

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole was held by video conference on October 27, 2020 at 6:03 p.m., with Council President Hare presiding. Council members present via video or telephone were Mr. Anderson, Mr. Neil, Mr. Slavin, Mr. Cole, Mr. Rocha, Mr. Taylor, and Mr. Lindell (arrived at 6:04 p.m.). Mr. Cole and Mr. Sudler were absent. Mayor Christiansen was also present. Civilian members present via video or telephone for their Committee meetings were Mr. Contant and Mr. Shevock (*Legislative, Finance, and Administration*). Mr. Wagner and Mr. Shelton (*Safety Advisory and Transportation*) were absent.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Council President Hare presiding in the absence of Chairman Lindell.

Adoption of Agenda

Mr. Neil moved for adoption of the agenda, seconded by Mr. Rocha and unanimously carried.

Budget Amendment - Community Policing Unit

Mr. Matthew Harline, Assistant City Manager, reviewed the background and analysis regarding the budget amendment for the Community Policing Unit.

Staff recommended approval of the proposed Budget Amendments totaling \$177,900 for Fiscal Year 2021.

Mr. Neil moved to recommend approval of Staff's recommendation, seconded by Mr. Anderson and unanimously carried.

Project Management Services - Enterprise Resources Planning Systems (ERP)

Ms. Lori Peddicord, Controller/Treasurer, reviewed the background and analysis regarding the project management services for Enterprise Resources Planning Systems (ERP).

Staff recommended authorization for the Controller/Treasurer to enter into a contract with BerryDunn for the purpose of Project Management with the Enterprise Resource Planning system implementation for the remaining phases of this project and to amend the Electric Improvement and Extension Fund budget for the requested amount as projected each fiscal year.

Mr. Neil asked if the new request had moved from the consulting and teaching phase to the operational management phase, noting that they would be temporary contractual employees for a period from 2020 to December 2023. Responding, Ms. Peddicord stated that they were considering converting the contract with BerryDunn from project oversight to project management and that was to ensure that the software vendor performed as promised. She advised that, as the project management team, it would be their responsibility to train City Staff. Ms. Peddicord stated that as the project manager, they would closely monitor, with the City, to manage the implementation activities for each of the upcoming phases. Ms. Peddicord noted that they would serve to identify any risks and/or issues that they encountered in implementing the new software.

Ms. Peddicord advised that she discovered over the past three years, and more recently, that the project management was very time consuming and they needed a full-time, or at least part-time, dedicated person to ensure nothing was missed.

Mr. Neil asked how much the new efficiency was expected to save in taxpayer dollars during the next 5 - 10 years. Responding, Ms. Peddicord stated that she could not equate it to an expected tax savings, but could reference that when they signed the original contract there was recognition of savings in the action form provided. She advised that it appeared in the annual maintenance cost comparison from the Legacy system to the new system, that the old system entailed about \$349,000 and the new system was going to reduce that to \$244,000. Ms. Peddicord stated that they were going to see a lot more efficiencies, improvements, and communications with citizens. She noted that the program would enable online payments through the portal and would provide the ability for Staff, vendors, and citizens to access their accounts online.

Responding to Mr. Neil, Mr. Harline stated that the Tyler Munis system would do more than the AS400 base Naviline system. He noted that the new technologies would provide additional options and give the user the experience that they would expect. He noted that the different pieces would fit together and allow for integration. Ms. Peddicord noted that it was hard to equate the dollar amount of the implementation of the six-phase project in the front end. She stated that after the users learn the system and understand how to gain the best knowledge of it, she believed they were going to see a lot more cost saving.

Mr. Contant stated that he remembered eight or nine months ago, that it was suggested that there might be a possibility or a need to hire a full-time person to interface between City Staff and Tyler. He noted that looking at the increase, \$421,800 was a lot of money but, according to the documents, that should be recouped in roughly four years. He stated that if they used the system for the next 20 years, that would turn out to be a significantly larger sum that they would hopefully be saving. Mr. Contant stated they would have the opportunity to grow the system into smart meters and everything else that they would want to do over time.

