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DOVER

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# MEMO

**To: Members of City Council**  
**From: Tony DePrima, City Manager**  
**Donna S. Mitchell, Finance Director**  
**CC: Mayor, City Clerk, & Department Heads**  
**Subject: Capital Improvement Project Analysis February 2004**  
**Date: March 17, 2004**

**Attached is the Capital Improvement Project Analysis for February 2004.**

**Please contact our office, if you have any questions.**

**Thank you.**

**cc: Ray Cola**

**CITY OF DOVER**  
**Capital Improvement Project Analysis - General Fund**  
**As of February 29, 2004**

Project #	Fund	Project Description	Start Date	Project Budget	Project to Date Exp.	Current Annual Budget	Internal Budget Revision (+/-)	Revised Annual Budget	Current YTD Exp.	Current Budget Balance	CAF and/or Comments	Project Status
<b>Administrative Services - New Projects</b>												
AS0402	GF	Purchase Copier	7/1/2003	15,000	9,160	15,000	-	-	9,160	5,840		ME
<b>Total Administrative Services</b>				\$ 15,000	\$ 9,160	\$ 15,000	\$ -	\$ -	\$ 9,160	\$ 5,840		
<b>Central Services - Prior year projects</b>												
SP0001	GF	Pear St. Warehouse Renovations	10/31/1999	400,780	208,207	81,397	(5,355)	76,042	976	75,066	U 12/11/00-2 L&F 5/8/02-1	CI
Subtotal - Central Services - Prior year projects				\$ 400,780	\$ 208,207	\$ 81,397	\$ (5,355)	\$ 76,042	\$ 976	\$ 75,066		
<b>Central Services - New Projects</b>												
CS0401	GF	Replace Mail Inserter/Feeder	7/1/2003	32,000	-	32,000	-	-	-	32,000		ME
Subtotal Central Services - New Projects				\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000		
<b>Total Central Services</b>				\$ 432,780	\$ 208,207	\$ 113,397	\$ (5,355)	\$ 76,042	\$ 976	\$ 107,066		
<b>Facilities Management - Prior year projects</b>												
FM0403	GF	City Hall Reheat/Air conditioner Unit Replacement	4/25/2003	131,000	87,065	131,000	-	-	68,500	62,500	L&F 4/14/03 - 5	CI
FM0202	GF	City Hall Office Remodeling	Annual	5,000	-	5,000	-	-	-	5,000		PD
FM0406	GF	ADA Upgrades for C/H	7/1/2003	15,000	1,318	15,000	-	-	1,318	13,682		CI
<b>Total Facilities Management</b>				\$ 151,000	\$ 88,383	\$ 151,000	\$ -	\$ -	\$ 69,818	\$ 81,182		
<b>Fleet Maintenance - New Projects</b>												
FL0401	GF	Used Oil Storage Addition	7/1/2003	20,000	-	20,000	-	-	-	20,000		CI
<b>Total Fleet Maintenance</b>				\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000		
<b>Information Technology - Prior year projects</b>												
---	GF	Renovations Information Technology Office	7/1/2003	8,550	4,578	8,550	-	-	4,578	3,972		CI
Subtotal Information Technology - Prior year projects				\$ 8,550	\$ 4,578	\$ 8,550	\$ -	\$ -	\$ 4,578	\$ 3,972		
<b>Information Technology - New Projects</b>												
IT0402	GF	Long Range Strategic Information Technology Plan	7/1/2003	50,000	-	50,000	-	-	-	50,000	C 1/26/04 - 9	PD
Subtotal Information Technology - New Projects				\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000		
<b>Total Information Technology</b>				\$ 58,550	\$ 4,578	\$ 58,550	\$ -	\$ -	\$ 4,578	\$ 53,972		
<b>Library - New Projects</b>												
LB0601	GF	West Side Library	7/1/2003	2,160,000	-	10,000	-	-	-	10,000		PD
<b>Total Library</b>				\$ 2,160,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000		
<b>Parks and Recreation - Prior year projects</b>												
PR0202	GF	Slaughter Street Park Relocation	7/1/2003	49,942	49,942	49,942	-	-	49,942	-	Funded by Parkland Reserve	CI
PR0404	GF	Playground Equipment Replacement - Mayfair Park	Annual	20,000	-	20,000	-	-	-	20,000	Silver Lake Park	CI
---	GF	Repair HVAC	7/1/2003	-	5,355	-	5,355	5,355	5,355	-		
Subtotal Parks and Recreation - Prior year projects				69,942	55,297	69,942	5,355	5,355	55,297	20,000		
<b>Parks and Recreation - New Projects</b>												
PR0401	GF	Dover Park Tennis Courts	7/1/2003	60,000	-	60,000	-	-	-	60,000		PD
PR0501	GF	West Side Recreation Center	7/1/2003	3,000,000	-	20,000	-	-	-	20,000		PD
Subtotal Parks and Recreation - New Projects				\$ 3,060,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000		
<b>Total Parks and Recreation</b>				\$ 3,129,942	\$ 55,297	\$ 149,942	\$ 5,355	\$ 5,355	\$ 55,297	\$ 100,000		

