

# City of Dover

---

## Capital Improvement Project Analysis And Vehicle Replacement Report March 2004

---

To: Members of City Council

From: Tony DePrima, City Manager  
Donna S. Mitchell, Finance Director

CC: Mayor, City Clerk, & Department Heads

Date: April 21, 2004

Attached is the Capital Improvement Project Analysis and the Vehicle Replacement Analysis reports for March 2004.

Please contact our office, if you have any questions.

Thank you.

**CITY OF DOVER**  
**Capital Improvement Project Analysis - General Fund**  
**As of March 31, 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	Maintenance Equipment	CO
<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	222,788	81,397	(5,355)	76,042	15,557	60,485	U 12/11/00-2 L&F 5/8/02-1	CI
Subtotal - Central Services - Prior year projects				\$ 400,780	\$ 222,788	\$ 81,397	\$ (5,355)	\$ 76,042	\$ 15,557	\$ 60,485		
<b>Central Services - New Projects</b>												
CS0401	GF	Replace Mail Inserter/Feeder	7/1/2003	32,000	-	32,000	-	-	-	32,000	Maintenance Equipment	CO
Subtotal Central Services - New Projects				\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000		
<b>Total Central Services</b>				\$ 432,780	\$ 222,788	\$ 113,397	\$ (5,355)	\$ 76,042	\$ 15,557	\$ 92,485		
<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	CO
FM0202	GF	City Hall Office Remodeling	Annual	5,000	-	5,000	-	-	-	5,000		CI
FM0406	GF	ADA Upgrades for C/H	7/1/2003	15,000	1,345	15,000	-	-	1,345	13,655		CO
<b>Total Facilities Management</b>				\$ 151,000	\$ 88,410	\$ 151,000	\$ -	\$ -	\$ 69,845	\$ 81,155		
<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	5,026	8,550	-	-	5,026	3,524		CO
Subtotal Information Technology - Prior year projects				\$ 8,550	\$ 5,026	\$ 8,550	\$ -	\$ -	\$ 5,026	\$ 3,524		
<b>Information Technology - New Projects</b>												
IT0402	GF	Long Range Strategic Information Technology Plan	7/1/2003	50,000	21,749	50,000	2,500	52,500	21,749	30,751	C 1/26/04 - 9	PD
Subtotal Information Technology - New Projects				\$ 50,000	\$ 21,749	\$ 50,000	\$ 2,500	\$ 52,500	\$ 21,749	\$ 30,751		
<b>Total Information Technology</b>				\$ 58,550	\$ 26,775	\$ 58,550	\$ 2,500	\$ 52,500	\$ 26,775	\$ 34,275		
<b>Library - New Projects</b>												
LB0601	GF	West Side Library	7/1/2003	2,160,000	10,000	10,000	-	-	10,000	-		PD
<b>Total Library</b>				\$ 2,160,000	\$ 10,000	\$ 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	CO
PR0404	GF	Playground Equipment Replacement - Mayfair Park	Annual	20,000	-	20,000	-	-	-	20,000	Silver Lake Park	BP
---	GF	Repair HVAC	7/1/2003	-	5,355	-	5,355	5,355	5,355	-		CO
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 March 31, 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	12,599	180,000	-	-	12,599	167,401		CI
TE0205	TE	Downtown Dover Phase III TE Program	7/1/2001	468,480	448,707	66,631	-	-	29,251	37,380		CO
<b>Total Planning &amp; Inspections</b>				\$ 648,480	\$ 461,306	\$ 246,631	\$ -	\$ -	\$ 41,850	\$ 204,781		
<b>Police - Prior year projects</b>												
PD0101	GF	Police Warehouse	1/2/2001	182,033	162,574	80,000	-	-	60,540	19,460	L&F 5/28/02 - 4	CO
<b>Subtotal Police - Prior year projects</b>				\$ 182,033	\$ 162,574	\$ 80,000	\$ -	\$ -	\$ 60,540	\$ 19,460		
<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		CO
PD0405	GF	Server Upgrade for CAD/RMS	7/1/2003	200,000	-	30,000	-	-	-	30,000	\$170,000 is funded by state grant	PD
<b>Subtotal Police</b>				\$ 231,100	\$ 12,490	\$ 61,100	\$ 1,475	\$ 14,075	\$ 12,490	\$ 48,610		
<b>Total Police</b>				\$ 413,133	\$ 175,064	\$ 141,100	\$ 1,475	\$ 14,075	\$ 73,030	\$ 68,070		
<b>Tax Assessor - New Project</b>												
TA0401	GF	Replace CAMA Software	7/1/2003	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	L&F 3/22/04-2	BP
<b>Total Tax Assessor</b>				\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000		
<b>Streets - New Projects</b>												
ST0405	GF	Street and Alley - FY 2004	Annual	250,000	250,000	250,000	-	-	250,000	-		CI
---	SSA	Street and Alley - FY 2004	Annual	500,000	1,312,369	500,000	-	-	1,312,369	(812,369)		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	\$ 1,582,073	\$ 780,000	\$ -	\$ -	\$ 1,582,073	\$ (802,073)		
<b>Grand total</b>				\$ 7,833,885	\$ 2,630,873	\$ 1,710,620	\$ 3,975	\$ 147,972	\$ 1,883,587	\$ (170,467)		
<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												