Responding to Mr. Contant's concern, Ms. Peddicord provided the following information:

- The project manager would be aggressive in ensuring that Tyler Technologies fulfilled their obligations.
- BerryDunn has been involved throughout the project in a management oversight capacity and could be more aggressive in addressing issues.
- If they decided that BerryDunn was not being as aggressive as they wanted, they could address recourse.
- Regarding a contract that laid out their expected responsibilities, authority, and mediation process, Ms. Peddicord did not have it on hand, but that in addition to the change request form shifting from oversight to management, there were other areas that were covered under the contract a little differently from one position to the other.

Mr. Contant stated that he wanted the information in writing and agreed upon before payment is made. He noted that he wanted someone that was going to be aggressive with the software vendor to ensure what was best for the City of Dover. Ms. Peddicord stated if they did not already have that, she would make sure they got verbiage on it and take the appropriate actions.

Mr. Neil moved to recommend authorization for the Controller/Treasurer to enter into a contract with BerryDunn for the purpose of Project Management with the Enterprise Resource Planning system implementation for the remaining phases of the project and to amend the Electric Improvement and Extension Fund budget for the requested amount, as projected each fiscal year, as recommended by Staff. The motion was seconded by Mr. Shevock.

Responding to Mr. Rocha, Ms. Peddicord stated that the City dealt with Tyler Technologies directly and that BerryDunn was retained to serve as the project oversight consultant because of their previous knowledge and experience with Tyler Technologies. She stated that BerryDunn originally assisted them with the Tyler Technologies contract and user acceptance testing under the current contract. Ms. Peddicord advised that they were not the go-to person then and they were going to change that scope of work and responsibility.

Responding to Mr. Rocha regarding a line in the budget for BerryDunn, Ms. Peddicord stated that it was in the project cost for the ERP implementation. She noted that the consultant for the project oversight and the implementation costs were in that line item.

Mr. Rocha asked if the \$421,000 was in addition to BerryDunn's cost for project oversight. Responding, Ms. Peddicord stated that the \$421,000 is for project management for the next two or three years that they are contracted. *(City Clerk's Office Note: Upon further clarification Ms. Peddicord stated that only the \$421,000 costs for Project Management would be added to the remaining project implementation and/or life of the project timeline anticipated to be December 2023. The Project Oversight services contract with BerryDunn ends upon the approval and transition of the services being provided to the City of Dover on behalf of the Tyler implementation.)*

Mr. Neil moved to recommend authorization for the Controller/Treasurer to enter into a contract with BerryDunn for the purpose of Project Management with the Enterprise Resource Planning system implementation for the remaining phases of the project and to amend the Electric Improvement and Extension Fund budget for the requested amount projected each fiscal year, as recommended by Staff. The motion was seconded by Mr. Shevock and carried with Mr. Taylor voting no.

Mr. Neil moved for adjournment of the Legislative, Finance, and Administration Committee meeting, seconded by Mr. Rocha and unanimously carried.

Meeting adjourned at 6:30 p.m.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee met with Chairman Taylor presiding.

Adoption of Agenda

Mr. Neil moved for adoption of the agenda, seconded by Mr. Rocha and unanimously carried.

Reconsideration - Prioritization of City of Dover State Capital Transportation Program (CTP) Projects

During the Regular City Council meeting of October 12, 2020, Council members referred this item back to the Safety Advisory and Transportation Committee. Mr. David Hugg, Director of Planning and Community Enhancement, reviewed the revised 2020 Prioritization of the City of Dover State Capital Transportation Program.

Staff recommended approval of the Revised 2020 Prioritization of the City of Dover State Capital Transportation Program (CTP) Projects.