**CITY OF DOVER**  
**Capital Improvement Project Analysis - General Fund**  
**As of February 29, 2004**

Project #	Fund	Project Description	Start Date	Project Budget	Project to Date Exp.	Current Annual Budget	Internal Budget Revision (+/-)	Revised Annual Budget	Current YTD Exp.	Current Budget Balance	CAF and/or Comments	Project Status
<b>Planning &amp; Inspections - Prior year projects</b>												
TE0201	TE	Hanson House Preservation	8/1/2001	180,000	11,099	180,000	-	-	11,099	168,901		CI
TE0205	TE	Downtown Dover Phase III TE Program	7/1/2001	468,480	448,664	66,631	-	-	29,208	37,423		CI
<b>Total Planning &amp; Inspections</b>				\$ 648,480	\$ 459,763	\$ 246,631	\$ -	\$ -	\$ 40,307	\$ 206,324		
<b>Police - Prior year projects</b>												
PD0101	GF	Police Warehouse	1/2/2001	182,033	159,077	80,000	-	-	57,044	22,956	L&F 5/28/02 - 4	CI
Subtotal Police - Prior year projects				\$ 182,033	\$ 159,077	\$ 80,000	\$ -	\$ -	\$ 57,044	\$ 22,956		
<b>Police - New projects</b>												
PD0401	GF	Heating, Ventilation, and Air Conditioning Computer System Upgrade	7/1/2003	18,500	-	18,500	-	-	-	18,500		PD
PD0403	GF	Replace Dormer Siding and Window	7/1/2003	12,600	12,490	12,600	1,475	14,075	12,490	110		CI
PD0405	GF	Server Upgrade for CAD/RMS	7/1/2003	200,000	-	30,000	-	-	-	30,000	\$170,000 is funded by state grant	PD
Subtotal Police				\$ 231,100	\$ 12,490	\$ 61,100	\$ 1,475	\$ 14,075	\$ 12,490	\$ 48,610		
<b>Total Police</b>				\$ 413,133	\$ 171,567	\$ 141,100	\$ 1,475	\$ 14,075	\$ 69,534	\$ 71,566		
<b>Streets - New Projects</b>												
ST0405	GF	Street and Alley - FY 2004	Annual	250,000	250,000	250,000	-	-	250,000	-		CI
ST0405	SSA	Street and Alley - FY 2004	Annual	500,000	1,286,345	500,000	-	-	1,286,345	(786,345)		CI
ST0406	GF	Concrete Program - FY 2004	Annual	30,000	19,704	30,000	-	-	19,704	10,296		CI
<b>Total Streets</b>				\$ 780,000	\$ 1,556,049	\$ 780,000	\$ -	\$ -	\$ 1,556,049	\$ (776,049)		
<b>Grandtotal</b>				\$ 7,808,885	\$ 2,553,004	\$ 1,685,620	\$ 1,475	\$ 95,472	\$ 1,805,719	\$ (120,099)		
<b>Legend - Fund:</b>												
GF - General Fund												
TE - Transportation Enhancement Grant Fund												
CTI - Community Transportation Improvement Fund												
EIE - Electric Improvement Extension Fund												
WWIE - Water/Wastewater Improvement Fund												
SSA - Suburban Street Aid												
<b>Legend - Status:</b>												
NS - Not Started												
PD - Planning & Design												
PA - Permit Approvals												
BP - Bidding & Purchasing												
CI - Construction & Installation												
OH - On Hold												
PP - Postponed												
CO - Complete												
ME - Miscellaneous Equipment												

