



**CITY OF DOVER, DELAWARE
REGULAR CITY COUNCIL MEETING
Monday, September 27, 2021 at 6:30 PM**

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic via WebEx. Public participation information is as follows:

Dial: 1-408-418-9388

Link: <https://rb.gy/cpurmh>

Event number: 2335 343 3963

Event password: DOVER (if needed)

If you are new to WebEx, get the app now at www.webex.com/ to be ready when the meeting starts.

The meeting can also be viewed on Comcast Channel 14, Verizon Channel 20, and on the City's Streaming Player located at www.cityofdover.com under "Quick Links".

OPEN FORUM - 15 Minutes Prior to Official Meeting (6:15 p.m.)

The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION - Elder Ellis Loudon

PLEDGE OF ALLEGIANCE - Council President Sudler

ADOPTION OF AGENDA

ADOPTION OF CONSENT AGENDA

All Consent Agenda items are considered routine and non-controversial and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

PRESENTATIONS

- 1. Recognition of Service – Sara J. Herbert – Dover Human Relations Commission – March 2017 – July 2021**
- 2. Recognition of Service – Nicholas A. Adams – Silver Lake Commission – May 2016 – February 2019 – Planning Commission – January 2016 – August 2021**

PROCLAMATIONS

- 3. Community Planning Month**
- 4. Cybersecurity Awareness Month**
- 5. Fire Prevention Week**
- 6. Halloween Trick-or-Treat**

CONSENT AGENDA**ADOPTION OF MINUTES**

- 7. Special Council Meeting of August 24, 2021**
- 8. Special Council Meeting of September 8, 2021**
- 9. Special Council Meeting of September 13, 2021**
- 10. Regular Council Meeting of September 13, 2021**

COMMITTEE REPORTS

- 11. Economic Development Committee - June 8, 2021**
- 12. Council Committee of the Whole Report - September 14, 2021**

Utility Committee

- 13. Evaluation of Proposals – Utility Locating Services Contract (Jason Lyon, Director of Water and Wastewater)**

(Committee Recommendation: Award a three (3) year contract with the option for two (2) one (1) year extensions to W Locco, LLC as per the proposal submitted in response to RFP #21-0043COD)

- 14. Annual Review and Approval of Governing Policy For Energy Commodity Risk Management (Lori Peddicord, Controller/Treasurer)**

(Committee recommendation: Approval of the Proposed Amendments)

15. Annexation Request - 633 Persimmon Tree Lane, Owned by Dover Indoor Tennis, Inc. (Dawn Melson-Williams, Principal Planner/ Dave Hugg, Planning and Community Development Director)

(Committee Recommendation: Approval of the annexation)

Legislative, Finance, and Administration Committee

16. Proposed Resolution #2021-22 Application for Wastewater Matching Planning Grant

(Committee recommendation: Adoption of the resolution as submitted so staff may complete the application for a Wastewater Matching Planning Grant)

17. Evaluation of Bids - Master Electrician Contract (Paul Waddell, Electric Director)

(Committee recommendation: Awarding #22-0001EL Master Electrician Contract to Towles Electric for three years with a City option to extend it an additional two years (five years total) as per the pricing included in the bid submittal)

18. Property Tax Disability Exemption (Patricia Marney, Customer Service Director)

(Committee recommendation: Amend Code Section 102-183 to include disabled property owner exemptions and to incorporate language and requirements set by Kent County, as amended to not require an age qualification for disability exemption and to grandfather in the people who are currently receiving the senior tax exemption that would otherwise be affected by the changes in residency and age requirements)

(This item will be considered during the latter part of the meeting - see item #37)

19. Fiscal Year 2022 State Law Enforcement Assistance Fund (SLEAF) Grant - City Camera Expansion - License Plate Reader Cameras (Thomas Johnson, Police Chief)

(Committee recommendation: Approval of both grants and the intended purchases)

20. Criminal Justice Council (CJC) Grant - City of Dover Treatment Improvement Project (Thomas Johnson, Police Chief)

(Committee recommendation: Approval of the new grant program and the intended purchases)

21. Proposal to Give Employees a \$100 Bonus With Proof of Full Vaccination from American Rescue Plan Act (ARPA) funds (Kim Hawkins, Human Resources Director)

(Committee recommendation: Authorize staff to administer a program to give incentives to becoming fully vaccinated including a \$100 bonus and/or restoration of COVID leave)

- 22. Update on Diversity Inclusion Committees for 2020-2021 (Kim Hawkins, Human Resources Director, Jamee Boone, President of Eddee Boone Consulting, LLC, and Michelle Taylor, President and Chief Executive Officer of United Way of Delaware)**

(Committee recommendation: Enter into an agreement with United Way for consulting in Diversity and Inclusion, subject to the review of the contract on behalf of the staff and the City's attorneys to make sure that it does not conflict with anything regarding the City Council)

