20,314,917**

The Dover Public Library, built in 1961, can no longer meet the needs of the current population of the greater Dover service area. A new 46,000 square foot library facility will be built on Loockerman Street between City Hall and the Dover Post Office in downtown Dover. The consequences of delaying or eliminating this project are that members of the community will continue to receive very limited library services due to space and other deficiencies in the current facility. State funding, already committed, will be lost if the project is delayed. This project is related to the Delaware Division of Libraries' Statewide Master Plan.

Justification

In 2004, library facilities planners, Robert H. Rohlf Associates conducted a library facilities plan and recommended that the City of Dover build a 39,000-50,000 square foot library in the downtown area because the current library is insufficient to meet the needs of citizens. The study concluded that the current library does not provide enough parking, shelving, programming areas, quiet study rooms, sufficient office space; and that there are ADA issues throughout the building. The study compared the Dover Public Library to libraries in similar-sized communities and services are lacking in many areas, including collection and reference. The benefit of replacing the current library is that the community will have access to a library with sufficient space for collections and computers, lighting, parking, quiet study areas, and programming space.

Prior	Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
6,579,425	Planning/Design	143,156	15,789				158,945
Total	Construction/Maintenance	9,130,209	2,282,533				11,412,742
	Other	1,921,644	242,161				2,163,805
	Total	**11,195,009**	**2,540,483**				**13,735,492**

Prior	Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
6,579,425	Library Reserve Fund	1,200,938	78,000				1,278,938
Total	Other	4,396,566	700,344				5,096,910
	State Grant	5,597,505	1,762,139				7,359,644
	Total	**11,195,009**	**2,540,483**				**13,735,492**

Budget Impact/Other

A larger library will require more maintenance, increased operational funding for heating and cooling, increased janitorial services, and at least 2.5 additional full-time library staff.

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Budget Items	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Other (Insurance, Utilities)		169,579	174,666			344,245
Total		**169,579**	**174,666**			**344,245**

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **MR1101**

Project Name **Downtown Security Cameras**



Type	Equipment	**Department**	Mayor
Useful Life	5-10 years	**Contact**	Mayor Carey
Category	General	**Priority**	1
New Project:	No	**Account Number:**	147-3200-519-40-25
Time-Line:			

Description

Total Project Cost: **$64,500**

Installing surveillance cameras, one on Loockerman and State Street, one on State and North Street at the Schwartz center and South Bradford Street on the Minor Street Alley. These are areas that have had the most complaints from, so the first three should be installed in these locations. Eventually we can cover the Business District either by adding so many per year of if a grant should become available, adding more. 2nd Phase add Governor's Avenue Parking Lot.

Justification

Reduction in crime in the specified areas. These Cameras would cooperate off the current fiber optic System, so there would be no telephone line charges. Monitors would be at the police station with dispatchers being able to monitor the locations for illegal actions in the area and to solve crimes that have occurred

Prior	Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
31,500	Other	33,000					33,000
Total	**Total**	**33,000**					**33,000**

Prior	Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
31,500	General Fund	33,000					33,000
Total	**Total**	**33,000**					**33,000**

Budget Impact/Other

Phase I completed with Grant Funds, this portion of the project includes Phase II (63,000) and Expansion (63,000).

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **PA1290**

Project Name **GIS Infrastructure and Mobile Solutions**



Type Equipment
Useful Life 3-5 years
Category General
New Project: No
Time-Line:

Department Public Services-Admin
Contact Public Services Director
Priority 4
Account Number:

Description

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

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

Justification

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

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Other	8,000	8,000	8,000			24,000
Miscellaneous	10,000	10,000	10,000			30,000
Total	**18,000**	**18,000**	**18,000**			**54,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund	18,000	18,000	18,000			54,000
Total	**18,000**	**18,000**	**18,000**			**54,000**

