

COUNCIL COMMITTEE OF THE WHOLE

AGENDA



SEPTEMBER 11, 2018 - 6:00 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.

UTILITY COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. EVALUATION OF BIDS - FY18 INFLOW AND INFILTRATION RELINING PROJECT

(STAFF RECOMMENDS APPROVAL OF THE LOW BID SUBMITTED BY STANDARD PIPE SERVICES, LLC. IN THE AMOUNT OF \$101,665 FOR THE RE-LINING OF 792 LINEAR FEET OF 8" SANITARY SEWER MAIN, 349 LINEAR FEET OF 12" SANITARY SEWER MAIN, AND 38 POINT REPAIRS. THE WORK WILL BE ACCOMPLISHED IN FOX HALL, DOWNTOWN DOVER, AND WESLEY COLLEGE AREA.)

2. ADJOURNMENT OF UTILITY COMMITTEE MEETING

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. FY18 EDWARD BYRNE JUSTICE ASSISTANCE GRANT PROGRAM - JOINT GRANT WITH SMYRNA POLICE DEPARTMENT AND KENT COUNTY

(STAFF RECOMMENDS APPROVAL OF THE GRANT PROJECT, AS REQUESTED)

2. FY 19 GRANT - FUND TO COMBAT VIOLENT CRIME

(STAFF RECOMMENDS APPROVAL OF THE GRANT AND THE INTENDED PURCHASES)

3. ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

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ACTION FORM

PROCEEDING: Committee of the Whole (Utility)	AGENDA ITEM NO.:
DEPARTMENT OF ORIGIN: Public Works	DATE SUBMITTED: 08-31-2018
PREPARED BY: Jason A. Lyon, P.E., Water / Wastewater Manager	
SUBJECT: Evaluation of Bids – FY18 Inflow & Infiltration Relining Project	
REFERENCE: CIP – Inflow / Infiltration Removal	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Aerial Maps	
EXPENDITURE REQUIRED: \$101,665	BUDGET AVAILABLE: \$167,665
FUNDING SOURCE (Dept./Page in CIP & Budget): Public Works – Wastewater Management, Inflow / Infiltration Removal, Account Number 417-6900-569.40-31, Project Numbers II1803, II1804 and II1805.	
TIME TABLE: Notice to Proceed to be issued within 30 days of Council approval. Substantial completion to be achieved within 60 calendar days.	
RECOMMENDED ACTION: Approve the low bid submitted by Standard Pipe Services, LLC. in the amount of \$101,665 for the re-lining of 792 linear feet of 8” sanitary sewer main, 349 linear feet of 12” sanitary sewer main, and 38 point repairs. The work will be accomplished in Fox Hall, Downtown Dover, and Wesley College Area.	

BACKGROUND AND ANALYSIS

Wastewater Management includes the Inflow / Infiltration Removal capital project to correct areas in the sanitary sewer collection system that are deteriorating and allowing groundwater to enter the sanitary sewer system through cracked pipes and/or through poorly sealed joints. Eliminating infiltration into the City’s sanitary sewer mains will result in reduced pumping and treatment costs.