(This item will be considered during the latter part of the meeting - see item #35)

- 23. Proposed Ordinance #2021-19 - Amending Appendix B - Zoning, Article 3 - District Regulations, Section 19 - Manufacturing Zone (M); Article 4 - Zoning Bulk and Parking Regulations, Section 4.16 - M, IPM Zones; and Article 5 - Supplementary Regulations, Section 3 - Supplementary Regulations Applying to Nonresidential Buildings, except in IPM Zone (Dave Hugg, Planning and Community Development Director)**

(Committee recommendation: Adoption of Ordinance #2021-19)

(This item will be considered during the latter part of the meeting - see item #38)

- 24. Approval for Submission of Innovative Readiness Training (IRT) Grant at Schutte Park (Matt Harline, Interim City Manager)**

(Committee recommendation: Approval for submission of the Innovative Readiness Training (IRT) Grant at Schutte Park)

Parks, Recreation, and Community Enhancement

- 25. Council President Sudler**

- 26. First District**

- 27. Second District**

- 28. Third District**

- 29. Fourth District**

- 30. At-Large**

- 31. Mayor Christiansen**

Legislative, Finance, and Administration Committee (Informational Items)

- 32. Update on City Manager/City Clerk Selection Committee Progress (Councilman Gerald, Rocha, Sr.)**

33. Update on Mayor's State of General Emergency Executive Declaration (Mayor Robin Christiansen)

ITEMS NOT ON THE CONSENT AGENDA

34. Request for Real Estate Tax Abatement under Chapter 102, Article IV for 1601 POW/MIA Parkway, Four M Investments VII, LLC

(Staff recommendation: Approval of Request for Real Estate Tax Abatement)

35. Update on Diversity Inclusion Committees for 2020-2021 (Kim Hawkins, Human Resources Director, Jamee Boone, President of Eddee Boone Consulting, LLC, and Michelle Taylor, President and Chief Executive Officer of United Way of Delaware)

(Staff recommendation: Enter into an agreement with United Way for consulting in Diversity and Inclusion)

(The Council Committee of the Whole Report of September 14, 2021 is listed on the agenda as item #12)

36. Consideration of the Juneteenth Holiday

ORDINANCES

FIRST READING - The First Reading is offered on the Proposed Ordinance. Final action by Council will take place during the Second Reading on October 11, 2021. The ordinance is available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office at 736-7008 or cityclerk@dover.de.us.

37. Ordinance #2021-20 - Amending Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-183 - Tax exemption for senior citizens and Section 102-184 - Tax exemption for disabled citizens

(The Council Committee of the Whole Report of September 14, 2021 is listed on the agenda as item #12)

FIRST READING REFERRAL - The First Reading is offered on the Proposed Ordinance. It is recommended for referral to the Planning Commission for a public hearing on October 18, 2021 and that a Public Hearing before City Council be set for November 8, 2021 at 6:30 p.m., at which time the Final Reading and Council action will take place. The ordinance is available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office at 736-7008 or cityclerk@dover.de.us.

38. Ordinance 2021-19 Amending Appendix B - Zoning, Article 3 - District Regulations, Section 19 - Manufacturing Zone (M); Article 4 - Zoning Bulk Parking Regulations, Section 4.16 - M, IPM Zones; and Article 5 - Supplementary Regulations, Section 3 - Supplementary Regulations Applying to Nonresidential Buildings, except in IPM Zone

(The Council Committee of the Whole Report of September 14, 2021 is listed on the agenda as item #12)

- 39. Ordinance #2021-21 - Lands of Alice & Vernon Ingram, Jr. at 317-325 West Division Street**
Review of Rezoning Application for three parcels of land consisting of 0.05 +/- acres, 0.13 +/- acres, and 0.08 +/- acres, for a total of 0.26 +/- acres (11,628.36 SF). The properties are zoned C-1A (Limited Commercial Zone). The proposed zoning is IO (Institutional and Office Zone). The properties are located on the north side of West Division Street and east of North Queen Street.

(Property Owners: E. Vernon Ingram Jr. & Alice M. Ingram. Property Address: 317, 319, and 325 West Division Street. Tax Parcels: ED-05-076.08-05-03.00-000, ED-05-076.08-05-02.00-000, and ED-05-076/08-05-01.00-000. Planning Reference: Z-21-06. Council District 4.)

FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of September 13, 2021. The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

- 40. Ordinance #2021-17 Amending Chapter 80 - Personnel, Article IV - Pension Plans and Retirement Benefits, Division 3 - General Employee Pension Plan**

- 41. Ordinance #2021-18 - Amending Chapter 102 - Taxation**

INTERIM CITY MANAGER'S ANNOUNCEMENTS

COUNCIL MEMBERS' ANNOUNCEMENTS

ADJOURNMENT

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