Budget Impact/Other

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

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **ST1101**

Project Name **Street and Alley Program**



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

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

Description

Total Project Cost: **$9,200,000**

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

Justification

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

Prior	Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
2,650,000	Construction/Maintenance	1,350,000	1,300,000	1,300,000	1,300,000	1,300,000	6,550,000
Total	**Total**	**1,350,000**	**1,300,000**	**1,300,000**	**1,300,000**	**1,300,000**	**6,550,000**

Prior	Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
2,650,000	Community Transportation Fun	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total	General Fund	350,000	300,000	300,000	300,000	300,000	1,550,000
	Total	**1,350,000**	**1,300,000**	**1,300,000**	**1,300,000**	**1,300,000**	**6,550,000**

Budget Impact/Other

The improvement schedule is based on the Fiscal Year 2004 ratings and Community Transportation Funds committed by area legislators. The annual funding split is proposed to be $700,000 from the General Fund and $1,000,000 from Community Transportation Funds in Fiscal year 2012.

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # ST1102

Project Name Concrete Construction and Replacement Program



Type	Maintenance	**Department**	Public Services-Streets
Useful Life	30+ years	**Contact**	Public Services Director
Category	General	**Priority**	2
New Project:	No	**Account Number:**	
Time-Line:	Continuous		

Description

Total Project Cost: **$400,000**

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

Justification

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

Prior	Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
50,000	Construction/Maintenance	60,000	65,000	70,000	75,000	80,000	350,000
Total	**Total**	**60,000**	**65,000**	**70,000**	**75,000**	**80,000**	**350,000**

Prior	Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
50,000	General Fund	60,000	65,000	70,000	75,000	80,000	350,000
Total	**Total**	**60,000**	**65,000**	**70,000**	**75,000**	**80,000**	**350,000**

Budget Impact/Other

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

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **ST1201**

Project Name **Brine Manufacturing System**



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

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

Description

Total Project Cost: **$27,825**

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

Justification

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

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Equip/Vehicle/Furnishings	27,825					27,825
Total	**27,825**					**27,825**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund	27,825					27,825
Total	**27,825**					**27,825**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **ST1203**

Project Name **Salt Storage Facility - Schutte Park**



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

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

Description

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

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

Justification

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

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Construction/Maintenance	50,000					50,000
Total	**50,000**					**50,000**

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total
General Fund	50,000					50,000
Total	**50,000**					**50,000**

Budget Impact/Other

DRAFT Capital Investments Plan

FY 12 *thru* **FY 16**

City of Dover, Delaware

Project # **ST1490**

Project Name **Silver Lake Revitalization Project**

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

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

Description

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

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

Justification

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

Expenditures	FY 12	FY 13	FY 14	FY 15	FY 16	Total	Future
Planning/Design			50,000			50,000	200,000
Construction/Maintenance				250,000		250,000	Total
Miscellaneous					100,000	100,000	
Total			**50,000**	**250,000**	**100,000**	**400,000**	

Funding Sources	FY 12	FY 13	FY 14	FY 15	FY 16	Total	Future
Community Transportation Fun				250,000		250,000	200,000
General Fund			50,000		50,000	100,000	Total
State Grant					50,000	50,000	
Total			**50,000**	**250,000**	**100,000**	**400,000**	