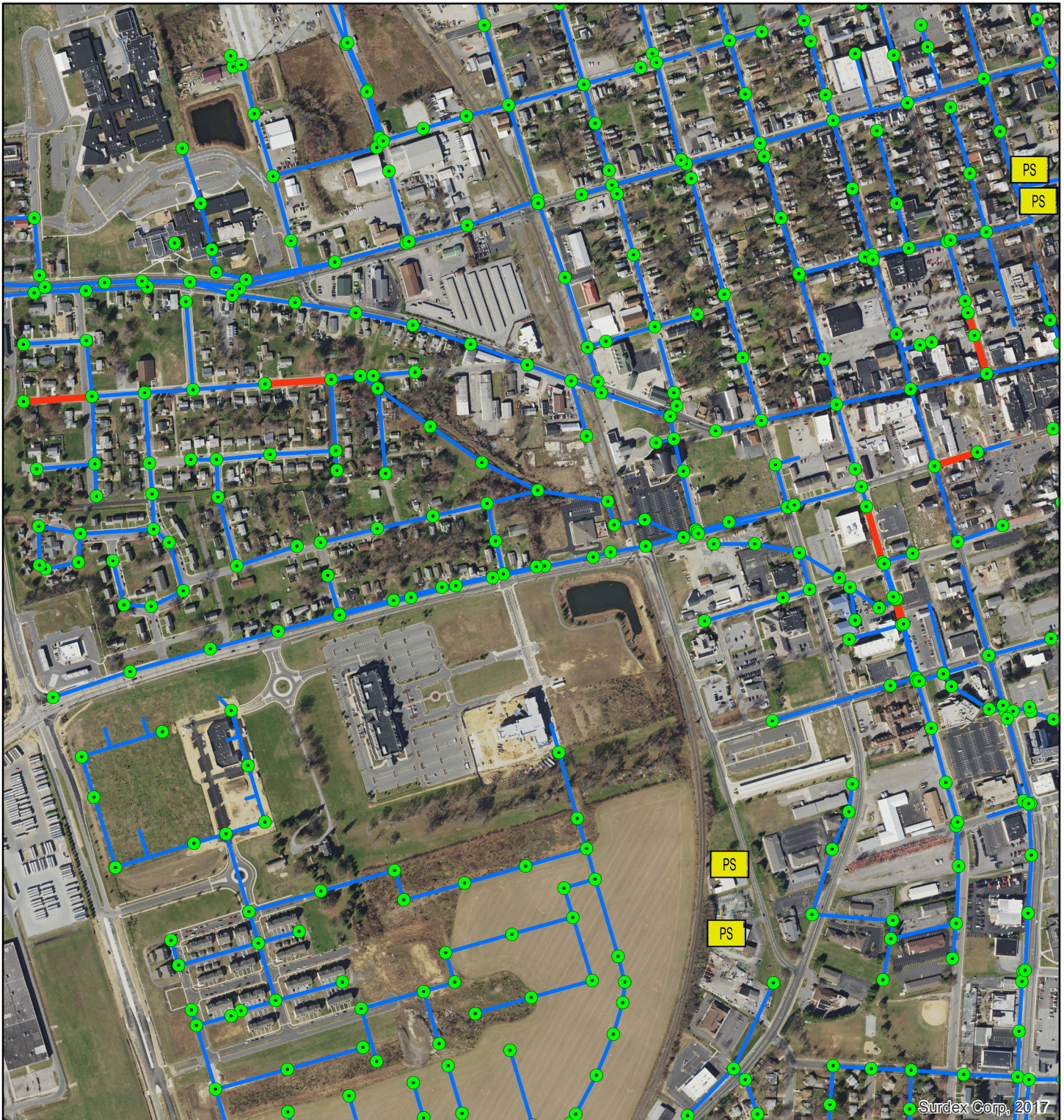
During FY 17/18, a Sanitary Sewer Inflow & Infiltration Study was conducted by Public Works staff to identify areas with high priority relining, repairs and replacements needed. This study was completed by reviewing sanitary sewer assessment videos through a pipe condition grading software program. Public Works field staff collected the videos and provided them to the Engineer & Inspections Division of Public Works. The high priority list was placed on a relining, repair or replacement schedule over the next five (5) years. This bid is for Phase 2 of this budgeted project- Relining. The bid package was advertised by the City’s Contract and Procurement Manager under Bid #19-0003PW and was opened on August 14, 2018. The following three (3) contractors submitted bids for the proposed project.

CONTRACTOR	LOCATION	AMOUNT OF BID
Abel Recon, LLC	Monroeville, PA	\$146,762.35
Granite Inliner, LLC	Elkridge, MD	\$188,355.00
Standard Pipe Services, LLC	Newark, DE	\$101,665.00

City staff reviewed the Standard Pipe Services, LLC bid package and found it free of math errors and/or discrepancies. In addition, staff has reviewed the contractor’s qualification information which included a list of recently completed projects similar in material scope to the sanitary sewer replacement project and their financial statement and found all information to be adequate. The low bid represents fair market value; and their qualifications are in accordance with the requirements of this project.

Exhibit A

Downtown Dover Sanitary Sewer Main Relining



Date Printed: August 31, 2018
File: m:\gis_data\projects\tech_mxds
jason_lyon_maps\caf_maps
caf_downtown_dover_relining
Department: Public Works GIS
City of Dover, Delaware

0 250 500 1,000 Feet



Legend

- Manholes
- Sewer Main Relining
- PS Pump Station

Sewer Line
Sewer Line

Exhibit B

Fox Hall Sanitary Sewer Main Relining



Surdex Corp, 2017



Date Printed: August 31, 2018
File: m:\gis_data\projects\tech_mxds
jason_lyon_maps\caf_maps
caf_fox_hall_relining
Department: Public Works GIS
City of Dover, Delaware