**CITY OF DOVER**  
**Capital Improvement Project Analysis - Water/Wastewater Fund**  
**As of March 31, 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		CO
		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	(20,000)	1,155,000	2,836	1,152,164		PD
WW0201	WWIE	Turnberry Pump Station Upgrade	8/15/2001	100,000	111,110	100,000	12,000	112,000	111,067	933	U 6/23/03-3	CO
WW0302	WWIE	Puncheon Run Motor Control & Pump Replacement	7/31/2002	350,000	28,414	350,000	-	-	28,414	321,586	C 8/25/03 8B	PD
WW0303	WWIE	Walker Road Pump Station Upgrade	7/31/2002	250,000	34,294	250,000	-	-	34,294	215,706	U 6/23/03 - 2 & U 3/9/04-3	PD
WW0304	WWIE	Garrison Oak Pumping Station	7/31/2002	1,280,000	28,057	170,000	-	-	28,057	141,943	FY 2004 budget is grant funds C 8/25/03 8C	PD
WW0404	WWIE	Walker Road Sewer Diversion	3/23/2004	20,000	-	-	20,000	20,000	-	20,000	U 3/9/04-3	CI
		Subtotal Sanitary Sewer - Prior year projects		\$ 3,200,000	\$ 227,967	\$ 2,045,000	\$ 12,000	\$ 1,287,000	\$ 204,668	\$ 1,832,332		
<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	CO
		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		PD
		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	50,000	100	50,000	(5,000)	45,000	100	44,900		CI
WD0402	WWIE	West Dover Water Loop	7/1/2003	200,000	92,625	200,000	-	-	92,625	107,375		PD
WD0403	WWIE	U.S. 13 Water Main Crossing	7/1/2003	100,000	-	100,000	(12,000)	88,000	-	88,000		PP
		Subtotal Water Distribution - New projects		350,000	92,725	350,000	(17,000)	133,000	92,725	240,275		
<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 & U 4/8/03-4	CO
		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	C 11/24/03-6C	PD
WS0402	WWIE	Meter Reading Tech Upgrade - 04	Annual	25,000	24,811	25,000	-	-	24,811	189	L & F 11/12/02	CO
WS0403	WWIE	Elevated Water Storage Tank Management Services	Annual	84,565	63,423	84,565	-	-	63,423	21,142		CI
WS0404	WWIE	Wellhead Redevelopment Program	Annual	74,500	78,873	74,500	-	-	78,873	(4,373)	C 9/22/03-12B & C 4/12/04-7	CI
		Subtotal Water Supply - New projects		284,065	167,107	284,065	-	-	167,107	116,958		
<b>Total Public Works</b>				\$ 4,754,065	\$ 795,773	\$ 3,319,065	\$ -	\$ 1,425,000	\$ 528,440	\$ 2,770,625		

**CITY OF DOVER**  
**Capital Improvement Project Analysis - Electric Fund**  
**As of March 31, 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	Maintenance Equipment	CO
EE0403	EIE	Scada Software	7/1/2003	18,000	11,168	18,000	-	-	11,168	6,832		CO
EE0404	EIE	North State Street and Rt. 13 Wire	7/1/2003	80,000	-	80,000	-	-	-	80,000	No longer needed	---
EE0405	EIE	Dictaphone	7/1/2003	11,000	9,426	11,000	-	-	9,426	1,574		CO
EE0407	EIE	69 KV Line - Vansant to Mayfair	7/1/2003	360,000	2,500	60,000	-	-	2,500	57,500		PD
EE0409	EIE	New Developments/Upgrades	7/1/2003	3,586,250	371,239	847,298	(233,821)	613,477	371,239	242,238		CI
EE0410	EIE	Walker Road Electrical Improvements	7/1/2003	358,252	199,537	358,252	(17,878)	340,374	199,537	140,837		CI
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	6,392	-	199,577	199,577	6,392	193,185		CI
EU0401	EIE	Distribution Upgrades	Annual	200,000	48,778	-	-	-	-	-		
		<b>Total Engineering</b>		4,903,201	715,700	1,398,550	-	1,205,550	666,922	731,628		
		<b>Distribution - Prior year projects</b>										
ED0302	EIE	Woodbrook Development Upgrades	9/1/2002	210,000	216,520	10,000	-	-	6,221	3,779	Continuing into 2004	CI
ED0307	EIE	Sidewalk Relocation US 13	11/20/2002	13,960	2,299	-	-	-	-	-		CI
		Subtotal Distribution		\$ 223,960	\$ 218,819	\$ 10,000	\$ -	\$ -	\$ 6,221	\$ 3,779		
		<b>Distribution - New projects</b>										
ED0306	EIE	4 KV to 12 KV Upgrade	Annual	214,000	255,446	214,000	-	-	44,138	169,862		CI
		Subtotal Distribution - New projects		\$ 214,000	\$ 255,446	\$ 214,000	\$ -	\$ -	\$ 44,138	\$ 169,862		
		<b>Total Distribution</b>		\$ 437,960	\$ 474,265	\$ 224,000	\$ -	\$ -	\$ 50,359	\$ 173,641		
		<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 & C3/22/04-12B	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 & C3/22/04-12B	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	6,574,763	9,300,000	-	-	6,163,820	3,136,180	U 5/19/03-5A & U5/19/03-5B & C 11/24/03-6A	CI
		Subtotal Transmission - Prior year projects		\$ 9,600,000	\$ 6,574,763	\$ 9,300,000	\$ -	\$ -	\$ 6,163,820	\$ 3,136,180		
		<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		CO
		Subtotal Transmission - New projects		\$ 25,000	\$ 17,500	\$ 25,000	\$ -	\$ -	\$ 17,500	\$ 7,500		
		<b>Total Transmission</b>		\$ 9,625,000	\$ 6,592,263	\$ 9,325,000	\$ -	\$ -	\$ 6,181,320	\$ 3,143,680		
		<b>Total Electric</b>		\$ 16,406,161	\$ 8,487,084	\$ 11,692,550	\$ -	\$ 1,205,550	\$ 6,910,480	\$ 4,782,070		