**CITY OF DOVER**

**Capital Improvement Project Analysis - Water/Wastewater Fund**

**As of February 29, 2004**

Project	Fund	Project Description	Start Date	Project Budget	Project to Date Exp.	Current Annual Budget	Internal Budget Revision (+/-)	Revised Annual Budget	Current YTD Exp.	Current Budget Balance	CAF and/or Comments	Project Status
<b>Public Works</b>												
<b>Construction - New projects</b>												
CI0401	WWIE	Pole Barn Overhead Door Installation	7/1/2003	15,000	13,537	15,000	-	-	13,537	1,463		CI
		Subtotal Construction		15,000	13,537	15,000	-	-	13,537	1,463		
<b>Sanitary Sewer - Prior year projects</b>												
WW0101	WWIE	US 13 East Sanitary Sewer Interceptor	8/1/2000	1,200,000	26,092	1,175,000	-	-	2,836	1,172,164		PD
WW0201	WWIE	Turnberry Pump Station Upgrade	8/15/2001	100,000	111,110	100,000	12,000	112,000	111,067	933		CI
WW0302	WWIE	Puncheon Run Motor Control & Pump Replacement	7/31/2002	350,000	28,414	350,000	-	-	28,414	321,586		BP
WW0303	WWIE	Walker Road Pump Station Upgrade	7/31/2002	250,000	33,721	250,000	-	-	33,721	216,279	U 6/23/03 - 2	BP
WW0304	WWIE	Garrison Oak Pumping Station	7/31/2002	1,280,000	13,543	170,000	-	-	13,543	156,457	FY 2004 budget is grant funds	BP
		Subtotal Sanitary Sewer - Prior year projects		\$ 3,180,000	\$ 212,880	\$ 2,045,000	\$ 12,000	\$ 112,000	\$ 189,581	\$ 1,867,419		
<b>Sanitary Sewer - New projects</b>												
WS0402	WWIE	Meter Reading Tech Upgrade - 04	Annual	25,000	24,811	25,000	-	-	24,811	189	L & F 11/12/02	CI
		Subtotal Sanitary Sewer - New projects		25,000	24,811	25,000	-	-	24,811	189		
<b>Water Distribution - Prior year projects</b>												
WD0302	WWIE	Cooper Road Water Main Ext.	8/1/2002	30,000	44,100	-	5,000	5,000	4,297	703	U 11/12/02 - 4B	CO
WD0304	WWIE	Division Street Water Main Upgrade	8/1/2002	660,000	12,033	600,000	-	-	-	600,000		NS
		Subtotal Water Distribution - Prior year projects		\$ 690,000	\$ 56,133	\$ 600,000	\$ 5,000	\$ 5,000	\$ 4,297	\$ 600,703		
<b>Water Distribution - New Projects</b>												
WD0401	WWIE	Miscellaneous Distribution System Improvements	7/1/2003	38,000	100	38,000	(5,000)	33,000	100	32,900		CI
WD0402	WWIE	West Dover Water Loop	7/1/2003	200,000	1,972	200,000	-	-	1,972	198,028		CI
WD0403	WWIE	U.S. 13 Water Main Crossing	7/1/2003	100,000	-	100,000	(12,000)	88,000	-	88,000		PD
		Subtotal Water Distribution - New projects		338,000	2,072	338,000	(17,000)	121,000	2,072	318,928		
<b>Water Supply - Prior year projects</b>												
WS0301	WWIE	Water System SCADA Upgrade	7/15/2002	190,000	213,493	-	-	-	21,295	(21,295)	U 8/12/02	CI
		Subtotal Water Supply - Prior year projects		\$ 190,000	\$ 213,493	\$ -	\$ -	\$ -	\$ 21,295	\$ (21,295)		
<b>Water Supply - New projects</b>												
WS0401	WWIE	Water System Master Plan Update	7/1/2003	100,000	-	100,000	-	-	-	100,000		PD
WS0402	WWIE	Meter Reading Tech Upgrade - 04	Annual	25,000	24,811	25,000	-	-	24,811	189	L & F 11/12/02	CI
WS0403	WWIE	Elevated Water Storage Tank Management Services	Annual	84,565	42,282	84,565	-	-	42,282	42,283		CI
WS0404	WWIE	Wellhead Redevelopment Program	Annual	74,500	52,178	74,500	-	-	52,178	22,322		BP
		Subtotal Water Supply - New projects		284,065	119,271	284,065	-	-	119,271	164,794		
<b>Total Public Works</b>				\$ 4,722,065	\$ 642,197	\$ 3,307,065	\$ -	\$ 238,000	\$ 374,864	\$ 2,932,201		