Responding to Mr. Anderson regarding item #5 of the Prioritization of the City of Dover State CTP Projects - Sidewalks within the walk zone of the new Dover High School, Mr. Hugg stated that he had communicated the only information he had received. He noted that Delaware Department of Transportation (DelDOT) has a separate program for sidewalk improvements that was not part of their specific Capital Program. Mr. Hugg advised that he did not receive an update that indicated increased activity on that project, other than the recognition that those sidewalks and the sidewalks on Route 13 were critical. Mr. Hugg advised that some of the work had been done as part of the bikeway improvements and that there would be some sidewalk improvements as part of both the Kenton Road and Scarborough intersection. Mr. Hugg stated that he could follow up for additional details.

Mayor Christiansen stated that their priority was economic development and, as Chairman of the Dover/Kent County MPO, he had pressed that issue. He stated that it was imperative that they realized that the next area for economic development was the \$14.7 million that they invested in Garrison Oak. Mayor Christiansen noted the potential for a Civil Air Terminal to be located next to the Kent County Industrial Park and that the property adjacent to it were prime areas for the manufacturing jobs and warehousing facilities that they needed. He noted that it also had potential as a hub for rapid delivery aircraft, as they had seen an overload at Newark and Philadelphia and other airports.

Mayor Christiansen stated that if those areas had easy access to Route 1 and to I-95, they had the potential to have DHL, FedEx, and other major carriers locate there. He noted that there was also potential to bring aircraft repair to the industrial park because they would have a captive audience of people that were well-qualified to repair aircraft.

Mayor Christiansen stated that he concurred with moving the State College Road project priority up, particularly between Kenton Road and McKee Road. He noted that anybody that had the opportunity to drive out there knew it was a nightmare.

Mr. Lindell moved to recommend approval of the Revised 2020 Prioritization of the City of Dover State Capital Transportation Program (CTP) Projects (Attachment #1), as recommended by Staff. The motion was seconded by Mr. Hare and unanimously carried.

Mr. Neil moved for adjournment of the Safety Advisory and Transportation Committee meeting, seconded by Mr. Anderson and unanimously carried.

Meeting adjourned at 6:46 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Anderson and unanimously carried.

Meeting adjourned at 6:46 p.m.

William F. Hare
Council President

WFH/TM/jt

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Attachments

Attachment #1 - Revised 2020 Prioritization of the City of Dover State Capital Transportation Program (CTP)

TO: Councilman Ralph Taylor, Chair Safety Advisory and Transportation Committee

FROM: David Hugg

DATE: October 5, 2020

SUBJ: 2020 REVISED LIST – TRANSPORTATION PROJECTS

This list is a recommended revision to 2020 Transportation Projects Priorities originally approved by CCOW/Safety Advisory and Transportation Committee on September 29. The changes are the result of ongoing conversations about the status of the projects with both the Dover/Kent County Metropolitan Planning Organization (MPO) and DelDOT. These would have brought forward at the recent discussion, but technical difficulties prevented discussion at that time. The revisions primarily reflect some additional updating and correction of information. I am recommending a possible re-ranking as a result of better data. Changes are shown in blue.

CITY OF DOVER

REVISED 2020 TRANSPORTATION PROJECT PRIORITIZATION

1. Garrison Oak Connector Road

Garrison Oak Business and Technology Center (GOBTC) is a 385-acre tract zoned IPM-2 (Industrial Park Manufacturing Zone-Technology Center) and is the only site in the City to be zoned as such. It has been identified by the City as an ideal location for large technology/green industry firms. [An amendment to the zoning ordinance \(2019\) expanded the list of permitted uses to allow warehousing, logistics and distribution activities as well.](#)

Dover City Council desires that DelDOT provide a direct access to State Route 1 via a connector road from White Oak Road to Route 8. While the State discourages growth east of State Route 1, this tract is acknowledged by both the City of Dover and the State of Delaware as the only large-scale developable land east of State Route 1 in the City of Dover.

