COUNCIL COMMITTEE OF THE WHOLE
AGENDA

JUNE 25, 2019 - 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.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

ADOPTION OF AGENDA

1. **UPDATE - SAFETY ISSUES AT THE LIBRARY**
   (COMMITTEE ACTION NOT REQUIRED)

2. **QUARTERLY UPDATE - BICYCLE/PEDESTRIAN SUBCOMMITTEE**
   (COMMITTEE ACTION NOT REQUIRED)

3. **ADJOURNMENT OF SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF AGENDA

1. **EVALUATION OF BIDS - PROPERTY REASSESSMENT**
   (STAFF RECOMMENDATION: AWARDING THE PROPOSAL FOR REVALUATION SERVICES TO TYLER TECHNOLOGIES IN THE AMOUNT OF $104,550, PLUS ANY ADDITIONAL OVERAGE FEES)

2. **ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING**

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

Bicycle & Pedestrian Subcommittee

Quarterly Update June 2019

Bicycle Fix It Station at the Library



Cyclists sometimes need to do a little repair work on the road. Whether they are cycling for transportation needs or recreational fun often the need to do minor bike repairs arises. Having a **Bike Fix It Station** meets that need.

The subcommittee was pleased when **Restoring Central Dover** came to them with a proposal for granting a such a unit for Dover.

While RCD had already showed their support by funding the Dover bicycle rack that now sits in front of the Library, they believe in continued community improvements such as adding the Bike Fix It Station.

On **May 15, the unit was unveiled** at the 7th Annual Bike to Work Day bike social. Mayor Christiansen and Councilman Scott Cole were on hand to host the unveiling and greet riders as they joined in the social event.

Be sure to check it out (next to the bike rack & air pump at the Dover Public Library).

Dover Treasure Hunt

Lead by Fran Riddle a group of local volunteers and organizations are putting together a one-of-a-kind **Paddle, Sneakers and Treasures** event for **Saturday, August 31, 2019.**

Targeting local families that will be home for the weekend, we plan to offer kayaking/ canoe with the Mayor's Annual Regatta, guided historic walking tours to The Green and Healthy Lifestyle programs with Open Streets. Something for everyone to enjoy!!

Going to be home Labor Day weekend? Join us for this day of family fun:

August 31, 2019
10 am - 2 pm

www.cityofdover.com/bicyclists-and-pedestrians

Pedestrian Issues Heard!

In 2018/19 members of the subcommittee brought various sidewalk and crosswalk problems to the attention of city officials. Truly fulfilling the principal focus of finding network gaps and issues. Crosswalk markings or lack thereof, sidewalks in disrepair or impassable due to vegetation overgrowth. These items were brought to the attention of the correct department for review and resolution accordingly.

Margery Cyr educated the subcommittee with reporting options currently offered by the city for these kinds of concerns/issues.

Mrs. Cyr provided telephone numbers, forms and the web address for all citizens to report these kinds of problems.



Members

Gerry Pennington, Chair
Chris Asay
Jayce Lesniewski
Dave Moses
Frances Riddle
Andy Siegel

Created in 2012 by the Safety Advisory & Transportation Committee. They have been tasked with identifying gaps in the bicycle and pedestrian network in Dover and identifying areas where the city can work together with local partners to improve the atmosphere for bicyclists & pedestrians.

Event Photos









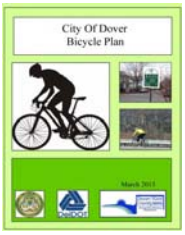
Bicycle and Pedestrian Plans

Proudly, the subcommittee participated in assisting the Dover/Kent County MPO and City of Dover with the 2015 Bicycle Plan and the 2015 Pedestrian Plan.

We can say that many of the of the items listed in each plan have been addressed. Now, we are ready to assist the KCMPO and city as they embark on updating those plans.

It was agreed that combining the two plans into one document would be a prudent and efficient means of document production. Many of the the items/issues apply to both cyclists and pedestrians and the areas that need specific planning can be done with chapters focusing on the bicycling and pedestrian needs individually within one main document.

Be on the look out for upcoming public meetings and surveys on continuing our strides to provide a safe and welcoming community for cyclists and pedestrians alike to share in the process of keeping Dover a place where people want to live, work and play!





Bike To Work Day 2019







Senator Bikeway

The Senator Bikeway has broken ground! DelDOT has is spearheading this multi-modal trail that will offer users a more relaxed and safe passage for east-west travel through Dover.

Phase 1 begins at Saulsbury Road heading eastbound (north side of roadway) to West Street, then to Cecil Street and eventually connecting Washington Street to enter Silver Lake Park.

The concept for the Senator Bikeway arose from the need for a centrally placed east-west bike route through Dover that is low-stress and safe for riders of all ages and abilities.