0 150 300 600 Feet



Legend

● Manholes

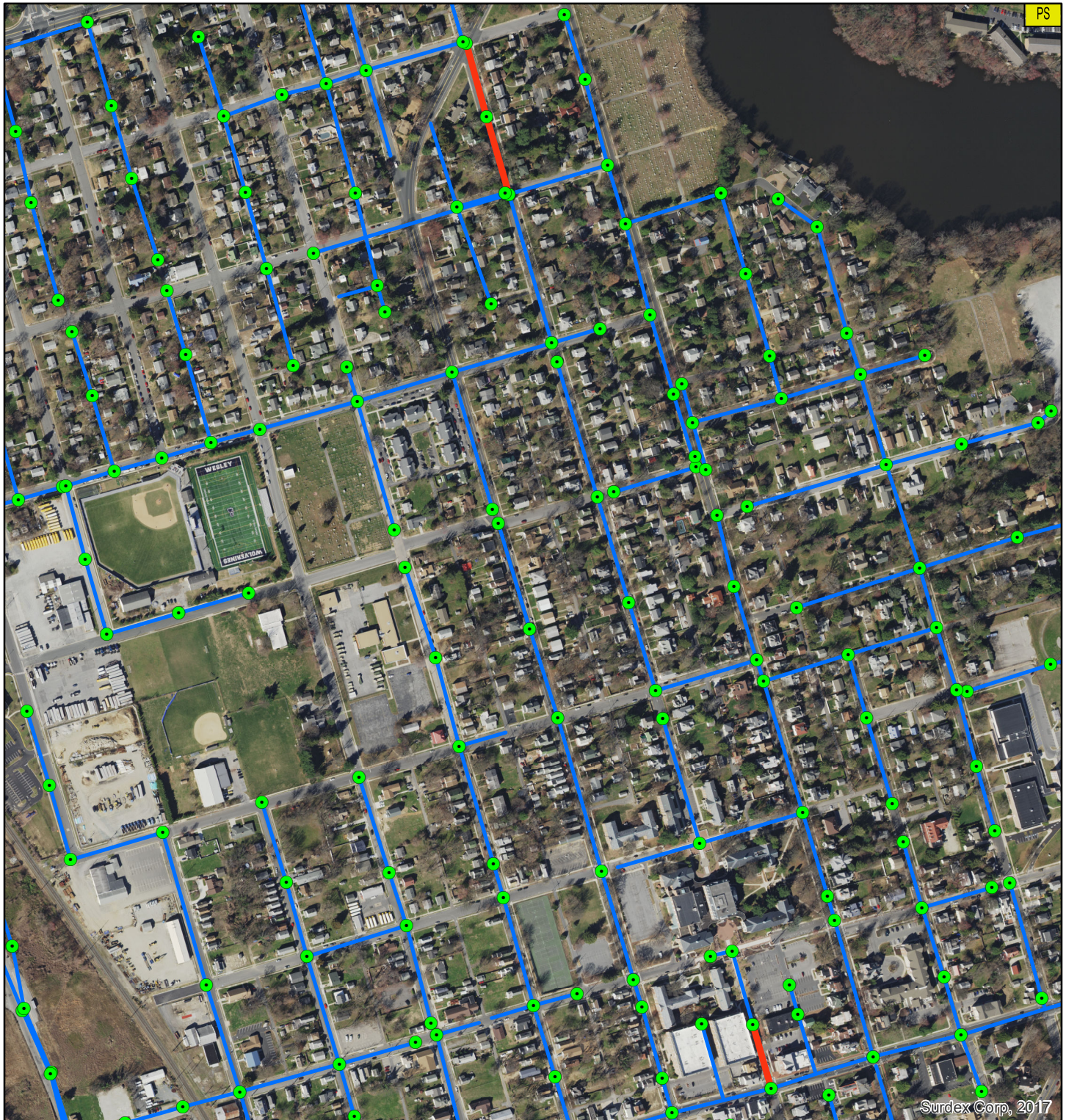
— Sewer Main Relining

PS Pump Station

Sewer Line
— Sewer Line

Exhibit C

Wesley College Area Sanitary Sewer Main Relining



Date Printed: August 31, 2018
File: m:\gis_data\projects\tech_mxds
jason_lyon_maps\caf_maps
caf_wesley_college_relining
Department: Public Works GIS
City of Dover, Delaware