**CITY OF DOVER**  
**Vehicle Replacement Analysis**  
**As of March 31, 2004**

Department	Fund	Description of Proposed Vehicle/Equipment	Veh. No.	Replaces and/or Trade In	Status	Current Annual Budget	Current YTD Exp.	Current Budget Balance	CAF and/or Comments
<b>Facilities Management</b>									
	110	2004 Pickup Truck	439	1987 Dodge 1/2 Ton Pickup	i	15,000.00	14,812.68	187.32	Purchased a van
<b>Total Facilities Management</b>						15,000.00	14,812.68	187.32	
<b>Grounds</b>									
	110	2004 Tractor, Boom Arm, & Heavy Duty Rotary Mower Unit	560	1986 72hp Ford Tractor w/Boom Ax Rotary Mower	D	61,500.00	-	61,500.00	
		2004 Front Mount Mower w/Grass Catcher	568	1998 Ex-Mark Front Mount Mower	I	8,500.00	8,259.00	241.00	
<b>Total Grounds</b>						70,000.00	8,259.00	61,741.00	
<b>Inspections</b>									
	110	2004 Mid-Size Station Wagon	15	1992 Ford Crown Victoria	I	18,000.00	15,498.00	2,502.00	
<b>Total Inspections</b>						18,000.00	15,498.00	2,502.00	
<b>Police</b>									
	110	2004 Crown Victoria	217	1998 Ford Crown Victoria	D	25,340.00	-	25,340.00	
	110	2004 Crown Victoria	218	1998 Ford Crown Victoria	D	25,340.00	-	25,340.00	
	110	2004 Crown Victoria	258	1998 Ford Crown Victoria	D	25,340.00	-	25,340.00	
	110	2004 Crown Victoria	259	1998 Ford Crown Victoria	D	25,340.00	-	25,340.00	
	110	2004 Crown Victoria	260	1998 Ford Crown Victoria	D	25,340.00	-	25,340.00	
	110	2004 Crown Victoria	276	1996 Ford Crown Victoria	D	25,340.00	-	25,340.00	
	110	2004 Crown Victoria	278	1996 Ford Crown Victoria	D	25,340.00	-	25,340.00	
<b>Total Police Vehicles</b>						177,380.00		177,380.00	
<b>Sanitation</b>									
	110	2004 Heil Rapid Rail	443	1996 Volvo Side Loader	I	156,000.00	144,784.00	11,216.00	
	110	2004 Heil Rapid Rail	442	1998 Peterbuilt	I	156,000.00	144,784.00	11,216.00	
<b>Total Sanitation</b>						312,000.00	289,568.00	22,432.00	
<b>Total General Fund</b>						592,380.00	328,137.68	264,242.32	
<b>Construction</b>									
	417	2004 1 Ton Dump Truck	417	1988 Chevrolet Dump Truck	I	35,000.00	26,120.00	8,880.00	
<b>Total Construction</b>						35,000.00	26,120.00	8,880.00	
<b>Water Meter Reading</b>									
	417	2004 Chevrolet Pickup	151	1993 Ford F-150 Pickup	I	20,000.00	11,612.00	8,388.00	
<b>Total Water Meter Reading</b>						20,000.00	11,612.00	8,388.00	
<b>Total Water/Wastewater Fund</b>						55,000.00	37,732.00	17,268.00	
<b>Transmission &amp; Distribution</b>									
	487	2004 40' Bucket Truck	751	1995 International VST 4000	D	92,000.00	-	92,000.00	
<b>Total Transmission &amp; Distribution</b>						92,000.00	-	92,000.00	
<b>Total Electric Fund</b>						92,000.00	-	92,000.00	
<b>Legend - Status</b>									
B - Bidding									
O - On Order									
D - Delivered									
I - In Service									