A June 2017 study of the project (the *Garrison Oak Traffic Study*), determined that constructing a connector road was not justified as of 2018, based on the current uses and development in the park. However, an Alignment Study to determine the feasibility and location of a future road connection is justified given current and potential development interests. The Park is an important economic development asset for the City and the County. Utilization of GOBTC is restricted by the lack of good access to SR1. As additional development occurs in the business park its priority for construction will be shown as appropriate. [Additional recent planning associated with a Dover Freight Management Study suggests that not only this project but an extension of it south to connect Route 8 to S. Little Creek Road near Horsepond Road would be desired to facilitate](#)

further expansion of the County Air Cargo Facility and proposed employment zone depicted in both the City and County Comprehensive Plans.

Kenton Road Corridor Upgrades/ Route 8 East/West Corridor Plan Improvements

Prior project listings have evolved to include two related but separate projects within this single listing. Both projects flow from various studies of the Route 8 Corridor. For clarity, these should be separated and listed as two projects with priority set by readiness to proceed.

2 Scarborough Road/Route 8 Corridor Improvements

The project includes intersection improvements at Route 8/Route 15, which are already in planning, design and ROW acquisition and involve added turn and through lanes. Construction is scheduled to begin in 2021. The Route 8 Corridor Design Study (2008) also identified several improvements along the Route 8 corridor that would improve safety, better manage access, reduce congestion and provide improved traffic flow. While improvements complementary to this corridor (POW-MIA Parkway and Senator Bikeway, for example) address north/south movements, continued development on the west side of the City impacts the capacity and operation of this roadway. The MPO has been asked to further study the section of Route 8 from Kenton Road west beyond Mifflin Road.

3 Kenton Road Corridor Upgrades

The project includes full roadway development with drainage, shoulders, travel lanes, bike lanes, and other actions. Kenton Road work has also begun with planning, design and ROW acquisition. Construction is scheduled to begin in 2022. It is budgeted at \$27.3 million. The Kenton Road Corridor project includes road improvements and sidewalks to improve traffic flow and bicycle/pedestrian safety. It is critical to improving the approach to the City from the northwest where new residential areas within and outside the City are being built.

4. College Road Corridor Upgrades (Kenton Road to McKee Road)

This project includes road improvements and sidewalks in the heavily traveled College Road corridor. It is a key east-west linkage from northwest residential areas to commercial corridors and Delaware State University. Recent development in this area includes apartments and a rehabilitation hospital near the College Road/McKee Road Intersection. Potential improvements in this project include new pavement sections, sidewalks, shoulders, a closed drainage system, bicycle lanes, lighting and other improvements. Planning and design is scheduled for FY23 with ROW to be acquired in FY25-26. It is budgeted at \$4.25 million.

5. Sidewalks within the walk zone of the new Dover High School

Critical gaps in the sidewalk system near Dover High School remain, including along Mifflin Road and along Route 8 on the south side from Mifflin Road west. This project also addresses the continuation of the Senator Bikeway and the recommendations from the Capital Gateway Study. The City is very concerned about public safety in this area and believes it deserves to be included

in the CTP and funded at the earliest opportunity. [This project is ongoing and funded through a statewide sidewalk safety improvement program.](#)

6. West Street Improvements from North Street to the Transit Center

This project is along the western edge of the Downtown Development District and would improve traffic flow, safety and access to the transit system serving the Downtown and the City. It would also provide an opportunity for multi-modal linkages to be improved. West Street has become an important connection for the DART transit service in the City but has not been improved to reflect the standards necessary to meet this use. Part of these improvements were achieved in 2018 with the completion of a multi-use path along the east side of West Street. [The construction of the new Dover Post Office along West Street increases the importance of this project. It is budgeted at \\$1.3 million with ROW acquisition in FY 23 and construction beginning in FY25.](#)