0 150 300 600 Feet



Legend

- Manholes
- Sewer Main Relining
- PS Pump Station

Sewer Line
Sewer Line

ACTION FORM

PROCEEDING: Council Committee of the Whole – Legislative Finance & Admin Committee	AGENDA ITEM NO.:
DEPARTMENT OF ORIGIN: Police	DATE SUBMITTED: 8/17/18
PREPARED BY: Captain Dave Spicer / Administrative Division Commander	
SUBJECT: FY18 Edward Byrne Justice Assistance Grant Program – Joint Grant with Smyrna Police Department & Kent County	
REFERENCE: Annual Recurring Grant Funding	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller/Treasurer	
EXHIBITS: None	
EXPENDITURE REQUIRED: \$61,504	PROJECT BUDGET: \$62,000
FUNDING SOURCE (Dept./Page in CIP & Budget): USDOJ Grant (Fund 712)	
TIMETABLE: The grant should be awarded in November or December. Once received and accepted, the items will be ordered.	
RECOMMENDED ACTION: Approve the grant project as requested.	

BACKGROUND

The Dover Police Department recently received its annual allocation from the Office of Justice Programs (OJP) for the 2018 Justice Assistance Grant (JAG). Similar to previous years, Dover Police Department was identified as a disparate funding agency along with Smyrna Police Department and Kent County. This disparate condition requires the submission of a joint grant application for the three agencies.

Although no funds were designated for Kent County in the allocation document, a Memorandum of Understanding will be completed and signed by all three agencies and will state that Kent County will waive any claim to funding on the grant. The Dover Police Department will serve as the fiscal and administrative agent for the grant. The following table shows the breakout for the grant funds:

<u>Department</u>	<u>Amount</u>
Dover Police Department – COBAN in-car camera/computer systems	\$50,327
Smyrna Police Department – XPR3500 radios, batteries, chargers and medical trauma kits for patrol cars	11,177
Grand Total	\$61,504

ACTION REQUESTED

The Council Committee of the Whole approve the application for this grant and the purchases identified.

Department Grant Application Analysis Form

For Use in Evaluating Grant Opportunities

General Information

Department: Police Staff Contact: Capt Spicer

Grant/Project Title: FY18 Byrne Memorial Justice Assistance Grant (JAG)

Brief Grant/Project Description: Recurring formula based Federal grant program which provides funding for various Law Enforcement programs. This grant is a joint grant with Smyrna Police Department and Kent County, but no funds will be allocated to Kent County, since they have no Law Enforcement element in their structure. As in the past, The Dover Police Department will serve as the administrative agency and complete all the reports and documentation required.

Application Information

Due Date: 8/22/18 New ☐ Related Grants: _____

Recurring ☒ Previous years' grants

Anticipated Award Date: 12/1/17 Anticipated Notification Date: 12/1/17

Start Date: 10/1/17 End Date: 9/31/20

Award Amount: \$61,504.00 Cash ☐ Reimbursement ☒

Approx. reimbursement turn-a-around time 1-2 weeks

Council Approval Needed: Yes ☒ No ☐ Which apply? Match amount ☐

(Council approval is needed for **grant projects > \$25,000**, when match amounts equal or exceed \$25,000, or when expressly required by the granting authority.) Project shortage ☐

Other grant requirement ☒

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies	\$61,504.00	\$0.00	Not Applicable
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Over-time (ie, support costs, administrative salaries)			
Travel/Training			
Capital Voicemail System			
Other (ie, informant/buy money)			
Total	\$61,504.00	\$ 0.00	

GRANT TOTAL \$61,504.00 **Award + Match**

Department Grant Application Analysis Form

For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?
Yes, currently the Dover Police Department has \$45,000 programmed in its computer budget for the replacement of mobile computers in the vehicles. These funds will be combined with the grant funds to purchase additional systems.
2. Are there any long-term costs or commitments?
Maintenance costs for the systems will be picked up by the Dover Police Department budget after the end of the five year warranty period.
3. How will this program/project be funded after the grant expires?
Not Applicable.
4. What is the maximum amount of funds available from this funding source?
The amounts shown on the preceding table are the maximum amounts available.
5. If the Department receives only a portion of the amount requested, how will the project be funded?
The funds are explicitly authorized for Dover PD's and Smyrna PD's use, so the full amount will be available.
6. Are there other departments in the City eligible for this funding?
No.
7. Are other departments in the City willing to collaborate on this project?
Not Applicable.
8. Will this project duplicate or compete with other services or programs provided by the City or other local agency?
No.