Budget Impact/Other

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

City of Dover, Delaware

DRAFT Capital Investments Plan

FY 12 thru FY 16

VEHICLE/EQUIPMENT REPLACEMENTS

Department	Project#	Priority	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Central Services								
1987 Forklift	*12Veh#NEW*	3	30,670					*30,670*
Central Services Total			**30,670**					***30,670***
Facilities Management								
1996 Dodge B2500 (438)	*13Veh# 438*	n/a		16,096				*16,096*
1996 Ford E350 (436)	*14Veh# 436*	n/a			16,096			*16,096*
1999 Dodge RMV Van (435)	*15Veh# 435*	n/a				16,096		*16,096*
Facilities Management Total				**16,096**	**16,096**	**16,096**		***48,288***
Mayor								
1999 Ford Taurus	*11Veh# 2*	n/a		20,323				*20,323*
Mayor Total				**20,323**				***20,323***
Public Services-Admin								
1999 Ford Explorer (6)	*11Veh# 6*	n/a	28,818					*28,818*
Public Services-Admin Total			**28,818**					***28,818***
Public Services-Grounds								
1995 Ford Crew Cab Dump Truck (552)	*12Veh# 552*	5	44,720					*44,720*
2002 Toro Wing Mower (562)	*12Veh# 562*	2	57,500					*57,500*
2002 Dodge Pick Up (550)	*13Veh# 550*	3		17,000				*17,000*
2001 Dodge Pick Up (553)	*13Veh# 553*	2		17,000				*17,000*
1999 Dodge Pick Up (558)	*13Veh# 558*	2		17,000				*17,000*
1999 Chevy Dump Truck (554)	*14Veh# 554*	3			54,491			*54,491*
1998 Vermeer Stump Grinder (566)	*14Veh# 566*	3			44,000			*44,000*
1998 X-Mark Mower (568)	*14Veh# 568*	3			14,310			*14,310*
2001 Kubota Tractor (569)	*14Veh# 569*	3			29,116			*29,116*
1998 Chevy Crew Cab Dump Truck (551)	*15Veh# 551*	4				58,962		*58,962*
2006 X-Mark Mower (573)	*15Veh# 573*	4				15,456		*15,456*
1991 International Utility Trailer (578)	*15Veh# 578*	4				14,000		*14,000*
2002 Bean 300 Gallon Sprayer (585)	*15Veh# 585*	4				22,122		*22,122*
1990 FMC 300 Gallon Sprayer (565)	*16Veh# 565*	5					23,760	*23,760*
1999 Bandit Chipper (579)	*16Veh# 579*	5					46,122	*46,122*
1994 Vermeer Chipper (588)	*16Veh# 588*	5					46,000	*46,000*
Public Services-Grounds Total			**102,220**	**51,000**	**141,917**	**110,540**	**115,882**	***521,559***
Public Services-Inspections								
2001 Dodge Pick Up Truck (20)	*12Veh# 20*	1	16,500					*16,500*
2001 Dodge Pick Up (19)	*13Veh# 19*	2		16,000				*16,000*