7. US13 Service Roads/Scarborough Road

This project would create a collector distributor (CD) service road parallel to US 13 from Leipsic Road to Scarborough Road, and a set of local access roads providing economic benefits to the Dover Mall and a proposed adjacent commercial complex. This project is part of the US Route 13 Circulation Study. In adherence to the State's Corridor Capacity Preservation Program, the addition of service roads would decrease traffic on US 13/DuPont Highway by having more local traffic use the service roads instead. The project also reflects the corridor's continued growing role as a destination for commerce, employment, and community activities, and its lessened importance as a high-speed through travel route compared to State Route 1. [Preliminary engineering is scheduled for FY22-23, ROW acquisition in FY24-25 with construction thereafter, although economic considerations could delay timing. It may include a southbound toll exit from SR1 to the vicinity of the Mall. Construction includes consideration of private toll supported funding totaling \\$33.1 million.](#)

8. US 13 Sidewalk Construction

Construction of multi-use paths along US 13 continues to be a priority. Construction of sidewalks is required when properties are developed or redeveloped, but significant sections of the sidewalk system are either in deteriorated condition or missing. Examples include Public Safety Boulevard to the Puncheon Run Connector and White Oak Road to College Road. A 2019 sidewalk project built by DelDOT completed a sidewalk/path from Townsend Boulevard to Leipsic Road on the east side of US 13. [This project is ongoing and funded through a statewide sidewalk safety improvement program.](#)

9. Route 8/Hazelettsville Road Connector

This is a north/south access road that was identified in the *Route 8 Concept Plan and Operations Study*. This connection will encourage economic development and provide transportation alternatives in this heavily traveled corridor. The connector road proposal incorporated the existing Dover High Drive and extended south on the west side of the Village of Cannon Mills, [however DelDOT advises that much of the proposed ROW is in Agricultural Land Preservation with strong](#)

landowner opposition so an alternative connecting Commerce Way (Enterprise Park) to Route 8 near the Modern Maturity Center is being examined. It is budgeted at \$2.5 million with construction beginning in 2025..

10. Kings Highway/Route 13 Intersection Improvements

The intersection of Kings Highway/White Oak Road and US Route 13 needs improvements to meet an acceptable level of service ([now functioning at LOS E](#)). Extensive new commercial development (Capital Station Shopping Center, Lidl grocery store, and other commercial facilities) are being constructed south of the intersection which will add traffic and access burdens on these roads. Because of the multi-use paths to be constructed along with this commercial development, pedestrian and bicyclist safety improvements will be needed as part of the intersection upgrade as well. [A consultant and DelDOT are studying this intersection to determine improvements needed.](#) This project is a recommendation of the City.

11. Loockerman Street/Forest Street Intersection

This project was requested by the City to help spur redevelopment activities in the Downtown Development District while also improving traffic circulation and safety. It was identified as a needed improvement through the *Restoring Central Dover Study* and the *Westside Redevelopment Study* conducted in 2001. It is also complementary to the recommendations of the Capital Gateway Study addressing the Forest Street/Route 8 corridor. It would result in improved traffic circulation, a more pedestrian-friendly zone at the railroad crossings and create a new “gateway” into the Downtown. [Because of opposition to the intersection design option \(roundabout\), work on this project is being deferred and no funding is allocated in the CTP at this time.](#)

12. Crawford Carroll Avenue Extension

This project reflects the continuing growth of Delaware State University, commercial development in the area, and future development possibilities involving the Dover Mall and adjoining properties. The project was proposed to continue the improved right-of-way of Crawford Carroll Avenue from West Rustic Lane in a southerly direction to the site where HomeGoods and PetSmart are located and then connect to US Route 13 via a signalized intersection. It would provide access between the DSU Learning and Living Commons facility and the main campus as an alternate to using US 13. DelDOT has expressed concern about the feasibility of the original proposal, however, the City requests that service road connections on the west side of US 13 continue to be addressed even if the original design should not be achievable. [This project has been removed from the most recent DelDOT Capital Transportation Plan \(FY 21-FY 26 Spending Plan\).](#)