ACTION FORM

PROCEEDING: Council Committee of the Whole – Legislative Finance and Admin Committee	AGENDA ITEM NO.:
DEPARTMENT OF ORIGIN: Police	DATE SUBMITTED: 8/29/18
PREPARED BY: Captain Dave Spicer / Administrative Division Commander	
SUBJECT: FY 19 Grant - Fund to Combat Violent Crime	
REFERENCE: State Grant Funding	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller/Treasurer	
EXHIBITS: None	
EXPENDITURE REQUIRED: \$144,439.71	PROJECT BUDGET: \$130,000 budgeted in Fund 710
FUNDING SOURCE (Dept./Page in CIP & Budget): Recurring grant program expenses not fully budgeted in the FY19 Budget	
TIMETABLE: Upon receipt of council approval, the equipment will be bid according to the City's Purchasing Policy or purchased using State Contract vendors	
RECOMMENDED ACTION: Approve the grant and intended purchases.	

BACKGROUND

The Fund to Combat Violent Crime Program is a recurring grant program managed by the Department of Safety and Homeland Security for use by local law enforcement agencies in connection with initiatives to combat violent felonies pursuant to Section 4201(c) of Title 11 of the Delaware Code. The first increment of funding was released during FY13.

This Committee/Council action form is submitted to obtain approval for the Police Department to use its grant allocation from this program. Following is the breakout of funding requested for this year:

ITEM DESCRIPTION	COST
Extra Duty Foot Patrols – approximately 520 hours	30,663.48
Continuation of Taser weapons upgrade - 8 tasers, holsters, batteries & cartridges	9,624.00
1 ea undercover vehicle rental for the Drugs, Vice and Organized Crime (DVOC) Unit	8,567.28
FARO 3D crime scene scanning equipment	47,655.95
Evidence room storage upgrade – replace existing shelving with mechanized units to compress storage and make more space available in the same area.	47,929.00
Total	\$144,439.71

ACTION REQUESTED

The Council Committee of the Whole approve the application for this grant and the purchases identified.

Department Grant Application Analysis Form For Use in Evaluating Grant Opportunities

General Information

Department: Police Staff Contact: Capt Spicer
 Grant/Project Title: Police Equipment and Extra Duty Patrols
 Brief Grant/Project Description: Funds were requested to fund the fifth year cost (five year program) of the Taser weapons upgrade for all officers' Tasers (\$9,624), extra duty foot patrols to target high crime areas within the city (\$30,663.48), one undercover vehicle rental (\$8567.28), FARO 3D crime scene scanning equipment (\$47,55.95) and evidence room storage upgrade (\$47,929).

Application Information

Due Date: 8/31/18 New ☐ Related Grants:
 Recurring ☒ Previous years' grants
 Anticipated Award Date: 9/11/18 Anticipated Notification Date: 9/11/18
 Start Date: 10/1/18 End Date: 9/30/19
 Award Amount: \$144,439.71 Cash ☒ Reimbursement ☐
 Approx. reimbursement turn-a-around time _____
 Council Approval Needed: Yes ☒ No ☐ Which apply? Match amount ☐
 (Council approval is needed for **grant projects > \$25,000**, when match amounts equal or exceed \$25,000, or when expressly required by the granting authority.) Project shortage ☐
 Other grant requirement ☐

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies	\$ 113,776.23	\$0.00	Not Applicable
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Overtime (Police Extra Duty)	30,663.48		
Travel/Training			
Capital Voicemail System			
Other (ie, informant/buy money)			
Total	\$144,439.71	\$ 0.00	

GRANT TOTAL \$144,439.71 **Award + Match**

Department Grant Application Analysis Form

For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?
Yes, this grant was included in the Police Department grant budget for FY19, however, the full amount of the grant was not budgeted because the actual amount awarded was more than anticipated. Only \$130,000 was budgeted to be received, so a budget adjustment will be submitted to add to and realign the grant programs in Fund 710 to accommodate the programs requested.
2. Are there any long-term costs or commitments?
Maintenance and software licensing fees will be needed in year five after the purchase of the FARO equipment is made. Software licensing fees are estimated at \$1100/year, but the hardware maintenance costs are unknown at this point.
3. How will this program/project be funded after the grant expires?
Not Applicable.
4. What is the maximum amount of funds available from this funding source?
The allocation of funds is specified by State legislation and is formula driven and based on police manpower assigned each year as of July 1st
5. If the Department receives only a portion of the amount requested, how will the project be funded?
The amount allocated is the amount that is requested, so there will be no deviations.
6. Are there other departments in the City eligible for this funding?
No.
7. Are other departments in the City willing to collaborate on this project?
Not Applicable.
8. Will this project duplicate or compete with other services or programs provided by the City or other local agency?
No.