The City of Dover leadership and the Bicycle and Pedestrian Subcommittee have supported this project from the beginning.

Future phases of the project will extend the pathway to Dover High School at its west end and will cross over RT13 at its east end. In total, the trail will be 3.5 miles long.



Bike Rodeos







May National Bicycle Month

The **League of American Bicyclists** has deemed **May as National Bicycle Month**. We hoisted our banner proudly across Governor's Avenue promoting cycling. We hosted two (2) events to bring awareness to cycling. **Bike to Work Day and Ride of Silence events** were held on May 15. **Bike to Work day** saw approximately **30 riders** at the bike social held at the Library and the **Ride of Silence** drew **40 riders** of all ages for the international awareness event.



ACTION FORM

PROCEEDING: Council Committee of the Whole (Leg & Fin)	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Tax Assessor	**DATE SUBMITTED**: 6/25/19
PREPARED BY: City Assessor, Cheryl A. Bundek, AAS	
SUBJECT: Revaluation Services for the 2020 Assessment	
REFERENCE: N/A	
RELATED PROJECT:N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: #1) Cost Proposal_Tyler #2) Cost Proposal_Pearson's #3) Summary of costs.	
EXPENDITURE REQUIRED: $104,550	**AMOUNT BUDGETED**: $150,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Assessor/Page 269 Acct #110-1300-513.30-31 (H.T.E.) OR Acct# 100-10-13-99-000-53031 (MUNIS)	
IMETABLE: Contract will be signed following Council approval. Project to begin immediately; ending by Spring 2020.	
RECOMMENDED ACTION: Staff recommends awarding the Proposal for Revaluation Services to Tyler Technologies in the amount of $104,550, plus any additional overage fees. (see Price and Billing Summary – attached)	

BACKGROUND AND ANALYSIS

The purpose of this City-wide revaluation is to maintain value equity and uniformity of real property values in the City of Dover. This revaluation fulfills our obligation pursuant to Chapter 102, Section 102-1 of the City Code to have a reassessment conducted by an outside mass appraisal company for 2020. Specifically:

Sec. 102-1. Valuation and assessment.

Section 47 of the Charter provides that an impartial valuation and assessment of all real property within the city may be conducted by the city assessor or assessors. The council may also direct that in lieu of the assessment and valuation by the city assessor, a reassessment and revaluation may be done by the assessor or assessors or an outside mass appraisal company or a consortium of appraisers chosen by the council.

Commencing with the year 2010 and every fifth year thereafter, unless otherwise directed, the revaluation and reassessment of all real property may be conducted, under the supervision of the assessor or in conjunction with the assessor, by an outside mass appraisal company or a consortium of appraisers chosen by the council. The mass appraisal company or consortium of appraisers shall be licensed to conduct business in the State of Delaware and the City of Dover and shall employ appraisers who are licensed by the Delaware Division of Professional Regulations. All property shall be valued as to its status; as of its ownership; as of its current market value as of the January 1 assessment date and shall reflect fair market value.

A request for Proposal was advertised and sent to nine revaluation companies. Three of the proposals were returned as undeliverable. Tyler Technologies and Pearson's Appraisal Service are the only vendors who have responded to our request

Out of the two proposals, we chose Tyler Technologies for the following reasons:

1. Overall Cost; Pearson's proposal was more than double the cost of Tyler's proposal. (see attached Summary)
2. We are currently utilizing the CAMA system needed for the revaluation that is a product of Tyler.
3. Tyler Technologies has done our past revaluations.

The proposal by Tyler Technologies states that they will conduct a City-wide revaluation; wherein they will utilize our existing information. All properties have been visited by City of Dover Staff to reduce the cost of the City-wide revaluation; and all permits are current. Due to this effort, the Revaluation Company will not have fieldwork associated with this project; which is reflected in both the price and the duration of the proposed project. The City of Dover will be responsible for all printing and mailings; which reflects in the price of the project. The Revaluation Company will conduct informal hearings and five (5) days of support before the City of Dover Board of Assessment Appeals. Additional support beyond the five (5) days will cost additional money.

A monthly Status Report, will be submitted to the Assessor's Office from The Revaluation Company. The report will be submitted to the City Council via the Assessor's Office Monthly Report, for your review.

The original BID was for $125,300, which included their involvement with mailing and printing. After a cost analysis was completed, the cost of printing and mailing the documents ourselves was a cost savings of approximately $9,800. Additional monies were requested in the Assessor budget (110-1300-513.20-23 (H.T.E) or 100-10-13-99-000-52023 (MUNIS)) for the extra printing and mailing costs associated with this project of $15,200. We will request that the Revaluation Company provide at least five (5) days of support during the Formal Hearings with the Board of Assessment Appeals, as done in the past.