Department	Project#	Priority	FY 12	FY 13	FY 14	FY 15	FY 16	Total
2002 Dodge Pick Up (18)	*14Veh# 18*	3			16,000			*16,000*
2001 Dodge Pick Up (22)	*14Veh# 22*	3			16,000			*16,000*
Public Services-Inspections Total			**16,500**	**16,000**	**32,000**			***64,500***
Public Services-Life Safety								
20' Express Wagon with Honda Generator	*12Veh# 14*	1	17,500					*17,500*
Public Services-Life Safety Total			**17,500**					***17,500***
Public Services-Planning								
2009 Chevy Uplander	*13Veh# 3*	n/a		16,177				*16,177*
Public Services-Planning Total				**16,177**				***16,177***
Public Services-Sanitation								
2004 Peterbilt Automated Trash Truck (442)	*12Veh# 442*	2	232,084					*232,084*
2003 Sterling Bulk Truck (447)	*12Veh# 447*	2		136,500				*136,500*
2004 Peterbilt Automated Trash Truck (443)	*13Veh# 443*	2		253,875				*253,875*
2002 Int'l Rear Loader (449)	*13Veh# 449*	2		129,375				*129,375*
2003 Peterbilt 320 Automated Trash Truck (450)	*13Veh# 450*	1		246,075				*246,075*
2008 Peterbilt Automated Trash Truck (441)	*14Veh# 441*	3			296,075			*296,075*
2002 Hurst Trailer (453)	*14Veh# 453*	3			14,500			*14,500*
2008 Intn't Rear Loader (445)	*15Veh# 445*	4				165,975		*165,975*
2008 Peterbilt Side Loader (451)	*15Veh# 451*	4				296,075		*296,075*
Public Services-Sanitation Total			**232,084**	**765,825**	**310,575**	**462,050**		***1,770,534***
Public Services-Streets								
1992 International Dumpt Truck (328)	*12Veh# 328*	1	131,055					*131,055*
2002 Tymco Street Sweeper (357)	*12Veh# 357*	1	170,028					*170,028*
1986 Case Backhoe (319)	*13Veh# 319*	2		94,075				*94,075*
2001 Int'l Dump Truck (322)	*13Veh# 322*	2		123,275				*123,275*
2001 Int'l Dump Truck (324)	*13Veh# 324*	2		133,074				*133,074*
1999 Dodge Pick Up Truck (330)	*13Veh# 330*	2		19,500				*19,500*
2001 Dodge Pick Up Truck (331)	*13Veh# 331*	2		19,500				*19,500*
1992 Int'l Leaf Truck (366)	*13Veh# 366*	2		110,000				*110,000*
2002 Airman Air Compressor (382)	*13Veh# 382*	2		23,000				*23,000*
2001 Case Front-End Loader (312)	*14Veh# 312*	3			129,700			*129,700*
2002 Case Front-End Loader (316)	*14Veh# 316*	3			129,700			*129,700*
2001 Int'l Dump Truck (321)	*14Veh# 321*	3			115,075			*115,075*
2001 Dodge Utility Truck (345)	*14Veh# 345*	3			46,875			*46,875*
1986 Hudson Trailer (394)	*14Veh# 394*	3			15,000			*15,000*
2006 Ford 1-Ton Dump Truck (325)	*15Veh# 325*	4				58,395		*58,395*
2002 ODB Leaf Vacuum Trailer (361)	*15Veh# 361*	4				42,120		*42,120*
2006 Int'l Sweeper (361)	*16Veh# 356*	4					195,075	*195,075*
Public Services-Streets Total			**301,083**	**522,424**	**436,350**	**100,515**	**195,075**	***1,555,447***
Tax Assessor								
2002 Dodge Stratus	*12Veh# 4*	2		20,000				*20,000*
Tax Assessor Total				**20,000**				***20,000***
GRAND TOTAL			**728,875**	**1,427,845**	**936,938**	**689,201**	**310,957**	***4,093,816***

CITY OF DOVER
HOSPITALITY & CIVIC FUNCTION POLICY

A. PURPOSE

There are occasions when the judicious extension of hospitality in connection with official City of Dover business is in the best interests of the City of Dover, hereinafter referred to as *"City."* There are also occasions where attendance at civic events and functions which are not sponsored by the City are in the best interests of the City, and thus may require attendance. This policy outlines City policy and procedures governing the manner and extent to which the City's employees, public officials, and appointees may extend hospitality while attending civic functions and events.

II. SCOPE

This policy applies to all hospitality and civic function expenses incurred by the City regardless of the source of funding, and to all City employees, public officials and appointees to City Boards, Commissions and Committees.

III. ALLOWABLE EXPENSES AND APPROVAL

A. Allowable Expenses and Occasions

Expenses for hospitality and civic functions must be directly related to, or associated with the conduct of ~~official~~ City business. If the occasion is not sponsored by an organization of which the City sponsors or is a member of, then the occasion must serve a clear City interest ~~business purpose~~, with negligible personal benefit derived by the official host or other City employees, public officials, and appointees. In addition, the expenditure of funds for hospitality and civic functions should be cost effective and in accordance with the best use of public funds.

Examples of Prohibited/Restricted Expenses:
- Personal Memberships
- Political Expenses
- Holiday Gatherings for non-City affiliated organizations
- ~~Fundraising~~ Non-budgeted Cash Donations

B. Approval of Transactions

When determining whether a hospitality or civic event expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

C. Payment of Expenses

The Finance Department shall process the payment of hospitality and civic functions expenses upon receipt of the invitation, invoice, or proper support documentation, as determined by Finance, with the signature of the Mayor, a Member of Council, and/or City Manager.

Approved by Council: ~~March 24, 2005~~ (To be revised when approved)