**CITY OF DOVER**  
**Capital Improvement Project Analysis - Electric Fund**  
**As of February 29, 2004**

Project	Fund	Project Description	Start Date	Project Budget	Project to Date Exp.	Current Annual Budget	Internal Budget Revision (+/-)	Revised Annual Budget	Current YTD Exp.	Current Budget Balance	CAF and/or Comments	Project Status
<b>Electric</b>												
<b>Engineering - New projects</b>												
EE0402	EIE	Scada Remote Control Units (RTU)	7/1/2003	24,000	14,160	24,000	-	-	14,160	9,840		ME
EE0403	EIE	Scada Software	7/1/2003	18,000	11,168	18,000	-	-	11,168	6,832		PD
EE0404	EIE	North State Street and Rt. 13 Wore	7/1/2003	80,000	-	80,000	-	-	-	80,000		PD
EE0405	EIE	Dictaphone	7/1/2003	11,000	9,426	11,000	-	-	9,426	1,574		ME
EE0407	EIE	69 KV Line - Vansant to Mayfair	7/1/2003	360,000	2,500	60,000	-	-	2,500	57,500		CI
EE0409	EIE	New Developments/Upgrades	7/1/2003	3,586,250	318,509	847,298	(233,821)	613,477	318,509	294,968		CI
EE0410	EIE	Walker Road Electrical Improvements	7/1/2003	358,252	127,760	358,252	(17,878)	340,374	127,760	212,614		PD
EE0411	EIE	Twelve Oaks Lighting	8/21/2003	5,000	-	-	-	-	-	-		PD
EE0412	EIE	Caroiology Consultant	8/21/2003	9,000	-	-	-	-	-	-		PD
EE0413	EIE	Tap Changer	7/1/2003	52,122	52,500	-	52,122	52,122	52,500	(378)		CO
EE0414	EIE	Delaware State University	2/23/2004	199,577	-	-	199,577	199,577	-	199,577		
EU0401	EIE	Distribution Upgrades	Annual	200,000	48,778	27,652	-	-	-	27,652		CI
<b>Total Engineering</b>				4,903,201	584,801	1,426,202	-	1,205,550	536,023	890,179		
<b>Distribution - Prior year projects</b>												
ED0302	EIE	Woodbrook Development Upgrades	9/1/2002	210,000	216,514	10,000	-	-	6,215	3,785	Continuing into 2004	CI
ED0307	EIE	Sidewalk Relocation US 13	11/20/2002	13,960	2,299	-	-	-	-	-		CI
Subtotal Distribution				\$ 223,960	\$ 218,813	\$ 10,000	\$ -	\$ -	\$ 6,215	\$ 3,785		
<b>Distribution - New projects</b>												
ED0306	EIE	4 KV to 12 KV Upgrade	Annual	214,000	243,109	214,000	-	-	31,801	182,199		CI
Subtotal Distribution - New projects				\$ 214,000	\$ 243,109	\$ 214,000	\$ -	\$ -	\$ 31,801	\$ 182,199		
<b>Total Distribution</b>				\$ 437,960	\$ 461,922	\$ 224,000	\$ -	\$ -	\$ 38,016	\$ 185,984		
<b>Substations - Prior year projects</b>												
ES0105	EIE	Mayfair 69/12 KV Transformer and Breaker	7/1/2000	555,000	325,488	207,500	-	-	-	207,500	U 9/9/02 - 2	CI
ES0301	EIE	Division Street Substation Rebuild	7/1/2002	885,000	379,368	537,500	-	-	11,879	525,621	U 9/9/02 - 2	CI
<b>Total Substations</b>				\$ 1,440,000	\$ 704,856	\$ 745,000	\$ -	\$ -	\$ 11,879	\$ 733,121		
<b>Transmission - Prior year projects</b>												
ES0103	EIE	230 KV Tie with Conectiv	7/1/2001	9,600,000	5,343,344	9,300,000	-	-	4,932,401	4,367,599	U 5/19/03-5A & U5/19/03-5B	BP
Subtotal Transmission - Prior year projects				\$ 9,600,000	\$ 5,343,344	\$ 9,300,000	\$ -	\$ -	\$ 4,932,401	\$ 4,367,599		
<b>Transmission - New projects</b>												
ET0401	EIE	Portable Thumper, Hi-Pot Sectionalizer	7/1/2003	25,000	17,500	25,000	-	-	17,500	7,500		PD
Subtotal Transmission - New projects				\$ 25,000	\$ 17,500	\$ 25,000	\$ -	\$ -	\$ 17,500	\$ 7,500		
<b>Total Transmission</b>				\$ 9,625,000	\$ 5,360,844	\$ 9,325,000	\$ -	\$ -	\$ 4,949,901	\$ 4,375,099		
<b>Total Electric</b>				\$ 16,406,161	\$ 7,112,423	\$ 11,720,202	\$ -	\$ 1,205,550	\$ 5,535,819	\$ 6,184,383		