Pricing

Tyler will provide the services described in this proposal for a fee of ONE HUNDRED TWENTY-FIVE THOUSAND THREE HUNDRED DOLLARS ($125,300). Litigation support will be provided at a per diem rate of $850.

Bundek, Cheryl

From: Bundek, Cheryl
Sent: Tuesday, April 23, 2019 9:44 AM
To: 'gus.tenhundfeld@tylertech.com'
Subject: City of Dover 2020 Revaluation

Importance: High

Gus,

I am reviewing the proposals for our upcoming revaluation. In the proposal you state that there is an alternative pricing schedule if the City would be interested in taking on the printing/mailing activities. I did not see that alternative pricing schedule. Could you please give me that alternative pricing schedule if we were to take on the mailings of the Data Mailer; Assessment Notice; and Informal Hearing results?

Thank you in advance for your anticipated response.

Cheryl A. Bundek, AAS
City Assessor
302-736-7022

Bundek, Cheryl

From: Miller, Paul <Paul.Miller@tylertech.com>
Sent: Tuesday, April 23, 2019 3:00 PM
To: Bundek, Cheryl
Subject: Optional pricing

Cheryl

Below are the pricing options you asked about. Please let me know if you have any questions.

Data Mailer Activities/Mailing/Assessment Notices - $17,500
Informal Hearings - $7,500

Hope all is well.

Paul

Sent from my Verizon, Samsung Galaxy smartphone

COST PROPOSAL FOR REVALUATION SERVICES

Mr. Barry Wolfgang
The City of Dover, Central Services Department
710 William Street
Dover, DE 19904

Dear Mr. Wolfgang:

Pearson Appraisal Service, Inc. proposes a cost of $24.00 per parcel to complete the 2020 revaluation.

Any parcels over the estimated parcel count of 13,158 will be charged at the same rate of $24.00 per parcel.

$24.00 x 13,158 = $315,792.00 Total

Fred W Pearson

Fred W. Pearson, Co-Owner
Pearson Appraisal Service, Inc.
23000 Sussex Hwy, Ste. 193
Seaford, DE 19973
302-500-1970

April 16, 2019

Bundek, Cheryl

From: Bundek, Cheryl
Sent: Tuesday, April 23, 2019 9:50 AM
To: pearsonappraisal@gmail.com
Subject: City of Dover 2020 Revaluation

Importance: High

Mr. Pearson,

I am reviewing the proposals for our upcoming revaluation. Could you please give me an alternative pricing schedule if we were to take on the mailings of the Data Mailer; Assessment Notice; and Informal Hearing results?

Thank you in advance for your anticipated response.

Cheryl A. Bundek, AAS
City Assessor
302-736-7022

PEARSON'S
APPRAISAL SERVICE
INCORPORATED

To: Cheryl A. Bundek, AAS
City Assessor

From: Fred W. Pearson,
Co-Owner, Pearsons Appraisal Service, Inc.

Date: April 26, 2019

Re: Postage Costs

In response to your request for an alternative pricing schedule if the City of Dover were to take on the mailings of the Data Mailer; Assessment Notices; and Informal Hearing results notices, I can offer the following reductions:

If the City prepares and mails the Data Mailers required in Section C. Valuation, 1. Data Mailer of the Request for Proposal, the proposed bid price is reduced by $14,000.00

If the City prepares and mails the Assessment Notices required in Section D. Assessment Notices of the Request for Proposal, the proposed bid price is reduced by $16,000.00

If the City prepares and mails the Value Change Notices required in Section E. Informal Public Hearings 4. ..." resulting value notice from informal appeals..." the proposed bid price is reduced by $ 5,000.00

Thank you for the opportunity to provide this additional information and I appreciate your patience in receiving this information. My personal email is pearsonfw@msn.com.

Please let me know if I can provide any other information.

2020 Revaluation _ Two Proposals

Tyler Technologies		
Option 1		
Proposal	$	125,300
City handles printing/mailing		-25,000
5 Litigation Days (850/day)		4,250
Due to Tyler	$	104,550
Additional Costs:		
Postage paid by City		11,500
Windswept (printing) ESTIMATE		1,100
Paper/Ink/Envelopes		2,600
Estimated Cost of 2020 Reval	**$**	**119,750**

Pearson Appraisal Service Inc		
Option 1		
Proposal	$	315,792
City Handles printing/mailing		-35,000
5 Litigation Days (600/day)		3,000
Due to Pearson	$	283,792
Additional Costs:		
Postage paid by City		11,500
Windswept (printing) ESTIMATE		1,100
Paper/Ink/Envelopes		2,600
Estimated Cost of 2020 Reval	**$**	**298,992**